

# POSTAL BULLETIN

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

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

PB 22045: 7690-04-000-5652	PB 22031: 7690-04-000-5638
PB 22044: 7690-04-000-5651	PB 22030: 7690-04-000-5637
PB 22043: 7690-04-000-5650	PB 22029: 7690-04-000-5636
PB 22042: 7690-04-000-5649	PB 22028: 7690-04-000-5635
PB 22041: 7690-04-000-5648	PB 22027: 7690-04-000-5634
PB 22040: 7690-04-000-5647	PB 22026: 7690-04-000-5633
PB 22039: 7690-04-000-5646	PB 22025: 7690-04-000-5632
PB 22038: 7690-04-000-5645	PB 22024: 7690-04-000-5631
PB 22037: 7690-04-000-5644	PB 22023: 7690-04-000-5630
PB 22036: 7690-04-000-5643	PB 22022: 7690-04-000-5629
PB 22035: 7690-04-000-5642	PB 22021: 7690-04-000-5628
PB 22034: 7690-04-000-5641	PB 22020: 7690-04-000-3999
PB 22033: 7690-04-000-5640	PB 22019: 7690-04-000-3998
PB 22032: 7690-04-000-5639	PB 22018: 7690-04-000-3997

The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



# Administrative Services

## ASM REVISION

### Postal Service Brand Equity and Commercial Advertising Policy

The Postal Service has created a national commercial advertising policy, which will govern a national program to be managed by the Vice President, Core Business Marketing. It is important to note that Field managers do *not* have local authority to enter into joint marketing, co-branded, or commercial advertising agreements.

The purpose of this policy is to use specified postal property and media to generate additional revenue for the Postal Service, which helps to minimize the need for postage rate increases. Please take a few minutes to read the policy so that, working together, we make sure it works for the Postal Service.

Effective immediately, *Administrative Support Manual* (ASM) 13 is revised to include new subchapters 43, Postal Service Brand Equity, and 44, Commercial Advertising Policy. This revision will be incorporated into the printed version of ASM 14 and in an incremental update of ASM 13 accessible through the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim>; click on *Manuals*).

#### Administrative Support Manual (ASM)

#### 4 Relations With Other Organizations

\* \* \* \* \*

#### 43 Postal Service Brand Equity

##### 431 Postal Service Brand

The United States Postal Service brand is the sum of all the characteristics, that are tangible and intangible, in its verbal and visual messaging, that make its products and services unique to consumers, employees, and other stakeholders. A brand is the essence of a customer's perception of the Postal Service. It includes the logo, the look, the feel, the sound, the image, and the "face" that the Postal Service presents to the customer.

##### 432 Brand Management

###### 432.1 Responsibility

It is the responsibility of the vice president, Public Affairs and Communications, to develop, disseminate and maintain policies, procedures, and practices that preserve and build the value of the brand by facilitating and coordinating all brand-related activities with, to, and for all stakeholders throughout the United States Postal Service (see 113.21).

##### 432.2 Review and Approval Process

###### 432.21 General

The Postal Service brand must be presented clearly and consistently in all its manifestations from stationery to signage. The brand defines the Postal Service for its customers and employees. To protect the brand, however it is used, the manager, Communications and Brand Equity, must approve all uses of the brand. This includes the following:

- a. Advertising.
- b. Visual (print or video) and verbal (radio, TV, web audio, etc.) messaging that is produced for internal and external audiences.
- c. Web (Internet and Intranet) pages.
- d. New ventures that require naming and/or the use of a logo, symbols, or graphics.
- e. Film.
- f. Packaging.
- g. Presentations.
- h. Printed materials (stationery, directives, forms, reports, etc.).
- i. Signage.

###### 432.22 Getting Concurrence

Employees or customers who wish to use the Postal Brand in any of the manifestations listed in 432.21 or any other manifestation must first obtain the concurrence of the manager, Communications and Brand Equity, Public Affairs and Communications. You must submit all materials for approval prior to their release. This is best accomplished by using the Postal Service corporate clearance procedures that are outlined in Management Instruction AS-310-96-3, *Management of Policy and Procedure Information — Paper and On-Line*. Ideally, each conceptual use of the brand should be developed with the manager, Communications and Brand Equity, so incorrect uses of the brand are eliminated. However, if you have prepared a product that uses the brand in any of the manifestations listed in 432.21 without consulting the manager, Communications and Brand Equity, you must obtain review and concurrence prior to releasing the product or service.

**44 Commercial Advertising Policy****441 Purpose**

The purpose of this policy is to use specified postal property and media to generate additional revenue for the Postal Service, which helps to minimize the need for postage rate increases.

**442 Definition**

A *commercial advertisement* is an advertisement purchased pursuant to contract that promotes nothing other than a product or service available in commerce. Specifically excluded from this definition are advertisements that take a position, explicitly or implicitly, on government, public policy, morality, politics, or religion (whether or not they also convey a commercial message).

**443 Responsibilities****443.1 Commercial Advertising Committee**

The postmaster general has established a Commercial Advertising Committee and a Commercial Advertising Policy Group to ensure that the Commercial Advertising Policy is properly implemented and administered. The Commercial Advertising Committee will be responsible for final review and approval of all proposed advertisers and advertisements to be placed on any Postal Service property. This committee is composed of the following members:

- a. Senior Vice President, Government Relations and Public Policy (Chairperson).
- b. Senior Vice President, Corporate and Business Development.
- c. Senior Vice President, Sales.
- d. Vice President, Core Business Marketing.
- e. Vice President, General Counsel.
- f. Vice President, Public Affairs and Communications.

**443.2 Commercial Advertising Policy Group**

The Commercial Advertising Policy Group will be responsible for:

- a. Amending the policy as needed.
- b. Determining which Postal Service property will be available for commercial advertising.
- c. Meeting on a biannual basis to address policy issues and review Postal Service property for advertising purposes.
- d. Developing additional criteria for the acceptance of commercial advertising unrelated to content.

This group is composed of the following members:

- a. Senior Vice President, Corporate and Business Development.
- b. Senior Vice President, Sales.

- c. Vice President, Core Business Marketing.
- d. Vice President, Delivery.
- e. Vice President, Facilities.
- f. Vice President, Retail, Consumer and Small Business.
- g. Vice President, Purchasing and Materials.
- h. Chief Counsel, Marketing.
- i. Manager, Communications and Brand Equity.
- j. Manager, Legislative Policy and Strategy Development, Government Relations.

**443.3 Core Business Marketing**

The vice president, Core Business Marketing, is responsible for developing new business opportunities to expand the media space available to commercial advertisers on Postal Service property. These opportunities allow the Postal Service to maximize the value of its property to generate new revenues.

**444 Current Practices and Procedures**

This policy does not alter, or apply to, current practices and procedures involving:

- a. Lobby management (see *Postal Operations Manual*, part 125).
- b. Advertising of Postal Service products, services, or brands alone, or in combination with, the products, services, or brands of another government or business entity.

**445 No Local Authority**

Field managers do not have local authority to enter into joint marketing, co-branded, or commercial advertising agreements.

**446 Postal Service Property**

This policy applies to all Postal Service property, including all real property, and all tangible and intangible personal property.

**447 Procedures****447.1 General**

Except as provided in 447.2 – 447.4 the Postal Service may accept a commercial advertisement for display on Postal Service property.

**447.2 Indecent or Obscene Advertisement**

The Postal Service will *not* accept a commercial advertisement that is indecent or obscene, that depicts violent or sexual material that would be harmful to minors, or that is unlawful or legally actionable. The terms “obscene,” “indecent,” and “harmful to minors” shall have the broadest meaning permissible under United States Supreme Court decisions and other applicable judicial decisions.

**447.3 Competing Products or Services**

The Postal Service will *not* accept a commercial advertisement for a product or service that competes with a Postal Service product or service.

**447.4 Alcohol, Tobacco, or Weapons**

The Postal Service will *not* accept a commercial advertisement for alcohol, tobacco, or weapons.

**448 Clearance**

Exhibit 448, *Postal Ad Network Standard Clearance Sheet* (see page 5), illustrates the clearance procedure required for commercial advertising.

— *Communications and Brand Equity,  
Public Affairs and Communications, 3-8-01*

**Exhibit 448**

Postal Ad Network Standard Clearance Sheet

**POSTAL AD NETWORK**  
Standard Clearance Sheet

**Date:**

**Advertising Company:**

**Company Description:**

**Advertising Campaign Time Frame:**

**National/Regional:**

**SIMULTANEOUS CLEARANCE**

(Provide approval or comments on why ad is **not** approved in Comments section).

**DUE BY** \_\_\_\_\_ (insert month and day)

Circulate to:

<u>Title</u>	<u>Room</u>	<u>Approve</u>	<u>Disapprove</u>	<u>Signature/Date</u>
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Senior Vice President,  
Government Relations  
And Public Policy (Chairperson)

Senior Vice President,  
Corporate and Business  
Development

Senior Vice President, Sales

Vice President,  
Core Business Marketing

Vice President, General Counsel

Vice President, Public Affairs  
and Communications

**COMMENTS**

**RETURN CLEARANCE TO:**

Manager, Postal Ad Network  
1735 N. Lynn Street, Room 4015  
Arlington, VA 22209-6043

## Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be found in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*.

WWW = USPS Web page = <http://www.usps.com>.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

### New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
MOP FI-02-15-2001	02/15/01	SP Letter #5, FY 2001, Determining Mail Class in Domestic Statistical Programs for Unendorsed Mail	N/A	FIN	IWEB	N/A

### Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
DMMISSUE	1/7/01	Domestic Mail Manual	7610-03-000-9331	P&PD	MDC, IWEB, PE	GPO, WWW, PE
HBK F-6	02/01	Economic Value Added	7610-04-000-0740	FIN	HQO, IWEB	N/A
LAB 223	01/01	Self Service Vending Label	7690-04-000-4998	RET	MDC	N/A
POS 123-S	01/7/01	Postal Rates and Fees	7690-03-000-4151	P&PD	MDC	PBC

### New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 1357-S	01/01	01/01	(Customer) Request for Computer Access	N/A	PU	SH	P	IWEB	WWW
PS 3294-P	02/01	02/01	Cash and Stamp Stock Count and Query	N/A	PS	SE	FIN	IWEB	N/A
PS 3602-PS	01/01	01/01	Postage Statement — Standard Mail With Residual Shape Surcharge	7530-05-000-4272	PU	EA	P&PD	IWEB, MDC	WWW
PS 3602-RS	01/01	01/01	Postage Statement — Standard Mail With Residual Shape Surcharge	7530-05-000-4271	PU	EA	P&PD	IWEB, MDC	WWW
PS 3605-DBP	01/01	01/01	Postage Statement — Destination Entry Bound Printed Matter Postage Affixed	7530-05-000-4285	PC	EA	P&PD	IWEB, MDC	WWW
PS 3605-DBR	01/01	01/01	Postage Statement — Destination Entry Bound Printed Matter Permit Imprint	7530-05-000-4285	PU	EA	P&PD	IWEB, MDC	WWW
PS 3605-IPR	01/01	01/01	Postage Statement — International Inbound Parcel Post Permit Imprint	N/A	PU	SH	IB	IWEB	WWW
PS 3605-ISR	01/01	01/01	Postage Statement — International Parcel Select Permit Imprint	N/A	PU	SH	IB	IWEB	WWW
PS 3605-SP	01/01	01/01	Postage Statement — Parcel Select Postage Affixed	7530-05-000-4284	PU	SH	P&PD	IWEB, MDC	WWW

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3605-SR	01/01	01/01	Postage Statement — Parcel Select Permit Imprint	7530-05-000-4283	PU	SH	P&PD	IWEB, MDC	WWW
PS 3651-LP	01/01	01/01	Postage Statement — International Letter-post Permit Imprint	7530-05-000-4293	PU	SH	IB	IWEB	WWW
PS 3651-M	01/01	01/01	Postage Statement — International M-Bag — Permit Imprint	7530-05-000-4294	PU	SH	IB	IWEB	WWW
PS 3651-PP	01/01	01/01	Postage Statement — International Parcel Post — Permit Imprint	7530-05-000-4295	PU	SH	IB	IWEB	WWW
PS 3659	10/00	10/00	Postage Statement for Global Direct — Mexico (Permit Imprint)	N/A	PU	SH	IB	IWEB	WWW
PS 4010	10/00	10/00	Request for Postage Meter Keys	N/A	PO	SH	MKT	MDC	N/A
PS 5051	01/01	01/01	Confirmation Services — Electronic Option Application	N/A	PU	SH	P	IWEB	WWW
PS 5051-C	01/01	01/01	Confirmation Services — Electronic Option Checklist	N/A	PU	SH	P	IWEB	WWW

**Revised Forms**

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3152	01/01	01/01	Confirmation Services Certification	N/A	PU	EA	P	IWEB	WWW
PS 3294-C	01/01	01/01	Cash Credit Count and Summary	N/A	PS	EA	FIN	IWEB	N/A
PS 3602-PNV	01/01	01/01	Consolidated Postage Statement — Nonprofit Standard Mail Letters and Flats — Postage Affixed	7530-03-000-8345	PU	EA	P&PD	IWEB	WWW
PS 3602-PRV	01/01	01/01	Consolidated Postage Statement — Standard Mail Letters and Flats — Postage Affixed	7530-03-000-7342	PU	EA	P&PD	IWEB	WWW
PS 3602-R	01/01	01/01	Postage Statement — Standard Mail Letters and Flats — Permit Imprint	7530-02-000-8053	PU	EA	P&PD	IWEB	WWW
PS 3602-RV	01/01	01/01	Consolidated Postage Statement — Standard Mail Letters and Flats — Permit Imprint	7530-03-000-7343	PU	EA	P&PD	IWEB	WWW
PS 3605-BP	01/01	01/01	Postage Statement — Bound Printed Matter — Postage Affixed	7530-04-000-5559	PU	EA	P&PD	IWEB	WWW
PS 3605-BR	01/01	01/01	Postage Statement — Bound Printed Matter — Permit Imprint	7530-04-000-5560	PU	EA	P&PD	IWEB	WWW
PS 3605-PP	01/01	01/01	Postage Statement — Parcel Post — Postage Affixed	7530-04-000-5561	PU	EA	P&PD	IWEB	WWW
PS 3605-PR	01/01	01/01	Postage Statement — Parcel Post — Permit Imprint	7530-04-000-5562	PU	EA	P&PD	IWEB	WWW
PS 3608-P	01/01	01/01	Media Mail or Library Mail — Postage Affixed	7530-03-000-7024	PU	EA	P&PD	IWEB	WWW
PS 3608-R	01/01	01/01	Postage Statement — Media Mail or Library Mail — Permit Imprint	7530-02-000-8050	PU	SH	P&PD	IWEB	WWW
PS 3650	01/01	01/01	Postage Statement — International Surface Air Lift	7530-02-000-9024	PU	SE	IB	IWEB	WWW
PS 3652	01/01	01/01	Postage Statement — International Priority Airmail	7530-02-000-9028	PU	SE	IB	IWEB	WWW
PS 3653	01/01	01/01	Postage Statement — Global Priority Mail — Permit Imprint	7610-03-000-6970	PU	EA	IB	IWEB	WWW

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3657	07/00	06/00	Postage statement for Global Direct — Canada Publications Mail	N/A	PO	SH	IB	IWEB	WWW
PS 3660-R	01/01	01/01	Combined Postage Statement for Single-Piece Manifest Mailings — Permit Imprint	7530-04-000-3017	PU	EA	P&PD	IWEB	WWW
PS 3800	01/01	01/01	Certified Mail Receipt	7530-02-000-9047	PU	SH	MKT	MDC	P/F
PS 3811-A	01/01	01/01	Request for Delivery Information/ Return Receipt After Mailing	7530-02-000-9054	PU	SH	P&PD	IWEB	WWW
PS 3971	02/01	02/01	Request for or Notification of Absence	7530-02-000-9136	PS	PD	ERM	MDC, IWEB	N/A
PS 4000-A	10/00	10/00	Retail Lobby Observation	N/A	PO	EA	MKT	IWEB	N/A
PS 4000-B	10/00	10/00	Retail Employee Observation	N/A	PO	EA	MKT	IWEB	N/A
PS 4242	7/00	7/00	ZIP+4 Code State Directory Order Form for Mail Order Use	7530-02-000-9208	PU	SH	MKT	IWEB	WWW
PS 7340-B	02/01	02/01	Property Transfer Request Worksheet	7530-03-000-1032	HQ	SH	FAC	IWEB	N/A

**Correction** (correction highlighted in bold)

Document ID	Edition Date	Title	NSN	Unit of Issue	Org	USPS Source	Public Source
PS 17	01/01	Stamp Requisition	7530-03-000-9112	<b>PD</b>	MKT	MDC, IWEB	N/A

— *Policies and Procedures Information, Public Affairs and Communications, 3-8-01*

**CORRECTION****Directives and Forms Update — Correct Unit of Issue**

In *Postal Bulletin 22044* (2-22-01, page 5), the unit of issue for PS 17, *Stamp Requisition*, should be PD (*not* SH). Please note that the order is thus for a pad of 100 (*not* a sheet of 1).

— *Policies and Procedures Information, Public Affairs and Communications, 3-8-01*

# 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
Hallmark Spring Postcard	Standard A/ Postcard	3/12-3/16	6.6	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcode	Quebecor World Direct, Atlanta, GA
The Sportsman's Guide March Surplus	Standard A/ Catalog	3/12-3/16	1.3	Nationwide	Car-Rt, 3/5-Digit	Quebecorworld, Franklin, KY
The Sportsman's Guide March Camping	Standard A/ Catalog	3/19-3/23	1.1	Nationwide	Car-Rt, 3/5-Digit	Quad Graphics, Lomira, WI
Billy Graham Letter	Standard A/ Letter	3/19-3/30	1.4	Nationwide	Car-Rt 3/5-Digit, Basic, Barcode	Minneapolis, MN; envelope
JC Penney Plus Sizes — Summer	Standard A/ Catalog	3/23-3/26	2.5	Nationwide	Car-Rt	Quebecorworld
JC Penney Talls Summer	Standard A/ Catalog	3/23-3/26	1.6	Nationwide	Car-Rt	Quebecorworld
JC Penney Summer Values	Standard A/ Catalog	3/24-3/29	9.0	Nationwide	Car-Rt	RR Donnelley
Father Flanagan's Boys' Home Easter 2001 Campaign	Standard A/ Letter	3/26-3/27	1.4	Nationwide	Car-Rt 3/5-Digit, Basic, Barcode	Boys Town NE, Mailroom, Omaha, NE
The Sportsman's Guide April Main	Standard A/ Catalog	3/26-3/30	1.2	Nationwide	Car-Rt, 3/5-Digit	Quebecorworld, Franklin, KY
Decision Magazine	Standard A/ Flat	3/26-3/31	1.2	Nationwide	Car-Rt 3/5-Digit, Basic, Barcode	Minneapolis, MN; 8" x 10 5/8", 44-page magazine
JC Penney Fashion Influence Summer	Standard A/ Catalog	3/30-4/2	1.5	Nationwide	Car-Rt	Quebecorworld

— Business Service Network Operations, Sales, 3-8-01

## National Card and Letter Writing Month

This year the Postal Service is expanding its traditional week-long tribute to card and letter writing. April will be National Card and Letter Writing Month. One of the featured projects of the month will be "Birthday Wishes to America," a celebration of the 225th birthday of the United States. Students at participating Wee Deliver schools, and other interested people across the country, will have the opportunity to send their own birthday wishes to a special Post Office box in Washington, DC. If enough wishes are received, the Postal Service may be able to establish a world record with

the Guinness Book of World Records for "most birthday wishes received by one addressee."

Look for a Community Relations kit in the March 22, 2001, issue of the *Postal Bulletin*. For more details, go to the Postal Service Intranet at <http://blue.usps.gov>, click *References* then *Postmaster Toolkits*.

— Community Relations, Public Affairs and Communications, 3-8-01

POSTMASTERS AND STATION MANAGERS

## Diabetes Information Sheet

### Instructions

Community Relations, in conjunction with our partners, is providing this sheet of information about the warning signs of diabetes that you can reproduce as needed for your events and customers. You may consider handing one out with every pane of *Diabetes Awareness* stamps purchased.

### *Diabetes Awareness Stamp*

The issuance date is March 16, 2001. The issuance site is Joslin Diabetes Center, Boston, Massachusetts.

— *Community Relations,*  
*Public Affairs and Communications, 3-8-01*

## Know More About Diabetes

### What is Diabetes?

Diabetes mellitus is a group of diseases characterized by high levels of blood glucose resulting from defects in insulin secretion, insulin action, or both. Diabetes can be associated with serious complications and premature death, but persons with diabetes can take measures to reduce the likelihood of such occurrences. Diabetes is a chronic disease that has no cure.

### Complications From Diabetes

- blindness
- kidney disease
- heart disease and stroke
- amputations
- nerve disease

### Prevalence of Diabetes

Total: 15.7 million people — 5.9% of the population  
 Diagnosed: 10.3 million people  
 Undiagnosed: 5.4 million people

### Incidence of Diabetes

New cases diagnosed per year: 798,000

### Warning Signs of Diabetes

There are two major types of diabetes: Type I (juvenile) and Type 2 (adult onset).

Type I	Type 2*
extreme thirst	recurring or hard-to-heal skin
frequent urination	gum or urinary track infections
excessive irritability or loss of weight	drowsiness
constant hunger	tingling of hands and feet
rapid, hard breathing	excessive urination
sudden vision changes or blurry vision	excessive hunger or thirst
fruity odor on breath	itching of skin and genitals
drowsiness or exhaustion	

\* Often people with Type 2 diabetes have no symptoms.

If you have diabetes, regular visits to your eye doctor can prevent blindness.

### U.S. Postal Service Partners

Partner	Web site
Juvenile Diabetes Research Foundation International (JDRF)	<a href="http://www.jdfcure.org">www.jdfcure.org</a>
American Diabetes Association (ADA)	<a href="http://www.diabetes.org">www.diabetes.org</a>
American Association of Diabetes Educators (AADE)	<a href="http://www.aadenet.org">www.aadenet.org</a>
Centers for Disease Control and Prevention (CDC)	<a href="http://www.cdc.gov/diabetes">www.cdc.gov/diabetes</a>
National Institutes of Health (NIH)	<a href="http://www.ndep.nih.gov">www.ndep.nih.gov</a> , <a href="http://www.niddk.nih.gov">www.niddk.nih.gov</a>

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# Domestic Mail

DMM REVISION

## Labeling List Changes

Effective March 8, 2001, *Domestic Mail Manual* (DMM) L001, L002, L003, L004, and L801 are revised to reflect changes in mail processing operations. Although mailers are encouraged to label according to this revised list immediately, they must comply with these changes no later than May 20, 2001. These changes will be incorporated into the online DMM available via Postal Explorer at <http://pe.usps.gov> on April 5, 2001, and will be included in the printed version of DMM Issue 57.

### Domestic Mail Manual (DMM)

\* \* \* \* \*

**L Labeling Lists**

**L000 General Use**

**L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels, and Standard Mail Flats, and BPM Flats**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
55420, 25, 31	MINNEAPOLIS MN 55420
56301, 03, 04	ST CLOUD MN 56301
62201-08	EAST ST LOUIS IL 62201
63101, 02, 64, 69, 88, 99	ST LOUIS MO 63101
63301-04	ST CHARLES MO 63301
72201-12, 14-17, 19, 21-23, 25, 27	LITTLE ROCK AR 72201
<b>Change To:</b>	
55420, 25	MINNEAPOLIS MN 55420
56301-04	ST CLOUD MN 56301
62201, 02, 05	EAST ST LOUIS IL 62201
63101, 02, 69, 88	ST LOUIS MO 63101
63301, 02	ST CHARLES MO 63301
72201-12, 14-17, 19, 21-23, 25, 27, 60	LITTLE ROCK AR 72231
<b>Add:</b>	
54601-03	LACROSSE WI 54601
62203, 06	EAST ST LOUIS IL 62203
62204, 07	EAST ST LOUIS IL 62204
63113, 20	ST LOUIS MO 63113
63155, 80, 82	ST LOUIS MO 63155
63303, 04	ST CHARLES MO 63303
<b>Delete:</b>	
63026, 99	FENTON MO 63026
63019, 28	FESTUS MO 63028
63105, 24	ST LOUIS MO 63105
63107, 13, 15, 20	ST LOUIS MO 63107
63111, 18	ST LOUIS MO 63111
63112, 33	ST LOUIS MO 63112
84065, 95	RIVERTON UT 84065

\* \* \* \* \*

**L002 3-Digit ZIP Code Prefix Matrix**

\* \* \* \* \*

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations <sup>1</sup> Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
<b>Change From:</b>			
952	STOCKTON CA 952	STOCKTON CA 952 <sup>S</sup>	SCF STOCKTON CA 952
953	STOCKTON CA 953	STOCKTON CA 952 <sup>S</sup>	SCF STOCKTON CA 952
<b>Change To:</b>			
952	STOCKTON CA 952	STOCKTON CA 952	SCF STOCKTON CA 952
953	STOCKTON CA 953	STOCKTON CA 953	SCF STOCKTON CA 952

\* \* \* \* \*

**L003 3-Digit ZIP Code Prefix Groups — 3-Digit Scheme Sortation**

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Delete:</b>	
952, 953	STOCKTON CA 952

\* \* \* \* \*

**L004 3-Digit ZIP Code Prefix Groups — ADC Sortation**

\* \* \* \* \*

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
<b>Change From:</b>	
298, 300-303, 305, 306, 308, 309, 311, 399	(STD and BPM only) ADC NORTH METRO GA 30197
<b>Change To:</b>	
298, 300, 301, 305, 306, 308, 309	(STD and BPM only) ADC NORTH METRO GA 30197
<b>Add:</b>	
298, 300, 301, 305, 306, 308, 309	(FCM and PER only) ADC NORTH METRO GA 301
302, 303, 311, 399	ADC ATLANTA GA 303
<b>Delete:</b>	
298, 300-303, 305, 306, 308, 309, 311, 399	(FCM only) ADC AMC ATLANTA GA 300
298, 300-303, 305, 306, 308, 309, 311, 399	(PER only) ADC NORTH METRO GA 301

\* \* \* \* \*

**L800 Automation Rate Mailings**

**L801 AADCs — Letter-Size Mailings**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label to
<b>Add:</b>	
305, 306	AADC ATHENS GA 306
298, 308, 309	AADC AUGUSTA GA 308
<b>Delete:</b>	
298, 305, 306, 308, 309	AADC NORTH METRO GA 301

\* \* \* \* \*

DMM AND POM REVISION

**Commercial Mail Receiving Agency Mail Delivery Procedures**

Effective immediately, the *Domestic Mail Manual* (DMM) and *Postal Operations Manual* (POM) are revised to clarify regulations for mail delivery procedures to a commercial mail receiving agency (CMRA).

Postal customers requested these clarifications. The initial amendment in March 1999 did not specifically outline documents that the CMRA may use to verify that the address provided by an applicant on PS Form 1583, *Application for Delivery of Mail Through Agent*, is the current permanent address at which he or she resides or conducts business. A document that may be used for such verification is a document from a *governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address*. This document is used only to verify that the permanent address on PS Form 1583 is the current address at which the applicant resides or conducts business, if that location differs from the address on the two items of valid identification, including one with a picture, presented by the applicant.

The second revision clarifies the obligation of CMRAs to re-mail matter addressed to a former customer for at least 6 months after termination of the customer's relationship with the CMRA. The change provides procedures under which certain mail may be returned to the Postal Service before the end of the 6-month re-mail period. The CMRA must demonstrate that it re-mailed matter to the address provided by the former customer and the mail was returned by the Postal Service to the CMRA as undeliverable.

These revisions will be incorporated into the printed versions of DMM 57 and POM 9 and in the next online revisions available via the corporate Intranet, at <http://blue.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>D</b>	<b>Deposit, Collection, and Delivery</b>				
<b>D000</b>	<b>Basic Information</b>				
	*	*	*	*	*
<b>D040</b>	<b>Delivery of Mail</b>				
	*	*	*	*	*

<b>D042</b>	<b>Conditions of Delivery</b>				
	*	*	*	*	*
<b>2.0</b>	<b>DELIVERY TO ADDRESSEE'S AGENT</b>				
	*	*	*	*	*

**2.6 Delivery to CMRA**

Procedures for delivery to a CMRA are as follows:

*[Revise 2.6a to add a sentence before the sentence "If the applicant is unable to substantiate..." as follows:]*

\*\*\* A document from a governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address may be used for such purpose. \*\*\*

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

**2.7 Addressee and CMRA Agreement**

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

*[Add new item c as follows and renumber existing items c through f as d through g, respectively:]*

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

- c. If mail is re-mailed by the CMRA to the address of a former customer during the 6-month re-mail period and returned by the Postal Service endorsed "Moved, Left No Address," then the CMRA may return that mail to the Post Office with the approval of the postmaster or station manager. The approval is subject to evidence that the mail was re-mailed with new postage to the former customer at (a) the address provided when the relationship was terminated and/or (b) the verified home or business permanent address provided on the customer's PS Form 1583. Upon approval, the CMRA may return to the Post Office only First-Class Mail, Priority Mail, Express Mail, accountable mail, and Parcel Post received for the former customer. The CMRA must return this mail to the Post Office the next business day after receipt without new postage.

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

**Postal Operations Manual (POM)**

\* \* \* \* \*

**6 Delivery Services**

**61 Conditions of Delivery**

\* \* \* \* \*

**612 Delivery of Addressee's Mail to Another**

\* \* \* \* \*

**612.13 Procedures for Delivery to CMRA**

Mail delivery to a CMRA requires the following:

*[Revise item a to add a sentence before the sentence "If the applicant is unable to substantiate..." as follows:]*

A document from a governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address may be used for such purpose.

\* \* \* \* \*

c. In delivery of the mail to the CMRA, the addressee and the CMRA agree to the following:

*[Add new item c (3) as follows and renumber existing items (3) through (6) as (4) through (7), respectively:]*

- (3) If mail is re-mailed by the CMRA to the address of a former customer during the 6-month re-mail period and returned by the Postal Service endorsed "Moved, Left No Address," then the CMRA may return that mail to the Post Office with the approval of the postmaster or station manager. The approval is subject to evidence that the mail was re-mailed with new postage to the former customer at (a) the address provided when the relationship was terminated and/or (b) the verified home or business permanent address provided on the customer's PS Form 1583. Upon approval, the CMRA may return to the Post Office only First-Class Mail, Priority Mail, Express Mail, accountable mail, and Parcel Post received for the former customer. The CMRA must return this mail to the Post Office the next business day after receipt without new postage, and the Post Office will return it to the sender.

\* \* \* \* \*

— *Delivery and Retail, Consumers and Small Business, 3-8-01*

*REVISED DEADLINE*

**Special Services Barcoded Label (2-24-01); Exception for Larger Mailings (5-1-01)**

Effective *February 24, 2001*, any Special Services mailing of 100 pieces or less, without barcoded Special Services labels, will be refused and returned for resubmission with barcoded Postal Service or vendor-produced labels. This compliance deadline applies to any mailing bearing the following forms/labels: PS Form 3800, *Certified Mail Receipt*; PS Form 3813-P, *Insured Mail Receipt*; Label 200, *Registered Mail*; PS Form 3804, *Return Receipt for Merchandise*; and PS Form 8099, *Receipt for Recorded Delivery*.

Larger mailings (more than 100 pieces) using commercially produced (nonpostal) labels bearing the nonbarcoded label format (old alpha/numeric 10-digit format; e.g., P 842 063 223) for any of the above special services will be accepted without barcoded labels until *May 1, 2001*. Labels that do not have the taggant applied (Certified Mail) or that are rubber stamped, handwritten, short numbered, and so on are excluded from the delivery information capture process and will not be accepted.

Although larger volume mailings will still be accepted until *May 1, 2001*, customers are encouraged to move forward with their conversion efforts and should contact their local vendor for assistance. A list of vendors that have been certified by the Postal Service to produce commercially printed Special Services labels is available from Headquarters. Customers interested in receiving this list should contact the Special Services office at (703) 292-4172.

— *Special Services, Core Business Marketing, 3-8-01*

DMM REVISION

**General Mailability Standards Revision**

Effective March 8, 2001, *Domestic Mail Manual* (DMM) C010.8.3 and C050.4.2 are amended to clarify that soft goods weighing more than 5 pounds may be mailed as machinable parcels. Bulk Mail System standards for soft goods weighing between 5 and 20 pounds are added to C010.8.3. The weight limit is removed from C050.4.2, and instead, packaging standards in C010 are referred to for clarification of packaging of soft goods and printed matter in envelopes that otherwise meet the general criteria for a machinable parcel in C050.4.1.

These revisions will appear in the printed version of DMM Issue 57 and are included in the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

**C Characteristics and Content**

**C000 General Information**

**C010 General Mailability Standards**

\* \* \* \* \*

**8.0 BULK MAIL SYSTEM STANDARDS**

\* \* \* \* \*

**8.3 Soft Goods**

*[Revise 8.3 to read as follows:]*

Boxes containing soft goods (e.g., textiles, clothing, sheets, blankets, pillows and pillowcases, draperies, cloth, and any wearing apparel) weighing up to 5 pounds must be filled to capacity. Soft goods between the weight range of 5 to 20 pounds must be packaged in material with a minimum 70-pound outer ply basis weight. Closure of bags may be by completely clinched staples, heat-sealing, adhesives, sewing, or tape. Improperly clinched staples must be removed. Shrinkwrapping is not acceptable as the only packaging. Fiberboard containers must be made of at least 200-pound test board for soft goods weighing from 20 to 45 pounds and at least 275-pound test board for soft goods weighing from 45 to 70 pounds.

\* \* \* \* \*

**C050 Mail Processing Categories**

\* \* \* \* \*

**4.0 MACHINABLE PARCEL**

\* \* \* \* \*

*[Revise the heading and text in 4.2 to read as follows:]*

**4.2 Soft Goods and Enveloped Printed Matter**

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all applicable packaging standards in C010 are met.

\* \* \* \* \*

— *Operational Requirements,  
Operations Planning and Processing, 3-8-01*

CORRECTION

**Limited Alternative Flats Preparation Test — Correct E-Mail Address**

In the article "Limited Alternative Flats Preparation Test for Periodicals Automation Flats for AFSM 100," which appeared in *Postal Bulletin* 22044 (2-22-01, pages 17-18), the last paragraph contained an incorrect e-mail address for Joe Schick, the contact for the test.

Consequently, *the deadline to participate in the test has been extended until March 15, 2001.* The correct information is as follows:

Mailers or printers who wish to participate in this test will be required to contact industry representative Joe Schick via e-mail at [Joe.Schick@qg.com](mailto:Joe.Schick@qg.com) ("qg" is for

Quad Graphics) no later than March 15, 2001. Please include in your request the publication title, volume of mail, frequency of mailing, and entry information.

— *Mail Preparation and Standards,  
Pricing and Product Design, 3-8-01*

## DELIVERY POLICY NOTICE

**Late Arrival of Scheduled Mailings at Delivery Units**

This policy notice standardizes the process that all delivery units must follow when scheduled mail arrives after the last requested delivery date(s) or the last published sale date(s).

Scheduled mailings are described in section 479.7 of the *Postal Operations Manual* (POM) as Standard Mail with requested in-home delivery dates. The requested in-home delivery dates may be found on the mailpiece, facing slip, and/or pallet label. These mailings are also commonly known as sale-dated and time-sensitive mailings.

Late-arriving scheduled mailings fall into two categories. The first is Past In-Home Date (PIHD) but prior to the sale/event date. PIHD mailings should be delivered on a carrier's next available trip. The second category is Past Sale Date (PSD, which is unfortunately but commonly referred to as DOA, or Dead on Arrival). PSD mailings should be staged and held until further notice from the owner or the owner's agent, through the Business Service Network (BSN).

Remaining procedures for PIHD and PSD mailings are the same.

1. Gather as much of the following information as possible:

- Product name (name of mailpiece owner)
- Product description (flats, letters, detached address labels [DALs], etc.)

- Volume
  - Requested in-home date(s)
  - Sale date(s)
  - Mailer name and location
  - Shipper name and location (if different from mailer)
  - Arrival date and time
  - Source of mail (plant or destination delivery unit [DDU] drop ship); if drop shipment, obtain copy of PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*
  - Photocopy of mailpiece (addressed side, include postage and return address in photocopy)
2. Call the local BSN office.

The BSN has processes in place to quickly notify the assigned customer contact. Once the BSN receives subsequent notice from the owner or the owner's agent, it will notify the delivery offices of the actions they should take regarding the PSD mail.

— *Delivery Policies and Programs,*  
*Delivery, 3-8-01*

## NEW EDITION

**Domestic Mail Manual Issue 56**

*Domestic Mail Manual* (DMM) Issue 56 (dated 1-7-01) has been distributed to field and Headquarters offices. DMM 56 contains all of the rate and classification changes that were part of the omnibus rate case implemented on January 7, 2001. The DMM also includes two copies of Notice 123, *Ratefold*, the DMM Utilities, and the Quick Service Guides.

An initial distribution of DMM 56 was made to employees based on job titles and occupation codes. If you receive copies of the DMM but don't need them, please forward those extra copies to the local postmaster or district manager of business mail entry. *Do not send extra copies of DMM 56 back to Headquarters.* Please recycle all previous editions of the DMM.

The online DMM is updated monthly as changes are published in the *Postal Bulletin* (see DMM unit I010, the summary of changes) and is available to customers and

employees on the Postal Explorer Web site at <http://pe.usps.gov>. The DMM, Quick Service Guides, and many other publications are fully searchable and can be viewed, downloaded, or printed. DMM 56 also is included on the Postal Explorer 11.0 CD-ROM, which should begin arriving at postal facilities in March.

Customers may purchase a hard copy of DMM 56 through the Government Printing Office by calling 202-512-1800.

Additional copies of DMM 56 can be ordered from the Material Distribution Center by one of the following means:

- Touch Tone Order Entry: Call 1-800-332-0317, option 1, then option 2.
- cc:Mail: Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service at TOKS001L.

- Official Mail: Send a completed PS Form 7380, *MDC Supply Requisition*, to the following address:

SUPPLY REQUISITIONS  
500 GARY ORMSBY DR  
TOPEKA KS 66624-9702

The relevant ordering information for DMM 56 is as follows:

NSN: 7610-03-000-9331  
PSIN: DMMISSUE  
Quick Pick #: 352  
Price: \$6.15  
Unit of Issue: EA  
Bulk Pack Quantity: 5  
Edition Date: 01/01

— *Mail Preparation and Standards,  
Pricing and Product Design, 3-8-01*

## Finance

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### MANAGEMENT INSTRUCTION

#### Use of Chauffeurs at Headquarters and Designated Drivers in the Field

Management Instruction (MI) FM-530-2001-2, *Use of Chauffeurs at Headquarters and Designated Drivers in the Field*, has been published online. You can locate the online copy of the MI on the Postal Service Intranet at

<http://blue.usps.gov/cpim/ftp/manage/f530012.pdf>. This MI will not be available in printed copies.

— *Corporate Accounting, Finance, 3-8-01*

### MANAGEMENT INSTRUCTION

#### Use of Postal Vehicles for Home-to-Work Transportation

Management Instruction (MI) FM-530-2001-1, *Use of Postal Vehicles for Home-to-Work Transportation*, has been published online. You can locate the online copy of the MI on the Postal Service Intranet at

<http://blue.usps.gov/cpim/ftp/manage/f530011.pdf>. This MI will not be available in printed copies.

— *Corporate Accounting, Finance, 3-8-01*

#### Citibank VISA Travel Charge Card Cancellation Policy

As of March 2001, Citibank begins enforcement of its contract clause with the General Services Administration (GSA) allowing cancellation of Citibank VISA travel charge card accounts if the account has been suspended twice in a 12-month period and is currently delinquent. *These cancellations are not negotiable.*

Strict enforcement of this contract clause is necessary because large numbers of postal cardholders are not paying their charge card bills on time. To date, Citibank has written off in excess of \$1 million in monies owed, but not paid, by postal employees.

The GSA's VISA individually billed government charge card program "Cardholder Account Agreement," signed by each cardholder, states, "My billing statement is due and

payable, in full, upon receipt of the statement but must be received by the Bank (Citibank) no later than 25 calendar days from the closing date on the statement in which the charge appeared." Unless a charge is disputed by the cardholder through the formal dispute process, it must be paid immediately. There are no exceptions.

The chief financial officer and executive vice president, in a letter dated September 25, 1998, to government travel cardholders, specified the postal policy when the travel charge cards are misused. If a Postal Service VISA Card is used in an improper manner, the following rules apply: the employee must pay for all travel costs with personal funds and then seek reimbursement and the employee is responsible for all travel charges in excess of the federal

government rate." It also states that "it is the fiduciary responsibility of all employees receiving this card to use it only for official business, and to pay the monthly bill in full and in a timely manner."

Postal travelers are expected to submit their travel vouchers to their managers for approval as soon as possible after they return from travel. Managers or acting managers who must approve travel vouchers are expected to do so in a timely manner. Timely submission and approval

of all travel vouchers enable each cardholder to maintain his or her account in a current status.

Nonbargaining unit employees who have their Citibank VISA travel charge cards cancelled for nonpayment of charges cannot obtain transportation tickets using the centrally billed travel account.

— *Corporate Accounting, Finance, 3-8-01*

## Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

### Foreign Order No. 453

Keep all foreign order notices for use as reference.

#### Final Order

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

#### Canada

CASH AWARD CENTER  
PO BOX 94800  
STN MAIN  
RICHMOND, BC V6Y 4B8  
CANADA

AND

PO BOX 94730  
STN MAIN  
RICHMOND BC V6Y 4A5  
CANADA

AND

PO BOX 94850  
STN MAIN  
RICHMOND BC V6Y 4B8  
CANADA

AND

PO BOX 94731  
STN MAIN  
RICHMOND BC V6Y 4A6  
CANADA

INTERPOST PAYMENT SERVICES  
2110 KIPLING AVENUE  
PO BOX 400 STATION B  
ETOBICOKE ONTARIO M9W 5L4  
CANADA

MILLIONAIRE MAKER CLUB  
PO BOX 94731  
STN MAIN  
RICHMOND BC V6Y 4A6  
CANADA

NATEA CONSUMER OPERATIONS CENTER  
53 QUEEN STREET  
BOX 18  
DARTMOUTH NS B2Y 4T6  
CANADA

NORTH KLASSEN LOTTO SYSTEM AFFILIATES  
325-13711 72ND AVENUE  
SURREY, BC V3W 2P2  
CANADA

TRANS-AMERICAN EQUITIES  
202 BROWNLOW AVENUE  
PO BOX 38090  
BURNSIDE PARK  
DARTMOUTH NS B3B 2A1  
CANADA

AND

PO BOX 8800 STN B  
699 SHEPPARD AVENUE EAST  
WILLOWDALE ONTARIO M2K 3A9  
CANADA

#### Germany

GLOBAL LOTTERY PAYOUT OFFICE  
PO BOX 1201  
D-75190 REMCHINGEN  
GERMANY

#### Hong Kong

GLOBAL LOTTERY PAYOUT OFFICE  
PO BOX 257  
GENERAL POST OFFICE  
HONG KONG

WORLDWIDE LOTTERY SERVICES  
PO BOX 257  
GENERAL POST OFFICE  
HONG KONG

AND

PO BOX 1285  
GENERAL POST OFFICE  
HONG KONG

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

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

Do not place any endorsement on the mailpieces themselves.

essing and Distribution Plants, designated international exchange offices, and customer service plants.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Proc-

— Recorder's Office, Judicial Officer, 3-8-01

### Withholding of Mail Orders

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

State/City	Names Covered
CA, Adelanto 92301-1897	Any And All Names Except Arthur Dorn, 18335 Montezuma Street, Apt. 6
CA, Empire 95319-1283	Any And All Various Names Other Than Kelly Lauderdale, P.O. Box 1283
CA, Empire 95319-0663	Any And All Various Names Other Than Anthony Lee Sillemon, P.O. Box 663
CA, Huntington Beach 92647-4848	Centrex, 16787 Beach Boulevard, PMB 692
CA, Winton 95388-9536	Any And All Various Names Other Than William Riggs And The Surname Soares, 6944 Chestnut Lane
FL, Hallandale 33009-4680	Eric Naval, 1749 E. Hallandale Beach Boulevard, #340
FL, Navarre 32566-2185	Allan Levin, 8668 Navarre Parkway #112
MI, Detroit 48211-1362	Any And All Of Various Names Other Than The Name Of Estella Roland, 986 Melbourne Street
NJ, Camden 08104-2833	The Name Natalie Shainess, 2982 Alabama Road
PA, Nemaocolin 15351-0334	Any And All Of Various Names Other Than The Names William Terry And Laura Terry, P.O. Box 334
PA, Denbo 15429-0141	Any And All Of Various Names Other Than The Names William Terry And Laura Terry, P.O. Box 141

— Recorder's Office, Judicial Officer, 3-8-01

## 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.

011 582 1889 to 011 582 1899	376 196 0911 to 0999	397 622 4054 to 4099	410 867 0917 to 0966
011 588 2900 to 011 588 3099	378 085 3679 to 3699	397 819 8902 to 8999	410 867 0970 to 0999
012 579 5675 to 012 579 5699	378 351 1063 to 1099	398 149 7200 to 7699	411 868 1023 to 1199
013 289 6176 to 013 289 6199	379 843 5100 to 5199	399 070 0872 to 0899	411 922 2322 to 2399
013 610 0014 to 013 610 0099	<b>380 093 9600 to 9699</b>	399 156 7119 to 7199	412 193 0900 to 0999
014 932 1000 to 014 932 1099	380 165 1165 to 1199	399 203 5064 to 5099	412 395 8599 to 8699
014 972 0800 to 014 972 0899	381 325 4500 to 4599	399 296 9910 to 9999	412 485 6500 to 6599
015 363 0007 to 015 363 0099	381 604 2510 to 2699	399 396 8935 to 8999	412 485 6610 to 6699
018 986 5264 to 018 986 5299	381 645 9525 to 9599	399 792 7775 to 7799	412 885 5953 to 5999
020 972 8948 to 020 972 8999	383 314 3968 to 3999	399 792 8300 to 8399	414 193 3608 to 3674
022 021 9110 to 022 021 9181	383 892 1000 to 1344	<b>400 427 1051 to 1999</b>	414 193 3677 to 3699
022 037 1411 to 022 037 1499	383 892 1382 to 1399	401 045 1505 to 1549	414 411 7348 to 7399
024 380 4100 to 024 380 4199	384 925 3641 to 3654	401 045 1571 to 1599	414 640 0757 to 0799
025 092 0987 to 025 092 0999	385 568 2331 to 2399	401 294 2700 to 2799	414 965 1727 to 1799
210 221 0548 to 210 221 0599	385 599 7554 to 7575	401 310 9505 to 9599	417 302 8104 to 8199
273 070 8059 to 273 070 8099	385 774 2024 to 2099	401 382 5312 to 5399	417 387 6532 to 6599
273 775 7700 to 273 775 7899	386 624 1412 to 1599	402 578 7876 to 7899	417 496 6800 to 6999
302 000 0000 to 302 123 9999	386 883 8936 to 8999	403 125 6744 to 6799	417 871 9250 to 9299
349 746 2056 to 2099	387 314 5574 to 5599	403 260 7000 to 7499	417 930 9533 to 9599
350 518 7350 to 7374	387 837 6300 to 6399	403 280 6470 to 6499	418 164 6500 to 6799
360 011 1690 to 1699	388 828 0656 to 0699	403 685 8600 to 8699	418 423 9863 to 9899
360 168 6008 to 6099	389 696 2400 to 2799	404 003 0300 to 0399	418 633 5922 to 5999
360 173 8800 to 8899	389 846 3104 to 3135	404 041 8838 to 8899	418 719 8520 to 8599
360 324 2326 to 2399	389 846 3145 to 3195	404 071 4268 to 4299	418 744 2235 to 2299
362 861 3064 to 3099	389 887 9211 to 9230	404 347 5356 to 5399	418 962 2848 to 2899
373 006 2176 to 2199	389 887 9234 to 9299	404 347 5548 to 5599	419 543 0286 to 0299
374 768 2600 to 2699	<b>390 001 3182 to 3199</b>	404 726 4500 to 4599	419 730 0300 to 0399
375 169 4400 to 4599	390 001 3500 to 3699	404 961 5001 to 5199	<b>420 277 0015 to 0049</b>
375 829 3400 to 3499	390 545 5974 to 5999	405 325 0188 to 0198	420 599 0734 to 0798
375 851 9100 to 9199	391 104 6146 to 6199	406 009 4587 to 4599	420 661 4115 to 4199
	391 574 1466 to 1499	406 260 6830 to 6899	420 758 9500 to 9699
	391 783 3020 to 3599	406 459 6641 to 6999	420 969 3951 to 3971
	391 792 6100 to 6199	406 733 3000 to 3999	420 969 3973 to 3999
	392 668 2956 to 2999	407 545 1557 to 1599	421 116 3565 to 3599
	392 854 8500 to 8899	407 594 0412 to 0599	421 130 9300 to 9399
	393 584 7566 to 7699	407 692 9100 to 9299	421 313 4500 to 4999
	393 650 0074 to 0099	407 959 2190 to 2199	421 364 5537 to 5599
	393 838 8316 to 8499	408 265 2275 to 2288	421 656 2609 to 2699
	393 893 6007 to 6099	408 499 7700 to 7799	421 988 9700 to 9799
	394 126 6907 to 6999	408 499 7900 to 7999	422 172 4667 to 4699
	394 189 0405 to 0599	408 682 8484 to 8599	422 484 4212 to 4299
	394 822 3243 to 3278	408 698 7015 to 7099	422 556 1270 to 1299
	394 990 1810 to 1899	409 072 3941 to 3999	422 587 7024 to 7099
	395 343 3264 to 3299	<b>410 491 2311 to 2399</b>	422 819 7533 to 7599
	395 373 3035 to 3099	410 694 8400 to 8599	422 842 5073 to 5087
	395 396 9649 to 9799	410 775 1500 to 1599	422 907 7563 to 7599
	395 970 3240 to 3299	410 795 7927 to 7999	424 500 6050 to 6099

424 641 8500	to	8599	451 746 0700	to	0799	463 227 7711	to	7799	479 412 9900	to	9999
424 871 6600	to	6699	452 265 0074	to	0099	463 414 4869	to	4899	479 667 6190	to	6199
425 298 2352	to	2399	452 265 0246	to	0299	463 808 3484	to	3499	479 748 9680	to	9699
425 418 4269	to	4299	452 265 0335	to	0999	463 945 7400	to	7899	479 860 7000	to	7199
425 418 4405	to	4499	452 509 1169	to	1199	464 629 9000	to	9399	<b>480 526 2000</b>	<b>to</b>	<b>2099</b>
426 547 4566	to	4599	452 855 6471	to	6499	464 711 4332	to	4399	480 640 6330	to	6399
427 412 6337	to	6499	452 890 4679	to	4799	465 692 3963	to	3999	480 658 0568	to	0599
427 481 0900	to	0999	452 900 8215	to	8238	465 698 8300	to	8599	480 689 5100	to	5199
428 027 2742	to	2752	453 117 9146	to	9199	465 743 7745	to	7799	481 072 9463	to	9499
429 474 4172	to	4199	453 334 3631	to	3699	466 798 6056	to	6067	481 673 0074	to	0095
429 889 2900	to	2999	453 603 7841	to	7891	467 147 4300	to	4399	482 527 1500	to	1599
<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	453 650 1140	to	1199	468 079 5782	to	5799	482 541 5255	to	5299
430 172 9800	to	9899	453 741 1300	to	1399	469 067 2817	to	2899	482 729 6800	to	6899
430 177 1900	to	2099	454 013 2919	to	2999	469 127 8000	to	8199	483 363 7207	to	7299
430 444 9500	to	9699	454 186 2411	to	2499	469 213 0359	to	0399	483 402 2356	to	2399
430 664 4070	to	4099	454 268 4883	to	4899	469 213 0500	to	0599	483 486 5100	to	5199
432 168 8419	to	8499	454 302 5400	to	5499	469 561 8011	to	8099	483 632 1521	to	1599
432 708 6800	to	6999	454 490 8300	to	8399	469 658 1961	to	1999	483 632 2600	to	2799
432 744 1544	to	1599	454 547 7434	to	7499	469 666 9900	to	9999	483 849 1615	to	1699
432 995 9775	to	9799	454 922 4867	to	4895	469 678 1900	to	1999	484 174 4803	to	5299
433 003 5800	to	5899	455 221 1348	to	1499	469 781 4900	to	4999	484 323 8900	to	9199
433 757 3047	to	3099	455 364 2147	to	2199	469 947 6960	to	6999	484 680 5000	to	5038
433 765 4003	to	4099	455 399 5400	to	5499	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>	484 680 5040	to	5074
434 482 7060	to	7199	455 476 0676	to	0699	471 918 0300	to	0999	484 680 5077	to	5099
434 513 2386	to	2399	455 543 0618	to	0699	471 985 2408	to	2419	485 029 4913	to	4999
434 968 3076	to	3092	456 410 9006	to	9099	472 191 6700	to	6799	486 176 0600	to	0699
435 303 1831	to	1842	456 470 4146	to	4299	472 270 2555	to	2599	486 559 7555	to	7599
435 303 1986	to	1999	456 619 4460	to	4499	472 987 0213	to	0241	486 696 3023	to	3199
435 666 6092	to	6399	457 333 2686	to	2699	472 987 0290	to	0299	488 173 7900	to	7999
436 082 6400	to	6899	457 729 1767	to	1777	473 151 2069	to	2199	488 206 4100	to	4199
436 160 6441	to	6499	457 937 8615	to	8699	473 666 9138	to	9199	488 226 0200	to	0299
437 316 7115	to	7199	458 028 9810	to	9899	473 952 3429	to	3499	488 709 3906	to	3999
437 427 0500	to	3499	458 057 2712	to	2999	474 108 5402	to	5499	488 855 8359	to	8399
439 179 2300	to	2399	458 069 9537	to	9599	474 356 5193	to	5299	489 181 8963	to	8999
439 310 0458	to	0499	458 069 9665	to	9699	474 949 3366	to	3399	489 223 2000	to	2099
<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	458 337 5222	to	5299	475 134 9362	to	9399	489 311 1930	to	1999
440 858 6300	to	6399	458 354 7653	to	7999	475 167 9667	to	9699	489 318 6200	to	6300
440 858 6420	to	7299	458 671 8678	to	8699	475 319 3415	to	3499	489 384 0027	to	0099
441 199 1655	to	1699	458 671 8721	to	8798	475 319 3649	to	3799	489 427 0658	to	0899
443 127 3648	to	3699	458 847 5044	to	5999	475 340 6400	to	6599	489 997 5252	to	5299
443 127 4000	to	4099	459 274 7624	to	7699	475 424 8410	to	8499	<b>490 669 5850</b>	<b>to</b>	<b>6099</b>
443 673 7900	to	7999	459 365 5432	to	5499	475 629 9156	to	9199	490 717 7080	to	7099
443 800 9335	to	9399	459 378 5764	to	5799	475 850 6101	to	6199	490 721 6000	to	6099
444 382 8822	to	8899	459 472 4816	to	4999	475 875 2500	to	2599	490 793 1500	to	2099
444 390 1667	to	1699	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>	476 169 8264	to	8299	490 886 8171	to	8199
444 457 3854	to	3899	460 550 1909	to	1999	476 189 3000	to	3499	490 977 9221	to	9240
<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	460 997 5234	to	5299	476 331 2480	to	2499	491 258 8100	to	9099
450 048 4442	to	4699	461 973 6443	to	6499	477 289 8601	to	8699	491 567 1376	to	1399
450 560 5173	to	5199	462 152 0107	to	0299	477 681 5206	to	5299	492 254 4800	to	4899
450 620 3077	to	3099	462 274 1072	to	1099	478 010 4243	to	4268	492 283 5100	to	5199
450 620 3135	to	3199	462 277 8373	to	8399	478 010 4270	to	4291	492 610 6813	to	6899
450 780 2716	to	2799	462 554 6051	to	6099	478 450 5071	to	5099	493 394 5568	to	5599
450 801 2700	to	2799	463 011 5529	to	5540	478 469 7838	to	7858	493 470 2562	to	2599
451 109 2967	to	2984	463 176 4115	to	4199	478 469 7883	to	7899	493 473 7700	to	7799
451 115 4110	to	4125	463 176 4229	to	4299	479 280 9800	to	9899	493 716 2153	to	2199
451 115 4127	to	4199	463 185 2600	to	2799	479 365 9116	to	9176	494 206 2972	to	2999

494 217 3446 to	3999	612 291 8013 to	8099	633 110 4303 to	4499	646 242 6200 to	6299
494 224 0500 to	0599	612 751 5171 to	5199	633 438 6429 to	6599	646 270 7639 to	7799
495 145 0600 to	0699	612 751 5226 to	5299	633 588 7173 to	7182	646 798 4000 to	4999
496 209 7425 to	7499	612 751 6083 to	6099	634 725 0700 to	0799	647 048 7035 to	7099
496 213 8728 to	8799	612 751 6268 to	6299	634 803 3239 to	3299	647 049 2900 to	2999
496 474 5226 to	5248	612 751 6572 to	6599	634 807 2474 to	2499	647 398 8300 to	8399
497 053 8517 to	8699	612 774 2111 to	2199	634 827 5900 to	5999	647 398 8481 to	8499
497 854 8673 to	8699	612 774 2254 to	2299	634 886 3428 to	3499	647 437 3000 to	4999
498 449 8888 to	8899	612 774 2500 to	2599	635 559 3449 to	3499	647 811 2188 to	2199
498 929 8285 to	8499	614 469 0979 to	0999	636 289 6214 to	6299	648 009 6057 to	6099
498 936 5310 to	5399	614 474 3000 to	3099	636 634 8007 to	8042	648 163 5300 to	5499
499 016 5425 to	5499	614 521 3490 to	3499	637 150 1200 to	1299	648 722 5283 to	5299
499 440 8575 to	8899	614 645 1800 to	1899	637 562 5828 to	5899	648 892 3164 to	3199
499 731 6717 to	6799	614 832 1100 to	2099	638 042 1647 to	1699	649 100 3989 to	3999
<b>500 064 1858 to</b>	<b>1869</b>	615 017 7505 to	7599	638 049 4984 to	4999	649 647 0370 to	0399
500 070 5725 to	7799	617 711 6609 to	6699	638 318 1115 to	1199	649 647 0522 to	0599
<b>600 645 3223 to</b>	<b>3299</b>	617 760 5266 to	5299	638 318 1453 to	1499	649 647 5237 to	5399
601 339 1200 to	1399	617 813 3601 to	3699	638 885 0000 to	0299	649 647 9100 to	9299
601 653 5884 to	5899	618 840 9200 to	9299	638 903 4362 to	4373	649 666 7800 to	8299
601 661 7700 to	7799	619 551 7229 to	7299	639 415 1929 to	1999	<b>650 114 7707 to</b>	<b>7719</b>
601 682 5343 to	5399	619 859 3000 to	3099	639 415 2019 to	2099	650 130 3400 to	3599
601 928 1600 to	1699	<b>620 073 9400 to</b>	<b>9499</b>	639 420 6200 to	6299	650 213 0406 to	0499
602 512 2972 to	2999	621 614 7907 to	7930	639 469 3517 to	3799	650 555 1749 to	1799
602 555 2400 to	2799	621 614 7932 to	7999	639 605 2143 to	2199	650 564 1900 to	1999
602 829 7061 to	7099	621 648 8021 to	8199	639 657 8600 to	8799	650 627 4212 to	4299
603 483 9572 to	9599	621 648 8500 to	8599	<b>640 289 7500 to</b>	<b>7599</b>	650 736 2043 to	2099
603 490 7200 to	7299	621 904 8351 to	8599	640 289 7700 to	7999	650 739 1540 to	1699
603 678 7100 to	7199	621 916 1978 to	1989	641 170 4420 to	4499	651 741 4415 to	4499
603 678 7662 to	7699	622 989 8032 to	8099	641 318 3133 to	3199	651 882 2800 to	2899
603 678 7902 to	7999	623 076 9300 to	9399	641 378 6500 to	6999	652 754 6317 to	6399
603 678 8418 to	8499	623 819 5006 to	5099	641 383 8739 to	8799	653 131 4945 to	4999
603 678 8700 to	9999	623 895 8200 to	8399	641 877 3187 to	3299	653 426 3300 to	3399
604 086 0880 to	0899	623 917 0000 to	0099	641 877 3310 to	3399	653 455 4874 to	4899
604 349 1414 to	1499	623 917 0200 to	0299	642 355 8094 to	8199	654 238 0000 to	0399
604 503 7776 to	7799	624 468 5288 to	5299	642 355 8308 to	8999	654 404 3065 to	3092
605 520 9037 to	9099	624 665 3162 to	3198	642 900 0018 to	0099	654 962 2900 to	3199
605 685 4010 to	4099	625 088 6735 to	6799	643 030 6254 to	6299	655 103 5081 to	5199
605 988 6467 to	6499	625 916 9500 to	9799	644 066 0882 to	0899	655 523 2600 to	2999
607 689 7951 to	7960	625 968 8956 to	8999	644 069 0600 to	0699	656 305 2448 to	2499
607 728 1276 to	1299	627 005 3938 to	3999	644 077 7506 to	7699	657 347 4438 to	4999
608 727 7100 to	7199	627 384 3907 to	4099	644 085 8157 to	8199	657 710 8100 to	8999
608 727 7273 to	7599	627 496 7549 to	7599	644 112 9839 to	9899	657 780 0985 to	0999
608 813 9950 to	9999	627 708 3605 to	3699	644 373 9083 to	9099	658 586 1400 to	1499
609 067 5325 to	5399	627 776 2500 to	2599	644 380 1460 to	1499	658 877 8000 to	8199
609 067 5488 to	5499	628 226 3100 to	3199	644 733 4715 to	4799	658 880 8000 to	8199
609 067 5600 to	5699	628 814 4702 to	4799	644 900 9712 to	9799	659 398 7300 to	7399
609 289 6123 to	6199	628 851 9689 to	9699	644 901 0109 to	1299	659 706 8113 to	8199
609 438 4400 to	4499	629 510 7200 to	7299	644 901 1325 to	1399	659 846 7837 to	7899
609 493 1100 to	1199	629 964 4200 to	4294	644 923 6800 to	7799	<b>660 510 4100 to</b>	<b>4199</b>
609 766 8091 to	8999	<b>630 389 3056 to</b>	<b>3071</b>	644 932 4655 to	4699	660 673 0400 to	0599
609 825 4100 to	4115	630 463 0588 to	0599	645 318 7240 to	7499	661 488 5000 to	5099
609 884 2981 to	2999	631 459 9117 to	9199	645 333 1766 to	1799	661 609 9100 to	9199
609 893 1000 to	1099	631 762 9325 to	9399	645 790 8632 to	8699	661 716 9420 to	9499
<b>610 092 3200 to</b>	<b>3299</b>	632 217 4933 to	4999	645 821 0657 to	0699	661 906 6522 to	6599
610 582 4200 to	4299	632 500 0000 to	9999	645 930 7948 to	7999	662 021 8332 to	8399
611 879 6939 to	6999	633 110 4165 to	4199	645 975 0737 to	0762	662 068 0700 to	0899

662 553 0774	to	0799	685 757 8452	to	8499	701 695 3982	to	3999	842 898 5582	to	5599
663 078 7034	to	7099	686 071 2694	to	2799	701 695 4148	to	4199	843 062 7100	to	7199
663 763 5300	to	5399	686 176 3333	to	3354	701 695 4227	to	4299	843 077 6288	to	6299
663 883 7039	to	7499	686 372 3200	to	3299	701 708 1741	to	1799	843 077 6378	to	6399
664 253 8000	to	8499	686 644 5879	to	5899	701 736 3966	to	3999	843 758 5769	to	5778
664 656 3055	to	3099	686 931 7636	to	7699	701 838 2800	to	2899	843 786 2554	to	2699
665 174 6400	to	6499	687 601 0973	to	0999	701 941 0600	to	0699	845 727 2100	to	2199
665 274 8208	to	8299	687 614 6774	to	6799	702 171 1603	to	1699	845 746 2618	to	2635
665 669 5400	to	5499	688 120 9000	to	9999	702 195 5109	to	5199	846 390 7531	to	7599
666 132 8226	to	8299	688 314 3107	to	3191	702 254 9300	to	9399	846 918 0572	to	0599
666 696 2209	to	2299	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	702 264 7569	to	7599	847 284 2481	to	2499
666 696 2309	to	2399	690 788 2877	to	2899	702 713 1800	to	1809	847 374 7055	to	7065
667 032 9300	to	9399	690 893 5344	to	5399	702 821 5730	to	5799	847 636 5304	to	5399
667 729 5529	to	5599	690 893 5512	to	5599	702 821 5805	to	5899	847 700 5447	to	5499
668 383 8400	to	8699	690 904 1300	to	1599	702 878 0114	to	0199	847 723 7500	to	7599
<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	690 941 6000	to	6199	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>	849 608 1357	to	1399
670 369 7336	to	7399	691 313 6383	to	6399	<b>806 087 1100</b>	<b>to</b>	<b>1499</b>	849 792 2600	to	2699
670 750 7169	to	7199	691 313 6600	to	6699	806 268 9275	to	9299	<b>850 546 1862</b>	<b>to</b>	<b>1899</b>
671 046 6200	to	6399	691 582 8003	to	8099	806 534 3400	to	3477	851 143 6826	to	6844
671 251 5448	to	5499	691 664 1800	to	1999	807 342 3283	to	3399	851 209 9880	to	9899
671 926 5600	to	5799	691 664 2400	to	2499	808 086 7100	to	7199	851 928 9221	to	9299
672 444 2000	to	2999	692 727 9362	to	9399	808 090 3440	to	3499	852 589 6560	to	6599
672 828 3410	to	3499	692 798 1800	to	1899	808 325 5161	to	5699	853 049 3646	to	3699
673 167 5776	to	5799	693 249 0779	to	0799	808 784 8000	to	8299	854 304 4089	to	4999
675 464 3700	to	3799	693 249 0877	to	1699	<b>830 602 5800</b>	<b>to</b>	<b>5999</b>	855 319 9364	to	9399
675 464 4000	to	4199	693 445 0566	to	0999	830 610 3700	to	3799	855 361 3390	to	3399
676 365 5958	to	5999	693 448 8500	to	8999	830 983 3500	to	3599	856 226 0490	to	0499
676 669 1024	to	1099	693 645 9583	to	9599	830 983 3635	to	3699	856 656 5800	to	5999
677 126 6734	to	6799	693 965 4200	to	4299	831 354 1387	to	1399	856 752 0200	to	0299
677 333 9979	to	9999	695 741 2906	to	2999	831 815 8240	to	8299	857 279 3450	to	3499
677 466 1088	to	1099	695 947 8518	to	8599	832 525 3810	to	3899	858 124 7644	to	7699
678 071 4500	to	4799	696 662 8247	to	8299	833 159 1884	to	1899	858 756 3111	to	3299
678 096 7531	to	7599	697 447 8285	to	8296	833 456 2567	to	2599	859 063 8200	to	8699
679 909 2578	to	2599	698 042 4816	to	4899	833 566 3015	to	3071	859 190 0600	to	0644
<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	698 131 2138	to	2157	834 316 5444	to	5499	859 811 2888	to	2899
680 244 0903	to	0999	698 227 0000	to	0099	834 354 8747	to	8766	859 855 8873	to	8999
680 412 6046	to	6099	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	834 354 8824	to	8838	<b>860 240 0520</b>	<b>to</b>	<b>0599</b>
680 761 6800	to	6899	700 065 4800	to	4899	835 269 5700	to	5799	860 275 3900	to	3999
681 677 0540	to	0699	700 190 3350	to	3359	835 496 7303	to	7399	860 518 9619	to	9699
682 070 1029	to	1099	700 228 6048	to	6099	835 539 5200	to	5999	860 600 0021	to	0999
682 956 6280	to	6299	700 650 0452	to	0499	835 813 3015	to	3099	861 158 2350	to	2599
682 956 6490	to	6599	700 666 1323	to	1349	837 672 8967	to	8999	861 637 6010	to	6099
682 956 6700	to	6799	700 786 9106	to	9142	838 518 1257	to	1299	861 979 7292	to	7499
682 965 1178	to	1199	700 859 0744	to	0758	839 718 8257	to	8299	863 871 5138	to	5199
682 965 1201	to	1299	701 028 6780	to	6899	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>	866 004 3000	to	3999
683 118 2389	to	2399	701 213 3900	to	3999	840 875 6235	to	6299	869 800 0000	to	999 9999
683 378 2000	to	2099	701 267 2000	to	3999	840 910 0900	to	0999	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>
683 378 2117	to	2299	701 335 7312	to	7399	841 349 5000	to	5099	870 491 4812	to	4849
683 415 1200	to	1499	701 369 2005	to	2050	841 805 7747	to	7899	870 536 5820	to	5829
683 444 8159	to	8199	701 503 2247	to	2299	841 805 7944	to	8099	870 541 7167	to	7239
685 154 7780	to	7789	701 541 2271	to	2299	842 226 0685	to	0695	870 575 8155	to	8999
685 623 5264	to	5299	701 553 6557	to	6599	842 685 4600	to	4699	870 589 0485	to	0494
685 650 9487	to	9499	701 601 3457	to	3499	842 685 4742	to	4999	870 691 7060	to	7099
685 669 4200	to	4299	701 605 5913	to	5999	842 860 0300	to	0399			

## 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.

<b>000 000 001 to 692 600 000</b>	701 945 451 to 5 500	707 958 541 to 8 570	717 193 161 to 3 490
<b>692 720 871 to 0 900</b>	702 033 701 to 4 050	707 960 107 to 0 160	717 228 591 to 8 680
692 876 955 to 7 050	702 051 501 to 1 750	708 059 941 to 60 000	717 333 902 to 3 950
693 290 380 to 0 400	702 053 601 to 3 800	708 115 830 to 5 860	717 739 745 to 9 910
693 290 426 to 0 450	702 104 368 to 4 900	708 116 251 to 6 310	717 884 991 to 5 050
694 063 700 to 3 897	702 128 306 to 8 400	708 138 301 to 8 480	718 026 171 to 6 290
694 063 900 to 4 000	702 179 891 to 9 900	709 222 591 to 2 920	718 466 370 to 6 420
694 550 501 to 0 530	702 260 751 to 0 850	709 243 479 to 3 500	718 568 451 to 8 479
694 595 031 to 5 050	702 410 595 to 1 050	709 411 171 to 1 320	718 590 741 to 0 770
694 595 087 to 5 300	702 660 151 to 0 540	709 649 804 to 9 820	718 714 210 to 4 370
694 698 551 to 8 650	702 723 429 to 3 450	709 733 281 to 3 580	718 795 881 to 6 000
694 745 458 to 5 600	703 004 401 to 4 820	<b>710 046 813 to 6 840</b>	718 961 721 to 1 780
695 105 313 to 5 350	703 083 819 to 4 020	710 358 093 to 8 166	718 982 001 to 2 300
695 142 809 to 3 050	703 432 131 to 2 230	710 358 257 to 8 270	719 869 731 to 9 760
695 144 666 to 4 700	703 626 061 to 6 090	711 021 501 to 1 510	<b>720 227 871 to 7 930</b>
695 272 601 to 2 750	703 863 121 to 3 240	711 049 411 to 9 560	720 227 949 to 7 960
695 277 576 to 7 650	703 863 477 to 3 540	711 408 045 to 8 090	720 368 543 to 8 570
695 530 761 to 0 800	703 867 801 to 7 980	712 003 381 to 3 650	720 392 151 to 2 570
696 487 701 to 7 800	704 030 628 to 0 640	712 104 220 to 4 230	720 556 491 to 6 640
696 784 101 to 4 550	704 154 024 to 4 120	712 327 861 to 7 890	720 558 621 to 8 650
696 870 601 to 0 650	704 227 561 to 7 829	712 327 952 to 7 980	720 575 361 to 5 570
697 047 501 to 7 600	704 227 831 to 8 069	712 647 061 to 7 090	720 590 152 to 0 179
697 052 101 to 2 350	704 228 071 to 8 100	713 284 171 to 4 260	721 638 331 to 9 170
697 217 251 to 7 400	704 420 344 to 0 490	713 292 871 to 2 990	721 815 391 to 5 420
697 249 952 to 50 050	704 568 751 to 8 990	714 035 101 to 5 160	721 969 713 to 9 740
697 414 886 to 4 900	704 965 301 to 5 770	714 155 011 to 5 400	722 072 137 to 2 160
697 469 606 to 9 700	705 116 780 to 6 790	714 328 231 to 8 440	722 378 265 to 8 280
697 850 401 to 0 750	705 280 801 to 0 980	714 442 952 to 2 980	722 413 990 to 4 004
698 098 446 to 8 550	705 475 651 to 6 040	714 562 843 to 2 860	722 764 948 to 4 980
698 300 251 to 0 300	705 566 127 to 6 280	714 590 391 to 0 430	722 825 840 to 5 889
698 504 383 to 4 650	705 740 581 to 0 730	714 609 811 to 9 930	723 153 841 to 3 850
698 533 927 to 4 200	705 782 796 to 2 820	714 609 961 to 9 990	723 237 616 to 7 630
698 562 268 to 2 400	705 822 271 to 2 480	714 807 181 to 7 240	723 331 081 to 1 110
699 090 686 to 0 750	706 180 148 to 0 290	714 871 321 to 1 500	723 496 443 to 6 470
699 752 699 to 2 850	706 184 041 to 4 220	714 928 529 to 8 590	723 967 291 to 7 320
<b>700 068 473 to 8 500</b>	706 357 861 to 8 190	715 128 183 to 8 330	724 655 196 to 5 340
700 161 501 to 1 650	706 382 419 to 2 430	715 144 171 to 4 470	724 711 441 to 1 500
700 202 522 to 2 700	706 628 735 to 8 820	715 197 211 to 7 570	724 711 538 to 1 560
700 290 275 to 0 300	706 638 211 to 8 420	715 595 910 to 6 180	724 793 221 to 3 250
700 465 730 to 5 750	706 817 959 to 8 000	715 941 781 to 1 810	724 908 109 to 8 120
700 561 444 to 1 550	707 034 391 to 4 450	715 962 421 to 2 480	724 937 461 to 7 670
701 423 101 to 3 150	707 292 636 to 2 660	716 477 396 to 7 430	725 163 118 to 3 151
701 625 469 to 5 550	707 441 401 to 1 687	716 556 635 to 6 660	725 202 735 to 2 750
701 643 829 to 3 850	707 441 836 to 1 940	717 191 648 to 1 690	725 398 591 to 8 800

725 464 591	to	4 920	732 355 201	to	5 380	740 265 811	to	6 290	751 539 121	to	9 180
725 475 321	to	5 330	732 472 320	to	2 560	740 299 111	to	9 170	751 541 311	to	1 790
725 711 057	to	1 070	732 541 605	to	1 620	740 299 231	to	9 260	751 757 641	to	7 700
725 738 581	to	8 730	732 572 221	to	2 490	740 329 266	to	9 320	751 936 951	to	7 010
725 981 311	to	1 430	732 586 479	to	6 710	740 889 081	to	9 090	751 951 861	to	1 890
725 987 835	to	7 880	732 994 037	to	4 080	741 010 421	to	0 530	751 999 021	to	9 110
726 060 811	to	0 900	733 163 449	to	3 460	741 113 041	to	3 370	752 139 516	to	9 570
726 391 970	to	2 520	733 297 171	to	7 290	741 373 891	to	4 340	752 182 892	to	2 950
726 484 771	to	4 800	733 446 631	to	7 110	741 452 369	to	2 490	752 206 861	to	7 100
726 493 351	to	5 300	733 474 665	to	4 770	741 492 991	to	3 140	752 295 241	to	5 600
726 504 031	to	4 063	733 704 482	to	4 570	741 553 460	to	3 470	752 731 351	to	1 410
726 504 070	to	4 090	733 751 041	to	1 130	741 764 431	to	4 520	752 767 441	to	7 470
726 504 331	to	4 390	734 009 101	to	9 130	742 178 834	to	8 880	753 008 941	to	9 030
726 563 701	to	4 060	734 290 759	to	0 770	742 325 500	to	5 520	753 194 311	to	4 370
726 599 371	to	9 460	734 389 273	to	9 290	742 325 668	to	5 700	753 620 378	to	0 400
726 626 356	to	6 370	734 440 031	to	0 111	742 408 771	to	8 830	754 013 917	to	3 940
727 182 271	to	2 510	734 797 201	to	7 320	742 512 120	to	2 150	754 161 061	to	1 120
727 416 181	to	6 240	734 939 611	to	9 640	742 684 849	to	4 890	754 358 445	to	8 610
727 481 431	to	1 460	734 950 111	to	0 170	742 839 553	to	9 630	754 410 451	to	0 660
727 749 241	to	9 780	735 120 331	to	0 840	742 913 668	to	3 700	754 438 393	to	8 410
728 382 331	to	2 480	735 283 008	to	3 020	742 917 287	to	7 296	754 493 109	to	3 130
728 702 338	to	2 400	735 293 131	to	3 220	742 921 891	to	1 980	754 664 182	to	4 220
728 915 371	to	5 850	735 635 010	to	5 040	742 983 631	to	3 810	754 816 377	to	6 470
728 953 141	to	3 410	735 783 961	to	3 990	743 020 021	to	0 170	755 487 421	to	7 600
728 954 280	to	4 310	735 803 401	to	3 430	743 206 491	to	6 500	755 592 901	to	3 140
729 169 081	to	9 140	736 005 420	to	5 440	743 235 992	to	6 050	755 790 020	to	0 030
729 363 841	to	3 870	736 366 021	to	6 110	743 940 631	to	0 900	755 791 730	to	1 800
729 682 891	to	3 190	736 624 456	to	4 500	743 978 011	to	8 070	755 926 951	to	7 070
729 838 940	to	9 070	736 670 851	to	1 060	744 234 751	to	4 780	755 934 332	to	4 510
729 839 101	to	9 130	736 767 061	to	7 090	744 499 591	to	9 680	755 957 701	to	8 000
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	736 767 093	to	7 120	744 626 901	to	6 910	755 962 981	to	3 280
730 109 847	to	9 880	736 982 191	to	2 370	745 388 794	to	8 910	756 035 371	to	5 490
730 373 761	to	3 850	736 982 551	to	2 730	746 446 806	to	6 820	756 301 257	to	1 290
730 501 951	to	2 130	737 110 141	to	0 170	746 818 351	to	8 410	756 371 565	to	1 580
730 519 379	to	9 470	737 185 501	to	5 710	747 245 266	to	5 280	756 876 031	to	6 120
730 569 278	to	9 360	737 317 321	to	7 350	747 364 813	to	4 830	756 876 151	to	6 240
730 711 711	to	1 740	737 517 781	to	7 840	747 501 434	to	1 450	756 970 129	to	0 140
730 722 991	to	3 230	737 628 181	to	8 210	747 739 891	to	0 070	757 059 613	to	9 630
730 845 970	to	5 990	737 634 258	to	4 270	748 148 649	to	8 760	757 078 540	to	8 560
730 888 291	to	8 320	738 361 971	to	1 980	748 259 960	to	9 970	757 086 209	to	6 240
730 927 591	to	7 680	738 447 601	to	7 660	748 565 162	to	5 280	757 240 591	to	0 650
731 307 914	to	7 930	738 648 355	to	8 450	748 874 988	to	5 030	757 277 371	to	7 700
731 402 431	to	2 460	738 849 811	to	9 900	749 137 381	to	7 410	757 291 591	to	2 730
731 407 232	to	7 320	738 892 270	to	2 290	749 190 192	to	0 210	757 964 251	to	4 280
731 588 301	to	8 340	738 997 259	to	7 380	749 685 421	to	5 450	758 105 221	to	5 250
731 767 273	to	7 320	739 161 451	to	1 540	749 846 791	to	6 850	758 324 941	to	5 000
731 781 061	to	1 120	739 219 381	to	9 440	749 993 131	to	3 580	758 593 628	to	3 650
731 837 821	to	7 910	739 740 151	to	0 180	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	758 709 038	to	9 060
731 841 377	to	1 450	739 793 491	to	3 520	750 408 167	to	8 183	758 744 101	to	4 160
732 018 481	to	8 600	739 793 527	to	3 550	750 438 421	to	8 501	758 850 883	to	0 900
732 067 972	to	8 370	739 942 621	to	2 650	750 743 911	to	4 030	759 152 851	to	2 880
732 188 649	to	8 670	739 999 231	to	9 320	750 779 118	to	9 400	759 740 941	to	1 090
732 193 460	to	3 470	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	750 910 981	to	1 010	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
732 201 241	to	1 390	740 030 701	to	0 970	750 960 841	to	0 900	760 118 191	to	8 250
732 220 431	to	0 440	740 261 740	to	1 820	751 296 211	to	6 240	760 155 001	to	5 090

760 378 002 to 8 020	762 304 144 to 4 170	763 826 461 to 6 520	766 120 286 to 0 320
761 055 460 to 5 480	762 324 931 to 4 960	763 900 460 to 0 471	766 125 716 to 5 750
761 504 941 to 5 120	762 439 261 to 9 290	763 900 479 to 0 530	766 158 824 to 8 840
761 516 836 to 6 850	762 524 158 to 4 220	763 917 271 to 7 750	766 205 616 to 5 640
761 516 851 to 6 910	762 584 872 to 4 970	764 125 801 to 5 860	766 388 433 to 8 460
761 613 588 to 3 600	763 155 160 to 5 180	764 526 241 to 6 330	766 509 421 to 9 660
761 688 631 to 8 690	763 178 631 to 8 660	764 601 421 to 1 600	766 572 901 to 3 020
761 805 199 to 5 240	763 506 001 to 6 060	764 650 231 to 0 470	767 024 341 to 4 370
761 826 106 to 6 120	763 522 141 to 2 470	764 984 371 to 4 850	767 326 471 to 6 590
761 881 171 to 1 560	763 717 694 to 7 800	765 042 517 to 2 540	

— *Postal Inspection Service, 3-8-01*

## Counterfeited Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Postal Inspection Service, 3-8-01*

## 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, 3-8-01*

### 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.

<b>005027</b>	015442	018947	021834	045035	070431	080622	100025	115537	142194	174067	210058	223370
005384	015469	018962	021938	047131	070500	080644	100035	115629	142218	174076	210102	224026
005434	015498	018970	021967	050079	070572	085039	100040	115747	142246	174088	210103	225020
005451	015532	018973	022019	052007	070611	085535	100051	117095	142260	175078	210135	226051
005452	015549	018974	022046	053030	071106	085611	100054	117103	142295	175080	210151	231014
005465	015603	018986	022055	053086	071141	085789	100103	117161	142419	175081	210163	232139
005806	015658	019047	022110	054009	071265	085931	100152	117277	142461	176141	210174	232370
005832	016063	019077	022178	055066	071341	088042	100187	117335	142502	177040	210308	235269
005847	016134	019092	022331	055145	071661	088337	100202	117409	142688	180013	210322	235398
005855	016184	019105	022414	055183	071854	088475	101035	117450	142730	180064	210333	235519
006278	016357	019227	022672	055198	075344	088507	101625	117465	142842	184065	210335	238015
006318	016375	019286	022681	055209	075672	088579	102102	117525	142859	185051	210344	242408
007268	016481	019295	022683	055216	076326	088704	103189	117545	142867	185073	210416	252001
008317	016652	019327	022751	057011	076724	089098	103194	117679	142878	186030	210436	253053
008895	016678	019354	022761	060321	076996	090088	103266	117801	142939	187071	210496	256621
009129	016711	019356	022860	060382	077111	090284	103274	118014	146182	188004	210504	257151
009230	016733	019364	022922	060463	077259	090577	103289	118101	146233	191767	210519	260038
009277	016770	019395	022970	060477	077332	090698	103306	118224	146279	191860	210520	262003
009758	016855	019428	022985	060487	077441	091287	103346	118247	146544	192466	210527	270011
009771	016904	019434	023373	060740	077594	091701	103530	118696	146555	192651	210531	270030
009858	016909	019438	023576	060946	078241	092278	103650	118911	146670	192720	210540	270041
010646	018011	019439	023641	061079	078443	092432	103815	119346	146687	192757	210576	270044
010662	018021	019445	025166	061515	079794	092541	104086	120323	146716	192929	210609	270045
011397	018031	019446	025207	062044	079806	093066	105059	120327	146782	192987	210623	271107
013133	018110	019488	025222	062102	080001	093225	106524	121244	146793	193185	210660	272154
014060	018164	019757	026217	063158	080005	093957	107042	121276	148330	193216	210663	272217
014218	018186	019773	026474	064078	080008	094148	107347	124183	148401	193228	210670	273010
014253	018240	019824	026514	064150	080019	094285	108075	125275	150243	196059	210686	273079
014267	018285	019912	026566	064183	080060	094719	108574	125475	152102	196162	210688	273084
014308	018289	019917	026622	064424	080066	094812	108768	126008	152201	197114	210696	273122
014319	018304	019958	027024	064601	080106	095192	108910	126064	152231	197135	210707	274004
014405	018375	020164	027177	064660	080113	096091	109007	129921	152256	198162	212284	274024
014546	018401	020265	027187	064841	080126	096106	109292	130030	152379	198225	212360	274170
014669	018402	020406	027963	065889	080158	096302	109952	133048	152474	198229	212587	274210
014769	018417	020547	028528	065908	080159	096326	110263	135148	152564	198249	212655	274325
014790	018430	021024	028768	066053	080177	096614	110732	137004	152664	198251	212663	274999
014820	018454	021239	028833	066113	080178	097094	110884	142025	152669	199063	212673	275010
014916	018467	021370	028986	066151	080247	097524	111045	142048	152964	199071	212706	275044
014956	018484	021371	029060	066200	080256	097713	111476	142059	156058	<b>200506</b>	212709	275075
014995	018509	021398	029565	066472	080260	097716	111779	142070	156105	200567	212723	275375
015065	018521	021416	029592	067294	080280	097767	111954	142083	156170	200580	212725	275604
015069	018537	021434	029608	068036	080303	098048	112187	142087	156225	200590	212801	276100
015101	018568	021516	029648	068207	080316	098154	113029	142096	156231	200808	212937	278015
015183	018574	021527	029662	068370	080334	098174	113118	142106	159028	200885	220041	279236
015208	018610	021558	029938	068456	080372	098224	113153	142116	159035	200896	220244	280168
015245	018646	021559	030552	068480	080377	098225	113191	142117	159048	206132	220371	282049
015252	018751	021564	032047	069073	080453	098295	113401	142153	159086	207787	220378	282567
015268	018752	021630	036004	069149	080480	098332	113520	142154	159206	207883	220725	282586
015318	018763	021637	038004	069259	080483	098374	114371	142157	159212	207897	220790	282826
015320	018789	021655	038417	069728	080511	098444	114510	142161	159269	207925	221144	283299
015322	018809	021673	039021	069758	080516	098875	114513	142171	165049	207926	221541	283393
015367	018815	021696	040327	069880	080555	098913	114624	142180	165148	208702	222134	283451
015373	018855	021762	041102	070116	080566	098974	115180	142182	165232	208868	222202	286061
015389	018936	021799	042023	070230	080615	<b>100020</b>	115436	142184	170171	210027	222270	286122

286136	326293	336031	392539	480496	531622	600981	631528	745034	762082	803121	891908	910415
293316	326297	336039	397047	480517	531625	601113	631673	747028	763013	803280	895018	910428
293332	326313	336056	<b>400067</b>	480539	531638	601134	631690	750215	763101	804280	895020	910433
295436	326505	336149	400072	480594	531652	601185	631808	750238	763145	805227	895036	911313
295440	326554	336163	402051	480615	531660	601216	631935	750451	765505	805490	895043	911315
296476	326563	336167	402167	480732	531680	601300	641123	750488	765567	805507	895439	911334
299030	327000	336170	402353	480796	531716	601301	641362	750714	769544	805538	<b>900031</b>	912430
<b>300064</b>	327215	336213	402452	480797	532503	601339	641689	750775	770314	806197	900132	912445
300148	327699	336444	402568	480834	532751	601417	641988	750820	770445	809008	900149	913012
300155	327708	336580	430140	480957	532755	601541	652210	751065	770539	810005	900252	913032
300424	327710	337048	430141	481008	532842	601622	656131	751067	770729	813251	900296	913423
300677	327725	337099	432592	481009	532846	601662	657129	752012	770788	814035	900307	913487
300682	327756	337248	432918	481113	532865	601764	658102	752113	771400	814062	900594	913846
300772	327770	338117	432947	481758	532923	602070	658222	752430	772501	814208	900650	913967
300817	328067	339342	432968	481902	532989	602323	662151	752486	773048	816113	900828	914095
301005	328442	339620	436240	481962	537367	602532	662315	752507	775343	816169	900968	914244
301129	328762	340000	437055	482344	537399	602536	662584	752533	778030	820750	901162	914568
301141	328826	340051	439711	482369	544055	602542	662674	752585	779103	826014	901714	914744
301170	328936	340064	441006	482733	545168	602628	665155	752589	780121	829100	901811	915354
301905	328938	340068	441092	482942	547555	602650	666070	752633	781054	830502	901930	915444
302102	329395	340383	441145	482949	551047	602742	670008	752643	782978	833165	901993	915489
302274	329435	340784	441332	482968	551137	602777	671004	752725	785512	840104	902019	915585
302691	329447	340843	441586	483120	551215	602802	672002	752967	785542	840562	902144	917020
305371	329538	344104	441596	483139	551290	604197	672010	753151	786111	841051	902165	917029
306503	330163	344134	441601	483583	551294	604362	672051	757014	787754	841078	902235	917040
306536	330180	344152	441608	483715	551296	604380	672054	757057	787883	841814	902402	917041
309001	330272	344208	441841	483893	551319	604384	672087	757077	787979	841997	902709	917068
309018	330299	349003	443440	483961	551394	604806	672107	757197	788070	843037	902905	917098
311238	330301	349012	444826	485150	551680	604867	672109	760008	790004	844240	903126	917157
311428	330526	349441	447055	485244	551833	604886	672249	760010	790006	845012	903171	917187
311672	330712	349805	450025	486260	551990	604943	672315	760011	790013	846063	903450	917194
311688	330932	351030	452106	486316	553163	605457	672343	760060	790064	846138	903549	917228
312327	331015	351067	452242	488034	553595	605544	672534	760073	791001	847140	903754	917303
312347	331162	352467	452260	488764	553811	605773	672570	760134	791335	847164	904112	917310
314301	331191	352788	452400	489231	554027	605785	675050	760136	791351	852073	904491	917314
314369	331231	358037	452575	489353	554234	605807	678024	760340	791405	852074	904500	917319
314384	331405	358975	452728	489389	554305	605856	679008	760422	793010	852212	904546	917334
314715	331511	361327	452731	489465	554616	606127	681104	760482	793015	852375	904650	917337
317108	331564	361338	452926	489485	554847	606171	<b>701326</b>	760493	793050	852414	904676	917425
317303	331644	363114	454714	490658	554947	606403	701478	760562	793067	852553	904680	917603
320039	331801	370031	457102	490667	558019	606555	701804	760591	794133	852979	904696	917630
320841	331908	372314	457116	490679	559062	606618	705005	760601	794136	853023	906025	917727
321018	331928	372566	457122	490682	563051	606828	705009	760642	794171	853313	906051	917728
321082	332017	372667	460076	492118	566001	607012	705030	760715	794324	853335	906096	917794
321160	332054	372720	460146	493087	570032	607123	705179	761010	794359	853482	906259	917947
321168	332097	372896	461027	494050	570078	607262	708338	761013	794385	853591	906263	917954
322013	332135	372977	461079	494084	571115	608064	708353	761020	794471	853603	906314	918123
322017	332173	372980	462327	494200	585218	608112	708550	761055	794477	853615	906485	918152
322111	332510	373024	462396	494201	585235	608123	708631	761072	795003	853622	906514	918234
322311	332671	373025	462738	494225	598653	608265	711049	761075	795010	853635	906517	918259
322381	332726	374066	462769	495391	598654	608392	722168	761079	796513	853641	906524	918404
322619	333120	376106	462808	497140	<b>600038</b>	611128	730020	761122	799068	853646	906563	918704
322628	333481	376146	464135	497247	600095	611181	730108	761385	799152	856104	906957	918778
322669	333901	378126	465123	497292	600104	611189	730223	761564	<b>800445</b>	856268	907114	918819
322777	334002	378144	468076	499030	600216	611205	730713	761678	800473	860139	907136	920013
322866	335064	381150	470035	<b>503121</b>	600277	616171	731250	761698	801305	871632	907138	920055
323558	335104	381342	473106	520060	600350	617604	740129	761747	801552	891405	907150	920350
323583	335170	381459	473144	525051	600502	624082	740551	761780	802172	891808	907198	920353
324465	335245	381497	474033	525055	600552	626015	740823	761803	802177	891836	907303	920391
325073	335299	381531	476026	527043	600558	627036	741314	762006	802224	891837	907422	920400
325076	335346	381541	477154	531370	600597	628087	741458	762042	802225	891840	907460	921098
325093	335526	381861	480203	531389	600682	631097	741582	762045	802433	891857	907476	921116
325311	335557	386030	480228	531592	600700	631222	741661	762048	802902	891884	907678	921385
325900	335818	392394	480340	531594	600742	631232	743077	762060	802998	891906	910354	921399

921427	926078	926696	927313	928546	933541	941213	948456	951676	958454	968426	972661	982355
921499	926092	926700	927322	928571	934284	941214	948486	951756	958795	968483	972676	982364
921753	926108	926721	927324	928613	935006	941253	948548	951791	958854	968597	972679	982399
921917	926141	926747	927332	928752	935136	941341	948614	951897	958942	968776	973305	982408
921945	926152	926763	927346	930010	937349	941352	948651	952203	958990	968949	974194	992628
922192	926184	926809	927375	930218	937613	941473	949090	953212	959042	968951	980083	992704
922211	926188	926828	927568	930242	937780	941581	949178	953213	959075	969126	980300	995107
922256	926246	926852	927832	930274	937851	941645	949550	953252	959078	969137	980399	995162
922266	926339	926856	927859	930317	940049	941656	949594	953262	960074	970016	980555	995188
924388	926404	926895	927963	931321	940157	941684	949610	953263	960081	970042	980633	995346
924466	926412	926919	928146	931560	940442	941873	950389	953290	960086	970461	980725	995700
925144	926459	926975	928207	931615	940444	945728	950632	953320	967186	970550	980744	997129
926013	926507	927162	928246	931646	940595	945854	950779	953343	967320	970576	982254	997163
926027	926511	927209	928287	931686	940700	946280	950818	953358	968179	970614	982290	997313
926051	926524	927222	928387	931959	940736	946555	950962	953359	968304	970883	982291	998329
926059	926583	927288	928394	933292	940883	948113	951217	953360	968420	972244	982326	998336
926067	926673	927297	928417	933528	940937	948350	951362	955312	968422	972329	982339	999308

— Express and Priority Mail, Marketing, 3-8-01

## International Mail

### ICM UPDATE

#### International Customized Mail

On November 17, 2000, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated November 16, 1999. The Agreement was published on page 29 of *Postal Bulletin* 22014 (12-30-99). The Amendment modifies the Agreement to specify an acceptance site, to allow for single "end of run" pieces which are not included in International Priority Airmail (IPA) mailings, and to specify the rates. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** *Other provisions of the Agreement shall remain in force.*
- b. **Type of mail:** *Other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *Other provisions of the Agreement shall remain in force.*
- d. **Services provided by the Postal Service:** Arrange to transport mail from the Mailer's production facility in Weston, FL, and the information service center (ISC) in Chicago to appropriate international destinations.

- e. **Minimum volume commitments:** *Other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *Other provisions of the Agreement shall remain in force.*
- g. **Rates:** The Mailer will pay postage for all Qualifying Mail in accordance with Exhibit 1.

#### Exhibit 1

Presorted Rate Group Until 01/06/01	Presorted Rate Group From 01/07/01	Per Piece	Per Pound
1	3	\$0.187	\$2.997
4	8	0.075	4.870
Worldwide Non-Presort	Worldwide Non-Presort	0.187	4.496

No more than fifty (50) individually metered pieces of mail which would qualify as ICM mail if presented in bulk may be presented to the Detached Mail Unit at an agent's facility at a rate of \$0.40 per piece.

- h. **Penalty:** *Other provisions of the Agreement shall remain in force.*

— *International Business, 3-8-01*

### ICM UPDATE

#### International Customized Mail

On January 30, 2001, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated August 17, 1998. The Agreement was published on page 43 of *Postal Bulletin* 21981 (9-24-98). The Amendment modifies the Agreement to extend the existing Agreement and to specify a new rate for Air Parcel Post that will become effective on February 1, 2001. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** August 31, 1998, through April 30, 2001.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Services provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** The postage for parcel shipments intended for delivery outside the United States shall be paid at a discount of one and one-half percent (1 1/2%) off nondiscounted published rates for all Air Parcel Post shipments worldwide.

— *International Business, 3-8-01*

## ICM UPDATE

**International Customized Mail**

On January 25, 2001, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service hereby makes public the following information concerning the Agreement:

- a. Term:** February 2, 2001, through August 2, 2006.
- b. Type of mail:** Priority Mail, Express Mail, Parcel Post, other International Products and Services, and other Domestic Products and Services. Every item must conform to the mailing requirements set forth in the IMM and *Domestic Mail Manual* (DMM) for Qualifying Mail.
- c. Destination countries:** Worldwide.
- d. Services provided by the Postal Service:** The Postal Service has agreed to:
  - 1. Participate with Mailer in the development and execution of a joint commercial business plan.
  - 2. Participate with Mailer in a joint management team to monitor service performance of ICM Mail and consider other subjects, as the team may deem necessary.
  - 3. Participate with Mailer in joint marketing and sales efforts for the purpose of maximizing sales.
  - 4. Provide Mailer, upon request and at no cost, any training necessary for the preparation of ICM Mail at a site within the continental United States.
  - 5. Return undeliverable Express Mail, Priority Mail, Standard Mail to Mailer at an address within the continental United States subject to the terms and conditions of DMM.
- e. Minimum volume commitments:** The Mailer has agreed to tender a minimum of US \$2 million in postage derived from ICM Mail on an annualized basis or 1 million pounds of ICM Mail on an annualized basis for the duration of the Agreement.

**f. Worksharing:** The Mailer has agreed to:

- 1. Make payment to the Postal Service in accordance with the requirements set forth in DMM except as otherwise specified in the Agreement.
  - 2. Notify the Postal Service of each acceptance site and corresponding permit number.
  - 3. Tender at least 50 pounds or 200 pieces of ICM Mail for each mailing statement presented to the Postal Service after the date of February 14, 2001.
  - 4. Obtain all necessary Customs clearances for ICM Mail before tendering U.S. destinating ICM Mail to the Postal Service.
  - 5. Tender all ICM Mail at sites mutually agreed upon by both Mailer and Postal Service. All Priority Mail must be presented to the Postal Service business mail entry office of the Post Office where the permit account is held.
  - 6. Provide the Postal Service with schedules of mailings to include the intended date and site of tender, anticipated weight, and volume.
  - 7. Participate with the Postal Service in joint marketing and sales efforts for the purpose of maximizing sales.
  - 8. Implement a manifest system that meets the approval of the Postal Service Rates and Classification Service Center and use that system for all mailings after that date.
  - 9. Provide the Postal Service with an analog telephone line to allow the Postal Service to receive information from the manifest mailing system.
- g. Rates:** The Mailer has agreed to pay postage for ICM Mail in accordance with the applicable rates as published by the Postal Service at the time of tender.

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(See page 56 of this Postal Bulletin for information about Publication 71.)



Publication 71, February 2001

## Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act

Under the Family and Medical Leave Act (FMLA), employees have certain obligations to provide notice and/or other information to their employers. Failure to provide such notice or documentation could result in denial of leave or other protections afforded under the Act.

### I. Qualifying Conditions

The FMLA provides that employees meeting the eligibility requirements must be allowed to take time off for up to 12 workweeks in a leave year for the following conditions:

1. Because of the birth of a son or daughter (including prenatal care), or in order to care for such son or daughter. Entitlement for this condition expires 1 year after the birth.
2. Because of the placement of a son or daughter with you for adoption or foster care. Entitlement for this condition expires 1 year after the placement.
3. In order to care for your spouse, son, daughter, or parent who has a serious health condition. Also, in order to care for those who have a serious health condition and who stand in the position of a son or daughter to you or who stood in the position of a parent to you when you were a child.
4. Because of a serious health condition that makes you unable to perform the functions of your position.

### II. Eligibility

For an absence to be covered by FMLA, you must have been employed by the Postal Service for a total of at least 1 year **and** must have worked a minimum of 1,250 hours during the 12-month period before the date your absence begins. Once eligible for a given condition, if your work hours subsequently fall below 1,250 during the postal leave year, your eligibility for FMLA protected absences for that condition remains in effect for the duration of the leave year. However, if a second and unrelated condition arises in the leave year, you must meet the 1,250 eligibility test anew in order to obtain FMLA protected leave for that (i.e., second) reason.

### III. Type of Leave or Pay

Absences counted toward the 12 workweeks allowed for the qualifying conditions that can be any one or a combination of the following:

1. Time off you take as annual leave, sick leave, and/or leave without pay (LWOP) in accordance with current leave policies and collective bargaining agreements.
2. In the case of job-related injuries or illnesses, time off during which you are receiving continuation of pay (COP) and/or time during which you are placed on the Office of Workers' Compensation Program (OWCP) payroll.

#### IV. Documentation on Request for Absence

Supporting documentation is required for your absence request to receive final approval. Documentation requirements may be waived in specific cases by your supervisor. *However, failure to provide requested documentation could result in a denial of FMLA-protected leave.*

1. **For qualifying condition (1) or (2)** — You must provide the birth or placement date.
2. **For qualifying condition (3) or (4)** — You must provide documentation from the health care provider.
  - a. **In both of these cases** — The medical report must include:
    - (1) The health care provider's name, address, phone number, and type of practice and the patient's name.
    - (2) A certification that the patient's condition meets the FMLA definition of *serious health condition*, supporting medical facts, and a brief statement as to how the medical facts meet the definition's criteria.
    - (3) The approximate date the serious health condition commenced, its probable duration, and the probable duration of the patient's present incapacity, if different.
    - (4) Whether it is a medical necessity that you be absent intermittently or work on a reduced schedule as a result of the serious health condition; and if so, the probable duration of such schedule, an estimate of the probable number of and the interval between treatments and/or episodes of incapacity, the period required for recovery, if any, and whether the medical need for absence is best accommodated through intermittent absence or a reduced work schedule.
  - b. **For absence due to pregnancy or a chronic serious health condition** — The medical certification must include whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity.
  - c. **If additional or continuing treatments are required** — The medical certification must include the nature and regimen of the treatments, an estimate of the probable number of treatments, the length of absence required by the treatments, and actual or estimated dates of the treatments, if known.
  - d. **For absence due to your own serious health condition, including pregnancy, permanent/long term condition, or a chronic condition** — The medical certification must include whether you are unable to perform work of any kind, parts of the job you are unable to perform, and whether you must be absent for treatments.
  - e. **For absence to care for a family member with a serious health condition** — The medical certification must include whether the patient requires assistance for basic medical or personal needs or safety or for transportation; or if not, whether your presence to provide psychological comfort would be beneficial to the patient or assist in the patient's recovery, and the probable duration of the need for care on an intermittent or reduced work schedule basis. You must indicate on the form the care you will provide and an estimate of the time period.
3. **If the serious health condition is a result of a job-related injury or illness** — The documentation requirements are provided separately.
4. **If the time off requested is to care for someone other than a biological parent or child** — Appropriate explanation or evidence of the relationship may be required.

Supporting information that is not provided at the time of the request for absence must be provided within 15 days of receipt of notice, unless this is not practical under the circumstances. If the Postal Service questions the adequacy of a medical certification, a second opinion may be required. If the first and second opinions differ, a third and final opinion may be required. These opinions are obtained off the clock. However, the Postal Service will pay for these opinions, plus reasonable out-of-pocket travel expenses incurred to obtain the opinions.

Employees may be required to provide recertification periodically.

During your absence, you must keep your supervisor informed of your intentions to return to work and status changes that affect your ability to return.

## V. Benefits

**Health Insurance** — To continue your health insurance during your absence, you must continue to pay the employee portion of the premiums. This payment continues to be withheld from your salary. If the salary for a pay period does not cover the full employee portion, you will be invoiced and are required to make the payment. Failure to make the required payments results in loss of coverage until you return to work.

**Life Insurance** — Your basic life insurance and any optional life insurance that you carry continue while you are in a pay status. In an LWOP status, these are continued at no cost to you for 1 year. After you are in a non-pay status for 1 year, this coverage is discontinued, but you have the option to convert the coverage to an individual policy within 31 days of the discontinuance in accordance with the Office of Personnel Management's (OPM's) current Federal Employee Group Life Insurance policy on conversion — see OPM's web site — <http://www.opm.gov/insure>.

**Flexible Spending Accounts (FSAs)** — If you participate in the FSA program, see your employee brochure for the terms and conditions of continuing coverage during leave without pay.

## VI. Placement and Documentation on Return to Duty

At the end of your FMLA covered absence, you will be returned to the same position you held when the absence began (or to an equivalent position), provided you are able to perform the functions of the position and would have held that position at the time you returned had you not taken the time off. To return to work after an absence due to your own incapacitation, you must provide certification from your health care provider that you are able to return to work and to perform the essential functions of your position.

The certification should be provided as soon as your physician anticipates your return to work, and no later than one workday before the anticipated return-to-work date. Providing this certification as early as possible will facilitate the return-to-work process and help you avoid unnecessary delays due to incomplete medical information. The medical information requested is basic to the treatment provided by the physician, and should be readily available. There is no need for a diagnosis or other private information to be included.

If you are a nonbargaining unit employee and your absence was for your own serious health condition, the statement from your medical provider that you are able to return to work is all that you must provide.

If you are a bargaining unit employee and your absence was for your own serious health condition, you must also provide the medical certification noted on page 38 and be medically cleared before you return to work under any one of the following circumstances:

1. The absence exceeds 21 calendar days.
2. The absence is due to any of the causes specified below.
3. Overnight hospitalization is required during the absence.

The medical report provided must contain enough information to determine that you can return to work without risk of injury or illness to self or others. It must identify any restrictions that prevent you from performing your duties, and whether there is a need for a special accommodation. It must include whether or not you will need to be absent intermittently or to work on a reduced schedule as a result of the condition, and if so, the probable duration of such schedule and an estimate of the probable number of and the interval between any expected treatments and/or episodes of incapacity.

Examples of specific information that may be necessary are:

1. **For absence exceeding 21 calendar days** — Treatment dates, progress to date, and any side effects experienced due to medication that could affect job performance.
2. **For absence due to exposure to a communicable or contagious disease** — The nature of the disease and certification that you can return to work without risk of transmission.
3. **For absence due to mental or nervous condition** — Treatment dates, progress to date, certification of your compliance with medication, side effects experienced due to medication that could affect job performance, certification that adequate control has been established (including, where applicable, certification that you can accept supervision), and you are able to work without risk of harm to self or to others.
4. **For absence due to diabetes** — The conditions and/or symptoms related to diabetes that caused the incapacity to work, certification that the conditions and/or symptoms have resolved, progress to date, and certification that adequate control has been established and that you are able to return to work safely.
5. **For absence due to cardiovascular disease involving high blood pressure** — Conditions and/or symptoms related to high blood pressure that caused the incapacity to work, certification that the conditions and/or symptoms have resolved, certification of your compliance with medication, side effects experienced due to medication that could affect job performance, and certification that adequate control has been established and that you are able to return to work safely.
6. **For absence due to cardiovascular disease other than high blood pressure** — Conditions and/or symptoms that caused the incapacity to work, progress to date, certification of your compliance with medication, side effects experienced due to medication that could affect job performance, and certification that you are able to return to work safely.
7. **For absence due to epilepsy (seizure disorder)** — Conditions and/or symptoms related to seizure disorder that caused the incapacity to work, side effects experienced due to medication that could affect job performance, certification of your compliance with medication, and certification that adequate control has been established and that you are able to return to work safely.
8. **For absence during which overnight hospitalization is required** — The nature of the hospitalization, the date of admission, the date of official discharge, progress to date, certification of your compliance with medication, side effects experienced due to medication that could affect job performance, and certification that you are able to return to work safely.

A postal medical officer will evaluate the medical information and make the final determination of your suitability for return to work.

## NEW HANDBOOK

**Handbook EL-803, Maintenance Employee's Guide to Safety**

A new handbook, EL-803, is published and distributed to the Material Distribution Center. You can also find it on the Postal Service Intranet at <http://blue.usps.gov/cpim> (the Policies and Procedures web page).

Maintenance managers should order sufficient handbooks to cover all their employees. Local postal employee development centers (PEDCs) should order enough to hand out during new employee orientations.

Employees may order copies of HBK EL-803 by one of the following means:

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

SUPPLY REQUISITIONS  
500 GARY ORMSBY DR  
TOPEKA KS 66624-9702

The relevant ordering information is as follows:

PSN:	7610-01-000-9085
PSIN:	HBKEL803
Unit of Issue:	EA
Quick Pick #:	NA
Bulk Pack Quantity:	200
Price:	\$0.4975
Edition Date:	November 2000

— *Safety Performance Management,  
Employee Resource Management, 3-8-01*

## LEVEL 15–18 Offices

**Safety and Health Inspections**

The *Employee and Labor Relations Manual* (ELM) 824 requires an annual safety and health inspection of its facilities. During the next 30 days, Safety Performance Management at Headquarters is mailing to Level 15 through 18 offices a package containing a safety inspection checklist and instructions for completing an inspection. Postmasters (PMs) or installation heads (IHs) (or their designees) in those offices must use the checklist to complete a safety and health inspection within 30 days of receiving the package.

The PMs/IHs *must* do the following:

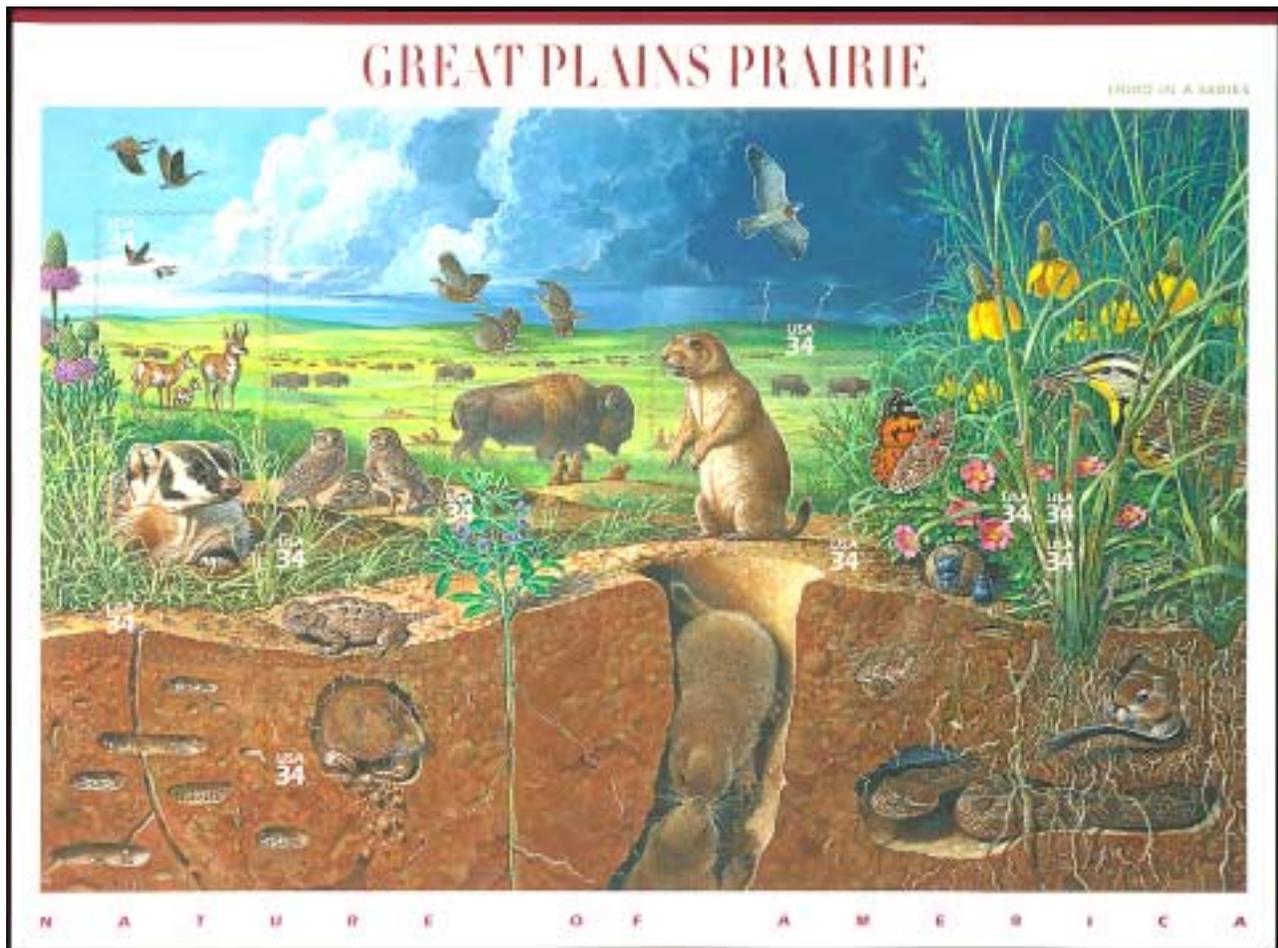
1. Contact the servicing safety office if they do not receive a mailing that includes the inspection checklist and instructions.
2. Post the inspection.
3. Contact the servicing safety office if they need technical or programmatic assistance.
4. Ensure abatement of all deficiencies in accordance with the instructions.
5. Certify completion of the inspection to the servicing safety office.

— *Safety Performance Management,  
Employee Resource Management, 3-8-01*

## Philately

STAMP ANNOUNCEMENT 01-24

### Great Plains Prairie Souvenir Sheet



Copyright USPS 2000

The Postal Service will issue a souvenir sheet of ten 34-cent *Great Plains Prairie* stamps (Item Number 450900) in Lincoln, NE 68501, on April 19, 2001. The stamps, illustrated by John D. Dawson of Hilo, Hawaii, go on sale nationwide April 20, 2001. The *Great Plains Prairie* souvenir sheet is the third in an educational series designed to promote appreciation of North America's major plant and animal communities. The previous issues in the *Nature of America* series were *Sonoran Desert* (1999) and *Pacific Coast Rain Forest* (2000).

The artwork includes 25 animal and plant species native to the mixed-grass prairie of the American Great Plains

illustrating both the immense scale of the ecosystem and the individual environments of many important species. While the scene is imaginary, all species represented are appropriate and were recommended by scientists. A description of the prairie and a list of the common and Latin names of the plants and animals included in the art appear on the back of the stamp pane. The prairie stretches from the edge of the eastern woodlands and oak savannas to the foothills of the Rocky Mountains. Many people often underestimate the prairie's complexity and significance as an ecosystem. It is an important part of the American landscape and is one of the largest grasslands in the world.

**How to Order the First Day of Issue Postmark**

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office, by telephone at 1 800 STAMP-24, and at the Postal Store Web site, *www.usps.com*. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

GREAT PLAINS PRAIRIE SOUVENIR SHEET  
 POSTMASTER  
 700 R ST  
 LINCOLN NE 68501-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 19, 2001.

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

INFORMATION FULFILLMENT  
 DEPT 6270  
 US POSTAL SERVICE  
 PO BOX 219014  
 KANSAS CITY MO 64121-9014

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

**Philatelic Products**

The Postal Service will issue a pane of ten 34-cent *Great Plains Prairie* commemorative stamps in Lincoln, NE, on April 19, 2001. In addition, uncut press sheets featuring *Great Plains Prairie* commemorative stamps will be available at SFS.

Uncut Press Sheet: Item Number 450984 — \$20.40 (*USA Philatelic* catalog).

The *Great Plains Prairie* uncut press sheets may be ordered by telephone at 1 800 STAMP-24, by fax at 816-545-1212, and by mail from:

STAMP FULFILLMENT SERVICES  
 US POSTAL SERVICE  
 PO BOX 7247  
 PHILADELPHIA PA 19101-9014

**Distribution: \$3.40, *Great Plains Prairie* Souvenir Sheet of 10 Stamps, Item 450900**

Stamp distribution offices (SDOs) will receive approximately three-quarters of their standard automatic distribution quantity for pressure sensitive adhesive (PSA) sheet stamps. Distributions are rounded up to the nearest master carton size (2,000 panes/20,000 stamps).

Issue:	<i>Great Plains Prairie</i>
Item Number:	450900
Denomination & Type of Issue:	\$3.40 Souvenir Sheet
Format:	Self-adhesive pane of 10 (10 designs)
Series:	Nature of America
Illustrator:	John D. Dawson, Hilo, HI
Issue Date & City:	April 19, 2001 Lincoln, NE 68501
Designer:	Ethel Kessler, Bethesda, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton-Potter (USA) Ltd.
Printed at:	Williamsville, NY
Press Type:	Stevens, Varisize Security Press
Stamps per Coil/Pane:	10
Print Quantity:	89.6 million stamps
Paper Type:	Nonphosphored Type III, block taggant
Gum Type:	Self-adhesive
Processed at:	Aston-Potter (USA) Ltd.
Colors:	Black, Cyan, Yellow, Magenta
Stamp Orientation:	Horizontal and Vertical
Orientation 1:	Horizontal
Image Area (w x h):	1.56 x 1.225 in./39.624 x 31.115 mm
Overall Size (w x h):	1.56 x 1.225 in./39.624 x 31.115 mm
Orientation 2:	Vertical
Image Area (w x h):	1.225 x 1.56 in./31.115 x 39.624 mm
Overall Size (w x h):	1.225 x 1.56 in./31.115 x 39.624 mm
Full Pane Size (w x h):	9.125 x 6.75 in./231.775 x 171.45 mm
Plate Size:	60 stamps per revolution
Catalog Item Number(s):	450940 Souvenir Sheet — \$3.40 450962 Full Pane Cover — \$5.40 450984 Press Sheet — \$20.40
Sale Date:	April 19, 2001
Nationwide Sale Date:	April 20, 2001

**Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to Post Offices before April 12, 2001.

**Additional Supply**

Post Offices requiring additional souvenir sheets must requisition them from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For filling supplemental orders, all APDs, except for the Denver APD, will receive 150,000 additional souvenir sheets. The Denver APD will receive 146,000 souvenir sheets.

### Philatelic Requirement

SDOs will not receive a separate philatelic distribution of this souvenir sheet for subsequent distribution to authorized philatelic centers. Philatelic centers must be supplied their needed quantities from the initial automatic distribution received by SDOs.

### Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,  
Public Affairs and Communications, 3-8-01

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### Pictorial Cancellation Requirements

The following pages are intended as a reminder that *all* pictorial announcements must be sent to U.S. Postal Service Headquarters for approval before being used for an event. No exceptions are allowed. Please use the *Pictorial Cancellation Announcement* form, reproduced for your convenience on page 43. Refer to Handbook PO-230, *Pictorial Cancellations*, for detailed information about the entire process of making pictorial cancellations available for events.

If you think that it is too late to send in the *Pictorial Cancellation Announcement* form, send it in anyway. If it is approved, but late, we may contact you to extend the cancellation period for an additional 30 days. If there is a problem with your pictorial, you will be notified within 2 days

of receipt. If there are no problems, the pictorial will appear in the appropriate *Postal Bulletin*. We will also arrange for additional national publicity. You may also fax the form to 202-268-2714 in an emergency.

The graphic on page 44 is a reminder that you are cancelling postage and that the pictorial cancellation hand stamp device must touch the stamp(s). This is most important, although sometimes difficult because of the unusual shape of the pictorial.

— Stamp Services,  
Public Affairs and Communications, 3-8-01

Approving or Reviewing Requests



### Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL CANCELLATIONS STAMP SERVICES US POSTAL SERVICE 475 L'ENFANT PLZ SW RM 5610 WASHINGTON DC 20260-2437</p>	<p><i>Paste or tape pictorial cancellation copy here.</i> (Camera ready or reproducible) No larger than 4" horizontal x 2" vertical. (The dimensions of this box) Do not send image on a separate sheet.</p>
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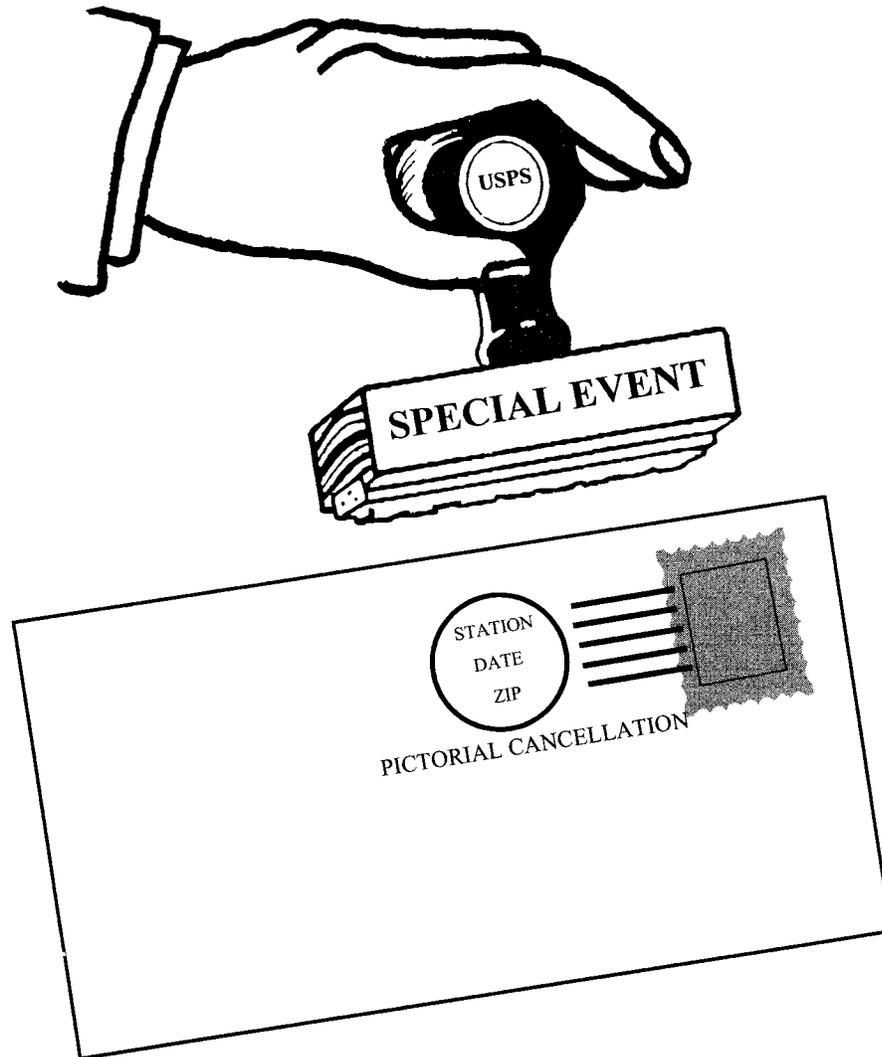
Send in all pictorial announcements for approval and publication, even if very close to announcement date. Pictorial announcements will be nationally publicized within 30 days of the event. If the announcements are late in arriving, they may be extended for 30 days.

Postal Service Contact (name, address, <b>phone</b> )	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

**Mail Cancellation Requests to:**

Station Name	
Addressee Name (usually " <b>Postmaster</b> ")	
Complete Street Address or <b>PO Box 9998</b>	
City/State/ZIP+4	

# Cancel the Stamp



1. Properly ink handstamp devices.
2. Postmarks should be clear and legible.
3. Cancel stamps sufficiently to protect postal revenue.
4. Cancel only a small part of the stamp to satisfy collectors.
5. Use Pictorial Announcement Form for all pictorial cancellations.

UPDATED ANNOUNCEMENT 01-B

## 2001 Stamp and Postal Stationery

"2001 Stamps and Postal Stationery" (Announcement 01-B, March 2001), which appears on page 46, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2001. Post Offices may wish to post this schedule on their bulletin boards.

Customers also may be directed to the Postal Store Web site at [www.usps.com](http://www.usps.com) to access this information through the Postal Service link to the *Postal Bulletin*.

This announcement will be updated every 2 to 3 months, as changes warrant.

### How to Order First Day of Issue Cancellations and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, online at the Postal Store at [www.usps.com](http://www.usps.com), or by calling 1 800 STAMP-24. Then they should prepare their own covers by affixing new stamps to the upper right corner of envelopes or postcards of their choice, and address

those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the current First-Class Mail rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to: NAME OF ISSUE, POSTMASTER, CITY, STATE, and ZIP CODE (followed by -9991). Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated below.

The U.S. Postal Service offers uncanceled first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has its own catalog number in *USA Philatelic*, issued quarterly. Customers may request a free catalog by phoning 1 800 STAMP-24 or writing to: INFORMATION FULFILLMENT, DEPT 6270, US POSTAL SERVICE, PO BOX 219014, KANSAS CITY MO 64121-9014.

— Stamp Services,  
Public Affairs and Communications, 3-8-01



## 2001 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Announcement 01-B (March 2001)

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products visit our Postal Store Web site at [www.usps.com](http://www.usps.com).

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	34¢ Federal Graphic Eagle Stamped Envelope	Jan 7 (no ceremony)	Washington, DC 20066	Envelope regular format: #6, #9, #10; and window format: #6, #9, #10	Feb 6
	34¢ Statue of Liberty			PSA coil of 3,000 and 10,000	
	Love Letters (34¢ non-denominated, 1-oz. rate)	Jan 19	Tucson, AZ 85726	PSA convertible booklet of 20 (special size)	Feb 18
	34¢ Lunar New Year (Snake)	Jan 20	Oakland, CA 94612	Gummed pane of 20	Feb 19
	34¢ Roy Wilkins (Black Heritage)	Jan 24	Minneapolis, MN 55401	PSA pane of 20	Feb 23
	\$3.50 US Capitol (Priority Mail)	Jan 29 (no ceremony)	Washington, DC 20066	PSA pane of 20 (semi-jumbo)	Feb 28
	\$12.25 Washington Monument (Express Mail)			PSA pane of 20 (semi-jumbo)	
	34¢ American Illustrators (Classic Collection)	Feb 1	New York, NY 10199	PSA pane of 20 (20 designs, semi-jumbo)	Mar 3
	34¢ Statue of Liberty (self-adhesive booklets)	Feb 7 (no ceremony)	New York, NY 10199	Convertible books of 20 & 10; vending book of 20	Mar 9
	34¢ Statue of Liberty (coil stamps)			Gummed coil of 3,000 & 10,000; PSA coil of 100	
	34¢ Farm Flag			Gummed pane of 100	
	34¢ Flowers (4 designs) (booklets and coils)			PSA two-sided booklet of 20; vending booklet of 20; PSA coil of 100	
	34¢ Love Letters (1 oz.) (self-adhesive booklets)	Feb 14	Lovejoy, GA 30250	Special size; convertible & vending books of 20	Mar 16
	55¢ Love Letters (2 oz.)			PSA pane of 20 (special size)	
	34¢ Lovebirds Stamped Envelope			Envelope, sizes #6 & #10	
	34¢ Community Colleges Stamped Envelope	Feb 20	Joliet, IL 60436	Envelope, sizes #6 & #10	Mar 22
	76¢ Hattie Caraway (3 oz.)	Feb 21	Little Rock, AR 72202	PSA pane of 20	Mar 23
	70¢ Badlands Stamped Card (international rate)	Feb 22 (no ceremony)	Wall, SD 57790	Stamped card	Mar 24
	55¢ Art Deco Eagle			PSA pane of 20	
+	20¢ George Washington (postcard rate)			PSA convertible booklet of 10; vending booklet of 10	
+	21¢ Bison (additional-ounce rate)			PSA coil of 100; PSA pane of 20	
	34¢ Official Mail (coil & stamped envelope)			Feb 27 (no ceremony)	
	70¢ Nine-Mile Prairie (international rate)	Mar 6 (no ceremony)	Lincoln, NE 68501	PSA pane of 20	Apr 5
	34¢ Apple and Orange			PSA convertible book of 20, 2 designs	
N	34¢ Farm Flag			PSA pane of 20	
C	34¢ Diabetes Awareness	Mar 16 (nationwide)	Boston, MA 02205	PSA pane of 20	Apr 15

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
P	34¢ The Nobel Prize (Joint issuance with Sweden)	Mar 22	Washington, DC 20066	Gummed pane of 20	Apr 21
	80¢ Mt. McKinley	Mar 23	Fairbanks, AK 99709	PSA pane of 20	Apr 22
	The Pan-American Inverts (\$3.27 souvenir sheet)	Mar 29 (nationwide)	New York, NY 10199 (Stamp Mega Show)	Gummed pane of 7, 4 designs	Apr 28
	20¢ Yale University Stamped Card	Mar 30	New Haven, CT 06511	Stamped card	Apr 29
P	34¢ Great Plains Prairie (Nature of America)	Apr 19	Lincoln, NE 68501	PSA souvenir sheet of 10, 10 designs	May 19
	20¢ University of South Carolina Stamped Card	Apr 26	Columbia, SC 29201	Stamped card	May 26
C	20¢ Northwestern University Stamped Card	Apr 28	Evanston, IL 60201	Stamped card	May 28
	20¢ University of Portland Stamped Card	May 1	Portland, OR 97208	Stamped card	May 31
	34¢ Peanuts	May 17	Santa Rosa, CA 95402	PSA pane of 20 with header	Jun 16
	34¢ Honoring Veterans	May (late) (nationwide)	Washington, DC 20066	PSA pane of 20	Jun
C	34¢ Frida Kahlo (Joint issuance with Mexico)	May/June	TBD	Gummed pane of 20 with side selvage art	June/July
C	34¢ Baseball's Legendary Playing Fields (10 designs)	June/July	TBD	PSA pane of 20 with header	July/Aug
C	34¢ Leonard Bernstein	Jul 9	New York, NY 10199	Gummed pane of 20	Aug 8
N	Woody Wagon (nondenominated 15¢)	Aug 3 (tentative)	Denver, CO 80202	PSA coil of 10,000 (Presorted First-Class card rate)	Sep 3
	34¢ Lucille Ball (Legends of Hollywood)	Aug 6	Los Angeles, CA 90001	Gummed pane of 20 with side selvage art	Sep 5
P	34¢ Amish Quilts (4 designs)	Aug 9	Nappanee, IN 46550	PSA pane of 20 with header	Sep 8
	34¢ Carnivorous Plants (4 designs)	Aug 23	Chicago, IL 60607 (Stampshow, APS Annual Convention)	PSA pane of 20 with header	Sep 22
C	34¢ Holiday Celebration: Eid	Aug 31	Chicago, IL 60607	PSA pane of 20	Oct 1
C	34¢ Enrico Fermi	Sep 29	Chicago, IL 60607	Gummed pane of 20	Oct 29
	34¢ "That's All Folks!" (Porky Pig, Looney Tunes series)	Oct 1 (Nat'l Stamp Collecting Month)	Burbank, CA 91505	PSA pane of 10 (souvenir sheet)	Oct 31
	34¢ Holiday Traditional: Lorenza Costa Madonna and Child	Oct 10	Philadelphia, PA 19104	PSA convertible booklet of 20	Nov 9
	34¢ Holiday Contemporary: Santas (4 designs)	Oct 10	Santa Claus, IN 47579	PSA two-sided booklet of 20	Nov 9
	34¢ Holiday Celebration: Thanksgiving	Oct 11 or 12	Dallas, TX 75260	PSA pane of 20	Nov 10/11
	34¢ James Madison	Oct 16	New York, NY 10199 (Stamp Mega Show)	Gummed pane of 20	Nov 15
N	34¢ Holiday Celebration: Kwanzaa (re-issue, new rate)	Oct	TBD	PSA pane of 20	Nov
N	34¢ Holiday Celebration: Hanukkah (re-issue, new rate)			PSA pane of 20	

C: Change in previously announced date and/or site

N: New issue

P: Pictorial first day postmark

+ Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail rate for an envelope (34 cents) or stamped card (20 cents), depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 8 cents, and the cost for a stamped card is the value of the postage plus 2 cents.

## NEW PUBLICATION

**Publication 194, Treasury of Stamp Cards 2000*****Back by Popular Demand!***

*Treasury of Stamp Cards 2000* (see page 49) has been reissued as a new publication. (Before 1997, *Treasury of Stamp Cards* was issued as Publication 192.)

This new Publication 194 is available from the Material Distribution Center (MDC) and can be ordered by one of the following means:

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

SUPPLY REQUISITIONS  
500 GARY ORMSBY DR  
TOPEKA KS 66624-9702

The relevant ordering information for Publication 194 is as follows:

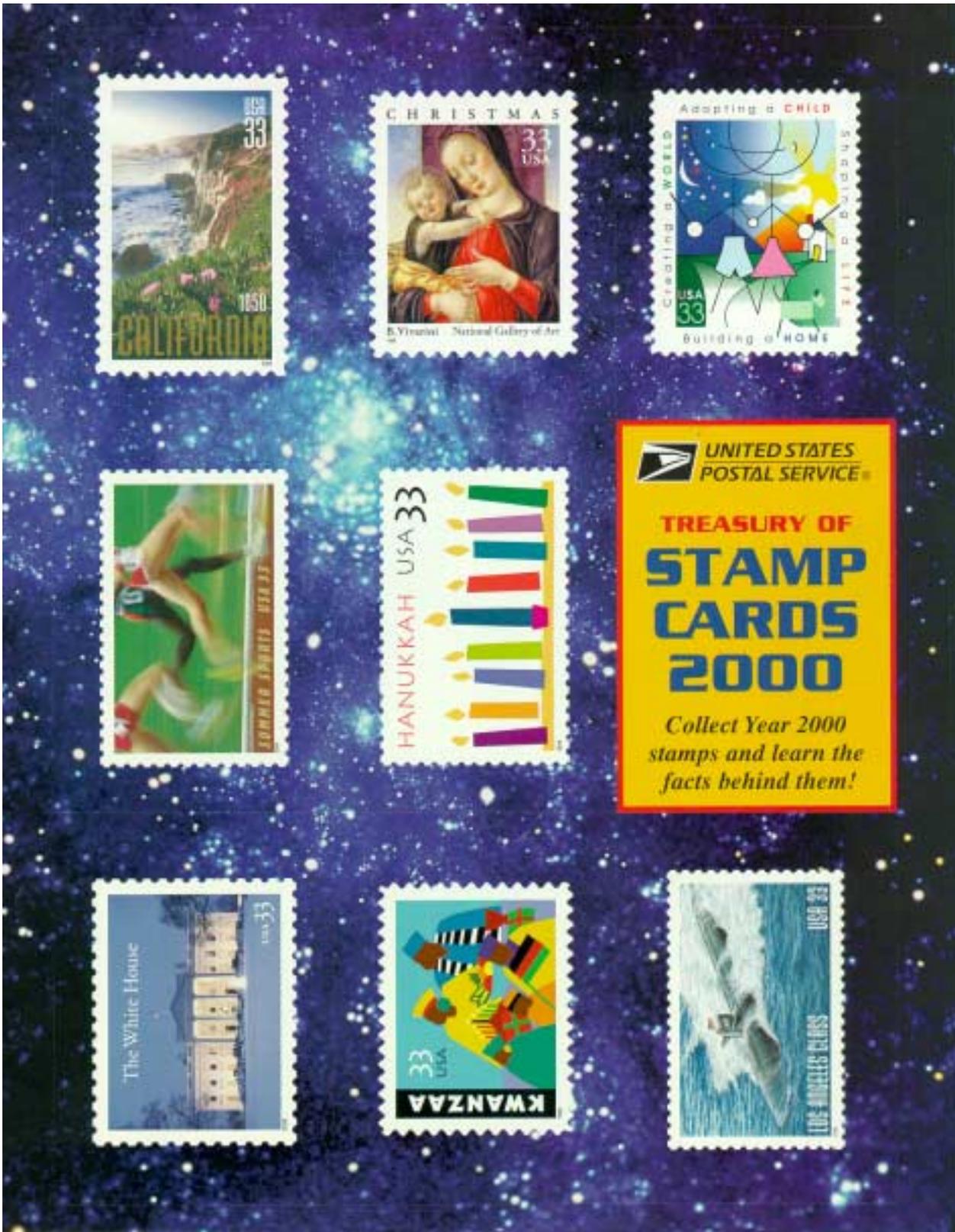
NSN: 7610-05-000-4021  
PSIN: PUB194  
Unit of Issue: EA  
Bulk Pack Quantity: 600  
Edition Date: 10/00  
Price: \$0.0753

*Treasury of Stamp Cards 2000* gives the scoop on recent stamp issues, plus it is a neat way to showcase collected stamps. It also provides an inside look at special tools used by stamp-collecting pros. This is a great tool to use with children of all ages. It provides fascinating facts and the stories behind 14 stamps issued in 2000. It is the place to save these stamps by placing them on the appropriate treasury of stamp card. Children can learn about collecting stamps as well as the fascinating facts and stories behind the stamps.

Order *Treasury of Stamp Cards 2000* while quantities last. Provide them to schools and young patrons of the Post Office.

— Stamp Services,  
Public Affairs and Communications, 3-8-01

Publication 194, *Treasury of Stamp Cards 2000*



## Pictorial Cancellations Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (33 cents per envelope or 20 cents per postcard). Items submitted for cancellation may not include postage

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

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

Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial cancellation has the correct pictorial. Pictorial that appeared in *Postal Bulletin 22044* (2-22-01, page 70) was incorrect.



February 11, 2001

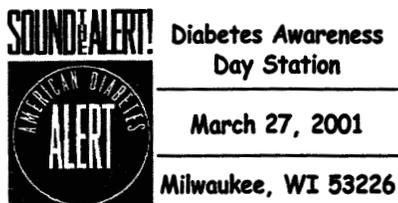
EXHIBITION STATION  
POSTMASTER  
PO BOX 9998  
WISCONSIN RAPIDS WI 54494-9998

The following pictorial cancellation has been extended for 30 days.



February 8, 2001

City of Portland, Mayor's Office  
CITY HALL STATION  
POSTMASTER/PHILATELIC SERVICES  
PO BOX 3480  
PORTLAND OR 97208-96154



March 27, 2001

American Diabetes Association  
DIABETES AWARENESS DAY STATION  
POSTMASTER  
PO BOX 5066  
MILWAUKEE WI 53201-9998

DIABETES AWARENESS DAY STATION  
POSTMASTER  
PO BOX 7000  
GREEN BAY WI 54307-7000

DIABETES AWARENESS DAY STATION  
POSTMASTER  
PO BOX 7990  
MADISON WI 53707-7990



February 20, 2001  
 Joliet Junior College  
 CENTENNIAL CELEBRATION  
 STATION  
 POSTMASTER  
 2000 MCCONOUGH ST  
 JOLIET IL 60436-9998



March 1-30, 2001  
 The Shrine of St. Patrick  
 HAPPY ST PATRICK'S DAY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 ST PATRICK MO 63466-9998

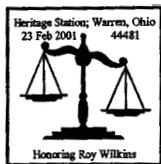


LEADERSHIP SQUARE 5th ANNUAL BLACK  
 HERITAGE CELEBRATION STATION  
 FEBRUARY 12, 2001  
 OKLAHOMA CITY, OK 73105

February 21-22, 2001  
 Leadership Square Tenant  
 Service Coordinator  
 BLACK HERITAGE STATION  
 POSTMASTER  
 320 SW 5TH ST  
 OKLAHOMA CITY OK  
 73125-9998



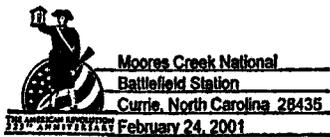
March 3, 2001  
 Norwalk (CT) Stamp Club  
 NORPEX STATION  
 POSTMASTER  
 16 WASHINGTON ST  
 NORWALK CT 06856-9998



February 23, 2001  
 HERITAGE STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44481-9998



March 4, 2001  
 OUR TOWN STATION  
 POSTMASTER  
 PO BOX 9998  
 DARLINGTON WI 53530-9998



February 24, 2001  
 MOORES CREEK NATIONAL  
 BATTLEFIELD STATION  
 POSTMASTER  
 28480 NC HIGHWAY 210  
 CURRIE NC 28435-9998



March 5, 2001  
 100 YEARS OF PRIDE STATION  
 POSTMASTER  
 601 10TH ST  
 DOUGLAS AZ 85607-9998



February 27, 2001  
 INTERNATIONAL ADOPTEES  
 STATION  
 CUSTOMER SERVICE  
 SUPPORT  
 25 DORCHESTER AVE RM 4009  
 BOSTON MA 02205-9996



March 8-10, 2001  
 NATIONAL MONEY SHOW  
 CONVENTION STATION  
 POSTMASTER  
 230 W 200 S  
 SALT LAKE CITY UT  
 84101-9998



February 28, 2001  
 Capitol Inkers Anonymous Rubber  
 Stamp Club  
 GULF WAR 10TH  
 ANNIVERSARY PENTAGON  
 STATION  
 SPECIAL CANCELLATION UNIT  
 PO BOX 92282  
 WASHINGTON DC 20090-2282



March 10, 2001  
 TWO HUNDREDTH  
 ANNIVERSARY  
 INAUGURATION OF  
 THOMAS JEFFERSON  
 1801 - 2001



March 1-10, 2001  
 2001 Special Olympics  
 WORLD WINTER GAMES  
 STATION  
 POSTMASTER  
 344 W 3RD AVE  
 ANCHORAGE AK 99501-9998



March 10, 2001  
 THOMASTON CENTENNIAL  
 STATION  
 POSTMASTER  
 127 MAIN ST  
 THOMASTON AL 36783



March 10, 2001  
WARREN STAMP FUN 2001 STATION  
POSTMASTER  
201 HIGH ST NE  
WARREN OH 44481-9998



March 15-April 15, 2001  
*Highland Reading Station*  
BUZZARD DAY STATION  
POSTMASTER  
1294 RIDGE RD  
HINCKLEY OH 44233-9998



March 10-11, 2001  
*The Fresno Philatelic Society*  
FRESPEX STATION  
POSTMASTER  
1900 E ST  
FRESNO CA 93706-9998



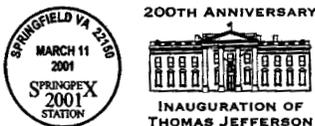
March 16, 2001  
*American Diabetes Association*  
DIABETES AWARENESS STATION  
CUSTOMER RELATIONS COORDINATOR  
77 SOUTH 13TH ST  
BOISE ID 83708-9998



March 11, 2001  
NORTHWEST TERRITORY STATION  
POSTMASTER  
201 HIGH ST NE  
WARREN OH 44481-9998



March 16, 2001  
DIABETES AWARENESS STATION  
POSTMASTER  
160 E WASHINGTON ST  
CHAGRIN FALLS OH 44022-9998



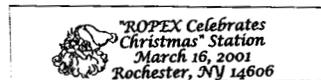
March 11, 2001  
SPRINGPEX 2001 STATION  
POSTMASTER  
7051 BROOKFIELD PLAZA  
SPRINGFIELD VA 22150-9998



March 16, 2001  
FORT BELVOIR DIABETES AWARENESS STATION  
POSTMASTER  
5875 21ST ST  
FORT BELVOIR VA 22060-9998



March 12, 2001  
*USPS & US Mint*  
RALEIGH STATION  
POSTIQUE/CAPITOL STATION  
PO BOX 9998  
RALEIGH NC 27611-9998



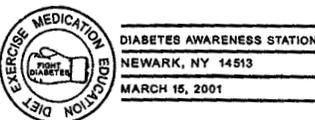
March 16, 2001  
"ROPEX CELEBRATES CHRISTMAS" STATION  
POSTMASTER  
1335 JEFFERSON RD  
ROCHESTER NY 14692-9998



March 15, 2001  
ABSOLUTELY INCREDIBLE KID DAY STATION  
POSTMASTER  
125 W SOUTH ST  
INDIANAPOLIS IN 46206-9998



March 17, 2001  
*Banana Belt Stamp Club*  
BANANA BELT STATION  
POSTMASTER  
110 BROOKDALE AVE  
BUENA VISTA CO 81211-9616



March 15, 2001  
*American Diabetes Association*  
DIABETES AWARENESS STATION  
POSTMASTER  
300 SOUTH MAIN ST  
NEWARK NY 14513-9998



March 17, 2001  
*Chamber of Commerce*  
39TH ANNUAL IRISH CELEBRATION STATION  
POSTMASTER  
PO BOX 9998  
ERIN TN 37061-9998



March 17, 2001  
 ERIN STATION  
 POSTMASTER  
 1560 BREESPORT RD (RT 223)  
 ERIN NY 14838-9998



March 17, 2001  
 Tidewater Stamp Club  
 ST PATRICK'S DAY STATION  
 POSTMASTER  
 116 E DOVER ST  
 EASTON MD 21601-9998



March 17, 2001  
 Holt County Historical Society  
 KINKAID STATION  
 POSTMASTER  
 PO BOX 9998  
 O'NEILL NE 68763-9998



March 17-18, 2001  
 Centerville Stamp Club  
 CIPEX 43 STAMP EXHIBITION  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 RICHMOND IN 47374-9998



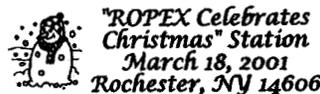
March 17, 2001  
 Prospect Park NJ Borough  
 PROSPECT PARK CENTENNIAL  
 STATION  
 POSTMASTER  
 194 WARD ST  
 PATERSON NJ 07510-9998



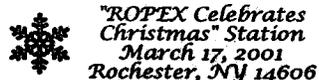
March 18, 2001  
 NAPLEX STATION  
 POSTMASTER  
 800 GOODLETTE RD  
 NAPLES FL 34101-9998



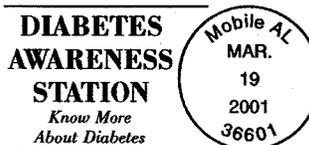
March 17, 2001  
 Redlands Bicycle Classic  
 BIKE RACE STATION  
 POSTMASTER  
 404 NEW YORK ST  
 REDLANDS CA 92373-9998



March 18, 2001  
 "ROPEX CELEBRATES  
 CHRISTMAS" STATION  
 POSTMASTER  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



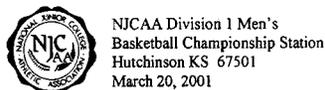
March 17, 2001  
 "ROPEX CELEBRATES  
 CHRISTMAS" STATION  
 POSTMASTER  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



March 19, 2001  
 DIABETES AWARENESS  
 STATION  
 POSTMASTER  
 250 ST JOSEPH ST  
 MOBILE AL 36601-9813



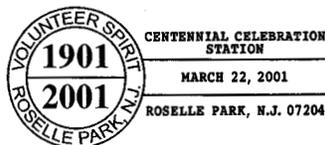
March 17, 2001  
 SHAMROCK STATION  
 POSTMASTER  
 WILDCAT RD  
 IRELAND WV 26376-9998



March 20-24, 2001  
 NJCAA Tournament  
 NJCAA STATION  
 POSTMASTER  
 121 E 1ST AVE  
 HUTCHINSON KS 67501-9998



March 17, 2001  
 SPRING EQUINOX FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 12  
 SPRINGFIELD CO 81073-9998



March 22, 2001  
 Roselle Park Centennial  
 Committee  
 CENTENNIAL CELEBRATION  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 ROSELLE PARK NJ 07204-9998



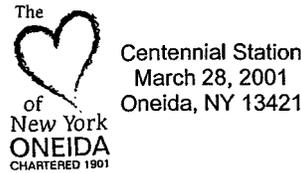
March 23-24, 2001  
 American Cancer Society  
 RELAY FOR LIFE UCF STATION  
 POSTMASTER  
 145 GENEVA DR  
 OVIEDO FL 32765-9998



March 26, 2001  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 40 WEST MAIN ST  
 BUCKHANNON WV 26201-9998



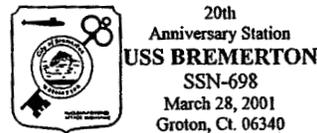
March 24, 2001  
 DANCEPEX STATION  
 POSTMASTER  
 PO BOX 9998  
 MADISON WI 53716-9998



March 28, 2001  
 City of Oneida  
 CENTENNIAL STATION  
 133 FARRIER AVE  
 ONEIDA NY 13421-9998



March 24, 2001  
 HERITAGE STATION  
 POSTMASTER  
 520 7TH ST W  
 PALMETTO FL 34221-9998



March 28, 2001  
 USS BREMERTON 20TH  
 ANNIVERSARY STATION  
 POSTMASTER  
 100 PLAZA CT  
 GROTON CT 06340-9998



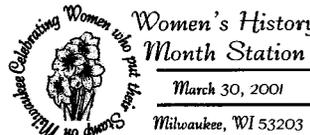
March 24, 2001  
 The Hospitality, Tourism,  
 Recreation Class of Amity High  
 School  
 AMITY DAFFODIL FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 AMITY OR 97101-9998



March 29-31, 2001  
 Buffalo Stamp Club  
 CENTENNIAL STATION  
 POSTMASTER  
 1200 WILLIAM ST  
 BUFFALO NY 14240-9998



March 24, 2001  
 San Marcos' Promise — Youth  
 Summit  
 YOUTH SUMMIT STATION  
 POSTMASTER  
 301 N GUADALUPE ST  
 SAN MARCOS TX 78666-9998



March 30, 2001  
 Lakeland PC Diversity Office  
 WOMEN'S HISTORY MONTH  
 STATION  
 POSTMASTER  
 PO BOX 5066  
 MILWAUKEE WI 53201-5066



March 25, 2001  
 FIRST FLIGHT STATION  
 PHILATELIC UNIT  
 DOWNTOWN STATION  
 951 20TH ST  
 DENVER CO 80202-9998



March 30-31, 2001  
 Mid American Paleontology  
 Society  
 MAPS EXPO XXIII STATION  
 POSTMASTER  
 PO BOX 9998  
 MACOMB IL 61455-9998



March 25, 2001  
 Sierra Madre Chamber of  
 Commerce  
 WISTERIA FESTIVAL STATION  
 61 S BALDWIN AVE  
 SIERRA MADRE CA 91024-9998

### 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.

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

# Postal Employees

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REVISED PUBLICATION

## Publication 71, Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act

A revised Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act*, February 2001, is available on pages 35–38 (centerfold) of this *Postal Bulletin*.

Major revisions to Publication 71 are located in paragraph II, Eligibility, and paragraph VI, Placement and Documentation on Return to Duty.

Publication 71 is displayed on the Policies and Procedures page of the Postal Service Intranet at <http://blue.usps.gov/cpim/ftp/pubs/pub71.pdf>. Publication 71 and other leave information may be obtained through the Intranet page located under Employee Resource Management, Compensation, at <http://blue.usps.gov/hrisp/comp/leave.htm>.

*Managers, postmasters, and supervisors should ensure that a copy of revised Publication 71 is promptly provided to employees who work in their areas of responsibility.*

*Note:* Publication 71 should be provided to employees again when circumstances lead the supervisor to believe that the employee may be entitled to leave protected by the provisions of the Family and Medical Leave Act (FMLA), or when an employee requests FMLA protection and management determines that the absence is not FMLA protected.

All other editions of Publication 71 are obsolete and should be recycled immediately.

Employees will be notified again through the *Postal Bulletin* when supplies of Publication 71 are available from the Material Distribution Center.

— Compensation,  
Employee Resource Management, 3-8-01

**Post Office Changes**

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	02-0312	99516	AK	Anchorage	Anchorage	Huffman	Classified Station	07/01/2001	Realign ZIP Code boundaries. Use Anchorage AK 99507 as last line of address for the deliveries previously in ZIP Code 99516.
New	02-0312	99507	AK	Anchorage	Anchorage	Lake Otis	Classified Station	07/01/2001	
Old	02-0312	99515	AK	Anchorage	Anchorage	Huffman	Classified Station	07/01/2001	Realign ZIP Code boundaries. Use Anchorage AK 99502 as last line of address for the deliveries previously in ZIP Code 99515.
New	02-0312	99502	AK	Anchorage	Anchorage	Sand Lake	Classified Station	07/01/2001	
Old	13-0500	96919	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96910 as last line of address for the deliveries previously in ZIP Code 96919.
New	13-0500	96910	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96922	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96910 as last line of address for the deliveries previously in ZIP Code 96922.
New	13-0500	96910	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96926	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96910 as last line of address for the deliveries previously in ZIP Code 96926.
New	13-0500	96910	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96927	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96910 as last line of address for the deliveries previously in ZIP Code 96927.
New	13-0500	96910	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96914	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96915 as last line of address for the deliveries previously in ZIP Code 96914.
New	13-0500	96915	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96916	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96915 as last line of address for the deliveries previously in ZIP Code 96916.
New	13-0500	96915	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96918	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96915 as last line of address for the deliveries previously in ZIP Code 96918.
New	13-0500	96915	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	13-0500	96917	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96915 as last line of address for the deliveries previously in ZIP Code 96917.
New	13-0500	96915	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96930	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96915 as last line of address for the deliveries previously in ZIP Code 96930.
New	13-0500	96915	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96911	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96913 as last line of address for the deliveries previously in ZIP Code 96911.
New	13-0500	96913	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96923	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96923 as last line of address for the deliveries previously in ZIP Code 96913.
New	13-0500	96913	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	13-0500	96912	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Barrigada GU 96929 as last line of address for the deliveries previously in ZIP Code 96912.
New	13-0500	96929	GU	Barrigada	Guam	Main Office	Post Office	07/01/2001	
Old	23-0378	21075	MD	Baltimore	Howard	Elkridge	Classified Branch	03/01/2001	This announcement changes the administrative office for this ZIP Code from Baltimore MD to Hanover MD. Continue to use Elkridge MD 21075 as last line for addresses.
New	23-4140	21075	MD	Hanover	Howard	Elkridge	Classified Branch	03/01/2001	
Old	22-8655	04629	ME	Surry	Hancock	Main Office	Post Office	03/01/2001	This announcement changes the administrative office for this ZIP Code from Surry ME to Blue Hill ME. Continue to use East Blue Hill ME 04629 as last line for addresses.
New	22-0705	04629	ME	Blue Hill	Hancock	Main Office	Post Office	03/01/2001	
Old	55-6210	26101	WV	Parkersburg	Wood	Main Office	Post Office	02/15/2001	Realign ZIP Code boundaries. Use Parkersburg WV 26105 as last line of address for the deliveries previously in ZIP Code 26101.
New	55-6210	26105	WV	Parkersburg	Wood	Main Office	Post Office	02/15/2001	

# Purchasing and Materials

HANDBOOK REVISION

## AS-701, Material Management — Title, Address, EXSEL Changes Made

Effective immediately, Handbook AS-701, *Material Management*, is revised to reflect title, address, and Excess Serviceable Equipment Listing (EXSEL) reporting process changes for retail vending equipment.

These revisions will be incorporated into an incremental update of the online version of Handbook AS-701 available on the corporate intranet at <http://blue.usps.gov/cpim> (click on *Handbooks*) and in the next printed edition.

### Handbook AS-701, *Material Management*

\* \* \* \* \*

#### 6 Asset Recovery: Redistribution, Recycling, and Disposal

\* \* \* \* \*

#### 624.242 Retail Vending Equipment

[Revise 624.242 to read as follows:]

This equipment, although reported as excess, requires additional reporting procedures. DMMSs must:

- a. Contact the district retail specialist to confirm that all inactive retail vending equipment is properly reported as excess.
- b. Review *Material Logistics Bulletins* for current and obsolete vending equipment. (See 64 for disposal instructions.)
- c. Enter equipment as excess, or as restricted use with a planned use date, not to exceed 6 months.

#### 624.243 Inspection Service Items

[Revise 624.243 to read as follows:]

Security containers are reported through normal channels for excess reporting. All other items listed (see exhibit 624.243) must be reported via memorandum to the local postal inspector in charge (see Table 624.24).

\* \* \* \* \*

#### 625.22 PMSC MMS

\* \* \* \* \*

[Revise d. to read as follows:]

- d. *Verification of Vending Equipment (Area Office).*  
Verify data for accuracy, reviewing for omission of obsolete or discontinued equipment, and ensure that the area retail manager is provided a copy.

\* \* \* \* \*

#### 646.6 Retail Vending Equipment

##### 646.61 Reporting

[Revise 646.61 to read as follows:]

Report all inactive retail vending equipment items to district materials management specialist. Retail vending equipment items that are obsolete, are surplus, or have been listed as excess for a period of up to 6 months should be considered for disposal action. Supervised destruction is no longer the mandatory disposal method for retail vending equipment items. Disposition actions may consist of any of the eight methods listed in 647.1, Methods and Priority, or any other specific method directed by Self Service (Retail, Consumers and Small Business). For example, they may be shipped to the Maintenance Support and Repair Facility (MSRF) at the following address for parts cannibalization.

MAINTENANCE SUPPORT AND REPAIR FACILITY  
6045 SHELBY DR  
MEMPHIS TN 38741-7613  
Telephone: 901-367-4200

##### 646.62 Disposition

[Revise 646.62 to read as follows:]

Self Service (Retail, Consumers and Small Business) retains authority over disposition of all retail vending equipment items. Therefore, offices with inactive, obsolete, or surplus customer vending items that are being considered for disposal action must submit by memorandum a listing of those items to their district or area retail manager for necessary approvals.

\* \* \* \* \*

## PUBLICATION 247 REVISION

**Ordering Procedures for Postmarking Ring Dies and Die Hubs**

Effective immediately, Publication 247, *Supply and Equipment Catalog*, is revised to reflect changes pertaining to ordering ring dies and die hubs.

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

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

These revisions will be incorporated into an incremental update of the online version of Publication 247 available on the corporate intranet at <http://blue.usps.gov/cpim> (click on *Publications*) and in the next printed edition.

**Publication 247, Supply and Equipment Catalog**

	*	*	*	*	*
<b>1</b>	<b>Introduction</b>				
	*	*	*	*	*
<b>123</b>	<b>Requisitioning Special Orders</b>				
	*	*	*	*	*

**123.323 Postmarking Ring Dies and Die Hubs****123.3231 Essential Information**

[Revise 123.3231 to read as follows:]

**SUPPLIER:** HANLEY POSTAL SUPPLY INC  
ATTN DIANE WILER  
PO BOX 10006  
ERIE PA 16514-0006  
TELEPHONE 814-898-2720  
FAX 814-898-2825

<b>Part #</b>	<b>Price</b>
O7413	\$97.50
O7413 artwork	\$450.00
256478-1	\$31.25
256478-1	\$31.25

**Additional engraving:** Postal facilities may order up to 4 characters, letters, or numbers, per die, of additional engraving detail that may be used to identify specific machines or locations on either the lead or trail ring dies (or

both). The cost of a lead or a trail with the additional engraving is \$35.00 (\$31.50 for the die and \$3.50 for the additional engraving). A lead and trail set with additional engraving on both dies is \$70.00.

**SUPPLIER:** PITNEY BOWES INC  
ATTN TRINH WONG  
WALTER WHEELER JR DR  
LOCATION 12-29  
STAMFORD CT 06926-0700  
TELEPHONE 203-356-5283  
FAX 203-356-6067

<b>Part #</b>	<b>Price</b>
O7410	\$27.50
(aka PB5393012)	

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

<b>Part #</b>	<b>Price</b>
O76	\$69.08
O77D	\$325.12
O225	\$284.81
O225A	\$251.15
133G	\$68.73
1207G	\$123.00
1535G	\$245.73
1536G	\$258.12
681AG	\$18.30
HD100	\$68.50
HD102	\$220.52
HD101X	\$169.82
HD105	\$26.95
8013133	\$70.39
8013220	\$256.71
8012978	\$316.01
O76F	\$72.70
O76S	\$97.90
O77	\$146.24
O77A	\$153.70
O217	\$199.74
O217G	\$98.91
O218	\$114.60
O218A	\$172.00
O218E	\$209.96
O218H	\$107.20

**Note:** Prices shown are valid for orders placed on or before 2/28/2002. For orders placed after 2/28/2002, consult the *Postal Bulletin* or call the supplier for current pricing.

**123.3232      Ordering Procedures**

*[Revise 123.3232 to read as follows:]*

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

- a. Complete all information requested on PS Form 4636, *Postmarking Dies and Engraved Station Die Hubs Requisition*, (see Exhibit 14 on page 54) to reflect current data in all fields.
- b. Use a separate form for each supplier. Ensure that the exact engraving is specified in the appropriate field. If necessary, call the suppliers for help in selecting the correct ring die; however, have the machine model and serial number available prior to calling. Also, contact your local maintenance department for assistance in determining the correct part number.
- c. Complete *all* information blocks in the lower portion of PS Form 4636.
- d. If paying by using the Postal Service International Merchant Purchase Authorization Card (I.M.P.A.C.) VISA credit card, include the expiration date and card number. If paying by check or money order, make them payable to the appropriate supplier for the total amount and attach the check or money order to PS Form 4636.

- e. Submit the completed forms directly to the suppliers at the addresses listed in 123.3231.
- f. Delivery of all ring dies and die hubs will be made within 60 days from the date the supplier receives the order, with the exception of part number 07413 with artwork, which will be delivered within 90 days after the supplier receives the order. Shipping charges are included in the prices of all parts. Parts will be shipped via First-Class Mail.
- g. Questions or problems may be addressed to Materials Customer Service at 1-800-332-0317, option 4.

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

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

To order type sets (months, days, etc.), local maintenance departments must submit a request to the MDC using PS Form 4984, *Repair Parts Requisition*. Use the Federal Standard Requisition and Issue Procedure Address Activity Code (FEDSTRIP AAC).

\*            \*            \*            \*            \*

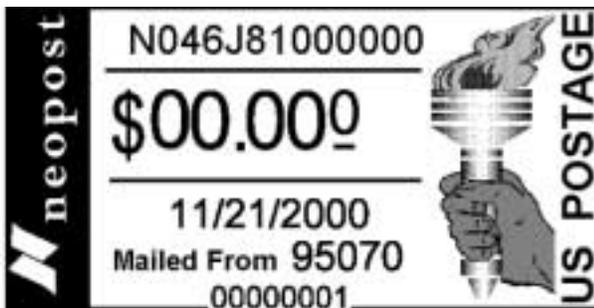
— *Materials, Purchasing and Materials, 3-8-01*

## Retail

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### New Indicia Being Tested

Shown with this article is a replica of the indicia produced by the IJ65 postage meter, a Neopost product, currently in testing. Mail bearing this indicia will be entered into the regular mailstream as testing is extended to the field. Mail bearing this indicia should be processed in the same manner as any other mail bearing authorized postage.



— *Postage Technology Management,  
Retail, Consumers and Small Business, 3-8-01*

# What's in Store

## It's tax time

*Just peel  
and stick*

The Tax Drive Period is here. It began February 26, so make sure the new POP is up in all retail lobbies. Please note there's a new vending sign in the Tax POP kit (except postal stores). It's made of a special material that clings to almost any surface — making tape, tacks, or frames unnecessary. Just peel off the backing and place the sign. Make sure that this new "Buy Stamps FAST...at Vending" cling sign is placed near vending to drive customers to your convenient self service area before they get in line.

## New postal store signage

*Look for  
new signage*

On March 9, new signage will begin shipping to all postal retail stores.

The signage will consist of new slatwall headers, 6 large and 6 small. The new large headers are Postmark Gallery, Stamps, Stamp Collecting, Collectibles, Stationery, and Shipping Supplies. The new small headers are Priority Mail, Express Mail, Self-Adhesive Stamps, Pre-stamped Envelopes and Cards, Limited Edition, and New for You.

The new headers better describe the products we have for sale in our postal stores and correspond to the sections described in the postal store planograms.

In addition to the headers we will be shipping two additional elements, parcel slide translites and a parcel slide sticker. The parcel slide translites promote registered mail, certified mail with return receipt, insured mail, and Signature Confirmation™. The parcel slide sticker, "To Confirm, Protect, and Secure," illustrates and explains extra services available to the customer at retail.

Please discard all of your old elements and replace with the new elements upon receipt of this kit. When changing out your parcel slide translites take this opportunity to replace any burnt out bulbs.

Please follow the planogram enclosed with your new signage kit for directions on installing this new signage.

## What's in Store

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Additional signs or orders for signage packages for new postal stores can be placed with the Material Distribution Center in Topeka. A list of the new elements and the appropriate PSIN and PSN numbers will be available on the Retail Web site at <http://blue.usps.gov>.

### ReadyPost Phase IV

*It's a wrap*

ReadyPost™ implementation will wrap up this month. The national Postal Service brand of shipping supplies will be reaching its final destinations — Allegheny, Capital Metro, Great Lakes, and Southwest areas. More than 30,000 retail locations will offer ReadyPost materials to customers.

### Feedback

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
1735 N LYNN STREET RM 6042  
ARLINGTON VA 22209-6057

# What's in Store

Post Offices that handle passport applications: Please be aware of the new federal law outlined below.

## New Citizenship Law for Certain Foreign-born Children

Effective February 27, 2001



◆ Adopted by U.S. Citizen Parent(s)

Or

◆ Parent Becomes Naturalized U.S. Citizen



The Child Citizenship Act of 2000 (CCA), Public Law 106-395, applies to certain foreign-born children. If eligible under this new law, these children will automatically acquire U.S. citizenship, provided they meet conditions outlined below.

<u>Adopted by U.S. Citizen Parent(s)</u>	<u>Parent Becomes Naturalized U.S. Citizen</u>
<ul style="list-style-type: none"> <li>◆ The child was born on or after February 28, 1983 and is under age 18 when all of the following conditions are met:</li> <li>◆ The child has been adopted pursuant to a full, final, complete adoption (and is able to provide a certified adoption decree) and</li> <li>◆ At least one adopting parent is a U.S. citizen. (Evidence of parental citizenship is <u>not</u> required because it is established overseas before the child is granted a visa to enter the U.S.) and</li> <li>◆ The child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent(s) pursuant to lawful admission for permanent residence (and is able to provide proof of lawful admission for permanent residency).</li> </ul> <p>For application acceptance purposes, 1 of 2 items will prove lawful admission:</p> <p style="text-align: center;">I-551 stamp in the child's foreign passport or Child's Permanent Resident Alien card.</p>	<ul style="list-style-type: none"> <li>◆ The child was born on or after February 28, 1983 and is under age 18 when all of the following conditions are met:</li> <li>◆ At least one parent is a naturalized U.S. citizen and</li> <li>◆ The child is residing in the U.S. in the legal and physical custody of the U.S. citizen parent(s), pursuant to lawful admission for permanent residence.</li> </ul> <p>Customers will need to present the following documentation when executing these applications:</p> <ol style="list-style-type: none"> <li>1. Child's foreign birth certificate (with official translation, if necessary)</li> <li>2. Parent's evidence of U.S. Citizenship (For acceptable evidence of U.S. citizenship, see Chapter 3 of the PARG)</li> <li>3. Child's evidence of lawful admission (foreign passport with INS Stamp I-551 or Permanent Alien Resident Card)</li> <li>4. Parents' Marriage Certificate, if applicable</li> <li>5. Parents' Certified Divorce, Separation, or Legal Custody Decree, if applicable</li> </ol>

**The \$100 additional complex adjudication fee is eliminated for all cases, effective February 27, 2001**

For further guidance and information, please contact your Passport Agency Customer Service Manager. Please consult the *Passport Agent's Reference Guide (PARG)* for other standard requirements.

## What's in Store

### Retail Coaches' Corner

#### Welcome to the March Corner!

This month's article is dedicated specifically to those offices that have been part of the Sales Skills Management Process.

#### Survey Questions:

1. Did your retail associates receive training in the Standard Retail Transaction Process? This process is found in the sales skills training course number 41201-00?
2. Did you and your retail associates understand the importance of the Standard Retail Transaction Process and how it relates to your unit and customers?

Please submit your answers and comments to the Retail Coaches Corner via cc:Mail.

Let's review each step of the Standard Retail Transaction Process:

**Step 1.** Start with your customers. Logical starting point.

**Step 2.** Greet your customers. Don't you like a pleasant greeting when shopping? This is important to them, too.

**Step 3.** Inquire to determine your customers' needs. Why? Without asking questions, how do you know what the customers want or need?

**Step 4.** Review the process to understand the key factor in the transaction. This depends on whether your customers have needs other than mailing an item (see 4A) or have an item to mail (see 4b).

**Step 4A.** Your customers may want to get a book of stamps, to pick up mail, or to get a money order. If that's all, suggest one additional item (move to Step 9). Example: customer completes a change of address, picks up mail, or purchases a money order. Suggest a book of stamps or a phone card.

**Step 4B.** Follow HAZMAT acceptance procedures to inquire about contents.

**Step 5.** Ask, "When do you want it to arrive?"

**Step 6.** Recommend a class of mail.

**Step 7.** Explain features of that class of mail.

**Step 8.** Offer appropriate special services — give your customers options or choices to select.

**Step 9.** Suggest an additional item. This is an opportunity to generate additional revenue. Customer satisfaction surveys\* tell us that customers appreciate our suggestions.

**Step 10.** Offer or explain method of customer payment options. Customer satisfaction surveys\* also tell us only 27% of our customers are informed that we accept debit or credit cards. So, even if your customers already have cash in hand, inform them of their options. If customers give you no indication of payment option, be sure to suggest they use debit or credit cards. Also mention the cash back option with debit cards. Of course, we do still accept cash.

**Step 11.** Complete transaction accurately.

**Step 12.** Thank your customers in a professional manner. Customers appreciate this step overwhelmingly, according to research studies.

\* Customer Satisfaction Measurement — Residential (CSM-R) Survey information from quarter 1 of fiscal year 2001.

The 12-step process is a national standard, which provides a roadmap for retail employees to follow. If used correctly, it will maximize customer satisfaction.

Submit questions or comments via cc:Mail to *Retail Coaches Corner*.

# What's in Store

# your Retail Calendar

'01 TAX

## March

SUN	MON	TUE	WED	THU	FRI	SAT
				1 <b>Retail Reminder:</b> Make sure you have put your "Buy Stamps Fast" Vending Cling in a high-traffic area	2 <b>Retail Reminder:</b> ReadyPost™ will be shipped to Allegheny, Capital Metro, Great Lakes, and Southwest areas <i>payday</i>	3 <b>Inform Your Customers</b> that the <i>Diabetes Awareness</i> stamp is available and remind them to get screened today
4 <b>Did You Know?</b> More than 16 million Americans have some form of diabetes	5 <b>Retail Reminder:</b> Be sure that the new Continuity POP is properly displayed	6	7 <b>Vending Reminder:</b> Clean your validators regularly — don't wait for failures	8	9 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 6	10 <b>Vending Reminder:</b> The CD on "Validator Cleaning Procedures" has been released. See the Self Service web page for more information
11 <b>Did You Know?</b> There are at least 480 different tax forms	12 <b>Inform Your Customers</b> that they can pay for their purchase with their debit/credit card	13	14 <b>Inform Your Customers</b> that they can generate fun, creative greeting cards and postcards through NetPost Messaging Services	15	16 <i>payday</i>	17 <i>St. Patrick's Day</i>
18 <b>Did You Know?</b> It took a Constitutional Amendment (16th) to enact a tax on income in this country	19	20 <i>First Day of Spring</i>	21 <b>Vending Reminder:</b> Keep your vending machines fully stocked and remind customers that they are easy and convenient to use	22	23 <b>Vending Reminder:</b> Use the Information Transfer Unit (ITU) to re-profile all vending equipment validators at servicing	24 <b>AP 8 begins</b>
25 <b>Did You Know?</b> 60% of taxpayers hire a professional to complete their returns	26	27 <b>Retail Reminder:</b> Remember to secure your cash drawer	28	29 <b>Retail Reminder:</b> Reorder merchandise as necessary and allow 3 weeks for shipments to arrive	30 <i>payday</i>	31 <b>Retail Reminder:</b> The most powerful way to positively impact revenues in-store is through merchandising

**MARCH STAMP RELEASES:**

- The Nobel Prize
- Diabetes Awareness
- Pan-American Inverts

**Buy Stamps FAST...at Vending**

With the Tax Drive Period POP, you received a "Buy Stamps FAST...at Vending" Vending Cling. To hang the signage, you simply peel the back of the sign and place it without tape or tacks. Make sure you have placed the cling in a high-traffic area.

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

your

# Retail Calendar

'01  
SPRING

## April

SUN	MON	TUE	WED	THU	FRI	SAT
1 <i>Daylight Saving Time begins</i>	2 <b>Retail Reminder:</b> Make sure you have put your "Buy Stamps Fast" Vending Cling in a high-traffic area	3 <b>Vending Reminder:</b> Refer to the "Ardac Validator Cleaning Instructions" for your Ardac validators	4 <b>Inform Your Customers</b> that they can generate postcards through NetPost™ Mailing Online	5 <b>Vending Reminder:</b> All vending machines must have the Ardac validator installed. If not, see your Retail Specialist to schedule	6 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 7	7 <b>Vending Reminder:</b> Clean your validators regularly — don't wait for failures
8 <i>First Day of Passover</i>	9 <b>Inform Your Customers</b> that the tax deadline is approaching	10 <b>Retail Reminder:</b> Order additional Love FIRSTCLASS PHONECARDS® in time for Mother's Day by calling 1-800-711-0428	11 <b>Vending Reminder:</b> The CD on "Validator Cleaning Procedures" has been released. See the Self Service web page for more information	12 <b>Retail Reminder:</b> Don't forget to check the lobby sales bin, remove trash, and restock merchandise	13 <i>payday</i>	14 <b>Retail Reminder:</b> Improved sales are often a direct result of properly placed signage and merchandise
15 <i>Easter</i>	16 <i>Tax Day</i> <b>Spring POP arrives this week</b>	17	18 <b>Vending Reminder:</b> How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? You need it to get proper crediting	19 <b>Inform Your Customers</b> that Delivery Confirmation™ and Signature Confirmation™ information is available/valid for 1 year from the delivery date	20 <b>Vending Reminder:</b> Use the PHASE II Information Transfer Units (ITUs) to re-profile <i>all</i> vending equipment validators at servicing	21 <b>AP 9 begins</b>
22 <b>MasterCard®/Postal Explorer™ promotion ends</b> <i>Earth Day</i>	23	24	25	26 <b>Inform Your Customers</b> about the 120-minute FIRSTCLASS PHONECARD promotion	27 <i>payday</i>	28 <b>Retail Reminder:</b> Reorder merchandise as necessary and allow 3 weeks for shipments to arrive
29 <b>Did You Know?</b> Tara Nott, daughter of USPS employee Terry Nott, won the gold medal in the 48 kg class for women's weightlifting at the 2000 Olympic Games	30	<p><b>APRIL STAMP RELEASES:</b></p> <ul style="list-style-type: none"> <li>• Great Plains Prairie</li> </ul> <p><i>The second automatic definitive stamp shipment of The Statue of Liberty and Flowers will be sent to all APDs, SDOs, and SSCs.</i></p>				

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar '01 SPRING

## May

SUN		MON		TUE	WED	THU	FRI	SAT
				1 <b>Retail Reminder:</b> Don't forget to check the lobby sales bin, remove trash, and restock merchandise	2 <b>Vending Reminder:</b> Refer to the "Ardac Validator Cleaning Instructions" for your Ardac validators	3 <b>Inform Your Customers</b> that they can generate Mother's Day greeting cards through NetPost CardStore™ available online	4 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 8	5 <i>Cinco de Mayo</i>
6 <b>Did You Know?</b> Frida Kahlo is believed to be the first female artist to sell a piece of art to the Louvre	7 <b>Retail Reminder:</b> Make a Mother's Day card a gift by including a Love FIRSTCLASS PHONECARD®	8 <b>Vending Reminder:</b> Clean your validators regularly — don't wait for failures	9	10 <b>Last day for Priority Mail™ service to arrive by Mother's Day</b>	11 <i>payday</i>	12 <b>Last day for Express Mail® service to arrive on Mother's Day</b>		
13 <b>Mother's Day</b>	14 <b>Retail Reminder:</b> Make sure you have ordered Item Number 315500, <i>Honoring Veterans</i> 20-stamp commemorative packet for vending	15	16	17 <b>Vending Reminder:</b> The CD on "Validator Cleaning Procedures" has been released. See the Self Service web page for more information	18	19 <b>AP 10 begins</b> <i>Armed Forces Day</i>		
20 <b>Did You Know?</b> The first Peanuts® comic strip appeared on October 7, 1950	21 <b>Make sure Holiday Closing door sign is displayed</b>	22 <b>Vending Reminder:</b> Use the PHASE II Information Transfer Units (ITUs) to re-profile <i>all</i> vending equipment validators at servicing	23 <b>Retail Reminder:</b> When customers request Vacation Hold forms, make sure they pack a FIRSTCLASS PHONECARD for their travels	24	25 <b>Inform Your Customers</b> that they can manage their bills online with USPS eBillPay™ at <a href="http://www.usps.com">www.usps.com</a> <i>payday</i>	26 <b>Retail Reminder:</b> Reorder merchandise as necessary and allow 3 weeks for shipments to arrive		
27 <b>Did You Know?</b> On March 30, 1993, Charlie Brown hit the game-winning home run, his first and only one in the history of the comic strip	28 <b>Offices Closed</b> <i>Memorial Day</i>	29	30 <b>Vending Reminder:</b> How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? You need it to get proper crediting	31 <b>Retail Reminder:</b> Be sure the lobby is stocked with Delivery Confirmation™ and Signature Confirmation™ retail labels				

**MAY STAMP RELEASES:**

- Peanuts®
- Honoring Veterans
- Frida Kahlo

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

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### Postal Bulletin Distribution

The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office. The *Postal Bulletin* is also available online at <http://www.usps.com> (click on *Info*, then *Postal Periodicals and Publications*).

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 address POSTAL BULLETIN. If you are using another email product, you can use the Internet email address [pbulleti@email.usps.gov](mailto:pbulleti@email.usps.gov).

If you do not have access to email, you may complete the order form and mail it to:

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

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

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(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 \_\_\_\_\_

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

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

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

All other facilities should contact their administrative post office.

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 500 GARY ORMSBY DR  
 TOPEKA KS 66624-9602

#### Public Orders for Postal Bulletin

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

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Company Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
 ( \_\_\_\_\_ )

Daytime Telephone \_\_\_\_\_

**Subscription:** Domestic - \$140.00 per year; International - \$175.00 per year

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Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

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# 2001 Inaugural Commemorative Keepsake



## Official Inaugural Keepsake

Here's your chance to collect the limited edition Inaugural Keepsake honoring President George W. Bush and Vice President Dick Cheney. The folio features a commemorative silk cachet envelope bearing a composite photograph of the President and the Vice President mounted on an official Certificate of Authenticity, accompanied by a complete pane of White House stamps.

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Cachet, Pane of 20 stamps & Folder \$21.95

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Source code: 1999

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