

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22015, January 13, 2000

CONTENTS

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

Administrative Services

ASM Revision: Associate Office Infrastructure Field Support Responsibilities	2
--	---

Child Alert Program

Missing Children Posters	3
--------------------------------	---

Customer Relations

Mail Alert	13
------------------	----

Domestic Mail

DMM Revision: Adding Delivery Confirmation to Return Receipt for Merchandise and Merchandise Return Service	14
Reminder: Mailability of Firearms	18
New Special Service Labels	20
New Issue of the <i>Domestic Mail Manual</i>	20
APO/FPO Changes	21
Drop Shipment Management System	21

Finance

Revenue Unit for Fiscal Year 1999	32
Federal Tax Withholding Exemption	32
Postal Employee Use of Citibank VISA Travel Cards	32

Fraud Alert

Foreign Order No. 442	33
Withholding of Mail Orders	33
Missing, Lost, or Stolen U.S. Money Order Forms	34
Missing, Lost, or Stolen Canadian Money Order Forms	38
Counterfeited Canadian Money Order Forms	40
800 Number Available to Verify Canadian Money Orders	40
Invalid Express Mail Corporate Account Numbers	41

International Mail

Reminder: International Mail — Customs Form Usage	44
---	----

Philately

Pictorial Cancellations Announcement	46
Millennium Pictorial Cancellations — Additional Participating Offices	48
Special Cancellation Die Hubs	50

Post Offices

Post Office Changes	51
POM Revision: Zip Code Authorization and Assignment	51
Washington's Birthday Poster	75

Purchasing and Materials

Ordering Procedures for Postmarking Ring Dies and Die Hubs	77
Thrift Savings Plan (TSP) Open Season Material	78
Interest Rate on Contract Claims	78

Retail

What's in Store	79
Revenue Measurement: Walk-In Revenue Definition	85
Correction: Dinero Seguro	85
Items Authorized for Sale in Self Service Vending Machines	86

Postal Bulletin Index

Quarterly Index	PB 22011 (11-18-99)
-----------------------	---------------------

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

PB 22015: 7690-04-000-3994	PB 22002: 7690-04-000-3981
PB 22014: 7690-04-000-3993	PB 22001: 7690-04-000-3980
PB 22013: 7690-04-000-3992	PB 22000: 7690-04-000-3979
PB 22012: 7690-04-000-3991	PB 21999: 7690-04-000-3978
PB 22011: 7690-04-000-3990	PB 21998: 7690-04-000-3977
PB 22010: 7690-04-000-3989	PB 21997: 7690-04-000-3976
PB 22009: 7690-04-000-3988	PB 21996: 7690-04-000-3975
PB 22008: 7690-04-000-3987	PB 21995: 7690-04-000-3974
PB 22007: 7690-04-000-3986	PB 21994: 7690-04-000-3973
PB 22006: 7690-04-000-3985	PB 21993: 7690-04-000-3972
PB 22005: 7690-04-000-3984	PB 21992: 7690-04-000-3971
PB 22004: 7690-04-000-3983	PB 21991: 7690-04-000-3970
PB 22003: 7690-04-000-3982	PB 21991: 7690-04-000-3970

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

Administrative Services

ASM REVISION

Associate Office Infrastructure Field Support Responsibilities

Effective immediately, section 864.4 of *Administrative Support Manual* (ASM) 13, July 1999, is revised to reflect administrative and backup procedures for Associate Office Infrastructure (AOI) sites. This revision will be incorporated into an incremental update of the online ASM accessible through the Policies and Procedures page of the Postal Service Intranet located at <http://blue.usps.gov/cpim> under the selection for manuals.

Administrative Support Manual (ASM)

8 Information Resources

86 Computing and Telecommunications Systems

* * * *

864.4 Operating Units

864.41 Associate Office Infrastructure Program Office

* * * *

[Sections 864.411 through 864.413 remain the same, and new section 864.414 is added.]

864.414 Administrative Responsibilities

- a. *Information Technology (IT)*. Information Technology is responsible for ensuring that the deployed AOI infrastructure is properly maintained. The current standard is for IT representatives to provide training to associate office personnel (one primary and one backup).

- b. *Associate Office Personnel*. Associate office personnel trained by IT representatives are responsible for day-to-day administration of the equipment and data associated with the AOI. Procedural problem resolution is available from the Postal Service Help Desk at 800-USPSHELP (1-800-877-7435). Routine administration needed from local AO site personnel is limited to:

- (1) Labeling of backup tapes.
- (2) Performing tape backups and storing (securely) backup tapes.
- (3) Maintaining a reasonably clean environment for the AOI server, including the removal of accumulated dust and dirt from filter vents, covers, and the floor space near the server.

- c. Detailed procedures for performing these tasks are in the AOI Server Tape Maintenance manual located on the AOI Web page at <http://AOI/ResourceCenter/doclib/welcome.htm>.

Note: No software or hardware repair is required of local AO site personnel. The AOI Program Office underwrites the software or hardware repair of all AOI equipment in a facility. Associate office personnel should contact the Postal Service Help Desk (1-800-877-7435) for software or hardware repair support.

— AOI Program Office,
Information Technology, 1-13-00

Child Alert Program

January 2000

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.



Falon Albury
Updated Photo
Born: 5-29-91
Date Missing: 11-04-95
Missing From: Ocala, FL



Alexandra Patterson
Born: 12-6-92
Date Missing: 9-7-99
Missing From: Pinebluff, NC



Candice Patterson
Born: 11-17-94
Date Missing: 9-7-99
Missing From: Pinebluff, NC



Abbigail Walker
Born: 6-6-94
Date Missing: 8-15-98
Missing From: Bunker Hill, WV



Jacob Walker
Born: 10-5-95
Date Missing: 4-25-98
Missing From: Bunker Hill, WV



Katie Farnes
Born: 8-01-94
Date Missing: 4-21-99
Missing From: Idaho Falls, ID

**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*.

January 2000

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.



Amber Molina

Born: 6-20-91

Date Missing: 1-16-99

Missing From: Ridgewood, NY



Jack Molina

Born: 11-11-92

Date Missing: 1-16-99

Missing From: Ridgewood, NY



Alexander Martinez-Perez

Born: 9-24-96

Date Missing: 10-31-97

Missing From: Georgetown, DE



Charlotte Holmes

Born: 4-15-88

Date Missing: 2-1-99

Missing From: Harrisburg, PA



Sarah Skiba

Born: 7-27-89

Date Missing: 2-5-99

Missing From: Granby, CO



Eli Vanderpool

Age Progression to 26 Years

Born: 8-19-68

Date Missing: 11-26-85

Missing From: Smithboro, NY

**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*.

January 2000

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.



Genessa Rydell
Born: 1-23-83
Date Missing: 4-8-99
Missing From: Louisville, KY



Justine Rodriguez
Born: 6-10-83
Date Missing: 11-1-99
Missing From: Villa Park, IL



Valerie Wigfall
Born: 2-29-84
Date Missing: 10-8-99
Missing From: Brockton, MA



Jimmy Smart
Born: 1-10-84
Date Missing: 10-25-99
Missing From: Houston, TX



Monica Bennett
Age Progression to 22 Years
Born: 10-27-73
Date Missing: 6-21-89
Missing From: Brunswick, GA



Michael Bennett
Age Progression to 20 Years
Born: 5-14-75
Date Missing: 6-21-89
Missing From: Brunswick, GA

**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*.

January 2000

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.



Racheal Hayson
Age Progression to 17 Years
Born: 9-18-82
Date Missing: 6-20-97
Missing From: Richmond, MO



Mostafa El Kodary
Born: 5-7-82
Date Missing: 10-5-99
Missing From: Klamath Falls, OR



Andrea Reyes Tenorio
Born: 11-9-97
Date Missing: 10-5-99
Missing From: New Haven, CT



Jordan Franklin
Born: 2-7-93
Date Missing: 11-12-98
Missing From: Tucson, AZ



Joshua Franklin
Born: 1-25-90
Date Missing: 11-12-98
Missing From: Tucson, AZ



Justin Franklin
Born: 6-16-91
Date Missing: 11-12-98
Missing From: Tucson, AZ

**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*.

January 2000

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.



Alison Campbell

Born: 1-15-99

Date Missing: 11-6-99

Missing From: Orlando, FL



Colin Campbell

Born: 2-17-95

Date Missing: 11-6-99

Missing From: Orlando, FL



Halee Turner

Born: 9-19-90

Date Missing: 8-8-99

Missing From: Ft. Worth, TX

**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*.

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 one month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Eddie Bauer January Transition	Standard A/ Catalog	1/18–1/20	3.6	Nationwide	3/5-Digit	RR Donnelley, Warsaw, IN
JC Penney Spring & Summer Invites	Standard A/ Postcard	1/18–1/28	8.5	Nationwide	CarRt	Harte-Hanks
Isabella Bird 1 (Spring Issue)	Standard A/ Flat	1/19–1/21	1.5	Nationwide	CarRt, 3/5-Digit	Arandell, Menomonee Falls, WI; 56 pages
JC Penney Spring Big/Tall Men	Standard A/ Catalog	1/21–1/24	2.1	Nationwide	CarRt	RR Donnelley
JC Penney February Baby Sale	Standard A/ Letter	1/22–1/25	3.2	Nationwide	CarRt	Harte-Hanks
JC Penney February Furniture	Standard A/ Letter	1/22–1/25	2.0	Nationwide	CarRt	Harte-Hanks
JC Penney Valentine's Mailer	Standard A/ Letter	1/24–1/26	6.1	Nationwide	CarRt	Harte-Hanks
JC Penney Valentine's Postcard	Standard A/ Postcard	1/24–1/26	1.6	Nationwide	CarRt	Harte-Hanks
Smithsonian Catalogue — Spring 2	Standard A/ Catalog	1/24–1/29	1.1	Nationwide	CarRt, 3/5-Digit, Barcoded	Quad Graphics, Lomira, WI; 8" x 8", 80 pages
JC Penney Winter Warm-Up	Standard A/ Postcard	1/25–1/27	8.0	Nationwide	CarRt	Harte-Hanks
Sally Beauty Supply	Standard A/ Letter	1/28–1/30	2.0	Nationwide	CarRt, 3/5-Digit, Residual	The Mail Box, Dallas, TX
JC Penney Petites	Standard A/ Catalog	1/28–1/31	2.0	Nationwide	CarRt	Quebecor World
JC Penney Spring Sizes 16W & Up	Standard A/ Catalog	1/28–1/31	2.1	Nationwide	CarRt	RR Donnelley
JC Penney Spring Tall Women	Standard A/ Catalog	1/28–1/31	1.7	Nationwide	CarRt	RR Donnelley
Sally Beauty Supply	Standard A/ Letter	1/28–1/31	2.0	Nationwide	CarRt, 3/5-Digit, Residual	The Mail Box, Dallas, TX
JC Penney Privilege Newsletter	Standard A/ Letter	1/31–2/2	4.6	Nationwide	CarRt	Harte-Hanks
Territory Ahead Spring 1	Standard A/ Flat	1/31–2/2	1.3	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 72 pages
Territory Ahead Spring Prospector	Standard A/ Flat	1/31–2/2	1.6	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 48 pages
Anthony Richards	Standard A/ Flat	1/31–2/3	2.0	Nationwide	CarRt	Spencer Press, Wells, ME
Billy Graham DECISION Magazine	Standard A/ Flat	1/31–2/4	1.3	Nationwide	CarRt, 3/5-Digit, Barcoded	Minneapolis, MN; 44-page magazine

Domestic Mail

DMM REVISION

Adding Delivery Confirmation to Return Receipt for Merchandise and Merchandise Return Service

Effective January 13, 2000, *Domestic Mail Manual* (DMM) S917 and S918 are amended to add the availability of Delivery Confirmation service with return receipt for merchandise. DMM S923 is amended to add Delivery Confirmation service to merchandise return service (MRS).

To support this new option for MRS, the Postal Service has developed an Application Program Interface (API), a computer program that helps mailers generate and print MRS labels under S923.1.5. MRS permit holders using the API to generate labels are not required to provide a copy of their MRS label format to the Postal Service for approval (S923.2). However, all MRS permit holders using MRS with preprinted Deliver Confirmation barcodes must have their labels and printers approved in accordance with DMM S918. In addition, this revision allows MRS permit holders to place other information (e.g., company logo, return authorization number, inventory barcode) on MRS labels, as long as this does not interfere with any required MRS format elements or markings (S923.5.6). Inventory barcodes used on MRS pieces must not resemble the barcodes described in DMM C850.

These changes will be included in the next online DMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of DMM Issue 56.

Domestic Mail Manual (DMM)

S Special Services

* * * *

S900 Special Postal Services

* * * *

S910 Security and Accountability

* * * *

S917 Return Receipt for Merchandise

1.0 BASIC INFORMATION

* * * *

1.3 Additional Services

[Revise 1.3 to read as follows:]

Return receipt for merchandise may be combined with Delivery Confirmation and special handling for Priority Mail and Standard Mail (B).

* * * *

S918 Delivery Confirmation

1.0 BASIC INFORMATION

* * * *

[Amend 1.5 by adding reference to return receipt for merchandise to read as follows:]

1.5 Additional Services

Delivery Confirmation may be combined with:

- a. Collect on delivery (COD).
- b. Insured mail.
- c. Registered mail.
- d. Restricted delivery, if purchased with insurance for more than \$50, COD, or registry service.
- e. Return receipt, if purchased with insurance for more than \$50, COD, or registry service.
- f. Return receipt for merchandise.
- g. Parcel airlift (PAL).
- h. Special handling.

* * * *

S920 Convenience

* * * *

S923 Merchandise Return Service

1.0 BASIC INFORMATION

* * * *

1.3 Payment Guarantee

[Amend 1.3 by deleting b(1) and (2), adding a new table to b, and redesignating b(3) as c, to read as follows:]

The standards for payment of postage and fees are:

* * * * *

- b. Articles are charged the required fees and the proper single-piece rate as follows:

If a piece weighs:	It is returned at this rate:
13 ounces or less with no marking	First-Class Mail
13 ounces or less and marked as Priority Mail	Priority Mail
More than 13 ounces but less than 16 ounces with no marking	Priority Mail
16 ounces or less marked as Special Standard or Library Mail	Special Standard or Library Mail, as marked
Less than 16 ounces with no marking with Delivery Confirmation	Priority Mail
16 ounces or more with no marking	Parcel Post
16 ounces or more with no marking with Delivery Confirmation	Parcel Post

* * * * *

1.9 Reshipment Restrictions

[Amend 1.9 to read as follows:]

Reshipment is not available for articles with any special service (S900). The customer must arrange to have mail with special service(s) redirected to an address shown in block 17 of Form 1093.

* * * * *

1.11 Mailer Markings and Endorsements

[Amend 1.11 to read as follows:]

It is recommended but not required that eligible matter to be returned at First-Class Mail, Priority Mail, or Parcel Post rates bear the applicable preprinted marking "First-Class" or "First-Class Mail," "Priority Mail," or "Parcel Post" (or "PP"). If the permit holder desires matter weighing less than 16 ounces to be returned at the Special Standard or Library Mail rates, or matter weighing 13 ounces or less to be returned at the Priority Mail rates, the mailer must preprint the appropriate rate marking on the label. If the permit holder desires matter weighing 16 ounces or more to be returned at a rate other than Parcel Post, the permit holder must preprint the appropriate rate marking on the label.

* * * * *

2.0 PERMITS

2.1 Application Process

[Amend 2.1 by revising the third sentence to read as follows:]

*** Except for MRS labels generated by the USPS Application Program Interface (API), Form 3615 must be accompanied by copies of the MRS labels (including printed copies of labels intended to be faxed to customers or transmitted to customers electronically) and the instructions provided to the permit holder's customers. All MRS labels that have preprinted Delivery Confirmation barcodes must be approved by the USPS (S918). ***

* * * * *

4.0 ADDITIONAL FEATURES

4.1 Insured Mail

[Amend 4.1 to read as follows:]

The permit holder may obtain insured mail service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in 5.0 or the endorsement specified in 4.2 cannot add insured mail service. Only Standard Mail matter (i.e., matter not required to be mailed at First-Class Mail rates under E110) may be insured. If the matter is to be returned as First-Class Mail or Priority Mail, the endorsement "Standard Mail Enclosed" must appear below the class of mail endorsement on the MRS label. Insured mail may be combined with Delivery Confirmation or special handling, or both.

* * * * *

4.4 Registered Mail

[Amend 4.4 to read as follows:]

The permit holder may obtain registered mail service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in 5.0 or the endorsement specified in 4.5 cannot add registered mail service. The customer using the MRS label must declare the full value of the article to be registered when presented at the post office. Registered mail service may be obtained only on articles returned at First-Class Mail or Priority Mail rates and may not be combined with any other special service.

* * * * *

[Delete 4.10. Redesignate 4.7 through 4.12 as 4.8 through 4.12, and add new 4.7 to read as follows:]

4.7 Delivery Confirmation

The permit holder may obtain Delivery Confirmation service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in 5.0 or the endorsement specified in 4.2 cannot add Delivery Confirmation service. If the permit holder chooses to preprint the Delivery Confirmation barcode on the label, then

those labels must be approved by the USPS. MRS labels with Delivery Confirmation barcodes must meet the standards in S918 as shown in Exhibit 5.6d. Delivery Confirmation may be combined with insurance or special handling, or both. Delivery Confirmation is always charged at the retail rate (R900).

4.8 Special Handling

[Amend redesignated 4.8 to read as follows:]

The permit holder may obtain special handling service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in 5.0 or the endorsement specified in 4.8 may not obtain special handling service. Special handling may be combined with insurance or Delivery Confirmation, or both.

* * * * *

5.0 FORMAT

5.1 Label Preparation

[Amend 5.1 to read as follows:]

Any photographic, mechanical, or electronic process, or any combination of such processes other than typewriting or hand-writing, may be used to prepare the MRS label or tag and detachable acknowledgment form. The background may be any light color that allows the address, postmark, and other endorsements to be readily discerned. Brilliant colors may not be used for the background. If labels are faxed to customers or electronically transmitted to customers for their local printing, the permit holder must advise customers of these preparation requirements as part of the instructions required by 5.5. All MRS labels that include Delivery Confirmation barcodes must be certified for use by the USPS prior to distribution. Labels with Delivery Confirmation barcodes cannot be faxed to customers.

* * * * *

5.5 Instructions

[Amend 5.5a by adding reference to Delivery Confirmation barcode to read as follows:]

Written instructions must be provided with the label that, at a minimum, direct the customer:

- a. To affix the label squarely onto the address side of the parcel, covering up any previous delivery address and barcode without overlapping any adjacent side. If tape or similar material is used, it must not cover the Delivery Confirmation barcode or any part of the label where postage and fee information is to be recorded.

* * * * *

5.6 Format Elements

[Amend 5.6 by revising 5.6c, 5.6d(2), 5.6g, and adding new 5.6i to read as follows:]

Format standards required for the MRS labels are shown in Exhibit 5.6a, Exhibit 5.6b, Exhibit 5.6c, and Exhibit 5.6d, and are described as follows:

* * * * *

- c. Rate Marking. If the matter to be returned bears a rate marking as required or recommended under 1.11, the rate marking must be placed in the space to the right and above the "Merchandise Return Label" legend. The marking must be at least 3/16 inch high and printed or rubber-stamped. Only the permit holder may apply this marking.

* * * * *

- d. Special Services Except Registry

* * * * *

- (2) As marked with an asterisk below, insurance, special handling, Delivery Confirmation, and pickup service fee entries may not appear if the permit holder does not choose the corresponding service(s). As appropriate, these postage and fee markings must appear:

POSTAGE	_____
MERCHANDISE RETURN FEE	_____
*INSURANCE FEE (IF ANY)	_____
*DELIVERY CONFIRMATION FEE (IF ANY)	_____
*SPECIAL HANDLING FEE (IF ANY)	_____
*PICKUP SERVICE FEE (IF ANY)	_____
TOTAL POSTAGE AND FEES DUE	\$ _____
INSURANCE DESIRED BY	\$ _____
PERMIT HOLDER FOR	(VALUE)

* * * * *



- g. Delivery Address. The lines "POSTAGE DUE UNIT" and "US POSTAL SERVICE," followed by the delivery address line and the city, state, and ZIP Code line of the postage due unit at the post office where the permit is authorized, must be printed on the front of the mailpiece, at least 1 inch from the left edge of the piece, in capital letters at least 1/8 inch high.

* * * * *

- i. Additional information. Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted if placed above the "Merchandise Return Label" legend and below any rate marking described in 5.6. This information must not interfere with any required markings. Inventory barcodes must not resemble the barcodes described in C850.

* * * * *

Exhibit 5.6d Merchandise Return Label with Delivery Confirmation Service

<p>FROM: _____ _____ _____</p> <p>POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE</p> <p>POSTAGE _____ MERCHANDISE RETURN FEE _____ DELIVERY CONFIRMATION FEE _____ TOTAL POSTAGE AND FEES DUE \$ _____</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES </div> <div style="text-align: center;">  </div>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> USPS DELIVERY CONFIRM  8202 6837 3310 0000 0012 </div>	<div style="border: 1px solid black; padding: 5px;"> <p>MERCHANDISE RETURN LABEL</p> <p>PERMIT NO. 1 CONESTOGA PA 17516 ABC CO. 501 FIRST AVE.</p> </div> <p>POSTAGE DUE UNIT US POSTAL SERVICE PO BOX 9998 CONESTOGA PA 17516-9998</p>

REMINDER

Mailability of Firearms

The conditions that apply to the mailing of firearms are found in *Domestic Mail Manual* (DMM) C024.1.0 through C024.4.0. These mailing rules are based on the lawful prohibitions stated in *Title 18 United States Code* (18 USC) 1715 that make it illegal to mail concealable firearms, except under very specific and limited conditions.

Mailing Restrictions

The following restrictions apply to the mailing of firearms:

- a. Pistols, revolvers, and other firearms, such as short-barreled rifles and short-barreled shotguns, capable of being concealed on the person (referred to as handguns) are nonmailable in the domestic mail except as permitted in DMM C024.1.2 and in the exhibit shown on page 19 of this *Postal Bulletin*.
- b. The disassembled parts of a handgun or other type of nonmailable firearm that can be readily reassembled as a weapon are nonmailable except as permitted in DMM C024.1.2 or C024.2.0 and in the exhibit shown on page 19 of this *Postal Bulletin*.
- c. Unloaded antique firearms sent as curios or museum pieces are generally permitted as specified in DMM C024.2.0 and in the exhibit on page 19 of this *Postal Bulletin*.
- d. Unloaded rifles and shotguns (with an overall length of 26 inches or more) may be mailed if the mailer fully complies with the Gun Control Act of 1968 (Public Law 90-618) and 18 USC 921. The mailer may be required to establish, by opening the parcel or by written certification, that the gun is unloaded and not excluded from mailing because of the restrictions in DMM C024.1.1e.

Definitions

The following definitions apply:

- **Firearm.** Any device (including a starter gun) that is designed, or may readily be converted, to expel a projectile by an explosion, a spring, or other mechanical action, or by air or gas pressure, with sufficient force to be used as a weapon.
- **Handgun.** Pistols, revolvers, and other firearms such as short-barreled shotguns and short-barreled rifles, capable of being concealed on the person.
- **Pistol or Revolver.** A handgun designed to be fired by the use of a single hand.
- **Short-Barreled Rifle.** A rifle having one or more barrels less than 16 inches long. This includes any weapon made from a rifle (by alteration or modification) resulting in an overall length of less than 26 inches.
- **Short-Barreled Shotgun.** A shotgun having one or more barrels less than 18 inches long. This includes any weapon made from a shotgun (by alteration or modification) resulting in an overall length of less than 26 inches.

- **Antique Firearm.** Any firearm (including those with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898, or any replica of such a firearm, that meets either of the following conditions:

- (a) It is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition.
- (b) It uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and is not readily available through ordinary commercial trade channels.

- **Licensed Manufacturer or Dealer.** A manufacturer of firearms or a bona fide dealer in firearms is one duly licensed by the Bureau of Alcohol, Tobacco, and Firearms (ATF), U.S. Department of the Treasury, under the Gun Control Act of 1968.

PS Form 1508

PS Form 1508, *Statement by Shipper of Firearms*, must be completed by each manufacturer or dealer who deposits handguns for mailing. The form must be filed with the postmaster at the office of mailing for each mailing. The form must be retained at the office of mailing for one year.

Packaging and Marking

No markings of any kind that indicate the nature of the contents may be placed on the outside wrapper or container of any mailpiece containing firearms. Mailable firearms must be properly and securely packaged within the general packaging requirements in DMM C010. Generally, this includes wrapping the item in sufficient cushioning material and placing it within a strong and securely sealed outer packaging.

Mailer Responsibility

Even though certain types of firearms are permitted to be mailed within the provisions of the postal law in 18 USC 1715, it is the mailer's responsibility to comply with all federal and state regulations and local ordinances affecting the movement of firearms.


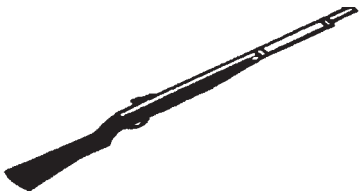

Legal Opinions

Postmasters are not authorized to give opinions on the legality of any shipment of rifles or shotguns. Mailers should be referred to the nearest regional ATF office for further advice. See Publication 52, *Hazardous, Restricted, and Perishable Mail*, for a list of ATF office locations.

Nonmailable Firearms Found in the Mail

Nonmailable firearms discovered in the mailstream must be immediately reported in accordance with the procedures in *Postal Operations Manual* (POM) 139.117.

Mailability Requirements for Firearms

Handguns may be mailed by a licensed manufacturer or dealer, an authorized federal agent, or an authorized state, territory, or district agent ONLY when addressed to one of the following addressee categories for use in official duties:	
Addressee	Affidavit Requirements
a. Officer of Army, Navy, Air Force, Coast Guard, Marine Corps, or organized reserve corps. b. Officer of National Guard or militia of a state, district, or territory.	Mailable with affidavit signed by addressee and certificate signed by commanding officer.
c. Officer of the federal government or a state, district, or territory whose official duty is to serve warrants of arrest or commitment. d. USPS employees specifically authorized by the chief postal inspector. e. Officer or employee of a U.S. enforcement agency.	Mailable with affidavit signed by addressee and certificate signed by head of agency employing the addressee.
f. Watchman engaged in guarding federal, state, district, or territory property.	Mailable with affidavit signed by addressee and certificate signed by chief clerk of department, bureau, or branch of government agency employing the addressee.
g. Purchasing agent or other designated member of an agency employing officers and personnel included in c, d, or e above.	Mailable with affidavit signed by addressee and certificate signed by the head of agency stating the firearm is to be used by an officer or employee cited in c, d, or e of the opposite column.
Unloaded Handgun	
	<p>Mailer must be licensed manufacturer or dealer mailing to another licensed manufacturer or dealer.</p> <p>Addressee is FBI (or its Director) or scientific lab or crime detection bureau of any agency whose members are federal law enforcement officers, or state, district, or territory officers authorized to serve warrants of arrest or commitment.</p> <p>Manufacturers or dealers must complete PS Form 1508, <i>Statement by Shipper of Firearms</i>, and file with the postmaster.</p> <p>Postmasters may forward an unsatisfactory mailer statement to their RCSC for a ruling.</p>
Unloaded Rifle or Shotgun	
	<p>Short-barreled rifles or shotguns that can be concealed on the person are nonmailable.</p> <p>Mailer must comply with Gun Control Act of 1968 and with state and local laws.</p> <p>USPS may require mailer to open parcel or give written certification that weapon is unloaded and not concealable.</p> <p>Registered mail service is recommended.</p>
Unloaded Antique Firearm	
	<p>Unloaded antique firearms sent as curios or museum pieces are permitted for mailing as defined in DMM C024.1.1g.</p>

New Special Service Labels

New barcoded labels for Certified Mail, Insured Mail, Recorded Delivery Mail, Registered Mail, and Return Receipt for Merchandise are now being distributed to post offices. The redesigned labels will enable future product enhancements such as Delivery Confirmation's electronic signature capture program.

Function of New Barcoded Labels

Eventually, barcodes on special service forms will be scanned upon acceptance and delivery, and an electronic record will be created for each mailpiece. This data, as well as an electronic image of the recipient's signature, will be stored in the Product Tracking System (PTS). PTS will interface with other USPS systems to allow for the electronic retrieval of the recipient's signature. The following special service labels have been redesigned to take advantage of this technology:

- *Receipt for Certified Mail*, PS Form 3800.
- *Receipt for Insured Mail — Domestic-International*, PS Form 3813-P.
- *Receipt for Recorded Delivery (International Mail Only)*, PS Form 8099.
- *Registered Mail*, Label 200.
- *Return Receipt for Merchandise*, PS Form 3804.

New Procedures

Once your office has received the new barcoded labels, please discontinue use of the old non-barcoded labels.

In POS ONE-equipped post offices, window clerks must *manually* complete the new special service labels until their post office has received the new POS ONE software, due spring 2000. The new software will enable printing on the new landscape format. The new software will also allow clerks to begin scanning the new barcoded labels at acceptance.

Once electronic signature capture is implemented in spring 2000, carriers will begin scanning the special service labels upon delivery. Each carrier must pay special attention to required signatures and ensure that all necessary signatures are received and the name printed on the barcoded PS Form 3849, *Delivery Notice/Reminder/Receipt*.

Business account representatives should ensure that vendors or mailers preparing customer-generated labels are aware of the label changes and are ready to meet the new label standards set forth in the *Federal Register*. Account Representatives should also be aware that all Cash on Delivery (COD) labels must now have a unique number. The new *Special Services Technical Guide*, to be completed in January 2000, will detail all specifications and requirements for privately printed barcoded labels. A copy of the guide will be sent to all field sales organizations.

How Do We Get the New Labels?

Automatic distribution of new labels will begin in January 2000. Post offices will receive an initial supply of new special service labels to replace the old stock. They must then order additional labels, as is the current practice. *Upon receipt of the new labels, it is important that old labels are recycled.*

— *Special Services, Marketing*, 1-13-00

New Issue of the Domestic Mail Manual

Domestic Mail Manual (DMM) Issue 55, dated 1-10-00, currently is being printed and is scheduled to arrive in the field in February. This will be the only printed DMM in 2000.

The DMM is distributed automatically to employees based on job titles. Offices that need more copies can order them in early March from the material distribution centers.

The Postal Explorer Web site (<http://pe.usps.gov>) contains an electronic DMM Issue 55, plus the changes published in this *Postal Bulletin*. The DMM is updated on the Postal Explorer Web site monthly as changes are published in the first *Postal*

Bulletin of each month. Employees should encourage customers to use the Postal Explorer Web site to help answer their questions about business mail.

DMM Issue 55 also is included in the Postal Explorer CD-ROM release 9.0, which is being sent to postal employees and customers. It is scheduled to arrive in late February.

— *Mail Preparation and Standards, Pricing and Product Design*, 1-13-00

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin* 22014 (12-30-99).

APO/FPO	Action	Effective Date	See Restrictions
09135	Close	January 15, 2000	
09157	Close	Immediately	
09371	Close	January 10, 2000	
09646	Close	January 15, 2000	
96285	Close	January 15, 2000	
96385	Close	January 15, 2000	
96521	Add "N" Restriction	Immediately	B-F-N
96522	Add "N" Restriction	Immediately	B-F-N-U

— *International Operations Support, Network Operations Management, 1-13-00*

Drop Shipment Management System

Effective January 13, 2000, the Postal Service will expand testing for the Drop Shipment Management System (DSMS) program on a limited basis for mailers and consolidators who can meet program criteria for the preparation and transport of plant-verified drop shipment (PVDS) mailings. Authorized DSMS participants use electronic data describing palletized mailings from multiple jobs and mailing locations to build consolidated PVDS loads and to create consolidated Forms 8125-CD, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance* — DSMS, that accurately describe the mailings being presented for deposit. DSMS participants provide the Postal Service with access to specific electronic data files containing information about these mailings, which are then presented under the program according to prescribed standards. Forms 8125-CD prepared for DSMS mailings do not bear an origin post office acceptance employee signature or round stamp date.

DSMS was developed when the Postal Service and some of its major mailing partners recognized the need for more efficient methods of planning and creating consolidated loads of PVDS mail. These loads often consist of mailings that are produced at multiple plants (e.g., printers, lettershops), accompanied by individual Forms 8125, and shipped on a single vehicle for deposit at the same destination entry postal facility. With the advent of standardized electronic files, such as Mail.dat, that define a mailing in precise detail, the Postal Service is able to verify preparation, postage payment, and destination entry for specific pallets using that data. DSMS takes advantage of this technology by allowing mailers and consolidators to significantly reduce the number of hard copy Forms 8125 needed to support a PVDS shipment.

Some of the benefits that DSMS offers to both mailers and consolidators include:

- Greater drop shipment discounts because mailings from a number of mailing locations can be consolidated into a single load going deeper into the postal system.
- Opportunities for improved delivery times by entering mail closer to its destination.
- Improved utilization of cube space on trailers.
- A reduction in the amount of paperwork that must accompany destination entry loads.

Additionally, DSMS standards allow pallets to leave the mailer's production plant for off-site storage or DSMS consolidation after postal verification is complete but prior to postage payment. The DSMS program results in better use of storage space in a mailer's plant. Although pallets from a mailing may be moved prior to postage payment, Form 8125-CD cannot be generated and the pallets cannot be included on a PVDS load that is dispatched to a destination postal facility until postage is paid and the entire mailing (or the portion of the mailing that includes those pallets) has been officially released by the detached mail unit (DMU) at the mailer's plant. The information needed to report pallets from these mailings on Form 8125-CD is electronically released by the DMU acceptance clerk once the postage statement has been submitted and postage is paid.

Because of the strict controls and quality assurance (QA) procedures that are part of the DSMS program, the Postal Service allows pallets to leave the production plant for off-site storage or consolidation prior to postage payment. These controls and QA procedures ensure that pallets of DSMS mail are carefully tracked and inventoried, that the pallet location is recorded in the mailer's system, and that postage is paid prior to the pallets being transported to a destination postal facility. Program participants must be able to demonstrate a high level of system integrity and mail preparation quality.

DSMS benefits the Postal Service by:

- Providing more comprehensive information about PVDS mailings.
- Streamlining the acceptance process because mailings do not all have to be staged prior to verification.
- Significantly reducing the number of individual Forms 8125 that must be signed and round-stamp dated by both the origin and destination entry postal facilities.
- Improving the acceptance process at destination entry facilities by more clearly describing the mail being presented on Form 8125-CD.

The expanded 120-day test period will begin January 13, 2000. The Postal Service will accept applications for participation in the expanded test period only from consolidators (including mailers acting as consolidators) not currently authorized for DSMS. To participate in the expanded test period, no more than one consolidation location and two mailer locations (not currently authorized for DSMS) will be allowed.

A complete description of the DSMS program standards, a DSMS application form, and a sample of Form 8125-CD appear on pages 22–31 of this *Postal Bulletin*. Form 8125-CD is available on the Postal Service Web site at www.usps.com/business/formsbus.htm. A printed copy of this information is also available from the Chicago Rates and Classification Service Center, 630-978-4329. The application form must be completed and submitted with the information specified in section V.B. of the DSMS standards.

Applications must be submitted to:

DROP SHIPMENT MANAGEMENT SYSTEM
MANAGER RATES AND CLASSIFICATION SERVICE CENTER
3900 GABRIELLE LN RM 111
FOX VALLEY IL 60597-9599

Once the expanded test period is completed, a list of authorized DSMS participants will appear in the *Postal Bulletin* and on the Postal Service Web site. The list, which will be updated regularly, will indicate whether the participant is a mailer, consolidator, or both, and will include contact names and phone numbers and the mailer/consolidator ID assigned by the Postal Service. The list will also include the postal contact(s) for each authorized mailing location.

Applications from currently authorized participants for additional mailer locations and/or consolidation locations and applications from additional new participants will be accepted beginning May 10, 2000.

Drop Shipment Management System (DSMS) Program Standards

I. Description:

The DSMS program enables authorized users to build consolidated loads of palletized plant-verified drop shipment (PVDS) mail from multiple jobs and mailing locations and to create consolidated Forms 8125-CD, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance — DSMS*. Forms 8125-CD are created using electronic data and describe the consolidated mailings in the PVDS shipment. The forms do not bear an acceptance employee signature or origin post office round stamp date. DSMS shipments are limited to Periodicals¹, Standard Mail (A), and Standard Mail (B) Bound Printed Matter mailings that are verified during the production process at the mailer's plant by acceptance clerks at a detached mail unit (DMU).

Mailings or mailing segments that are verified and cleared by the DMU clerk may be dispatched for storage at a DSMS consolidation location other than the production site prior to postage payment. Once postage is paid on the verified and cleared mailing(s), the DMU clerk electronically *releases* the mailing(s) for inclusion in PVDS shipments to destination postal facilities. The release provides data about the pallets, which will be reported on Form 8125-CD by the DSMS user. Forms 8125-CD cannot be produced or printed, or mailings sent to or deposited at a destination postal facility, until mailings are released by the DMU clerk. A DSMS mailer may print Form(s) 8125-CD and dispatch released mailings directly to a destination postal facility or may ship released mailings to a location other than the production site, where an approved DSMS consolidator will consolidate the mailings into direct PVDS shipments, print Form(s) 8125-CD, and dispatch the mail to destination postal facilities.

A DSMS user may be:

- a. A mailer with a single production plant.
- b. A mailer with multiple production plants, acting as its own consolidator.
- c. A consolidator receiving mail from multiple mailers/customers. Under this section, a consolidator may be a mailer authorized under a or b who also accepts shipments from other authorized DSMS mailers/customers or may be a firm that does not produce its own mail but consolidates mailings received from multiple mailers/customers*.

* Note: A consolidator under b and c may have multiple consolidation locations.

II. Requirements for participation:

- A. A mailer must have an approved DMU with on-site verification.
- B. A mailer or consolidator must provide the DMU with a computer, printer, dedicated telephone line for transmission of release data to the consolidation facility, and information systems (IS) support to maintain the system. The mailer or consolidator must ensure the acceptance clerk(s) are trained to use the system and are provided a system user's guide.
- C. A mailer or consolidator must provide all documentation in section IV.A.1 for each mailing, as well as any additional documentation required by standard or the mailer's authorized special postage payment system (for example, Optional Procedure [OP]).
- D. A mailer must have sufficient funds for postage payment on deposit at the post office where mailings are verified, or in a CAPS account, for each mailing at the time it is released for shipment to the destination entry postal facility.
- E. A mailer or consolidator must meet all applicable *Domestic Mail Manual* (DMM) standards, including standards for PVDS in P750.
- F. A mailer must obtain a DSMS authorization from the Rates and Classification Service Center (RCSC) serving each mailing location.
- G. For Standard Mail, mailings must be verified under a special postage payment system agreement (occasional weigh-verified mailings will be accepted under DSMS if the mailings are supported by the documentation in section IV.A.1) and must meet all requirements for those agreements.
- H. A mailer or consolidator must implement a documented quality assurance program that ensures that DSMS requirements are met.
- I. A mailer or consolidator must use the Drop Shipment Appointment System (DSAS) for shipments of Standard Mail (A) and (B) deposited at a bulk mail center (BMC), auxiliary service facility (ASF), or sectional center facility (SCF). Appointments for deposit at a DDU are made with that DDU.

Additional requirements for a consolidator, as defined in sections I.b and I.c:

- J. A consolidator must obtain a separate DSMS program authorization from the RCSC for each consolidation location.
- K. A consolidator may report on Forms 8125-CD only mailings that have been verified and released at a mailer's plant under the mailer's approved DSMS program.

- L. A consolidator must allow reasonable access to their consolidation facilities and DSMS related records for postal reviews (see section V).

III. System requirements:

A. General:

1. All documentation in section IV.A.1.b–g, as well as Forms 8125-CD, must be created using data from the same electronic file(s), for example, Mail.dat. The Mail.dat format is required for *PostalOne!* participants.
2. Mail must be properly palletized and labeled by the mailer under DMM M041 and M045 and, if applicable, must be properly containerized (in trays or sacks), in accordance with the supporting documentation provided by the mailer. For example:
 - A USPS Qualification Report shows 750 Standard Mail (A) letter-size Enhanced Carrier Route rate pieces for ZIP Code 31211, in two 5-digit carrier route trays, on pallet #3 for BMC Atlanta. There must be exactly two carrier route trays labeled to Macon GA 31211, containing all carrier route packages appearing on the USPS Qualification Report, on pallet #3, labeled to BMC Atlanta GA 31195.
 - A USPS Qualification Report shows 1200 Standard Mail (A) flat-size 3/5 presort rate pieces for ZIP Code 501, in three 3-digit sacks, on pallet #12 for BMC Des Moines. There must be exactly three 3-digit sacks labeled to Des Moines IA 501, containing all 5-digit and 3-digit packages appearing on the USPS Qualification Report, on pallet #12, labeled to BMC Des Moines IA 50999.
 - A USPS Qualification Report for Mailing A shows 1,500 Standard Mail (A) flat-size Enhanced Carrier Route rate pieces, in 150 packages, for ZIP Code 750. A USPS Qualification Report for Mailing B shows 500 Standard Mail (A) flat-size carrier route rate pieces, in 40 packages, for ZIP Code 750. The copalletization report shows 2,000 pieces, 1,500 from Mailing A and 500 from Mailing B, on pallet #133, for ZIP Code 750. Pallet #133 must contain 150 carrier route packages containing 1,500 pieces for carrier routes appearing on the USPS Qualification Report for Mailing A, and 40 packages containing 500 pieces for carrier routes appearing on the USPS Qualification Report for Mailing B. The pallet must be labeled to North Texas TX 750.

3. Each pallet must bear a pallet label containing a human readable unique identifier (ID), and a bar-code representing that ID. In addition to the unique pallet ID, pallets going to the same destination entry postal facility within a single mailing may bear a common group ID, different from the unique pallet ID, that groups the pallets together. Pallets identified in this manner are referred to as pallet groups.

If a pallet bears only a unique pallet ID and is not part of a pallet group, the unique pallet ID must appear on pallet labels and Forms 8125-CD. The unique pallet ID must also either appear on, or be linked in DSMS to, all other documentation for the mailing, including the postage statement and/or register of mailings, USPS Qualification Report, and Form 8125 Release Report (see section IV.A.1.g).

If a pallet is prepared as part of a pallet group and bears a pallet group ID in addition to the unique pallet ID, the pallet group ID must appear on the Form 8125-CD. All pallets that are part of that group must be shipped on the same vehicle to the destination entry postal facility. In addition, the pallet group ID must either appear on, or be linked in DSMS to, all other documentation for the mailing, including the postage statement and/or register of mailings, USPS Qualification Report, and Form 8125 Release Report, and must also be linked to the unique pallet IDs in DSMS. Unique pallet IDs and pallet group IDs may not be repeated within a 90-day period.

4. The system must read the pallet barcode and use the barcode data to track the pallet through production, staging, storage, and/or shipping from the mailer's plant to the destination entry postal facility (DBMC/DSCF/DDU), or from the mailer's plant to a DSMS consolidation location and then to the destination entry postal facility.

B. The DMU portion of the DSMS computer application must:

1. Allow only the DMU clerk to release mailings for reporting on Forms 8125-CD.
2. Allow the DMU clerk to "un-release" (cancel release of) mailings.
3. Allow sufficient access to the mailer's system to determine the location of pallets at any point from production through staging, storage, and/or shipping from the mailer's plant to the destination entry postal facility, or from the mailer's plant to a DSMS consolidation location (if applicable) and then to the destination entry postal facility.

4. Allow the DMU clerk to print Form 8125-CD Release Reports identifying mail that has been released by the DMU clerk by job; mailing/ mailing segment; unique pallet ID or pallet group ID, if used; and release date.
5. Provide information linking pallet or pallet groups to postage statement/register of mailings.

C. The authorized DSMS computer application must have sufficient security measures built in to:

1. Ensure that only DMU clerks have access to the Form 8125-CD release program.
2. Provide DMU clerk access by IDs unique to each user.
3. Track DMU activity by individual user ID.
4. Allow only mailings that have been released by the DMU clerk to be reported on Forms 8125-CD and not allow Forms 8125-CD to be printed until pallets to be included in each load are scanned to the appropriate destination trailers.
5. Have an inactivity log-out with variable time settings.

D. PS Form 8125-CD elements:

1. All DSMS mailings for the same destination entry postal facility in a single vehicle must appear on one consolidated Form 8125-CD (if different classes of mail are required to be deposited at separate facilities, separate 8125-CDs are required). Other non-DSMS PVDS mailings for the same entry facility may be transported in the same vehicle if accompanied by signed and dated Form(s) 8125 or 8125-C and clearly segregated from the DSMS mail represented by the Form 8125-CD. A consolidated Form 8125-CD may consist of multiple pages if the number of pallets or pallet groups in the shipment exceeds what can be reported on one page. Multiple page Forms 8125-CD must be endorsed "1 of 3," "2 of 3," and so forth. All pages must contain the information prescribed in section III.D.2-6.
2. Form 8125-CD must contain enough information to track a pallet or pallet group back to the mailing's presort reports and the postage statement(s). The unique ID appearing on the pallet label(s) for a pallet or pallet group must appear on Form 8125-CD.
3. The name of the authorized DSMS user generating the Form 8125-CD and contact information (consolidator).
4. Required data elements for each pallet or pallet group in a mailing:
 - Product/Job Name.
 - Product/Job ID#.

- Permit number and payment type.
 - Unique ID number that identifies each pallet or pallet group.
 - Number of pallets and type.
 - DSMS mailer ID as assigned by USPS.
 - Total gross weight of pallet or pallets by unique pallet ID# or pallet group ID#.
 - Class of mail.
 - Type (letters, flats, etc.).
 - Date mail was released by DMU.
 - Total pallets and total weight of mail.
5. Additionally, the Form 8125-CD must show the date the trailer is loaded or the date the trailer leaves the DSMS consolidation location. Forms 8125-CD may not be dated after the load has left the consolidation location.
6. Each Form 8125-CD must bear the endorsement: "This 8125-CD was verified and accepted under the Drop Shipment Management System (DSMS). No origin office postal signature or round stamp date is required. Contact the consolidator listed above if there are questions, or refer to the most recent *Postal Bulletin* article on DSMS for postal contacts."
7. Destination entry postal facility information. For mail entered at a BMC or SCF, the city and state names shown in the applicable DMM labeling list must be used.

IV. Participant responsibilities:

A. Mailer responsibilities:

1. Documentation² —

The following records must be presented or available for review at or before the time the mail is produced:

- a. Production schedule for jobs under DSMS (at least 24 hours prior to beginning of production).
- b. Presort reports (USPS Qualification Report, Pallet Reports).
- c. List identifying individual pallets/pallet groups by job and mailing and their scheduled release dates (date when postage will be paid).

The following documents must be provided prior to final release of mailings/ mailing segments:

- d. Postage statements.
- e. Register of mailings (Standard Mail).
- f. Any modifications to IV.A.1.c, if applicable (for example, change in release dates,

changes to pallet groups, pallets not produced or released).

The following record is produced at the time of release as described below:

- g. Form 8125-CD Release Report. This report lists all pallet/pallet groups for a job/ mailing for release on a specific date by unique pallet/pallet group ID and destination. DSMS must allow the DMU clerk to compare the Form 8125-CD Release Report information, about mailings/ mailing segments designated for release, against the postage statement/register of mailings and pallet/pallet group list prior to final release of mailings/ mailing segments to ensure data has been entered correctly. If the DSMS mailer is not the party creating the Form 8125-CD, the Form 8125-CD Release Report must identify the D Form 8125-CD.

DSMS records must be retained at least one year unless otherwise specified by standard or mailing system agreement requirements.

2. Quality assurance —

The mailer's documented quality assurance must ensure that:

- a. Pallets are correctly prepared according to the supporting documentation.
- b. Pallets are correctly labeled, tracked, inventoried, and, if applicable, correctly shipped to a consolidation location.
- c. Postage for all mailings has been paid at the correct rates.

3. Procedures —

The mailer must:

- a. Affix a barcoded pallet label (see section III.A.3) to each pallet and scan the barcode to place the pallet in inventory once the pallet is completed. Barcoded pallet labels must also be scanned at the time pallets are shipped to a DSMS consolidation location.
- b. Provide the DMU clerk reasonable access to the production area to complete verifications.
- c. Provide the records listed in section IV.A.1.a–c to the DMU clerk in sufficient time for the verifications outlined in section IV.B to be completed. Pallets may not be shipped to a DSMS consolidation location until cleared by the DMU clerk. Clearance will be provided once the initial verifications are completed.³

- d. Separately stage pallet groups and/or mailing segments for pallets selected for pallet or presort verification by the DMU clerk.
- e. Provide the records listed in section IV.A.1.d–f to the DMU clerk in sufficient time to allow for the reconciliation of the records, and correction of any discrepancies, prior to the release of mailings/ mailing segments.
- f. Ensure sufficient funds are deposited prior to release of mailings/ mailing segments.
- g. Provide Form 8125-CD Release Report data to the DMU's DSMS computer application. Information used to create the Form 8125-CD Release Report may be provided to both the DMU's and consolidator's DSMS computer application; however, this information may not be released by the DMU clerk or used to create Forms 8125-CD until postage has been paid.

B. DMU clerk responsibilities:

1. Verification procedures⁴ —

The DMU clerk must:

- a. Set up a verification schedule using the production schedule (section IV.A.1.a).
- b. Ensure all documentation is provided when required.
- c. Complete initial verifications and cursory reviews.
- d. Complete presort verifications to ensure mailings are randomly sampled. Verifications should be scheduled to include samples from the beginning, middle, and end of production. When selecting trays/ sacks for verification, the DMU clerk must ensure that all trays/sacks for the selected ZIP Code are included in the verification. Tray/sack contents must be matched against the USPS Qualification Report to ensure the mail matches the documentation (see section III.A.2).
- e. Complete pallet verifications to ensure the correct number of pallets have been prepared for a selected pallet group and/or mailing segment.
- f. Notify the mailer when mailings/ mailing segments are cleared to begin shipment to DSMS consolidation locations.
- g. When the records in section IV.A.1.d–f are provided for the mailings, check to ensure pallets/pallet groups appearing

on the pallet list (section IV.A.1.c) match the Form 8125-CD Release Report and register of mailings, all verifications are completed, and sufficient postage is on account for all pallets/pallet groups on the postage statement.

- h. Release mailings/ mailing segments to the DSMS consolidation location.
- i. Check the final Form 8125-CD release information to ensure it matches the initial Form 8125-CD Release Report.
- j. Complete the DSMS Tracking Log by listing all DSMS mailings/ mailing segments to ensure a postage statement has been submitted and postage was paid for all DSMS mailings.
- k. File Form 8125-CD Release Reports and pallet/pallet group lists together. Retain for 90 days.

C. Consolidator responsibilities⁵:

1. Quality assurance —

The consolidator's documented quality assurance must ensure that:

- a. Pallets received from mailer's plant are tracked and inventoried correctly.
- b. Only mail that has been released by the DMU clerk is reported on Forms 8125-CD.
- c. Mail is dispatched to the appropriate destination entry postal facility with the appropriate Form 8125-CD, based on the entry discounts claimed on the postage statement.

2. Procedures —

The consolidator must:

- a. Scan barcoded pallet labels upon receipt from the mailer's plant and when pallets/ pallet groups are loaded in a trailer to a destination entry postal facility.
- b. Print Form 8125-CD corresponding to the trailer load.

Note: *Pallet/pallet group information may be used to plan loads prior to release; however, trailers may not be loaded and Form(s) 8125-CD may not be printed until pallet/pallet groups are released by the DMU.*

- c. Ensure Forms 8125-CD reflect the date the trailer is loaded or the date the trailer leaves the DSMS consolidation location.

V. Authorization:

A. Applications: General —

1. Each mailer and consolidator must prepare all application material and submit it to the Chicago RCSC. If a consolidator intends to use more than one consolidation location, each location must be separately approved; however, all locations may apply simultaneously with one application.
2. If a mailer intends to prepare mailings under DSMS at a number of locations, a separate application must be prepared for each mailing location.

B. Submission by DSMS applicant —

Submit a DSMS application form to the Chicago RCSC manager. The form must be accompanied by:

1. A narrative account of how the system works, including a detailed explanation of how the system requirements will be met.
2. Flowchart(s) showing relationship between mail movement and data flow, including:
 - a. Source and movement of data used to create and track mailings from planning through dispatch to destination entry postal facilities, where and when each required report is created, and how each report supports the system.
 - b. Mail movement (pallet/pallet groups) from production through dispatch to destination entry postal facilities.
3. A sample pallet label identifying the unique pallet ID(s) and ID barcode(s).
4. Samples of all required reports, including postage statements (registers) and a Form 8125-CD, identifying the unique IDs that will be used to track pallets and pallet groups.
5. A detailed written description of the applicant's quality assurance (QA) procedures and copies of the forms used to document the QA process.

C. Review and Approval of DSMS Application —

1. The Chicago RCSC will forward all DSMS applications to the appropriate RCSC manager for review. Applicants meeting all program requirements, including a successful live test of the system, will receive a 90-day conditional authorization. Final approval will be given after the successful completion of the 90-day conditional period. Final authorization will be given for a two-year period or may run concurrently with the mailer's mailing system authorization (if applicable).

2. A DSMS agreement between the mailer and the Postal Service will be prepared for both conditional and final authorization for users authorized under sections I.a or I.b. If a DSMS mailer will use a consolidator under section 1.c, the authorization will identify the consolidator and include the consolidator's signature. Copies of the agreement will be provided to all parties and appropriate postal officials. The consolidator will receive a separate letter of authorization for their DSMS system.

D. Denial of DSMS Application —

If the application is denied, the applicant may file an appeal, in writing, within 15 days of receipt of the notice. The appeal must be submitted to the RCSC that issued the letter of denial. The appeal must present additional information explaining why the DSMS application should be approved. After review, if the RCSC determines the application still does not warrant approval, the file is forwarded to the Manager, Mail Preparation and Standards, USPS Headquarters, who issues a final decision to the applicant.

E. Suspension of DSMS Authorization —

A DSMS authorization may be suspended by the RCSC manager at any time, pending investigation, if it appears that postage is not being fully paid or the DSMS user fails to comply with any terms of the DSMS authorization (e.g., unique IDs not used, mail is not properly reported on Form 8125-CD). An action to suspend a DSMS authorization may be issued to a DSMS mailer under sections I.a or I.c, a DSMS mailer under section I.b at one or more mailing plants, or a DSMS consolidator and one or more mailing plants under section I.c.

F. Cancellation of DSMS authorization —

1. The USPS may cancel a DSMS authorization if:
 - a. If the DSMS authorization has been suspended under section E and the user has not taken corrective action.
 - b. The DSMS user provides misleading or incorrect data to avoid paying postage; presents no mailings under the DSMS authorization during any consecutive 12-month period; or continually fails to comply with the DSMS authorization or the standards applicable to the DSMS program.
 - c. An RCSC review reveals that the DSMS authorization is no longer justified.

2. The cancellation takes effect 15 days from the DSMS users' receipt of the notice unless, within that time, the DSMS user files a written appeal with the RCSC manager stating why the DSMS authorization should not be canceled. If the manager upholds the cancellation, the entire file is forwarded to the Manager, Mail Preparation and Standards, USPS Headquarters, who issues the final agency decision.
3. Any action taken to cancel a DSMS authorization may be issued to a DSMS mailer under sections I.a or I.c, a DSMS mailer under section I.b at one or more mailing plants, or a DSMS consolidator and one or more mailing plants under section I.c.
4. The DSMS user may cancel its authorization at any time by sending written notice to the administering post office and RCSC(s).

VI. Review:

DSMS is subject to review by the Postal Service at any time to ensure compliance with system requirements. A review may be conducted in conjunction with other mailing system reviews or may be conducted independent of other reviews.

This review may consist of on-site visits to the authorized mailer's plant, the consolidator's location(s), or any destination entry postal facility. All records pertaining to DSMS, including the documentation listed in section IV.A.1, Forms 8125-CD, and the mailer's and consolidator's documented quality assurance must be made available for review upon request. The mailer/ consolidator may also be asked to provide planned transportation information so a survey of current mailings can be conducted.

VII. Glossary:

Clear: Process whereby the DMU clerk notifies the mailer that initial verifications, cursory reviews, and presort verifications (when scheduled) have been completed and that the mailer may begin shipping mail to the DSMS authorized consolidation location. This may occur prior to the receipt of the records listed in section IV.A.1.d-f and postage payment.

Destination entry postal facility: Postal facility serving the delivery area for mailings included in a PVDS load to which the mailer/consolidator transports the load for entry into postal processing. These include bulk mail centers, auxiliary service facilities, sectional center facilities, and delivery units.

DMU (detached mail unit): The physical location within a mailer's plant where postal acceptance clerks complete verification and acceptance of mailings.

Load: Mailing(s) transported on a single vehicle and deposited at the same destination entry postal facility.

Mailing segment: Group of mailpieces within the same mailing sorted together and supported by a USPS Qualification Report summary. Often refers to all pieces destinating in the service area of a single destination entry postal facility such as a bulk mail center or sectional center facility.

Pallet group: Pallets going to the same destination entry postal facility within a single mailing that bear a common group ID, which is different from the unique pallet ID, and groups them together.

Register of Mailings: A computer-generated line item listing of all individual postage statements (destination entry postal facilities) for PVDS mailings released for inclusion on Form 8125-CD for a job.

Release: Process whereby the DMU clerk electronically notifies the mailer/consolidator that pallets/pallet groups for a mailing/ mailing segment may be included in a PVDS load and that information about the pallet/pallet group may be reported on a Form 8125-CD.

Un-release: Process whereby the DMU clerk electronically reverses a release.

¹ Initially, Periodicals mailings accepted under the Centralized Postage Payment (CPP) System will not be included in DSMS. Inclusion of these mailings is currently undergoing additional testing.

² Information in the records under section IV.A.1.c and e-g must be listed by job/ mailing, release date, and pallet/pallet group for ease of reconciliation.

³ If a presort verification is conducted on a mailing and the mailing does not pass, the mailer may be required to retrieve additional pallets for the same mailing from the consolidation location if the rework option is chosen.

⁴ These verification procedures are in addition to any applicable postage payment system acceptance procedures.

⁵ These requirements must also be met when a DSMS mailer acts as its own consolidator.

United States Postal Service

Plant-Verified Drop Shipment (PVDS)
Consolidated Verification and Clearance — DSMS

Requested In-home Delivery Date (*Three-day window*)

Drop Ship Appointment Number

CONSOLIDATOR: This form is for the use of an authorized drop shipment management system (DSMS) consolidator only, for multiple PVDS mailings cleared at origin on the same day for entry at a single destination on the same vehicle.

1. Consolidator's Name			3a. Consolidator's Contact Name		3b. Consolidator's Contact Telephone	
2. Origin Plant Location (City, State, ZIP+4)			4. Contact and Telephone at Company Making Drop Ship Appointment (If other than consolidator and if known when completing this form)			
6. Individual Mailings			5. Destination Entry Discounts Claimed (Check all that apply)			
KEY (Used below to describe individual mailings) Payment Type: P Permit M Metered S Precanceled Stamped Number of Pallets & Type: PK Pallets with packages PS Pallets with sacks PT Pallets with trays PP Pallets with parcels Number of Non-Palletized Containers & Type: S Sacks T Trays P Parcels B Bedloaded bundles O Other Type (Mail category): L Letters F Flats A Automation compatible M Irregular parcels M Machinable parcels N Nonmachinable parcels			<input type="checkbox"/> DDU <input type="checkbox"/> DSCF <input type="checkbox"/> DBMC <input type="checkbox"/> OBMC <input type="checkbox"/> Zone Rates <input type="checkbox"/> Local Zone Rates <input type="checkbox"/> Mailing includes pieces for delivery outside service area or entry office			

[illegible]

7. Comments	8. Date This Form 8125-CD Created
-------------	-----------------------------------

This Form 8125-CD was verified and accepted under the Drop Shipment Management System (DSMS). No origin office postal signature or round stamp date is required. Contact the consolidator listed above if there are questions, or refer to the most recent *Postal Bulletin* article on DSMS for postal contacts.

Destination Entry Post Office or Delivery Unit

9. Entry Office (City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)		15. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8125s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8125s (P) <input type="checkbox"/> Other (Describe in "Comments" section 25)	
10a. USPS Receiving Employee's Signature	10b. USPS Receiving Employee's Name	16. Appointment <input type="checkbox"/> Arrived Early (E) <input type="checkbox"/> Arrived Late (L) <input type="checkbox"/> No Appointment (N)	
11. Date of Arrival	12. Time of Arrival	17. Comments	
13. Date of Departure	14. Time of Departure		

APPLICATION FOR DROP SHIPMENT MANAGEMENT SYSTEM

PLEASE TYPE OR PRINT LEGIBLY AND BE SURE ALL INFORMATION IS COMPLETE

Application for: ☐ New consolidator ☐ New mailer ☐ Mailer consolidating for self**A. CONSOLIDATOR INFORMATION (If consolidating at multiple locations, list your corporate office under item 1):**

- 1 Name of consolidator: _____
 Physical location of facility: _____
 City, State, and ZIP+4: _____
 Mailing address if different from physical location: _____
 City, State, and ZIP+4: _____
- 2 Name of contact person: _____
 Title: _____ Phone Number: _____
- 3 Are you an RCSC authorized DSMS consolidator? ☐ Yes ☐ No
- 4 Will you be consolidating for this mailer at multiple locations? ☐ Yes ☐ No
 If yes, provide a list of additional consolidation locations and contact name and phone number for each.
- 5 Consolidator's DSAS Identification Number: _____

B. MAILER INFORMATION:

- 6 Name of mailer applying for DSMS: _____
 Physical location of facility: _____
 City, State, and ZIP+4: _____
 Mailing address if different from physical location: _____
 City, State, and ZIP+4: _____
- 7 Name of contact person: _____
 Title: _____ Phone Number: _____
- 8 a. Does your firm have other authorized DSMS mailing locations? ☐ Yes ☐ No
 If yes, list locations: _____

- b. Do these locations use the consolidator listed above? ☐ Yes ☐ No
 If no, indicate the name and address of the consolidator used: _____

- 9 Mailer's DSAS Identification Number (if mailer consolidates for self): _____

C. MAILING INFORMATION (For mailer listed above):

- 10 Are you an authorized plant load mailer? ☐ Yes ☐ No
- 11 Classes of mail to be presented under DSMS: ☐ Periodicals ☐ Standard Mail (A)
☐ Bound Printed Matter
- 12 Processing categories: ☐ Letters ☐ Flats ☐ Machinable parcels ☐ Irregular parcels
- 13 Mail preparation method: ☐ Packages/bundles on pallets ☐ Trays on pallets
☐ Sacks on pallets/pallet boxes ☐ Parcels on pallets/pallet boxes
- 14 Authorized mailing systems (Standard Mail only): ☐ Optional Procedure ☐ Manifest Mailing System
☐ Alternate Mailing System
- 15 Will you present any weigh-verified mail under DSMS? ☐ Yes ☐ No

APPLICATION FOR DROP SHIPMENT MANAGEMENT SYSTEM
PLEASE TYPE OR PRINT LEGIBLY AND BE SURE ALL INFORMATION IS COMPLETE

D. SYSTEM INFORMATION:

16 Provide the following with this application:

- ☐ Flowchart of the mail (pallets/pallet groups) from production to destination entry postal facilities, showing where each report is created, and how each report supports the system.
- ☐ Written description of how the system works, with a detailed explanation of how DSMS requirements will be met, including system security measures.
- ☐ Sample job with all required reports, including postage statements (registers) and a Form 8125-CD, identifying the unique IDs that will be used to track pallets and pallet groups.
- ☐ Sample barcoded pallet label identifying the unique ID.
- ☐ Detailed written description of the Quality Assurance (QA) and forms used to document QA procedures at both mailer and consolidator sites.
- ☐ User's Guide for DSMS.

17 Who will be responsible for providing:

- | | | |
|------------------|---------------------------------|---------------------------------------|
| a. Hardware: | <input type="checkbox"/> Mailer | <input type="checkbox"/> Consolidator |
| b. Phone line: | <input type="checkbox"/> Mailer | <input type="checkbox"/> Consolidator |
| c. DMU training: | <input type="checkbox"/> Mailer | <input type="checkbox"/> Consolidator |

18 a. Mailer contact responsible for IS support: _____ Phone: _____

b. Consolidator contact responsible for IS support: _____ Phone: _____

19 Date the system will be ready for test mailing: _____
(Hardware, software, and communication links must be in place prior to RCSC review.)

E. STATEMENT OF ADHERENCE:

*I certify that the information provided in this application is accurate to the best of my knowledge.
Upon approval of the application for Drop Shipment Management System, _____
(mailer name) and _____ (consolidator name) will comply with
all applicable postal regulations governing mail preparation and the Drop Shipment Management
System program.*

Mailer signature

Printed Name

Mailer title

Date

Consolidator signature

Printed Name

Consolidator title

Date

Finance

Revenue Unit for Fiscal Year 1999

The revenue unit for Fiscal Year 1999 is \$308.22. This is the average revenue for 1,000 pieces of originating mail and special service transactions. The revenue unit is used in the

process of determining the proper cost ascertainment grouping (CAG) for post offices.

— *Corporate Accounting, Finance, 1-13-00*

Federal Tax Withholding Exemption

IRS regulations permit employees who anticipate no federal tax liability for 2000 to claim total exemption from federal tax withholding provided they owed no federal taxes for 1999. To renew the exempt status or to claim allowances consistent with the expected tax liability for 2000, employees *must* submit a new IRS Form W-4, *Employee's Withholding Allowance Certificate*, for 2000.

If an employee does not submit a new W-4 claiming a continuation of their exempt status, they will be converted to a taxable status effective pay period (PP) 04-2000. If a new W-4 is not received from employees who claimed exempt status in 1999, federal taxes will be withheld at the rate that would normally be applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of PP 26-99) will receive messages on their earnings statements for PPs 02-2000 and 03-2000 informing them that a new Form W-4 is required.

Both first-time exemptions and renewals of these forms are dependent upon timely submission by employees. Make certain to submit your Form W-4 as soon as possible to avoid any processing delays.

Reminder: Personnel offices are reminded that IRS regulations require an employer to submit copies of all Form W-4s received from employees when an employee claims 11 or more withholding allowances or claims to be exempt from withholding. Personnel offices *must* mail one copy of the Form W-4 in a separate envelope marked "PROCESSED W-4 FOR IRS" in the lower left-hand corner of the envelope to:

ATTN CONTROL SECTION
EAGAN ACCOUNTING SERVICE CENTER
2825 LONE OAK PKWY
EAGAN MN 55121-9611

The Control Section in Eagan will subsequently forward the forms to the IRS.

— *Payroll Accounting, Finance, 1-13-00*

Postal Employee Use of Citibank VISA Travel Cards

The Postal Service participates in the General Services Administration's Citibank VISA individually billed government charge card program. Citibank VISA charge cards have been issued to nonbargaining employees who travel on official business. These cards are to be used to obtain travel advances and transportation tickets for official travel. They also may be used as payment for lodging and meals while on official travel.

The Citibank VISA charge cards have been issued to postal employees as a result of their postal employment and are to be used for official travel only. These cards are not to be used for personal business.

Citibank VISA charge card holders have agreed to pay the balance in full each month upon receipt of the bill. Failure to pay in full may result in suspension or cancellation of the card pursuant to the agreement with Citibank.

If an employee's Citibank VISA charge card is cancelled, the employee will be expected to use personal means to cover all travel-related expenses such as lodging and travel advances and then seek reimbursement. The Postal Service will not reimburse for any interest accrued as a result of using personal credit for official travel. Travel charges in excess of the government rate, incurred due to the use of a personal credit card, will be reimbursed only up to the government rate.

Abuse of the Citibank VISA charge card, either by failure to pay the balance in full or by using it for personal business, may result in disciplinary action. The Citibank VISA charge card holder must ensure that the charge card is used responsibly, and that the account is kept in good standing.

— *Corporate Accounting, Finance, 1-13-00*

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 442

Keep all foreign order notices for use as reference.

Final Order

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

Germany

GERHARD SCHINDLER
LESSINGSTR. 24
D-69115 HEIDELBERG
GERMANY

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

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

Do not place any endorsement on the 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, 1-13-00

Withholding of Mail Orders

Withholding of mail orders is enforced by the postmasters at the cities listed below:

State/City	Names Covered
IN, Columbus 47203-3504	Any And All Of Various Names Other Than The Surname Of Duwe, 2219 Westline Drive
IN, Mooresville 46158-1360	Any And All Of Various Names, 434 Harlan Drive
IN, Nashville 47448-0479	Any And All Of Various Names Other Than The Name Mark Duwe, P.O. Box 479

— Recorder's Office, Judicial Officer, 1-13-00

011 582 1889	to	388 828 0656	to	0699	403 685 8600	to	8699	418 423 9863	to	9899
	011 582 1899	389 696 2400	to	2799	404 003 0300	to	0399	418 633 5922	to	5999
011 588 2900	to	389 846 3104	to	3135	404 041 8838	to	8899	418 719 8520	to	8599
	011 588 3099	389 846 3145	to	3195	404 071 4268	to	4299	418 744 2235	to	2299
013 289 6176	to	389 887 9211	to	9230	404 347 5356	to	5399	418 962 2848	to	2899
	013 289 6199	389 887 9234	to	9299	404 347 5548	to	5599	419 543 0286	to	0299
014 972 0800	to	390 001 3182	to	3199	404 726 4500	to	4599	419 730 0300	to	0399
	014 972 0899	390 001 3500	to	3699	404 961 5001	to	5199	420 277 0015	to	0049
210 221 0548	to	390 545 5974	to	5999	405 325 0188	to	0198	420 599 0734	to	0798
	210 221 0599	391 104 6146	to	6199	406 009 4587	to	4599	420 661 4115	to	4199
273 070 8059	to	391 574 1466	to	1499	406 260 6830	to	6899	420 758 9500	to	9699
	273 070 8099	391 783 3020	to	3599	406 459 6641	to	6999	420 969 3951	to	3971
273 775 7700	to	391 792 6100	to	6199	406 733 3000	to	3999	420 969 3973	to	3999
	273 775 7899	392 668 2956	to	2999	407 545 1557	to	1599	421 116 3565	to	3599
302 000 0000	to	392 854 8500	to	8899	407 594 0412	to	0599	421 130 9300	to	9399
	302 123 9999	393 584 7566	to	7699	407 692 9100	to	9299	421 313 4500	to	4999
349 746 2056	to	393 650 0074	to	0099	407 959 2190	to	2199	421 364 5537	to	5599
	2099	393 838 8316	to	8499	408 265 2275	to	2288	421 656 2609	to	2699
350 518 7350	to	393 893 6007	to	6099	408 499 7700	to	7799	421 988 9700	to	9799
	7374	394 126 6907	to	6999	408 499 7900	to	7999	422 172 4667	to	4699
360 011 1690	to	394 189 0405	to	0599	408 682 8484	to	8599	422 484 4212	to	4299
	1699	394 822 3243	to	3278	408 698 7015	to	7099	422 556 1270	to	1299
360 168 6008	to	394 990 1810	to	1899	409 072 3941	to	3999	422 587 7024	to	7099
360 173 8800	to	395 343 3264	to	3299	410 491 2311	to	2399	422 819 7533	to	7599
360 324 2326	to	395 373 3035	to	3099	410 694 8400	to	8599	422 842 5073	to	5087
362 861 3064	to	395 396 9649	to	9799	410 775 1500	to	1599	422 907 7563	to	7599
	3099	395 970 3240	to	3299	410 795 7927	to	7999	424 500 6050	to	6099
373 006 2176	to	397 622 4054	to	4099	410 867 0917	to	0966	424 641 8500	to	8599
	2199	397 819 8902	to	8999	410 867 0970	to	0999	424 871 6600	to	6699
374 768 2600	to	398 149 7200	to	7699	411 868 1023	to	1199	425 298 2352	to	2399
375 169 4400	to	399 070 0872	to	0899	411 922 2322	to	2399	425 418 4269	to	4299
375 829 3400	to	399 156 7119	to	7199	412 193 0900	to	0999	425 418 4405	to	4499
375 851 9100	to	399 203 5064	to	5099	412 395 8599	to	8699	426 547 4566	to	4599
376 196 0911	to	399 296 9910	to	9999	412 485 6500	to	6599	427 412 6337	to	6499
378 085 3679	to	399 396 8935	to	8999	412 485 6610	to	6699	427 481 0900	to	0999
378 351 1063	to	399 792 7775	to	7799	412 885 5953	to	5999	428 027 2742	to	2752
379 843 5100	to	399 792 8300	to	8399	414 193 3608	to	3674	429 474 4172	to	4199
	5199	400 427 1051	to	1999	414 193 3677	to	3699	429 889 2900	to	2999
380 093 9600	to	401 045 1505	to	1549	414 411 7348	to	7399	430 150 4401	to	4599
	9699	401 045 1571	to	1599	414 640 0757	to	0799	430 172 9800	to	9899
380 165 1165	to	401 294 2700	to	2799	414 965 1727	to	1799	430 177 1900	to	2099
381 325 4500	to	401 310 9505	to	9599	417 302 8104	to	8199	430 444 9500	to	9699
381 604 2510	to	401 382 5312	to	5399	417 387 6532	to	6599	430 664 4070	to	4099
381 645 9525	to	402 578 7876	to	7899	417 496 6800	to	6999	432 168 8419	to	8499
383 314 3968	to	403 125 6744	to	6799	417 871 9250	to	9299	432 708 6800	to	6999
383 892 1000	to	403 260 7000	to	7499	417 930 9533	to	9599	432 744 1544	to	1599
383 892 1382	to	403 280 6470	to	6499	418 164 6500	to	6799	432 995 9775	to	9799
384 925 3641	to									
385 568 2331	to									
385 599 7554	to									
385 774 2024	to									
386 624 1412	to									
386 883 8936	to									
387 314 5574	to									
387 837 6300	to									

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

601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	620 073 9400 to 9499			639 415 2019	to	2099	650 114 7707 to 7719		
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	640 289 7500 to 7599			650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199
609 825 4100	to	4115	630 389 3056 to 3071			644 923 6800	to	7799	659 846 7837	to	7899
609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699	660 510 4100 to 4199		
609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499	660 673 0400	to	0599
610 092 3200 to 3299			631 762 9325	to	9399	645 333 1766	to	1799	661 488 5000	to	5099
610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699	661 609 9100	to	9199
611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699	661 716 9420	to	9499
612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999	661 906 6522	to	6599
612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762	662 021 8332	to	8399
612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299	662 068 0700	to	0899
612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799	662 553 0774	to	0799
612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999	663 078 7034	to	7099
612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099	663 763 5300	to	5399
612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999	663 883 7039	to	7499
612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399	664 253 8000	to	8499
612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499	664 656 3055	to	3099
614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999	665 174 6400	to	6499
614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199	665 274 8208	to	8299
614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099	665 669 5400	to	5499
614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499	666 132 8226	to	8299
614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299	666 696 2209	to	2299
615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199	666 696 2309	to	2399
617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999	667 032 9300	to	9399

667 729 5529	to	5599	683 444 8159	to	8199	697 447 8285	to	8296	806 268 9275	to	9299
668 383 8400	to	8699	685 154 7780	to	7789	698 042 4816	to	4899	806 534 3400	to	3477
670 368 3400	to	3499	685 623 5264	to	5299	698 227 0000	to	0099	807 342 3283	to	3399
670 369 7336	to	7399	685 650 9487	to	9499	700 065 2570	to	2599	808 086 7100	to	7199
670 750 7169	to	7199	685 669 4200	to	4299	700 065 4800	to	4899	808 090 3440	to	3499
671 046 6200	to	6399	685 757 8452	to	8499	700 190 3350	to	3359	808 325 5161	to	5699
671 251 5448	to	5499	686 071 2694	to	2799	700 228 6048	to	6099	808 784 8000	to	8299
671 926 5600	to	5799	686 176 3333	to	3354	700 650 0452	to	0499	830 602 5800	to	5999
672 444 2000	to	2999	686 372 3200	to	3299	700 666 1323	to	1349	830 983 3500	to	3599
672 828 3410	to	3499	686 644 5879	to	5899	700 786 9106	to	9142	830 983 3635	to	3699
673 167 5776	to	5799	686 931 7636	to	7699	700 859 0744	to	0758	831 354 1387	to	1399
675 464 3700	to	3799	687 601 0973	to	0999	701 028 6780	to	6899	831 815 8240	to	8299
675 464 4000	to	4199	687 614 6774	to	6799	701 213 3900	to	3999	832 525 3810	to	3899
676 365 5958	to	5999	688 120 9000	to	9999	701 267 2000	to	3999	833 566 3015	to	3071
676 669 1024	to	1099	688 314 3107	to	3191	701 335 7312	to	7399	834 316 5444	to	5499
677 126 6734	to	6799	690 291 1361	to	1371	701 369 2005	to	2050	835 269 5700	to	5799
677 333 9979	to	9999	690 788 2877	to	2899	701 503 2247	to	2299	835 539 5200	to	5999
677 466 1088	to	1099	690 893 5344	to	5399	701 541 2271	to	2299	835 813 3015	to	3099
678 071 4500	to	4799	690 893 5512	to	5599	701 553 6557	to	6599	839 718 8257	to	8299
678 096 7531	to	7599	690 904 1300	to	1599	701 601 3457	to	3499	840 323 0600	to	0699
679 909 2578	to	2599	690 941 6000	to	6199	701 605 5913	to	5999	840 875 6235	to	6299
680 112 9565	to	9599	691 313 6383	to	6399	701 695 3982	to	3999	840 910 0900	to	0999
680 244 0903	to	0999	691 313 6600	to	6699	701 695 4148	to	4199	841 349 5000	to	5099
680 412 6046	to	6099	691 582 8003	to	8099	701 695 4227	to	4299	842 860 0300	to	0399
680 761 6800	to	6899	691 664 1800	to	1999	701 708 1741	to	1799	843 062 7100	to	7199
681 677 0540	to	0699	691 664 2400	to	2499	701 736 3966	to	3999	843 758 5769	to	5778
682 070 1029	to	1099	692 727 9362	to	9399	701 838 2800	to	2899	847 636 5304	to	5399
682 956 6280	to	6299	693 249 0779	to	0799	701 941 0600	to	0699	847 723 7500	to	7599
682 956 6490	to	6599	693 249 0877	to	1699	702 171 1603	to	1699	869 800 0000	to	999 9999
682 956 6700	to	6799	693 445 0566	to	0999	702 195 5109	to	5199	870 054 4814	to	4899
682 965 1178	to	1199	693 448 8500	to	8999	702 254 9300	to	9399	870 491 4812	to	4849
682 965 1201	to	1299	693 645 9583	to	9599	702 264 7569	to	7599	870 536 5820	to	5829
683 118 2389	to	2399	693 965 4200	to	4299	702 713 1800	to	1809	870 541 7167	to	7239
683 378 2000	to	2099	695 741 2906	to	2999	702 878 0114	to	0199	870 589 0485	to	0494
683 378 2117	to	2299	695 947 8518	to	8599	740 002 7710	to	7719	870 691 7060	to	7099
683 415 1200	to	1499	696 662 8247	to	8299	806 087 1100	to	1499			

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

725 464 591	to	4 920	731 767 273	to	7 320	737 317 321	to	7 350	743 235 992	to	6 050
725 475 321	to	5 330	731 781 061	to	1 120	737 517 781	to	7 840	743 245 094	to	5 170
725 711 057	to	1 070	731 837 821	to	7 910	737 628 181	to	8 210	743 940 631	to	0 900
725 738 581	to	8 730	731 841 377	to	1 450	737 634 258	to	4 270	743 978 011	to	8 070
725 981 311	to	1 430	732 018 481	to	8 600	738 361 971	to	1 980	744 234 751	to	4 780
725 987 835	to	7 880	732 067 972	to	8 370	738 648 355	to	8 450	744 260 641	to	0 670
726 060 811	to	0 900	732 188 649	to	8 670	738 849 811	to	9 900	744 499 591	to	9 680
726 391 970	to	2 520	732 193 460	to	3 470	738 892 270	to	2 290	744 626 901	to	6 910
726 484 771	to	4 800	732 201 241	to	1 390	738 997 259	to	7 380	745 388 794	to	8 910
726 493 351	to	5 300	732 220 431	to	0 440	739 161 451	to	1 540	746 446 806	to	6 820
726 504 031	to	4 063	732 355 201	to	5 380	739 219 381	to	9 440	746 818 351	to	8 410
726 504 070	to	4 090	732 472 320	to	2 560	739 530 511	to	0 540	746 857 741	to	7 800
726 504 331	to	4 390	732 541 605	to	1 620	739 740 151	to	0 180	747 245 266	to	5 280
726 563 701	to	4 060	732 572 221	to	2 490	739 793 491	to	3 520	747 364 813	to	4 830
726 599 371	to	9 460	732 586 479	to	6 710	739 793 527	to	3 550	747 501 434	to	1 450
726 626 356	to	6 370	732 994 037	to	4 080	739 942 621	to	2 650	747 739 891	to	0 070
727 182 271	to	2 510	733 163 449	to	3 460	739 999 231	to	9 320	748 148 649	to	8 760
727 416 181	to	6 240	733 297 171	to	7 290	740 011 517	to	1 530	748 259 960	to	9 970
727 481 431	to	1 460	733 446 631	to	7 110	740 030 701	to	0 970	748 565 162	to	5 280
727 749 241	to	9 780	733 474 665	to	4 770	740 261 740	to	1 820	749 137 381	to	7 410
728 382 331	to	2 480	733 704 482	to	4 570	740 265 811	to	6 290	749 190 192	to	0 210
728 458 201	to	8 260	733 751 041	to	1 130	740 299 111	to	9 170	749 685 421	to	5 450
728 702 338	to	2 400	733 971 138	to	1 210	740 299 231	to	9 260	749 846 791	to	6 850
728 915 371	to	5 850	734 009 101	to	9 130	740 329 266	to	9 320	750 071 587	to	1 610
728 953 141	to	3 410	734 290 759	to	0 770	740 889 081	to	9 090	750 388 454	to	8 500
728 954 280	to	4 310	734 389 273	to	9 290	741 010 421	to	0 530	750 438 421	to	8 501
729 169 081	to	9 140	734 440 031	to	0 111	741 113 041	to	3 370	750 743 911	to	4 030
729 363 841	to	3 870	734 797 201	to	7 320	741 373 891	to	4 340	750 779 118	to	9 400
729 682 891	to	3 190	734 939 611	to	9 640	741 452 369	to	2 490	750 910 981	to	1 010
729 838 940	to	9 070	734 950 111	to	0 170	741 492 991	to	3 140	750 960 841	to	0 900
729 839 101	to	9 130	735 120 331	to	0 840	741 553 460	to	3 470	751 296 211	to	6 240
730 077 683	to	7 840	735 123 061	to	3 690	741 764 431	to	4 520	751 539 121	to	9 180
730 109 847	to	9 880	735 283 008	to	3 020	742 178 834	to	8 880	751 541 311	to	1 790
730 373 761	to	3 850	735 293 131	to	3 220	742 325 500	to	5 520	751 757 641	to	7 700
730 501 951	to	2 130	735 783 961	to	3,990	742 325 668	to	5 700	751 936 951	to	7 010
730 519 379	to	9 470	735 803 401	to	3 430	742 408 771	to	8 830	751 951 861	to	1 890
730 569 278	to	9 360	736 005 420	to	5 440	742 512 120	to	2 150	751 999 021	to	9 110
730 711 711	to	1 740	736 366 021	to	6 110	742 684 849	to	4 890	752 139 516	to	9 570
730 722 991	to	3 230	736 624 456	to	4 500	742 839 553	to	9 630	752 182 892	to	2 950
730 845 970	to	5 990	736 670 851	to	1 060	742 913 668	to	3 700	752 206 861	to	7 100
730 888 291	to	8 320	736 767 061	to	7 090	742 917 287	to	7 296	752 731 351	to	1 410
730 927 591	to	7 680	736 767 093	to	7 120	742 921 891	to	1 980	752 767 441	to	7 470
731 307 914	to	7 930	736 982 191	to	2 370	742 983 631	to	3 810	753 008 941	to	9 030
731 402 431	to	2 460	736 982 551	to	2 730	743 020 021	to	0 170	754 410 451	to	0 660
731 407 232	to	7 320	737 110 141	to	0 170	743 206 491	to	6 500	756 301 257	to	1 290
731 588 301	to	8 340	737 185 501	to	5 710						

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
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Inspection Service, 1-13-00*

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, 1-13-00*

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.

005023	007283	009448	016925	022988	038508	065561	085108	090237	106447	117110	142841	198027
005385	007346	009453	018050	022989	038524	065639	085196	090451	106497	117169	142915	200032
005467	007354	009475	018075	023099	038563	065876	085198	091005	107208	117181	146007	200347
005494	008014	009487	018111	023271	038571	065917	085299	092422	107272	117185	146120	200444
005509	008019	009502	018173	023276	038592	065937	085375	093460	107342	117530	146232	200452
005645	008095	009517	018238	023601	041199	065946	085376	093617	108041	117637	146395	200517
005810	008136	009564	018249	023627	041325	067018	085377	093706	108133	117676	146671	200563
005963	008164	009708	018317	026232	041350	067168	085406	093950	108139	117705	146689	200691
005999	008167	009718	018592	026402	043020	068025	085417	094380	108149	117714	146713	207852
006004	008178	009833	018727	026596	044301	068238	085457	094630	108351	117807	146809	207907
006019	008179	009859	018780	027376	049065	068239	085460	095279	108555	117839	146827	208507
006046	008201	009863	018807	027655	052020	068325	085461	095311	108749	117879	146830	209181
006051	008213	009866	018831	028001	053053	068369	085463	095435	108776	117887	148237	210254
006054	008215	009867	018901	028581	054005	068461	085464	095921	108869	117927	148256	210350
006060	008236	009880	019250	028786	054026	068504	085465	096061	108909	118034	148264	210470
006062	008242	009885	019609	028946	055227	068533	085480	096062	109328	118111	148307	210537
006064	008272	009887	019633	028980	057002	068598	085492	096305	109597	118163	151069	210561
006075	008277	009970	019696	029033	058002	068627	085493	096414	109695	118453	151197	210638
006077	008288	009984	019764	029687	058051	069167	085496	096619	109729	118601	151200	212564
006079	008302	010078	019908	029792	060010	069425	085515	096836	109852	118888	152495	212659
006088	008384	010303	019929	030090	060018	069976	085516	096937	109865	119261	152503	212672
006148	008400	010463	020563	030112	060055	070063	085517	097087	109949	119463	152522	212676
006168	008500	010599	020569	030132	060238	070199	085519	097110	109973	119508	152582	212688
006182	008516	010664	021041	030139	060335	070484	085520	097336	110131	119535	152717	212693
006212	008564	011035	021081	030166	060337	070525	085523	097475	110768	119553	152723	212713
006223	008704	011249	021273	030227	060343	070527	085528	097573	110868	120312	152814	212731
006225	008786	011306	021415	030312	060475	070533	085547	097829	111278	121219	152912	212739
006239	008879	011313	021450	030356	060671	070942	085588	097847	111482	122405	153018	212745
006273	008905	012198	021499	031023	061054	070956	085595	097925	111943	125082	159042	212762
006276	008914	012213	021592	031036	061243	075048	085597	098027	111973	125346	165187	212773
006280	008924	012271	021678	031041	061479	075071	085606	098097	112681	125412	171056	212774
006282	008926	012296	021708	031047	061598	075378	085619	098286	112918	129870	173058	212799
006292	008936	012299	021852	031059	062073	075451	085640	098338	112944	130669	176123	212816
006293	008963	012392	021915	031061	062114	075473	085657	098359	113039	130887	177052	212850
006335	009042	012405	021928	031079	063159	075948	085659	098439	113226	134055	180040	212851
006354	009067	013116	022063	031102	063456	076071	085660	098448	113323	135234	180106	212859
006361	009069	013138	022091	031110	064001	076365	085665	098505	113728	136044	180107	212906
006362	009076	014083	022230	031137	064076	076484	085668	098523	113753	142014	182004	212929
006388	009098	014152	022274	031159	064099	076685	085670	098531	113961	142045	183004	212931
006398	009120	014257	022285	031249	064411	076714	085672	098636	114255	142053	184023	212978
006416	009129	014393	022292	031253	064445	076969	085713	098722	114440	142054	191248	212989
006439	009206	014678	022297	032021	064519	077462	085749	098806	114473	142136	191315	212991
006740	009213	014737	022395	032027	064591	077472	085759	098953	115173	142146	191327	216029
006984	009247	015049	022456	032035	064872	077844	085922	098988	115307	142159	191498	220098
007030	009270	015381	022478	032123	064939	077865	088107	100478	115326	142169	191617	220122
007073	009272	015391	022488	032127	064996	078080	088158	102061	115343	142170	191773	220791
007108	009276	015410	022549	034584	065010	078911	088181	102272	115386	142259	192302	220832
007118	009298	015418	022625	037018	065047	080369	088189	103251	115449	142470	192443	220887
007156	009342	015493	022785	037025	065307	080375	088385	103823	115498	142562	192620	220903
007212	009368	015584	022817	037115	065315	080608	088457	104449	115506	142599	192725	221095
007266	009394	015642	022869	038139	065368	080686	088659	105104	115536	142634	192973	221099
007275	009400	015651	022904	038250	065389	085029	088678	105317	115790	142665	193224	221140
007277	009416	016586	022930	038411	065413	085032	089374	105976	115965	142691	193383	221507
007279	009425	016695	022976	038470	065485	085063	090199	106304	117090	142735	196153	221551

221580	294541	320099	332888	340005	396203	452810	490107	551944	602977	660075	770452	802632
222222	294548	320859	333039	340038	402152	454405	490133	551979	603110	662007	770477	802721
222309	295064	320864	333493	340047	402301	462004	490174	553358	604944	666115	770529	802848
222333	295199	321149	333708	340050	402396	462505	490507	553744	605019	672168	770543	803133
223004	295404	321151	333879	340064	402670	462631	490518	553807	605021	677100	770584	803340
223096	295459	321380	335033	340065	402888	462696	490552	554311	605072	680030	770671	804061
223112	297068	322039	335034	340131	405031	462701	490573	571013	605087	680064	770705	804109
223304	300384	322235	335053	340273	405052	462813	490621	581006	605214	681137	770744	804131
225014	300446	322239	335097	340295	405095	462991	490633	581014	605215	681511	771077	804212
235191	300663	322248	335110	340366	405107	463032	490640	581145	605251	681555	771084	804251
235219	300692	322395	335154	340472	405125	463048	490644	581171	605285	693016	771291	805254
235280	300707	322443	335166	340547	405206	466523	490651	585291	605455	701345	771810	805285
235282	300819	322526	335184	340553	407003	466580	490693	591018	605537	701450	772448	805468
235372	300850	322895	335252	340565	407804	467064	492047	591135	605541	701783	772688	805534
235454	300869	322946	335390	340630	410020	469164	492054	591555	605790	701784	773127	805616
235463	300941	322978	335437	340655	424028	473140	492065	591901	605795	705126	773528	806030
238014	300944	323507	335497	340729	424333	478104	492088	591960	605803	706142	773537	806081
240538	300973	323534	335552	340807	432408	480345	492119	598628	606110	708596	774026	806100
242825	300997	323553	335598	340847	432446	480425	492126	598646	606238	712212	774309	807011
243100	301022	323654	335654	340856	432513	480470	493070	600115	606733	716014	774329	807024
243421	301067	324022	335878	340878	432619	480545	494102	600299	607035	721023	775340	809026
257137	301077	324045	335894	340892	432728	480628	494154	600310	607175	723063	778364	809040
260036	301148	325007	335899	340980	432729	480722	494198	600348	607632	730001	782018	809228
262007	301206	325028	335980	344057	433033	480733	494247	600477	607647	730070	782030	810001
270015	301646	325105	336019	344065	439350	480742	495216	600522	607896	730264	782061	811047
271048	301747	325631	336033	344087	439521	481342	495329	600607	608113	730327	782773	812036
271199	301904	326169	336049	347131	441066	481565	496067	600621	608129	730465	782971	813044
272298	301926	326527	336083	349440	441068	481599	496069	600637	608244	730577	782986	813253
272331	301930	326713	336094	349706	441073	481628	497210	600697	609320	730881	784406	815055
273020	301940	327653	336096	354099	441143	481633	500050	600767	617162	731316	785304	815255
273041	301944	327772	336100	358031	441201	481649	510001	600903	618055	731351	785327	816155
274195	301967	327879	336104	361291	441219	481651	520030	600929	619004	731383	785493	816207
274272	301980	327885	336122	361330	441268	481702	524014	600955	624027	731387	787956	816620
274304	302292	328032	336150	361332	441276	481751	525004	600961	627127	735054	791027	820824
274355	302862	328705	336249	362032	441278	481777	531305	600962	628039	740637	791030	823001
275509	302875	328858	336345	362049	441315	481794	531367	601051	628053	740914	794024	826267
276003	302980	329506	336382	362066	441360	481797	531383	601054	628069	741632	797025	830504
276067	303794	329531	336452	366196	441363	481823	531440	601080	631139	744161	797183	832084
276074	305005	330076	336492	372052	441413	481827	531526	601084	631248	750153	799195	832096
276131	305015	330100	336528	372086	441420	481903	531642	601178	631277	750175	800063	833131
276325	305016	330137	337010	372883	441478	482315	531648	601213	631324	750369	800162	833145
277038	305039	330254	337014	376133	441482	482534	531659	601217	631480	750842	800394	833217
277128	305079	330281	337022	380206	441512	482612	531686	601252	631632	750899	800501	834080
278005	305224	330689	337035	381001	441520	482695	532262	601256	631647	751075	801117	837199
280152	305503	330772	337042	381230	441522	482702	532381	601260	631668	752166	801423	840420
280164	305621	331077	337054	381318	441531	482817	532640	601283	631749	752262	801510	840501
281095	306054	331182	337103	381400	441558	482876	532678	601324	631905	752443	801541	840519
282534	306324	331696	337176	381421	441569	483031	532837	601436	631954	752588	801566	840521
282681	306332	331877	337181	381481	441635	483441	537147	601602	637108	752654	801594	840523
282724	306371	331964	337195	381504	441680	483487	537191	601741	641273	752699	801723	841005
282891	306806	331969	337466	381572	441682	483506	537243	601784	641459	755002	801735	841176
283126	311173	332037	338036	381576	441698	483720	537332	601845	641494	757177	801762	841214
283127	311174	332062	338042	381585	441770	483787	537337	601904	641506	757309	802073	841349
283190	311218	332075	338045	381623	441961	485205	537364	601923	641632	760107	802109	841383
284011	311267	332137	338165	381852	443006	486230	537383	601929	641685	760298	802184	841612
285020	311336	332142	338252	382029	443308	486256	544020	601934	641804	760545	802194	841788
287061	311568	332218	338271	383071	444200	486311	544041	602072	641845	761161	802208	841892
292383	311675	332324	339007	384003	444413	486317	545013	602173	641881	761772	802223	841917
293330	311679	332411	339027	388057	444442	487166	551093	602182	648154	761852	802323	841924
294325	314179	332437	339074	392710	444823	487272	551156	602686	652510	770156	802358	841964
294387	314547	332468	339081	394230	444833	488003	551170	602711	657109	770183	802445	846183
294495	320062	332541	339109	395217	445055	488138	551376	602891	658114	770396	802545	846247
294497	320066	332608	339250	395224	452296	488305	551498	602941	660052	770421	802559	850568
294515	320092	332865	339655	395241	452453	489463	551829	602975	660072	770442	802625	850969

852013	871650	902369	907667	917495	920284	921560	925217	926932	931062	948291	958702	970708
852318	880004	902530	907823	917636	920287	921568	925220	926964	931110	948404	958739	970834
852415	880006	902640	910429	917637	920288	921591	926008	927029	931128	948446	958742	972383
852701	891206	902759	911158	917648	920327	921606	926030	927077	931132	948515	958749	972804
852835	891250	902990	911189	917653	920333	921617	926054	927103	931269	949319	958764	972949
852997	891336	903144	911251	917739	920334	921622	926088	927125	935009	949534	958798	973265
853032	891425	903193	911314	917760	921032	921624	926110	927138	935201	949603	958807	974015
853092	891468	903565	913677	917822	921041	921654	926156	927204	935280	950017	958961	974049
853187	891513	903631	913818	918105	921078	921662	926230	927407	939151	950408	959009	975012
853252	891536	904160	913983	918134	921091	921673	926259	927517	940138	950694	959049	975024
853302	891610	904405	914179	918189	921124	921688	926262	927667	940176	950820	959052	980604
853319	891628	904515	914347	918302	921128	921704	926326	927682	940227	950891	960024	981757
853342	891817	904524	914502	918314	921136	921718	926492	927728	940474	950915	960034	982332
853369	891854	904613	914656	918316	921150	921740	926525	927736	941086	950922	960077	982334
853459	895011	904685	915076	918335	921167	921743	926539	927800	941185	951502	967125	982371
853488	895062	906103	915134	918449	921171	921744	926596	927838	941325	951757	967415	984189
853498	895323	906305	915173	918465	921181	921764	926629	927903	941379	951869	968268	989062
853523	900064	906379	915275	918482	921253	921786	926634	927963	941587	952208	968292	992236
853565	900629	906611	915580	918520	921286	921831	926666	928257	941599	952240	968308	992309
853605	900750	906622	915609	918521	921319	921844	926715	928304	945563	952243	968569	992435
853614	900850	906819	915638	918540	921340	921880	926724	928306	945574	952294	968593	995045
856120	900864	906823	915685	918593	921394	921893	926767	928346	945655	952325	968842	995347
856129	901198	906855	915727	918635	921395	921920	926773	928392	945789	953226	968874	995429
856173	901307	906859	917133	918734	921418	921921	926782	928399	946288	954453	969094	995658
856552	901372	907018	917235	918776	921463	921941	926795	928650	946350	954703	970142	997161
856577	901566	907086	917277	918802	921467	921981	926841	928711	946460	955302	970255	998109
860101	902016	907124	917287	920050	921492	922067	926843	928744	948188	958148	970418	
871091	902058	907493	917301	920051	921508	922330	926891	928791	948224	958275	970598	
871335	902074	907587	917343	920122	921533	922337	926901	930286	948230	958322	970688	
871449	902263	907593	917349	920195	921545	925207	926926	931039	948262	958529	970706	

— Express and Priority Mail, Marketing, 1-13-00

International Mail

REMINDER

International Mail — Customs Form Usage

Postal Bulletin 21995 (4-8-99) amended various portions of section 123 of the *International Mail Manual* (IMM) that pertain to mailer use of PS Form 2976, *Customs — CN 22 (Old C1) and Sender's Declaration*. A reminder announcement was published in *Postal Bulletin* 22005 (8-26-99), which reiterated the key procedural instructions that were contained in the original directive.

Since numerous irregularities involving PS Form 2976, as well as PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72 (Old C2/CP3/CP2)*, continue to be observed at key processing and dispatch locations, the following instructions should, once again, be disseminated to all USPS personnel who accept and handle international mailpieces that have customs forms affixed:

- All versions of PS Form 2976 (including customer produced facsimiles) that bear a date prior to June 1997 are *obsolete* and may no longer be affixed to international mailpieces or to domestic mailpieces that are being sent to and from U.S. overseas military (APO/FPO) locations.
- Effective October 3, 1999, the two 1996 versions of PS Form 2976 *ceased to be admissible*. Only customs forms dated June 1997 or later are now authorized for use by postal customers who affix PS Form 2976 to Express Mail International Service (EMS) shipments, letter packages, printed matter items, or small packets. *Residual copies of any of the pre-1997 versions of PS Form 2976 must be immediately withdrawn from use and disposed of in accordance with established USPS recycling policies.*
- The June 1997 version differs from its two 1996 predecessors in that the white Sender's Declaration portion has separate blocks for both the Sender's Name and Address and the Addressee's Name and Address. Accordingly, postal customers are now *required* to complete both name and address blocks whenever they must affix a green Customs — CN 22 label to an outbound mailpiece.
- In lieu of completing a Sender's Declaration for each mailpiece that requires a customs form, business customers who are authorized to privately print PS Form 2976 (see IMM 123.3) must provide the post office of entry with a manifest that reflects the sender's name and address; the sender's print authorization (i.e., barcode) number; the edition date of the privately printed PS Form 2976 that is replicated on the mailpieces; a signed and dated reproduction of the certification statement that is printed on the USPS Sender's Declaration; and a list of the foreign recipients' names and delivery addresses.
- Express Mail International Service (EMS) shipments that contain correspondence, documents, or commercial papers are subject to the following customs form requirements:
 - a. When an EMS shipment with those categories of contents weighs less than 16 ounces, the determination as to whether or not to affix PS Form 2976 is dependent upon the conditions of mailing that are applicable to a particular destination country. Some countries require that a customs form be affixed to EMS shipments in that situation. Others require only that the "BUSINESS PAPERS" endorsement be placed on the wrapper. See the Individual Country Listings (IMM) for each destination country's specification in that connection.
 - b. When the EMS shipment with those categories of contents weighs 16 ounces or more, PS Form 2976 must be affixed.
 - c. The facsimile version of PS Form 2976, which is printed on the back of USPS Tyvek envelope EP 13-E, *may no longer be used*. In mailing situations where an EMS shipment is enclosed in that type of packaging and a completed PS Form 2976 is required, the customer must *cover over* the facsimile with a copy of the actual printed form. The customer must also complete the Sender's Declaration portion of the customs form and tender it, along with the mailpiece, to a USPS employee at a post office or other location, as designated by the postmaster.
- Unless they qualify for the "known mailer" exemption as defined in section 123.62 of the IMM, senders of letter packages and printed matter items that weigh 16 ounces or more must affix PS Form 2976 to mailpieces that have a declared value of under \$400.00, and PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72 (Old C2/CP3/CP2)*, to mailpieces that have a declared value of \$400.00 or more. To be "exempt" from that mandatory customs form requirement, senders of those classes of international mail must be (1) an authorized permit holder who pays postage through an advanced deposit account; (2) a federal, state, or local

government agency that is authorized to send official mail; or (3) a contractor for one of the uniformed military services that enters mail, on behalf of that governmental entity, that is endorsed "Contents for Official Use — Exempt From Customs Requirements." Postal customers who use a postage meter for payment purposes are *not* eligible for the "known mailer" exemption.

- Acceptance employees should be reminded that PS Form 2976, *Customs — CN 22 (Old C1)*, must *never* be used in conjunction with the mailing of Parcel Post shipments. All mailpieces that are paid for at Parcel Post rates must be accompanied by a properly completed Form 2976-A, *Customs Declaration and Dispatch Note CP 72 (Old C2/CP3/C2)*, that bears a November 1996 or later edition date. Accordingly, when air or surface parcels are tendered by postal customers, acceptance employees are expected to (1) verify that the sender has provided the requisite information that is called for on that multi-part customs form; (2) make certain that the completed customs form is inserted into the prescribed carrier envelope (i.e., PS Form 2976-E, *Customs Declaration Envelope CP 91*); (3) ensure that the resealable flap on the carrier envelope is properly secured; and (4) affix the carrier envelope, which contains the completed customs form, to the exterior of the parcel.

- And finally, acceptance employees should also be reminded that they must fully comply with the procedural requirements that are contained in section 123.712 of the *International Mail Manual*. That IMM reference states, in part, that the acceptance employee must:
 - a. Instruct the sender about how to legibly and accurately complete PS Form 2976, as required. Failure to complete the form properly can delay delivery of the item or inconvenience the sender and addressee. Moreover, a false, misleading, or incomplete declaration can result in the seizure or return of the item and/or in criminal or civil penalties. The United States Postal Service assumes no responsibility for the accuracy of information that the sender enters on PS Form 2976.
 - b. Verify that the required information is entered on the customs form and that the sender has signed both parts of the form (the part affixed to the item and the part separated for postal records).
 - c. Enter the weight of the item on the form, if not already entered.
 - d. Remove the post office copy of PS Form 2976 and advise the customer that a copy of the declaration will be retained as a record of mailing for 30 days.
 - e. Place a post office round stamp on uncanceled stamped postage or in proximity to metered postage to confirm that the relevant mailpiece was officially accepted by a USPS employee.

— Finance and Classification,
International Business, 1-13-00

Philately

Pictorial Cancellations Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (33 cents per envelope or 20 cents per postcard). Items

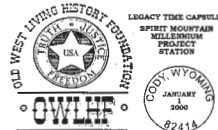
submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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.



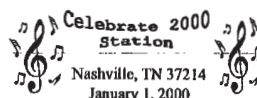
December 11, 1999
CITY HALL STATION
POSTMASTER
216 PROSPECT ST
PORT ORCHARD WA 98366-9998



January 1, 2000
MILLENNIUM PROJECT STATION
POSTMASTER
1301 STAMPEDE AVE
CODY WY 82414-9998



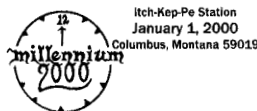
December 31, 1999
NEW YEARS EVE CELEBRATION STATION
POSTMASTER
811 ROYAL PKWY
NASHVILLE TN 37229-9281



January 1, 2000
MILLENNIUM CELEBRATION STATION
POSTMASTER
811 ROYAL PKWY
NASHVILLE TN 37229-9281



December 31, 1999
LIVING HISTORY STATION
POSTMASTER
1301 STAMPEDE AVE
CODY WY 82414-9998



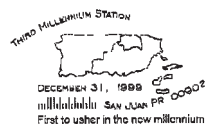
January 1, 2000
ITCH KEP PE STATION
POSTMASTER
PO BOX 9998
COLUMBUS MT 59019-9998



December 31, 1999-January 1, 2000
PONCA CITY MILLENNIUM COMMUNITY STATION
POSTMASTER
402 E GRAND AVE
PONCA CITY OK 74601-9998



January 1, 2000
MOUNT WASHINGTON STATION
POSTMASTER
PO BOX 9998
BRETTON WOODS NH 03575-9998



December 31, 1999-January 1, 2000
THIRD MILLENNIUM STATION
POSTMASTER
PO BOX 9998
SAN JUAN PR 00902-9998



January 1, 2000
Cadillac First Night
CADILLAC 2000 FIRST NIGHT CELEBRATION STATION
POSTMASTER
118 E HARRIS ST
CADILLAC MI 49601-9998



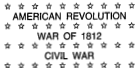
January 2, 2000
Norwin Interact Club-Rotary
NORWIN INTERACT CLUB-ROTARY STATION
POSTMASTER
140 MAIN ST
IRWIN PA 15642-9998



January 8, 2000
CITY HALL STATION
POSTMASTER
PO BOX 9998
WEST LINN OR 97068-9998



January 13, 2000
11TH ANNUAL INTERNATIONAL FILM
FESTIVAL STATION
POSTMASTER
333 E AMADO RD
PALM SPRINGS CA 92262-9998



January 14, 2000
CHEYNEY FAMILY STATION
POSTMASTER
3029 VT RT 110
WASHINGTON VT 05675-9998



January 14-15, 2000
RACE FOR THE GOLD 2000 STATION
POSTMASTER
PO BOX 9998
HILL CITY SD 57745-9998



January 15, 2000
ART FESTIVAL STATION
POSTMASTER
560 BAY ISLES RD
LONGBOAT KEY FL 34228-9998



January 15-16, 2000
2000 Tip-Up Town USA
EXHIBITION STATION
POSTMASTER
PO BOX 9998
HOUGHTON LAKE MI 48629-9998

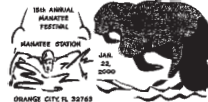


Health, Literacy &
Economic Development
Promotion Station
Thoreau, NM 87323

January 20, 2000
HEALTH LITERACY ECONOMIC
DEVELOPMENT PROMOTION STATION
POSTMASTER
PO BOX 9998
THOREAU NM 87323-9998



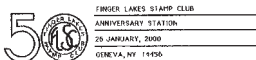
January 21-22, 2000
YORCOPEX STATION
POSTMASTER
200 S GEORGE ST
YORK PA 17404-9998



January 22, 2000
MANATEE STATION
POSTMASTER
260 N INDUSTRIAL DR
ORANGE CITY FL 32763-9998



January 22, 2000
CHARLES CURTIS STATION
POSTMASTER
424 S KANSAS AVE
TOPEKA KS 66603-9611



January 26, 2000
ANNIVERSARY STATION
POSTMASTER
67 CASTLE ST
GENEVA NY 14456-9998

— Stamp Services, 1-13-00

Millennium Pictorial Cancellations — Additional Participating Offices

12-31-1999

New Year's Eve Station

City, State, Zip

Postmark of the Century

01-01-2000

Celebrate 2000 Station

City, State, Zip

Postmark of the Century

The Postal Service has authorized two millennium pictorial cancellation designs: New Year's Eve Station (December 31, 1999) and Celebrate 2000 Station (January 1, 2000). The offices listed below are in addition to those listed in *Postal Bulletin* 22014 (12-30-99). Please send mail-in requests to POSTMASTER, PO BOX 9998, with the city, state, and ZIP+4 from the list. All cancellations are extended for 60 days.

Post offices participating in New Year's Eve Station (December 31, 1999) only:

SAN RAFAEL	CA	94901-9998
AUGUSTA	OH	44607-9998
BRYAN	OH	43506-9998
DEFIANCE	OH	43512-9998
GREEN	OH	44232-9998
PERRYSBURG	OH	43551-9998
WALBRIDGE	OH	43465-9998
WAYNESBURG	OH	44688-9998
YORKVILLE	OH	43971-9998

Post offices participating in Celebrate 2000 Station (January 1, 2000) only:

BRECKENRIDGE	MN	99827-9998
BILLINGS	MT	59101-9998
SHERWOOD	ND	58782-9998
BRYAN	OH	43506-9998
DEFIANCE	OH	43502-9998
GREEN	OH	44232-9998
HARTFORD	SD	57033-9998
SPEARFISH	SD	57783-9998
WEWELA	SD	57578-9998

Post offices participating in both New Year's Eve Station (December 31, 1999) and Celebrate 2000 Station (January 1, 2000):

FRESNO	CA	93706-9998	ABERCROMBIE	ND	58001-9998	HAMPDEN	ND	58338-9998
LAKEWOOD	CO	80226-9998	ALAMO	ND	58830-9998	HAZELTON	ND	58544-9998
LAGRANGE	GA	30241-9998	ANTLER	ND	58711-9998	HORACE	ND	58047-9998
AUDUBON	IA	50025-9998	BISMARCK	ND	58501-9998	JESSIE	ND	58452-9998
BIRMINGHAM	IA	52535-9998	BOTTINEAU	ND	58318-9998	KATHRYN	ND	58049-9998
CEDAR RAPIDS	IA	52401-9998	BROCKET	ND	58321-9998	KENSAL	ND	58455-9998
DES MOINES	IA	50318-9998	BUTTE	ND	58723-9998	LANSFORD	ND	58750-9998
TIFFIN	IA	52340-9998	CASSELTON	ND	58012-9998	LAWTON	ND	58345-9998
WICHITA	KS	67276-9998	CLIFFORD	ND	58016-9998	LEONARD	ND	58052-9998
CARNEY	MI	49812-9998	COLFAX	ND	58018-9998	LINTON	ND	58351-9998
CHASSELL	MI	49916-9998	COOPERSTOWN	ND	58425-9998	LISBON	ND	58054-9998
DAGGETT	MI	49821-9998	COURTENAY	ND	58426-9998	MANDAN	ND	58554-9998
GRAND RAPIDS	MI	49501-9998	CRYSTAL	ND	58222-9998	MAX	ND	58759-9998
HANCOCK	MI	49930-9998	DENHOFF	ND	58430-9998	MEDORA	ND	58645-9998
HARRIS	MI	49845-9998	DEVILS LAKE	ND	58301-9998	MILTON	ND	58260-9998
INGALLS	MI	49848-9998	DONNYBROOK	ND	58734-9998	MINNEWAUKAN	ND	58351-9998
IRON MONMOTH	MI	49801-9998	EDINBURG	ND	58227-9998	MINOT	ND	58701-9998
ISHPEMING	MI	49849-9998	EDMORE	ND	58330-9998	MOORETON	ND	58061-9998
KINGSFORD	MI	49802-9998	FARGO	ND	58102-9998	NAPOLEON	ND	58561-9998
MENOMINEE	MI	49858-9998	FINGAL	ND	58031-9998	NEKOMA	ND	58355-9998
NADEAU	MI	49863-9998	FINLEY	ND	58230-9998	RUGBY	ND	58368-9998
STEPHENSON	MI	49887-9998	FOREST RIVER	ND	58233-9998	SYKESTON	ND	58486-9998
WALLACE	MI	49893-9998	GLENBURN	ND	58734-9998	SPIRITWOOD	ND	58481-9998
CROOKSTON	MN	56716-9998	GLENFIELD	ND	58443-9998	TURTLE LAKE	ND	58757-9998
ERKSINE	MN	56535-9998	GOODRICH	ND	58444-9998	WIMBLEDON	ND	58492-9998
FELTON	MN	56536-9998	GRAFTON	ND	58237-9998	LAKEWOOD	NJ	08701-9998
FERGUS FALLS	MN	56537-9998	GRAND FORKS	ND	58201-9998	SOMERVILLE	NJ	08876-9998
MOORHEAD	MN	56560-9998	GRANDIN	ND	58038-9998	RAVENNA	OH	44266-9998
NAYTAHWAUSH	MN	56566-9998	HALLIDAY	ND	58636-9998	AURORA	OR	97002-9998

ALCESTER	SD	57001-9998	TIMBER LAKE	SD	57565-9998	KRAKOW	WI	54137-9998
ALEXANDRIA	SD	57311-9998	TRENT	SD	57065-9998	LAKE MILLS	WI	53551-9998
BATH	SD	57427-9998	TYNDALL	SD	57066-9998	LINDEN	WI	53553-9998
BIG STONE CITY	SD	57216-9998	WAGNER	SD	57380-9998	LUXEMBURG	WI	54217-9998
BLACK HAWK	SD	57718-9998	WARNER	SD	57479-9998	MADISON	WI	53714-9998
BONESTEEL	SD	57317-9998	WATERTOWN	SD	57201-9998	MARINETTE	WI	54143-9998
BRITTON	SD	57430-9998	WESTPORT	SD	57481-9998	MARKESAN	WI	53946-9998
CENTERVILLE	SD	57014-9998	WHITE LAKE	SD	57383-9998	MARSHALL	WI	53559-9998
CHESTER	SD	57016-9998	WHITE OWL	SD	57792-9998	MENOMONEE FALLS	WI	53051-9998
COLOME	SD	57528-9998	WOOD	SD	57585-9998	MORRISONVILLE	WI	53571-9998
CORONA	SD	57227-9998	ELYSIAN FIELDS	TX	75642-9998	MT HOREB	WI	53572-9998
CORSICA	SD	57328-9998	GREENVILLE	TX	75402-9998	NEENAH	WI	54956-9998
EMERY	SD	57332-9998	JASPER	TX	75951-9998	NEW BERLIN	WI	53151-9998
FAIRFAX	SD	57335-9998	PANOLA	TX	75685-9998	NEW LISBON	WI	53950-9998
FORT THOMPSON	SD	57339-9998	PARIS	TX	75460-9998	NORTH FREEDOM	WI	53951-9998
FULTON	SD	57340-9998	BELGIUM	WI	53004-9998	PARDEEVILLE	WI	53954-9998
HUDSON	SD	57034-9998	BIG FALLS	WI	54926-9998	PHILLIPS	WI	54555-9998
KIMBALL	SD	57355-9998	BLUE MOUNDS	WI	53517-9998	PLYMOUTH	WI	53073-9998
LAKE ANDES	SD	57356-9998	BURLINGTON	WI	53105-9998	PRAIRIE DU CHIEN	WI	53821-9998
LANGFORD	SD	57454-9998	BUTTE DES MORTS	WI	54927-9998	RANDOLPH	WI	53956-9998
LENNOX	SD	57039-9998	CALEDONIA	WI	53108-9998	RANDOM LAKE	WI	53075-9998
MANDERSON	SD	57756-9998	CAMBRIA	WI	53923-9998	REEDSBURG	WI	53959-9998
MCLAUGHLIN	SD	57642-9998	CAMBRIDGE	WI	53523-9998	RIO	WI	53960-9998
MOBRIDGE	SD	57601-9998	CASSVILLE	WI	53806-9998	SAUK CITY	WI	53583-9998
MOUNT VERNON	SD	57363-9998	CEDARBURG	WI	53012-9998	SPRING GREEN	WI	53588-9998
NEWELL	SD	57760-9998	COTTAGE GROVE	WI	53527-9998	STOUGHTON	WI	53589-9998
OACOMA	SD	57365-9998	CRIVITZ	WI	54114-9998	SURING	WI	54174-9998
PARKSTON	SD	57366-9998	DALTON	WI	53926-9998	TWO RIVERS	WI	54241-9998
PICKSTOWN	SD	57367-9998	DODGEVILLE	WI	53533-9998	WAUKESHA	WI	53186-9998
PLANKINTON	SD	57368-9998	ENDEAVOR	WI	53930-9998	WAUPUN	WI	53963-9998
RAMONA	SD	57054-9998	EUREKA	WI	54934-9998	WAUSAU	WI	54403-9998
RAPID CITY	SD	57701-9998	EVANSVILLE	WI	53536-9998	WAUTOMA	WI	54982-9998
RED OWL	SD	57777-9998	FREDONIA	WI	53021-9998			
REDFIELD	SD	57469-9998	FRIESLAND	WI	53935-9998			
REVA	SD	57651-9998	GREEN BAY	WI	54303-9998			
ROCKHAM	SD	57470-9998	GREEN VALLEY	WI	54127-9998			
SIOUX FALLS	SD	57104-9998	KAUKAUNA	WI	54130-9998			
SIOUX FALLS	SD	57106-9998	KIMBERLY	WI	54136-9998			
SISETON	SD	57262-9998	KINGSTON	WI	53939-9998			

— Stamp Services, 1-13-00

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
Give to the March of Dimes	Jan. 1–Jan. 31
Give to United Cerebral Palsy, Help Disabled People	Jan. 1–Jan. 31
Support Your Local Science Fair	Jan. 1–Jan. 31
Smile America, National Children's Dental Health Month	Jan. 15–Feb. 28
We Are Fighting for Your Life, American Heart Association	Feb. 1–Feb. 28
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Research for "NF," Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	19-7557	67128	KS	Rago	Kingman	Main Office	Post Office	09/30/1999	Post Office and ZIP Code discontinued. Establish a place name. Rago KS becomes an acceptable last line for use with ZIP Code 67142.
New	19-8569	67142	KS	Spivey	Kingman	Rago	Place Name	09/30/1999	
Old	46-7146	57708	SD	Rapid City	Meade	Bethlehem	Community Post Office	06/19/1999	Community Post Office, ZIP Code, and place name discontinued. Use Piedmont SD 57769 as the last line of address.
New	46-6768	57769	SD	Piedmont	Meade	Main Office	Post Office	06/19/1999	

— Address Management, Delivery, 1-13-00

POM REVISION

Zip Code Authorization and Assignment

Effective January 13, 2000, *Postal Operations Manual* (POM) 8 is revised to assist district address management offices in the preparation of ZIP Code request packages. PS Form 1362, *Status Change Request/Report*, has been revised, and the following forms have been added for ZIP Code authorization and assignment:

- PS Form 5401, *Documentation to Establish a Delivery ZIP Code*.
- PS Form 5402, *Documentation to Establish a Post Office Box ZIP Code*.
- PS Form 5403, *Documentation to Establish a Shared ZIP Code*.
- PS Form 5404, *Documentation to Establish a Unique ZIP Code*.

These revisions replace Management Instruction PO-410-92-1, *ZIP Code Authorization and Assignment*, and will be incorporated into the next printed version of the POM and in the online POM available on the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim>; click on *manuals*).

Postal Operations Manual (POM)

4 Mail Processing Procedures

* * * *

43 ZIP Codes and the ZIP+4 System

* * * *

[Add new 439.]

439 ZIP Code Authorization and Assignment

439.1 Definitions

The following definitions are helpful in understanding the ZIP Code system:

- a. *Address Management System (AMS)*. An integrated database located at the San Mateo Integrated Business Solutions Center and maintained by the local AMS office. It is the official source of address information.
- b. *Delivery ZIP Code*. A ZIP Code assigned to postal geographic delivery areas. It may serve box sections, vertical improved mail (VIM) units, and military installations.
- c. *Post Office Box ZIP Code*. A ZIP Code assigned exclusively to post office boxes and/or general delivery.
- d. *Post Office Discontinuances*:
 - (1) *Close*. An action in which post office operations are permanently discontinued without providing a replacement facility in the community. Replacement services are provided by a neighboring post office, highway contract carrier, rural route carrier, or city delivery carrier.
 - (2) *Consolidate*. An action that converts an independent post office into a contracted community post office, classified station, or classified branch.
- e. *Shared ZIP Code*. A ZIP Code that is shared by customers who primarily use prebarcoded FIM A (courtesy reply mail (CRM)) or FIM C (business reply mail (BRM)). Shared ZIP Code mail can be distributed beyond a 5-digit level.
- f. *Unique ZIP Code*. A ZIP Code that is assigned exclusively to a single firm or government agency. Unique ZIP Code mail will be distributed only to a 5-digit level.

439.2 Assignment Criteria for New ZIP Codes

439.21 Delivery ZIP Code

The Postal Service will not assign ZIP Codes solely to provide community identity.

439.211 Establish Delivery ZIP Code

Before any ZIP Code can be authorized or assigned, the manager of the district AMS office must prepare a long-range study of ZIP Codes in his or her district and keep it on file. The AMS manager is responsible for monitoring delivery growth patterns, facilities planning, and any other factors that will alter the existing ZIP Code boundaries. The long-range study requires input from delivery managers for growth patterns to be planned and established. This includes 5-year and 20-year projections in areas that could be affected. This planning approach will stabilize delivery ZIP Code areas and assist in reducing constant changes in schemes. Any plan of action must not compromise the integrity or stability of the 5-digit ZIP Code system (see PS Form 5401, *Documentation to Establish a Delivery ZIP Code* (Exhibit 439.211)).

Establishment of delivery ZIP Code geographic boundaries should minimize the number of customer addresses affected and should be consistent with current and future mail processing needs. District officials should consider municipal boundaries and customer interests in all zone splits. If a ZIP Code that is being considered for adjustment crosses municipal boundaries, consult municipal offices before submitting the proposal, and consider all reasonable solutions. This consultation must be documented on PS Form 5401 (see Exhibit 439.211).

Note: Do not transfer any portion of a delivery area smaller than a ZIP+4 segment from one carrier or delivery unit to another.

439.212 Split Delivery ZIP Code

The AMS manager should consider splitting the delivery ZIP Code in the following instances:

- a. Sectors: When 70 of the available 100 sectors have been assigned. When high growth is experienced in a delivery ZIP Code, monitor the impact of the growth upon sector and segment assignments. Under no circumstance will delivery ZIP Code boundaries overlap into another delivery ZIP Code (i.e., overlaid delivery ZIP Code).
- b. Scheme Items: When manual scheme items approach 800 items.
- c. Routes: When the number of regular routes exceeds 55. Carrier routes should not cross delivery ZIP Code boundaries due to added mail handling costs. Route adjustments must be made prior to the ZIP Code split to ensure that a carrier route will not cross the new delivery ZIP Code boundary unless absolutely necessary.
- d. Delivery Points: When the number of delivery points exceeds 25,000.

Note: When contemplating a delivery ZIP Code split, all of the criteria listed above must be considered as a whole and projected 20 years.

439.22 Post Office Box ZIP Code

Each proposed post office (PO) box ZIP Code must receive a thorough review and analysis at the district AMS level. Before submitting a request, the district manager must review the criteria in 439.21 to determine whether the current ZIP Code or another delivery ZIP Code in the facility can absorb the proposed PO boxes. Also, the AMS manager should consider coding a box section with a common ZIP+4 code when there is no duplication of the last two digits of the box numbers within the section. Use PS Form 5402, *Documentation to Establish a Post Office Box ZIP Code* (see Exhibit 439.22), to aid in the district analysis process. When a thorough review and analysis at the district level supports a proposal for a PO box ZIP Code, the AMS manager must fully justify the request by using the required documentation. (PS Form 5401 (see Exhibit 439.211) will be required to determine if a delivery ZIP Code can absorb the proposed PO boxes.)

439.23 Shared ZIP Code

439.231 Review and Analysis

Each proposed shared ZIP Code assignment must be thoroughly reviewed and analyzed at the district level. The district manager must fully justify the shared ZIP Codes to satisfy delivery, distribution, and customer requirements. PS Form 5403, *Documentation to Establish a Shared ZIP Code* (see Exhibit 439.231), will aid in the district analysis process. District In-Plant Support will review the proposal and determine the impact the assignment of the shared ZIP Code will have on all affected operations. They will also identify any time savings that will be realized by a shared ZIP Code assignment.

439.232 Address and Mail Type Requirements

All shared ZIP Code participant mail should be prebarcoded FIM A (CRM) or FIM C (BRM) letter mail and meet the prebarcoded mail specifications in DMM C840. A standardized mailing address is required on all mail utilizing a shared ZIP Code (see Publication 28, *Postal Addressing Standards*).

439.233 Revenue Assurance

Postage due mail must be kept separate from other mail. Therefore, a shared ZIP Code may be used on BRM only when it has been specifically approved for BRM.

439.24 Unique ZIP Code

439.241 Review and Analysis

The district AMS manager must thoroughly review and analyze each proposed unique ZIP Code assignment. The AMS manager must fully justify unique ZIP Codes and should assign them only when ZIP+4 codes will not satisfy delivery, distribution, and customer requirements. Use PS Form 5404,

Documentation to Establish a Unique ZIP Code (see Exhibit 439.241), to aid in the district analysis process.

439.242 Elimination of One Piece Handling

All unique ZIP Code assignments must eliminate one piece handling for a majority of a firm's mail. Local In-Plant Support will review the proposal to determine the impact that the assignment of the unique ZIP Code will have on affected operations. They will also identify any time savings that will be realized by assigning the unique ZIP Code.

439.243 Addressing Requirements

A standardized mailing address is required on all mail that uses a unique ZIP Code (see Publication 28).

439.244 Revenue Assurance

Postage due mail must be kept separate. Therefore, a unique ZIP Code may be used for postage due mail or for non-postage due mail but never for both.

439.245 Mail Acceptance by Firm

When a firm is assigned a unique ZIP Code, it agrees to accept all mail bearing the unique ZIP Code in bulk without additional separation by the Postal Service. Officials of the firm must agree to this arrangement in writing, and this letter of agreement must be included in the proposal package.

439.3 Postal Facility Status Change and Boundary Realignment

439.31 Postal Facility Status Change

439.311 General

Establishing, closing, and consolidating independent post offices, classified stations, classified branches, and community post offices (CPOs) may result in 5-digit ZIP Code changes.

439.312 Establishment

Establishment of new, independent post offices requires concurrence by the vice president of Area Operations and approval by the chief operating officer. Vice presidents of Area Operations or their designees have the authority to approve the establishment of classified stations and branches where needed within the service areas of post offices. However, approval authority may not be delegated below the district manager of Customer Service and Sales.

439.313 Post Office Discontinuance

When the manager of Post Office Operations receives approval from the district manager to study an independent post office, classified station, classified branch, or CPO for discontinuance, any proposed 5-digit ZIP Code change is reviewed by the post office review coordinator.

ZIP Code retention requests must be approved in writing by the Office of Address Management prior to the 60-day posting of a proposal to close or consolidate a post office. Retention of a ZIP Code must be based on operational justifications.

Names of discontinued post offices are maintained by the Office of Address Management and listed in an appropriate manner in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

439.32 Boundary Realignments

439.321 General

Managers should look for reasonable solutions to external municipal requests and implement them when an establishment or realignment of ZIP Codes becomes operationally necessary. Districts will work proactively to resolve areas of concern and/or minimize conflicts between postal and municipal boundaries. Realignment requests that stem from external requests should be handled as outlined in *ZIP Code Boundary Review Process*. Do not transfer any portion of a delivery area smaller than a ZIP+4 segment from one carrier or delivery unit to another.

439.322 Minor Realignments

District managers may approve and implement requests for minor ZIP Code boundary realignments within their districts as necessary throughout the year. A minor realignment is defined as an area affecting less than 25 percent of the total delivery points of the losing ZIP Code or 500 possible deliveries of the losing ZIP Code (whichever is less). ZIP Code boundaries must not be realigned to cross state boundaries. City delivery carrier routes should be adjusted if boundary changes would result in the carrier serving more than one ZIP Code. When ZIP Code boundaries are adjusted, consider matching municipal boundaries where operationally feasible.

439.323 Reporting

The district AMS office must notify the Office of Address Management of all minor boundary realignments. For minor realignment information to be published in the *Postal Bulletin*, a PS Form 1362, *Status Change Request/Report* (see Exhibit 439.323), containing the minimum number of district signatures indicated on the form must be submitted by the district manager to the Office of Address Management.

439.4 Required Documentation

439.41 Delivery ZIP Code

With each request for a delivery ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5401 (see Exhibit 439.211). Proposals for delivery ZIP Code changes or assignments should be processed and submitted throughout the year by the district of the territory in question. The district manager may submit delivery ZIP Code requests for approval on any date throughout the year.

The official implementation date to establish a delivery ZIP Code is July 1 of each year. It is recommended that delivery ZIP Code proposals be received in the area office by November 15 of the preceding year, and they must be received by the Office of Address Management no later than January 15 of the year of the proposed establishment. Proposals received at the Office of Address Management after January 15 will be deferred to the following year. Submission of all required information and materials by the above dates is essential to provide sufficient time for area and Headquarters review, public notification, and AMS file maintenance. All submitted materials must be originals.

439.42 Post Office Box ZIP Code

With each request for a PO box ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5402 (see Exhibit 439.22). The district manager may submit PO box ZIP Code requests for approval on any date throughout the year.

AMS managers should be familiar with the *Metro Plan* in order to assess the proper lead time necessary to prepare ZIP Code proposals for new PO box sections. When existing customers will be required to change their ZIP Codes or PO box numbers, allow 30 to 45 days between the announcement of an approved PO box ZIP Code and the implementation date.

439.43 Shared ZIP Code

With each request for a shared ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5403 (see Exhibit 439.231). The district manager may submit shared ZIP Code requests for approval on any date throughout the year.

439.44 Unique ZIP Code

With each request for a unique ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5404 (see Exhibit 439.241). The district manager may submit unique ZIP Code requests for approval on any date throughout the year. A letter of agreement from the firm or agency requesting the unique ZIP Code must be included in the proposal package. The letter must do the following:

- a. State that the firm or agency agrees to accept all mail addressed to the unique ZIP Code in bulk.
- b. Provide the address(es) to be used with the unique ZIP Code. All addresses must conform to the standards in Publication 28.
- c. Describe how and when the firm or agency plans to implement the unique ZIP Code.
- d. Describe expected volume, including whether this is new volume or mail currently being received at a different address.
- e. Agree to return all missorts and accountable mail in a timely manner.

- f. Agree that the firm or agency will forward their own mail.
- g. Agree that the ZIP Code will not be transferred to another firm or agency.

439.45 Postal Facility Status Change

The AMS manager must report all ZIP Code status changes (including those resulting from Headquarters-approved post office closings or consolidations, a change of branch name, etc.) on PS Form 1362 (see Exhibit 439.323) and send it to the Office of Address Management. The effective date for postal facility changes is 30 days after the announcement is published in the *Postal Bulletin*.

439.46 Boundary Realignment

With each request for a proposed boundary realignment affecting more than 25 percent of the total possible deliveries of the losing ZIP Code or over 500 possible deliveries of the losing ZIP Code (whichever is less), the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5401 (see Exhibit 439.211). In the justification, the district manager must indicate whether he or she plans to survey customers after receiving approval for a potential realignment.

439.5 Authorization and Approval

439.51 General

All actions requiring PS Form 1362 (see Exhibit 439.323) will require the signature of the district AMS manager; the manager of Operations Programs Support; the manager of Processing and Distribution; and the district manager of Customer Service and Sales. All actions requiring the ZIP Code establishment documents (see Exhibits 439.211, 439.22, 439.231, and 439.241) must include all pertinent information on those documents. The proposal (including all letters, forms, and documentation) must be sent to the area manager of Delivery Programs Support for review and concurrence. The area office will forward the proposal to the Office of Address Management for final review and approval. All proposals being sent to the Office of Address Management must be addressed as follows:

OFFICE OF ADDRESS MANAGEMENT
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

439.52 District

The district manager, the plant manager, and district officials must not assign or change ZIP Codes without area and Headquarters review and approval. The district manager may not announce a 5-digit ZIP Code change until he or she has received written approval of the ZIP Code from the Office of Address Management.

Exception: See 439.32 for information on authorization for boundary realignments.

439.53 Bulk Mail Center (BMC)

The BMC manager must review and approve each request for a unique ZIP Code that includes volumes in the machinable Standard Mail (A) or Standard Mail (B) categories before the district manager can submit the request to the area.

439.54 Priority Mail Processing Center (PMPC)

The PMPC manager must review and approve each request for a unique ZIP Code that includes volumes in the Priority Mail category before the district manager can submit the request to the area.

439.55 Areas

Managers of Delivery Programs Support are administratively responsible for coordination and review of 5-digit ZIP Code proposals within their areas of responsibility. Area officials must not assign or change ZIP Codes without the review and approval of the Office of Address Management.

439.56 Headquarters

The Office of Address Management is responsible for accurate and timely announcements of ZIP Code changes to internal Postal Service operations employees and customers by submitting articles to the *Postal Bulletin* entitled "Post Office Changes" and by notifying other Headquarters departments (e.g., notifying Business Mail Acceptance of all 3-digit ZIP Code changes).

Note: Shared and unique ZIP Code changes are not announced in the *Postal Bulletin*; however, the Office of Address Management will notify other Headquarters departments if approval of a shared or unique ZIP Code will have an effect on their operations.

The Office of Address Management will return approved or denied ZIP Code proposals to the appropriate area office for distribution to the district. Proposals that are denied will contain the reason for denial. If the requesting party wishes to appeal the decision, a letter of appeal may be sent through the district and area offices to the Office of Address Management. Address Management will review the appeal information and hold meetings internally and/or with the requesting party (as necessary) to make a final decision. Address Management is the final authority for the resolution of an appeal.

439.6 Implementation

439.61 General

Once headquarters approval is received for a ZIP Code assignment or change, the district manager must notify all district officials to proceed with implementation.

Exception: See 439.32 for information on authorization for boundary realignments.

439.611 District Level

At the district level, the AMS manager must coordinate implementation with the manager of Marketing, managers of Post Office Operations, postmasters, and In-Plant Support to ensure maximum cooperation of customers and local government officials.

439.612 Local Mail Processing Managers

The local mail processing managers must ensure that all distribution operations are prepared to respond to the use of the new ZIP Code.

439.613 ZIP Code System Stability

To foster stability in the ZIP Code system and correspond to production of Publication 65, the implementation date for delivery ZIP Code changes is July 1 of each year. The district manager must notify residents and local mailers between May 15 and June 1 that the ZIP Code has changed and will be effective July 1. The Office of Address Management can provide assistance with the notification effort. Residents should be asked to notify their correspondents of the change (including boundary realignments).

439.614 File Maintenance

The AMS manager must perform file maintenance in a timely manner between the April and May product cycle. The Office of Address Management will publish specific dates each year. The AMS database must be updated to ensure that duplicate addresses do not exist within a finance number for these new ZIP Codes.

439.615 Effective Date

Following Headquarters approval, PO box, shared, and unique ZIP Codes become effective as determined by the district manager.

439.62 Three-Digit Realignment

When a district is planning a 3-digit realignment, the AMS office must notify the area office and the Office of Address Management in writing by July 1 of the year before the expected implementation date. This requirement ensures that all affected postal operations managers are notified of the proposed 3-digit realignment in a timely manner. The Office of Address Management will advise the district throughout the process to ensure that all deadlines are met.

The actual proposal package must be received at the area office by October 15 and by the Office of Address Management no later than December 15 of the year before the expected implementation date. Proposals received by the Office of Address Management after the deadlines will be deferred to the following year.

Note: Except for the aforementioned dates, specific guidelines for 3-digit realignments are the same as the guidelines for delivery ZIP Code realignments found throughout this part.

Exhibit 439.211

Documentation To Establish A Delivery ZIP Code

Documentation
To Establish A **Delivery ZIP Code**

Please print or type the required information in the spaces indicated.

General Information

1. Post office name:			State:
2. Name of existing facility:			
3. Current ZIP Code:	4. AZI:	5. Proposed ZIP Code(s):	6. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Proposed facility name:			If yes, how long has it been unassigned?
8. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:			
<i>Note: Pending requests are considered active.</i>			
Completed by:		Title:	Phone:

Mail Distribution Issues (Functions 1 and 4)

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.

- ☐ Optical character reader ☐ Flat sorting machine
☐ Barcode sorter ☐ Manual sorting case
☐ Other: _____

2. Where is the mail currently processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

3. Where is the mail for the proposed ZIP Code to be processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

Exhibit 439.211

Documentation To Establish A Delivery ZIP Code

Projected Growth Rates (*Unsplit delivery area*)

Provide 5-, 10-, and 20-year projected growth rates (if the existing delivery area is not split). Also provide and attach additional documentation to support the projected growth rate.

- ☐ Newspaper Articles ☐ Growth Projections By City and County
☐ Dodge Reports ☐ Other: _____

ZIP Code:	Present ZIP Area		Projected Growth Rates					
	(If left unchanged)		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

* Annual Growth

ZIP Code: →	Present ZIP Area		Proposed Areas (Include new "present" area)					
	1.		1.		2.		3.	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

* Annual Growth

Exhibit 439.211

Documentation To Establish A Delivery ZIP Code

Projected Growth Rates (split delivery area)

Provide 5-, 10-, and 20-year projected growth rates (If the existing delivery area is split).

ZIP Code:	Proposed ZIP Area		Projected Growth Rates					
	(New "Present")		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate	*		*		*		*	

* Annual Growth

ZIP Code:	Proposed ZIP Area		5-Year Growth		10-Year Growth		20-Year Growth	
	(New "Present")		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate	*		*		*		*	

* Annual Growth

ZIP Code:	Proposed ZIP Area		5-Year Growth		10-Year Growth		20-Year Growth	
	(New "Present")		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate	*		*		*		*	

* Annual Growth

Exhibit 439.211

Documentation To Establish A Delivery ZIP Code

Additional Delivery ZIP Code Information

1. Indicate the number and percentage of customers who will have to change their 5-digit ZIP Code or delivery address.

Residential customers:

Number:	Percentage:
	%

Business customers:

Number:	Percentage:
	%

2. Attach a narrative statement of justification explaining why the new ZIP Code area is necessary.
3. If any new facilities are planned for the near future in either the current or proposed ZIP Code, state their type, location, and estimated date of completion.

Type	Location	Date

4. Indicate explicitly which delivery unit(s) will administer and/or house the carriers for the proposed ZIP Code. (Include the physical addresses.)

--

5. Does the current 5-digit ZIP Code serve more than one municipality? ☐ Yes ☐ No

List the names of all municipalities served by the current 5-digit ZIP Code.

6. Is the proposed ZIP Code split being made along municipal boundaries? ☐ Yes ☐ No

If no, state the reason(s).

--

7. Will these municipalities continue to share the ZIP Codes after the proposed split is approved?

☐ Yes ☐ No

If yes, list the municipalities and the ZIP Codes serving them.

Municipality	ZIP	Municipality	ZIP

Exhibit 439.211

Documentation To Establish A Delivery ZIP Code

8. Is this proposal the result of a request initiated by the municipality? ☐ Yes ☐ No
9. Have municipal officials been asked to comment on the proposed boundaries? ☐ Yes ☐ No
10. Please submit the two maps described below. (Identify municipal boundaries when they are an issue in the proposal.)
- Maps (outline in color):
- Current 5-digit ZIP Code area boundaries (indicate location of all delivery units).
 - Proposed 5-digit ZIP Code area boundaries (indicate the location of all current and/or proposed delivery units). Use natural and/or constructed boundaries when practical. Also consider current and future municipal boundaries and community-identity issues.
- Note:** *Clear-cut and easily discernible boundaries are important.*
11. Attach a complete narrative description of existing boundaries as they relate to the current delivery area. This narrative should advise whether the centerline of the streets involved is the actual boundary or is included within the boundary.
12. Attach another complete narrative description of the proposed boundaries as they will relate to the areas involved if the change is approved. Normally, ZIP Code boundaries should include both sides of a street or highway unless the centerline is the county or state boundary. If the boundary line is the centerline of a street, explain why. Describe how your district will manage customer impact (for example, describe customer, municipal, and congressional notification and media coverage). If you need more space, use the narrative statement of justification.
- Note:** *Centerline boundaries may or may not be efficient for delivery and scheme reasons.*
13. Include a 20-year plan of the ZIP Code.
14. Include a current matrix for all ZIP Codes served from delivery units involved in this split.
15. Include a completed PS Form 1362, *Status Change Report*.

Exhibit 439.22

Documentation To Establish A Post Office Box ZIP Code

Documentation
To Establish A *Post Office Box ZIP Code*



Please print or type the required information in the spaces indicated.

General Information

1. Post office name:				State:	
2. Name of existing facility:					
3. Current ZIP Code:	4. AZI	5. Proposed ZIP Code(s):	6. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Proposed facility name:			If yes, how long has it been unassigned?		
8. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:					
<i>Note: Pending requests are considered active.</i>					
Completed by:		Title:		Phone:	

Mail Distribution Issues (Functions 1 and 4)

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.

- ☐ Optical character reader ☐ Flat sorting machine
☐ Barcode sorter ☐ Manual sorting case
☐ Other: _____

2. Where is the mail currently processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

3. Where is the mail for the proposed ZIP Code to be processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

4. Will this ZIP Code be a service improvement only? ☐ Yes ☐ No
 5. Will this ZIP Code eliminate one or more piece handlings? ☐ Yes ☐ No

Exhibit 439.22

Documentation To Establish A Post Office Box ZIP Code

Savings Worksheet

Demonstrate on the charts below how the ZIP Code would generate mail distribution savings by either using a more efficient operation or by bypassing a handling. Express savings or cost avoidance in dollars.

Function 1 (Mail Processing Savings)

Completed by:	Title:	Phone:
---------------	--------	--------

Present Mail Distribution Operation No./Desc.	Average Daily Volume Expected	Average Pieces Per Hour (PPH) for Operations	Daily Work Hours (PPH x Volume)
			A.
Proposed Operation No.	Expected Average Daily Volume		
			B.

Function 4 (Delivery Unit Savings)

Present Mail Distribution Operation No./Desc.	Average Daily Volume Expected	Average Pieces Per Hour (PPH) for Operations	Daily Work Hours (PPH x Volume)
			A.
Proposed Operation No.	Expected Average Daily Volume		
			B.

Add the current daily work hours in Box A. Add the proposed daily work hours in Box B. Subtract Box B from Box A to get daily work hours saved.

	Function 1	Function 4	Total
Daily Work Hours Saved (A minus B)			
Clerk Hourly Rate			
Average Daily Savings			

Exhibit 439.22

Documentation To Establish A Post Office Box ZIP Code

Additional Post Office Box ZIP Code Information

1. Number of post office boxes presently installed that will change to the new ZIP Code.

2. Number of new post office boxes to be installed using the new ZIP Code:

3. Will new post office box numbers conflict with any other post office box section in this finance number? ☐ Yes ☐ No

If yes, list the ZIP Code(s) and the conflicting ranges.

Zip Code	Range	ZIP Code	Range
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Indicate the number and percentage of customers who will have to change their 5-digit ZIP Code or delivery address.

Residential customers:

Number: <input type="text"/>	Percentage: <input type="text"/> %
------------------------------	------------------------------------

Business customers:

Number: <input type="text"/>	Percentage: <input type="text"/> %
------------------------------	------------------------------------

5. Will existing caller service box numbers be assigned to the new ZIP Code? ☐ Yes ☐ No

6. How will customers be notified of their new mailing address, including the ZIP+4 code?

--

7. Describe how your district will notify major mailers and other groups (e.g., local congressman, city officials, media, etc.) impacted by the change.

--

8. If any new facilities are planned for the near future in either the current or proposed ZIP Code, state their type, location, and estimated date of completion.

Type	Location	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Exhibit 439.22

Documentation To Establish A Post Office Box ZIP Code

9. Indicate explicitly which delivery unit(s) will administer and/or house the post office box sections for the proposed ZIP Code. (Include physical address.)

--

10. Attach a narrative statement of justification explaining why the new post office box ZIP Code is necessary.
11. Include a 20-year plan of the ZIP Code.
12. Include a current matrix for all ZIP Codes served from this delivery unit.
13. Include a completed PS Form 1362, *Status Change Report*.

Exhibit 439.231

Documentation To Establish A Shared ZIP Code

Documentation
To Establish A **Shared ZIP Code**



Please print or type the required information in the spaces indicated.

General Information

1. Post office name:		State:
2. Name of existing facility:		
3. Current ZIP Code:	4. Proposed ZIP Code(s);	5. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Proposed firm name:		If yes, what is the current average daily volume?
7. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:		
<i>Note: Pending requests are considered active</i>		
Completed by:	Title:	Phone:

Mail Distribution Issues (Functions 1 and 4)

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.

- ☐ Optical character reader ☐ Flat sorting machine
☐ Barcode sorter ☐ Manual sorting case
☐ Other: _____

2. Average daily volume this firm expects to receive in the Shared ZIP Code.

Barcoded	First-Class	<input type="text"/>
Nonbarcoded	First-Class	<input type="text"/>

3. Total volume this firm expects to receive in the shared ZIP Code.

The volume that will be transferred to the proposed ZIP Code is approximately _____% of the total existing ZIP Code volume.

4. Will this ZIP Code be a service improvement only? ☐ Yes ☐ No
 5. Will this ZIP Code eliminate one or more piece handlings? ☐ Yes ☐ No
 6. Complete the savings worksheet on next page.

Exhibit 439.231

Documentation To Establish A Shared ZIP Code

Savings Worksheet

Demonstrate on the charts below how the ZIP Code would generate mail distribution savings by either using a more efficient operation or by bypassing a handling. Express savings or cost avoidance in dollars.

Function 1 (Mail Processing Savings)

Completed by:	Title:	Phone:
---------------	--------	--------

Present Mail Distribution Operation No./Desc.	Average Daily Volume Expected	Average Pieces Per Hour (PPH) for Operations	Daily Work Hours (PPH x Volume)
			A.
Proposed Operation No.	Expected Average Daily Volume		
			B.

Function 4 (Delivery Unit Savings)

Present Mail Distribution Operation No./Desc.	Average Daily Volume Expected	Average Pieces Per Hour (PPH) for Operations	Daily Work Hours (PPH x Volume)
			A.
Proposed Operation No.	Expected Average Daily Volume		
			B.

Add the current daily work hours in Box A. Add the proposed daily work hours in Box B. Subtract Box B from Box A to get daily work hours saved.

	Function 1	Function 4	Total
Daily Work Hours Saved (A minus B)			
Clerk Hourly Rate			
Average Daily Savings			

Exhibit 439.231

Documentation To Establish A Shared ZIP Code

Additional Shared ZIP Code Information

1. Where did the firms entering the new shared ZIP Code come from?

☐ One previous ZIP Code

☐ More than one previous ZIP Code

2. Are the previous ZIP Codes within the same finance number?:

☐ Yes

☐ No

Describe the mail flow that will be used to make this distribution.

--

3. Explain what ZIP Codes will be removed from the automated mailstream to allow for the shared ZIP Code or what new equipment will be utilized to process the mail for the Shared ZIP Code.

--

4. Print the proposed name(s) and address(es) the firm will be using with the shared ZIP Code. (Attach additional sheet if necessary.) **Note:** An address line is required and must be standardized. (see Publication 28, *Postal Addressing Standards*.)

Name	Address

5. Explain how and when the firms will implement their 5-digit ZIP Code. Include when new envelopes and letterhead will be printed and when supplies on hand will be exhausted.

--

6. Attach a completed PS Form 1362, *Status Change Report*.

7. Attach a narrative statement of justification explaining why the new shared ZIP Code is necessary.

8. List any other shared ZIP Codes in this district.

--	--	--	--	--

Exhibit 439.241

Documentation To Establish A Unique ZIP Code

Documentation
To Establish A **Unique ZIP Code**

Please print or type the required information in the spaces indicated.

General Information

1. Post office name:		State:
2. Name of existing facility:		
3. Current ZIP Code:	4. Proposed ZIP Code(s):	5. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the current daily volume?
6. Proposed firm name:		
7. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:		
<i>Note: Pending requests are considered active.</i>		
Completed by:	Title:	Phone:

Mail Distribution Issues (Functions 1 and 4)

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.

- | | |
|---|--|
| <input type="checkbox"/> Optical character reader | <input type="checkbox"/> Flat sorting machine |
| <input type="checkbox"/> Barcode sorter | <input type="checkbox"/> Manual sorting case |
| <input type="checkbox"/> BMC (Complete parcel post worksheet) | <input type="checkbox"/> SPBS (Complete parcel post worksheet) |
| <input type="checkbox"/> Other: _____ | |

2. Average daily volume the firm expects to receive in the Unique ZIP Code.

Barcoded First-Class Letters	<input type="text"/>	Barcoded Periodicals	<input type="text"/>
Barcoded Standard A Letters	<input type="text"/>	Nonbarcoded Periodicals	<input type="text"/>
Barcoded First-Class Flats	<input type="text"/>	Small Parcels	<input type="text"/>
Barcoded Standard A Flats	<input type="text"/>	Standard B*	<input type="text"/>
Nonbarcoded First-Class Letters	<input type="text"/>	Priority*	<input type="text"/>
Nonbarcoded Standard A Letters	<input type="text"/>		
Nonbarcoded First-Class Flats	<input type="text"/>		
Nonbarcoded Standard A Flats	<input type="text"/>		

* Complete Package Worksheet on pages 3 and 4.

3. Total volume the firm expects to receive in the unique ZIP Code.

The volume that will be transferred to the proposed ZIP Code is approximately ____% of the total existing ZIP Code volume.

- | | | |
|--|------------------------------|-----------------------------|
| 4. Will this ZIP Code be a service improvement only? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Will this ZIP Code eliminate one or more piece handlings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Is this proposed unique ZIP Code for package returns?
If yes, complete Package Worksheet on pages 3 and 4. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Complete the savings worksheet, on the next page, for all requests. | | |

Exhibit 439.241

Documentation To Establish A Unique ZIP Code

Savings Worksheet

Demonstrate on the charts below how the ZIP Code would generate mail distribution savings by either using a more efficient operation or by bypassing a handling. Express savings or cost avoidance in dollars.

Function 1 (Mail Processing Savings)

Completed by:	Title:	Phone:
---------------	--------	--------

Present Mail Distribution Operation No./Desc.	Average Daily Volume Expected	Average Pieces Per Hour (PPH) for Operations	Daily Work Hours (PPH x Volume)
			A.
Proposed Operation No.	Expected Average Daily Volume		
			B.

Function 4 (Delivery Unit Savings)

Present Mail Distribution Operation No./Desc.	Average Daily Volume Expected	Average Pieces Per Hour (PPH) for Operations	Daily Work Hours (PPH x Volume)
			A.
Proposed Operation No.	Expected Average Daily Volume		
			B.

Add the current daily work hours in Box A. Add the proposed daily work hours in Box B. Subtract Box B from Box A to get daily work hours saved.

	Function 1	Function 4	Total
Daily Work Hours Saved (A minus B)			
Clerk Hourly Rate			
Average Daily Savings			

Exhibit 439.241

Documentation To Establish A Unique ZIP Code

Parcel Worksheet

Completed by:	Title:	Phone:
---------------	--------	--------

Shape/Type

- ☐ Standard A ☐ Standard B
☐ Barcoded (As defined in DMM C840)? ☐ Yes ☐ No
☐ Nonmachinable (NMO) Can it be processed on a mechanized NMO sorter? ☐ Yes ☐ No
 Will it be used for more than one product type? (e.g., size, weight, or different endorsement) If yes, provide details: ☐ Yes ☐ No

--

Ancillary Service Endorsements (Please list all that apply)

Postage rating will be performed at: ☐ BMC ☐ P&D ☐ DDU ☐ AO/PO
 Explain procedures (e.g., pieces mixed with postage paid vs. those that must be rated)

--

Firm is willing to pick up mail at: ☐ BMC ☐ P&D ☐ DDU ☐ AO/PO

Bulk Mail Center (BMC) Data

BMC performing distribution:	Average daily volume expected in Unique ZIP Code:
------------------------------	---

Is inbound parcel volume entered directly to secondary? ☐ Yes ☐ No

Current ZIP Code is sorted to: ☐ Primary ACL (OTR/ERMC)
 ☐ Direct secondary slide/OTR/ERMC
 ☐ Mixed secondary slide (if checked, select below)
 ☐ Sacked
 ☐ Containerized

Mail is dispatched to: ☐ P&D ☐ DDU ☐ AO/PO

Exhibit 439.241

Documentation To Establish A Unique ZIP Code

Parcel Post Worksheet (continued)

If approved the following changes to distribution will be necessary:

- PPSM:** ☐ Primary OTR/ERMC is available
☐ Lowest ADV OTR that will be moved to secondary: pieces
- SPSM:** ☐ Direct secondary slide/OTR/ERMC is available.
☐ Lowest ADV ZIP Code that will be mixed to accommodate: pieces

Transportation

- Current transportation to DDU/AO/PO can transport OTRs/ERMCs? ☐ Yes ☐ No
- Is transportation currently in place going directly to the firm? ☐ Yes ☐ No
- Can current transportation accommodate additional/new volume? ☐ Yes ☐ No
- Cost to modify or add new contract requirements? \$

Delivery Unit (Function 4)
DDU/AO/PO

- Does facility have a platform/dock area to accommodate OTRs/ERMCs? ☐ Yes ☐ No
- If not, what modifications must be made?

How will mail be delivered from office to the firm?

Savings: List LDC 40C daily hours presently used for Parcel Post Distribution hrs.

Proposal will: Reduce these by hrs.
or
Cost avoidance hrs.
(For new expected volume)

Exhibit 439.241

Documentation To Establish A Unique ZIP Code

Additional Unique ZIP Code Information

Completed by:	Title:	Phone:
---------------	--------	--------

1. Does the firm currently rent post office boxes in this facility? ☐ Yes ☐ No

If yes, how many?

- Will the unique ZIP Code replace all of these post office boxes? ☐ Yes ☐ No

If no, explain.

--

Note: A firm may not use the unique ZIP Code on its business reply mail unless the ZIP Code has been specifically approved for business reply mail.

2. Explain why ZIP+4 codes in the current ZIP Code will not meet distribution requirements.

--

3. Explain why a shared ZIP Code will not meet distribution requirements.

--

4. Will the firm print barcodes on its preprinted envelopes? ☐ Yes ☐ No

5. Print the address that will be used with the unique ZIP Code. **Note:** An address line is required and must be standardized. (See Publication 28, *Postal Addressing Standards*.)

--

6. Is the letter of agreement from the firm attached? ☐ Yes ☐ No

7. Explain how and when the firm will implement the unique ZIP Code. Include when new envelopes and letterhead will be printed and when supplies on hand will be exhausted.

--

8. List all unique ZIP Codes currently approved for the firm at this plant.

9. Attach a completed PS Form 1362, *Status Change Report*.

Exhibit 439.323
Status Change Request/Report



**Status Change
Request/Report**
(Check all that apply)

A. Post Office Undergoing Status Change (Complete for ALL requests)

1. Name		2. State
3. ZIP Code	4. Finance Number	5. District
6. County/Parish		7. Area

☐ **B. Establish A New ZIP Code**

1. New ZIP Code		2. ZIP Code Type		<input type="checkbox"/> Delivery Area - - - - Will PO become multicoded? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PO Box - - - - Number of mailboxes in new ZIP: _____ <input type="checkbox"/> Unique - - - - Will mail be received in bulk? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Shared - - - - Shared ZIP for what mail type? <input type="checkbox"/> BRM <input type="checkbox"/> CRM	
3. Facility Name					
4. Last Line Name for ZIP Code					
5. Number of Unused ZIP Codes in This 3-Digit Area		6. Average Daily Work Hours/ Average Daily Dollar Amount:			
7. Service Improvement Only <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Requested Effective Date		<input type="checkbox"/> Saved <input type="checkbox"/> Avoided (Hours) (\$ Amount)	

☐ **C. Establish a New Facility**

1. Facility Name		2. Facility Type		3. Effective Date
		Classified: <input type="checkbox"/> Station <input type="checkbox"/> Branch <input type="checkbox"/> Other: Contract: <input type="checkbox"/> Station <input type="checkbox"/> Branch		

☐ **D. Establish Delivery in a Previous Non-Delivery Office**

1. ZIP Code	2. Effective Date
-------------	-------------------

☐ **E. Discontinue a Post Office**

1. <input type="checkbox"/> Consolidate <input type="checkbox"/> Close	2. Effective Date	3. Retain as Place Name? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Retain ZIP Code? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	-------------------	--	---

5. New Administrative Post Office

a. Name (City, State, and ZIP Code)	
b. County	c. Finance Number
d. Discontinuance Contact Name	

6. Facility From Which Mail Will be Delivered (Check all that apply)

<input type="checkbox"/> Main Office <input type="checkbox"/> Classified Station <input type="checkbox"/> Classified Branch <input type="checkbox"/> GPO	
b. New Last Line for Addresses (City, State, and ZIP Code)	
c. Discontinuance Contact Name	

☐ **F. Discontinue ZIP Code**

1. ZIP Code	2. Effective Date
-------------	-------------------

☐ **G. Amend/Rescind Postal Bulletin**

1. PB Number	2. Date	3. Explain (Continue on reverse)
--------------	---------	----------------------------------

☐ **H. Other Status Changes/Comments**

(Continue on reverse if necessary)

ZIP Code Translation Table			
From	To	From	To

☐ **I. Approval and Date** (Signature and Date)

ALL requests MUST HAVE this section completed.		District Mgr., CSS	HQ Mgr., P&DC Ops.
District Mgr., AMS	BMC Mgr.	HQ Mgr., Priority Mail Network	
District Mgr., OPS	PMPC Mgr.	HQ Mgr., BMC Ops.	
District Mgr., P&D	Area Mgr., DPS	Mgr., Address Mgmt.	

Exhibit 439.323
Status Change Request/Report

Continued From Page One



This office
will be closed
Monday,
February 21, 2000,
to observe
Washington's Birthday.

This page intentionally left blank

Purchasing and Materials

Ordering Procedures for Postmarking Ring Dies and Die Hubs

This article supersedes the article in *Postal Bulletin* 21980 (9-10-98) and updates information in Publication 247, *Supply and Equipment Catalog*, 123.323, pertaining to ordering ring dies and die hubs. The prices below were effective September 1, 1998.

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.

Ordering Procedures

1. Form number, title, and edition: PS Form 4636, *Postmarking Dies and Engraved Station Die Hubs Requisition* (February 1996).
2. Use a separate form for each vendor from whom you are ordering. Ensure that the exact engraving is specified in the appropriate field. Customers may call the vendors for help in selecting the correct ring die; however, they 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.
3. Complete *all* information blocks in the lower portion of the form.
4. Method of payment: If paying by Postal Service 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.
5. Submit the completed forms directly to the vendors at the addresses listed in this article.
6. 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 First-Class Mail.

7. Questions or problems may be addressed to the Topeka Material Distribution Center (TMDC), Materials Customer Service, at 1-800-332-0317, option 4. The Minneapolis Purchasing and Materials Service Center (PMSC) "Rubber Stamp" Hotline is no longer valid and does not handle these calls.

PS Form 4636 (February 1996, NSN 7530-02-000-9293, no quick pick number) may be ordered from the TMDC on PS Form 7380, *MDC Supply Requisition*, or via Touch Tone Order Entry (TTOE) or may be copied from PUB 247.

Year dates may also be ordered from the TMDC using PS Form 7380 or TTOE.

To order type sets (months, days, etc.), your maintenance department must submit a request to TMDC using PS Form 4984, *Repair Parts Requisition*, and using its FEDSTRIP address activity code (AAC).

Vendor: HANLEY POSTAL SUPPLY INC
ATTN DIANE WILER
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 four characters, letters or numbers, per die of additional engraving detail that 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 (1 st 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 TRINH WONG
 WALTER H WHEELER JR DR
 LOCATION 12-29
 STAMFORD CT 06926-0700

Phone: 203-356-5283

Fax: 203-356-6067

Pricing:

Part No.	Description	Unit Price
076F	Ring Die (APO)	\$ 57.50
076S	Ring Die (1 st 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 (akaPB5393012)	Ring Die (postage meters)	\$ 27.50
07411	No longer authorized	

— Logistics Programs,
 Purchasing and Materials, 1-13-00

Thrift Savings Plan (TSP) Open Season Material

Postal Bulletin 22011 (11-18-99), page 50, refers to an automatic distribution of residual supplies of TSP1199, *TSP Open Season*, and TSPBK08, *Summary of the TSP for Federal Employees*. The automatic distribution will not be completed this year because TSP materials have not been received at the material distribution centers (MDCs). Sites may place an order with the MDCs for the items they need. Any orders placed will be put on back order, and orders will be filled as soon as the MDCs receive stock.

Sites may requisition copies of TSP material as follows:

- Use Touch Tone Order Entry (TTOE) by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
 500 SW MONTARA PKWY
 TOPEKA KS 66624-9702

The relevant ordering information is as follows:

TSP Open Season —

NSN: 7530-04-000-8725
 PSIN: TSP1199
 Unit of Issue: EA
 Bulk Pack Qty: 4800
 Price: no cost
 Edition Date: 11/99

Summary of the TSP for Federal Employees —

NSN: 7530-03-000-9364
 PSIN: TSPBK08
 Unit of Issue: EA
 Bulk Pack Qty: 150
 Price: no cost
 Edition Date: 3/97

— Logistics Programs,
 Purchasing and Materials, 1-13-00

Interest Rate on Contract Claims

The Postal Service periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a supplier's favor, under the Contract Disputes Act of 1978. This rate also applies for late payments to suppliers under the Prompt Payment Act, as amended.

The interest rate effective for the six-month period beginning January 1, 2000, and ending June 30, 2000, is 6.75 percent.

— Purchasing Policies and Programs,
 Purchasing and Materials, 1-13-00

Retail

What's in Store

GREAT GOING!

Happy 2000!

The holidays are over and you did it again!

Thanks to all the hardworking retail clerks, supervisors, and postmasters, millions of holiday mailers visiting our post office lobbies experienced "Holidays Without the Hassle." The entire Postal Service and your customers appreciate the friendly, courteous, and helpful service you give every customer every day, and recognize the extra effort you gave during the holiday rush.

We're sure you would also like to join us in thanking the women and men who work to process and deliver your customers' letters and packages. Once again, the tireless work of mail processing clerks, mail handlers, and letter carriers made it possible for you to offer products and services with confidence this holiday season.

Thank you for handling all the holiday hassles and helping the Postal Service stay competitive. You did it again because you care, and it shows.

Holiday Sale

All holiday merchandise is on sale at 50% off the original retail price through Feb. 4. Holiday merchandise is all Christmas, Kwanzaa, and Hanukkah product and includes merchandise from previous holiday drive periods. The sale does not include the Love Photo Mailer, Conservation Stamp Album, and the Insects & Spiders Activity Kit.

Love 2000

It's time to display Love 2000 Drive Period merchandise and P.O.P. materials. Post offices nationwide have received retail merchandise depicting the Love 33-cent stamps as well as Millennium Love items featuring previously released Love stamp designs. More information follows.

GPM Boxes

Remember!

Existing supplies of Global Priority Mail (GPM) boxes are incorrectly labeled "FLAT RATE BOX." Retail clerks should be aware that the boxes for GPM are mislabeled, and customers using the GPM box will be charged at the variable weight single-piece rate. In order to reduce expenses, the boxes will not be reprinted and current supplies will be depleted. For the next printing this labeling will not appear. The flat rate only applies to the small (6" X 10") and the large (9 1/2" x 12 1/2") GPM envelopes.

What's in Store

Mystery Shopper

Perfect
Scores

Ask questions!

CAN DO!

Kudos to the following for Mystery Shopper Program - Perfect (100%) Scores for FY2000, Quarter 1.

Area	Number of Offices	Area	Number of Offices
<i>Allegheny</i>	3	<i>New York Metro</i>	2
<i>Great Lakes</i>	8	<i>Pacific</i>	31
<i>MidAtlantic</i>	3	<i>Southeast</i>	66
<i>Midwest</i>	14	<i>Western</i>	8

Nationally our retail offices will focus on improving the 20%–30% scores in the Sales Skills and Product Knowledge category of the Mystery Shopper evaluation. Encourage our employees to ask all the basic questions to help determine the correct needs of our customers. Making sure the following questions are asked every time to every customer will improve service, revenue, and Mystery Shopper scores. We have listed the Mystery Shopper questions along with the percentage of responses for PQ 1. (Track your progress! See the Mystery Shopper Response Distribution Reports.)

Questions

Did the employee inquire when you wanted the item to arrive?

Yes	23%
No	77%

Did the employee explain any features of the recommended class of mail?

Yes	24.1%
No	75.9%

Did the employee offer any special services?

Yes	5.9%
No	82.5%
N/A	11.6%

Did the employee suggest an additional item to purchase?

Yes	17.4%
No	82.6%

Did the employee inform you that the USPS accepts credit and debit cards?

Yes	13%
No	87%

Remember, the Mystery Shopper—like ALL retail customers—deserves the best service all the time.

Feedback

Send comments and questions to:

WHAT'S IN STORE
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 5801
WASHINGTON DC 20260-2418

What's in Store

Love 2000 Merchandise Product Turn

For the Love 2000 Drive Period, approximately 12,000 offices nationwide are receiving retail merchandise depicting the Love 33-cent stamps, as well as a Millennium Love product featuring previously released Love stamp designs. All product is to be displayed on slat walls.

The following products will be shipped in the quantities listed, by item number:

Love 2000 Products		Cluster 1		Cluster 2		Clusters 3,4,5		Cluster 6	
Item Description/ # of Branches	USPS Item #	1,2,3, PS 519	Mini, Mbl 81	1,2,3, PS 1,039	Mini, Mbl 161	1,2,3, PS 2,703	Mini, Mbl 2,697	1,2,3, PS 741	Mini, Mbl 4,118
Love 2000 Computer Paper	98430088	15	15	9	9	6	6	3	3
Love Millennium Computer Paper	98430089	15	15	9	9	6	6	3	3
Love 2000 Envelopes	98410031	15	15	9	9	6	6	3	3
Love Millennium Envelopes	98410032	15	15	9	9	6	6	3	3
Love 2000 Note Card	98440047	15	15	9	9	6	6	3	3
Love Millennium Note Card	98440048	15	15	9	9	6	6	3	3
Love Millennium Spiral Notebook	98390032	15	0	9	0	6	0	3	0
Love 2000 Mailing Labels	98410033	15	15	9	9	6	6	3	3
Love Millennium Mailing Labels	98410034	15	15	9	9	6	6	3	3
Love Self-Mailing Sachet	98460061	15	15	9	9	6	6	3	3
Love 2000 Stationery Combo	98430090	15	15	9	9	6	6	3	3
Love Millennium Stationery Combo	98430091	15	15	9	9	6	6	3	3
Love 2000 Memo Pad	98430092	15	15	9	9	6	6	3	3
Love Millennium Memo Pad	98430093	15	15	9	9	6	6	3	3
Great Women - Jumbo Postcard	98460062	15	15	9	9	6	6	3	3
Black Heritage - Jumbo Postcard	98460063	9	9	6	6	6	6	3	3
Love 2000 Address Label	98410043	15	15	9	9	6	6	3	3
<i>*Additional Black Heritage</i>	<i>98460063</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>6</i>	<i>3</i>	<i>3</i>	<i>3</i>	<i>3</i>

* Based on demographic information, specific branches will receive **3 – 6** additional pieces of the Black Heritage Jumbo Postcard (98460063).

Each participating office will receive a one-time distribution. As indicated above, quantities vary based upon the performance-based groupings that place retail outlets in "clusters" for distribution (i.e., those offices in clusters 1 & 2 will receive a higher distribution than those in clusters 3, 4, 5, & 6). Display the product immediately upon receipt according to your sustaining product plan-o-gram (a revised copy is included in this shipment). Display the new product with inventory from previous distributions.

Managers are reminded that these products are Postal assets and must be properly accounted for and displayed as instructed. Outlet managers should ensure daily that their slatwall is filled with inventory. **SLATWALL IS NOT TO BE USED TO DISPLAY COMPLIMENTARY PACKAGING PRODUCTS!** A listing of participating cluster outlets can be found on the Retail Internet Web site (RPSWEB).

Merchandise may be transferred among participating offices using the transfer procedures already in place. Do not return any of this product turn unless you receive specific instructions from Headquarters. Report sales of this merchandise in AIC 098 (excluding Looney Tunes merchandise which goes into AIC 231). Questions regarding shipments may be directed to the Retail Merchandise Center at 1-800-711-0428.

What's in Store

your retail CALENDAR

JAN – MARCH 2000 Key Dates

JANUARY

						SAT
SUN	MON	TUE	WED	THU	FRI	
						1 Offices Closed New Year's Day
2	3 <i>Love P.O.P. and product shipments arrive this week</i>	4	5	6	7 \$ Payday	8
9 <i>Did You Know?</i> The Postal Service is the airlines' biggest shipper, sending mail on up to 56,000 flights every day	10 <i>Display Office Closed sign for Martin Luther King Jr's Birthday</i>	11 <i>Love Drive Period begins – REMOVE Holiday P.O.P. this week and DISPLAY Love P.O.P.</i>	12	13	14 Last day for inputting VESS data for A/P 4	15
16	17 Office closed for Martin Luther King Jr's Birthday Observed	18 <i>Retail Tip:</i> Invite customers to visit us at www.usps.com	19	20 <i>Retail Reminder:</i> Check to be sure packages are properly sealed	21 \$ Payday	22
23 <i>Did You Know?</i> The oldest working post office building located in Castine, ME was built in 1833	24	25	26 <i>Retail Reminder:</i> Be sure to fully explain the services that customers are buying, especially Delivery Confirmation™ service and EMS	27	28	29 <i>Retail Tip:</i> A complaint is an opportunity to make a satisfied customer
30	31 <i>Retail Reminder:</i> Remind customers that they can use their own shipping containers for Expedited Mail Services	JANUARY STAMP RELEASES: Celebrate The Century–1980's, Lunar New Year–Dragon, Patricia Roberts Harris, Grand Canyon				

Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination

What's in Store

your retail CALENDAR

JAN – MARCH 2000 Key Dates

Black History Month
FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 Groundhog Day	3 <i>Retail Reminder:</i> Make sure Stamps By Mail™ order forms are fully stocked	4 \$ Payday	5
6 <i>Did You Know?</i> Art in the Victorian Love stamps is based on an unknown German artist's Valentine's greeting card from the late 1800s	7	8 Last day for Priority Mail Global Guaranteed™ and Global Priority Mail™ packages to arrive by Valentine's Day	9 <i>Retail Reminder:</i> If Valentine's cards are oversized, make sure they have sufficient postage	10 Last day for domestic Priority Mail® and Express Mail® International packages to arrive by Valentine's Day	11 <i>Tell Your Customers</i> when sending important documents they should use Priority Mail® packages with Delivery Confirmation™ service	12 Last day for Express Mail® next day packages to arrive by Valentine's Day Lincoln's Birthday
13	14 Valentine's Day	15 <i>Display office closed sign for Washington's Birthday</i>	16 <i>Retail Reminder:</i> Always keep your retail merchandise fully stocked	17	18 \$ Payday	19
20	21 Tax P.O.P. shipments arrive this week Office closed Washington's Birthday	22	23	24 <i>Tell Your Customers</i> a FIRSTCLASS PHONECARD™ may eliminate hotel surcharges and control costs when they travel	25	26 <i>Tell Your Customers</i> Victorian Love and other specialty stamps can be ordered on www.usps.com or at 1-800-STAMP-24
27	28 Tax Drive Period begins REMOVE Love P.O.P. and DISPLAY Tax P.O.P.	29	FEBRUARY STAMP RELEASE: University of Utah Stamped Card			

Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination

What's in Store

your retail **CALENDAR** JAN – MARCH 2000 Key Dates

			WED	THU	FRI	SAT
MARCH			1 <i>Tax Drive Period begins REMOVE Love P.O.P. and DISPLAY Tax P.O.P.</i>	2	3 <i>\$ Payday</i>	4
SUN	MON	TUE				
5 <i>Did You Know?</i> Over 40 million consumers will order online this year—tell your customers they can now order many Postal Service products online	6	7	8 <i>Retail Reminder:</i> Make sure your debit/credit acceptance door decal is displayed—to order a decal, call 1-888-999-6623	9	10 <i>Tell Your Customers</i> Certified Mail with Return Receipt services provides proof of delivery when sending tax documents	11
12	13 <i>Tell Your Customers</i> they can use usps.com to order many shipping supplies and have them delivered	14	15 <i>Retail Reminder:</i> Make sure customers use a return address on all their packages and correspondence	16	17 <i>St. Patrick's Day</i> <i>\$ Payday</i>	18
19 <i>Did You Know?</i> The Postal Service earned \$60 billion last year moving mail.... \$58 billion of that was spent on employees and transportation	20 <i>First day of spring</i>	21	22	23	24 <i>Tell Your Customers</i> Priority Mail® 10-packs with pre-paid postage are available at 1-800-THE-USPS	25
26	27	28 <i>Tell Your Customers</i> information about scheduling package pickup is available on usps.com	29	30	31 <i>Don't forget to set your clocks 1 hour ahead for Daylight Saving Time</i> <i>\$ Payday</i>	

Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination

**MARCH STAMP RELEASES: Pacific Coast Rain Forest,
Ryman Auditorium Stamped Card**

REVENUE MEASUREMENT

Walk-In Revenue Definition

Walk-In Revenue is a tool used to gauge retail unit traffic and workload by measuring revenue from over-the-counter retail transactions. It is computed in several different systems, including the Standard Field Accounting System (SFAS), the Integrated Retail Terminals (IRTs), Point of Sale (POS) ONE, the FLASH system, and the SFAS Unit Revenue Data Access System (SURDA). For consistency, it is important that a common definition of Walk-In Revenue be used across all systems. This announcement updates *Postal Bulletin* 21984 (11-5-98), which listed all the AICs that make up Walk-In Revenue. The only change from the earlier list is that AIC 264, USPS Passport Fees, has changed from inactive to active.

Walk-In Revenue is defined as the sum of the following AICs:

083	Pack & Send (inactive)
084	Breast Cancer Stamp
085	Celebrate the Century
087-089	Reserved
090	Postage Stock Sales
092	Philatelic Product Sales
093	Packaging Product Sales
097	Looney Tunes Stamps Sales
098	Postal Related Merchandise Sales
099	Phone Card Sales
101	Domestic Money Order Fee
103	International Money Order Fee
106	Money by Wire Fee (Dinero Seguro)
109	Postage Validation Imprinters
110	Postage Meters — Post Office
115	P.O. Box & Caller Fees
126	Miscellaneous Non-Postal Revenue
129	Change of Address Information Fees
158	6 Month Box/Caller Service Fee (POS ONE offices only)
231	Warner Brothers Products
264	USPS Passport Fees

The following AICs are included as subtractions from the above:

524	Pack & Send Undercharges (inactive)
586	Fee Offset — No Fee Money Order

AIC 086, Precanceled Stamp Sales, is not included in Walk-In Revenue because these stamps are used by commercial customers on bulk mailings, and Walk-In Revenue is designed to measure retail revenue only. In general, new products will be included in Walk-In Revenue once they become established programs, even if they are only offered in certain locations (e.g., Dinero Seguro, AIC 106). The AICs for Pack & Send (083) and Pack & Send Undercharges (524) are included to ensure that they are established in Postal Service financial systems if the Postal Service chooses to offer this service in the future.

Note: Although Walk-In Revenue is a good tool to measure retail sales at a retail unit, postmasters, retail supervisors, and retail managers must be aware that these AICs alone *do not* constitute all retail revenue. Walk-In Revenue measures only sales that take place at the retail counter. In analyzing retail revenue and trends, alternate channels such as vending, consignment, and Stamps by Mail must also be considered.

— Retail, Marketing, 1-13-00

CORRECTION

Dinero Seguro

Postal Bulletin 21999 (6-3-99) published an update to the transaction amount limit for all participating Sure Money/Dinero Seguro® post offices in California, Texas, and Illinois. The new transaction limit of \$2,000.00 became effective on May 29, 1999. *Postal Bulletin* 21999 erroneously stated that Dinero Seguro transactions combined with money orders or Liberty Cash purchases that exceed \$2,000 will require the customer to fill out PS Form 8105-A, *Funds Transaction/Transfer Report*. PS Form 8105-A must be completed and submitted when combined transactions of Dinero Seguro, money orders, and/or Liberty Cash purchases equal or exceed **\$3000.00**, not \$2,000.00 as stated in the article.

Postal Bulletin 22004 (8-12-99) published an announcement of the availability of three viable choices at all Dinero Seguro post offices for Postal Service customers who need to send money to family and friends in Mexico. These three choices are Giros Segros™, Efectivo Postal, and Dinero Seguro. The article stated that proof of valid identification is required for single or combination purchases of \$1,000.00 or more for all three of these choices. Only **Dinero Seguro** requires a proof of valid identification for a single purchase or combination purchase of \$1,000.00 or more.

— Bank Secrecy Act Compliance Office,
Corporate Treasury, 1-13-00

Items Authorized for Sale in Self Service Vending Machines

Listed below are items authorized for sale in self service vending machines. Check with your stamp distribution office (SDO) for availability. Any product not on this list (except FIRSTCLASS PHONECARDS and coils of 500 and 3,000) must *not* to be placed in vending machines. Also, products ending in "X" or "11" are to be placed only in booklet machines and booklet/stamp combination machines (PBSM-624). No "X" or "11" products are to be placed in commodity machines.

Quarter II

2000 Self Service Vending Products

Products Used in the Multi-Commodity Vending Equipment

Item Number	Price	Product
2140	\$2.00	40c-#10 FLAG BANDED ENVELOPES
2660	\$2.00	40c-#6 3/4 FLAG BANDED ENVELOPES
2130	\$2.00	40c-#10 LOVE BANDED ENVELOPES
2650	\$2.00	40c-#6 3/4 LOVE BANDED ENVELOPES
3119	\$11.75	1-EXPRESS MAIL PACKET/SHUTTLE PIGGYBACK
3120	\$3.20	1-PRIORITY MAIL STAMP PACK/SHUTTLE LANDING
3122	\$1.10	5-22c UNCLE SAM 2ND OZ.
3130	\$3.00	5-60c AIRMAIL RICKENBACKER
363600 ¹	\$3.00	5-60c AIRMAIL GRAND CANYON
363500	\$2.75	5-55c BILLY MITCHELL
364500	\$4.80	10-48c NIAGARA FALLS
363700	\$4.00	10-40c RIO GRANDE
3672	\$4.00	10-40c BREAST CANCER SEMI-POSTAL PACK
361300	\$4.95	15-33c ALL ABOARD
361500	\$4.95	15-33c JOHN AND WILLIAM BARTAM
361600	\$4.95	15-33c AMERICAN GLASS
361700	\$4.95	15-33c EXTREME SPORTS
361800	\$4.95	15-33c AQUARIUM FISH
364000 ²	\$4.95	15-33c ADOPTION
6608	\$6.60	20-H PRIME RATE
775801	\$33.00	100-33c CITY FLAG PSA COIL

For Vending Machines Only!

Item Number	Price	Product
3675	\$0.50	50-1c MAKE-UP RATE PACK
662000	\$2.00	10-20c RING-NECKED PHEASANT
661500	\$4.95	15-33c CORAL PINK ROSE
661700	\$4.95	15-33c CITY FLAG
662300	\$4.95	15-33c FOUR FRUIT BERRIES
665000 ²	\$4.95	15-33c HOLIDAY CONTEMPORARY SANTAS

Criss-Cross Products Used in the Booklet Vending Machines

Item Number	Price	Product
6608X	\$6.60	20-H PRIME RATE BOOK
662011	\$2.00	10-20c RING-NECKED PHEASANT
661511	\$4.95	15-33c CORAL PINK ROSE
661711	\$4.95	15-33c CITY FLAG
662311	\$4.95	15-33c FOUR FRUIT BERRIES
665011 ²	\$4.95	15-33c HOLIDAY CONTEMPORARY SANTAS

Self service will not re-package the following products after stamp distribution office inventories are exhausted. Vending personnel should check with their stamp distribution office for availability of the following products:

Item Number	Price	Product
2285	\$1.05	21c RED BARN BANDED STAMPED CARDS
3140	\$1.00	5-20c VIRGINIA APGAR
3139	\$1.00	5-20c HARRY TRUMAN
6634	\$2.00	10-20c BLUE JAY PSA BOOK
6648	\$6.40	20-32c FALL GARDEN FLOWERS BOOK
6663	\$6.40	20-32c TWO FRUITS BOOKLET
6634X	\$2.00	10-20 BLUEJAY PSA BOOK

¹ First day of issue is January 20, 2000.

² Watch Postal Bulletin for first day of issue.

— Self Service, Retail, 1-13-00

This page intentionally left blank



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

Postal Service Orders for Postal Bulletin

- ☐ New Order ☐ Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line

Postal Facility Name

Delivery Address

City State ZIP+4

Person to Contact
()

Daytime Telephone

- ☐ Change Quantity of Subscription
(Include *Postal Bulletin* mailing label.)

Current Quantity _____ New Quantity _____

Distribution: The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues (see Table of Contents for specific PSN), call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9602

Public Orders for Postal Bulletin

- ☐ New Order ☐ Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line

Company Name

Delivery Address

City State ZIP+4
()



Daytime Telephone

Subscription: Domestic - \$103.00 per year; International - \$128.75 per year

Subscription Orders: 202-512-1800

Subscription Inquiries: 202-512-1806 Fax: 202-512-2250

Single Copies (back to 16 issues): Domestic - \$6.50; International - \$8.13

- ☐ Enter _____ Annual Subscription(s).
Total Amount \$ _____
- ☐ Send _____ additional copies of Bulletin # _____
Total Amount \$ _____
- ☐ GPO deposit account [] [] [] [] [] [] - []
- ☐ Check/money order payable to: Superintendent of Documents
- ☐ VISA  ☐ MasterCard 

Credit Card Number

Expiration Date

Signature

Mail Completed Form and Payment To:

SUPERINTENDENT OF DOCUMENTS
US GOVERNMENT PRINTING OFFICE
PO BOX 371954
PITTSBURGH PA 15250-7954

