# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22029, July 27, 2000





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ICM Update: International Customized Mail	48	The Postal Bulletin is published biweekly; information is effective for one year unless it changes the	
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specified.



otherwise

#### **Fiscal Year Closing Guidance**

#### Message From the Controller

I encourage each of you to continue your efforts to control expenses. It is important that we carry this effort through to the end of the fiscal year.

While we must make accruals for goods received and services rendered, we must also control discretionary activity. This does not mean curtailing business; but it does mean making prudent choices, deferring or eliminating noncritical activity, and not purchasing goods or services at year-end simply because we have available budget funds.

We need to encourage our contractors to bill us in a timely manner so we can recognize the expense prior to the close of accounting period 13.

The following instructions will assist you, when appropriate, in helping the Postal Service close its financial books in a timely and efficient manner. Please note that we have increased the minimum expense accrual from \$5,000 to \$10,000.

DONNA M. PEAK

ACTING VICE PRESIDENT, FINANCE, CONTROLLER

Donno M. Peak

#### I. Instructions for Fiscal Year Closing

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

The government fiscal year comprises 365 days (366 in leap years) always ending on September 30. However, for internal reporting purposes, the Postal Service reporting cycle comprises 13 accounting periods (APs) of 28 days each, totaling 364 days. This year the Postal Service reporting cycle for internal reporting ends on September 8, 2000. AP 14 is an estimation period used to convert the Postal Service's internal reporting cycle to the government fiscal year.

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

# II. Capital and Expense Commitment or Accrual Activities

#### A. Capital

Purchasing will not accept capital and expense requisitions after August 18 unless work is currently under way on advance requirements or the buying manager grants an exception. Capital commitments, particularly postal support equipment, should also be limited to essential needs.

Purchasing will attempt to issue the required contract in time for the San Mateo Accounting Service Center (ASC) to process against FY 2000 funds. Contracts for requisitions requiring issuance of a solicitation or negotiation with vendors received prior to September 8 may not be issued in time for processing against FY 2000 funds. Requisitions

received September 8 and after will be processed against FY 2001 funds.

Purchasing will process all requisitions for the issuance of contracts against FY 2000 funds according to the following priorities:

Priority 1 — Capital commitment requisitions.

Priority 2 — Expense commitment requisitions.

Commitment documents with award dates prior to and including September 8 must be forwarded to reach the San Mateo ASC not later than September 11. Appropriate receiving reports or certified invoices for goods and services received by September 8 must be forwarded to the San Mateo ASC for receipt no later than September 11. Please expedite processing of receiving reports and certified invoices as these documents are used to charge costs to the proper FY.

# B. Unpaid Expenses or Accruals for goods and services received September 8 and prior. Expense accrual limit for FY 2000 has been changed from \$5,000 to \$10,000.

If it is impossible to furnish a certified invoice in time to reach the San Mateo ASC by September 11, a minimum of \$10,000 may be accrued per contract sequence number or miscellaneous (noncommitment) purchase or service. Complete PS Form 8163, Request for Fiscal Year 2000 Expense Accrual, a copy of which is found on page 5 of this Postal Bulletin. Documentation supporting accruals must be attached (see PS Form 8163 for examples of proper vendor documentation). Processing of all FY 2000 documents ends on September 15. Documents received at the San Mateo ASC pertaining to activity occurring September 9 and later will be recorded in FY 2001.

#### III. Liquidation of Accruals

When submitting an actual certified invoice, include the statement "Accrued to FY 2000" on the face of the document.

Accruals must be liquidated as soon as possible. Offices must monitor their accruals and payments to ensure that the accruals are properly liquidated. All FY 2000 accruals processed by the San Mateo ASC that remain unliquidated at the end of AP 06, FY 2001, will be reversed automatically as a prior year credit. Subsequent payments will be charged to the appropriate budget finance number as a FY 2001 expense.

Please use the following schedules relating to FY 2000 closing:

Schedule I — Accrual Processing Information (below)

Schedule II — Submission Processing — Prior to September 8 (page 7 in this *Postal Bulletin*)

Schedule III — Submission Processing — September 8 and Later (page 7 in this *Postal Bulletin*)

#### Schedule I — Accrual Processing Information

The following are examples of items that *may* be accrued using PS Form 8163 if goods or services have been received September 8 and prior; no receiving report has been sent; the dollar amount of service rendered exceeds \$10,000; and you will not get an invoice to certify for payment by *September 8*:

#### Service Maintenance Contract — Copier

Review the last invoice processed to determine the amount to accrue from the service ending date through September 8.

To estimate the accrual amount, perform the following calculation:

■ Calculate number of days to accrue.

Billing period last invoice = 7/27 - 8/25

Number of days to accrue = 14 (8/26 - 9/8)

Calculate the daily rate.

Divide the last invoice amount by the number of days in the billing period to determine a daily rate.

Invoice amount = \$30,000

Billing period = 30 days (7/27 - 8/25)

Daily rate = \$1,000 (\$30,000 / 30 days)

Calculate the accrual amount.

Multiply the daily rate calculated by the number of days that will be accrued.

Accrual amount =  $$1,000 \times 14 = $14,000$ 

#### **Utility Billing Accrual — Natural Gas**

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

# Other Goods or Services Accrual — Consultant Contract

Calculate the accrual amount.

Check with the vendor to validate the cost of goods or services received during the period 8/15 - 9/8 and obtain the necessary supporting documentation.

Note: Do not accrue if the amount is less than \$10,000.

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

Basic Pricing Agreements (BPA)

Bulk fuel deliveries, oil purchases, and vehicle parts

Capital

Carrier drive-outs

Citibank Government Travel Accounts (GTA) \*

Credit card purchases \*

FEDSTRIPs \*

FTS 2000\*

Gasoline credit card purchases \*

Government Printing Office (GPO) printings \*

Imprest funds

Incentive awards

Inventory

Nonpostal training

Nonmetered fuel

Relocation Management Firm (RMF) services\*

Tort claims

Travel

Uniform allowances

Vehicle repairs on PS Form 4541, Order-Invoice for Vehicle Repair (Commercial Work Order)

\* Items will be accrued by National Accounting or the San Mateo ASC.

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



### Request for Fiscal Year 2000 Expense Accrual

Office Name

The following information is for processing fiscal year end accruals. These goods and/or services have been received during the period ending September 8, 2000, and a certified invoice or receiving report has not been submitted for

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	Contact:	in accordance with the field closing instructions.
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		policida Arga Coda)
		politida Arga Cada)
		poliuda Arga Coda)
Accrual to the Following Postal		politida Arga Cada)
	Telephone Number (In	aduda Area Cada)
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	Title	
ire	Date	
	Telephone Number (In	nclude Area Code)
	Date	
L		Batch Number
	RVICE CENTER 4497-9401	Telephone Number (In  Date  RVICE CENTER  4497-9401

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### Schedule II —Submission Processing — Prior to September 8

Form #	Item	Submit by	Submit to	Submit date
	Back pay awards	All offices	Minneapolis ASC	2-Aug
7381	Requisition for Supplies, Services, or Equipment (Capital)	All offices	Purchasing	18-Aug
17	Stamp Requisition	Field offices	SDN/SDO	1-Sep
2130	Claim for Loss — Initial Letter	Field offices	DAO	1-Sep
3238	Stamps and Stamped Paper Destruction Certificate	Field offices	DAO	1-Sep
1727	Award Recommendation/ Authorization	All offices	Minneapolis ASC	1-Sep
1270	Idea Proposal	All offices	Minneapolis ASC	1-Sep
8124-X	Renumeration Report — Postal Service waiver for purchase of right-hand drive vehicles	All offices	Minneapolis ASC	1-Sep
8167	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	All offices	Minneapolis ASC	1-Sep
8168	Individual EAS Recognition/ Awards Program Authorization	All offices	Minneapolis ASC	1-Sep
8169	EAS Team Recognition Authorization	All offices	Minneapolis ASC	1-Sep
	Right-hand Drive Vehicle Incentive Award	All offices	Minneapolis ASC	1-Sep
	Uniform allowance	Field offices	DAO	1-Sep
1839	Payment Record for Carrier Drive-Out Agreements	Field offices	DAO	6-Sep
1164-A	Claim for Reimbursement for Postal Supervisors	Field offices	DAO	6-Sep

#### Schedule III — Submission Processing — September 8 and Later

Form #	Item	Submit by	Submit to	Submit date
	Bank reconciliations	All offices	All offices	11-Sep
	BPA cover sheets	All offices	San Mateo ASC	11-Sep
	Capital and expense receiving report	All offices	San Mateo ASC	11-Sep
	Certified invoices — supplies and services, bulk fuel and oil purchases, motor vehicle parts, nonmetered heating fuel	All offices	San Mateo ASC	11-Sep
1782	Training Request and Authorization	All offices	San Mateo ASC	11-Sep
8163	Request for FY 2000 Expense Accrual	All offices	San Mateo ASC	11-Sep
	Tort claims	All offices	San Mateo ASC	11-Sep
1012	Travel Voucher	All offices	San Mateo ASC	11-Sep
1129	Cashier Reimbursement Voucher and/or Accountability Report	All offices (imprest)	San Mateo ASC	11-Sep
	Project facility system	Facilities	Facilities	11-Sep
	Money order vouchers	Field offices	St. Louis ASC	11-Sep
	OMAS	Field offices	DAO	11-Sep
4541	Order Invoice for Vehicle Repair (Commercial Work Order)	Field offices	Support VMF	11-Sep
1804-C	Postmasters Certification of SDM Equipment Maintenance	Field offices	St. Louis ASC	11-Sep
835	Quarterly Report of Originating Registered and C.O.D. Transactions	Field offices	DAO	11-Sep
7370	Request for Non-Fund Cost Transfer	Field offices	DAO	11-Sep
1555	Statement of Account	Field offices	Minneapolis ASC	11-Sep
1555	Statement of Account for CAGs H-L	Field offices	DAO	11-Sep
	Stamp stock inventory	Field offices	Field activities	11-Sep
8049	Vehicle Hire Pay Adjustment	Field offices	St. Louis ASC	11-Sep
	Vehicle hire payment certification reports	Field offices	Support VMF	11-Sep
SF 97	The U.S. Government Certificate of Release of a Motor Vehicle	Field offices	San Mateo ASC	11-Sep
	Government bills of lading	National Traffic Service	San Mateo ASC	11-Sep
	Capital contracts	Purchasing	San Mateo ASC	11-Sep
	Government Printing Office	Purchasing – Headquarters	San Mateo ASC	11-Sep
	FTS 2000	Raleigh Network Operations	San Mateo ASC	11-Sep
	Government travel account (GTA), gasoline credit card payment and accrual	San Mateo ASC	San Mateo ASC	11-Sep
	US Bank VISA accrual tape	US Bank	San Mateo ASC	11-Sep
	Relocation Management Firm (RMF) accruals	Accounting – Headquarters	San Mateo ASC	11-Sep

## Customer Relations

#### **Mail Alert**

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Operations at 800-419-2769 at least one month preceding the requested delivery dates. The

Postal Service also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at *http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF* or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
The San Francisco Music Box & Gift Company	Standard A/ Flat	8/2-8/7	1.3	Nationwide	CarRt, 3/5-Digit, Barcoded	Banta, Minneapolis, MN; 8 1/2" x 10 1/2", 64 pages
JC Penney Pop the Lock	Standard A/ Letter	8/3–8/5	1.3	Nationwide	CarRt	Harte-Hanks
JC Penney Noise	Standard A/ Flat	8/4–8/7	1.4	Nationwide	CarRt	Quebecor World
Current Autumn 2000	Standard A/ Flat	8/7–8/9	3.1	Nationwide	CarRt, 3/5-Digit, Basic	Quad Graphics, Saratoga Springs, NY
Territory Ahead Indian Summer	Standard A/ Flat	8/7–8/9	1.9	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 48 pages
Eddie Bauer August Fall	Standard A/ Flat	8/7–8/9	4.0	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Midnight Velvet	Standard A/ Catalog	8/7–8/10	1.8	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4" catalog has a die-cut cover and a personalized (address) underwrap
Seventh Avenue	Standard A/ Catalog	8/7–8/10	1.1	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap
JC Penney VIP Nite Privilege	Standard A/ Letter	8/8–8/10	4.5	Nationwide	CarRt	Harte-Hanks
JC Penney Fall Sizes 16W & Up	Standard A/ Catalog	8/11–8/14	2.8	Nationwide	CarRt	Quebecor World
JC Penney Fall Tall Women	Standard A/ Catalog	8/11–8/14	2.1	Nationwide	CarRt	Quebecor World
JC Penney Fall Home Values	Standard A/ Catalog	8/12–8/15	8.0	Nationwide	CarRt	Quebecor World
Eddie Bauer August Home Remail	Standard A/ Flat	8/14–8/16	1.1	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
Seventh Avenue	Standard A/ Catalog	8/14–8/17	2.4	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap

SUBSCRIPTIONS

#### **Postal Bulletin Order Form**

In order to use the back cover of the *Postal Bulletin* more effectively, we have decided to move the subscription order form to one of the interior pages and to reduce the number of times that we print it. We intend to print the order form once every other month.

If your postal facility has access to cc:Mail, you may send a request for a new subscription order, an address and/or quantity change, or a subscription query to the cc:Mail to address POSTAL BULLETIN. If you are using another email product, you can use the Internet email

address pbulleti@email.usps.gov.

Public Orders for Postal Bulletin

■ New Order

If you do not have access to email, you may complete the order form and mail it to Attn: Postal Bulletin, U.S. Postal Service, 475 L'Enfant Plz SW RM 2800, Washington DC 20260-1540.

Either way you send it, please remember to include the "PO0" subscription number from your address label.

Policies and Procedures Information,
 Public Affairs and Communications, 7-27-00

Change of Address

Postal Service	Orders fo	Postal Bulletin			
New Order Change of Address/Quantity (Include Postal Bulletin mailing label.)					
Attention Line					
Postal Facility Name					
Delivery Address					
City	State	ZIP+4			
Person to Contact					
Daytime Telephone					
Current Quantity		New Quantity			
Postal Service to all pos	stal facilities postal units,	the Postal Bulletin for the except classified stations and detached mail units, inistrative post office.			
	ve their order 88-2836. All c	nat receive the <i>Bulletin</i> they should call the <i>Postal</i> ther facilities should contact			
Postal facilities may sel subscription queries via Internet to pbulleti@en new address and quant	nd address a a cc:Mail to P mail.usps.gov tities, and the	nd Subscription Problems: nd quantity changes and OSTAL BULLETIN or via the Please include old and "PO0" subscription number ties may also complete this			
ATTN POSTAL BULL US POSTAL SERVIC 475 L'ENFANT PLZ S WASHINGTON DC	CE SW RM 2800				
All other facilities should	d contact the	r administrative post office.			

Single Copies (back to 1 year): To order extra copies or

Customer Service at 800-332-0317 or send PS Form 7380,

TOPEKA KS 66624-9602

back issues (see Table of Contents for specific PSN), call MDC

(Include Postal Bulletin mailing label.) Attention Line Company Name Delivery Address City ZIP+4 State Daytime Telephone Subscription: Domestic - \$118.00 per year; International - \$147.50 per year Subscription Orders: 202-512-1800 Subscription Inquiries: 202-512-1806 Fax: 202-512-2250 Single Copies (back to 16 issues): Domestic - \$7.50; International - \$9.38 \_ Annual Subscription(s). Enter \_\_\_ Total Amount \$ additional copies of Bulletin # Send 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

MDC Supply Requisition, to:

MATERIAL DISTRIBUTION CENTER

ATTN SUPPLY REQUISITIONS

500 SW MONTARA PKWY

SUPERINTEN

US GOVERNM
PO BOX 37199
PITTSBURGH

## Domestic Mail

**DMM CORRECTION** 

#### **Parcel Post ZIP Code Corrections**

Effective August 10, 2000, *Domestic Mail Manual* (DMM) E652 Exhibit 8.0 is amended to correct double destination delivery unit locations for ZIP Codes in the Parcel Post exception list. The listing for ZIP Code 37616 will reflect the correct state. These changes may be implemented before the effective date.

This revision will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (http://pe.usps.gov).

#### Domestic Mail Manual (DMM)

E	Eligibility						
	*	*	*	*	*		
E600	Standard Mail						
	*	*	*	*	*		
E650	Destination Entry						
	*	*	*	*	*		
E652	Parcel Post						
	*	*	*	*	*		

# 8.0 DELIVERY FACILITIES DIFFERENT FROM THOSE IN THE DROP SHIPMENT PRODUCT

Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product

[Amend Exhibit 652.8.0 by deleting the following entries:]

ZIP Code	Destination Delivery Unit Location
<b>NEW YORK</b> 10043, 79, 81, 87	CENTRAL PARCEL POST FACILITY
10256–60, 10285–86	CENTRAL PARCEL POST FACILITY
10292	CENTRAL PARCEL POST FACILITY
GEORGIA 37616	Chuckey, 8140 E. Andrew Johnson Hwy, Chuckey, TN 37641-9998

[Amend Exhibit 652.8.0 by adding the following entry:]

ZIP Code	<b>Destination Delivery Unit Location</b>			
TENNESSEE	Chuckey, 8140 E. Andrew Johnson Hwy,			
37616	Chuckey, TN 37641-9998			

— Operational Requirements, Operations Planning and Processing, 7-27-00

REMINDER

#### Congressional Franked Mail: Not to be Returned for Postage

We continue to receive reports of congressional franked mail being returned to the originating member's office marked "Return for Postage." *This mail should not be returned for collection of postage.* 

Managers must take steps, through stand-up talks and, when appropriate, written notices, to ensure that all employees are aware of the proper handling of congressional franked mail. In lieu of postage or postage indicia in the upper-right corner of the envelope or address label, this mail bears the facsimile signature of a member of the U.S.

House of Representatives or the U.S. Senate. The signature is followed by the initials "M.C.," which stand for "member of congress," or "U.S.S.," which stand for "U.S. Senate." Postage for congressional franked mail is paid to the Postal Service in lump sums by the U.S. Treasury, according to established procedures. See *Postal Operations Manual* (POM) 491.13 for additional information.

— Government Relations, Government Relations and Public Policy, 7-27-00 **OPERATIONAL TEST** 

#### Friend-to-Friend Mail Test Begins August 7

The Postal Service is conducting a test of the operational and accounting feasibility and procedures for a proposed product called *Friend-to-Friend Mail*. Friend-to-Friend Mail lets advertisers provide their customers with postage-paid-by-advertiser cards that can be sent to any third party. The advertiser will not put live postage on the mail. Instead, the Postal Service will deduct the postage from a deposit account only when the card is mailed, similar to business reply mail. Postage on each piece is charged at the First-Class Mail single piece rate.

Note that this is a test only, and that adjustments to the product may be made based on the results. Before this product can be offered beyond the test stage, the Postal Service must file a case with the Postal Rate Commission.

For the test, the front of the mailpiece will contain indicia as shown in the samples on pages 12–17, plus a PLANET code identifying the advertiser and a facing identification mark (FIM) B. Note that the mailpiece samples do not contain the PLANET codes or the FIM Bs, but the actual mailpieces will. The Postal Service will spray on a POSTNET code with the third party's address at origin. Combined, the PLANET code and the POSTNET code will provide the piece with a unique identifier that will enable the Postal Service to bill the advertiser after the piece is scanned at destination. See "Flow for Friend-to-Friend Postcards" (right) for more operational detail.

The test customer is VarTec Telecom, Inc., which is located in Dallas, TX, where the First-Class Mail permit for the test mail has been issued. VarTec Telecom will send a total of 2 million Friend-to-Friend cards enclosed in outer mailpieces. These outer mailpieces will not have PLANET barcodes and will not be tracked as part of the test. VarTec Telecom will send the mailpieces to a national mailing list of customers, primarily in semimetro areas, who may then mail the cards to any third party in any location. Thus, both the origin and the destination of the cards could be any office.

VarTec Telecom will conduct a total of 10 mailings throughout the months of August and September 2000, as follows:

Mailing No.	In-Home Date	Number of Return Pieces
1	Aug 7	28,000
2	Aug 14	28,000
3	Aug 21	28,000
4	Aug 21	530,000
5	Aug 28	28,000
6	Sep 4	42,000
7	Sep 4	415,000
8	Sep 11	26,000
9	Sep 11	200,000
10	Sep 18	675,000

VarTec Telecom has been given 20 different 5-digit customer-identification PLANET codes for use during the test.

The test will cover a period of six months, beginning on August 7, 2000, the date of the first outer pieces mailing, and ending on February 1, 2001. Return pieces will still be accepted and processed after the test period, and VarTec Telecom will maintain postage in the account.

Since we need to successfully scan both the POSTNET and the PLANET codes at destination to bill the advertiser, it is important to apply a readable POSTNET barcode.

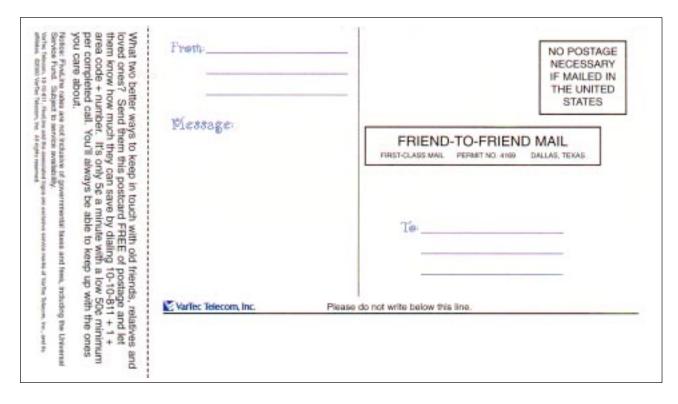
#### Flow for Friend-to-Friend Postcards

- The advertiser deposits funds in a First-Class Mail permit account to cover return postage for a percentage of cards.
- The advertiser mails cards to households. Cards have PLANET codes identifying the advertiser and a FIM B.
- 3. Cards are mailed by households to any third party.
- 4. The Postal Service processes cards at entry.
  - a. The Postal Service sprays POSTNET barcodes on cards. POSTNET barcodes, combined with PLANET barcodes, provide a unique identifier for the card.
  - b. The Postal Service scans the barcodes. Data are automatically generated showing that the card has been scanned.
- 5. The Postal Service processes cards and delivers them to intended recipients.
- 6. Every two weeks a report of the number of unique cards scanned, including their origin and destination, is sent to the mailing requirements manager at the office where the permit is held. Every two weeks, the advertiser's account is debited, and, if necessary, the advertiser deposits additional money in the account.

— Core Business Marketing, 7-27-00

Actual pieces will have PLANET codes and FIM Bs.



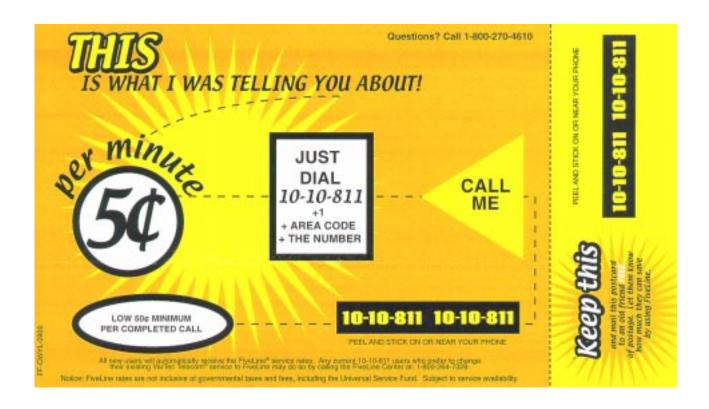


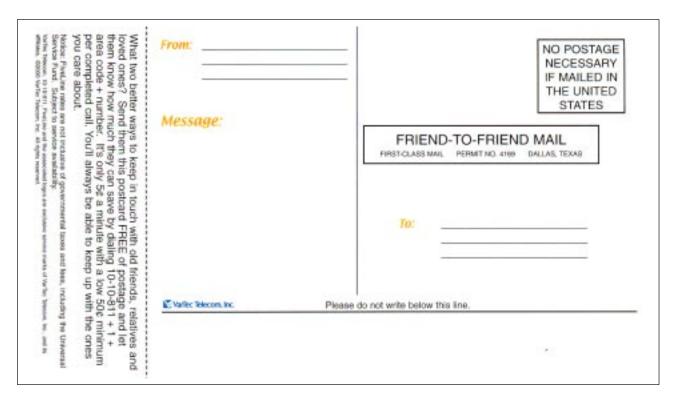
Actual pieces will have PLANET codes and FIM Bs.



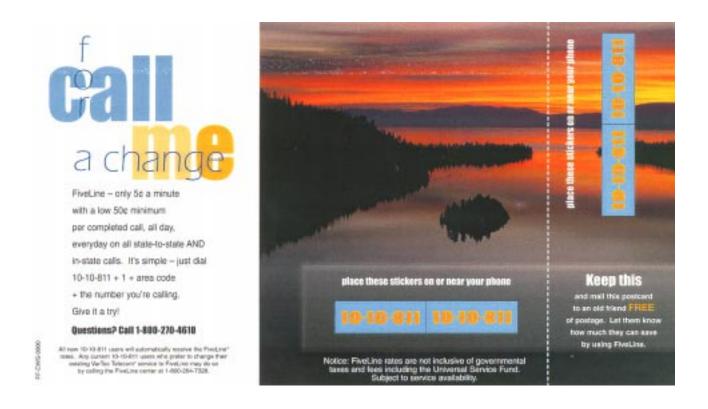
What two better ways to keep in touch with old friends, relatives and loved ones? Send them this postcard FREE of postage and let them know how much they can save by dailing 10-10-811 + 1 + area code + number. It's only 5¢ a minute with a low 50¢ minimum per completed call. You'll always be able to keep up with the ones you care about. Votice: FixeLine satos are not inclusive of governmental Service Fund. Butgied to service availability. Our New Address: NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES Message: FRIEND-TO-FRIEND MAIL FIRST-CLASS WALL PERMIT NO. 4169 DALLAS, TEXAS To: and foos, including the Universal W. Varier Telecom, Inc. Please do not write below this line. and

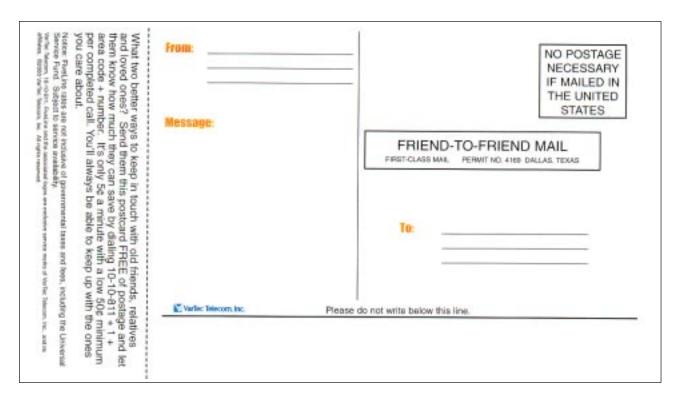
Actual pieces will have PLANET codes and FIM Bs.



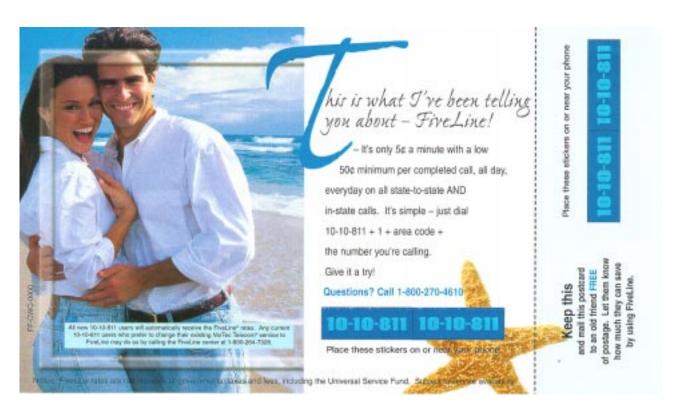


Actual pieces will have PLANET codes and FIM Bs.





Actual pieces will have PLANET codes and FIM Bs.



about number. It's only 5¢ a minute with a low 50¢ minimum per completed call. This way you'll always be able to keep up with the ones you care What two better ways to keep in touch with old friends, relatives and loved ones? Send them this postcard FREE of postage and let them know how much they can save by dailing 10-10-811 + 1 + area code. lydice. FiveLine rates are not inclusive of governmental taxes Fund. Subject to service availability. farfac Telacon, 10-16-811, Fieldure, and the a disease, capoa varies Telecon, loc. 48 rights NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES Mezzage: FRIEND-TO-FRIEND MAIL FIRST-CLASS MAIL PERMIT NO. 4169 DALLAS, TEXAS Tot and fees including the Universal Ser Please do not write below this line. Variec Telecom, Inc.

Actual pieces will have PLANET codes and FIM Bs.



NO POSTAGE
NECESSARY
IF MAILED IN
THE UNITED
STATES

FRIEND-TO-FRIEND MAIL
FRIST-CLASS MAIL
PERMIT NO. 4188

FRIEND-TO-FRIEND MAIL

#### **Overseas Military Mail**

Mail addressed to or from military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes, which appear on the page following the table.

Acceptance clerks should use this table with the Integrated Retail Terminal (IRT) or POS ONE terminal to

determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply.

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The complete table appears in the last *Postal Bulletin* of each month. Changes from the previous month's listing are in bold type.

#### Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	
09001	Not Active	09039	Not Active	09077	Not Active	
09002	Not Active	09040	Not Active	09078	Not Active	
09003	Not Active	09041	Not Active	09079	Not Active	
09004	Not Active	09042	B-B1-C-D-U	09080	B-B1-C-D-U	
09005	Not Active	09043	Not Active	09081	B-B1-C-D-U	
09006	Not Active	09044	Not Active	09082	Not Active	
09007	B-B1-C-D-U	09045	B-B1-C-D-U	09083	Not Active	
09008	Not Active	09046	B-B1-C-D-U	09084	Not Active	
09009	B-B1-C-D-U	09047	Not Active	09085	Not Active	
09010	Not Active	09048	Not Active	09086	B-B1-C-D-U	
09011	Not Active	09049	Not Active	09087	Not Active	
09012	B-B1-C-D-U	09050	B-B1-C-D-U	09088	Not Active	
09013	B-B1-C-D-U-Z1	09051	Not Active	09089	B-B1-C-D-U	
09014	B-B1-C-D-U	09052	Not Active	09090	B-B1-C-D-U	
09015	Not Active	09053	B-B1-C-D-U	09091	Not Active	
09016	Not Active	09054	B-B1-C-D-U	09092	Not Active	
09017	Not Active	09055	Not Active	09093	Not Active	
09018	Not Active	09056	B-B1-C-D-U	09094	B-B1-C-D	
09019	Not Active	09057	Not Active	09095	B-B1-C-D-U	
09020	Not Active	09058	B-B1-C-D-U	09096	B-B1-C-D-U	
09021	B-B1-C-D-U	09059	B-B1-C-D-U	09097	Not Active	
09022	Not Active	09060	B-B1-C-D-U	09098	B-B1-C-D-U	
09023	Not Active	09061	Not Active	09099	B-B1-C-D-U	
09024	Not Active	09062	Not Active	09100	B-B1-C-D-U	
09025	Not Active	09063	B-B1-C-D-L-U	09101	Not Active	
09026	Not Active	09064	Not Active	09102	B-B1-C-D-U	
09027	Not Active	09065	Not Active	09103	B-B1-D-U	
09028	B-B1-C-D-U	09066	Not Active	09104	B-B1-C-D-U	
09029	Not Active	09067	B-B1-C-D-U	09105	Not Active	
09030	Not Active	09068	Not Active	09106	Not Active	
09031	B-B1-C-D-U	09069	B-B1-C-D-U	09107	B-B1-C-D-U	
09032	Not Active	09070	Not Active	09108	Not Active	
09033	B-B1-C-D-U	09071	Not Active	09109	Not Active	
09034	B-B1-C-D-U	09072	Not Active	09110	B-B1-C-D-U	
09035	Not Active	09073	Not Active	09111	B-B1-C-D-U	
09036	B-B1-C-D-U	09074	B-B1-C-D-U	09112	B-B1-C-D-U	
09037	Not Active	09075	Not Active	09113	Not Active	
09038	Not Active	09076	B-B1-C-D-U	09114	B-B1-C-D-U	

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09115	Not Active	09166	B-B1-C-D-U	09218	Not Active
09116	Not Active	09167	Not Active	09219	Not Active
09117	Not Active	09168	Not Active	09220	Not Active
09118	Not Active	09169	B-B1-C-D-U	09221	Not Active
09119	Not Active	09170	Not Active	09222	Not Active
09120	Not Active	09171	Not Active	09223	Not Active
09121	Not Active	09172	B-B1-C-D-U	09224	Not Active
09122	Not Active	09173	B-B1-C-D-U	09225	B-B1-C-D-U
09123	B-B1-C-D-U	09174	Not Active	09226	B-B1-C-D-U
09124	Not Active	09175	B-B1-C-D-U	09227	B-B1-C-D-U
09125	Not Active	09176	Not Active	09228	Not Active
09126	B-B1-C-D	09177	B-B1-C-D-U	09229	B-B1-C-D-U
09127	Not Active	09178	Not Active	09230	Not Active
09128	B-B1-C-D-U	09179	Not Active	09231	Not Active
09129	Not Active	09180	B-B1-C-D-U	09232	Not Active
09130	Not Active	09181	Not Active	09233	Not Active
09131	B-B1-C-D-U	09182	B-B1-C-D-U	09234	Not Active
09132	Not Active	09183	B-B1-C-D-U	09235	Not Active
09133	Not Active	09184	Not Active	09236	Not Active
09134	Not Active	09185	B-B1-C-D-U	09237	B-B1-C-D-U
09135	Not Active	09186	B-B1-C-D-U	09238	Not Active
09136	B-B1-C-D	09187	Not Active	09239	Not Active
09137	B-B1-C-D-U	09188	Not Active	09240	Not Active
09138	B-B1-C-D-U	09189	Not Active	09241	Not Active
09139	B-B1-C-D	09190	Not Active	09242	Not Active
09140	B-B1-C-D-U	09191	Not Active	09243	Not Active
09141	Not Active	09192	Not Active	09244	B-B1-C-D-U
09142	B-B1-C-D-U	09193	Not Active	09245	B-B1-C-D-U
09143	B-B1-C-D-U	09194	Not Active	09246	Not Active
09144	Not Active	09195	Not Active	09247	Not Active
09145	Not Active	09196	Not Active	09248	Not Active
09146	Not Active	09197	Not Active	09249	Not Active
09147	Not Active	09198	Not Active	09250	B-B1-C-D-U
09148	Not Active	09199	Not Active	09251	Not Active
09149	Not Active	09201	Not Active	09252	B-B1-C-D-U
09150	Not Active	09202	Not Active	09253	Not Active
09151	Not Active	09203	Not Active	09254	Not Active
09152	Not Active	09204	Not Active	09255	Not Active
09153	Not Active	09205	Not Active	09256	Not Active
09154	B-B1-C-D-U	09206	Not Active	09257	Not Active
09155	Not Active	09207	Not Active	09258	Not Active
09156	Not Active	09208	Not Active	09259	Not Active
09157	Not Active	09209	Not Active	09260	Not Active
09158	Not Active	09210	Not Active	09261	Not Active
09159	Not Active	09211	B-B1-C-D-U	09262	B-B1-C-D-U
09160	Not Active	09212	B-B1-C-D-U	09263	B-B1-C-D-U
09161	Not Active	09213	B-B1-C-D-U	09264	B-B1-C-D-U
09162	Not Active	09214	B-B1-C-D-U	09265	B-B1-C-D-N-U
09163	Not Active	09215	Not Active	09266	B-B1-C-D-U
09164	Not Active	09216	Not Active	09267	B-B1-C-D-U
09165	B-B1-C-D-U	09217	Not Active	09268	Not Active
100100		00217	140t / totavo	00200	1 TO CA TO CLIFE

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09269	Not Active	09317	Not Active	09367	Not Active
09270	Not Active	09318	Not Active	09368	Not Active
09271	Not Active	09319	Not Active	09369	Not Active
09272	Not Active	09320	Not Active	09370	Not Active
09273	Not Active	09321	Not Active	09371	Not Active
09274	Not Active	09322	Not Active	09372	Not Active
09275	Not Active	09323	Not Active	09373	Not Active
09276	Not Active	09324	Not Active	09374	Not Active
09277	Not Active	09325	Not Active	09375	Not Active
09278	Not Active	09326	Not Active	09376	Not Active
09279	Not Active	09327	Not Active	09377	Not Active
09280	Not Active	09328	Not Active	09378	Not Active
09281	Not Active	09329	Not Active	09379	Not Active
09282	Not Active	09330	Not Active	09380	Not Active
09283	Not Active	09331	Not Active	09381	Not Active
09284	Not Active	09332	Not Active	09382	Not Active
09285	Not Active	09333	Not Active	09383	Not Active
09286	Not Active	09334	Not Active	09384	Not Active
09287	Not Active	09335	Not Active	09385	Not Active
09288	Not Active	09336	Not Active	09386	Not Active
09289	Not Active	09337	Not Active	09387	Not Active
09290	Not Active	09338	Not Active	09388	Not Active
09291	Not Active	09339	Not Active	09389	Not Active
09292	Not Active	09340	A-B-B1-C1-F-R	09390	Not Active
09293	Not Active	09341	Not Active	09391	B-B1-X
09294	Not Active	09342	Not Active	09392	B-B1
09295	Not Active	09343	Not Active	09393	Not Active
09296	Not Active	09344	Not Active	09394	Not Active
09297	Not Active	09345	Not Active	09395	Not Active
09298	Not Active	09346	Not Active	09396	A-B-B1-F
09299	Not Active	09347	Not Active	09397	A-B-B1-C1-F-R-X
09301	Not Active	09348	Not Active	09398	B-B1-X
09302	B-B1-E2-F-H1-R-R1-U2-	09349	Not Active	09399	B-B1-C-D-U-X
	Z1	09350	Not Active	09401	Not Active
09303	B-B1-E2-F-H1-R-R1-U2- Z1	09351	Not Active	09402	Not Active
00204	B-B1-E2-F-H1-R-R1-U2-	09352	Not Active	09403	Not Active
09304	Z1	09353	Not Active	09404	Not Active
09305	B-B1-E2-F-H1-R-R1-U2-	09354	Not Active	09405	Not Active
	Z1	09355	Not Active	09406	Not Active
09306	Not Active	09356	Not Active	09407	Not Active
09307	Not Active	09357	Not Active	09408	Not Active
09308	Not Active	09358	Not Active	09409	B-B1-C-C1-U
09309	Not Active	09359	Not Active	09410	Not Active
09310	Not Active	09360	Not Active	09411	Not Active
09311	Not Active	09361	Not Active	09412	Not Active
09312	Not Active	09362	Not Active	09413	Not Active
09313	Not Active	09363	Not Active	09414	Not Active
09314	Not Active	09364	Not Active	09415	Not Active
09315	Not Active	09365	Not Active	09416	Not Active
09316	Not Active	09366	Not Active	09417	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	
09418	Not Active	09469	B-B1-C-C1-U	09521	В	
09419	Not Active	09470	B-B1-C-C1-U	09522	Not Active	
09420	Not Active	09471	Not Active	09523	Not Active	
09421	B-B1-C-C1-U	09472	Not Active	09524	В	
09422	Not Active	09473	Not Active	09525	Not Active	
09423	Not Active	09474	Not Active	09526	Not Active	
09424	Not Active	09475	Not Active	09527	Not Active	
09425	Not Active	09476	Not Active	09528	Not Active	
09426	Not Active	09477	Not Active	09529	Not Active	
09427	Not Active	09478	Not Active	09530	Not Active	
09428	Not Active	09479	Not Active	09531	Not Active	
09429	Not Active	09480	Not Active	09532	В	
09430	Not Active	09481	Not Active	09533	Not Active	
09431	Not Active	09482	Not Active	09534	В	
09432	Not Active	09483	Not Active	09535	Not Active	
09433	Not Active	09484	Not Active	09536	В	
09434	Not Active	09485	Not Active	09537	Not Active	
09435	Not Active	09486	Not Active	09538	Not Active	
09436	Not Active	09487	Not Active	09539	Not Active	
09437	Not Active	09488	Not Active	09540	Not Active	
09438	Not Active	09489	Not Active	09541	Not Active	
09439	Not Active	09490	Not Active	09542	Not Active	
09440	Not Active	09491	Not Active	09543	В	
09441	Not Active	09492	Not Active	09544	Not Active	
09442	Not Active	09493	Not Active	09545	В	
09443	Not Active	09494	B-B1-C-C1-U	09546	Not Active	
09444	Not Active	09495	Not Active	09547	Not Active	
09445	Not Active	09496	B-B1-C-C1-U	09548	Not Active	
09446	Not Active	09497	Not Active	09549	В	
09447	B-B1-C-C1-U	09498	B-B1-C-C1-U	09550	В	
09448	Not Active	09499	B-B1-C-C1-U	09551	Not Active	
09449	Not Active	09501	В	09552	Not Active	
09450	Not Active	09502	В	09553	Not Active	
09451	Not Active	09503	В	09554	B-B1	
09452	Not Active	09504	В	09555	Not Active	
09453	Not Active	09505	В	09556	В	
09454	B-B1-C-C1-U	09506	В	09557	В	
09455	Not Active	09507	В	09558	В	
09456	B-B1-C-C1-U	09508	В	09559	Not Active	
09457	Not Active	09509	В	09560	Not Active	
09458	Not Active	09510	В	09561	Not Active	
09459	B-B1-C-C1-U	09511	В	09562	Not Active	
09460	Not Active	09512	Not Active	09563	В	
09461	B-B1-C-C1-U	09513	Not Active	09564	В	
09462	Not Active	09514	Not Active	09565	В	
09463	B-B1-C-C1-U	09515	Not Active	09566	В	
09464	B-B1-C-C1-U	09516	Not Active	09567	В	
09465	Not Active	09517	B	09568	В	
09466	Not Active	09518	Not Active	09569	В	
09467	Not Active	09519	Not Active	09570	В	
09467	B-B1-C-C1-U	09520	Not Active	09571	Not Active	
03400	D-1-0-01 <del>-</del> 0	09020	INOL ACTIVE	09371	INOT VOTING	

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09572	Not Active	09624	B-B1-C-F-U	09675	Not Active
09573	В	09625	B-B1-C-F-U	09676	Not Active
09574	В	09626	B-B1-C-F-U	09677	Not Active
09575	В	09627	B-B1-C-F-U	09678	Not Active
09576	В	09628	B-B1-C-F-F1-U	09679	Not Active
09577	В	09629	Not Active	09680	Not Active
09578	В	09630	B-B1-C-F-U	09681	Not Active
09579	В	09631	B-B1-C-F-U	09682	Not Active
09580	Not Active	09632	Not Active	09683	Not Active
09581	В	09633	Not Active	09684	Not Active
09582	В	09634	Not Active	09685	Not Active
09583	Not Active	09635	Not Active	09686	Not Active
09584	Not Active	09636	B-B1-C-F-U	09687	Not Active
09585	Not Active	09637	Not Active	09688	Not Active
09586	В	09638	B-B1-C-E2-F-U	09689	Not Active
09587	В	09639	Not Active	09690	Not Active
09588	В	09640	Not Active	09691	Not Active
09589	Not Active	09641	Not Active	09692	Not Active
09590	В	09642	B-B1-N-U	09693	Not Active
09591	В	09643	B-B1-U	09694	Not Active
09592	Not Active	09644	B-B1-U	09695	Not Active
09593	В	09645	B-B1-U	09696	Not Active
09594	В	09646	Not Active	09697	Not Active
09595	В	09647	B-B1-N-U	09698	Not Active
	В	09648		09699	
09596	Not Active	09649	Not Active B-B1-N-U	09701	Not Active
09597		09649		09701	Not Active
09598	Not Active B	09651	Not Active	09702	Not Active
09599 09601	В-В1-С-F-F1-U	09652	Not Active	09703	B-B1-C-F1
			Not Active		B-B1-C-D
09602	Not Active	09653	Not Active	09705	B-B1-U
09603	B-B1-C-F-F1-U	09654	Not Active	09706	B-B1-C-U
09604	B-B1-C-F-F1-U	09655	Not Active	09707	B-B1-C-N-U
09605	Not Active	09656	Not Active	09708	B-B1
09606	Not Active	09657	Not Active	09709	B-B1-F1
09607	Not Active	09658	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U
09608	Not Active	09659	Not Active	09711	B-B1-F1-Z1
09609	B-B1-C-F-U	09660	Not Active	09712	Not Active
09610	B-B1-C-F-U	09661	Not Active	09713	B-B1-C-F1
09611	Not Active	09662	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U
09612	B-B1-C-F-U	09663	Not Active	09715	B-B1-F1
09613	B-B1-C-F-U	09664	Not Active	09716	B-B1-C-D-N-U
09614	Not Active	09665	Not Active	09717	B-B1-M-W
09615	Not Active	09666	Not Active	09718	B-B1-F-I-N-U
09616	Not Active	09667	Not Active	09719	Not Active
09617	B-B1-C-F-U	09668	Not Active	09720	B-B1-U
09618	B-B1-C-F-U	09669	Not Active	09721	B-B1-N-U
09619	B-B1-C-F-U	09670	Not Active	09722	B-B1-C-D-N-U
09620	B-B1-C-F-U	09671	Not Active	09723	B-B1-N-U
09621	B-B1-C-F-U	09672	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U
09622	B-B1-C-F-U	09673	Not Active	09725	B-C
09623	B-B1-C-F-U	09674	Not Active	09726	B-B1-N-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09727	Not Active	09778	Not Active	09824	A-B-F-Z1
09728	B-C	09779	A-B-B1-F-R	09825	Not Active
09729	Not Active	09780	A-B-B1-F-R	09826	B-B1-E2-E3-F-H1-R-R1-
09730	Not Active	09781	A-B-B1-F-N-R		U1-Z1
09731	Not Active	09782	Not Active	09827	A-B-F-Z1
09732	B-B1	09783	Not Active	09828	B-N-Z1
09733	B-B1-I	09784	Not Active	09829	Not Active
09734	Not Active	09785	Not Active	09830	B-B1-C-Z1
09735	B-B1	09786	Not Active	09831	B-B1-F-N-U-Z1
09736	Not Active	09787	Not Active	09832	B-B1-U1-Z1
09737	Not Active	09788	A-B-B1-F-R	09833	B-B1-U1-Z1
09738	Not Active	09789	A-B-B1-F-R	09834	B-B1-Z1
09739	Not Active	09790	A-B-B1-C1-F-R	09835	A-B-B1-Z1
09740	Not Active	09791	A-B-B1-C1-E1-F-M-R	09836	A-B-B1-C-F-M-Z1
09741	Not Active	09792	B-B1-C-F-U	09837	B-B1-Z1
09742	Not Active	09793	A-B-B1-F-R	09838	B-B1-Z1
09743	Not Active	09794	A-B-B1-F-R	09839	A-B-B1-U-Z1
09744	Not Active	09795	A-B-B1-C1-F-I-N-R	09840	Not Active
09745	Not Active	09796	A-B-B1-C1-F-I-N-R	09841	A-B-B1-U-Z1
09746	Not Active	09797	Not Active	09842	A-B-B1-Z1
09747	Not Active	09798	Not Active	09843	A-B-B1-Z1
09748	Not Active	09799	Not Active	09844	A-B-B1-U-Z1
09749	Not Active	09801	Not Active	09845	Not Active
09750	Not Active	09802	B-B1-E2-E3-F-H1-R-R1-	09846	Not Active
09751	Not Active		U1-Z1	09847	Not Active
09752	Not Active	09803	B-B1-E2-E3-F-H1-R-R1-	09848	Not Active
09753	Not Active		U1-Z1	09849	Not Active
09754	Not Active	09804	Not Active	09850	Not Active
09755	Not Active	09805	Not Active	09851	Not Active
09756	Not Active	09806	Not Active	09852	B-B1-E2-E3-F-H1-R-R1-
09757	Not Active	09807	Not Active	09032	U1-Z1
09758	Not Active	09808	Not Active	09853	B-B1-E2-F-H1-R-R1-U2-
09759	Not Active	09809	B-B1-E2-E3-F-H1-R-R1- U1-Z1		Z1
09760	Not Active	00010		09854	B-B1-E2-F-H1-N-R-R1-U2-
09761	Not Active	09810	B-B1-E2-E3-F-H1-R-R1- U1-Z1		Z-Z1
09762	Not Active	09811	B-B1-E2-E3-F-H1-R-R1-	09855	B-B1-E2-F-H1-R-R1-U2-
09763	Not Active	333	U1-Z1		Z1
09764	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-	09856	Not Active
09765	Not Active		Z1	09857	Not Active
09766	Not Active	09813	Not Active	09858	B-B1-E2-E3-F-H1-R-R1- U1-Z1
09767	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-	00050	
09768	Not Active		Z1	09859	Not Active
09769	Not Active	09815	Not Active	09860	Not Active
09770	Not Active	09816	Not Active	09861	Not Active
09771	Not Active	09817	Not Active	09862	Not Active
09772	Not Active	09818	Not Active	09863	Not Active
09773	Not Active	09819	A-B-F-P-Z1	09864	Not Active
09774	Not Active	09820	Not Active	09865	A-B-B1-Z1
09775	Not Active	09821	A-B-F-Z1	09866	Not Active
09776	Not Active	09822	A-B-F-Z1	09867	A-B-B1-F-R-R1-Z1
09777	A-B-B1-C-E1-N	09823	A-B-F-Z1	09868	A-B-B1-U-Z1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09869	Not Active	09914	Not Active	09964	Not Active
09870	Not Active	09915	Not Active	09965	Not Active
09871	B-B1-E2-E3-F-H1-R-R1-	09916	Not Active	09966	Not Active
	U1-Z1	09917	Not Active	09967	Not Active
09872	Not Active	09918	Not Active	09968	Not Active
09873	Not Active	09919	Not Active	09969	Not Active
09874	Not Active	09920	Not Active	09970	Not Active
09875	Not Active	09921	Not Active	09971	Not Active
09876	B-B1-E2-F-H1-R-R1-U2- Z1	09922	Not Active	09972	Not Active
00077		09923	Not Active	09973	Not Active
09877	Not Active	09924	Not Active	09974	Not Active
09878	Not Active	09925	Not Active	09975	Not Active
09879	Not Active	09926	Not Active	09976	Not Active
09880	B-B1-E2-F-H1-R-R1-U2- Z1	09927	Not Active	09977	Not Active
09881	Not Active	09928	Not Active	09978	Not Active
09882	B-B1-E2-E3-F-H1-R-R1-	09929	Not Active	09979	Not Active
33332	U1-Z1	09930	Not Active	09980	Not Active
09883	Not Active	09931	Not Active	09981	Not Active
09884	Not Active	09932	Not Active	09982	Not Active
09885	Not Active	09933	Not Active	09983	Not Active
09886	Not Active	09934	Not Active	09984	Not Active
09887	Not Active	09935	Not Active	09985	Not Active
09888	B-B1-E2-F-H1-R-R1-U2-	09936	Not Active	09986	Not Active
	Z1	09937	Not Active	09987	Not Active
09889	B-B1-E2-F-H1-R-R1-U2-	09938	Not Active	09988	Not Active
	Z1	09939	Not Active	09989	Not Active
09890	B-B1-E2-F-H1-R-R1-U2- Z1	09940	Not Active	09990	Not Active
09891	Not Active	09941	Not Active	09991	Not Active
09891	A-B-B1-F-R-R1-Z1	09942	Not Active	09992	Not Active
09893	Not Active	09943	Not Active	09993	Not Active
09894	Not Active	09944	Not Active	09994	Not Active
09895	Not Active	09945	Not Active	09995	Not Active
09896	Not Active	09946	Not Active	09996	Not Active
09897	B-B1-Z1	09947	Not Active	09997	Not Active
09898	B-B1-E2-F-H1-I-R-R1-U2-	09948	Not Active	09998	Not Active
00000	Z1	09949	Not Active	09999	Not Active
09899	B-F-N-Z1	09950	Not Active	34001	Not Active
09901	Not Active	09951	Not Active	34002	B-B1-N-U-Z1
09902	Not Active	09952	Not Active	34003	Not Active
09903	Not Active	09953	Not Active	34004	Not Active
09904	Not Active	09954	Not Active	34005	Not Active
09905	Not Active	09955	Not Active	34006	Not Active
09906	Not Active	09956	Not Active	34007	Not Active
09907	Not Active	09957	Not Active	34008	Not Active
09908	Not Active	09958	Not Active	34009	Not Active
09909	Not Active	09959	Not Active	34010	Not Active
09910	Not Active	09960	Not Active	34011	Not Active
09911	Not Active	09961	Not Active	34012	Not Active
09912	Not Active	09962	Not Active	34013	Not Active
09913	Not Active	09963	Not Active	34014	Not Active
1		ı		ı	

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34015	Not Active	34066	Not Active	96218	A-B-B1-U
34016	Not Active	34067	Not Active	96219	A-B-B1-U
34017	Not Active	34068	Not Active	96220	A-B-B1-U
34018	Not Active	34069	Not Active	96221	A-B-B1-U
34019	Not Active	34070	Not Active	96222	Not Active
34020	B-B1-M-N-Z1	34071	Not Active	96223	Not Active
34021	B-M-N-Z1	34072	Not Active	96224	A-B-B1-U
34022	B-B1-D-F-M-Z1	34073	Not Active	96225	Not Active
34023	B-B1-M-N-Z1	34074	Not Active	96226	Not Active
34024	B-B1-M-N-Z1	34075	Not Active	96227	Not Active
34025	B-B1-F-N-U-Z1	34076	B-B1-F1-N-Z1	96228	Not Active
34026	Not Active	34077	Not Active	96229	Not Active
34027	Not Active	34078	B-B1-F1-N-Z1	96230	Not Active
34028	Not Active	34079	B-B1-F1-N-Z1	96231	Not Active
34029	Not Active	34080	Not Active	96232	Not Active
34030	B-B1-I-M-Z1	34081	Not Active	96233	Not Active
34031	B-B1-M-N-Z1	34082	Not Active	96234	Not Active
34032	B-M-N-Z1	34083	Not Active	96235	Not Active
34033	B-C-F-M-N-Z1	34084	Not Active	96236	Not Active
34034	B-B1-M-N-Z1	34085	Not Active	96237	Not Active
34035	B-B1-H-M-N-Z1	34086	Not Active	96238	Not Active
34036	B-M-N-Z1	34087	Not Active	96239	Not Active
34037	B-B1-C-F-H-I-M-N-Z1	34088	Not Active	96240	Not Active
34038	B-B1-M-N-Z1	34089	Not Active	96241	Not Active
34039	B-Z1	34090	В	96242	Not Active
34040	B-Z1	34091	В	96243	Not Active
34041	B-B1-M-N-U-Z1	34092	В	96244	Not Active
34042	B-B1-D-F-M-Z1	34093	В	96245	Not Active
34043	Not Active	34094	Not Active	96246	Not Active
34044	Not Active	34095	В	96247	Not Active
34045	Not Active	34096	Not Active	96248	Not Active
34046	Not Active	34097	Not Active	96249	Not Active
34047	Not Active	34098	В	96250	Not Active
34048	Not Active	34099	В	96251	A-B-B1-U
34049	Not Active	96201	A-B	96252	Not Active
34050	В	96202	Not Active	96253	Not Active
34051	B-Z1	96203	A-B	96254	Not Active
34052	B-I-M-N-Z1	96204	A-B-B1	96255	Not Active
34053	B-Z1	96205	A-B-B1-U	96256	Not Active
34054	Not Active	96206	A-B-B1-U	96257	A-B-B1-U
34055	B-N-Z1	96207	A-B-B1	96258	A-B-B1-U
34056	B-I-M-N-Z1	96208	A-B-B1-U	96259	A-B-B1-U
34057	Not Active	96209	Not Active	96260	A-B-B1-U
34058	B-B1-Z1	96210	Not Active	96261	Not Active
34059	Not Active	96211	Not Active	96262	A-B-B1-U
34060	Not Active	96212	A-B-B1-U	96263	Not Active
34061	Not Active	96213	A-B-B1-U	96264	A-B-B1-U
34062	Not Active	96214	A-B-B1-U	96265	Not Active
34063	Not Active	96215	A-B-B1-U	96266	A-B-B1-U
34064	Not Active	96216	Not Active	96267	A-B-B1-U
34065	Not Active	96217	A-B-B1-U	96268	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96269	A-B-B1-U	96321	B-B1-F-F1-F2-M-W	96372	B-B1-M-W
96270	Not Active	96322	B-B1-F-F1-F2-M-W	96373	B-B1-M-W
96271	A-B-B1-U	96323	B-B1-M-W	96374	B-B1-M-W
96272	Not Active	96324	Not Active	96375	B-B1-M-W
96273	Not Active	96325	Not Active	96376	B-B1-M-W
96274	Not Active	96326	B-B1-M-W	96377	B-B1-M-W
96275	A-B-B1	96327	Not Active	96378	B-B1-M-W
96276	A-B-B1	96328	B-B1-M-W	96379	B-B1-M-W
96277	Not Active	96329	Not Active	96380	Not Active
96278	A-B-B1-U	96330	B-B1-M-W	96381	Not Active
96279	Not Active	96331	Not Active	96382	Not Active
96280	Not Active	96332	Not Active	96383	Not Active
96281	Not Active	96333	Not Active	96384	B-B1-M-W
96282	Not Active	96334	Not Active	96385	Not Active
96283	A-B-B1-U	96335	Not Active	96386	B-B1-M-W
96284	A-B-B1-U	96336	B-B1-M-W	96387	B-B1-M-W
96285	Not Active	96337	B-B1-M-W	96388	B-B1-M-W
96286	Not Active	96338	B-B1-M-W	96389	Not Active
96287	Not Active	96339	B-B1-M-W	96390	Not Active
96288	Not Active	96340	Not Active	96391	Not Active
96289	Not Active	96341	Not Active	96392	Not Active
96290	Not Active	96342	Not Active	96393	Not Active
96291	Not Active	96343	B-B1-M-W	96394	Not Active
96292	Not Active	96344	Not Active	96395	Not Active
96293	Not Active	96345	Not Active	96396	Not Active
96294	Not Active	96346	Not Active	96397	Not Active
96295	Not Active	96347	B-B1-F-F1-F2-M-W	96398	Not Active
96296	Not Active	96348	B-B1-F-F1-F2-M-W	96399	Not Active
96297	A-B-B1-U	96349	B-B1-F-F1-F2-M-W	96401	A-B-B1-M-N-U
96298	Not Active	96350	B-B1-F-F1-F2-M-W	96402	A-B-B1-M-N-U
96299	Not Active	96351	B-B1-F-F1-F2-M-W	96403	A-B-B1-M-N-U
96301	Not Active	96352	Not Active	96404	Not Active
96302	Not Active	96353	Not Active	96405	Not Active
96303	Not Active	96354	Not Active	96406	Not Active
96304	Not Active	96355	Not Active	96407	Not Active
96305	Not Active	96356	Not Active	96408	Not Active
96306	B-B1-F-F1-F2-M-W	96357	Not Active	96409	Not Active
96307	Not Active	96358	Not Active	96410	Not Active
96308	Not Active	96359	Not Active	96411	Not Active
96309	B-B1-M-W	96360	Not Active	96412	Not Active
96310	B-B1-M-W	96361	Not Active	96413	Not Active
96311	Not Active	96362	B-B1-F-F1-F2-M-W	96414	Not Active
96312	Not Active	96363	Not Active	96415	Not Active
96313	B-B1-F-F1-F2-M-W	96364	B-B1-L-M-W	96416	Not Active
96314	Not Active	96365	B-B1-M-W	96417	Not Active
96315	Not Active	96366	Not Active	96418	Not Active
96316	Not Active	96367	B-B1-L-M-W	96419	Not Active
96317	Not Active	96368	B-B1-M-W	96420	Not Active
96318	Not Active	96369	Not Active	96421	Not Active
96319	B-B1-M-W	96370	B-B1-F-F1-F2-M-W	96422	Not Active
96320	Not Active	96371	Not Active	96423	Not Active
1 30320	NOT MOUVE	30371	NOT ACTIVE	30723	NOT ACTIVE

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96424	Not Active	96475	Not Active	96527	Not Active
96425	Not Active	96476	Not Active	96528	Not Active
96426	Not Active	96477	Not Active	96529	Not Active
96427	Not Active	96478	Not Active	96530	A-B-B1-H-M-N-U
96428	Not Active	96479	Not Active	96531	B-B1-H-M-U
96429	Not Active	96480	Not Active	96532	Not Active
96430	Not Active	96481	Not Active	96533	Not Active
96431	Not Active	96482	Not Active	96534	A-B-F
96432	Not Active	96483	Not Active	96535	A-B-B1-F
96433	Not Active	96484	Not Active	96536	B-B1
96434	Not Active	96485	Not Active	96537	B-B1
96435	Not Active	96486	Not Active	96538	B-B1
96436	Not Active	96487	Not Active	96539	Not Active
96437	Not Active	96488	Not Active	96540	B-B1
96438	Not Active	96489	Not Active	96541	B-B1
96439	Not Active	96490	B-B1	96542	B-B1
96440	Not Active	96491	Not Active	96543	B-B1-P
96441	Not Active	96492	Not Active	96544	Not Active
96442	Not Active	96493	Not Active	96545	A-B-B1-H-I-M-N-U
96443	Not Active	96494	Not Active	96546	B-F-U3
96444	Not Active	96495	Not Active	96547	Not Active
96445	Not Active	96496	Not Active	96548	A-B-B1-H-M-U
96446	Not Active	96497	Not Active	96549	A-B-B1-H-M-U
96447	Not Active	96498	Not Active	96550	Not Active
96448	Not Active	96499	Not Active	96551	A-B-B1-H-M-U
96449	Not Active	96501	Not Active	96552	Not Active
96450	Not Active	96502	Not Active	96553	A-B-B1-H-M-N-U
96451	Not Active	96503	Not Active	96554	A-B-B1-H-M-U
96452	Not Active	96504	Not Active	96555	B-B1-F-M
96453	Not Active	96505	Not Active	96556	Not Active
96454	Not Active	96506	Not Active	96557	B-B1-F-M
96455	Not Active	96507	A-B-F	96558	В
96456	Not Active	96508	В	96559	Not Active
96457	Not Active	96509	Not Active	96560	Not Active
96458	Not Active	96510	Not Active	96561	Not Active
96459	Not Active	96511	B-B1-I-N	96562	Not Active
96460	Not Active	96512	Not Active	96563	Not Active
96461	Not Active	96513	Not Active	96564	Not Active
96462	Not Active	96514	Not Active	96565	Not Active
96463	Not Active	96515	B-B1-F	96566	Not Active
96464	Not Active	96516	Not Active	96567	Not Active
96465	Not Active	96517	B-B1-F-U3	96568	Not Active
96466	Not Active	96518	B-B1-1 -03	96569	Not Active
96467	Not Active	96519	Not Active	96570	Not Active
96468	Not Active	96520	B-F-U3	96571	Not Active
96469	Not Active	96521	B-F-N	96572	Not Active
96470	Not Active	96522	B-F-N-U	96573	Not Active
96471	Not Active	96523	Not Active	96574	Not Active
96471	Not Active	96524	Not Active	96575	Not Active
96472	Not Active	96525	Not Active	96576	Not Active
96474	Not Active	96526	Not Active	96577	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96578	Not Active	96620	Not Active	96660	В
96579	Not Active	96621	В	96661	В
96580	A-B-B1-H-I-M-N-U	96622	В	96662	В
96581	Not Active	96623	В	96663	В
96582	Not Active	96624	В	96664	В
96583	Not Active	96625	Not Active	96665	В
96584	Not Active	96626	Not Active	96666	В
96585	Not Active	96627	Not Active	96667	В
96586	Not Active	96628	В	96668	В
96587	Not Active	96629	В	96669	В
96588	Not Active	96630	Not Active	96670	В
96589	Not Active	96631	Not Active	96671	В
96590	Not Active	96632	Not Active	96672	В
96591	Not Active	96633	Not Active	96673	В
96592	Not Active	96634	В	96674	В
96593	Not Active	96635	В	96675	В
96594	A-B-B1-H-I-M-N-U	96636	Not Active	96676	В
96595	B-B1	96637	Not Active	96677	В
96596	A-B-B1-H-I-M-N-U	96638	Not Active	96678	В
96597	A-B-B1-H-I-M-N-U	96639	Not Active	96679	В
96598	B-B1	96640	Not Active	96680	Not Active
96599	B-B1	96641	Not Active	96681	В
96601	В	96642	Not Active	96682	В
96602	В	96643	В	96683	В
96603	В	96644	Not Active	96684	В
96604	B B-O	96645	Not Active	96685	Not Active
96605	В-О	96646	Not Active	96686	В
96606 96607	В	96647	Not Active	96687	В
96608	В	96648	Not Active	96688	Not Active
96609	В	96649	Not Active	96689	Not Active
96610	В	96650	Not Active	96690	Not Active
96611	В	96651	Not Active	96691	Not Active
96612	В	96652	Not Active	96692	Not Active
96613	B-B1-E2-F-H1-I-R1-U2-Z1	96653	Not Active	96693	Not Active
96614	Not Active	96654	Not Active	96694	Not Active
96615	В	96655	Not Active	96695	Not Active
96616	Not Active	96656	Not Active	96696	Not Active
96617	В	96657	В	96697	Not Active
96618	Not Active	96658	Not Active	96698	В
96619	Not Active	96659	Not Active	96699	Not Active

#### RESTRICTIONS

#### **LEGEND**

Form 2976, Customs - CN 22 (Old C 1) and Sender's Declaration (green label)

Form 2976-A, Customs Declaration and Dispatch Note

AAFES = Army and Air Force Exchange Service APO = Army/Air Force Post Office

Box R = Retired military personnel FPO = Fleet Post Office DMM = Domestic Mail Manual MOM = Military Ordinary Mail MPO = Military Post Office PAL = Parcel Airlift **PSC** = Postal Service Center SAM = Space Available Mail

USDA = United States Department of Agriculture
Note: Mail order catalogs are prohibited as SAM or PAL mail.

- **A.** Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.
- **B.** Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on non-dutiable mail that weighs 16 ounces or more:
  - Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
  - All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
  - Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."
- **B1.** Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.
- **B2.** All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.
  - C. Cigarettes and other tobacco products are prohibited.
- **C1.** Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.
  - D. Coffee is prohibited.
- **E1.** Medicines or vaccines not conforming to French laws are prohibited.
- **E2.** Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.
- **E3.** Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and hand-held transmitters are prohibited.
- **F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies.
- **F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.
- **F2.** Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

- **G.** Only First-Class letters, Periodicals, and Standard Mail (A) are authorized.
- H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.
  - H1. Pork or pork by-products are prohibited.
- $\mbox{\bf I.}$  Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length		
42″		72" length and girth combined
over 42" to 44"		24" girth
over 46" to 48"		
Maximum length	48"	_

This restriction does not apply to registered mail and official government mail marked MOM.

- I1. This restriction does not apply to registered mail.
- **12.** This restriction does not apply to official government mail marked MOM.
  - J. Parcels may not exceed 108 inches in length and girth combined.
- **K.** Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."
  - L. All official mail is prohibited.
  - M. Fruits, animals, and living plants are prohibited.
  - N. Registered mail is prohibited.
- Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited.
  - P. APO is used for the receipt and dispatch of official mail only.
- **Q.** Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.
- ${\bf R.}\,$  All alcoholic beverages, including those mailable under DMM C021, are prohibited.
- **R1.** Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.
- **T.** Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.
- U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."
- **U1.** Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.
  - U2. Mail is limited to First-Class letters only when addressed to Box R.
- **U3.** Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.
- **W.** Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free
- X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.
- Y. Mail is limited to First-Class and Priority Mail only. All Periodicals, Standard Mail (A), and Standard Mail (B) (including SAM and PAL) are not authorized. This restriction also applies to official mail.
  - Z. No outside pieces (OSPs).
- **Z1.** The Anti-Pilferage Seal (Item No O818-A) is required on all pouches and sacks.

## **Finance**

HANDBOOK F-1 REVISION

#### **Postal Meter Resetting System**

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, section 714.2, is revised to permit the use of remote-set postage meters at authorized contract postal units (CPUs) by using the Postal Meter Resetting System (PMRS). The PMRS system enables the resetting of remote meter products at CPUs without requiring advance payment.

CPUs may use remote-set meters under the following conditions:

- The CPU operator must lease the meter, at his or her expense, from an authorized postage meter manufacturer.
- The meter must be used exclusively for affixing postage to postal customer mailings. The postage meter must not be used for affixing postage to business mailings of the contractor or any other mailing unrelated to the CPU's postal customer activity.
- A contract officer representative (COR) must authorize all postage meters in use at CPUs that use the PMRS meter account system.

To use a remote-set postage meter under the PMRS system, a CPU must first obtain written authorization from the COR. Before providing authorization, the COR must review the CPU's bond limit to ensure that the combined value of postage stock accountability and postage meter value after setting does not exceed the bond limit. The maximum allowed value to be set in a postage meter will be the bond limit less the postage stock accountability. In no case will a CPU be allowed to request a postage meter setting in excess of \$25,000.

The COR must include the CPU's finance number, standard field accounting system (SFAS) unit ID, and ZIP Code in the letter of authorization to the CPU and must provide a copy of the authorization letter to the district accounting office (DAO). The CPU operator will provide a copy of the written authorization to the meter manufacturer and will maintain a copy of the authorization at the CPU.

Meter manufacturers will establish a PMRS meter account only after verification of a letter of authorization from the COR. The meter manufacturer must perform the following when establishing a PMRS meter account:

■ Complete Form 3601-C, *Postage Meter Activity Report.* 

- Record the agency code as 600.
- Record the SFAS unit ID in the cost code field.
- Establish records on their system to allow setting without prepayment.

CPUs using a PMRS meter account must report daily meter revenue on Form 3602-PO, *Postage Collected Through Post Office Meter;* Form 1412, *Daily Financial Report;* and AIC 110, Postage Meters — Post Office. The CPU must call the meter manufacturer to add postage to a postage meter using a PMRS meter account. The CPU must report additional postage added to the meter on Form 3602-PO.

In non-SFAP post offices (statement of account offices), the employee reviewing the CPU's Form 1412 financial documentation must review all Forms 3602-PO and report any postage meter resettings to the Meter Accounting Tracking System (MATS) coordinator at the DAO.

For CPUs reporting under SFAS directly to the DAO, the accounting technician must review all Forms 3602-PO and report any postage meter resettings to the MATS coordinator at the DAO. The MATS coordinator will verify the resetting against the MATS system to ensure validation and confirmation of each setting with the meter manufacturer.

This revision will appear in the next printed version of Handbook F-1 and in the next update of the online version accessible on the corporate intranet at <a href="http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf">http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf</a>.

# Handbook F-1, *Post Office Accounting Procedures*

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7	Accoun	ting for N	lonstamp	Revenue	)
	*	*	*	*	*
71	Postage	Meters			
	*	*	*	*	*
714	Procedu	ures for R	Reporting	Post Offi	ce Meters
	*	*	*	*	*
714.2	Reporti	ng in Cor	ntract Uni	ts	

[Insert new item 3 to read as follows:]

3> If the contract postal unit (CPU) is using a remote-set postage meter under the Postal Meter Resetting System (PMRS), treat the meter as a post office—owned meter. The meter must be used exclusively for mailings of customers. The CPUs must report daily meter revenue on Form 3602-PO, Postage Collected Through Post Office Meter, and on Form 1412 in AIC 110. The CPU must report the initial setting and additional postage settings added to the meter on the Form 3602-PO.

In non-SFAP offices, the employee reviewing the CPU's Form 1412 financial documentation must review all Forms 3602-PO and report any postage meter resettings to the Meter Accounting Tracking System (MATS) coordinator at the DAO.

For CPUs reporting under SFAS to the DAO, the accounting technician must review all Forms 3602-PO and report any postage meter resettings to the MATS coordinator. The MATS coordinator will verify the resetting against the MATS system to ensure validation and confirmation of each setting with the meter manufacturer.

— Corporate Accounting, Finance, 7-27-00

HANDBOOK F-1 REVISION

#### **Daily Closeout of the Accountbook**

Effective accounting period (AP) 12, fiscal year (FY) 2000, Handbook F-1, *Post Office Accounting Procedures*, is revised to include the requirement that district accounting offices (DAOs) close out the accountbook and transmit the statement of account timely. The accountbook must not be more than two prior business days behind the current calendar date business on a daily basis in the standard field accounting system (SFAS). The only exception would be on Monday and Tuesday because of weekend activity. The following chart is provided for clarification:

Accounting Business Day	Close No Later Than Close of Business
Thursday/Friday	Monday
Saturday/Sunday	Tuesday
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday

The trust and suspense system (TASS) must be no more than two days later than the current 1412 date in SFAS. The DAO must transmit the AP statement of account (SOA) by the close of business on Monday following the end of each AP or by the close of business on Tuesday if Headquarters gives an extension.

This revision will be incorporated in the next quarterly update of the online Handbook F-1 located on the corporate intranet at <a href="http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf">http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf</a>. It will also be incorporated into the next printed edition.

# Handbook F-1, Post Office Accounting Procedures

2 Financial Reporting Procedures

\* \* \* \* \*

22 Financial Reporting Procedures

#### 223 Posting the Accountbook

[Revise 223.1 to read as follows:]

#### 223.1 District Accounting Office — SFAP Units

The DAO consolidates daily financial activities into a single accountbook and closes out the accountbook in the 1412 module of SFAS as indicated in the table below. The trust and suspense system (TASS) must be no more than 2 days behind the current 1412 date in SFAS.

Schedule for Accountbook Closure:

Accounting Business Day	Close No Later Than Close of Business
Thursday/Friday	Monday
Saturday/Sunday	Tuesday
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday

If all required support documentation has not been received and verified at the time the 1412-day is closed in SFAS, a file of missing documents must be maintained and monitored. If adjustments are required when the documentation is received, they are to be entered on the current 1412 business date being processed in SFAS. If the support documents are not received at the DAO within 5 business days, make adjusting entries to place the unsupported entries into trust or suspense, and issue the appropriate Form 1908(s), *Financial Adjustment Memorandum(s)*, to the unit. For offices that submit a printed Form 1412, the Form 1412 and money order data should be entered into the Money Order Voucher Entry System (MOVES) using the current business date being processed. The TASS business date should be no more than 2 days behind the 1412 business date in SFAS.

\* \* \* \*

#### 224 Preparing the Statement of Account

[Revise 224.1 to read as follows:]

#### 224.1 District Accounting Office — SFAP Units

SFAP units send financial data to the DAO each day. The DAO consolidates and manages the information for the SOA. At the end of each AP, the DAO transmits the SOA to the ASC no later than the close of business (COB) Monday following the end of each AP. If Monday is a holiday and Headquarters gives an extension, the DAO must transmit by COB on Tuesday.

— Corporate Accounting, Finance, 7-27-00

#### REMINDER

#### **Yearly Mailing Address Verification for Employees**

The current mailing address for each employee is preprinted on his or her check and/or earnings statement one pay period (PP) each year to assist in address verification and for disaster contingency purposes. For this year, the preprinted address will be displayed PP 16-00, pay date August 4, 2000. Every employee should verify his or her address and make any changes on PS Form 1216-X, Employee's Current Mailing Address, which will be provided as a payroll stuffer for employee convenience.

If the listed mailing address information is not correct, employees should return the completed PS Form 1216-X to their local personnel office for processing. Please be aware that incorrect addresses can cause delays in an employee's receipt of important postal information. Displaying this address on the check and/or earnings statement

serves to remind employees to immediately report any and all changes to their personal mailing address.

All personnel are reminded that the information displayed on the paycheck and earnings statement is a private matter and *is not* to be disclosed to or discussed by anyone. All information relating to the addresses, wages, and deductions of Postal Service employees must be held in the highest confidence. References to the importance of the confidentiality of this information can be found in section 822.1 of Handbook F-1, *Post Office Accounting Procedures*, section 353.3 of the *Administrative Support Manual* (ASM), and 5 U.S.C. section 552a(I).

— Payroll Accounting, Finance, 7-27-00

#### Accountbooks and Statement of Accounts for Postal Fiscal Year 2001

The material distribution center (MDC) is making an automatic distribution of PS Form 1551, *Accountbook for Post Offices and Financial Reporting Units* — *CAGs A–L*, and PS Form 1555, *Statement of Account for CAGS H–L*, for postal fiscal year (PFY) 2001. *These forms are to be used by CAG H–L offices only.* These forms are being distributed in bulk quantities to district accounting offices (DAOs) only and distributed by the DAOs to the field no later than August 25, 2000. If your office does not receive its forms by this date, contact your DAO, not the MDC.

All CAG H–L offices that submit a manual statement of account (SOA) are to begin using the new forms at the beginning of PFY 2001 (9-9-00). The current acountbooks and SOAs have edition dates of June 2000. All old, unused versions of PS Forms 1551 and 1555 should be recycled after PFY 1999 ends.

PS Forms 1551 and 1555 are changed from last year as follows:

- 1. AIC 490 formula has been corrected to show the proper makeup of the AIC.
- A total line has been added on the SOA for postage stock received.

An accountbook consists of PS Forms 1551, sections A-G, banded or shrinkwrapped as a set. Each CAG H-L office that maintains an accountbook should receive one set.

PS Form 1555 is shrinkwrapped in sets of 16. Each CAG H-L office that prepares a quarterly SOA should receive one set.

A future *Postal Bulletin* article will give ordering information for DAOs requiring additional forms after the automatic distribution.

— Corporate Accounting, Finance, 7-27-00

## Fraud Alert

#### Withholding of Mail Orders

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

State/City	Names Covered
CA, Parlier 93648-0950	ANY AND ALL VARIOUS NAMES OTHER THAN LAZARO BUSTOS, P.O. Box 950
CA, Reedley 93654-1298	ANY AND ALL VARIOUS NAMES OTHER THAN DANIEL GUZMAN, P.O. Box 1298
CA, Reedley 93654-1712	ANY AND ALL VARIOUS NAMES OTHER THAN MANUEL GUZMAN, P.O. Box 1712
CA, Stockton 95269-0424	ANY AND ALL VARIOUS NAMES OTHER THAN HELEN CLIPPER, P.O. Box 690424
CA, Stockton 95269-2532	ANY AND ALL VARIOUS NAMES OTHER THAN PAULINE TAYLOR, P.O. Box 692532
CA, Van Nuys 91401-4600	ANY AND ALL NAMES, 5632 Van Nuys Boulevard, #135
CA, West Covina 91791-1728	ANY AND ALL NAMES, 136 N. Grand Avenue, #249
PA, Philadelphia 19143-4352	THE SURNAME DOLLYMORE, 4923 K Chester Avenue

- Recorder's Office, Judicial Officer, 7-27-00

## Missing, Lost, or Stolen U.S. Money Order Forms

#### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

								-		
	to	385 568 2331	to	2399	401 045 1571	to	1599	414 411 7348	to	7399
0	11 582 1899	385 599 7554	to	7575	401 294 2700	to	2799	414 640 0757	to	0799
	to	385 774 2024	to	2099	401 310 9505	to	9599	414 965 1727	to	1799
	11 588 3099	386 624 1412	to	1599	401 382 5312	to	5399	417 302 8104	to	8199
012 579 5675	-	386 883 8936	to	8999	402 578 7876	to	7899	417 387 6532	to	6599
	12 579 5699	387 314 5574	to	5599	403 125 6744	to	6799	417 496 6800	to	6999
013 289 6176	to 13 289 6199	387 837 6300	to	6399	403 260 7000	to	7499	417 871 9250	to	9299
		388 828 0656	to	0699	403 280 6470	to	6499	417 930 9533	to	9599
013 610 0014	to 13 610 0099	389 696 2400	to	2799	403 685 8600	to	8699	418 164 6500	to	6799
		389 846 3104	to	3135	404 003 0300	to	0399	418 423 9863	to	9899
	to 14 932 1099	389 846 3145	to	3195	404 041 8838	to	8899	418 633 5922	to	5999
		389 887 9211	to	9230	404 071 4268	to	4299	418 719 8520	to	8599
	to 14 972 0899	389 887 9234	to	9299	404 347 5356	to	5399	418 744 2235	to	2299
	to	390 001 3182	to	3199	404 347 5548	to	5599	418 962 2848	to	2899
	10 221 0599	390 001 3500	to	3699	404 726 4500	to	4599	419 543 0286	to	0299
	to	390 545 5974	to	5999	404 961 5001	to	5199	419 730 0300	to	0399
	73 070 8099	391 104 6146	to	6199	405 325 0188	to	0198	420 277 0015	to	0049
273 775 7700	to	391 574 1466	to	1499	406 009 4587	to	4599	420 599 0734	to	0798
	73 775 7899	391 783 3020	to	3599	406 260 6830	to	6899	420 661 4115	to	4199
302 000 0000	to	391 792 6100	to	6199	406 459 6641	to	6999	420 758 9500	to	9699
	02 123 9999	392 668 2956	to	2999	406 733 3000	to	3999	420 969 3951	to	3971
349 746 2056	to 2099	392 854 8500	to	8899	407 545 1557	to	1599	420 969 3973	to	3999
350 518 7350	to 7374	393 584 7566	to	7699	407 594 0412	to	0599	421 116 3565	to	3599
360 011 1690	to 1699	393 650 0074	to	0099	407 692 9100	to	9299	421 130 9300	to	9399
360 168 6008	to 6099	393 838 8316	to	8499	407 959 2190	to	2199	421 313 4500	to	4999
	to 8899	393 893 6007	to	6099	408 265 2275	to	2288	421 364 5537	to	5599
	to 2399	394 126 6907	to	6999	408 499 7700	to	7799	421 656 2609	to	2699
362 861 3064	to 3099	394 189 0405	to	0599	408 499 7900	to	7999	421 988 9700	to	9799
	to 2199	394 822 3243	to	3278	408 682 8484	to	8599	422 172 4667	to	4699
374 768 2600	to 2699	394 990 1810	to	1899	408 698 7015	to	7099	422 484 4212	to	4299
375 169 4400	to 4599	395 343 3264	to	3299	409 072 3941	to	3999	422 556 1270	to	1299
375 829 3400	to 3499	395 373 3035	to	3099	410 491 2311	to	2399	422 587 7024	to	7099
375 851 9100	to 9199	395 396 9649	to	9799	410 694 8400	to	8599	422 819 7533	to	7599
376 196 0911	to 0999	395 970 3240	to	3299	410 775 1500	to	1599	422 842 5073	to	5087
378 085 3679	to 3699	397 622 4054	to	4099	410 795 7927	to	7999	422 907 7563	to	7599
378 351 1063	to 1099	397 819 8902	to	8999	410 867 0917	to	0966	424 500 6050	to	6099
379 843 5100	to 5199	398 149 7200	to	7699	410 867 0970	to	0999	424 641 8500	to	8599
380 093 9600	to 9699	399 070 0872	to	0899	411 868 1023	to	1199	424 871 6600	to	6699
380 165 1165	to 1199	399 156 7119	to	7199	411 922 2322	to	2399	425 298 2352	to	2399
	to 4599	399 203 5064	to	5099	412 193 0900	to	0999	425 418 4269	to	4299
381 604 2510		399 296 9910	to	9999	412 395 8599	to	8699	425 418 4405		4499
	to 9599	399 396 8935		8999	412 485 6500	to	6599	426 547 4566		4599
	to 3999	399 792 7775		7799	412 485 6610	to	6699	427 412 6337		6499
	to 1344	399 792 8300		8399		to	5999	427 481 0900		0999
383 892 1382		400 427 1051		1999	414 193 3608		3674	428 027 2742		2752
384 925 3641		401 045 1505		1549	414 193 3677		3699	429 474 4172		4199
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429 889 2900	to	2999	453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499
430 150 4401	to	4599	453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095
430 172 9800	to	9899	453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599
430 177 1900	to	2099	454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299
430 444 9500	to	9699	454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899
430 664 4070	to	4099	454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299
432 168 8419	to	8499	454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399
432 708 6800	to	6999	454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199
432 744 1544	to	1599	454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599
432 995 9775	to	9799	454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799
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		2999
452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190		6199	494 217 3446		3999
452 509 1169	to	1199		to	7899	479 748 9680		9699	494 224 0500		0599
452 855 6471	to	6499		to	9399		to	7199	495 145 0600		0699
452 890 4679	to	4799		to	4399	480 526 2000		2099	496 209 7425		7499
452 900 8215	to	8238		to	3999		to	6399	496 213 8728		8799
453 117 9146	to	9199		to	8599	480 658 0568	to	0599	496 474 5226		5248
453 334 3631	to	3699	465 743 7745		7799	480 689 5100		5199	497 053 8517		8699

497 854 8673	to	8699	612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999
498 449 8888	to	8899	612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399
498 929 8285	to	8499	612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499
498 936 5310	to	5399	614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999
499 016 5425	to	5499	614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199
499 440 8575	to	8899	614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099
499 731 6717	to	6799	614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499
500 064 1858	to	1869	614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299
500 070 5725	to	7799	615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199
600 645 3223	to	3299	617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999
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	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		to	7799	662 553 0774	to	0799
612 751 6268	to	6299		to	0799	646 798 4000	to	4999	663 078 7034		7099
612 751 6572		6599	634 803 3239		3299	647 048 7035	to	7099	663 763 5300		5399
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663 883 7039	to	7499	683 415 1200	to	1499	700 650 0452	to	0499	833 159 1884	to	1899
664 253 8000	to	8499	683 444 8159	to	8199	700 666 1323	to	1349	833 456 2567	to	2599
664 656 3055	to	3099	685 154 7780	to	7789	700 786 9106	to	9142	833 566 3015	to	3071
665 174 6400	to	6499	685 623 5264	to	5299	700 859 0744	to	0758	834 316 5444	to	5499
665 274 8208	to	8299	685 650 9487	to	9499	701 028 6780	to	6899	835 269 5700	to	5799
665 669 5400	to	5499	685 669 4200	to	4299	701 213 3900	to	3999	835 496 7303	to	7399
666 132 8226	to	8299	685 757 8452	to	8499	701 267 2000	to	3999	835 539 5200	to	5999
666 696 2209	to	2299	686 071 2694	to	2799	701 335 7312	to	7399	835 813 3015	to	3099
666 696 2309	to	2399	686 176 3333	to	3354	701 369 2005	to	2050	838 518 1257	to	1299
667 032 9300	to	9399	686 372 3200	to	3299	701 503 2247	to	2299	839 718 8257	to	8299
667 729 5529	to	5599	686 644 5879	to	5899	701 541 2271	to	2299	840 323 0600	to	0699
668 383 8400	to	8699	686 931 7636	to	7699	701 553 6557	to	6599	840 875 6235	to	6299
670 368 3400	to	3499	687 601 0973	to	0999	701 601 3457	to	3499	840 910 0900	to	0999
670 369 7336	to	7399	687 614 6774	to	6799	701 605 5913	to	5999	841 349 5000	to	5099
670 750 7169	to	7199	688 120 9000	to	9999	701 695 3982	to	3999	841 805 7747	to	7899
671 046 6200	to	6399	688 314 3107	to	3191	701 695 4148	to	4199	841 805 7944	to	8099
671 251 5448	to	5499	690 291 1361	to	1371	701 695 4227	to	4299	842 685 4600	to	4699
671 926 5600	to	5799	690 788 2877	to	2899	701 708 1741	to	1799		to	4999
672 444 2000	to	2999	690 893 5344	to	5399	701 736 3966	to	3999	842 860 0300	to	0399
672 828 3410	to	3499	690 893 5512	to	5599	701 838 2800	to	2899	842 898 5582	to	5599
673 167 5776	to	5799	690 904 1300	to	1599	701 941 0600	to	0699	843 062 7100	to	7199
675 464 3700	to	3799	690 941 6000	to	6199	702 171 1603	to	1699	843 077 6288	to	6299
675 464 4000	to	4199	691 313 6383	to	6399	702 195 5109	to	5199	843 077 6378	to	6399
676 365 5958	to	5999	691 313 6600	to	6699	702 254 9300	to	9399	843 758 5769	to	5778
676 669 1024	to	1099	691 582 8003	to	8099	702 264 7569	to	7599	843 786 2554	to	2699
677 126 6734	to	6799	691 664 1800	to	1999	702 713 1800	to	1809	845 727 2100	to	2199
677 333 9979	to	9999	691 664 2400	to	2499	702 821 5730	to	5799	845 746 2618	to	2635
677 466 1088	to	1099	692 727 9362	to	9399	702 821 5805	to	5899	847 284 2481	to	2499
678 071 4500	to	4799	692 798 1800	to	1899	702 878 0114	to	0199	847 374 7055	to	7065
678 096 7531	to	7599	693 249 0779	to	0799		to	7719	847 636 5304	to	5399
679 909 2578	to	2599	693 249 0877	to	1699	806 087 1100	to	1499	847 700 5447	to	5499
680 112 9565	to	9599	693 445 0566	to	0999	806 268 9275	to	9299	847 723 7500	to	7599
680 244 0903	to	0999	693 448 8500	to	8999	806 534 3400	to	3477	851 143 6826	to	6844
680 412 6046	to	6099	693 645 9583	to	9599	807 342 3283	to	3399	851 928 9221	to	9299
680 761 6800	to	6899	693 965 4200	to	4299	808 086 7100	to	7199	856 752 0200		0299
681 677 0540	to	0699	695 741 2906	to	2999	808 090 3440	to	3499		to	8699
682 070 1029	to	1099	695 947 8518	to	8599	808 325 5161	to	5699	859 063 8200	to	
682 956 6280	to	6299	696 662 8247		8299	808 784 8000	to	8299	869 800 0000	to	999 9999
682 956 6490	to	6599	697 447 8285		8296		to	5999	870 054 4814		4899
682 956 6700	to	6799	698 042 4816		4899	830 610 3700	to	3799	870 491 4812		4849
682 965 1178	to	1199	698 227 0000		0099	830 983 3500	to	3599	870 536 5820		5829
682 965 1201	to	1299	700 065 2570		2599	830 983 3635	to	3699	870 541 7167		7239
683 118 2389	to	2399	700 065 4800		4899	831 354 1387	to	1399	870 575 8155		8999
683 378 2000		2099	700 190 3350		3359	831 815 8240		8299	870 589 0485		0494
683 378 2117	to	2299	700 228 6048	to	6099	832 525 3810	to	3899	870 691 7060	to	7099

<sup>—</sup> Postal Inspection Service, 7-27-00

#### Missing, Lost, or Stolen Canadian Money Order Forms

#### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001	to 692	600 000	702 051 501 702 053 601	to	1 750	708 116 251 708 138 301	to	6 310	718 466 370 718 568 451	to	6 420
692 720 871	to	0 900	702 053 601	to	3 800 4 900	708 138 301	to	8 480 2 920		to	8 479 0 770
692 876 955	to	7 050		to			to		718 590 741	to	
693 290 380	to	0 400	702 128 306	to	8 400	709 243 479	to	3 500	718 714 210	to	4 370
693 290 426	to	0 450	702 179 891	to	9 900	709 411 171	to	1 320	718 795 881	to	6 000
694 063 700	to	3 897	702 260 751	to	0 850	709 649 804	to	9 820	718 961 721	to	1 780
694 063 700	to	4 000	702 410 595	to	1 050	709 733 281	to	3 580	718 982 001	to	2 300
694 550 501	to	0 530	702 660 151	to	0 540	710 046 813	to	6 840	719 869 731	to	9 760
694 595 031	to	5 050	702 723 429	to	3 450	710 358 093	to	8 166	720 227 871	to	7 930
694 595 087	to	5 300	703 004 401	to	4 820	710 358 257	to	8 270	720 227 949	to	7 960
694 698 551	to	8 650	703 083 819	to	4 020	711 021 501	to	1 510	720 368 543	to	8 570
694 745 458	to	5 600	703 432 131	to	2 230	711 049 411	to	9 560	720 392 151	to	2 570
695 105 313	to	5 350	703 626 061	to	6 090	711 408 045	to	8 090	720 556 491	to	6 640
695 142 809	to	3 050	703 863 121	to	3 240	712 003 381	to	3 650	720 558 621	to	8 650
695 144 666	to	4 700	703 863 477	to	3 540	712 104 220	to	4 230	720 575 361	to	5 570
695 272 601	to	2 750	703 867 801	to	7 980	712 327 861	to	7 890	720 590 152	to	0 179
695 277 576	to	7 650	704 030 628	to	0 640	712 327 952	to	7 980	721 638 331	to	9 170
695 530 761	to	0 800	704 154 024	to	4 120	712 647 061	to	7 090	721 815 391	to	5 420
696 487 701	to	7 800	704 227 561	to	7 829	713 284 171	to	4 260	721 969 713	to	9 740
696 784 101	to	4 550	704 227 831	to	8 069	713 292 871	to	2 990	722 072 137	to	2 160
696 870 601	to	0 650	704 228 071	to	8 100	714 035 101	to	5 160	722 378 265	to	8 280
697 047 501	to	7 600	704 420 344	to	0 490	714 155 011	to	5 400	722 413 990	to	4 004
697 052 101	to	2 350	704 568 751	to	8 990	714 328 231	to	8 440	722 764 948	to	4 980
697 217 251	to	7 400	704 965 301	to	5 770	714 442 952	to	2 980	722 825 840	to	5 889
697 249 952	to	50 050	705 116 780	to	6 790	714 562 843	to	2 860	723 153 841	to	3 850
697 414 886	to	4 900	705 280 801	to	0 980	714 590 391	to	0 430	723 237 616	to	7 630
697 469 606	to	9 700	705 475 651	to	6 040	714 609 811	to	9 930	723 331 081	to	1 110
697 850 401	to	0 750	705 566 127	to	6 280	714 609 961	to	9 990	723 496 443	to	6 470
698 098 446	to	8 550	705 740 581	to	0 730	714 807 181	to	7 240	723 967 291	to	7 320
698 300 251	to	0 300	705 782 796	to	2 820	714 871 321	to	1 500	724 655 196	to	5 340
698 504 383	to	4 650	705 822 271	to	2 480	714 928 529	to	8 590	724 711 441	to	1 500
698 533 927	to	4 200	706 180 148	to	0 290	715 128 183	to	8 330	724 711 538	to	1 560
698 562 268	to	2 400	706 184 041	to	4 220	715 144 171	to	4 470	724 793 221	to	3 250
699 090 686	to	0 750	706 357 861	to	8 190	715 197 211	to	7 570	724 908 109	to	8 120
699 752 699	to	2 850	706 382 419	to	2 430	715 595 910	to	6 180	724 937 461	to	7 670
700 068 473	to	8 500	706 628 735	to	8 820	715 941 781	to	1 810	725 163 118	to	3 151
700 161 501	to	1 650	706 638 211	to	8 420	715 962 421	to	2 480	725 202 735	to	2 750
700 202 522	to	2 700	706 817 959	to	8 000	716 477 396	to	7 430	725 398 591	to	8 800
700 290 275	to	0 300	707 034 391	to	4 450	716 556 635	to	6 660	725 464 591	to	4 920
700 465 730	to	5 750	707 292 636	to	2 660	717 191 648	to	1 690	725 475 321	to	5 330
700 561 444	to	1 550	707 441 401	to	1 687	717 193 161	to	3 490	725 711 057	to	1 070
701 423 101	to	3 150	707 441 836	to	1 940	717 228 591	to	8 680	725 738 581	to	8 730
701 625 469	to	5 550	707 958 541	to	8 570	717 333 902	to	3 950	725 981 311	to	1 430
701 643 829	to	3 850	707 960 107	to	0 160	717 739 745	to	9 910	725 987 835	to	7 880
701 945 451	to	5 500	708 059 941	to	60 000	717 884 991	to	5 050	726 060 811	to	0 900
702 033 701	to	4 050	708 115 830	to	5 860	718 026 171	to	6 290	726 391 970	to	2 520

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726 484 771	to	4 800	733 163 449	to	3 460	740 299 231	to	9 260	751 296 211	to	6 240
726 493 351	to	5 300	733 297 171	to	7 290	740 329 266	to	9 320	751 539 121	to	9 180
726 504 031	to	4 063	733 446 631	to	7 110	740 889 081	to	9 090	751 541 311	to	1 790
726 504 070	to	4 090	733 474 665	to	4 770	741 010 421	to	0 530	751 757 641	to	7 700
726 504 331	to	4 390	733 704 482	to	4 570	741 113 041	to	3 370	751 936 951	to	7 010
726 563 701	to	4 060	733 751 041	to	1 130	741 373 891	to	4 340	751 951 861	to	1 890
726 599 371	to	9 460	733 971 138	to	1 210	741 452 369	to	2 490	751 999 021	to	9 110
726 626 356	to	6 370	734 009 101	to	9 130	741 492 991	to	3 140	752 139 516	to	9 570
727 182 271	to	2 510	734 290 759	to	0 770	741 553 460	to	3 470	752 182 892	to	2 950
727 416 181	to	6 240	734 389 273	to	9 290	741 764 431	to	4 520	752 206 861	to	7 100
727 481 431	to	1 460	734 440 031	to	0 111	742 178 834	to	8 880	752 731 351	to	1 410
727 749 241	to	9 780	734 797 201	to	7 320	742 325 500	to	5 520	752 767 441	to	7 470
728 382 331	to	2 480	734 939 611	to	9 640	742 325 668	to	5 700	753 008 941	to	9 030
728 458 201	to	8 260	734 950 111	to	0 170	742 408 771	to	8 830	753 194 311	to	4 370
728 702 338	to	2 400	735 120 331	to	0 840	742 512 120	to	2 150	753 620 378	to	0 400
728 915 371	to	5 850	735 123 061	to	3 690	742 684 849	to	4 890	754 013 917	to	3 940
728 953 141	to	3 410	735 283 008	to	3 020	742 839 553	to	9 630	754 161 061	to	1 120
728 954 280	to	4 310	735 293 131	to	3 220	742 913 668	to	3 700	754 358 445	to	8 610
729 169 081	to	9 140	735 635 010	to	5 040	742 917 287	to	7 296	754 410 451	to	0 660
729 363 841	to	3 870	735 783 961	to	3 990	742 921 891	to	1 980	754 438 393	to	8 410
729 682 891	to	3 190	735 803 401	to	3 430	742 983 631	to	3 810	754 493 109	to	3 130
729 838 940	to	9 070	736 005 420	to	5 440	743 020 021	to	0 170	754 664 182	to	4 220
729 839 101	to	9 130	736 366 021	to	6 110	743 206 491	to	6 500	754 816 377	to	6 470
730 077 683	to	7 840	736 624 456	to	4 500	743 235 992	to	6 050	755 487 421	to	7 600
730 109 847	to	9 880	736 670 851	to	1 060	743 245 094	to	5 170	755 592 901	to	3 140
730 373 761	to	3 850	736 767 061	to	7 090	743 940 631	to	0 900	755 790 020	to	0 030
730 501 951	to	2 130	736 767 093	to	7 120	743 978 011	to	8 070	755 791 730	to	1 800
730 519 379	to	9 470	736 982 191	to	2 370	744 234 751	to	4 780	755 926 951	to	7 070
730 569 278	to	9 360	736 982 551	to	2 730	744 260 641	to	0 670	755 934 332	to	4 510
730 711 711	to	1 740	737 110 141	to	0 170	744 499 591	to	9 680	755 957 701	to	8 000
730 722 991	to	3 230	737 185 501	to	5 710	744 626 901	to	6 910	755 962 981	to	3 280
730 845 970	to	5 990	737 317 321	to	7 350	745 388 794	to	8 910	756 035 371	to	5 490
730 888 291	to	8 320	737 517 781	to	7 840	746 446 806	to	6 820	756 047 191	to	7 220
730 927 591	to	7 680	737 628 181	to	8 210	746 818 351	to	8 410	756 301 257	to	1 290
731 307 914	to	7 930	737 634 258	to	4 270	747 245 266	to	5 280	756 371 565	to	1 580
731 402 431	to	2 460	738 361 971	to	1 980	747 364 813	to	4 830	756 876 031	to	6 090
731 407 232	to	7 320	738 447 601	to	7 660	747 501 434	to	1 450	756 876 151	to	6 240
731 588 301	to	8 340	738 648 355	to	8 450	747 739 891	to	0 070	756 970 129	to	0 140
731 767 273	to	7 320	738 849 811	to	9 900	748 148 649	to	8 760	757 059 613	to	9 630
731 781 061	to	1 120	738 892 270	to	2 290	748 259 960	to	9 970	757 078 540	to	8 560
731 837 821	to	7 910	738 997 259	to	7 380	748 565 162	to	5 280	757 086 209	to	6 240
731 841 377	to	1 450	739 161 451	to	1 540	748 874 988	to	5 030	757 222 621	to	2 830
732 018 481	to	8 600	739 219 381	to	9 440	749 137 381	to	7 410	757 240 591	to	0 650
732 067 972	to	8 370	739 530 511	to	0 540	749 190 192	to	0 210	757 277 371	to	7 700
732 188 649	to	8 670	739 740 151	to	0 180	749 685 421	to	5 450	757 291 591	to	2 730
732 193 460	to	3 470	739 793 491	to	3 520	749 846 791	to	6 850	758 324 941	to	5 000
732 201 241	to	1 390	739 793 527	to	3 550	749 993 131	to	3 580	758 593 628	to	3 650
732 220 431	to	0 440	739 942 621	to	2 650	750 071 587	to	1 610	758 709 038	to	9 060
732 355 201	to	5 380	739 999 231	to	9 320	750 408 167	to	8 183	759 152 851	to	2 880
732 472 320	to	2 560		to	1 530	750 438 421	to	8 501	761 504 941	to	5 120
732 541 605	to	1 620	740 030 701	to	0 970	750 743 911	to	4 030	761 516 851	to	6 910
732 572 221	to	2 490	740 261 740	to	1 820	750 779 118	to	9 400	761 688 631	to	8 690
732 586 479	to	6 710	740 265 811	to	6 290	750 910 981	to	1 010	761 881 171	to	1 560
	to	4 080	740 299 111	to	9 170	750 960 841	to	0 900		to	2 030
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# **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*.

otal Ballotiin	
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	
681.844.376	687,287,581
683,594,542	687,287,582
684,683,610	694,063,898
686,619,878	694,063,899
686,619,886	694,063,980
686,619,887	701,321,725

— Postal Inspection Service, 7-27-00

# 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.

- Postal Inspection Service, 7-27-00

#### **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 recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

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

005011	007366	014749	021489	026282	029586	061758	070196	089355	103805	113105	118071	176094
005014	007399	014774	021515	026325	029610	061777	070615	089366	105140	113126	118281	176114
005033	008035	014794	021553	026380	029691	062019	070925	089876	105334	113175	118349	180034
005066	008036	014888	021579	026462	029692	062023	070983	090196	105478	113223	118724	182009
005068	008103	015032	021670	026548	029709	062062	070996	090247	105543	113241	118874	185029
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005085	008195	015114	021702	026588	029726	063437	071817	090722	105676	114129	119031	191262
005088	008264	015185	021720	026592	029753	063468	071861	091080	105853	114455	119057	191279
005095	008275	015223	021780	026598	029767	064147	071932	091616	105955	114490	119093	191292
005101	008277	015272	021921	027052	029776	064156	071995	092018	106196	114584	119122	191365
005119	008302	015337	021931	027075	029777	064169	075113	093124	106371	114615	119477	191624
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005926	008882	019357	022727	028569	055076	067183	080459	097677	109333	117206	148408	200037
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005941	008964	019608	022788	028698	060132	067229	080548	098059	109511	117306	150226	200249
005955	009026	019626	022852	028711	060213	067324	080556	098161	109581	117323	152140	200243
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007337	014217	021462	026270	029561	061577	070022	089108		112925	118003	176080	210114
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210261	272120	322741	332051	333686	340706	432967	480907	546132	606040	631926	730341	770562
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210347	276258	325080	332170	333744	344032	441239	481964	553226	606871	641349	731651	771706
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212509	292611	330036	333082	334514	374152	452819	489377	<u>600033</u>	618123	693014	741598	784212
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212552	296321	330171	333146	335015	381162	452880	490522	600144	624030	701230	741781	784407
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212621	296504	330192	333170	335032	381185	452895	490603	600207	624087	701304	743013	784605
212650	300023	330210	333184	335037	381282	452951	490612	600266	625007	701355	743015	786089
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	301103						<u>503007</u>	601066		708623	750463	
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	301937						531356	601699		711444		
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			333582									799046
223005	305021	331335		338040	402059	462954	531543	602163	629113	711639	755006	
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	311164				402250		531655	602729				800411
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	321260				425222		532986	605269		723072		802591
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802726	046407	853441	901725	911333	917514	921523	926475	927923	940379	951886	980169	984094
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815202	853102	901348	910420	917008	921200	926118	927493	937689	950925	970822	982316	
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816065	853343	901661	911160	917154	921292	926240	927628	940144	951254	972690	982374	
816106	853351	901684	911245	917438	921446	926282	927779	940297	951867	980128	982376	
816149	853393	901717	911260	917493	921488	926434	927918	940300	951874	980139	982407	

- Express and Priority Mail, Marketing, 7-27-00

### International Mail

IMM REVISION

#### Pricing for Express Mail International Service and Express Mail Corporate Accounts

Express Mail International Service (EMS) is a reliable high-speed mail service designed to meet customer needs for Custom Designed and On Demand services. The Postal Service will automatically apply a 5 percent discount to published EMS rates for all mailers who pay for EMS through an Express Mail Corporate Account (EMCA) beginning August 12, 2000. Federal agencies will also be eligible for the discount when they use their federal agency numbers for payment. The discount will be available only for Express Mail sent internationally. The discount will be deducted from the total postage amount on the mailer's monthly account, rather than from each piece.

The 5 percent discount will be offered on postage only; it does not apply to pickup fees, any special service fees, or postage for shipments made under an International Customized Mail (ICM) agreement. There will be no change in the operations of the POS/IRT equipment and financial reporting. The regular rates will be charged during the retail transaction. The postage discount will be deducted from the mailer's monthly account.

This revision will be incorporated into the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (http://pe.usps.gov).

International Mail Manual (IMM)

2 Conditions for Mailing

210 Express Mail International Service

212 Postage

212.1 Rates

212.11 Country Rates

See the Individual Country Listings for countries that offer Express Mail International Service.

### 212.12 Express Mail Corporate Account Discount Rates

Express Mail International Service (EMS) rates will be reduced by 5 percent for all payments made through an Express Mail Corporate Account (EMCA) or through the federal agency payment system. The discount applies only to the postage portion of EMS rates. It does not apply to pickup service charges (212.24), additional merchandise insurance coverage fees (211.51), or shipments made under an International Customized Mail agreement.

— Product Management, International Business, 7-27-00

**IMM REVISION** 

#### International Mail — Mailing to Australia

Effective July 27, 2000, the mailing of perishable infectious biological substances to Australia is prohibited. This revision will be incorporated into both the printed version of *International Mail Manual* (IMM) Issue 24 and the online IMM, which can be accessed via Postal Explorer (http://pe.usps.gov).

#### International Mail Manual (IMM)

\* \* \* \* \* \*

Country Conditions for Mailing — Australia

\* \* \* \* \*

#### Prohibitions (130)

[Add the following entry:]

Perishable infectious biological substances.

\* \* \* \*

— Finance and Classification, International Business, 7-27-00 **IMM REVISION** 

#### International Mail — Mailing to Paraguay

Effective July 27, 2000, the mailing of used clothing and apparel to Paraguay is prohibited. This revision will be incorporated into both the printed version of *International Mail Manual* (IMM) Issue 24 and the online IMM, which can be accessed via Postal Explorer (http://pe.usps.gov).

#### International Mail Manual (IMM)

\* \* \* \* \* \*

Country Conditions for Mailing — Paraguay

#### **Prohibitions (130)**

[Add the following entry:]
Used clothing and apparel.

\* \* \* \* \*

— Finance and Classification, International Business, 7-27-00

IMM REVISION

#### International Mail — Exporting Wildlife and Protected Plants

Effective immediately, the *International Mail Manual* (IMM) is amended to add new subchapter 590, which outlines the requirements for exporting wildlife and protected plants. This revision will be incorporated into both the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (http://pe.usps.gov).

#### International Mail Manual (IMM)

5 Nonpostal Export Regulations

\* \* \* \* \*

#### 590 Exporting Wildlife and Protected Plants

#### 591 Special Requirements for Wildlife and Certain Plant Exports

Exports of wildlife items and products may be subject to declaration, license, marking, and permit requirements enforced by the U.S. Fish and Wildlife Service (USFWS). Similar requirements also apply to plants protected as endangered or threatened under U.S. law or international treaty. Live wildlife and dead animals, with only a few exceptions, may not be exported via the U.S. Postal Service (see 139.1).

#### 592 Declaration Requirements

#### 592.1 Declaration of Wildlife Exports

The following wildlife exports must be declared to USFWS and must receive clearance prior to export:

- a. Commercial exports of wildlife products.
- b. Shipments of items not intended for commercial use valued at \$250 or more.

c. Noncommercial shipments of items that require a permit for export (e.g., products made from endangered species or migratory birds) regardless of the dollar value of the shipment.

To declare a wildlife export, shippers must complete and file Form 3-177, *Declaration for Importation or Exportation of Fish or Wildlife*, with USFWS. Copies are available from wildlife inspection offices (see 598), from the U.S. Customs Service, or on the Internet at <a href="http://www.le.fws.gov/le/FAQs/FAQs.htm">http://www.le.fws.gov/le/FAQs/FAQs.htm</a>.

#### 592.2 Declaration of Scientific Specimens or Parts

Form 3-177 is not required at the time of export for shipments of dead, preserved, dried, or embedded scientific specimens or parts when:

- a. The shipment does not require a permit from USFWS.
- The shipment is exported by an accredited scientist or accredited scientific institution for taxonomic or systematic research purposes.

Instead, the scientist or scientific institution (or an agent acting on their behalf) must file Form 3-177 with the assistant regional director for law enforcement in the USFWS administrative region from which the export was mailed within 180 days of export. Contact information is available on the Internet at <a href="http://www.le.fws.gov">http://www.le.fws.gov</a> (click on *Contacts*).

#### 592.3 Declaration of Plant Exports

The export of protected plants is regulated by the U.S. Department of Agriculture's Animal and Plant Health Inspection Service (APHIS). Shippers should contact the Plant Protection and Quarantine (PPQ) division for additional information about export requirements for protected

plants. Exporters who engage in the commercial trade of plants listed under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) must obtain a general permit from APHIS/PPQ in addition to meeting the permit requirements described in 596. All plant exports are subject to phytosanitary inspection and certification rules administered by APHIS/PPQ. Information about plant export requirements can be found on the APHIS/PPQ Web site at http://www.aphis.usda.gov/ppq.

# 593 Export Licenses and Inspection Requirements for Commercial Wildlife Exports

Individuals or companies that commercially export wildlife must have a valid import/export license from USFWS. Exporters must notify USFWS and make their shipments available for inspection at least 48 hours before the planned exportation date. Exporters must pay appropriate inspection fees.

#### 594 Marking Requirements for Wildlife Exports

All packages containing wildlife products must be marked clearly with the name and address of both the shipper and the recipient. Information identifying the contents as fish or wildlife and specifying the quantity and species involved must accompany the shipment. Federal regulations (50 CFR Part 14, Subpart H) explain how to comply with wildlife marking requirements. See 597.

#### 595 Permit Requirements for Wildlife and Plant Exports

Permits are required to export any of the following by mail or other means:

- a. Any wildlife or plant (including parts and products) where the species is listed under CITES. A list of species protected under this treaty is maintained by USFWS at http://international.fws.gov.
- b. Any wildlife or plant (including parts and products) where the species is listed as endangered or threatened under the U.S. Endangered Species Act. A list of these species can be found at <a href="http://endangered.fws.gov/wildlife.html">http://endangered.fws.gov/wildlife.html</a>.
- c. Migratory birds, parts, feathers, nests, eggs, or items made from them. Permit requirements for export and numerous other protections apply to more than 700 bird species safeguarded under the Migratory Bird Treaty Act. A list can be found on the Internet at http://migratorybirds.fws.gov/intrnltr/ mbta/mbtand.html.

CITES-listed herbarium specimens; other preserved, dried, or embedded museum specimens; and live plant material may be exported as a noncommercial loan, donation, or exchange between registered scientists or registered

scientific institutions using a CITES-authorized label instead of an export permit.

#### 596 Obtaining and Using Permits for Wildlife and Protected Plant Exports

#### 596.1 Export Permits

Shippers who need export permits or other documentation required under CITES or the Endangered Species Act should contact USFWS Office of Management Authority (800-358-2104) for the appropriate application forms and instructions. Some CITES-listed species also require permits from the importing country before they can be legally exported.

#### 596.2 CITES Permit

The original CITES permit must accompany the shipment. All wildlife exports requiring a CITES permit that are shipped by mail, including personal items mailed overseas, must be declared to USFWS and made available for inspection and permit validation by USFWS wildlife inspectors. Exports of CITES-protected plants must be declared to the U.S. Department of Agriculture's Animal and Plant Health Inspection Service; permits for these shipments must be validated by that agency before export.

#### 596.3 Export of Migratory Birds

The export of migratory birds, their parts, feathers, eggs, or nests, or products made from them, is prohibited except with a permit from USFWS. Permit applications and information are available from the regional Migratory Bird Permit Offices located in Albuquerque, NM; Anchorage, AK; Atlanta, GA; Denver, CO; Fort Snelling, MN; Hadley, MA; and Portland, OR.

#### 597 How to Obtain Additional Information

Additional information about exporting wildlife products and protected plants can be found in the following sections of the Code of Federal Regulations (CFR):

- a. 50 CFR Part 14, Importation, Exportation, and Transportation of Wildlife
- b. 50 CFR Part 23, Endangered Species Convention
- c. 50 CFR Part 24, Importation and Exportation of Plants

These and other Federal regulations, including those governing endangered species (50 CFR Part 17) and migratory bird permits (50 CFR Part 21), may be accessed online at <a href="http://www.access.gpo.gov/nara/cfr/index.html">http://www.access.gpo.gov/nara/cfr/index.html</a>.

Shippers may also contact USFWS wildlife inspection offices for assistance with wildlife exports. Questions about the export of protected plants should be addressed to the U.S. Department of Agriculture's Animal and Plant Health Inspection Service. A list of Agriculture Inspection Stations and Offices appears in 723.

#### 598 Wildlife Inspection Offices

USFWS wildlife inspection offices are located in the cities listed below. Addresses and phone numbers for these offices can be found on the Internet at <a href="http://www.le.fws.gov">http://www.le.fws.gov</a> (click on *Contacts*).

Agana, GU Honolulu, HI Anchorage, AK Houston, TX Atlanta, GA Laredo, TX Baltimore, MD Los Angeles, CA Blaine, WA Minneapolis, MN Boston, MA New Orleans, LA Brownsville, TX New York, NY Buffalo, NY Newark, NJ Chicago, IL Nogales, AZ Dallas, TX Portland, OR Denver, CO San Diego, CA Detroit, MI San Francisco, CA Dunseith, ND Seattle, WA El Paso, TX Great Falls, MT Tampa, FL

— International Pricing, International Business, 7-27-00

**IMM CORRECTION** 

#### International Mail — Express Mail International Service to Ecuador

Postal Bulletin 22022 (4-20-00) announced a change in the Express Mail International Service (EMS) areas served information in the Individual Country Listing for Ecuador. This follow-up announcement corrects the spelling of Ambato in the alphabetical city list.

This correction will be incorporated into both the printed version of *International Mail Manual* (IMM) Issue 24 and the online IMM, which can be accessed via Postal Explorer (http://pe.usps.gov).

Internation	al Mail	Manual	(IMM)

#### Express Mail International Service — Ecuador

#### \* \* \* \* \*

#### **Areas Served**

EMS is available *only* to the following locations:

Ambato Cuenca

Guayaquil

Loja Quito

\* \* \* \* \* \*

— Finance and Classification, International Business, 7-27-00 ICM UPDATE

#### **International Customized Mail**

On April 28, 2000, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated June 9, 1999. The information concerning the basic Agreement was published on page 38 of *Postal Bulletin* 22002 (7-15-99). The Amendment modifies the Agreement to add Express Mail International Service to the Agreement. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information about the Amendment:

- a. Term: July 11, 2000, through December 31, 2000.
- **b. Type of mail:** Express Mail International Service (EMS). Every item must conform to the mailing requirements set forth in the IMM for qualifying mail.
- Destination countries: Australia, Brazil, Japan, and Mexico.
- d. Service provided by the Postal Service: The Postal Service has agreed to: Provide at the end of each Postal Accounting Period a statement status of the mailer's Corporate Account. Other terms and conditions of the Agreement shall remain in force.
- e. Minimum revenue commitment: The mailer has agreed to a minimum annual requirement of \$25 million in international mail postage in Postal Fiscal Year (PFY) 2000 and each subsequent PFY, and to tender a minimum of 1,000,000 EMS pieces annually.

- f. Worksharing: The mailer has agreed to:
  - Prepare mail in accordance with the applicable USPS requirements as set forth in IMM 214 for EMS.
  - Pay postage in accordance with permit imprint payment methods, subject to the general conditions stated in *Domestic Mail Manual* (DMM) P500.
  - 3. Other terms and conditions of the Agreement shall remain in force.

#### g. Rates:

	Rate						
Country	Per Piece	Plus Per Pound					
Australia	US \$10.09	US \$2.75					
Brazil	\$15.11	\$2.00					
Japan	\$ 8.31	\$2.60					
Mexico	\$14.39	\$1.67					

— Marketing and Sales, International Business, 7-27-00

#### ICM UPDATE

#### International Customized Mail

On June 30, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the Agreement:

- a. Term: July 26, 2000, through June 30, 2001.
- **b. Type of mail:** Express Mail International Service (EMS). Every item must conform to the mailing requirements set forth in the IMM for qualifying mail.
- c. Destination country: Japan.
- d. Service provided by the Postal Service: The Postal Service has agreed to:
  - Furnish the mailer, or mailing agent, with the equipment and supplies necessary to prepare qualifying mail.

- Provide the mailer, or mailing agent, with the training necessary to prepare qualifying mail in conformity with Postal Service requirements.
- 3. Provide pickup service on-call and scheduled pickup service in accordance with IMM 212.
- 4. Provide direct transportation from the United States to destinations.
- 5. Arrange for appropriate air and surface transportation for qualifying mail.
- 6. Provide a system, which will include a computer workstation, in-line scale, printers, and manifesting software.
- 7. Provide a Corporate Account mailing statement at the end of each postal Accounting Period.
- e. Minimum volume commitment: The mailer has agreed to tender annually a minimum of \$2 million in postage, with 87,000 pieces of EMS at approximately 3 pounds each to Japan.

- f. Worksharing: The mailer has agreed to:
  - Prepare mail in accordance with the applicable USPS requirements.
  - Pay postage for qualifying mail in accordance with payment methods as referenced in the IMM and the *Domestic Mail Manual* (DMM) for Express Mail Corporate Accounts (EMCAs).
  - 3. Provide a schedule of mailings in accordance with instructions provided by the USPS.

**g. Rates:** The mailer will pay a rate of \$11.47 per piece plus \$4.10 per pound for EMS shipments to Japan.

— Marketing and Sales, International Business, 7-27-00

#### REVISED PUBLICATION

#### International Mail Manual Issue 23

Issue 23 of the *International Mail Manual* (IMM), dated July 1, 2000, has been shipped to all postal installations. All previous versions of the IMM are obsolete and should be promptly disposed of in accordance with established USPS recycling procedures.

Postal installations requiring printed copies of IMM 23 beyond the automatic distribution may requisition them as follows:

- Use Touch Tone Order Entry 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:

PSN: 7610-02-000-9904

PSIN: IMMISSUE

Unit of Issue: EA
Quick Pick #: 032
Bulk Pack Quantity: 16

Price: \$2.3410 each Edition Date: July 1, 2000

IMM 23 can be accessed also via the Postal Service Intranet, http://blue.usps.gov (click on Information, then Policies and Procedures, and then Manuals). The online version is updated on a biweekly basis to reflect any international rate, fee, or regulatory changes announced in the Postal Bulletin. Since it is always more current than the printed version, postal personnel with Intranet access are encouraged to check the online version, if practicable, when responding to customer inquiries about international mail issues.

— Finance and Classification, International Business, 7-27-00

### 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 unserviced.

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

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.



June 28, 2000

CREATION FESTIVAL STATION POSTMASTER PO BOX 9998 SHIRLEYSBURG PA 17260-9998



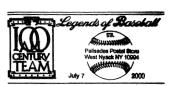
July 1, 2000

Farmville Community
200TH ANNIVERSARY STATION
POSTMASTER
301 E THIRD ST
FARMVILLE VA 23901-9998



June 29, 2000

PEE WEE REESE STATUE STATION POSTMASTER PO BOX 9998 LOUISVILLE KY 40202-9998



July 7, 2000

LEGENDS OF BASEBALL STATION POSTMASTER 3301 PALISADES CENTER DR WEST NYACK NY 10994-6603



July 1, 2000

Monroe Township Historical Committee MONROE TOWNSHIP 175TH ANNIVERSARY STATION POSTMASTER PO BOX 9998 MECHANICSBURG PA 17055-9998



July 7, 2000

LEGENDS OF BASEBALL STATION POSTMASTER 250 SAINT JOSEPH ST MOBILE AL 36601-9813



July 1, 2000

Numidia Airport Owners NUMIDIA AIRPORT STATION POSTMASTER PO BOX 9998 NUMIDIA PA 17858-9998



July 7, 2000

Q.C. River Bandits
LEGENDS OF BASEBALL
STATION
POSTMASTER
PO BOX 9998
DAVENPORT IA 52802-9998



July 7, 2000

LEGENDS OF BASEBALL STATION POSTMASTER 260 N INDUSTRIAL DR ORANGE CITY FL 32763-9998



July 13-16, 2000

Jessup Farmers Day Inc. THE WALL THAT HEALS STATION POSTMASTER 811 MAIN ST JESSUP IA 50648-9998



July 8, 2000

Fannettsburg Festival Committee FANNETTSBURG FEST CELEBRATION STATION POSTMASTER PO BOX 9998 FANNETTSBURG PA



July 14, 2000

The Vanderbilt Planetarium SPACE STAMP STATION **POSTMASTER** PO BOX 9998 CENTERPORT NY 11721-9998





July 8, 2000

Tatamy Fire Company FIREMANS PARADE STATION POSTMASTER PO BOX 9998 TATAMY PA 18085-9998

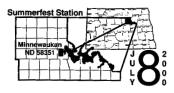


Kid City Station July 14, 2000 Tampa, FL 33630

July 14, 2000

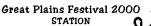
KID CITY STATION POSTMASTER 5201 W SPRUCE ST TAMPA FL 33630-9998

July 14-15, 2000



July 8, 2000

Minnewaukan Community Club SUMMERFEST STATION MINNEWAUKAN ND 58351-9998



Puppets Are Up-To-Date in Kansas City A Celebration of the Heart July 14, 2000 July 14, 2000 Kansas City, MO 64111

Puppeteers of America **GREAT PLAINS FESTIVAL 2000** STATION POSTMASTER 315 W PERSHING RD KANSAS CITY MO 64108-9998



July 9-12, 2000

National Association Advancement Colored People

NAACP YEAR 2000 CONVENTION STATION MANAGER MOWS 900 E FAYETTE ST BALTIMORE MD 21233-9715



July 15, 2000

Capital City Collectors Club Y2K STAMP CAMP STATION POSTMASTER PO BOX 9998 KNOXVILLE PA 16928-9998



July 13, 2000

Diamond Backs LEGENDS OF BASEBALL STATION PHILATELIC CLERK 4949 E VAN BUREN ST PHOENIX AZ 85026-9998

Guilford Community Day Station July 15, 2000 Guilford, NY 13780



July 15, 2000

Town of Guilford **GUILFORD COMMUNITY DAY** STATION PO BOX 9998 GUILFORD NY 13780-9998



TREVORTON PA 17881 Trevorton

sauicentennial 2000 1850-2000 esquicentennial Station

July 13-15, 2000

Trevorton Sesquicentennial Committee

SESQUICENTENNIAL STATION TREVORTON PA 17881-9998



July 15, 2000

Humboldt Historic Museum BASEBALL CLASSIC STATION POSTMASTER 811 NEW YORK ST HUMBOLDT KS 66748-9998



July 15, 2000

Sacramento Post Office BREAST CANCER STAMP FINAL CHALLENGE STATION POSTMASTER 2000 ROYAL OAKS DR SACRAMENTO CA 95813-9998



July 15, 2000

Amistad America
AMISTAD HOME PORT STATION
PHILATELIC WINDOW CLERK
50 BREWERY ST
NEW HAVEN CT 06511-9998



July 16, 2000

Great Platte River Road Archway Monument

GREAT PLATTE RIVER ROAD STATION POSTMASTER 2401 E AVE KEARNEY NE 68847-9998



July 16, 2000

LEGENDS OF BASEBALL STATION POSTMASTER 3135 1ST AVE N ST PETERSBURG FL 33705-9998



July 17, 2000

Colorado Rockies LEGENDS OF BASEBALL STATION POSTMASTER 201 E PIKES PEAK AVE COLORADO SPRINGS CO 80903-9998



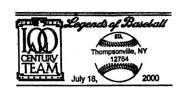
July 17, 2000

US Postal Service LEGENDS OF BASEBALL STATION POSTMASTER 201 E PIKES PEAK AVE COLORADO SPRINGS CO 80903-9998



July 18, 2000

Youth Baseball World Series LEGENDS OF BASEBALL STATION POSTMASTER 29 JAY ST SCHENECTADY NY 12305-9998



July 18, 2000

LEGENDS OF BASEBALL STATION POSTMASTER PO BOX 9998 THOMPSONVILLE NY 12784-9998



Country Carnival

July 18-23, 2000

FARMERS FESTIVAL POSTAL STATION POSTMASTER PO BOX 9998 PIGEON MI 48755-9998



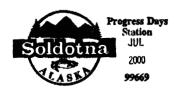
July 18-23, 2000

Saratoga County Fair
TIMELESS TRADITION STATION
POSTMASTER
1 FRONT ST
BALLSTON SPA NY 12020-9998



Federally Employed Women Station July 20, 2000 New Orleans LA 70130 July 19-20, 2000

Federally Employed Women
FEDERALLY EMPLOYED
WOMEN STATION
POSTMASTER
701 LOYOLA AVE
NEW ORLEANS LA 70113-9998



July 19-27, 2000

Chamber of Commerce
PROGRESS DAYS STATION
POSTMASTER
PO BOX 9998
SOLDOTNA AK 99669-9998



July 20, 2000

LEGENDS OF BASEBALL STATION POSTMASTER PO BOX 9998 FELTON MN 56536-9998



July 20-August 5, 2000

MARY KAY SEMINAR STATION POSTMASTER MPO 401 DFW TPK DALLAS TX 75260-9998



**Big Train Station** Shirley Povich Field Bethesda, MD 20814 July 21, 2000

Bethesda Community Baseball Club

BIG TRAIN STATION POSTMASTER 7400 WISCONSIN AVE BETHESDA MD 20814-9998

July 21-23, 2000

Lake Minnetonka Stamp Club, Minnesota Stamp Dealers Assoc., Maplewood Stamp Club, Twin City Philatelic Society

MN STAMP EXPO 2000 STATION POSTMASTER 100 S FIRST ST

MINNES OTA STAMP EXPO 21 2000 TAL MN 55429

MINNEAPOLIS MN 55401-9998



MHHHHHHM July 23, 2000 WHHHHHH

July 23, 2000

US Postal Service - Legends of Baseball

CARLTON PUDGE FISK CARLION PUDGE FI STATION POSTMASTER 26 CHURCH ST CHARLESTOWN NH 03603-9998



July 23, 2000

Pipestone County Historical Society

PIPESTONE TRAM STATION POSTMASTER PIPESTONE MN 56164-9998



July 21-23, 2000

EIGHTH ANNUAL POST CARD SHOW STATION POSTMASTER 951 20TH ST DENVER CO 80202-9998



July 23, 2000

BIKE N HEALTH FAIR STATION POSTMASTER 1015 RILEY ST FOLSOM CA 95630-9998



Guilford Fireman's Auction Sta July 22, 2000 Guilford, NY 13780

July 22, 2000

Town of Guilford **GUILFORD FIREMANS** AUCTION STATION POSTMASTER GUILFORD NY 13780-9998



July 23, 2000

25th Anniversary BMC Committee MINNEAPOLIS ST PAUL STATION POSTMASTER PO BOX 645035 ST PAUL MN 55164-5035



July 22, 2000 CATFISH DERBY DAYS STATION
POSTMASTER
P.O. BOX 9998
FRANKLIN, MN 55333 July 22, 2000

Catfish Derby Days Committee CATFISH DERBY DAYS POSTMASTER PO BOX 9998 FRANKLIN MN 55333



July 25, 2000

NSYNCS 4 NIGHTS SOLD OUT STATION POSTMASTER SPECIAL EVENTS UNIT 421 8TH AVE ROOM 2029B NEW YORK NY 10199-9998



July 22, 2000

City of Kenneth CENTENNIAL STATION POSTMASTER PO BOX 9998 KENNETH MN 56147-9998



July 26-August 1, 2000

EAA STATION POSTMASTER PO BOX 9998 OSHKOSH WI 54901-9998



July 22, 2000

Wallowa Band Nez Perce Trail Interpretive Ctr.

TAM KA LIKS STATION POSTMASTER 104 N STORIE ST WALLOWA OR 97885-9998



July 27, 2000

Sleeping Bear Dunes National Lakeshore

SLEEPING BEAR DUNES NATIONAL LAKESHORE STATION POSTMASTER 10234 FRONT ST EMPIRE MI 49630-9998



July 27-29, 2000

Corder Picnic Assn. CORDER PICNIC STATION POSTMASTER PO BOX 9998 CORDER MO 64201-9998

YEARS 1981 — 2000



July 28-30, 2000

GERMAN FEST STATION POSTMASTER PO BOX 9998 MILWAUKEE WI 53203-9998





July 28, 2000

The Annie Oakley Foundation GREENVILLE OHIO THE ANNIE OAKLEY STATION POSTMASTER 101 E MAIN ST GREENVILLE OH 45331-9998





Station

July 28-30, 2000

OP Sail Maine 2000 OP SAIL MAINE 2000 STATION **POSTMASTER** 125 FOREST AVE PORTLAND ME 04101-9998



CRUZ'IN STATION MONTAGUE, MI 49437

JULY 28, 2000

July 28, 2000

CRUZIN STATION POSTMASTER PO BOX 9998 MONTAGUE MI 49437-9998



July 28-30, 2000

Olympic Philatelic Society WHALING DAYS STATION POSTMASTER 10855 SILVERDALE WAY SILVERDALE WA 98383-9998



USCGC EAGLE WIX-327 Station OpSail 2000 July 28, 2000 Portland ME 04101-9998

July 28, 2000

Universal Ship Cancellation Society USCGC EAGLE WIX 327 STATION POSTMASTER 125 FOREST AVE PORTLAND ME 04101-9998



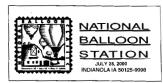
July 28-30, 2000

Agricultural Society of Maine WEST OXFORD FRYEBURG STATION POSTMASTER 91 MAIN ST FRYEBURG ME 04037-9998



July 28-29, 2000

MELLENVILLE VOL FIRE CO STATION POSTMASTER PO BOX 9998 MELLENVILLE NY 12544-9998



July 28-August 5, 2000

NATIONAL BALLOON STATION POSTMASTER PO BOX 9998 INDIANOLA IA 50125-9998



July 28-29, 2000

Old Sleepy Eye Collectors Club OLD SLEEPY EYE COLLECTORS CLUB STATION POSTMASTER PO BOX 9998 SLEEPY EYE MN 56085-9998



40th Dodge City Days Station July 28 - August 6, 2000 Dodge City, Kansas 67801

July 28, 2000

July 28-August 6, 2000

Dodge City Days DODGE CITY DAYS STATION POSTMASTER 700 CENTRAL DODGE CITY KS 67808-9998



July 28-30, 2000

The Little Log House – Antique Power Station

LITTLE LOG HOUSE SHOWGROUNDS STATION POSTMASTER PO BOX 9998 HASTINGS MN 55033-9998



July 29, 2000

NSYNCS CHALLENGE FOR THE CHILDREN II STATION POSTMASTER 8840 164TH ST JAMAICA NY 11431-9998



MICHIGAN'S MAYVILLE SUNFLOWER FESTIVAL STATION JULY 29, 2000 MAYVILLE, MI 48744 July 29, 2000

MICHIGANS MAYVILLE SUNFLOWER FESTIVAL STATION POSTMASTER PO BOX 9998 MAYVILLE MI 48744-9998



July 29, 2000

MASONIC STATION CUSTOMER SERVICE SUPPORT 25 DORCHESTER AVE RM 4009 BOSTON MA 02205-9998



July 29, 2000

BROHMAN BULLFEST FAMILY FUN STATION POSTMASTER PO BOX 9998 BROHMAN MI 49312-9998



July 29, 2000

US Postal Service/CTC Program
WENDELL OLD HOME DAY
STATION
POSTMASTER
59 LOCKES VILLAGE RD
WENDELL MA 01379-9998



July 29, 2000

USS Maine SSBN-741
FIFTH ANNIVERSARY IN
COMMISSION STATION
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9998



July 29, 2000

Ford City Veterans Bridge Committee FORD CITY STATION POSTMASTER 824 4TH AVE FORD CITY PA 16226 -9998



Renton, WA 98058 July 29, 2000 July 29, 2000

IKEA

RENTON RIVER DAYS STATION POSTMASTER 17200 116TH AVE SE RENTON WA 98058-9998



July 29, 2000

49th Annual SPANISH COLONIAL ARTS SOCIETY SPANISH MARKET STATION JULY 29, 2000 SANTA FE NM 87501

July 29, 2000

SPANISH MARKET STATION POSTMASTER 120 SOUTH FEDERAL PLACE SANTA FE NM 87501-9998



July 29, 2000

City of Ormsby-Ormsby Centennial Committee

ORMSBY CENTENNIAL STATION POSTMASTER PO BOX 9998 ORMSBY MN 56162-9998



July 29, 2000

USPS

TREE OF MEMEORIES STATION POSTMASTER 281 COTTAGE ST STEVENSON CT 06491-9998





July 29, 2000

Ely Chamber of Commerce BLUEBERRY ARTS STATION POSTMASTER PO BOX 9998 ELY MN 55731-9998 July 29, 2000

Watermelon Festival

Knox City, TX 79529

Station

Knox Chamber of Commerce
WATERMELON FESITVAL
STATION
POSTMASTER
107 AVE A
KNOX CITY TX 79529-9998

The Flemington Free Public Library Station 118 Main Street, Flemington, New Jersey 08822



July 29, 2000

Flemington Free Public Library
THE FLEMINGTON FREE
PUBLIC LIBRARY STATION
POSTMASTER
15 MAIN ST
FLEMINGTON NJ 08822-9998



July 29, 2000

QWLI-Team of CNJPC ADOPTION STATION POSTMASTER 200 VILLAGE CENTER DRIVE FREEHOLD NJ 07728-9998



July 29, 2000

Taylor Community Association HORSEFEST 2000 STATION POSTMASTER PO BOX 9998 TAYLOR ND 58656-9998



Weld Historical Society 25th Anniversary Station July 29, 2000 Weld, Maine 04285 July 29, 2000

Weld Historical Society
25TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
WELD ME 04285-9998



July 29, 2000

Smithton Sesquicentennial Committee

SESQUICENTENNIAL CELEBRATION STATION POSTMASTER 115 N JULIA ST SMITHTON IL 62285-9998



July 29, 2000

Kim Alumni Association KIM SCHOOL ALUMNI STATION POSTMASTER PO BOX 9998 KIM CO 81049-9998



July 29, 2000

BICENTENNIAL STATION POSTMASTER 7 SCHOOL RD REDFIELD NY 13437-9998



Sea Serpent Balloon Fest Station

> JULY 28-30, 2000 POSTMASTER 24 N. MAIN ST. PERRY, NY 14530

July 29, 2000

Leona Allen Assistant Vice President Bank of Castle SEA SERPENT BALLOON FEST STATION POSTMASTER 24 N MAIN ST PERRY NY 14530-9998



July 29, 2000

Thousand Park Museum
125TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
THOUSAND ISLAND PARK NY
13692-9998



GATHERING BEE STATION DRESDEN, OH 43821 JULY 29, 2000 July 29, 2000

July 29, 2000

Longaberger Homestead
GATHERING BEE STATION
POSTMASTER
15 W 8TH ST
DRESDEN OH 43821-9998



Willowvale Fire Co. Inc. Station July 29, 2000 Chadwicks, NY 13319 July 29, 2000

Willowvale Fire Co.
WILLOWVALE FIRE CO INC
STATION
POSTMASTER
PO BOX 9998
CHADWICKS NY 13319-9998



ELY MINNESOTA 55731 7/29/00



Ely Chamb

Ely Chamber of Commerce BLUEBERRY ARTS STATION POSTMASTER 34 S 2ND AVE ELY MN 55731-9998



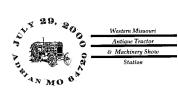
July 29, 2000

Hart Post Office HART STATION POSTMASTER 600 BROADWAY HART TX 79043-9998



July 29, 2000

U.S. Postal Service
COWBOYS AND COWGIRLS
THAT CARE STATION
POSTMASTER
PO BOX 9998
BROHMAN MI 49312-9998



July 29, 2000

Western MO Antique Tractor and Machinery Assn.

WESTERN MO ANTIQUE TRACTOR MACHINERY SHOW STATION POSTMASTER 127 E MAIN ST ADRIAN MO 64720-9998 1850 · SESQUICENTENNIAL · 2000
Belsano
Founded 1850

BLACKLICK TOWNSHIP

BEN FRANKLIN STATION
JULY 29, 2000 - BELSANO, PA 15922

July 29-30, 2000

Blacklick Twp. Sesquicentennial Committee

BEN FRANKLIN STATION POSTMASTER PO BOX 9998 BELSANO PA 15922-9998



July 29-30, 2000

IMPERIAL BEACH SANDCASTLE STATION POSTMASTER SAN DIEGO CA 92186-9998



July 31, 2000

National Congress of Old West

SEVENTH ANNUAL NATIONAL SHOOT SHOWDOWN ON THE PRAIRIE ACKLEY STATION POSTMASTER 706 1ST ST ACKLEY IA 50601-9998



July 29-30, 2000

Ironman USA Triathlon IRONMAN TRIATHLON STATION **POSTMASTER** 201 MAIN ST LAKE PLACID NY 12946-9998



July 31, 2000

Children's Museum BEEP BEEP STATION **POSTMASTER** 100 PITCHER ST UTICA NY 13504-9998



July 29-30, 2000

Blacklick Twp. Sesquicentennial Committee

BIG BEND STATION PO BOX 9998 TWIN ROCKS PA 15960-9998



ELKDOM 2000 A Commanding Legacy For Future Generations 1898 - 2000 July 31, 2000 Atlanta, GA 30303

July 31-August 4, 2000

The Improved Benevolent and Protection Order of Elks of the World

IBPO ELKS OF THE WORLD POSTMASTER 3900 CROWN RD RM 219 ATLANTA GA 30304-9998





July 30, 2000

Race for the Cure HILDENE MEADOWLANDS STATION POSTMASTER PO BOX 9998 MANCHESTER CENTER VT 05255-9998



Aug

August 1-6, 2000

National Assn. of Precancel Collectors Inc.

PRECANEX STATION POSTMASTER 4717 WALNUT RD SE BUCKEYE LAKE OH 43008-9998



July 30, 2000

TAKE ME OUT TO THE BALLGAME STATION POSTMASTER PO BOX 9998 LIBERTY NY 12701-9998



**TONTOGANY** 

**STATION** Tontogany, OH 43565

2000

August 1-12, 2000

Tontogany Community Festival TONTOGANY STATION POSTMASTER PO BOX 9998 TONTOGANY OH 43565-9998





July 30, 2000

Pompey's Pillar Historical Association Inc.

POMPEYS STATION POSTMASTER PO BOX 9998 POMPEYS PILLAR MT 59064-9998



August 2, 2000

Boy Scouts of America NOAC 2000 STATION WINDOW SUPERVISOR 1237 E WEISGARBER RD KNOXVILLE TN 37950-9998



July 31, 2000

FAIR STATION POSTMASTER 125 N MAIN ST WOODSFIELD OH 43193-9998



August 2, 2000 Longaberger Homestead HOMECOMING BEE STATION POSTMASTER 15 W 8TH ST DRESDEN OH 43821-9998



August 2-13, 2000

Georgia Mountain Fair HIAWASSEE POST OFFICE STATION POSTMASTER 118 N MAIN HIAWASSEE GA 30546-9998



AUGUST 4, 2000

SEAFOOD STATION

CHARLESTOWN, RI 02813

August 4-6, 2000

Charlestown Chamber of Commerce

SEAFOOD STATION POSTMASTER 3970 OLD POST RD CHARLESTOWN RI 02813-9998



August 3, 2000

FT STANWIX STATION POSTMASTER PO BOX 9998 ROME NY 13440-9998



HUTSONVILLE COMMUNITY DAY - STATION

♦ August 5, 2000 ♦ Hutsonville, Illinois 62433 August 5, 2000

Hutsonville Community HUTSONVILLE COMMUNITY DAY STATION POSTMASTER 114 S MAIN ST HUTSONVILLE IL 62433-9998





August 3-5, 2000

Palmer Centennial Committee

PALMER CENTENNIAL STATION POSTMASTER 305 MAIN ST PALMER IA 50571-9998

August 3-6, 2000

Northeast Chevy-GMC Truck Meet, Wendell State Forest, U.S. Postal Service

NORTHEAST CHEVY GMC TRUCK MEET REUNION YEAR STATION POSTMASTER 59 LOCKES VILLAGE RD WENDELL MA 01379-9998



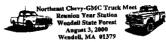
100th Annual Reunion Alden Station 105 Alden Street Duxbury, MA 02332

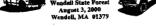
August 5, 2000

August 5, 2000

The Aldren Kindred of America Inc.

ALDEN STATION POSTMASTER 56 DEPOT ST DUXBURY MA 02332-9998





ADIRONDACK WATERFEST STATION

August 4, 2000

Town of Moriah Chamber of

ADIRONDACK WATERFEST STATION POSTMASTER 30 BROAD ST PORT HENRY NY 12974-9998



August 5, 2000

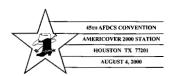
ROLLING TO RECOVERY STATION POSTMASTER 930 39TH AVE GREELEY CO 80634-9998



August 5, 2000

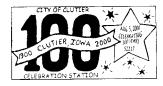
Lea County Chamber of Commerce

PONY EXPRESS RIDE LOVINGTON STATION POSTMASTER 203 EAST AVE D LOVINGTON NM 88260-9998



August 4, 2000

American First Day Cover Society AMERICOVER 2000 STATION WINDOW UNIT 401 FRANKLIN ST HOUSTON TX 77201-9998



August 5, 2000

CITY OF CLUTIER CELEBRATION STATION POSTMASTER 306 MAIN ST CLUTIER IA 52217-9998

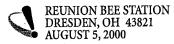


Virginia Highlands **Festival Station** Abingdon, Va. 24210 , 2000 August

PORT HENRY, NY 19974

August 4-6, 2000

VA Highlands Festival VIRGINIA HIGHLANDS FESTIVAL STATION POSTMASTER PO BOX 801 ABINGDON VA 24210-9998



August 5, 2000

Longaberger Homestead REUNION BEE STATION POSTMASTER 15 W 8TH ST DRESDEN OH 43821-9998



August 5, 2000

Wells Improvement Group
OLD HOME DAYS WELLS
STATION
POSTMASTER
PO BOX 9998
WELLS NY 12190-9998



August 5, 2000

Animas Valley Stamp Club
CONNIE MACK WORLD SERIES
STATION
POSTMASTER
2301 E 20TH ST
FARMINGTON NM 87401-9998



AUGUST 5, 2000

AUGUST 5, 2000 INDIANAPOLIS IN 46224 BRICKYARD STATION
POSTMASTER
125 W SOUTH ST
INDIANAPOLIS IN 46206-9998



Appalachia 2000 Station

Welcome Home
August 5, 2000
Appalachia, Virginia 24216

August 5, 2000

Jerry W. Strong Chairman Appalachia 2000 Reunion APPALACHIA 2000 STATION POSTMASTER 534 W MAIN ST APPALACHIA VA 24216-9998



August 5, 2000

August 5, 2000

Western Illinois Threshers
WESTERN ILLINIOS
THRESHERS STATION
POSTMASTER
1160 BROADWAY
HAMILTON IL 62341-9998



10th ANNUAL \_\_\_\_\_\_\_Rose M. Svoboda \_\_\_\_\_\_\_
President \_\_\_\_\_\_AUG 5 2000

AUG 5 2000\_\_\_\_ West Farmington OH 44491 August 5, 2000

West Farmington Festival Committee

FARMINGTON FESTIVAL STATION POSTMASTER 226 E MAIN ST WEST FARMINGTON OH 44491-9998



August 5, 2000

Dawson Independent School District

DAWSON DRAGON REUNION STATION POSTMASTER 218 JUNIPER ST WELCH TX 79377-9998



SEMINARY PICNIC 100TH ANNIVERSARY CELEBRATION STATION

SEMINARY-PICNIG \* 1901 - 2000 \*
Perryville, Missouri 63775 August 5, 2000

August 5, 2000

100 Year Anniversary St Vincent Depaul Parish Seminary Picnic SEMINARY PICNIC STATION POSTMASTER 20 E STE MARIBS ST PERRYVILLE MO 63775-9998



August 5, 2000

OUTDOORS FESTIVAL STATION POSTMASTER 11945 CONQUEST BIRCH RUN MI 48415-9998



Abbott's Magic Get-Together Sta. August 5,2000 Magic Capital of the World Colon, MI 49040 August 5, 2000

ABBOTTS MAGIC GET TOGETHER STATION POSTMASTER PO BOX 9998 COLON MI 49040-9998



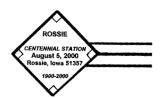
August 5, 2000

Lincoln County Sheriffs Posse
WHITE OAKS STATION TO
LINCOLN
POSTMASTER
HIGHWAY 30 W PO BOX 9998
LINCOLN NM 88338-9998



August 5, 2000

ART COVER STATION POSTMASTER 1335 JEFERSON E ROCHESTER NY 14692-9998



August 5, 2000

ROSSIE CENTENNIAL STATION POSTMASTER 306 MAIN ST PO BOX 9998 ROYAL IA 51357-9998



August 5, 2000

Great Camp Sagamore and Raquette Lake Navigation Co. DURANT DAYS STATION POSTMASTER

POSTMASTER
PO BOX 9998
RAQUETTE LAKE NY
13436-9998



August 5, 2000

Town of Stanton HOMECOMING STATION POSTMASTER PO BOX 9998 STANTON IA 51573-9998



August 5, 2000

Vernon Center Community
OLD HOME DAYS STATION
POSTMASTER
3905 STATE RT 26
VERNON CENTER NY
13477-9098



August 5, 2000

WATERMELON CARNIVAL STATION POSTMASTER 501 N MAIN ST WATER VALLEY MS 38965-9998



August 5-6, 2000

UKRAINIAN SUNFLOWER FESTIVAL STATION POSTMASTER 28401 MOUND RD WARREN MI 48090-9998



August 5-6, 2000

Twins Days 2000 TWINS DAYS STATION POSTMASTER 8935 DARROW RD TWINSBURG OH 44087-9998



August 5-6, 2000

NC FURNISHINGS FESTIVAL STATION POSTMASTER PO BOX 9998 HIGH POINT NC 27260-9998



August 6, 2000

Saratoga Springs Post Office THE WHITNEY HANDICAP STATION POSTMASTER 245 WASHINGTON ST SARATOGA SPRINGS NY 12866-9998



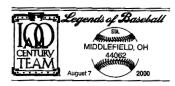
August 6-12, 2000

Punxsutawney Sesquicentennial Committee SESQUICENTENNIAL STATION POSTMASTER 551 EAST MAHONING ST PUNXSUTAWNEY PA 15767-9998



August 7, 2000

U.S. Mint & Unicover Corporation CONCORD STATION POSTMASTER 12 LOUDON RD CONCORD NH 03301-9998



August 7, 2000

Customer Appreciation U.S. Postal Service LEGENDS OF BASEBALL STATION POSTMASTER 15993 E HIGH ST MIDDLEFIELD OH 44062-9998



August 7, 2000

Dorset Theatre Festival
AMERICAN THEATRE WORKS
INC STATION
POSTMASTER
3309 RT 30
DORSET VT 05251-9998



August 7-12, 2000

Portsmouth QWL/EI Team
SCIOTO COUNTY FAIR STATION
POSTMASTER
867 ROBERT LUCAS RD
LUCASVILLE OH 45648-9998



County Fair Station Athens OH 45701

August 7, 2000

August 7-12, 2000

COUNTY FAIR STATION POSTMASTER 110 W WASHINGTON ST NELSONVILLE OH 45764-9998



August 7-13, 2000

STURGIS RALLY STATION POSTMASTER PO BOX 9998 STURGIS SD 57785-9998



August 8, 2000

USPS

SEAHURST STATION JO BLAKE 2116 SW 152ND ST SEAHURST WA 98062-9998



August 9, 2000

Oregon–California Trails Association Convention CONVENTION STATION POSTMASTER 315 W PERSHING RD RM 507 KANSAS CITY MO 64108-9998



August 8, 2000

Waverly Business Association RACING FAN FAIR STATION ROBERT PALANZA 434 WAVERLY ST WAVERLY NY 14892-9998



August 9, 2000

CENTURY EXPRESS STATION POSTMASTER 525 VINE ST CINCINNATI OH 45202-9998



TWENTY-FIFTH ANNIVERSARY

August 8-13, 2000

Michigan Womyns Music Festival
MICHIGAN WOMYNS MUSIC
FESTIVAL STATION
POSTMASTER
PO BOX 9998
WALHALLA MI 49458-9998



August 9-12, 2000

AMOCO Knoxville Nationals KNOXVILLE NATIONALS STATION POSTMASTER 201 E MARION ST KNOXVILLE IA 50138-9998



August 9, 2000

Franklin County Fair
FRANKLIN COUNTY FAIR
STATION
POSTMASTER
PO BOX 9998
MALONE NY 12953-9998

- Stamp Services, 7-27-00

#### **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
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1-Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1-Oct. 31
Employ People With Disabilities	Sept. 1-Nov. 30
Give to the United Way	Sept. 15-Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1-Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1-Oct. 31
Support Infection Control Week	Oct. 1-Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1-Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8-Dec. 31
Support American Education Week	Nov. 10-Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1-Dec. 31

<sup>—</sup> Mail Preparation and Standards, Pricing and Product Design, 7-27-00

### Post Offices

**NEW PUBLICATION** 

#### Publication 280, Identity Theft — An Awareness and Victim Guide

Due to the popularity of the brochure *Identity Theft — An Awareness and Victim Guide*, Headquarters transformed it into Publication 280, a Postal Service publication distributed through the material distribution centers (MDCs).

Employees may requisition copies of Publication 280 as follows:

- Use Touch Tone Order Entry 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:

PSN: 7610-05-000-0653

PSIN: PUB280
Unit of Issue: EA
Quick Pick #: N/A
Bulk Pack Quantity: 1,700
Price: \$0.0850
Edition Date: 05/00

For any other ordering information about Publication 280, please contact Program Specialist Terry Jennings at 202-268-4296 or Inspector John Schick at 202-268-6611.

— Postal Inspection Service, 7-27-00

**NEW PUBLICATIONS** 

#### Handbooks AS-554-A and AS-554-D

Handbooks AS-554-A, Water Management Guide for Facility Managers, and AS-554-D, Water Permitting Guide, are now only available on the Postal Service intranet at http://blue.usps.gov/environmental. At this time we do not plan to print these handbooks. Those persons responsible for or interested in these programs, such as vice presidents of Area Operations, facility and site managers, and environmental professionals, can access and/or print the handbooks from the online copy.

Handbook AS-554-A, *Water Management Guide for Facility Managers*, provides guidance to Postal Service facility and site managers to define, implement, and monitor an efficient and cost-effective water management program. This handbook presents water management issues and provides guidance on water issues that are relevant to the Postal Service. It also outlines practices that are either required or recommended for the management of water at a postal facility. This handbook discusses the following key water issues: water sources, water distribution systems, water use, collection system components, wastewater treatment systems, and pollution prevention.

Handbook AS-554-D, *Water Permitting Guide*, provides guidance to Postal Service environmental professionals in assisting facility and site managers to define, establish, implement, and monitor a water permitting program that can reduce operational costs, ensure compliance with required regulations, and enhance environmental stewardship. This handbook is a reference tool for implementing the water permitting program in postal facilities. The handbook provides Postal Service environmental professionals with the technical tools necessary to assess the need for water-related permits. It also describes specific federal permitting requirements and provides information essential for facility and site managers and other responsible parties to accomplish their water permitting responsibilities.

— Environmental Management Policy, Engineering, 7-27-00

### **Post Office Changes**

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	01-2120	36321	AL	Cowarts	Houston	Main Office	Post Office	07/29/2000	This announcement
New	01-2120	36321	AL	Cowarts	Houston	Main Office	Post Office	07/29/2000	expands the use of ZIP Code 36321 to include delivery.
Old	05-8238 05-4038	94595 94549	CA	Walnut Creek Lafayette	Contra Costa  Contra Costa	Main Office  Main Office	Post Office Post Office	07/31/2000	Realign ZIP Code boundaries. Use Lafayette CA 94549 as last line of address for a portion of the deliveries previously in ZIP Code 94595.
Old	11-7440	32348	FL	Perry	Taylor	Main Office	Post Office	07/01/2000	This announcement
New	11-7440	32348	FL	Perry	Taylor	Main Office	Post Office	07/01/2000	expands the use of ZIP Code 32348 to include delivery. This amends PB 22026.
Old	23-9234	20772	MD	Upper Marlboro Upper Marlboro	Prince Georges Prince Georges	Main Office  Largo Station	Post Office  Classified Station	07/01/2000	Establish a new ZIP Code for Post Office Boxes. Use Upper Marlboro MD 20792 as last line of address for a portion of the Post Office Boxes previously in ZIP Code 20772.
Old	25-4910	49001	МІ	Kalamazoo	Kalamazoo	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery
New	25-4910	49048	МІ	Kalamazoo	Kalamazoo	Main Office	Post Office	07/01/2000	area. Use Kalamazoo MI 49048 as last line of address for a portion of the deliveries previously in ZIP Code 49001.
Old	28-1278	65624	МО	Cape Fair	Stone	Main Office	Post Office	07/31/2000	This announcement expands the use of ZIP
New	28-1278	65624	МО	Cape Fair	Stone	Main Office	Post Office	07/31/2000	Code 65624 to include delivery.
Old	32-7890	03882	NH	South Effingham Effingham	Carroll	Main Office  Main Office	Post Office Post Office	07/29/2000	This announcement changes the name of the South Effingham NH Post Office to the Effingham NH Post Office. Use Effingham NH 03882 as last line of address.
Old	35-1360	11722	NY	Central Islip	Suffolk	Main Office	Post Office	03/11/2000	Establish a new ZIP Code for a delivery area. Use Islandia NY
New	35-1360	11749	NY	Central Islip	Suffolk	Main Office	Post Office	03/11/2000	11749 as last line of address for a portion of the deliveries previously in ZIP Code 11722.
Old	35-7840	11788	NY	Smithtown	Suffolk	Hauppauge	Classified Branch	03/11/2000	Establish a new ZIP Code for a delivery area. Use Islandia NY 11749 as last line of address for a portion of
New	35-1360	11749	NY	Central Islip	Suffolk	Main Office	Post Office	03/11/2000	the deliveries previously in ZIP Code 11788.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	35-7185 35-1360	11779	NY	Ronkonkoma Central Islip	Suffolk Suffolk	Main Office  Main Office	Post Office Post Office	03/11/2000	Establish a new ZIP Code for a delivery area. Use Islandia NY 11749 as last line of address for a portion of the deliveries previously in ZIP Code 11779.
Old	39-5126 39-5126	74851 74851	ОК	Mc Loud  Mcloud	Pottawatomie Pottawatomie	Main Office  Main Office	Post Office	07/31/2000	This announcement changes the name of the Mc Loud OK Post Office to the Mcloud OK Post Office. Use Mcloud OK 74851 as last line of address.
Old	39-6138 39-0693	73008	ОК	Oklahoma City Bethany	Oklahoma Oklahoma	Main Office  Main Office	Post Office  Post Office	07/31/2000	This announcement changes the administrative office for this ZIP Code from Oklahoma City OK to Bethany OK. Continue to use Bethany OK 73008 as last line for addresses.
Old	51-7482 51-7458	24647	VA VA	Red Ash Raven	Tazewell Tazewell	Shortt Gap	Community Post Office Community Post Office	07/31/2000	This announcement changes the administrative office for this ZIP Code from Red Ash VA to Raven VA. Continue to use Shortt Gap VA 24647 as last line for addresses.

<sup>—</sup> Address Management, 7-27-00

	Postal Bul	LETIN 220	29 (7-27-0	00)
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PAGE 66



This office will be closed Monday, September 4, 2000, to observe Labor Day.

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PAGE 68



This office will be closed Monday, September 4, 2000, to observe Labor Day.

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**P**AGE **70** 

### Postal Employees

ELM REVISION AND HANDBOOK EL-312 ADDITION

## Retired Military Personnel Leave Accrual Credit and Veterans' Preference for Service in Kosovo

President Clinton has issued an executive order establishing the Kosovo Campaign Medal for service in that country or its waters or air space after March 24, 1999, through a closing day yet to be determined. An entry for Kosovo consequently will be incorporated into the list of wars, campaigns, and expeditions of the armed forces since 1937 provided by the Office of Personnel Management (OPM). This military service confers eligibility both for partial leave accrual credit for military retirees and for veterans' preference.

#### **Retired Military Personnel Leave Accrual**

Partial leave accrual credit for military retirees is provided in accordance with *Employee and Labor Relations Manual* (ELM) 512.223. ELM Exhibit 512.223a is updated with the addition of the entry for Kosovo and will appear in the next online incremental update or paper publication of the ELM.

#### Veterans' Preference

Those eligible for the medal qualify for veterans' preference in hiring and layoff protections if they served in the military for at least 24 months and were released from active duty under honorable conditions. Reservists are eligible if

they were released under honorable conditions for the full period for which ordered or called to active duty.

Employing officials must ensure that all personnel responsible for adjudicating veterans' preference claims are made aware of the Kosovo Campaign Medal. Applicants and employees who wish to claim veterans' preference for time served in the campaign must submit DD Form 214, Certificate of Release or Discharge From Active Duty (Member Copy 4), showing receipt of the medal.

The updated list will be incorporated into the new Handbook EL-312, *Employment and Placement*, which replaces Handbook EL-311, *Personnel Operations*. For additional information regarding the Kosovo Campaign Medal and other veterans' preference provisions, access the Office of Personnel Management's online VetsGuide directly through the Human Resources page of the Postal Service Intranet (http://blue.usps.gov/hrisp; click on Selection, Evaluation, & Recognition; then Employment and Placement Program; scroll down to Other Links; and finally click on OPM — Veterans).

— Employee Resource Management, 7-27-00

HANDBOOK M-39 AND HANDBOOK M-41 REVISION

#### City Letter Carrier Delivery Point Sequence Work Methods

Effective immediately, Handbook M-39, Management of Delivery Services, and Handbook M-41, City Delivery Carriers Duties and Responsibilities, are revised to incorporate the Memoranda of Understanding dated March 21, 2000. The memoranda represent final agreement between the U.S. Postal Service and the National Association of Letter Carriers (NALC) regarding selection of the more efficient method for city delivery routes in delivery units where delivery point sequencing (DPS) has been, or will be, implemented. The two approved DPS work methods are the composite bundle work method and the vertical flat casing DPS work method. Management may convert those routes that have vertical flat cases and are currently using the composite bundle work method to the vertical flat case DPS work method.

Additionally, clarification is provided to the sections of Handbook M-41 pertaining to numbers of bundles of sequenced mailings that may be required of city carriers serving mounted routes. The parties agree that there is no prohibition to the number of bundles that may be carried on a mounted route.

District managers should ensure that copies of the Handbook M-41 changes are made for each city delivery route in their district and that each city delivery route book is updated. Future editions of Handbooks M-39 and M-41 will include these revisions.

### Handbook M-39, Management of Delivery Services

Administration of City Delivery Service

\* \* \* \* \* \*

Introduction

\* \* \* \* \*

Utilizing Work Area and Equipment

#### 117.2 Determine Carrier Case Requirements

Carrier case, Item 124, is the basic letter case for use on all letter carrier routes. The delivery unit manager must determine the need for wing cases for letter mail (Items 143 or 144) using criteria outlined below:

a. Case Configurations. Carrier cases will be six (6) equally spaced shelves for casing letters in a non-DPS environment where either one, two, or modified two-bundle systems are used, and in DPS environments where the composite bundle work method is used. In delivery units where the vertical flat DPS work method is selected by management, carrier cases will be six (6), five (5), or four (4) equally spaced shelves for casing.

\* \* \* \* \* \*

- 12 Office Work Routine
- 121 Carrier Work Methods Office
- 121.1 Casing Mail

#### 121.11 Casing Systems

- a. On Non-Delivery Point Sequence (Non-DPS) Routes, there are three basic casing systems used for casing and preparing mail for delivery: One-Bundle, Two-Bundle, and Modified Two-Bundle. The system or systems that best meet the requirements of the unit should be used. However, for efficiency and economy, some degree of uniformity should be maintained. Use of the most advantageous system, including the proper use of all authorized equipment, is required.
- b. On Delivery Point Sequence (DPS) Routes, the proper use of all authorized equipment is required. The manager will select the most appropriate work method for each route from the following:
  - (1) Case residual letters in the same separations with vertically cased flat mail, pull down and carry as a single bundle.

(2) Case residual letter mail separately into delivery sequence order, pull down and carry as a composite (third) bundle.

\* \* \* \* \*

#### 121.3 Pulling Down Cased Mail

\* \* \* \* \*

#### 121.33 Curbline Routes

Curbline carriers pull down using the same work methods outlined for foot routes; but they must place letter and flat mail in delivery sequence in trays without strapping out. Carriers on curbline routes will normally handle presequenced letter and flat mailings as separate bundles, unless the delivery unit manager authorized the casing and/or collating of the mailings.

\* \* \* \* \*

### Handbook M-41, City Delivery Carriers Duties and Responsibilities

2 Office Time — Preparation

\* \* \* \* \*

2 Casing and Preparing Mail

\* \* \* \* \*

22 Carrier Cases

#### 221.2 Arrangements of Separations

The standard city carrier case normally may utilize four, five, or six evenly spaced shelves with 40 one-inch separations in each. The individual dividers are removable so that the separations can be widened when necessary. Management will determine the number of shelves and separations to be used for each route. The basic case may be further modified by adding wings, to provide for greater capacity.

\* \* \* \* \*

221.8 When the Vertical Flat Case (VFC) DPS work method is used, letters may be sorted into four, five, or six shelves. In non-DPS environments using one, two, or modified two-bundle systems, and in DPS environments where the composite bundle work method is used, agreement between the local parties is necessary before four or five shelf letter cases may be used.

#### 222 Systems for Casing and Preparing Mail

[Replace entire 222 with new text to read as follows:]

As a general rule, three basic systems are commonly used for casing and preparing mail for delivery in a non-DPS environment. Management may prescribe any one of these methods, but for efficiency and economy, some degree of uniformity should be maintained. However, more than one casing system at an installation may be used for the particular type of route served. The three basic systems are:

- a. One-Bundle System: Arrange all separations on case(s) for letter mail. Case magazines, newspapers, and flats with letter-size mail. Withdraw and strap out letter and flat mail together. **Note:** When a onebundle system is used, sequenced mailings shall not be cased but shall be handled as additional bundles. When directed by management to deliver sequenced mailings, handle mailings as follows:
  - Carriers serving foot or park and loop deliveries will not be required to carry more than three bundles.
  - (2) Carriers serving other types of deliveries are not limited to three bundles of mail.
- Two-Bundle System: Case letter-size and other mail separately. Withdraw and strap out in separate bundles.
  - Carriers serving foot or park and loop deliveries will not be required to carry more than three bundles.
  - (2) Carriers serving other types of deliveries are not limited to three bundles of mail.
- c. Modified Two-Bundle System: Arrange all separations on case for letter mail. Case newspapers, magazines, and flats first in letter separations and withdraw and strap out before casing and tying out letter-size mail. Do this only when First-Class Mail, including markups, will not be delayed.
  - Carriers serving foot or park and loop deliveries will not be required to carry more than three bundles.
  - (2) Carriers serving other types of deliveries are not limited to three bundles of mail.

In addition to the systems described in a, b, and c, above, there are options concerning how residual mail in a Delivery Point Sequencing environment is to be cased and handled. Listed below are the two approved methods;

management will select one of these methods for each route.

- d. Composite Bundle: Residual mail is cased and strapped out separately. For each relay, street, block, etc., the residual bundle of letter mail is carried along with the DPS letter mail bundle. Flats are carried separately from these letter bundles.
- e. Casing Letters in the Vertical Flat Case: Residual mail is cased in the same case with the vertically cased flats. Letters and flats are withdrawn and strapped out together in a single bundle. The DPS letter mail is carried separately as a second bundle.

**Note:** In both DPS methods (d and e), carriers serving foot or park and loop deliveries may carry up to three bundles of mail. Carriers serving curbline, central, or dismount deliveries are not restricted to a specific number of bundles of mail.

- 322 Motorized Routes (See also Chapter 8)
- 322.1 Letter-Size Mail Delivery
- 322.12 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.
- 322.2 Flat Mail
- 322.23 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

\* \* \* \* \*

— Delivery Policies and Programs,Delivery, 7-27-00



2000

U.S. POSTAL SERVICE

NATIONAL AWARDS PROGRAM FOR

# DIVERSITY ACHIEVEMENT

The 2000 U.S. Postal Service National Awards Program for Diversity Achievement is here! This awards program, sponsored by the Postmaster General and the Management Committee, is aimed at providing employees an opportunity to recognize those individuals and teams who have made significant contributions to encourage, promote, and celebrate diversity within the U.S. Postal Service.

Nominees must demonstrate awareness and actions that reinforce the U.S. Postal Service's commitment to managing and valuing diversity in support of CustomerPerfect!

Nomination forms are available at all postal facilities and can be completed by employees and returned via business reply mail to headquarters.

objectives.

Nomination

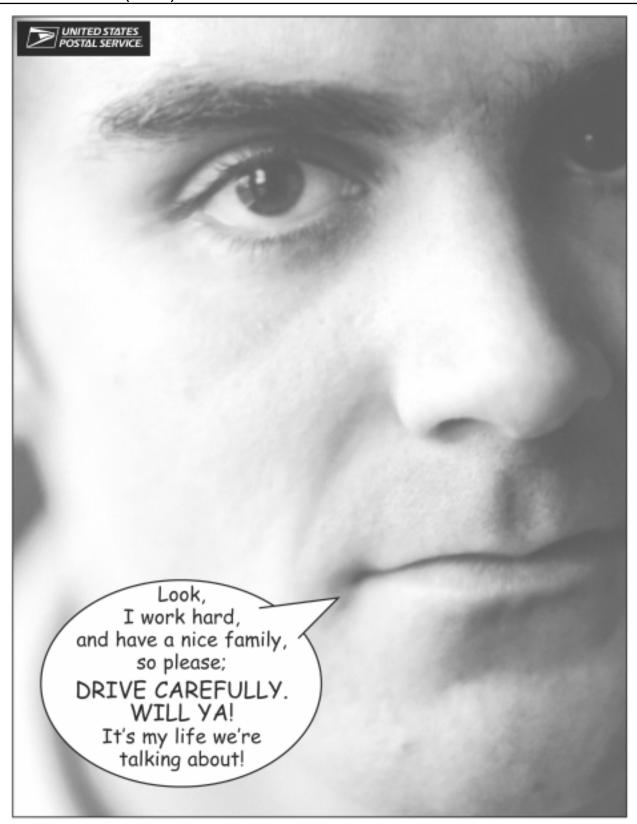
FORMS ARE ACCEPTED

JUNE 15 – AUGUST 4.

WINNERS WILL BE
HONORED AT AN

EVENING BANQUET IN
VIRGINIA ON

NOVEMBER 1, 2000.



PLEASE POST ON ALL BULLETIN BOARDS

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**P**AGE **76** 

NOTICE TO ALL EMPLOYEES

### THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released July 10, 2000

ANNUAL RETURNS	С	F	G
1989 JANDEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1998	28.44	8.70	5.74
1999	20.95	85	5.99
1999	С	F	G
JULY	-3.14	43	.52
AUGUST	50	05	.53
SEPTEMBER	-2.78	1.15	.51
OCTOBER	6.34	.38	.53
NOVEMBER	2.00	01	.51
DECEMBER	5.90	45	.54
2000	С	F	G
JANUARY	-5.03	34	.56
FEBRUARY	-1.93	1.07	.53
MARCH	9.74	1.32	.55
APRIL	-2.98	29	.52
MAY	-2.05	03	.54
JUNE	2.44	2.07	.53
LAST 12 MONTHS	7.11	4.61	6.55

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

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

Future performance of the three funds will vary and may differ significantly from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

The monthly C, F, and G Fund returns represent net earnings after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

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



**Federal Retirement Thrift Investment Board** 

Please post on bulletin boards. Recycle all previous notices.

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**P**AGE **78** 

#### Retail

REMINDER

#### **Cleaning Routines for Vending Machines**

Servicing employees, self-service postal center (SSPC) technicians, and employees responsible for efficient operations of Postal Service vending equipment are reminded of the mandatory requirement for timely cleaning of vending equipment.

Documentation associated with the four family types of equipment specifies required cleaning schedules. Examples of how to conduct cleaning are provided within the documentation for each machine. The Maintenance Technical Support Center (MTSC) has issued instructions with regard to cleaning. (See MWO-008-97, *Postal Booklet and Stamp Machine (PSBM-624) Cleaning Procedures.)* Current cleaning instructions are being updated and new cleaning instructions for other machines are being generated and will soon be sent to the field.

Cleaning instructions on any one or all of the four family types of equipment are found in the maintenance manuals or in newer equipment's operator handbooks. If you have any questions concerning cleaning instructions please call your district certified field trainer (CFT) or the Central Repair Facility Vending Help Desk (1-800-451-4196).

Maintenance Management Order MMO-005-99, *Ordering MS Handbooks, COTS and OEM Documents, and Videos,* contains more information on available documentation. Maintenance Management Orders are available online at <a href="http://www.mtsc.usps.gov">http://www.mtsc.usps.gov</a> (click on *Bulletins*, then *MMO*).

If you require additional copies of maintenance or operator's handbooks, please order them from the Material Distribution Centers (MDCs). Maintenance stockroom personnel can place orders using PS Form 7380, *MDC Supply Requisition* (use PSIN or PSN), Touch Tone Order Entry (use PSN), or VMARS (use PSN and enter an "S" in source field). Please use the information from the following table when ordering:

#### **Maintenance Series Manuals**

Family Type	Model	HBK No.	PSN	PSIN	Price
Booklet and Stamp Machine	PBSM-624/PBSM-624B	MS-139 **	7610-03-000-8355	HBKMS139	\$20.00
Booklet Vending Machine	PBM-2A/PBM-6	MS-111	7610-01-000-9286	HBKMS111	\$20.00
	PBM-7	MS-151 **	7610-03-000-8424	HBKMS151	\$20.00
Multicommodity Machine	PCM-1625(A)	MS-121	7610-02-000-9066	HBKMS121	\$20.00
	PCM-1625B	MS-134	7610-03-000-9225	HBKMS134	\$20.00
Stamp Vending Machine	PS-53C with BAM Kit & PS-53D	MS-103	7610-03-000-9318	HBKMS103	\$20.00
	PS-22/PS-22B	MS-152 *	7610-03-000-8425	HBKMS152	\$20.00

#### **Operator's Handbooks**

Family Type	Model	PSN	PSIN	Price
Booklet and Stamp Machine	PBSM-624/PBSM-624B *	7610-04-000-1722	0250219	\$6.69
Booklet Vending Machine	PBM-7 **	7610-04-000-1723	0250220	\$3.60
Multicommodity Machine	PCM-1625B	7610-04-000-0997	0250216	\$4.05
Stamp Vending Machine	PS-22/PS-22B *	7610-04-000-1724	0250221	\$3.69

<sup>\*</sup> Recently updated with new software and ARDAC Currency Validator/Stacker information.

All other vending maintenance series handbooks and operator's handbooks will be updated in the near future. The cleaning information in all older maintenance series handbooks, operator's handbooks, and cleaning booklets is correct except for the Bill Acceptor. The belt cleaning card instructions for the 88x5161 USPS Currency Validator that are included in the ARDAC Phase II Currency Validator kits with the cleaning cards are the correct procedures for all models of vending machines that have ARDAC Currency Validators installed.

Adhering to a regular and timely cleaning schedule will help ensure vending equipment is fully operational and available to the customer.

<sup>\*\*</sup> Update nearly completed with new software and ARDAC Currency Validator/Stacker information.



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