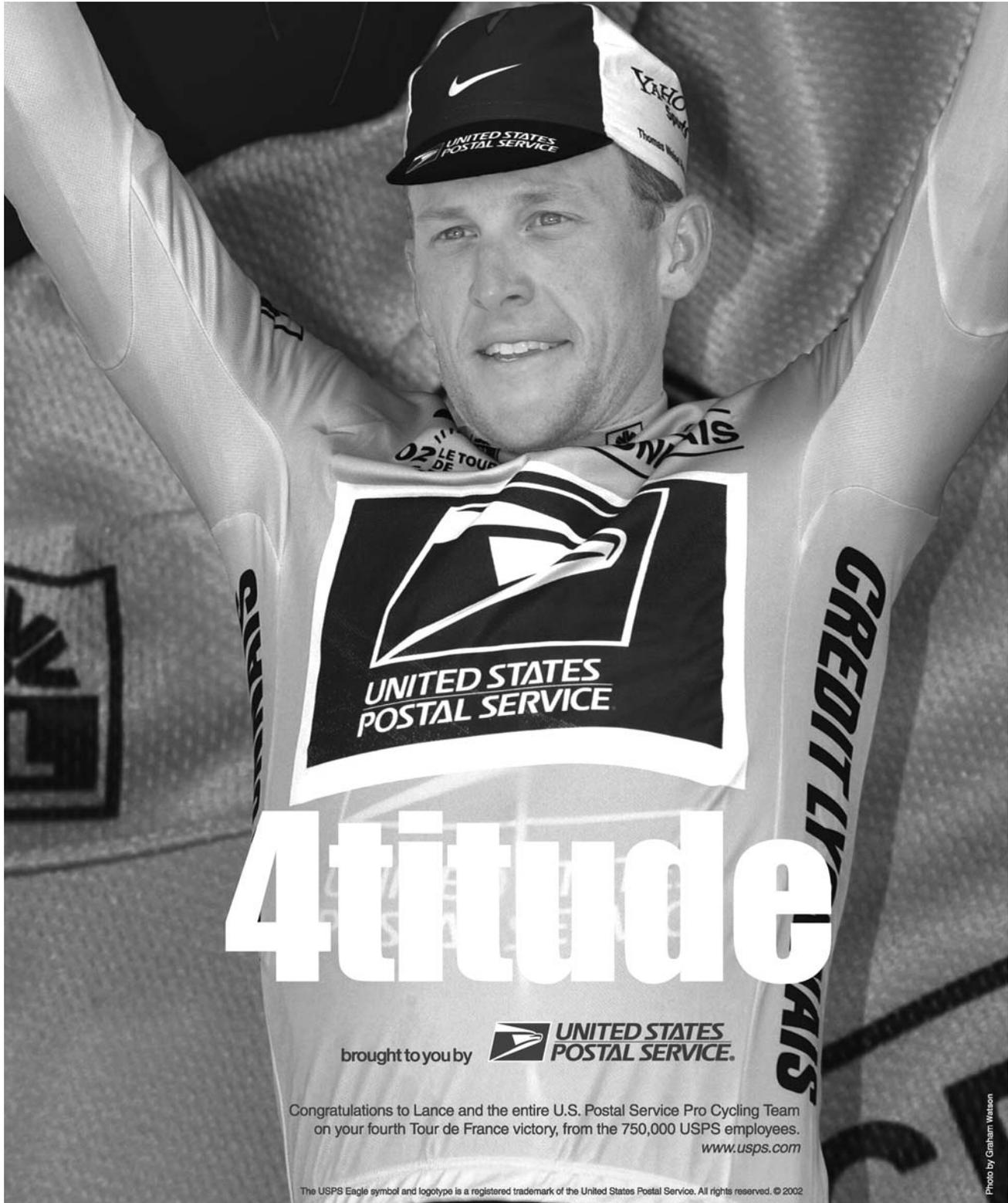


LICENSING INFORMATION ■ PASSPORT APPLICATIONS

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22082, AUGUST 8, 2002



4titude

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CONTENTS

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

Licensing Poster	3
Letter: Licensing Program	4
ASM Revision: Licensing Policy	5
Licensing: Field Handbook of Frequently Asked Questions (FAQs)	6
USPS Official Licensed Product (OLP) Manufacturers and Distributors	7
Administrative Services	
Directives and Forms Update	10
ASM Revision: Part 286, Emergency Lines of Succession	12
Form Revision: PS Form 1357, <i>Request for Computer Access</i>	12
Child Alert Program	
Missing Children Posters	15
Customer Relations	
Mail Alert	21
Correction: <i>Teddy Bears</i> Stamps Mini Publicity Kit	21
Domestic Mail	
Handbook DM-109 Correction: Business Mail Acceptance	22
POM Revision: Mail Recovery Center Service Area Changes	22
Notice: New Issue of the <i>Domestic Mail Manual</i>	25
Overseas Military Mail	27
Employees	
Employee Connectivity Program: Back-to-School Computer Deals	32
Misperceptions About Long Term Care Insurance	37
Praise for the Federal Long Term Care Insurance Program	38
Finance	
Handbook F-1 Revision: Domestic/International Money Order Reconciliation	40
Labor Day Posters	
41	
Fraud Alert	
Foreign Order No. 465	45
Withholding of Mail Orders	46
Domestic Order	46
Invalid Express Mail Corporate Account Numbers	47
Missing, Lost, or Stolen U.S. Money Order Forms	50
Missing, Lost, or Stolen Canadian Money Order Forms	55
Counterfeit Canadian Money Order Forms	57
Toll-Free Number Available to Verify Canadian Money Orders	57

Finance (continued)

eTravel Roll-Out for Bargaining Unit Employees	59
Handbook F-1 Revision: Stamp Stock Destruction	59

International Mail

New Edition: <i>International Mail Manual Issue 27</i>	67
New Forms: PS Forms 2970 and 8106	68
Publication 51 Correction: International Special Service Fees	71
ICM Updates: International Customized Mail	71

Philately

Stamp Announcement 02-33: <i>American Bats</i> Commemorative Stamps	80
Stamp Announcement 02-34: <i>Women in Journalism</i> Commemorative Stamps	82
Stamp Announcement 02-35: <i>Neuter or Spay</i> Commemorative Stamps	84
Pictorial Cancellations Announcement	86
Special Cancellation Die Hubs	94

Post Offices

FY2003 A/P Planner in Material Distribution Center	94
Ordering Instructions/Reminder: Miscellaneous Cardboard Boxes	95
Reminder: Retrieval of Plastic Label Holders	95

Retail

Notice: Fee Increase — Passport Applications	95
What's in Store	96

Supply Management

New Management Instruction: Economic Pay Adjustments for Highway and Inland Domestic Water Contracts	102
0401B Central Delivery Keylock — No Longer at Material Distribution Center	102

Postal Bulletin Distribution	103
---	-----

Postal Bulletin Index

Semiannual Index	PB 22081 (7-25-02)
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The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



Recycled Paper

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

PB 22082: 7690-05-000-4847	PB22075A: 7690-05-000-5051	PB 22069: 7690-05-000-4834	PB 22062: 7690-04-000-5669
PB 22081: 7690-05-000-4846	PB 22075: 7690-05-000-4840	PB 22068: 7690-04-000-5675	PB 22061: 7690-04-000-5668
PB 22080: 7690-05-000-4845	PB 22074: 7690-05-000-4839	PB 22067: 7690-04-000-5674	PB 22060: 7690-04-000-5667
PB 22079: 7690-05-000-4844	PB 22073: 7690-05-000-4838	PB 22066: 7690-04-000-5673	PB 22059: 7690-04-000-5666
PB 22078: 7690-05-000-4843	PB 22072: 7690-05-000-4837	PB 22065: 7690-04-000-5672	PB 22058: 7690-04-000-5665
PB 22077: 7690-05-000-4842	PB 22071: 7690-05-000-4836	PB 22064: 7690-04-000-5671	PB 22057: 7690-04-000-5664
PB 22076: 7690-05-000-4841	PB 22070: 7690-05-000-4835	PB 22063: 7690-04-000-5670	PB 22056: 7690-04-000-5663

Bring your product to life!



LICENSING



With over \$60 billion in annual sales, the U.S. Postal Service is a marketing powerhouse. The U.S. Postal Service offers access to thousands of images, trademarks, symbols, and icons that can enhance your product. Like the images here, you can turn your products into useful items and collectible treasures!



INLINE SKATING



IN THIS ISSUE:

Everything you want to know about Postal Service licensing:

- Licensing Policy
- Field handbook of FAQs
- List of Licensees



AUGUST 2002

DISTRICT MANAGERS AND POSTMASTERS

SUBJECT: Licensing Program

As our organization's most valued assets, you, our employees, play a vital role in protecting one of our most valuable assets, our good name—The United States Postal Service—and all of the trademarks, symbols, images and icons associated with it. This is an important undertaking, which for years has been handled by a small team of staff in the Headquarters Licensing office. They cannot achieve this alone.

That is why we are asking for your full cooperation and support as the Postal Service takes a more focused approach to protecting our intellectual property. You will find in this issue of the *Postal Bulletin* our licensing policy, a field handbook, and a list of official licensees for Postal Service products.

Our goal is to help employees understand what we have been doing behind the scenes for years—protecting the brand. As U.S. Postal Service employees, we must control the nature and quality of our goods or risk losing Postal Service trademarks over time.

Likewise, we want to ensure that merchandise bearing Postal Service trademarks, symbols, images, and icons is of high quality and presents our brand in a way that is consistent with our corporate image. Corporations such as IBM[®], Coca-Cola[®], Harley-Davidson[®], and General Motors[®] do, and we are certainly in their league.

Because we are the seventh most recognizable brand among the Fortune 500 companies, customers look to us to set a standard in business as well as community service. They want consistency and they want to trust that if our name is on the merchandise, it is a quality product.

To protect and strengthen our brand, we are now requiring that all official postal purchases of merchandise featuring Postal Service trademarks, symbols, images, and icons, be purchased from official licensees. We will update and publish the list each month in the *Postal Bulletin* and also make the list available on the Licensing intranet site at blue.usps.gov/corporate/licensing and the Postal Service's Internet site at www.usps.com.

With your support, the licensing program will be monitored and strengthened and the Postal Service's intellectual property will not be compromised.

A handwritten signature in black ink, appearing to read "P. Donahoe".

Patrick R. Donahoe
Chief Operating Officer and
Executive Vice President

A handwritten signature in black ink, appearing to read "Keith Strange".

Keith Strange
Vice President
Supply Management

ASM REVISION

Licensing Policy

Effective August 8, 2002, *Administrative Support Manual* (ASM) 13 is revised to add subchapter 66, which includes parts 661 through 662. We added the new subchapter to include the Postal Service's licensing policy and information about the licensing program. This article also includes a licensing handbook for employees in the field, *Licensing: Field Handbook of Frequently Asked Questions (FAQs)* (see page 6), and a list of the Postal Service's licensees (see page 7). In the ASM, we added section 333.647 to include a reference to the licensing policy in section 333.6, Endorsement of Nonpostal Products, Services, or Businesses. The reference is to remind employees to refer to and follow the appropriate policy if a company approaches them about manufacturing or distributing merchandise bearing Postal Service marks.

We will incorporate this revision into the printed version of ASM 14 and into an incremental update of the online ASM 13, which is accessible through the Postal Service PolicyNet page on the intranet at <http://blue.usps.gov/cpim>; click on *Manuals*. We will also update the list of licensees each month in the *Postal Bulletin*.

Administrative Support Manual (ASM)

	*	*	*	*	*
3	Communications				
	*	*	*	*	*
33	Communications With the Public				
	*	*	*	*	*
333	Community Relations				
	*	*	*	*	*
333.6	Endorsement of Nonpostal Products, Services, or Businesses				
	*	*	*	*	*
333.64	Responsibilities				
	*	*	*	*	*

[Add section 333.647 to read as follows:]

333.647 Public Affairs and Communications, Licensing

Public Affairs and Communications, Licensing, will ensure that merchandise bearing Postal Service trademarks, symbols, images, and icons are of high quality and present our

brand in a way that is consistent with the Postal Service's image. Licensing approves or disapproves permission for others to produce officially licensed Postal Service merchandise and they determine who is allowed to manufacture products bearing Postal Service trademarks and where these products can be sold. For more information on the licensing policies and the licensing program see ASM subchapter 66.

* * * * *

6 Support Services

* * * * *

[Add subchapter 66, which includes parts 661 through 662, to read as follows:]

66 Licensing

661 Responsibilities of the Licensing Group

The Licensing group, under the direction of the Headquarters Public Affairs and Communications office, manages the licensing program and is the only Postal Service group authorized to grant permission to others to produce officially licensed merchandise. This group:

- a. Makes the final determination on who is allowed to manufacture products bearing Postal Service trademarks and other images and where those products can be sold.
- b. Manages the use of the Postal Service's pictorial and other intellectual property rights by nonprofit organizations, the media, and the entertainment industry.

662 Licensing Program

662.1 Purchase of Postal Service–Licensed Merchandise

To make an official purchase of merchandise displaying a trademark, stamp design, or other pictorial or graphic image owned or used by the Postal Service, employees must ensure that the merchandise is officially licensed by the Postal Service.

662.2 Definition of Officially Licensed Merchandise

Officially licensed merchandise is merchandise that displays Postal Service trademarks, stamps, and images with the Postal Service's granted permission for reproduction. Such merchandise or its packaging displays a hang-tag or label or otherwise states that the item is under license from the Postal Service.

662.3 How to Get More Information

Direct questions about the Licensing program to:

POSTAL SERVICE LICENSING GROUP
475 L'ENFANT PLAZA SW RM 10523
WASHINGTON DC 20260-3100

E-mail: licensing@usps.com

Fax: 202-268-5685

* * * * *

Licensing: Field Handbook of Frequently Asked Questions (FAQs)

Why is it important to purchase only officially licensed Postal Service merchandise?

The Licensing Program helps the Postal Service to safeguard the value of its trademarks, stamp images, and other pictorial images. Through this program, the Postal Service manages the quality of the production and distribution of officially licensed merchandise. We perform quality product reviews to:

- Ensure that merchandise displays trademarks, stamp designs, and other postal images properly.
- Guarantee consistent quality of the merchandise and of its display of Postal Service trademarks and stamp designs.
- Enable the Postal Service to meet legal requirements concerning the maintenance and protection of legal rights in the images.

What trademarks or stamp designs or other images are displayed on officially licensed Postal Service merchandise?

The main trademark displayed on officially licensed Postal Service merchandise is the Postal Service corporate brand, which comprises the words "UNITED STATES POSTAL SERVICE" in the Postal Service logo type with the eagle symbol. But Postal Service-licensed merchandise also displays many other images and marks, such as:

- Express Mail®
- Priority Mail®
- All stamps and stamp art
- U.S. Mail®
- Postmark USA™ and Postmark Originals
- Mr. ZIP character and text
- Postmark America®
- Historical photos and murals
- U.S. Post Office®

What types of merchandise are officially licensed by the Postal Service?

The Postal Service licenses its trademarks, stamps, and other pictorial images for display on many different types of merchandise. In the commercial marketplace, licensed products can be as varied as home furnishings, designer apparel, games, puzzles, jewelry, and collectibles.

For traditional corporate brand merchandise, products can include items such as:

- T-shirts
- Bandanas
- Mugs
- Fanny packs
- Mouse pads
- Hats
- Lapel or button pins
- Paperweights
- Magnets
- Watches
- Polo shirts
- Key rings
- Plastic cups
- Visors
- Sports equipment

How do I determine if merchandise is officially licensed by the Postal Service?

Review the labeling and tags on a piece of merchandise to clarify whether that merchandise is officially licensed or not. The officially licensed merchandise displays a hangtag or label stating that it is officially licensed by the United States Postal Service.

What do I do if I see merchandise with Postal Service trademarks, symbols, and art that does not have proper hangtags or labels?

Please notify the Licensing Group at Headquarters (see address under the next FAQ). Indicate what the item was, where it was being sold, and the name of the manufacturer.

Whom should I contact about the Postal Service-licensed Merchandise program?

Direct questions about the Licensing program to:

POSTAL SERVICE LICENSING GROUP
475 L'ENFANT PLAZA SW RM 10523
WASHINGTON DC 20260-3100

E-mail: licensing@usps.com

Fax: 202-268-5685

How do I get information about where I can purchase Postal Service–licensed merchandise?

We will publish and update the list of licensed suppliers monthly in the *Postal Bulletin*. We have attached a current list of licensed suppliers. The same list is also on the Postal Service intranet site at <http://blue.usps.gov>; click on *Headquarters*, and then *Licensing*; and it is available on the Internet site at www.usps.com; click on *About USPS*, and then *Doing Business With US*.

How does a product become officially licensed merchandise of the Postal Service? Who should a prospective licensee contact?

The Licensing Group has contracted with Equity Management Inc. (EMI) to be its exclusive licensing agency. Under the direction and close supervision of the Licensing Group, EMI negotiates licenses with vendors to manufacture and sell officially licensed products through commercial channels and to the Postal Service.

To become a licensed vendor, contact:

EQUITY MANAGEMENT INC
ATTN: POSTAL SERVICE LICENSING PROGRAM
101 WEST BIG BEAVER ROAD SUITE 1105
TROY MI 48084-4169

Information Line: 248-680-9150, extension 31
E-mail: uspsinfo@equitymanagementinc.com
Fax: 248-680-9868

Does the Postal Service review everything that is manufactured under the license?

Yes. All licensees must submit their products in advance for a quality control review. This includes (but is not limited to) all designs, artwork, prototypes, neck labels, hangtags, and any and all advertising and promotional materials.

Is there a product liability insurance requirement?

Yes. All licensees must provide a certificate of insurance that shows liability insurance in an amount no less than \$1 million, and the policy must note the United States Postal Service as an additional insured party. In some instances, depending on the product, the amount of insurance necessary may be higher. The Postal Service makes no exceptions to this requirement.

How does a company become licensed?

If a company approaches an employee offering to manufacture or distribute merchandise bearing Postal Service marks, please direct them to:

EQUITY MANAGEMENT INC.
ATTENTION: POSTAL SERVICE LICENSING PROGRAM
101 WEST BIG BEAVER ROAD SUITE 1105
TROY MI 48084-4169

Information Line: 248-680-9150, extension 31
E-mail: uspsinfo@equitymanagementinc.com
Fax: 248-680-9868

— Licensing,
Public Affairs and Communications, 8-8-02

USPS Official Licensed Product (OLP) Manufacturers and Distributors

The Postal Service is proud to have developed licensing relationships with a number of companies who produce quality merchandise using postal intellectual property.

This list, which is updated and published monthly, contains all current *USPS Official Licensed Product (OLP)* manufacturers and distributors. While the products are sanctioned by the Licensing program, they are intended to be sold to employees and consumers primarily through the commercial marketplace.

In addition, managers can purchase directly from these licensees for premium use and giveaways for employee and customer recognition. In many instances, employees can purchase items for personal use directly from licensees.

It is important for postmasters and station managers who have retail units to know that the OLP items on this list are *not* intended to be purchased for resale at their units. The Postal Service is developing a separate effort, the *USPS Official Licensed Retail Product (OLRP)* program with a unique line of licensed products available only to postal retail units. The OLRP pilot program will be launched nationwide in FY 2003.

Licensee	Products	Contact Information	Other Sources
Action Tapes d/b/a Great Notions 2751 Electronic Ln Dallas TX 75220-1217	Computer embroidery systems	phone: 214-352-6940 fax: 214-352-7249	
American Needle 1275 Busch Pkwy Buffalo Grove IL 60089-4504	Caps	phone: 847-215-0011 fax: 847-215-0013	
Case Stationery Co Inc 179 Saw Mill River Rd Yonkers NY 10701-6616	Looney Tune Stamp characters metal box	(wholesale only) phone: 800-431-2422 fax: 914-965-2362	Request full color catalog

Licensee	Products	Contact Information	Other Sources
Changing Seasons Software LTD 5881 Roanoke Dr Madison WI 53719-1629	Philatelic software/catalog	phone: 609-273-2739 fax: 609-273-1965	
Cinegram Media Inc 1 Springfield Ave Summit NJ 07901-4055	Celebrate the Century CD-ROMs, Screensavers	phone: 908-598-4755 fax: 908-598-4756	
Cizna Inc 45 E 25th St Apt 11D New York NY 10010-2941	Mr. Zip t-shirts	Currently available in Japan only	
The Corning Museum of Glass 1 Museum Way Corning NY 14830-2253	Note cards, puzzles, wall art and t-shirts	phone: 607-974-8835 fax: 607-974-7365	Corning Museum gift shop
Cranston Consumer Products Co 469 7th Ave New York NY 10018-7605	Celebrate the Century fabric	sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.)	
Creative Framing 525-M E Market St Leesburg VA 20176-4171	Framed and matted stamps and reproductions of stamps	phone: 703-771-6354 fax: 703-771-6398	
D & P Creations Inc 2177 B North Batavia Orange CA 92665	Enlarged reproductions of stamp art	phone: 714-974-0905 fax: 714-974-1147	
Data Solutions and Technology Inc 3300 75th Ave Ste 110 Landover MD 20785-1501	EID pins, keyrings, mugs, magnets and t-shirts. Canvas prints of stamps	phone: 301-583-3500 fax: 301-583-3512	
Desperate Enterprises Inc 728 E Smith Rd Medina OH 44256-2423	I Love Lucy stamp tin sign	phone: 800-732-4859 x10 fax: 330-725-0150	Direct mail
FiF Marketing 41 E Main St Ste 112 Lake Zurich IL 60047	Corporate gifts, promotional products, logo apparel	phone: 847-540-0611 fax: 847-540-0613	
Financial Innovations Inc 1 Weingeroff Blvd Cranston RI 02910-4019	T-shirts, sweatshirts, lapel pins, mugs, keyrings, caps	phone: 401-467-3178 fax: 401-467-3570	
First Gear Inc 8668 Kapp Dr Peosta IA 52068-9568	Die-cast model '37 Chevrolet U.S. Mail delivery truck	phone: 319-582-2071 fax: 319-582-2415	Tradeshows
Freedman & Company 77 St John's Rd Camp Hill PA 17011-3056	T-shirts, sweatshirts and tote bags	phone: 800-392-1066 fax: 717-761-5276	
Gimbels of Maine PO Box 57 Boothbay Harbor ME 04538-0057	Collectible porcelain thimbles	phone: 207-633-5088 fax: 207-633-5128	Retail location in Maine, direct mail
Godinger Silver Art Co Ltd 6315 Traffic Ave Ridgewood NY 11385-2629	Silverplate lead crystal giftware	phone: 212-685-5843 x201 fax: 212-545-0793	Gift stores
Golden Wheel Die Casting Unit 408-409 62 Mody Rd Tsimshatsi East Kowloon HK	Vehicle and airplane die-cast replicas	phone: 852-2412-2339 fax: 852-2412-7986 (Hong Kong)	Request catalog
Ipromoteu.com 8 Strathmore Rd Natick MA 01760-2419	Bookmarks, pins, keychains, mugs	phone: 877-470-1436 fax: 905-542-9454	
Jonathan Grey & Associates 920 Calle Negocio Ste B San Clemente CA 92673-6207	Pins, clothing, hats, bears, frames	phone: 949-498-2515 fax: 949-298-2830	
Kahala 424 Summer St Honolulu HI 96817-5607	Hawaiian shirts	phone: 808-523-7873 fax: 808-521-6413	Retail stores in Hawaii
Kennedy Mint Inc 12102 Pearl Rd Strongsville OH 44136-3398	Framed collections of stamps and coins	phone: 440-572-3222 fax: 440-572-3692	Direct mail
KJ Classic Metal Designs PO Box 663 Winder GA 30680-0663	1:15 scale replica Postal Service delivery van	phone: 770-867-4452 fax: 770-586-0163	Dealers
Kurt S. Adler Inc 1107 Broadway New York NY 10010-2872	Holiday ornaments	phone: 212-924-0900 fax: 212-807-0575	

Licensee	Products	Contact Information	Other Sources
Lands' End 6 Lands' End Ln Dodgeville WI 53595	Embroidered apparel	phone: 800-535-3060 fax: 800-297-2606	Catalog sales
Lionel LLC 50625 Richard W Blvd Chesterfield MI 48051-2493	Priority Mail railroad boxcar	phone: 810-949-4100 x1 fax: 810-949-1013	Dealers
The March Company 3815 Academy Pkwy NE Albuquerque NM 87109-4408	Stamp design lapel pins, keychains, money clips	phone: 505-345-2521 fax: 505-345-0407	
Mattel Inc 333 Continental Blvd El Segundo CA 90245	Matchbox collectibles mail van	phone: 856-234-7400 fax: 856-722-9342	Sears, FAO Schwarz, JC Penney, Target, Ames, K-Mart, ShopKo, Wal-Mart, Meijer, Bradlees, Kay Bee Toys, Toys "R" Us
MBI Inc 47 Richards Ave Norwalk CT 06857	Die-cast metal vehicles	phone: 203-853-2000 fax: 203-853-0647	Direct mail with Danbury Mint and Postal Commemoratives Society
MTH Electric Trains Inc 7020 Columbia Gateway Dr Columbia MD 21046	Model railroad boxcars	phone: 410-381-2580 fax: 410-381-6122	
The Museum Company 695 Route 46 W Ste 400 Fairfield NJ 07004-1592	Women's sleep shirt with Love Stamp image	phone: 973-244-4300 fax: 973-244-4281	
Nancy Sales Company Inc 22 Willow St Chelsea MA 02150	Mugs, shot glasses, key chains	phone: 617-884-1700 fax: 617-889-2789	
The Paper Tiger 335 Jefferson Ave Cresskill NJ 07262	33 cent Ayn Rand stamp poster	phone: 201-567-5620 fax: 201-541-9529	
Peter Parker Puzzles 363 Westland Ave Columbus OH 43209	Stamp art jigsaw puzzles	phone: 614-258-3575 fax: 614-258-3588	Direct mail catalog, toy stores, novelty gift shops
Playing Mantis 3618 Grape Rd Mishawaka IN 46545	Die-cast trucks with mounted stamps in truck bed	phone: 219-252-0300 fax: 219-252-0500	
Sonoma Pins 677 1st St W Sonoma CA 95467-7003	Lapel pins, key chains	phone: 707-996-9956 fax: 707-996-9957	
Spec-Cast 428 6th Ave Dyersville IA 52040	Die-cast model trucks and plane	phone: 563-875-8706 fax: 563-875-8056	
Third Street Sportswear PO Box 145 Ozark MO 65721-0145	Snoopy "Flying Ace" t-shirts	phone: 800-538-1059 fax: 417-485-8995	
U S Allegiance Inc 63004 Layton Ave Bend OR 97701-3735	Greetings From America mugs, keychains, tote bags, stationery	phone: 541-330-6282 fax: 541-330-6268	
Vanmark Inc 2551 E Philadelphia St Ontario CA 91761	Figurines, frames, clocks, bookends	phone: 909-923-6789 fax: 909-673-9699	
Wei Kee Plastic Industrial Ltd 92 Pokfulam Rd Flat B-1 La Clare Mansion Hong Kong	Miniature plastic mailboxes	phone: 852-2881-7708 fax: 852-2895-0695 (Hong Kong)	
Why Wrap? Incorporated 90 W Wieuca Rd NE Ste 216 Atlanta GA 30342-3200	Self locking mailing boxes	phone: 404-255-4341 fax: 404-256-0390	
Winco International 9019 Oso Ave Ste F Chatsworth CA 01311-4117	Lapel pins, key chains	phone: 818-718-1191 fax: 818-700-9778	
Wonderland Marketing 1718 Sherman Ave Ste 311 Evanston IL 60201	Apparel: jackets, shirts, sweaters; corporate gifts: watches, mugs, clocks, pens	phone: 847-526-1500 fax: 847-425-1551	

Administrative Services

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 = www.usps.com.

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

F3 = F3 Fill Software.

New Directives

Management Instructions

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
MI PO-610-2002-2	6/2002	Treasury Check Processing Standard Operating Procedures	N/A	POM	NOM	IWEB	N/A

Memoranda of Policy

PSIN	Edition Date	Title	Org.	USPS Source
MOP FI-04-26-2002	4/2002	Policy Memo — Statistical Programs Letter #5, FY2002	FI	IWEB
MOP FI-06-07-2002	6/2002	Policy Memo — Statistical Programs Letter #6, FY2002 RPW and ODIS: Recording Changes due to R	FI	IWEB

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 135		4/2002	Periodicals Accuracy, Grading and Evaluation (Page) Program	N/A	DMM	P&PD	HQO	P/F
PUB 153		5/2002	People and Places of the Pacific: a Celebration on Stamps	7610-05-000-5043	ASM	DD	MDC	P/F
PUB 168		7/1/2002	Postal Inspector Application	7610-05-000-5042	ISM	IS	MDC	MDC

Revised Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK EL-903		5/2002	Agreement between the USPS and National Postal Mail Handlers Union, AFL-CIO, 2000–2004	7610-01-000-9093	ELM	ERM	MDC	MDC

Manuals

PSIN	Issue	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
IMMISUE	27	6/2002	International Mail Manual	7610-02-000-9904	IMM	IB	MDC IWEB PE	GPO WWW PE
MANPM	2	1/2002	Purchasing Manual	7610-03-000-9546	PM	P&M	IWEB	WWW

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 247	5/2002	Supply and Equipment Catalog	7610-02-000-7982	ASM	P&M	MDC	MDC

Obsolete Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
HBK PO-405	5/1984	Letter Sorting Machines	7610-03-000-3630	NOM	MDC	MDC

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS Q630	1/2001	Standard Mail (A) Presorted Letters	14x21	7690-03-000-8915	EA	P&PD	MDC	PBC

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 17	6/2002	6/2002	Stamp Requisition	7530-03-000-9112	PS	PD	FI	MDC/IWEB	N/A
PS 1357	7/2002	7/2002	Request for Computer Access	7530-01-000-9289	PS	SH	IT	MDC/IWEB	N/A
PS 3533	7/2002	7/2002	Application and Voucher for Refund of Postage and Fees	7530-01-000-9932	PS	SH	FI	MDC/IWEB	WWW
PS 3658	7/2002	7/2002	Global Direct Mailbox Service Application	N/A	PU	SH	IB	IWEB	WWW
PS 3681	7/2002	7/2002	Global Direct Service Agreement	7530-04-000-8891	PS	SH	IB	IWEB	N/A
PS 3682	7/2002	7/2002	Global Direct Notification of Mailing	7530-04-000-8892	PS	SH	IB	IWEB	N/A

Obsolete Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3238	7/1998	7/1998	Stamps and Stamped Paper Destruction Certificate	7530-01-000-9889	PS	SH	FI	MDC	FF
PS 17-T	4/1995	4/1995	Accountable Items Returned to Stamp Distribution Network	7530-03-000-4274	PO	EA	FI	XMD	N/A

ASM REVISION

Part 286, Emergency Lines of Succession

Effective August 8, 2002, *Administrative Support Manual* (ASM) 13, section 286.1, Postmaster General, is revised. We revised the section to remove the vice president, area operations, western area, from the list of persons who succeed the postmaster general and perform the duties of the position in the event of an emergency that incapacitates the postmaster general. In *Postal Bulletin 22075* (5-2-02, page 36), we added the vice president, area operations, eastern area, to the line of succession. Because of this addition, we determined that it is not necessary to keep the vice president, area operations, western area, on the list.

We will incorporate this revision into the printed version of ASM 14 and into an incremental update of the online ASM 13, which is accessible through the Postal Service PolicyNet page on the intranet at <http://blue.usps.gov/cpim>; click on *Manuals*.

Administrative Support Manual (ASM)

* * * * *

2 Audits and Investigations

* * * * *

28 Emergency Preparedness

* * * * *

286 Emergency Lines of Succession

286.1 Postmaster General

[Remove item d to read as follows:]

In case the postmaster general is incapacitated from an enemy attack or other national emergency, the following is the line of succession to perform the duties of the postmaster general (see section 112.11):

- a. Deputy postmaster general.
- b. Chief operating officer and executive vice president.
- c. Vice president, area operations, eastern area.

* * * * *

— Security Group,
Postal Inspection Service, 8-8-02

— Corporate/Field Operations Support,
Office of the Chief Operating Officer, 8-8-02

FORM REVISION

PS Form 1357, Request for Computer Access

PS Form 1357, *Request for Computer Access*, has been revised to update selected data elements to correspond with current terms in use in the Postal Service. The instructions now call for the use of a requestor's Unique Identifier or Social Security Number. No other substantive changes were made.

The form is available online at <http://blue.usps.gov/cpim>; click on *Postal Forms*. This revised version is dated July 2002 and replaces all previous versions. Please discard and recycle all stock.

A copy of the revised form appears on page 13.

You can order the revised form from the Material Distribution Center by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, choose option 1, then option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to mcustome@email.usps.gov.

- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DRIVE
TOPEKA KS 66624-9702

Here's the information that you'll need to order PS Form 1357:

PSIN: PS 1357
PSN: 7530-01-000-9289
Unit of Issue: SH
Price: \$0.0191
Edition Date: July 2002

— Corporate Information Security Office,
Information Technology, 8-8-02

Original PS 1357 Located at:

U.S. Postal Service
Request for Computer Access
 (Instructions for completing form on reverse side.)

Logon ID Assigned

Section A: User Identification

1. Requestor's Name	2. eAccess Unique ID or SSN	3. Area	4. Finance No.
5. Requestor's Job Title	6. Employment Status (<i>Check one</i>) <input type="checkbox"/> Contractor <input type="checkbox"/> Temporary <input type="checkbox"/> Career <input type="checkbox"/> Casual <input type="checkbox"/> Foreign <input type="checkbox"/> Nonpostal		
7. USPS Organization/Department	8. USPS or Company Mailing Address (Include ZIP+4)		
9. Telephone No.			
10. District Code and Name			

11. User Responsibility Agreement Statement

I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for Section A whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

(Read Privacy Act Statement on reverse side before signing. Note: Privacy Act Statement **MUST** be on reverse side of this form.)

Signature _____ Date _____

12. Manager Responsibility Agreement Statement

I agree that modifications to existing service agreements will require additional Form 1357 requests. I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

USPS Manager's Name (Please print) Logon ID Signature Date Telephone No.

Section B: Computer Access Requested

13a. Describe Support Required

Logon ID (Circle one): New Change Delete Facility Where Access Is Required: _____
 DDE/DR: Access Code: _____ User Type: _____ List Existing Logon IDs & Facilities: _____

13b. Resource Name <small>(Additional room is available on the reverse side)</small>	13c. Sensitive or Proprietary	13d. Access Level Required <small>(See instructions)</small>

Section C: Computer Access Approvals

14. Contractor Information (Must be completed by the Contracting Officer's Representative (COR))

a. Does the Contract Contain Provisions for (Circle Yes or No):
 1. Screening? Yes No
 2. Security of Information? Yes No
 3. Privacy of Information? Yes No
 4. Contractor Screening by the Inspection Service? Yes No

b. Contract Number: _____
 c. Contract Expiration Date: _____
 d. USPS Organization/Department: _____

15. USPS COR's Name (Please Print)	Signature	Date	Telephone No.
16. Functional System Coordinator's Name (Please Print)	Signature	Date	Telephone No.
17. Logon ID Administrator's Name (Please Print)	Signature	Date	Telephone No.

Instructions for Completing PS Form 1357

Note: Please print all entries except for signatures. Incomplete information may cause delays in implementation or return of this form.

Section A: User Identification

1. Print your full name.
2. Enter your eAccess Unique Identifier or Social Security Number.
3. Enter your Area.
4. Enter your Finance Number.
5. Enter your official job title.
6. Enter your employment status.
7. Specify your work organization.
8. Enter your USPS or company mailing address (include ZIP+4).
9. Enter your telephone number.
10. Enter your District Code and District Name, if applicable.
11. Read and understand the User Responsibility Agreement Statement * and Privacy Act Statement (printed below) before signing and dating this document.
12. Your USPS manager must read and understand the Manager Responsibility Agreement Statement * prior to affixing his/her name, Logon ID (Unique Identifier), signature, date, and phone number.

Section B: Computer Access Requested

13a. Please check, circle, and describe the support that you will require. Specify any system compilers or other special software required in support of your request. Include all data access (CICS transaction IDs, IDMS codes, etc.) requirements or any special security required of the system or data. Include any support services (data entry, etc.) needed. Estimate the number of service hours required per week in support of your request. Special access request to the DDE/DR system will require DDE/DR Functional System Coordinator to supply the access code and user type.

13b. Enter the name of the application(s) or resources to which access is sought.

13c. Specify if applications or files within applications are sensitive or proprietary.

13d. Specify the appropriate access level to applications and files.

READ access allows a user to read and copy, but not to change a filename or it's contents.

WRITE access allows a user to change the contents of or delete a file, to create files within a catalog or directory, and may permit renaming and relocating files.

EXECUTE access allows a user to execute or use a program file, but generally not to see or change it.

ALLOCATE access allows a user to delete, rename, catalog, uncatalog, or archive a file.

Section C: Computer Access Approvals

14a-d. The Contracting Officer's Representative (COR) will complete this block -- reference the Administrative Support Manual (ASM); Procurement Manual (PM); and Handbook AS-805. If the contractor has not been screened, the contractor must complete and attach PS Forms 2025 and 2181 with this request.

15. The COR will complete Block 14 before entering his/her name, signature, date, and phone number.

16. To approve grants of access, the Functional System Coordinator enters his/her name, signature, date, and phone number.

17. The person (Logon ID Administrator) responsible for creating a logon ID for a user enters his/her name, signature, phone number, and date. The Logon ID Administrator must also indicate in the upper left hand corner of Form 1357 where the original of this Form 1357 will be kept and in the upper right hand corner the Logon ID assigned.

* Additional responsibilities can be found in Handbook AS-805 and Administrative Support Manual (ASM).

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board or Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

13b. Resource Name (Continued from front)	13c. Sensitive or Proprietary	13d. Access Level Required (See instructions)

Child Alert Program

August 2002

Have You Seen Any of These Missing Children?

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



Erika Duxbury
 Born: 2-1-87
 Date Missing: 6-29-02
 Missing From: Black River Falls, WI



Passion Gray
 Born: 7-25-89
 Date Missing: 6-21-02
 Missing From: Chicago, IL



Richard Whisenant
 Born: 12-22-84
 Date Missing: 6-20-02
 Missing From: Comanche, TX



Joveca Leonard
 Born: 3-23-85
 Date Missing: 6-10-02
 Missing From: Tarentum, PA



Ashley Graczyk
 Born: 1-24-86
 Date Missing: 6-7-02
 Missing From: Oswego, IL



Christopher Samples
 Born: 8-27-99
 Date Missing: 5-31-02
 Missing From: Pepin, WI

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

Missing Children Poster Display Instructions

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

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

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by NCMEC.

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all postal facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service only as described above. If postal employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

August 2002

Have You Seen Any of These Missing Children?

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



Brittany Truddle
 Born: 11-4-88
 Date Missing: 5-30-02
 Missing From: Memphis, TN



Sarah Ellis
 Born: 7-2-99
 Date Missing: 5-25-02
 Missing From: Waynesburg, PA



Le Shen
 Born: 1-29-86
 Date Missing: 5-21-02
 Missing From: Hong Kong, China



Angel Lovato
 Born: 11-15-85
 Date Missing: 5-7-02
 Missing From: Pueblo, CO



Jessica Gonzales
 Born: 8-5-96
 Date Missing: 5-5-02
 Missing From: North Branch, MN



Griffin Guo
 Born: 10-14-97
 Date Missing: 7-8-02
 Missing From: New York, NY

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 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

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August 2002

Have You Seen Any of These Missing Children?

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



Joanna Kelly
Born: 11-16-86
Date Missing: 7-6-02
Missing From: Picayune, MS



Jyrine Harris
Born: 12-15-99
Date Missing: 6-23-02
Missing From: Irvington, NJ

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

Missing Children Poster Display Instructions

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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 Integration at 703-292-4041 at least 1 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
JCP Home Values — Fall	Standard/ Mail Catalog	08/10–08/15	9.6	National	Car-Rt	RR Donnelley
Seventh Avenue	Standard/ Mail	08/12–08/15	2.1	National	Car-Rt	
Swiss Colony	Standard/ Mail Letter	08/13–08/15	1	National	Car-Rt	
Get Thin Get Young	Standard/ Mail Flat	08/17, 19, 20	2.4	National	Car-Rt	
Midnight Velvet	Standard/ Mail	08/19–08/22	2.2	National	Car-Rt	
Fall Postcard	Standard/ Mail	08/19–09/12	3.1	National	Car-Rt	

— Business Service Network Integration,
Service and Market Development, 8-8-02

CORRECTION

Teddy Bears Stamps Mini Publicity Kit

The mini publicity kit for the *Teddy Bears* stamps published in *Postal Bulletin* 22081 (7-25-02, page 4) listed incorrectly the issue date for the stamps as August 16.

The *Teddy Bears* stamps will be issued August 15, 2002.

— Community Relations,
Public Affairs and Communications, 8-8-02

Domestic Mail

HANDBOOK DM-109 CORRECTION

Business Mail Acceptance

In *Postal Bulletin* 22081 (7-25-02, pages 8–10), the article “Handbook DM-109 Revision: Business Mail Acceptance” provided revisions to Handbook DM-109, *Business Mail Acceptance* (Transmittal Letter 3, July 2002). This article corrects two sentences in that handbook.

We will incorporate these revisions into the online version of Handbook DM-109, which is available on the Postal Service PolicyNet Web site on the corporate intranet at <http://blue.usps.gov/cipm>; click on *HBKs*. Printed copies of Handbook DM-109, Transmittal Letter 3 (July 2002), are *not* available from the Material Distribution Center (MDC) at this time. Managers, Business Mail Entry (MBMEs), and other acceptance personnel are encouraged to print a copy of Handbook DM-109 from the Postal Service Intranet to keep as a reference at their work sites.

Handbook DM-109, *Business Mail Acceptance*

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Chapter 5 — Quality Control

* * * * *

Quality Mail Review

* * * * *

[In Postal Bulletin 22081 (7-25-02), we deleted what had been the last paragraph of this section and added two paragraphs. In the first of the two added paragraphs, we are omitting the second and third sentences and adding one sentence to read as follows (the entire paragraph is reprinted here, with the second sentence in bold):]

QMRs are not required at BMEUs and DMUs where Mailing Evaluation, Readability, Lookup INSTRUMENT (MERLIN) equipment is installed. **Supervisors responsible for BMEUs or DMUs without MERLIN equipment must conduct a minimum of one QMR per month.**

* * * * *

— *Business Mail Acceptance, Marketing Technology and Channel Management, 8-8-02*

POM REVISION

Mail Recovery Center Service Area Changes

Effective Friday, September 13, 2002, the San Francisco Mail Recovery Center (MRC) will be closed with the existing operations being consolidated into the remaining facilities in Atlanta, Georgia, and St. Paul, Minnesota. Send all undeliverable and nonreturnable mail to the following addresses:

ATLANTA MAIL RECOVERY CENTER
US POSTAL SERVICE
5345 FULTON INDUSTRIAL BOULEVARD SW
ATLANTA GA 30378-2400

ST PAUL MAIL RECOVERY CENTER
US POSTAL SERVICE
PO BOX 69001
ST PAUL MN 55169-9001

The redirection of the mail flow will be conducted in two phases — Phase 1 begins on August 10, 2002, and Phase 2 begins on September 1, 2002. On the effective

dates for the service area changes, facilities within the states or territories listed below should ensure that all existing labels for undeliverable and nonreturnable mail are recycled and replaced with the label for their new servicing MRC.

The service area changes listed revise those currently found in *Postal Operations Manual* 692.1 and 692.2.

Phase 1 — Effective August 10, 2002

If your facility is in one of the states listed on page 23, begin sending undeliverable and nonreturnable mail to your new servicing MRC on Saturday, August 10, 2002.

Note: If the state or territory in which your facility is located is not shown, no changes are being made to your current processes.

Letter Mail

Atlanta, Georgia, MRC

- Connecticut
- Maine
- Massachusetts
- Michigan
- New Hampshire
- Ohio
- Rhode Island
- Texas — **(add ZIP Codes 797–799)**
- Vermont

St. Paul, Minnesota, MRC

- Alaska
- Colorado
- Idaho
- Montana
- New Mexico
- Oregon
- Washington
- Wyoming

Parcel Mail (BMCs)

Atlanta, Georgia, MRC

- Cincinnati
- Detroit
- Springfield

St. Paul, Minnesota, MRC

- Denver
- Seattle

Phase 2 — Effective September 1, 2002

If your facility is in one of the states listed below, begin sending undeliverable and nonreturnable mail to your new servicing MRC on Sunday, September 1, 2002.

Note: If the state or territory in which your facility is located is not shown, no changes are being made to your current processes.

Letter Mail

Atlanta, Georgia, MRC

- New Jersey
- New York

St. Paul, Minnesota, MRC

- Arizona
- California
- Guam
- Hawaii

- Nevada
- Samoa
- Utah

Parcel Mail (BMCs)

Atlanta, Georgia, MRC

- New Jersey

St. Paul, Minnesota, MRC

- Los Angeles
- San Francisco

Accordingly, the *Postal Operations Manual (POM)* is revised as follows.

Postal Operations Manual (POM)

	*	*	*	*	*
6	Delivery Services				
	*	*	*	*	*
69	Dead Mail				
	*	*	*	*	*

692 Mail Recovery Centers

692.1 Letter Mail

692.11 Addresses

The MRC addresses for administrative mail and undeliverable mail processing are as follows.

Administrative Mail Addresses	Undeliverable Mail Processing Addresses
ATLANTA MAIL RECOVERY CENTER US POSTAL SERVICE PO BOX 44161 ATLANTA GA 30378-1161	ATLANTA MAIL RECOVERY CENTER US POSTAL SERVICE 5345 FULTON INDUSTRIAL BLVD SW ATLANTA GA 30378-2400
ST PAUL MAIL RECOVERY CENTER US POSTAL SERVICE 443 FILLMORE AVE E ST PAUL MN 55107-1206	ST PAUL MAIL RECOVERY CENTER US POSTAL SERVICE PO BOX 69001 ST PAUL MN 55169-9001

692.12 MRC Service Areas

The MRC service areas are as follows.

State or Territory	Mail Recovery Center
Alabama	Atlanta, GA 30378-2400
Alaska	St. Paul, MN 55169-9514 ¹
Arizona	St. Paul, MN 55169-9514 ²
Arkansas	Atlanta, GA 30378-2400
California	St. Paul, MN 55169-9514 ²
Colorado	St. Paul, MN 55169-9514 ¹
Connecticut	Atlanta, GA 30378-2400 ¹
Delaware	Atlanta, GA 30378-2400
District of Columbia	Atlanta, GA 30378-2400
Florida	Atlanta, GA 30378-2400

State or Territory	Mail Recovery Center
Georgia	Atlanta, GA 30378-2400
Guam	St. Paul, MN 55169-9514 ²
Hawaii	St. Paul, MN 55169-9514 ²
Idaho	St. Paul, MN 55169-9514 ¹
Illinois	St. Paul, MN 55169-9514
Indiana	St. Paul, MN 55169-9514
Iowa	St. Paul, MN 55169-9514
Kansas	St. Paul, MN 55169-9514
Kentucky	Atlanta, GA 30378-2400
Louisiana	Atlanta, GA 30378-2400
Maine	Atlanta, GA 30378-2400 ¹
Maryland	Atlanta, GA 30378-2400
Massachusetts	Atlanta, GA 30378-2400 ¹
Michigan	Atlanta, GA 30378-2400 ¹
Minnesota	St. Paul, MN 55169-9514
Mississippi	Atlanta, GA 30378-2400
Missouri	St. Paul, MN 55169-9514
Montana	St. Paul, MN 55169-9514 ¹
Nebraska	St. Paul, MN 55169-9514
Nevada	St. Paul, MN 55169-9514 ²
New Hampshire	Atlanta, GA 30378-2400 ¹
New Jersey	Atlanta, GA 30378-2400 ²
New Mexico	St. Paul, MN 55169-9514 ¹
New York	Atlanta, GA 30378-240 ²
North Carolina	Atlanta, GA 30378-2400
North Dakota	St. Paul, MN 55169-9514
Ohio	Atlanta, GA 30378-2400 ¹
Oklahoma	Atlanta, GA 30378-2400
Oregon	St. Paul, MN 55169-9514 ¹
Pennsylvania	Atlanta, GA 30378-2400
Puerto Rico	Atlanta, GA 30378-2400
Rhode Island	Atlanta, GA 30378-2400 ¹
Samoa	St. Paul, MN 55169-9514 ²
South Carolina	Atlanta, GA 30378-2400
South Dakota	St. Paul, MN 55169-9514
Tennessee	Atlanta, GA 30378-2400
Texas	Atlanta, GA 30378-2400 ¹
Utah	St. Paul, MN 55169-9514 ²
Vermont	Atlanta, GA 30378-2400 ¹
Virgin Islands	Atlanta, GA 30378-2400
Virginia	Atlanta, GA 30378-2400
Washington	St. Paul, MN 55169-9514 ¹
West Virginia	Atlanta, GA 30378-2400
Wisconsin	St. Paul, MN 55169-9514
Wyoming	St. Paul, MN 55169-9514 ¹

¹ Effective August 10, 2002
² Effective September 1, 2002

* * * * *

692.2 Parcel Mail

* * * * *

692.22 Addresses

Complete addresses for the MRCs are as follows:

ATLANTA MAIL RECOVERY CENTER
 US POSTAL SERVICE
 5345 FULTON INDUSTRIAL BLVD
 ATLANTA GA 30378-2400

ST PAUL MAIL RECOVERY CENTER
 US POSTAL SERVICE
 PO BOX 69001
 ST PAUL MN 55169-9001

692.23 Service Areas

The MRC service areas are as follows.

Bulk Mail Center	Mail Recovery Center
Atlanta	Atlanta, GA 30378-2400
Chicago	St. Paul, MN 55169-9514
Cincinnati	Atlanta, GA 30378-2400 ¹
Dallas	Atlanta, GA 30304-2400
Denver	St. Paul, MN 55169-9514 ¹
Des Moines	St. Paul, MN 55169-9514
Detroit	Atlanta, GA 30378-2400 ¹
District of Columbia	Atlanta, GA 30304-2400
Greensboro	Atlanta, GA 30304-2400
Jacksonville	Atlanta, GA 30378-2400
Kansas City	St. Paul, MN 55169-9514
Los Angeles	St. Paul, MN 55169-9514 ²
Memphis	Atlanta, GA 30378-2400
Minneapolis/St. Paul	St. Paul, MN 55169-9514
New Jersey	St. Paul, MN 55169-9514 ²
Philadelphia	Atlanta, GA 30378-2400
Pittsburgh	Atlanta, GA 30378-2400
St. Louis	St. Paul, MN 55169-9514
San Francisco	St. Paul, MN 55169-9514 ²
Seattle	St. Paul, MN 55169-9514 ¹
Springfield	Atlanta, GA 30378-2400 ¹

¹ Effective August 10, 2002
² Effective September 1, 2002

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— Consumer Affairs Operations,
 Consumer Advocate, 8-8-02

NOTICE

New Issue of the Domestic Mail Manual

Domestic Mail Manual (DMM) Issue 57, dated 6-30-02, is arriving in the field throughout August. This issue includes all of the rate and classification changes resulting from the R2001-1 rate case effective on June 30, 2002. The DMM is distributed automatically to employees based on selected job titles and to all facilities generally. DMM Issue 57 is included in the Postal Explorer CD-ROM release 14.0, which will ship to Postal Service facilities later this month.

The complete DMM, with monthly updates, also is available on the Postal Explorer Web site at <http://pe.usps.gov>. Employees and customers are encouraged to use this Web site to find answers to their mailing questions. The DMM, *Quick Service Guides*, and many other publications are fully searchable and can be viewed, downloaded, or printed. The DMM on Postal Explorer is always the most up-to-date version available.

Customers who wish to order a printed copy of the DMM can do so only through the Government Printing Office. Employees can give customers a copy of the order form that appears in the front of the printed book, or customers can place a telephone order by calling 202-512-1800. The subscription fee is set by the Government Printing Office (currently \$42). Customers cannot order the DMM through the Postal Service.

Post Offices that receive too many copies of the DMM should forward them to the local postmaster or district manager of business mail entry. *Do not send extra copies back to Headquarters.* Doing so clutters the mailstream and does not put the new DMM into the hands of those who need it.

Post Offices that need additional copies of the printed DMM can order them from the Material Distribution Center in the following ways:

- **Touch Tone Order Entry:** Call 800-332-0317, select option 1, then option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition*, either manually or by F3Fill, and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

Here's the information you'll need to order DMM Issue 57:

PSN:	7610-03-000-9331
PSIN:	DMMISSUE
Quick Pick Number:	352
Unit of Issue:	EA
Price:	\$5.48
BPQ:	5
Edition Date:	06/02

— *Mail Preparation and Standards,
Pricing and Classification, 8-8-02*



**The Postal Service brand is
the essence of who we are.**



Overseas Military Mail

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

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

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

The following changes appear in the APO/FPO table in bold.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AP 96547	Close	Immediately	

We have eliminated "Not Active" entries from the table below to save space and paper.

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09007	B-B1-C-D-U	09096	B-B1-C-D-U	09183	B-B1-C-D-U	09311	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09009	B-B1-C-D-U	09098	B-B1-C-D-U	09185	B-B1-C-D-U		
09012	B-B1-C-D-U	09099	B-B1-C-D-U	09186	B-B1-C-D-U	09314	B-B1-C-F-V
09013	B-B1-C-D-U-Z1	09100	B-B1-C-D-U	09211	B-B1-C-D-U	09316	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09014	B-B1-C-D-U	09102	B-B1-C-D-U	09212	B-B1-C-D-U-V	09317	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09021	B-B1-C-D-U	09103	B-B1-D-U	09213	B-B1-C-D-U	09318	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	B-B1-C-D-U	09104	B-B1-C-D-U	09214	B-B1-C-D-U	09321	A-B-B1-C1-E3-F-H1-M-N-R-R1-V-Z1
09031	B-B1-C-D-U	09107	B-B1-C-D-U	09225	B-B1-C-D-U	09340	A-B-B1-C1-F-R-V
09033	B-B1-C-D-U	09110	B-B1-C-D-U	09226	B-B1-C-D-U	09345	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09034	B-B1-C-D-U	09111	B-B1-C-D-U	09227	B-B1-C-D-U	09349	A-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1
09036	B-B1-C-D-U	09112	B-B1-C-D-U	09229	B-B1-C-D-U	09350	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	B-B1-C-D-U	09114	B-B1-C-D-U	09237	B-B1-C-D-U-V	09351	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09045	B-B1-C-D-U	09123	B-B1-C-D-U	09244	B-B1-C-D-U	09352	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	B-B1-C-D-U	09126	B-B1-C-D	09245	B-B1-C-D-U	09353	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	B-B1-C-D-U	09128	B-B1-C-D-U	09250	B-B1-C-D-U	09354	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	B-B1-C-D-U	09131	B-B1-C-D-U	09252	B-B1-C-D-U	09355	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09054	B-B1-C-D-U	09136	B-B1-C-D	09262	B-B1-C-D-U	09356	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09056	B-B1-C-D-U	09137	B-B1-C-D-U	09263	B-B1-C-D-U	09360	B-B1-V
09058	B-B1-C-D-U	09138	B-B1-C-D-U	09264	B-B1-C-D-U	09361	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09059	B-B1-C-D-U	09139	B-B1-C-D	09265	B-B1-C-D-N-U		
09060	B-B1-C-D-U	09140	B-B1-C-D-U	09266	B-B1-C-D-U		
09063	B-B1-C-D-L-U	09142	B-B1-C-D-U	09267	B-B1-C-D-U		
09067	B-B1-C-D-U	09143	B-B1-C-D-U	09302	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09069	B-B1-C-D-U	09154	B-B1-C-D-U	09303	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09074	B-B1-C-D-U	09165	B-B1-C-D-U	09304	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09076	B-B1-C-D-U	09166	B-B1-C-D-U	09305	B-B1-E2-F-H1-R-R1-U2-V-Z1		
09080	B-B1-C-D-U	09169	B-B1-C-D-U	09309	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09081	B-B1-C-D-U	09172	B-B1-C-D-U	09310	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09086	B-B1-C-D-U	09173	B-B1-C-D-U				
09089	B-B1-C-D-U	09175	B-B1-C-D-U				
09090	B-B1-C-D-U	09177	B-B1-C-D-U				
09094	B-B1-C-D	09180	B-B1-C-D-U				
09095	B-B1-C-D-U	09182	B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09362	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09574	B-V	09710	B-B1-C-C1-F1-M-R-R1-U	09841	A-B-B1-U-Z1
09363	A-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09575	B-V	09711	B-B1-F1-Z1	09842	A-B-B1-Z1
09364	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09576	B-V	09713	B-B1-C-F1	09844	A-B-B1-U-V-Z1
09365	A-B1-F-N-R1-V-Z1	09577	B-V	09714	B-B1-C-C1-F1-M-R-R1-U	09852	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09395	A-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09578	B-V	09715	B-B1-F1	09853	B-B1-E2-F-H1-R-R1-U2-V-Z1
09396	A-B-B1-F-V	09579	B-V	09716	B-B1-C-D-N-U-V	09855	B-B1-E2-F-H1-R-R1-U2-V-Z1
09409	B-B1-C-C1-U-V	09581	B-V	09717	B-B1-M-W	09858	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09420	B-B1-C-C1-U-V	09582	B-V	09718	B-B1-F-I-N-U-V	09865	A-B-B1-V-Z1
09421	B-B1-C-C1-U	09586	B-V	09720	B-B1-U-V	09868	A-B-B1-U-V-Z1
09447	B-B1-C-C1-U-V	09587	B-V	09721	B-B1-N-U-Z1	09871	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09454	B-B1-C-C1-U	09588	B-V	09722	B-B1-C-D-N-U-V	09880	B-B1-E2-F-H1-R-R1-U2-V-Z1
09456	B-B1-C-C1-U	09589	B-B1-V	09723	B-B1-N-U-V-Z1	09882	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09459	B-B1-C-C1-U	09590	B-V	09724	B-B1-C-C1-F1-M-R-R1-U	09888	B-B1-E2-F-H1-R-R1-U2-V-Z1
09461	B-B1-C-C1-U	09591	B-V	09725	B-B1-C	09889	B-B1-E2-F-H1-R-R1-U2-V-Z1
09463	B-B1-C-C1-U	09593	B-V	09726	B-B1-N-U	09890	B-B1-E2-F-H1-R-R1-U2-V-Z1
09464	B-B1-C-C1-U	09594	B-V	09728	B-B1-C	09892	A-B-B1-F-N-R-R1-V-Z1
09468	B-B1-C-C1-U	09595	B-V	09732	B-B1-N-V-Z1	09898	B-B1-E2-F-H1-I-R-R1-U2-V-Z1
09469	B-B1-C-C1-U	09596	B-V	09733	B-B1-I-V	34002	B-B1-N-U-Z1
09470	B-B1-C-C1-U	09599	B-V	09735	B-B1-N-V-Z1	34020	B-B1-M-N-V-Z1
09494	B-B1-C-C1-U	09601	B-B1-C-F-F1-U	09777	A-B-B1-C-E1-N	34021	B-M-N-V-Z1
09496	B-B1-C-C1-U-V	09602	B-B1-C-F-F1-U-V	09779	A-B-B1-F-R-V	34022	B-B1-D-F-M-N-V-Z1
09498	B-B1-C-C1-U	09603	B-B1-C-F-F1-U	09780	A-B-B1-F-R-V	34023	B-B1-M-N-V-Z1
09499	B-B1-C-C1-U	09604	B-B1-C-F-F1-U	09788	A-B-B1-F-R-V	34024	B-B1-M-N-V-Z1
09501	B-V	09609	B-B1-C-F-U	09789	A-B-B1-F-R-V	34025	B-B1-F-N-U-V-Z1
09502	B-V	09610	B-B1-C-F-U	09790	A-B-B1-C1-F-R-V	34030	B-B1-M-N-V-Z1
09503	B-V	09612	B-B1-C-F-U	09791	A-B-B1-C1-E1-F-M-N-R-V	34031	B-B1-M-N-V-Z1
09504	B-V	09613	B-B1-C-F-U-V	09793	A-B-B1-F-R-V	34032	B-M-N-V-Z1
09505	B-V	09617	B-B1-C-F-U	09797	B-B1-C-D-P-V	34033	B-C-F-M-N-V-Z1
09506	B-V	09618	B-B1-C-F-U	09803	B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34034	B-B1-M-N-V-Z1
09507	B-V	09619	B-B1-C-F-U	09811	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34035	B-B1-H-M-N-V-Z1
09508	B-V	09620	B-B1-C-F-U	09812	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34036	B-M-N-V-Z1
09509	B-V	09621	B-B1-C-F-U	09814	B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34037	B-B1-C-F-H-I-M-N-V-Z1
09510	B-V	09622	B-B1-C-F-U	09819	A-B-F-P-V-Z1	34038	B-B1-M-N-V-Z1
09511	B-N-V-Z	09623	B-B1-C-F-U	09821	A-B-F-V-Z1	34039	B-N-V-Z1
09517	B-V	09624	B-B1-C-F-U	09822	A-B-F-V-Z1	34040	B-V-Z1
09521	B-V	09625	B-B1-C-F-U	09823	A-B-F-V-Z1	34041	B-B1-M-N-U-V-Z1
09524	B-V	09626	B-B1-C-F-U	09824	A-B-F-V-Z1	34042	B-B1-D-F-M-N-V-Z1
09532	B-V	09627	B-B1-C-F-U	09826	B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34043	B-B1-D-F-M-N-V-Z1
09534	B-V	09628	B-B1-C-F-F1-U-V	09827	A-B-F-Z1	34050	B-V
09543	B-V	09630	B-B1-C-F-U-V	09828	B-N-V-Z1	34051	B-V-Z1
09545	B-V	09631	B-B1-C-F-U	09829	B-B1-C-N-Z1	34053	B-V-Z1
09549	B-V	09633	B-B1-C-F-U	09830	B-B1-F-N-U-V-Z1	34055	B-N-V-Z1
09550	B-V	09636	B-B1-C-F-U	09831	B-B1-U1-V-Z1	34058	B-B1-V-Z1
09554	B-B1-V	09638	B-B1-C-E2-F-U-V	09832	B-B1-U1-V-Z1	34071	B-I-M-N-V-Z
09556	B-V	09642	B-B1-N-U	09833	B-B1-U1-V-Z1	34076	B-B1-F1-N-V-Z1
09557	B-V	09643	B-B1-U	09834	B-B1-V-Z1	34078	B-B1-F1-N-V-Z1
09564	B-V	09644	B-B1-U	09835	A-B-B1-V-Z1		
09565	B-V	09645	B,U	09836	A-B-B1-C-F-M-V-Z1		
09566	B-V	09647	B-B1-N-U	09837	B-B1-V-Z1		
09567	B-V	09648	B-B1-N-U-V-Z1	09838	B-B1-V-Z1		
09568	B-V	09649	B-B1-U	09839	A-B-B1-U-V-Z1		
09569	B-V	09703	B-B1-C-F1				
09570	B-V	09704	B-B1-C-D-V				
09573	B-V	09705	B-B1-U				
		09706	B-B1-C-U-V				
		09707	B-B1-C-N-U-V				
		09708	B-B1				
		09709	B-B1-F1				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
34079	B-B1-F1-N-V-Z1	96310	B-B1-M-W	96515	B-B1-F	96614	B-B1-C1-E2-F-H1-I- R1-U2-V-Z1
34090	B-V	96311	B-B1-M-V-W	96517	B-B1-F-U3-V		
34091	B-V	96313	B-B1-F-F1-F2-M-W	96518	B-B1-V	96615	B-V
34092	B-V	96319	B-B1-M-W	96520	B-F-U3-V	96617	B-V
34093	B-V	96321	B-B1-F-F1-F2-M-W	96521	B-F-N	96619	B-V
34095	B-V	96322	B-B1-F-F1-F2-M-W	96522	B-F-N-U	96620	B-V
34098	B-V	96323	B-B1-M-V-W	96530	A-B-B1-H-M-N-U-V	96621	B-V
34099	B-V	96326	B-B1-M-W	96531	B-B1-H-M-U-V	96622	B-V
96201	A-B	96328	B-B1-M-W	96534	A-B-F	96623	B-V
96202	A-B1-U-V	96330	B-B1-M-W	96535	A-B-B1-F-V	96624	B-V
96203	A-B	96336	B-B1-M-V-W	96536	B-B1-V	96628	B-V
96204	A-B-B1	96337	B-B1-M-W	96537	B-B1-V	96629	B-V
96205	A-B-B1-U	96338	B-B1-M-W	96538	B-B1-V	96634	B-V
96206	A-B-B1-U	96339	B-B1-M-V-W	96540	B-B1-V	96635	B-V
96207	A-B-B1-V	96343	B-B1-M-W	96541	B-B1-V	96643	B-V
96208	A-B-B1-U	96347	B-B1-F-F1-F2-M-W	96542	B-B1-V	96657	B-V
96212	A-B-B1-U	96348	B-B1-F-F1-F2-M-W	96543	B-B1-P-V	96660	B-V
96213	A-B-B1-U-V	96349	B-B1-F-F1-F2-M-W	96546	B-F-U3	96661	B-V
96214	A-B-B1-U	96350	B-B1-F-F1-F2-M-W	96548	A-B-B1-H-M-U	96662	B-V
96215	A-B-B1-U-V	96351	B-B1-F-F1-F2-M-W	96549	A-B-B1-H-M-U	96663	B-V
96217	A-B-B1-U-V	96362	B-B1-F-F1-F2-M-W	96550	Not Active	96664	B-V
96218	A-B-B1-U	96365	B-B1-M-V-W	96551	A-B-B1-H-M-U	96665	B-V
96219	A-B-B1-U-V	96367	B-B1-L-M-W	96553	A-B-B1-H-M-N-U-V	96666	B-V
96220	A-B-B1-U-V	96368	B-B1-M-W	96554	A-B-B1-H-M-U	96667	B-V
96221	A-B-B1-U-V	96370	B-B1-F-F1-F2-M-W	96555	B-B1-F-M-V	96668	B-V
96224	A-B-B1-U	96372	B-B1-M-W	96557	B-B1-F-M-V	96669	B-V
96251	A-B-B1-U	96373	B-B1-M-W	96558	B-V	96670	B-V
96257	A-B-B1-U	96374	B-B1-M-W	96595	B-B1-V	96671	B-V
96258	A-B-B1-U	96375	B-B1-M-W	96598	B-B1-V	96672	B-V
96259	A-B-B1-U	96376	B-B1-M-W	96599	B-B1-V	96673	B-V
96260	A-B-B1-U	96377	B-B1-M-W	96601	B-V	96674	B-V
96264	A-B-B1-U	96378	B-B1-M-W	96602	B-V	96675	B-V
96266	A-B-B1-U	96379	B-B1-M-W	96603	B-V	96676	B-V
96267	A-B-B1-U-V	96384	B-B1-M-W	96604	B-V	96677	B-V
96269	A-B-B1-U	96386	B-B1-M-W	96605	B-O-V	96678	B-V
96271	A-B-B1-U	96387	B-B1-M-W	96606	B-V	96679	B-V
96275	A-B-B1-V	96388	B-B1-M-W	96607	B-V	96681	B-V
96276	A-B-B1	96401	B-B1-F-V	96608	B-V	96682	B-V
96278	A-B-B1-U	96402	B-B1-F-V	96609	B-V	96683	B-V
96283	A-B-B1-U	96403	A-B-B1-M-N-U-V	96610	B-V	96684	B-V
96284	A-B-B1-U-V	96405	B-B1-F-V-Z1	96611	B-V	96686	B-V
96297	A-B-B1-U	96490	B-B1-V	96612	B-V	96687	B-V
96306	B-B1-F-F1-F2-M-W	96507	A-B-F-V	96613	B-B1-C1-E2-F-H1-I- R1-U2-V-Z1	96698	B-V
96309	B-B1-M-V-W	96511	B-B1-I-N-V				

RESTRICTIONS

LEGEND

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

PS Form 2976-A, *Customs Declaration and Dispatch Note*

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
FPO	= Fleet Post Office
DMM	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

B. PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	42" 72" length and girth combined
	over 42" to 44" 24" girth
	over 44" to 46" 20" girth
	over 46" to 48" 16" girth
	Maximum length 48"

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

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those available under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class Mail letters only when addressed to Box R.

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

V. Express Mail Military Service (EMMS) not available from any origin.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The Anti-Pilferage Seal (Item No O818-A) is required on all pouches and sacks.

Salvavidas

para ti del  UNITED STATES
POSTAL SERVICE®



Correo Directo: Pon tu publicidad en la mano de nuevos clientes cuando más la necesitan, para que tus ganancias fluyan y fluyan. Para una oferta especial llama al: 1 800-THE-USPS, ext. AD4027.

El logotipo del águila es una marca registrada de Servicio Postal de los E.E.U.U. © 2002 United States Postal Service

www.usps.com/correo

Employees

EMPLOYEE CONNECTIVITY PROGRAM

Back-to-School Computer Deals

It's back-to-school time! Send your student to the head of the class with a new personal computer (PC). The Employee Connectivity Program allows you to purchase computers (desktop and portable) and associated computer accessories at affordable prices.

For a limited time, Compaq/Hewlett Packard and IBM are offering Postal Service employees special back-to-school prices on selected systems and accessories. (See tables on pages 33—36 for specific systems selected for the Back-to-School promotion.) Order as many systems as you want; there are no limits on the number you can purchase. However, verify these special offers when you order because this promotion is available for a limited time.

For more information or to place an order, contact Compaq or IBM at:

Compaq:

- Telephone: 866-877-7327 (enter PIN code 10791)
- Online: www.compaq.com/affinity/uspsecp

IBM:

- Telephone: 800-426-7235, extension 4563
- Online: www.ibm.com/shop/ibmdeals/usps

— *eBusiness Implementation Planning, Information Technology, 8-8-02*

Base System

Hewlett Packard (HP)	IBM
Base system \$631 base — \$551 with promotions*	Base System \$692.10
<p>Hardware Presario 4000 series Intel Celeron processor 1.4GHz 128MB SDRAM PC133 20GB UltraDMA hard drive 3.5" 1.44 MB diskette drive 48X Max CD-ROM drive 56K ITU v.90 modem Intel integrated graphics CV5500 15" monitor (13.8" VIA) JBL platinum speakers Internet keyboard Internet scroll mouse</p> <p>Free: Ground shipping on this desktop system</p> <p>*Promotions for this Desktop System \$50 off the purchase of this PC when you enter <i>e-coupon code DTP06301</i> during checkout. Save \$30 (mail-in rebate) on the CV5500 monitor purchased with this PC. Add the HP deskjet 920C photo printer to this desktop system for \$43 (with \$50 mail-in rebate). Financing 180 days same as cash without payment, see Web site or call for details.</p>	<p>Hardware NetVista A series (831115U) Intel Pentium 4 processor 1.8 GHz 128 MB DDR SDRAM memory 40GB hard drive Intel Extreme graphics CD ROM Modem and integrated modem and 10/100 Ethernet IBM 2-pc speakers 6 USB 2.0 ports and firewire</p> <p>Free: Lexmark Z35 color printer (W7FRE35)</p> <p>Added Products Add a 15" (13.8 viewable) IBM monitor (PN: 15MONB1) of an additional \$90 with system purchase. Upgrade to IBM 17" (16" viewable) monitor (PN: 63324HN) for \$143.10 with system purchase. Upgrade memory to 128MB PC 2100 DDR SDRAM (PN: 33L3302) for \$54 with system purchase.</p>
<p>Software Microsoft Windows XP Home Edition operating system Microsoft Works 6.0 Microsoft Money 2002 Microsoft Encarta On-line Deluxe Encyclopedia (1 year free subscription) Norton Anti-Virus 2002 Norton Internet Security 2002</p>	<p>Software Microsoft Windows XP Home Edition operating system Lotus SmartSuite Millennium license PC Doctor Norton Anti-Virus — OEM Edition</p>
<p>Warranty 1-year parts/labor/on-site limited warranty</p>	<p>Warranty 1-year parts and on-site labor limited warranty</p>
<p>Internet Service Provider Free NetZero (10 hours per month per household) CompuServe® at reduced rates</p>	<p>Internet Service Provider Free NetZero® (10 hours per month per household) Premium NetZero at reduced rates (Telephone charges may apply based on customer location and calling plan.)</p>
<p>Other Products HP offers Postal Service employees a discount on all Compaq portable and desktop systems and associated accessories listed on its consumer Web page.</p>	<p>Other Products IBM offers Postal Service employees a discount on PCs and PC accessories in the online <i>IBM.com</i> catalog.</p>

**Full specifications and details are available from HP and IBM.
 Pricing, promotions, and specifications are subject to change without notice;
 check the applicable Web site frequently for the latest information.**

All taxes and shipping are extra.

Step-up System

Hewlett Packard	IBM
Step-up system \$938 base — \$788 with promotions*	Step-up system \$872.10
Hardware Presario 6000 series Intel Pentium 4 processor 1.7 GHz 256MB PC2100 DDR SDRAM (1 DIMM) 20GB UltraDMA hard drive (5400RPM) 3.5" 1.44 MB diskette drive 40X CD-RW drive 64MB SDR nVIDIA GeForce graphics 56K ITU v.90 PCI modem Integrated 10/100 NIC Internet keyboard Internet scroll mouse CV7500 Monitor (16.0" VIA) JBL platinum speakers Free: Ground shipping on this desktop system *Promotions for this Desktop System \$50 off the purchase of this PC when you enter <i>e-coupon code DTP06301</i> during checkout. Save \$100 (mail-in rebate) on the CV7500 monitor purchased with this PC. Add the HP deskjet 920C photo printer to this desktop system for \$43 (with \$50 mail-in rebate). Financing 180 days same as cash without payment, see Web site or call for details.	Hardware NetVista A series (831113U) Intel Pentium 4 processor 1.8 GHz 128MB DDR SDRAM memory 80GB Hard Drive MX 420 64MB out graphics CD-RW Modem and integrated 10/100 Ethernet IBM 2-pc speakers 6 USB 2.0 ports and firewire Free: Lexmark Z35 color printer (W7FRE35) Added Products Add a 15" (13.8 viewable) IBM monitor (PN: 15MONB1) of an additional \$90 with system purchase. Upgrade to IBM 17" (16" viewable) monitor (PN: 63324HN) for \$143.10 with system purchase. Upgrade memory to 128MB PC 2100 DDR SDRAM (PN: 33L3302) for \$54 with system purchase.
Software Microsoft Windows XP Home Edition operating system Microsoft Works 6.0 Microsoft Money 2002 Microsoft Encarta On-line Deluxe Encyclopedia (1 year free subscription) Norton Anti-Virus 2002 Norton Internet Security 2002	Software Microsoft Windows XP Home Edition operating system Lotus SmartSuite Millennium license PC Doctor Norton Anti-Virus — OEM Edition
Warranty 1-year parts/labor/on-site limited warranty	Warranty 1-year parts and on-site labor limited warranty
Internet Service Provider Free NetZero (10 hours per month per household) CompuServe at reduced rates	Internet Service Provider Free NetZero (10 hours per month per household) Premium NetZero at reduced rates (Telephone charges may apply based on customer location and calling plan.)
Other Products HP offers Postal Service employees a discount on all Compaq portable and desktop systems and associated accessories listed on its consumer Web page.	Other Products IBM offers Postal Service employees a discount on PCs and PC accessories in the online <i>IBM.com</i> catalog.

**Full specifications and details are available from HP and IBM.
 Pricing, promotions, and specifications are subject to change without notice;
 check the applicable Web site frequently for the latest information.**

All taxes and shipping are extra.

Premium

Hewlett Packard	IBM
Premium system \$1326 base — \$1176 with promotions*	Premium system \$1259.10
<p>Hardware Presario 8000 series Intel Pentium 4 processor 2.00GHz 512MB PC2100 DDR SDRAM (2 DIMMs) 80GB UltraDMA hard drive (5400 RPM) 3.5" 1.44 MB diskette drive 16X DVD-ROM drive 40X CD-RW drive 64MB DDR nVIDIA GeForce4 graphics SoundBlaster Live! 5.1 56K ITU v.90 modem Integrated 10/100 NIC Internet keyboard Internet scroll mouse CV7500 Monitor (16.0" VIA) JBL platinum speakers</p> <p>Free: Ground shipping on this desktop PC system</p> <p>*Promotions for this Desktop System \$50 off the purchase of this PC when you enter <i>e-coupon code DTP06301</i> during checkout. Save \$100 (mail-in rebate) on the CV7500 monitor purchased with this PC. Add the HP deskjet 920C photo printer to this desktop system for \$43 (with \$50 mail-in rebate). Financing 180 days same as cash without payment, see Web site or call for details.</p>	<p>Hardware NetVista A series (831039U) Intel Pentium 4 processor 2.26 GHz 256MB DDR SDRAM memory 80GB hard drive MX 420 64MB out graphics CD-RW/DVD-ROM combination Modem and Integrated 10/100 Ethernet IBM 2-pc speakers 6 USB 2.0 ports and firewire</p> <p>Free: Lexmark Z35 color printer (W7FRE35)</p> <p>Added Products Add a 15" (13.8 viewable) IBM monitor (PN: 15MONB1) of an additional \$90 with system purchase. Upgrade to IBM 17" (16" viewable) monitor. (PN: 63324HN) for \$143.10 with system purchase. Upgrade memory to 128MB PC 2100 DDR SDRAM (PN: 33L3302) for \$54 with system purchase.</p>
<p>Software Microsoft Windows XP Home Edition Microsoft Works 6.0 Microsoft Money 2002 Microsoft Encarta On-line Deluxe Encyclopedia (1 year free subscription) Norton Anti-Virus 2002 Norton Internet Security 2002</p>	<p>Software Microsoft Windows XP Home Edition operating system Lotus SmartSuite Millennium license PC Doctor Microsoft Internet Explorer Norton Anti-Virus — OEM Edition</p>
<p>Warranty 1-year parts/labor/on-site limited warranty</p>	<p>Warranty 3-year parts/1-year on-site labor limited warranty</p>
<p>Internet Service Provider Free NetZero (10 hours per month per household) CompuServe at reduced rates</p>	<p>Internet Service Provider Free NetZero (10 hours per month per household) Premium NetZero at reduced rates (Telephone charges may apply based on customer location and calling plan.)</p>
<p>Other Products Compaq offers Postal Service employees a discount on all Compaq portable and desktop systems and associated accessories listed on its consumer Web page.</p>	<p>Other Products IBM offers Postal Service employees a discount on PCs and PC accessories in the online <i>IBM.com</i> catalog.</p>

**Full specifications and details are available from HP and IBM.
 Pricing, promotions, and specifications are subject to change without notice;
 check the applicable web site frequently for the latest information.**

All taxes and shipping are extra.

Laptop System

Hewlett Packard	IBM
Laptop \$999	Laptop \$1304.10
Hardware Presario 700Z AMD Duron 1.2GHz 13.3" XGA TFT active matrix display 256MB PC133 SDRAM 20GB UltraDMA hard drive Integrated 3.5" floppy 8XDVD drive Integrated 56K v.92 modem & 10/100 NIC 4xAGP with VIA ProSavage graphics AC Adapter Included 8 Cell Li-Ion battery (51.8 WHr) JBL Pro audio system with bass reflex 1.64" x12.4x10.6" (6.39 lbs)	Hardware ThinkPad R Series notebook (2656HHU) Mobile Intel Pentium III processor 1.0 GHz -M Integrated Intel graphics 128MB SDRAM 20GB hard drive UltraBay plus DVD-ROM Integrated Ethernet and modem 2.6 hr Li-Ion battery 14.1" XGA TFT display
Free: Ground shipping on this desktop PC system	Free: Lexmark Z35 color printer (W7FRE35)
*Promotions for this Laptop System Free carrying case. Financing 180 days same as cash without payment, see Web site or call for details.	Added Products IBM ThinkPad port replicator (PN: 02K8667) \$161.10. ThinkPad R31 series Li-Ion battery (PN: 02K6821) \$125.10.
Software MS Windows XP Home Edition MS Works 6.0 MS Money MS Encarta On-line Deluxe Encyclopedia (1 year free subscription) Norton Anti-Virus 2002	Software Microsoft Windows XP Professional operating system Lotus SmartSuite Millennium License Intervideo WinDVD ThinkPad Utilities PC Doctor Norton Anti-Virus
Warranty 1-year parts, labor, mail-in limited warranty	Warranty 1-year depot limited warranty
Internet Service Provider Free NetZero (10 hours per month per household) CompuServe at reduced rates	Internet Service Provider Free NetZero (10 hours per month per household) Premium NetZero at reduced rates (Telephone charges may apply based on customer location and calling plan.)
Other Products HP offers Postal Service employees a discount on all Compaq portable and desktop systems and associated accessories listed on its consumer web page.	Other Products IBM offers Postal Service employees a discount on PCs and PC accessories in the online <i>IBM.com</i> catalog.

**Full specifications and details are available from HP and IBM.
 Pricing, promotions, and specifications are subject to change without notice;
 check the applicable web site frequently for the latest information.**

All taxes and shipping are extra.

Ready for a Reality Check?

Check out these common misperceptions about long term care insurance:

"IT'S TOO EXPENSIVE"

Actually, long term care insurance is far more affordable than you might think. And the younger you are when you apply, the lower your premium. For example, if you purchased coverage at age 40, your biweekly premium for a plan that covers your care at home or in a facility and keeps pace with inflation would be \$30.05.*

"IT'S ONLY FOR OLDER PEOPLE"

Not true. You don't have to be in your retirement years to experience a disabling illness or injury. In fact, 40% of the people who need long term care are working-age adults.**

"I'M ALREADY COVERED"

Not true. Unless you already have long term care insurance, you're really not covered. Medical and disability income insurance are not designed to pay for long term care. Further, while Medicare covers some care in nursing homes and at home, it does so for a limited time, subject to restrictions. And Medicaid, the government program to help those in financial need, won't kick in until virtually all your assets—and your spouse's assets—have been consumed.

"I CAN ALWAYS BUY IT LATER"

Not true. You may have an accident or develop a serious health condition that disqualifies you for the insurance. And since premiums are based on your age when you apply, if you purchase now, you'll pay a lower premium than if you wait, no matter what your age.

The Cost of Waiting



Keep in mind, the younger you are when you buy, the lower your premiums will be.

* Comprehensive plan with \$150 daily benefit amount (DBA), 3-year benefit period, 90-day waiting period and automatic compound inflation option.
 ** Long Term Care Insurance — Baby Boom or Bust?, Conning & Company, 1999, page 13.

Don't be misled. Base your decision to apply for the Federal Long Term Care Insurance Program on the facts!

"It's time to take a look at this opportunity to plan for the future. Get the facts!"

Kay Coles James
 Director, U.S. Office of Personnel Management

The Federal Long Term Care Insurance Program



Sponsored by the U.S. Office of Personnel Management and Offered by John Hancock and MetLife

The Federal Long Term Care Insurance Program is administered by Long Term Care Partners, LLC, and offered by: John Hancock Life Insurance Company, Boston, MA 02117 Metropolitan Life Insurance Company, New York, NY 10010



Be smart! Call 1-800-LTC-FEDS (1-800-582-3337) (TDD: 1-800-843-3557) or visit www.LTCFEDS.com for a FREE Open Season Information Kit and application!



Be Smart

FED0006A(0602)

High Praise for the Federal Long Term Care Insurance Program!



Why choose the Federal Long Term Care Insurance Program?
Just read what these actual enrollees have to say!

Choice

"The Federal Long Term Care Insurance Program gives you choices should you need care. It's affordable and provides the security of being a group plan."

*Polly J. Bradshaw
Salinas, CA*

Coverage in a Wide Range of Settings

Benefits are available for home care (including informal care!), adult day care, nursing home care, assisted living facility care, inpatient and outpatient hospice care, respite services, and more.

Value

"As a retired army officer and nursing home administrator, I evaluated several long term care insurance programs. I selected the Federal Long Term Care Insurance Program because it provides the best coverage at the best price!"

*Robert T. Hawkins
West Lafayette, IN*

Competitive Group Premiums

Thanks to the combined buying power of the Federal Family and negotiations by OPM, you can take advantage of group premiums that could save you money over other plans.

Stability

"Twenty-eight years in the military taught me that our government takes care of its own. The fact that two companies like John Hancock and MetLife were selected just reinforces that belief."

*Bobby W. Stevens
Montgomery, AL*

Sponsored by the U.S. Office of Personnel Management and Backed by Two Leading Insurers

OPM has listened carefully to members of the Federal Family — and worked carefully with John Hancock and MetLife — two companies that have been offering long term care insurance for almost 15 years and have a long history of rate stability.

Act smart! Request a **FREE** Open Season Information Kit and application today!
See why you should apply for the Federal Long Term Care Insurance Program!
Call **1-800-LTC-FEDS (1-800-582-3337)** (TDD: 1-800-843-3557) or visit www.LTCFEDS.com

The Federal Long Term Care Insurance Program



Sponsored by the U.S. Office of Personnel Management and Offered by John Hancock and MetLife

The Federal Long Term Care Insurance Program is administered by Long Term Care Partners, LLC, and offered by:
John Hancock Life Insurance Company, Boston, MA 02117
Metropolitan Life Insurance Company, New York, NY 10010



"Statistically, many of you are much more likely to need long term care insurance at some point in your life than homeowners or automobile insurance. I encourage you to get the facts!"

*Kay Coles James
Director, U.S. Office of Personnel Management*



Act Smart

FED00072 (0702)

Súper potencia

para ti del  UNITED STATES
POSTAL SERVICE



Los Servicios Express Mail® y Priority Mail®: Te ofrecen bajas tarifas y la dosis de rapidez que necesitas para que tu negocio crezca sano y fuerte.

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www.usps.com/correo

Finance

HANDBOOK F-1 REVISION

Domestic/International Money Order Reconciliation

Effective AP-2, FY2003, Post Offices will no longer perform money order reconciliations. Therefore, AIC 757, Money Order Difference Issued; AIC 357, Money Order Difference Cleared; AIC 062, Money Order; and AIC 462, Money Order Withdrawal, will be removed from the active AIC list and placed on the reserved list.

The St. Louis Money Order Branch will perform the automated money order reconciliation process for domestic and international money order sales reported for AP-1, FY2003 and forward. The St. Louis reconciliation process will automatically apply a \$50 tolerance for domestic and international money order sales for each issue ID. No tolerance will be applied for money order fees. If the reconciliation process identifies discrepancy amounts exceeding the tolerance, the St. Louis Money Order Branch will forward the full amount of overage or shortage to the accounting service center (ASC). The ASC will credit the overage amount or debit the shortage amount to the corresponding office's expense account and provide a detailed system-generated exception report to the district finance office. The exception report will list offices by finance number, unit ID, and discrepancy amount.

Note: District Finance offices must make every effort to resolve or have their reporting units resolve and clear any amounts currently listed in AIC 062 and AIC 757 in the Standard Field Accounting System (SFAS) prior to AP-2, FY2003.

We will incorporate these revisions into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

Handbook F-1, Post Office Accounting Procedures

*	*	*	*	*
7	Accounting for Nonstamp Revenue			
	*	*	*	*
74	Money Orders			
	*	*	*	*

745 Verification by the Money Order Branch

* * * * *

745.1 Tolerance for Money Order Reconciliation

[Replace existing text with the following:]

All Post Offices

The St. Louis Money Order Branch performs the money order reconciliation for all Post Offices and automatically applies a \$50 tolerance for domestic and international money order sales for each issue ID. No tolerance is applied for money order fees. If the reconciliation process identifies discrepancy amounts exceeding the tolerance, the St. Louis Money Order Branch forwards the full amount of overage or shortage to the accounting service center (ASC). The ASC credits the overage amount or debits the shortage amount to the corresponding office's expense account and provides a detailed system-generated exception report to the district Finance office. The exception report lists offices by finance number, unit ID, and discrepancy amount.

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

* * * * *

[Revise AICs 062, 462, 357, and 757 to read as follows:]

AIC	GLA	PSFR	Previous Title	New Description
062	25311	N/A	Money Order	Reserved
462	25311	N/A	Money Order Withdrawal	Reserved
357	13412	N/A	Money Order Difference Cleared	Reserved
757	13412	N/A	Money Order Difference Issued	Reserved

* * * * *

— Revenue and Field Accounting,
Finance, 8-8-02

(Finance section continues on page 59.)



This office will be

CLOSED

Monday,

September 2, 2002,

to celebrate

Labor Day.

CUT ALONG DOTTED LINE





This office will be

CLOSED

Monday,

September 2, 2002,

to celebrate

Labor Day.



This office will be

CLOSED

Monday,

September 2, 2002,

to celebrate

Labor Day.

CUT ALONG DOTTED LINE





This office will be

CLOSED

Monday,

September 2, 2002,

to celebrate

Labor Day.

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 465

Keep all foreign order notices for use as reference.

Tentative Orders

Tentative Lottery Orders have been issued against the following:

Australia

AUSTRALIAN INTERNATIONAL WINNERS GROUP
(A.I.W.G.)
EXPRESS SERVICE CENTRE
GPO BOX 4656
SYDNEY NSW 2001
AUSTRALIA
AND
BOX 1467
GPO SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN LOTTERY MILLIONAIRES CLUB
(A.L.M.C.)
OFFICE OF QUALIFICATION REGISTRY
PO BOX 728
TULLAMARINE VIC 3043
AUSTRALIA

AUSTRALIAN PRIZE AGENTS (APA)
PO BOX 694
BROADWAY NSW 2007
AUSTRALIA

INTERNATIONAL AWARDS (IA)
PO BOX 464
AUBURN NSW 1835
AUSTRALIA

OZ LOTTO
AND
DCT, INC.
GPO BOX 2602
SYDNEY 4001
AUSTRALIA
AND
240 NEW SOUTH HEAD ROAD
EDGECLIFF SYDNEY
NSW AUSTRALIA 2027

Canada

OZ LOTTO
AND
DCT, INC.
4003 – 708 COLUMBIA ST
NEW WESTMINSTER BC
CANADA V3M 1A9

P.M SERVICE
DEPARTMENT OF ASTROLOGY
THE SECRETARY
PO BOX 62057
VICTORIA TERRACE PO
NORTH YORK
ONTARIO M4A 2W1.
CANADA

PROPERTY SETTLEMENT BUREAU (PSB)
UNDISBURSED PAYMENTS DIVISION
CENTRAL OFFICE, 202 BROWNLOW AVENUE
PO BOX 38090, BURNSIDE PARK
DARTMOUTH NS B3B 2A1
CANADA

TRANSNATIONAL TRADE CONSORTIUM (TTC)
CONSUMER SETTLEMENTS DIVISION
MANOR ANNEX
53 QUEEN STREET, PO BOX 18
DARTMOUTH NS B2Y 4T6
CANADA

England

FRENCH LOTTERY PAYOUT OFFICE (FLPO)
SUITE 21
34 BUCKINGHAM PALACE RD
BELGRAVIA
LONDON
SW1W 0RH ENGLAND

Hong Kong

OVERSEAS SUBSCRIBERS AGENTS (OSA)
1/F, WING YEE COMMERCIAL BUILDING
5 WING KUT STREET
HONG KONG

Ireland

EURO AMERICAN
AND
THE SHAMROCK AGENCY
AND
NEW IRISH SWEEPSTAKES MEDICAL INSURANCE TRUST
PROCESSING CENTRE
12C SMITHSTOWN INDUSTRIAL ESTATE
SHANNON CO CLARE
IRELAND
AND
C12 SMITHSTOWN INDUSTRIAL
ESTATE SHANNON CO CLARE
REP OF IRELAND
AND
43 CILL CHAIS
SHANNON COUNTY CLARE
IRELAND

The Netherlands

OVERSEAS SUBSCRIBERS AGENTS (OSA)
 EL GORDO PROCESSING CENTER
 NIEUWEZIJD VOORBURGWAL 86
 1012 SE AMSTERDAM
 NETHERLANDS

WORLD EXPERT FUND (WEF)
 AND
 DOORNE' & ASSOCIATES
 AND
 EURO AMERICAN
 PROCESS CENTER
 PO BOX 75642
 1070 AP AMSTERDAM
 THE NETHERLANDS

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

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

Do not place any endorsement on the mail pieces themselves.

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

— *Judicial Officer, 8-8-02*

Withholding of Mail Orders

Withholding of Mail Orders are enforced by the postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
GA, Atlanta 30324-5906	Contestant Presentation Committee, 2625 Piedmont Road NE, Suite 56, PMB 442
GA, Atlanta 30318-5713	Priority Notification Center, Claimant Confirmation Commission, 541 Tenth Street NW, Suite 163
VT, Woodstock 05091-9720	Any And All Names Other Than William Boardman, Rebecca Sillman, Rebecca Sillman Boardman, Benjamin Boardman and/or Diantha Boardman, RR 2 Box 550, 27029 Churchill Street

— *Judicial Officer, 8-8-02*

Domestic Order

False Representation. Enforced by the postmaster at the city listed below.

State/City/ZIP Code	Names and Addresses Covered	Product
NY, New York 10001-7604	MARK INDUSTRIES, 244 Fifth Avenue, #W227	Solicitations in the guise of a bill or invoice.

— *Judicial Officer, 8-8-02*

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.

005005	015225	021348	026556	044004	064690	069018	077299	088015	097195	109025	117866	165173
005010	015233	021358	027038	044086	064703	069053	077305	088017	097335	109359	118128	170144
005070	015465	021384	027120	046010	064715	069057	077328	088076	097417	109641	118502	170283
005098	015538	021518	027292	047055	064719	069070	077456	088239	097422	109981	118798	171304
005136	015554	021530	027407	047202	064729	069219	077584	088244	097480	110084	118843	175084
005181	015567	021580	027480	047305	064751	069284	077586	088367	097486	110329	118889	176078
005360	015589	021590	027529	048303	064768	069853	077752	088406	097592	110598	119138	183029
005366	015659	021605	027556	049032	064832	070216	077871	088514	097788	110736	119412	184040
005389	016106	021624	027584	049089	064895	070225	077890	088575	097799	110890	119426	186041
005394	016563	021641	027650	050057	064921	070799	078020	088657	098235	111101	119459	187084
005498	016656	021642	027698	055019	064922	070941	078040	088662	098501	111408	119586	191723
006027	016683	021686	027893	055026	064929	071086	078165	088719	098562	113165	119599	192669
006036	016808	021704	027917	055159	064940	071087	078169	089207	098615	113204	119653	192671
006881	018005	021712	027995	055246	064941	071166	078243	089218	098758	113217	121288	192682
006941	018055	021725	028028	056061	064944	071171	078244	089243	098902	113254	125345	192790
007043	018064	021827	028053	060004	064955	071436	078250	089353	100016	113549	125362	193100
007077	018176	021861	028066	060143	065022	071624	078438	089383	100028	113852	125401	193180
007313	018214	021904	028214	060196	065026	075072	078869	089471	100095	114324	125421	193403
007346	018284	021906	028498	060331	065372	075123	078886	089527	100122	114347	126084	193412
008034	018287	021925	028519	060391	065406	075140	078898	089535	100135	114351	129926	196066
008065	018409	021970	028759	060396	065591	075165	079076	089845	100301	114512	129939	197053
008180	018425	021971	028876	060408	065690	075303	079128	089855	100363	115026	131029	197149
008250	018428	021995	028938	060409	065700	075379	079152	089969	100986	115044	132062	198222
008371	018437	022007	028945	060460	065701	075383	079153	090177	101177	115087	134040	198232
008374	018438	022054	028971	060746	065722	075388	079757	090312	101227	115433	135115	200057
008450	018450	022098	029004	060901	065724	075615	079775	090394	102465	115434	142127	200234
008496	018525	022106	029025	061333	065772	075649	079951	090406	103076	115478	142851	200275
008538	018597	022127	029052	061564	065902	075713	079953	091033	103610	115491	146436	200376
008588	018600	022251	029095	061655	065911	075728	079981	091113	103886	115784	148245	200486
008723	018633	022269	029161	063312	065912	075751	080127	091235	104123	117005	150133	200546
008750	018802	022299	029246	063316	065931	075794	080219	091429	104140	117006	150190	200736
008778	018810	022300	029354	063319	066013	075891	080265	091488	104459	117058	150263	200881
008826	019006	022310	029515	063431	066057	075974	080326	091714	104462	117104	150279	208402
008832	019018	022466	029651	064018	066093	076003	080340	091882	104501	117112	150289	208538
008888	019031	022500	029718	064044	066099	076009	080385	092340	104557	117117	151020	208633
008922	019076	022551	029722	064057	066184	076245	080467	092408	105007	117142	151162	208837
009132	019408	022577	029790	064083	066195	076313	080475	092486	105010	117151	152131	209303
009150	019598	022615	029844	064091	066241	076404	080567	092521	105326	117222	152162	210112
009159	019618	022700	029957	064104	066246	076649	080573	093073	105333	117229	152327	210306
009217	019765	022704	029998	064117	066401	076816	085017	093323	105720	117251	152388	210339
009541	019870	022712	030485	064170	066456	076821	085021	093365	106322	117290	152537	210399
009901	019962	022772	031134	064211	066470	076931	085022	093387	106362	117296	152547	210410
009903	020105	022805	033001	064223	067260	076953	085050	093445	106485	117339	152563	210432
009911	020233	022806	034000	064234	067305	077007	085204	093757	106570	117370	152575	210444
009923	020441	022843	036008	064361	067357	077069	085263	093874	108188	117417	152825	210445
010155	020581	022910	037120	064382	068058	077091	085310	094439	108258	117535	159044	210505
010491	020608	022912	038093	064444	068081	077207	085333	095164	108290	117555	159051	210582
010655	021021	022920	038099	064476	068286	077210	085400	095467	108412	117556	159087	210600
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011276	021063	023653	040330	064505	068440	077237	085609	095805	108604	117603	159258	210603
011315	021082	025440	040340	064509	068481	077274	085702	096113	108747	117609	159261	210672
013182	021187	026166	041161	064572	068509	077288	085716	096685	108781	117629	159270	210750
014646	021272	026347	042040	064574	068546	077296	085801	096793	108854	117652	165102	212902
015039	021335	026365	044002	064683	068608	077297	085918	096834	108954	117772	165108	220014

PULL-OUT SECTION

220125	288100	326791	344001	402368	445018	480666	532512	553149	600673	601874	603225	662660
220163	288108	327157	344077	402386	447003	480715	532642	553164	600676	601880	603231	664105
220180	288128	327432	347021	402477	447008	480831	532729	553237	600680	601888	604168	664125
220184	292266	327635	349296	402483	447072	480948	532746	553622	600702	601892	604206	664130
220187	292310	327689	349324	402516	447182	481110	532910	553749	600711	601991	604276	666010
220196	295232	327869	349398	402518	449028	481571	537076	553792	600714	602057	605004	666100
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220835	300639	328004	349696	402560	452028	481775	537179	553858	600752	602136	605261	666560
220846	300647	328058	349775	402577	452127	481879	537224	553978	600758	602137	605449	666670
221093	300742	328073	349800	402587	452203	481920	537275	554063	600769	602161	605458	666695
221121	300915	328594	349991	402635	452226	482389	537286	554388	600778	602176	605461	668050
221236	300969	328880	352231	402639	452325	482823	537307	554522	600899	602183	605806	672452
221474	300991	329139	352789	402724	452349	482904	537345	554527	600934	602206	605966	674115
221673	301073	330324	359276	402795	452916	482958	537382	554574	600948	602275	606006	674230
222006	301095	330377	361085	402803	454153	483157	541020	554721	600972	602276	606101	680071
222218	301232	330441	361143	402812	454201	483177	541160	557017	600980	602328	606134	701322
222339	301243	330517	361179	402833	454261	483280	541260	557036	600991	602345	606237	701351
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224004	301301	330704	361325	402927	454644	483554	542260	565001	601015	602375	606553	701807
229031	301340	330720	366042	402935	454651	485271	543320	567004	601024	602418	606572	705205
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263017	312263	333342	381134	431038	462904	495446	544028	598642	601179	602653	607971	740504
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272209	314393	334623	381843	432530	468430	498300	544070	600096	601243	602721	612002	741549
272266	314600	334869	383128	432631	471007	500014	544100	600114	601281	602759	612055	741584
273147	314912	335105	384003	432648	471058	504200	544130	600122	601315	602794	615028	741666
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274292	317256	335255	394225	432755	473019	520037	545011	600152	601327	602801	616178	741787
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276406	321001	336166	402005	432876	473041	528033	551058	600200	601453	602922	631055	750017
276622	321008	336183	402011	432882	473052	528034	551077	600203	601458	602932	631292	750324
277012	321070	336193	402038	432905	473058	531300	551108	600231	601470	602938	631427	750336
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282542	322037	337034	402086	433013	473132	531434	551154	600360	601547	603018	638103	750725
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282854	322422	339065	402136	441585	474009	531637	551223	600493	601590	603104	641760	752277
282856	322659	339290	402190	441597	474043	531639	551281	600513	601625	603130	641974	752318
282868	322967	339335	402196	443007	476037	531682	551292	600546	601627	603145	648108	752356
282870	323644	340033	402203	443291	477168	531722	551321	600561	601636	603154	652111	752407
282874	324036	340134	402219	443322	479035	531762	551337	600581	601682	603178	656119	752428
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757563	801315	811043	852036	853720	900151	901398	902722	915256	926569	941023	954437	973338
760020	801608	812030	852083	853738	900157	901441	902954	915316	926574	941220	958540	974006
761102	801706	812052	852094	853751	900163	901444	903293	915365	926620	941231	958908	974017
761401	801720	812054	852116	856004	900167	901453	903319	915473	926649	941318	958950	974139
761770	802045	832097	852143	856053	900183	901458	903486	915511	926745	941415	958999	975022
762034	802107	833506	852181	856332	900205	901468	903561	915565	926768	941474	967104	976024
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770116	802571	840097	852335	860131	900211	901541	903982	917184	927090	941679	967426	977026
770136	802663	840111	852338	871047	900223	901550	904064	917349	927176	941728	968188	980024
770380	802743	840163	852362	871342	900235	901564	904471	917352	927348	943004	968191	980304
770430	802853	840190	852368	871508	900242	901576	904550	917368	927350	945325	968230	980378
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770654	802989	841069	852382	871625	900257	901607	904741	917537	927982	946256	968333	980517
770779	803115	841099	852436	871654	900280	901628	906022	917877	928320	946581	968353	980598
770805	803127	841227	852437	871659	900326	901658	906064	920007	928769	947065	968515	980619
770838	803128	841238	852450	878001	900327	901676	906245	920050	928787	947113	968957	980636
771390	803276	841327	852472	879001	900349	901678	906476	920086	930250	948046	970124	980662
771722	804124	841548	852483	891241	900369	901700	906494	920170	931196	948066	970158	980940
772580	804247	841716	852496	891292	900371	901707	906869	920207	931392	948426	970227	982067
773056	804260	841803	852545	891492	900392	901723	906915	920326	931481	948545	970251	982145
773549	805101	841936	852551	891587	900467	901728	906919	921084	931675	948617	970334	982174
773558	805291	847128	852574	891732	900576	901733	906924	921099	931717	948632	970338	982241
774373	805309	850050	852582	891766	900615	901735	906931	921170	932588	948644	970407	982252
775371	805348	850068	852614	891842	900663	901751	906941	921289	932757	948688	970408	982318
778321	805472	850099	852628	891911	900666	901755	907232	921296	933086	948693	970469	982362
778336	805491	850144	852645	891923	900746	901758	907531	921417	933413	949077	970626	982367
780085	805553	850147	852666	891927	900786	901762	907625	921506	934285	949531	970655	982370
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782087	805555	850216	852689	895106	900858	901780	910231	921557	937562	949604	970770	982467
782106	805559	850222	852693	895257	900865	901788	910292	921581	937835	950645	970824	982502
782740	806094	850271	852846	895437	900897	901856	911116	921656	939529	950860	970871	983054
782995	806195	850512	852949	895541	900939	901874	911172	921671	940001	951144	970881	983068
784234	806204	850543	853041	900026	901007	901893	911266	921925	940128	951356	970905	985046
784611	807031	850556	853223	900034	901037	901895	912324	921935	940147	951382	970933	988040
785347	809046	850567	853266	900046	901057	901900	912356	921998	940192	951544	970940	989076
786035	809061	850589	853323	900049	901062	901907	913021	922227	940210	951754	972250	992636
786101	809072	850595	853378	900052	901088	901925	913057	924222	940223	951795	972420	992698
787003	809073	850632	853379	900055	901206	901948	913448	924616	940381	951802	972440	995116
787037	809103	850649	853387	900058	901208	901953	913734	924684	940405	951838	972498	997135
787059	809130	850665	853423	900082	901243	901961	913833	925237	940410	951864	972729	998170
787390	809151	850744	853511	900090	901249	901963	913888	926006	940438	951909	972775	
787852	809160	850958	853532	900100	901271	901991	914032	926090	940469	951913	972834	
787961	809202	850965	853566	900112	901274	902196	914531	926162	940512	951946	972853	
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794044	809211	850974	853627	900135	901291	902446	915059	926274	940915	951965	972941	
794047	810009	850980	853651	900141	901350	902456	915100	926275	940965	951984	973112	
799176	810016	852010	853685	900143	901358	902543	915120	926292	940996	951992	973202	
801314	810063	852025	853713	900150	901364	902655	915219	926311	941002	954340	973266	

— Express and Priority Mail, Marketing, 8-8-02

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.

010 504 1932 to 010 504 1999	026 492 3180 to 026 492 3199	227 275 9400 to 227 275 9999	390 001 3182 to 390 001 3500 to	3199 3699
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	273 070 8059 to 273 070 8099	390 545 5974 to 391 104 6146 to	5999 6199
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	273 775 7700 to 273 775 7899	391 574 1466 to 391 783 3020 to	1499 3599
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	302 000 0000 to 302 123 9999	391 792 6100 to 392 668 2956 to	6199 2999
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	349 746 2056 to 350 518 7350 to	392 854 8500 to 393 584 7566 to	8899 7699
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	360 011 1690 to 360 168 6008 to	393 650 0074 to 393 838 8316 to	0099 8499
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	360 173 8800 to 360 324 2326 to	393 893 6007 to 394 126 6907 to	6099 6999
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	362 861 3064 to 373 006 2176 to	394 189 0405 to 394 822 3243 to	0599 3278
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	374 768 2600 to 375 169 4400 to	394 990 1810 to 395 343 3264 to	1899 3299
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	375 829 3400 to 375 851 9100 to	395 373 3035 to 395 396 9649 to	3099 9799
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	376 196 0911 to 378 085 3679 to	395 970 3240 to 397 622 4054 to	3299 4099
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	378 351 1063 to 379 843 5100 to	397 819 8902 to 398 149 7200 to	8999 7699
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	380 093 9600 to 380 165 1165 to	398 070 0872 to 399 156 7119 to	0899 7199
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	381 325 4500 to 381 604 2510 to	399 203 5064 to 399 296 9910 to	5099 9999
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	381 645 9525 to 383 314 3968 to	399 396 8935 to 399 792 7775 to	8999 7799
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	383 892 1000 to 383 892 1382 to	399 792 8300 to 400 427 1051 to	8399 1999
022 021 9110 to 022 021 9181	040 024 3901 to 040 024 3999	384 925 3641 to 385 568 2331 to	401 045 1505 to 401 045 1571 to	1549 1599
022 037 1411 to 022 037 1499	040 674 7100 to 040 674 7199	385 599 7554 to 385 774 2024 to	401 294 2700 to 401 310 9505 to	2799 9599
024 380 4100 to 024 380 4199	040 688 8816 to 040 688 8899	386 624 1412 to 386 883 8936 to	401 382 5312 to 402 578 7876 to	5399 7899
024 496 6870 to 024 496 6896	041 803 6565 to 041 803 6599	387 314 5574 to 387 837 6300 to	403 125 6744 to 403 260 7000 to	6799 7499
025 092 0987 to 025 092 0999	044 087 3457 to 044 087 3499	388 828 0656 to 389 696 2400 to	403 280 6470 to 403 685 8600 to	6499 8699
025 369 5535 to 025 369 5599	044 087 4000 to 044 087 4099	389 846 3104 to 389 846 3145 to	404 003 0300 to 404 041 8838 to	0399 8899
025 729 1151 to 025 729 1199	045 524 4121 to 045 524 4298	389 887 9211 to 389 887 9234 to	404 071 4268 to 4299	8899 4299
025 729 1643 to 025 729 1799	210 221 0548 to 210 221 0599			

404 347 5356 to	5399	420 969 3973 to	3999	443 127 4000 to	4099	458 847 5044 to	5999
404 347 5548 to	5599	421 116 3565 to	3599	443 673 7900 to	7999	459 274 7624 to	7699
404 726 4500 to	4599	421 130 9300 to	9399	443 800 9335 to	9399	459 365 5432 to	5499
404 961 5001 to	5199	421 313 4500 to	4999	444 382 8822 to	8899	459 378 5764 to	5799
405 325 0188 to	0198	421 364 5537 to	5599	444 390 1667 to	1699	459 472 4816 to	4999
406 009 4587 to	4599	421 656 2609 to	2699	444 457 3854 to	3899	460 349 6878 to	6899
406 260 6830 to	6899	421 988 9700 to	9799	450 048 4173 to	4199	460 550 1909 to	1999
406 459 6641 to	6999	422 172 4667 to	4699	450 048 4442 to	4699	460 997 5234 to	5299
406 733 3000 to	3999	422 484 4212 to	4299	450 560 5173 to	5199	461 973 6443 to	6499
407 545 1557 to	1599	422 556 1270 to	1299	450 620 3077 to	3099	462 152 0107 to	0299
407 594 0412 to	0599	422 587 7024 to	7099	450 620 3135 to	3199	462 274 1072 to	1099
407 692 9100 to	9299	422 819 7533 to	7599	450 780 2716 to	2799	462 277 8373 to	8399
407 959 2190 to	2199	422 842 5073 to	5087	450 801 2700 to	2799	462 554 6051 to	6099
408 265 2275 to	2288	422 907 7563 to	7599	451 109 2967 to	2984	463 011 5529 to	5540
408 499 7700 to	7799	424 500 6050 to	6099	451 115 4110 to	4125	463 176 4115 to	4199
408 499 7900 to	7999	424 641 8500 to	8599	451 115 4127 to	4199	463 176 4229 to	4299
408 682 8484 to	8599	424 871 6600 to	6699	451 746 0700 to	0799	463 185 2600 to	2799
408 698 7015 to	7099	425 298 2352 to	2399	452 265 0074 to	0099	463 227 7711 to	7799
409 072 3941 to	3999	425 418 4269 to	4299	452 265 0246 to	0299	463 414 4869 to	4899
410 491 2311 to	2399	425 418 4405 to	4499	452 265 0335 to	0399	463 808 3484 to	3499
410 694 8400 to	8599	426 547 4566 to	4599	452 509 1169 to	1199	463 945 7400 to	7899
410 775 1500 to	1599	427 412 6337 to	6499	452 855 6471 to	6499	464 629 9000 to	9399
410 795 7927 to	7999	427 481 0900 to	0999	452 890 4679 to	4799	464 711 4332 to	4399
410 867 0917 to	0966	428 027 2742 to	2752	452 900 8215 to	8238	465 692 3963 to	3999
410 867 0970 to	0999	429 474 4172 to	4199	453 117 9146 to	9199	465 698 8300 to	8599
411 868 1023 to	1199	429 889 2900 to	2999	453 334 3631 to	3699	465 743 7745 to	7799
411 922 2322 to	2399	430 150 4401 to	4599	453 603 7841 to	7891	466 798 6056 to	6067
412 193 0900 to	0999	430 172 9800 to	9899	453 650 1140 to	1199	467 147 4300 to	4399
412 395 8599 to	8699	430 177 1900 to	2099	453 741 1300 to	1399	468 079 5782 to	5799
412 485 6500 to	6599	430 444 9500 to	9699	454 013 2919 to	2999	469 067 2817 to	2899
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412 885 5953 to	5999	432 168 8419 to	8499	454 268 4883 to	4899	469 213 0359 to	0399
414 193 3608 to	3674	432 708 6800 to	6999	454 302 5400 to	5499	469 213 0500 to	0599
414 193 3677 to	3699	432 744 1544 to	1599	454 490 8300 to	8399	469 561 8011 to	8099
414 411 7348 to	7399	432 995 9775 to	9799	454 547 7434 to	7499	469 658 1961 to	1999
414 640 0757 to	0799	433 003 5800 to	5899	454 922 4867 to	4895	469 666 9900 to	9999
414 965 1727 to	1799	433 757 3047 to	3099	455 221 1348 to	1499	469 678 1900 to	1999
417 302 8104 to	8199	433 765 4003 to	4099	455 364 2147 to	2199	469 781 4900 to	4999
417 387 6532 to	6599	434 482 7060 to	7199	455 399 5400 to	5499	469 947 6960 to	6999
417 496 6800 to	6999	434 513 2386 to	2399	455 476 0676 to	0699	470 755 5800 to	5818
417 871 9250 to	9299	434 968 3076 to	3092	455 543 0618 to	0699	471 918 0300 to	0999
417 930 9533 to	9599	435 303 1831 to	1842	456 410 9006 to	9099	471 985 2408 to	2419
418 164 6500 to	6799	435 303 1986 to	1999	456 470 4146 to	4299	472 191 6700 to	6799
418 423 9863 to	9899	435 666 6092 to	6399	456 619 4460 to	4499	472 270 2555 to	2599
418 633 5922 to	5999	436 082 6400 to	6899	457 333 2686 to	2699	472 987 0213 to	0241
418 719 8520 to	8599	436 160 6441 to	6499	457 729 1767 to	1777	472 987 0290 to	0299
418 744 2235 to	2299	437 316 7115 to	7199	457 937 8615 to	8699	473 151 2069 to	2199
418 962 2848 to	2899	437 427 0500 to	3499	458 028 9810 to	9899	473 666 9138 to	9199
419 543 0286 to	0299	439 179 2300 to	2399	458 057 2712 to	2999	473 952 3429 to	3499
419 730 0300 to	0399	439 310 0458 to	0499	458 069 9537 to	9599	474 108 5402 to	5499
420 277 0015 to	0049	440 698 1947 to	1999	458 069 9665 to	9699	474 356 5193 to	5299
420 599 0734 to	0798	440 858 6300 to	6399	458 337 5222 to	5299	474 949 3366 to	3399
420 661 4115 to	4199	440 858 6420 to	7299	458 354 7653 to	7999	475 134 9362 to	9399
420 758 9500 to	9699	441 199 1655 to	1699	458 671 8678 to	8699	475 167 9667 to	9699
420 969 3951 to	3971	443 127 3648 to	3699	458 671 8721 to	8798	475 319 3415 to	3499

475 319 3649 to	3799	489 384 0027 to	0099	605 685 4010 to	4099	624 665 3162 to	3198
475 340 6400 to	6599	489 427 0658 to	0899	605 988 6467 to	6499	625 088 6735 to	6799
475 424 8410 to	8499	489 997 5252 to	5299	607 689 7951 to	7960	625 916 9500 to	9799
475 629 9156 to	9199	490 669 5850 to	6099	607 728 1276 to	1299	625 968 8956 to	8999
475 850 6101 to	6199	490 717 7080 to	7099	608 727 7100 to	7199	627 005 3938 to	3999
475 875 2500 to	2599	490 721 6000 to	6099	608 727 7273 to	7599	627 384 3907 to	4099
476 169 8264 to	8299	490 793 1500 to	2099	608 813 9950 to	9999	627 496 7549 to	7599
476 189 3000 to	3499	490 886 8171 to	8199	609 067 5325 to	5399	627 708 3605 to	3699
476 331 2480 to	2499	490 977 9221 to	9240	609 067 5488 to	5499	627 776 2500 to	2599
477 289 8601 to	8699	491 258 8100 to	9099	609 067 5600 to	5699	628 226 3100 to	3199
477 681 5206 to	5299	491 567 1376 to	1399	609 289 6123 to	6199	628 814 4702 to	4799
478 010 4243 to	4268	492 254 4800 to	4899	609 438 4400 to	4499	628 851 9689 to	9699
478 010 4270 to	4291	492 283 5100 to	5199	609 493 1100 to	1199	629 510 7200 to	7299
478 450 5071 to	5099	492 610 6813 to	6899	609 766 8091 to	8999	629 964 4200 to	4294
478 469 7838 to	7858	493 394 5568 to	5599	609 825 4100 to	4115	630 389 3056 to	3071
478 469 7883 to	7899	493 470 2562 to	2599	609 884 2981 to	2999	630 463 0588 to	0599
479 280 9800 to	9899	493 473 7700 to	7799	609 893 1000 to	1099	631 459 9117 to	9199
479 365 9116 to	9176	493 716 2153 to	2199	610 092 3200 to	3299	631 762 9325 to	9399
479 412 9900 to	9999	494 206 2972 to	2999	610 582 4200 to	4299	632 217 4933 to	4999
479 667 6190 to	6199	494 217 3446 to	3999	611 879 6939 to	6999	632 500 0000 to	599 9999
479 748 9680 to	9699	494 224 0500 to	0599	612 291 8013 to	8099	633 110 4165 to	4199
479 860 7000 to	7199	495 145 0600 to	0699	612 751 5171 to	5199	633 110 4303 to	4499
480 526 2000 to	2099	496 209 7425 to	7499	612 751 5226 to	5299	633 438 6429 to	6599
480 640 6330 to	6399	496 213 8728 to	8799	612 751 6083 to	6099	633 588 7173 to	7182
480 658 0568 to	0599	496 474 5226 to	5248	612 751 6268 to	6299	634 725 0700 to	0799
480 689 5100 to	5199	497 053 8517 to	8699	612 751 6572 to	6599	634 803 3239 to	3299
481 072 9463 to	9499	497 854 8673 to	8699	612 774 2111 to	2199	634 807 2474 to	2499
481 673 0074 to	0095	498 449 8888 to	8899	612 774 2254 to	2299	634 827 5900 to	5999
482 527 1500 to	1599	498 929 8285 to	8499	612 774 2500 to	2599	634 886 3428 to	3499
482 541 5255 to	5299	498 936 5310 to	5399	614 469 0979 to	0999	635 559 3449 to	3499
482 729 6800 to	6899	499 016 5425 to	5499	614 474 3000 to	3099	636 289 6214 to	6299
483 363 7207 to	7299	499 440 8575 to	8899	614 521 3490 to	3499	636 634 8007 to	8042
483 402 2356 to	2399	499 731 6717 to	6799	614 645 1800 to	1899	637 150 1200 to	1299
483 486 5100 to	5199	500 064 1858 to	1869	614 832 1100 to	2099	637 562 5828 to	5899
483 632 1521 to	1599	500 070 5725 to	7799	615 017 7505 to	7599	638 042 1647 to	1699
483 632 2600 to	2799	600 645 3223 to	3299	617 711 6609 to	6699	638 049 4984 to	4999
483 849 1615 to	1699	601 339 1200 to	1399	617 760 5266 to	5299	638 318 1115 to	1199
484 174 4803 to	5299	601 653 5884 to	5899	617 813 3601 to	3699	638 318 1453 to	1499
484 323 8900 to	9199	601 661 7700 to	7799	618 840 9200 to	9299	638 885 0000 to	0299
484 680 5000 to	5038	601 682 5343 to	5399	619 551 7229 to	7299	638 903 4362 to	4373
484 680 5040 to	5074	601 928 1600 to	1699	619 859 3000 to	3099	639 415 1929 to	1999
484 680 5077 to	5099	602 512 2972 to	2999	620 073 9400 to	9499	639 415 2019 to	2099
485 029 4913 to	4999	602 555 2400 to	2799	621 614 7907 to	7930	639 420 6200 to	6299
486 176 0600 to	0699	602 829 7061 to	7099	621 614 7932 to	7999	639 469 3517 to	3799
486 559 7555 to	7599	603 483 9572 to	9599	621 648 8021 to	8199	639 605 2143 to	2199
486 696 3023 to	3199	603 490 7200 to	7299	621 648 8500 to	8599	639 657 8600 to	8799
488 173 7900 to	7999	603 678 7100 to	7199	621 904 8351 to	8599	640 289 7500 to	7599
488 206 4100 to	4199	603 678 7662 to	7699	621 916 1978 to	1989	640 289 7700 to	7999
488 226 0200 to	0299	603 678 7902 to	7999	622 989 8032 to	8099	641 170 4420 to	4499
488 709 3906 to	3999	603 678 8418 to	8499	623 076 9300 to	9399	641 318 3133 to	3199
488 855 8359 to	8399	603 678 8700 to	9999	623 819 5006 to	5099	641 378 6500 to	6999
489 181 8963 to	8999	604 086 0880 to	0899	623 895 8200 to	8399	641 383 8739 to	8799
489 223 2000 to	2099	604 349 1414 to	1499	623 917 0000 to	0099	641 877 3187 to	3299
489 311 1930 to	1999	604 503 7776 to	7799	623 917 0200 to	0299	641 877 3310 to	3399
489 318 6200 to	6300	605 520 9037 to	9099	624 468 5288 to	5299	642 355 8094 to	8199

642 355 8308 to	8999	654 238 0000 to	0399	678 096 7531 to	7599	696 662 8247 to	8299
642 900 0018 to	0099	654 404 3065 to	3092	679 909 2578 to	2599	697 447 8285 to	8296
643 030 6254 to	6299	654 962 2900 to	3199	680 112 9565 to	9599	698 042 4816 to	4899
644 066 0882 to	0899	655 103 5081 to	5199	680 244 0903 to	0999	698 131 2138 to	2157
644 069 0600 to	0699	655 523 2600 to	2999	680 412 6046 to	6099	698 227 0000 to	0099
644 077 7506 to	7699	656 305 2448 to	2499	680 761 6800 to	6899	700 065 2570 to	2599
644 085 8157 to	8199	657 347 4438 to	4999	681 677 0540 to	0699	700 065 4800 to	4899
644 112 9839 to	9899	657 710 8100 to	8999	682 070 1029 to	1099	700 190 3350 to	3359
644 373 9083 to	9099	657 780 0985 to	0999	682 956 6280 to	6299	700 228 6048 to	6099
644 380 1460 to	1499	658 586 1400 to	1499	682 956 6490 to	6599	700 650 0452 to	0499
644 733 4715 to	4799	658 877 8000 to	8199	682 956 6700 to	6799	700 666 1323 to	1349
644 900 9712 to	9799	658 880 8000 to	8199	682 965 1178 to	1199	700 786 9106 to	9142
644 901 0109 to	1299	659 398 7300 to	7399	682 965 1201 to	1299	700 859 0744 to	0758
644 901 1325 to	1399	659 706 8113 to	8199	683 118 2389 to	2399	701 028 6780 to	6899
644 923 6800 to	7799	659 846 7837 to	7899	683 378 2000 to	2099	701 213 3900 to	3999
644 932 4655 to	4699	660 510 4100 to	4199	683 378 2117 to	2299	701 267 2000 to	3999
645 318 7240 to	7499	660 673 0400 to	0599	683 415 1200 to	1499	701 335 7312 to	7399
645 333 1766 to	1799	661 488 5000 to	5099	683 444 8159 to	8199	701 369 2005 to	2050
645 790 8632 to	8699	661 609 9100 to	9199	685 154 7780 to	7789	701 503 2247 to	2299
645 821 0657 to	0699	661 716 9420 to	9499	685 297 7645 to	7699	701 541 2271 to	2299
645 930 7948 to	7999	661 906 6522 to	6599	685 623 5264 to	5299	701 553 6557 to	6599
645 975 0737 to	0762	662 021 8332 to	8399	685 650 9487 to	9499	701 601 3457 to	3499
646 242 6200 to	6299	662 068 0700 to	0899	685 669 4200 to	4299	701 605 5913 to	5999
646 270 7639 to	7799	662 553 0774 to	0799	685 757 8452 to	8499	701 695 3982 to	3999
646 798 4000 to	4999	663 078 7034 to	7099	686 071 2694 to	2799	701 695 4148 to	4199
647 048 7035 to	7099	663 763 5300 to	5399	686 176 3333 to	3354	701 695 4227 to	4299
647 049 2900 to	2999	663 883 7039 to	7499	686 372 3200 to	3299	701 708 1741 to	1799
647 398 8300 to	8399	664 253 8000 to	8499	686 644 5879 to	5899	701 736 3966 to	3999
647 398 8481 to	8499	664 656 3055 to	3099	686 899 1371 to	1399	701 838 2800 to	2899
647 437 3000 to	4999	665 174 6400 to	6499	686 931 7636 to	7699	701 941 0600 to	0699
647 811 2188 to	2199	665 274 8208 to	8299	687 601 0973 to	0999	702 171 1603 to	1699
648 009 6057 to	6099	665 669 5400 to	5499	687 614 6774 to	6799	702 195 5109 to	5199
648 163 5300 to	5499	666 132 8226 to	8299	688 120 9000 to	9999	702 254 9300 to	9399
648 722 5283 to	5299	666 696 2209 to	2299	688 314 3107 to	3191	702 264 7569 to	7599
648 892 3164 to	3199	666 696 2309 to	2399	690 291 1361 to	1371	702 713 1800 to	1809
649 100 3989 to	3999	667 032 9300 to	9399	690 788 2877 to	2899	702 821 5730 to	5799
649 647 0370 to	0399	667 729 5529 to	5599	690 893 5344 to	5399	702 821 5805 to	5899
649 647 0522 to	0599	668 383 8400 to	8699	690 893 5512 to	5599	702 878 0114 to	0199
649 647 5237 to	5399	670 368 3400 to	3499	690 904 1300 to	1599	740 002 7710 to	7719
649 647 9100 to	9299	670 369 7336 to	7399	690 941 6000 to	6199	740 241 9049 to	9099
649 666 7800 to	8299	670 750 7169 to	7199	691 313 6383 to	6399	740 255 1718 to	1799
650 114 7707 to	7719	671 046 6200 to	6399	691 313 6600 to	6699	740 470 2420 to	2443
650 130 3400 to	3599	671 251 5448 to	5499	691 582 8003 to	8099	740 523 7432 to	7449
650 213 0406 to	0499	671 926 5600 to	5799	691 664 1800 to	1999	740 535 1555 to	1580
650 555 1749 to	1799	672 444 2000 to	2999	691 664 2400 to	2499	740 705 9790 to	9799
650 564 1900 to	1999	672 828 3410 to	3499	692 727 9362 to	9399	740 726 6400 to	6500
650 627 4212 to	4299	673 167 5776 to	5799	692 798 1800 to	1899	740 765 3306 to	3399
650 736 2043 to	2099	675 464 3700 to	3799	693 249 0779 to	0799	805 885 8411 to	8499
650 739 1540 to	1699	675 464 4000 to	4199	693 249 0877 to	1699	806 087 1100 to	1499
651 741 4415 to	4499	676 365 5958 to	5999	693 445 0566 to	0999	806 268 9275 to	9299
651 882 2800 to	2899	676 669 1024 to	1099	693 448 8500 to	8999	806 534 3400 to	3477
652 754 6317 to	6399	677 126 6734 to	6799	693 645 9583 to	9599	807 342 3283 to	3399
653 131 4945 to	4999	677 333 9979 to	9999	693 965 4200 to	4299	808 086 7100 to	7199
653 426 3300 to	3399	677 466 1088 to	1099	695 741 2906 to	2999	808 090 3440 to	3499
653 455 4874 to	4899	678 071 4500 to	4799	695 947 8518 to	8599	808 325 5161 to	5699

808 784 8000 to	8299	843 077 6288 to	6299	858 124 7644 to	7699	869 505 3500 to	3599
830 125 0672 to	0699	843 077 6378 to	6399	858 756 3111 to	3299	869 800 0000 to	999 9999
830 602 5800 to	5999	843 758 5769 to	5778	859 063 8200 to	8699	870 054 4814 to	4899
830 610 3700 to	3799	843 786 2554 to	2699	859 190 0600 to	0644	870 491 4812 to	4849
830 983 3500 to	3599	845 656 8165 to	8199	859 811 2888 to	2899	870 536 5820 to	5829
830 983 3635 to	3699	845 727 2100 to	2199	859 855 8873 to	8999	870 541 7167 to	7239
831 354 1387 to	1399	845 746 2618 to	2635	860 240 8520 to	8599	870 575 8155 to	8999
831 815 8240 to	8299	846 390 7531 to	7599	860 275 3900 to	3999	870 589 0485 to	0494
832 525 3810 to	3899	846 918 0572 to	0599	860 518 9629 to	9699	870 691 7060 to	7099
833 159 1884 to	1899	847 237 7690 to	7699	860 600 0021 to	0999	872 100 0445 to	0459
833 456 2567 to	2599	847 284 2481 to	2499	861 158 2350 to	2599	900 556 4178 to	4199
833 566 3015 to	3071	847 374 7055 to	7065	861 637 6010 to	6099	900 845 0044 to	0099
834 316 5444 to	5499	847 374 7055 to	7065	861 979 7292 to	7499	900 936 0217 to	0299
834 354 8747 to	8766	847 636 5304 to	5399	862 216 6100 to	6199	900 936 0435 to	0499
834 354 8824 to	8838	847 700 5447 to	5499	862 263 9213 to	9299	901 058 5255 to	5280
835 269 5700 to	5799	847 723 7500 to	7599	862 271 0800 to	0999	901 273 1082 to	1099
835 496 7303 to	7399	849 485 3427 to	3499	862 271 5000 to	5099	901 287 5143 to	5199
835 539 5200 to	5999	849 608 1357 to	1399	863 871 5138 to	5199	901 291 2789 to	2799
835 813 3015 to	3099	849 792 2600 to	2699	863 949 5300 to	5399	901 525 7122 to	7199
837 672 8967 to	8999	850 546 1862 to	1899	864 088 8200 to	8299	902 198 9769 to	9799
837 784 3282 to	3299	851 143 6826 to	6844	864 426 3972 to	3999	902 948 1269 to	1299
838 176 8377 to	8399	851 209 9880 to	9899	864 520 6117 to	6136	902 985 0833 to	0899
838 518 1257 to	1299	851 928 9221 to	9299	865 151 0526 to	0599	903 370 6934 to	6999
839 718 8257 to	8299	852 589 6560 to	6599	865 500 4034 to	4099	904 600 6523 to	6599
840 323 0600 to	0699	853 049 3646 to	3699	865 883 6082 to	6099	904 892 0378 to	0399
840 875 6235 to	6299	854 304 4089 to	4999	866 004 3000 to	3999	904 892 0648 to	1299
840 910 0900 to	0999	854 529 2200 to	2299	866 442 4100 to	4899	905 056 2216 to	2299
841 349 5000 to	5099	854 532 0000 to	2999	867 366 9108 to	9118	905 794 0000 to	0199
841 805 7747 to	7899	855 001 6204 to	6249	867 633 7403 to	7499	905 794 0288 to	0299
841 805 7944 to	8099	855 319 9364 to	9399	867 737 5623 to	5699	905 873 6900 to	6999
842 226 0685 to	0695	855 361 3390 to	3399	867 737 5623 to	5699	905 873 7100 to	7299
842 685 4600 to	4699	856 226 0490 to	0499	868 169 4529 to	4599	905 873 7100 to	7299
842 685 4742 to	4999	856 656 5800 to	5999	868 173 8400 to	8599	905 880 8900 to	8999
842 860 0300 to	0399	856 752 0200 to	0299	868 514 9000 to	9099	905 889 7100 to	7199
842 898 5582 to	5599	857 279 3450 to	3499	868 566 9200 to	9299	908 936 9254 to	9299
843 062 7100 to	7199	857 843 4000 to	4099	869 387 1150 to	1199	910 536 2505 to	2599

— Postal Inspection Service, 8-8-02

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 9 digits. The 10th digit is a check digit only.

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

000 000 001 to 692 600 000	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 900
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 50 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 638 211 to 8 420	716 556 635 to 6 660	725 738 581 to 8 730
700 202 522 to 2 700	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
700 290 275 to 0 300	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 465 730 to 5 750	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 561 444 to 1 550	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
701 423 101 to 3 150	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
701 625 469 to 5 550	707 441 836 to 1 940	717 884 991 to 5 050	726 493 351 to 5 300
701 643 829 to 3 850	707 958 541 to 8 570	718 026 171 to 6 290	726 504 031 to 4 063
701 945 451 to 5 500	707 960 107 to 0 160	718 466 370 to 6 420	726 504 070 to 4 090
702 033 701 to 4 050	708 059 941 to 60 000	718 466 370 to 6 420	726 504 331 to 4 390
702 051 501 to 1 750	708 115 830 to 5 860	718 568 451 to 8 479	726 563 701 to 4 060
	708 116 251 to 6 310	718 590 741 to 0 770	
	708 138 301 to 8 480	718 714 210 to 4 370	
	709 222 591 to 2 920	718 795 881 to 6 000	

726 599 371	to	9 460	734 797 201	to	7 320	742 839 553	to	9 630	754 493 109	to	3 130
726 626 356	to	6 370	734 939 611	to	9 640	742 913 668	to	3 700	754 664 182	to	4 220
727 182 271	to	2 510	734 950 111	to	0 170	742 917 287	to	7 296	754 816 377	to	6 470
727 416 181	to	6 240	735 120 331	to	0 840	742 921 891	to	1 980	755 487 421	to	7 600
727 481 431	to	1 460	735 283 008	to	3 020	742 983 631	to	3 810	755 592 901	to	3 140
727 749 241	to	9 780	735 293 131	to	3 220	743 020 021	to	0 170	755 790 020	to	0 030
728 382 331	to	2 480	735 635 010	to	5 040	743 206 491	to	6 500	755 791 730	to	1 800
728 702 338	to	2 400	735 783 961	to	3 990	743 235 992	to	6 050	755 926 951	to	7 070
728 915 371	to	5 850	735 803 401	to	3 430	743 940 631	to	0 900	755 934 332	to	4 510
728 953 141	to	3 410	736 005 420	to	5 440	743 978 011	to	8 070	755 957 701	to	8 000
728 954 280	to	4 310	736 366 021	to	6 110	744 234 751	to	4 780	755 962 981	to	3 280
729 169 081	to	9 140	736 624 456	to	4 500	744 499 591	to	9 680	756 035 371	to	5 490
729 363 841	to	3 870	736 670 851	to	1 060	744 626 901	to	6 910	756 301 257	to	1 290
729 682 891	to	3 190	736 767 061	to	7 090	745 388 794	to	8 910	756 371 565	to	1 580
729 838 940	to	9 070	736 767 093	to	7 120	746 446 806	to	6 820	756 876 031	to	6 120
729 839 101	to	9 130	736 982 191	to	2 370	746 818 351	to	8 410	756 876 151	to	6 240
730 077 683	to	7 840	736 982 551	to	2 730	747 245 266	to	5 280	756 970 129	to	0 140
730 109 847	to	9 880	737 110 141	to	0 170	747 364 813	to	4 830	757 059 613	to	9 630
730 373 761	to	3 850	737 185 501	to	5 710	747 501 434	to	1 450	757 078 540	to	8 560
730 501 951	to	2 130	737 317 321	to	7 350	747 739 891	to	0 070	757 086 209	to	6 240
730 519 379	to	9 470	737 517 781	to	7 840	748 148 649	to	8 760	757 240 591	to	0 650
730 569 278	to	9 360	737 628 181	to	8 210	748 259 960	to	9 970	757 277 371	to	7 700
730 711 711	to	1 740	737 634 258	to	4 270	748 565 162	to	5 280	757 291 591	to	2 730
730 722 991	to	3 230	738 361 971	to	1 980	748 874 988	to	5 030	757 964 251	to	4 280
730 845 970	to	5 990	738 447 601	to	7 660	749 137 381	to	7 410	758 067 001	to	7 090
730 888 291	to	8 320	738 648 355	to	8 450	749 190 192	to	0 210	758 105 221	to	5 250
730 927 591	to	7 680	738 849 811	to	9 900	749 685 421	to	5 450	758 324 941	to	5 000
731 307 914	to	7 930	738 892 270	to	2 290	749 846 791	to	6 850	758 593 628	to	3 650
731 402 431	to	2 460	738 997 259	to	7 380	749 993 131	to	3 580	758 709 038	to	9 060
731 407 232	to	7 320	739 161 451	to	1 540	750 071 587	to	1 610	758 744 101	to	4 160
731 588 301	to	8 340	739 219 381	to	9 440	750 408 167	to	8 183	758 850 883	to	0 900
731 767 273	to	7 320	739 740 151	to	0 180	750 438 421	to	8 501	758 860 951	to	1 550
731 781 061	to	1 120	739 793 491	to	3 520	750 743 911	to	4 030	759 152 851	to	2 880
731 837 821	to	7 910	739 793 527	to	3 550	750 779 118	to	9 400	759 740 941	to	1 090
731 841 377	to	1 450	739 942 621	to	2 650	750 910 981	to	1 010	760 004 596	to	4 610
732 018 481	to	8 600	739 999 231	to	9 320	750 960 841	to	0 900	760 118 191	to	8 250
732 067 972	to	8 370	740 011 517	to	1 530	751 296 211	to	6 240	760 155 001	to	5 090
732 188 649	to	8 670	740 030 701	to	0 970	751 539 121	to	9 180	760 378 002	to	8 020
732 193 460	to	3 470	740 261 740	to	1 820	751 541 311	to	1 790	760 692 722	to	2 749
732 201 241	to	1 390	740 265 811	to	6 290	751 757 641	to	7 700	761 055 460	to	5 480
732 220 431	to	0 440	740 299 111	to	9 170	751 936 951	to	7 010	761 169 781	to	9 810
732 355 201	to	5 380	740 299 231	to	9 260	751 951 861	to	1 890	761 504 941	to	5 120
732 472 320	to	2 560	740 329 266	to	9 320	751 999 021	to	9 110	761 516 836	to	6 910
732 541 605	to	1 620	740 889 081	to	9 090	752 139 516	to	9 570	761 613 588	to	3 600
732 572 221	to	2 490	741 010 421	to	0 530	752 182 892	to	2 950	761 688 631	to	8 690
732 586 479	to	6 710	741 113 041	to	3 370	752 206 861	to	7 100	761 805 199	to	5 240
732 994 037	to	4 080	741 373 891	to	4 340	752 295 241	to	5 600	761 826 106	to	6 120
733 163 449	to	3 460	741 452 369	to	2 490	752 731 351	to	1 410	761 881 171	to	1 560
733 297 171	to	7 290	741 492 991	to	3 140	752 767 441	to	7 470	762 304 144	to	4 170
733 446 631	to	7 110	741 553 460	to	3 470	753 008 941	to	9 030	762 324 931	to	4 960
733 474 665	to	4 770	741 764 431	to	4 520	753 194 311	to	4 370	762 439 261	to	9 290
733 704 482	to	4 570	742 178 834	to	8 880	753 620 378	to	0 400	762 524 158	to	4 220
733 751 041	to	1 130	742 325 500	to	5 520	754 013 917	to	3 940	762 584 872	to	4 970
734 009 101	to	9 130	742 325 668	to	5 700	754 161 061	to	1 120	762 593 431	to	3 460
734 290 759	to	0 770	742 408 771	to	8 830	754 358 445	to	8 610	763 155 160	to	5 180
734 389 273	to	9 290	742 512 120	to	2 150	754 410 451	to	0 660	763 178 631	to	8 660
734 440 031	to	0 111	742 684 849	to	4 890	754 438 393	to	8 410	763 506 001	to	6 060

763 522 141 to 2 470	766 748 500 to 8 521	773 202 989 to 3 140	776 561 041 to 1 100
763 717 694 to 7 800	767 024 341 to 4 370	773 208 991 to 9 290	777 561 631 to 2 080
763 826 461 to 6 520	767 326 471 to 6 590	773 231 311 to 1 340	776 657 371 to 7 490
763 900 460 to 0 471	767 332 561 to 2 950	773 348 739 to 8 940	776 817 421 to 7 450
763 900 479 to 0 530	768 009 841 to 9 960	773 575 891 to 5 950	776 951 225 to 1 250
763 917 271 to 7 750	768 011 489 to 1 520	773 858 011 to 8 100	777 297 421 to 7 510
764 125 801 to 5 860	768 177 980 to 7 990	773 892 721 to 7 190	777 621 721 to 1 750
764 284 525 to 4 560	768 391 081 to 1 170	773 958 061 to 8 660	777 810 309 to 0 330
764 526 241 to 6 330	768 661 569 to 1 650	774 107 161 to 7 190	778 049 651 to 9 670
764 601 421 to 1 600	769 000 051 to 0 080	774 177 226 to 7 270	778 106 225 to 6 310
764 650 231 to 0 470	769 050 841 to 0 900	774 279 481 to 9 810	778 218 730 to 8 780
764 984 371 to 4 850	769 159 081 to 9 178	774 408 399 to 8 420	778 251 871 to 1 930
765 003 667 to 3 680	769 737 496 to 7 510	774 431 821 to 2 450	778 286 911 to 6 940
765 042 517 to 2 540	769 778 491 to 8 730	774 510 451 to 0 780	778 328 699 to 8 730
765 194 728 to 4 970	769 827 331 to 7 450	774 652 981 to 3 010	778 567 471 to 7 860
765 387 365 to 7 450	770 216 071 to 6 100	774 778 981 to 9 040	778 570 771 to 0 830
765 541 801 to 2 100	770 723 281 to 3 400	774 867 481 to 7 510	778 699 096 to 9 110
765 638 461 to 8 970	770 915 150 to 5 490	774 867 515 to 7 540	778 779 471 to 9 480
765 647 101 to 7 190	771 455 551 to 5 610	774 934 275 to 4 290	779 233 681 to 3 710
765 813 781 to 4 029	771 609 661 to 9 690	774 961 261 to 1 290	779 316 961 to 7 200
765 879 314 to 9 390	772 057 224 to 7 440	775 106 223 to 6 235	779 339 221 to 9 400
765 954 001 to 4 030	772 162 660 to 3 070	775 106 237 to 6 248	780 625 208 to 5 320
766 120 286 to 0 320	772 718 615 to 8 640	775 331 515 to 1 550	780 644 131 to 4 220
766 125 716 to 5 750	772 970 890 to 0 940	775 444 210 to 4 230	780 711 345 to 1 540
766 158 824 to 8 840	773 009 419 to 9 430	775 579 301 to 9 320	780 873 421 to 3 450
766 388 433 to 8 460	773 112 031 to 2 060	775 622 683 to 2 760	781 503 151 to 3 180
766 509 421 to 9 660	773 125 387 to 5 410	776 144 621 to 4 670	783 663 991 to 4 050
766 572 901 to 3 020	773 179 320 to 9 410	776 154 001 to 4 060	

— Postal Inspection Service, 8-8-02

Counterfeit 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, 8-8-02

Toll-Free Number Available to Verify Canadian Money Orders

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

This toll-free number is printed on the back of the Canadian Postal Money Orders.

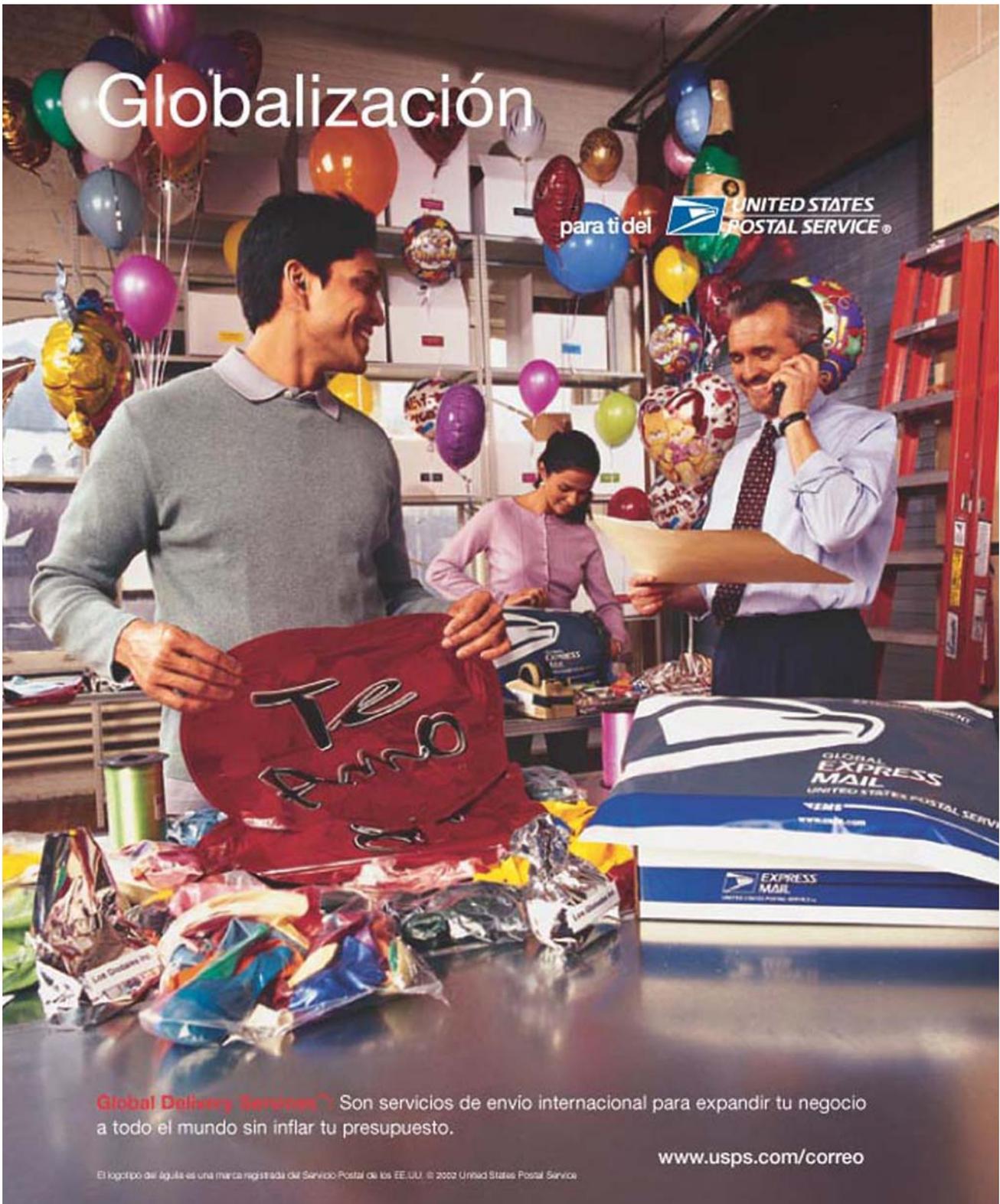
— Postal Inspection Service, 8-8-02

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Finance (continued)

eTravel Roll-Out for Bargaining Unit Employees

In a letter dated July 30, 2002, we announced that new policies governing eTravel roll-out for bargaining unit employees would be announced in this issue of the *Postal Bulletin*. Instead, the new policies will be announced in a future issue of the *Postal Bulletin*.

— National Accounting, Finance, 8-8-02

HANDBOOK F-1 REVISION

Stamp Stock Destruction

Effective AP-1, FY2003, all Standard Field Accounting Procedures (SFAP) offices and statement of account (non-SFAP) offices will follow a new process for submitting stamp stock for destruction. Stamp stock will still be sent to the stamp destruction committee (SDC) through the office's designated stamp distribution office (SDO) or stamp service center (SSC). The office will record the financial transaction as "Stock Returned" at the time of shipment. SFAP offices will record the shipment in AIC 848, Stock Returned, and non-SFAP offices will record the shipment in AIC 501, Postage Stock Shipped, or AIC 502, Bird Stamps Shipped, depending upon the type of stamp stock being destroyed.

Upon receipt of the destruction shipment, the SDO will make entries to "Redeemed Stock Item Number 339000" in the STAMP system awaiting the destruction process by the SDC. The SSC will make entries to "Returned Stock Received Modification Code 2" in the Stamp Services System (SSS) awaiting the destruction by the SDC. After destruction, the SDO or SSC will make the entries into the "Stock Destroyed Modification Code 8" account.

SFAP offices and non-SFAP offices will discontinue using PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*, and PS Form 17-T, *Accountable Items Returned Stamp Distribution Network*, and must use the newly revised and retitled PS Form 17, *Stamp Requisition/Stamp Return*, June 2002 edition. See page 66 of the *Postal Bulletin* for a sample of the new revised PS Form 17.

We will incorporate these revisions into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

Order the revised PS Form 17 by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, choose option 1, then option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

You'll need the following information to order PS Form 17:

PSIN:	PS17
NSN:	7530-03-000-9112
Unit of Issue:	PAD (100 sheets per pad)
Bulk Pack Quantity:	N/A
Quick Pick Number:	138
Price:	\$1.7089
Edition Date:	06/02

Handbook F-1, Post Office Accounting Procedures

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4 Managing Accountable Paper

[Replace all references to stamp distribution network with references to "stamp service center". Replace all references to SDN with references to "SSC". Replace all references to Form 17-T with references to "PS Form 17". Replace all references to Forms 17-T with references to "PS Forms 17".]

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42 Managing Accountable Paper at Stations, Branches, and Post Offices

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426 Handling Stamp Credits

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426.9 Handling International Reply Coupons

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426.93 Unit Reserve

[Replace the reference to Form 17/17-T with a reference to "PS Form 17, Stamp Requisition/Stamp Return" followed by a comma. *Italicize the form name.*]

427 Handling Migratory Bird Hunting and Conservation Stamps

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427.4 Unsold Bird Stamps

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427.42 Submitting Unsold Bird Stamps

[Revise heading to read as follows:]

Manual Non-SFAP Offices Served by SDOs

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[Replace items 2–5 with the following:]

- 2> Submit unsold bird stamps to the SDO for destruction prior to the close of AP 7.
- 3> Prepare an original and two copies of PS Form 17, *Stamp Requisition/Stamp Return*. Mark the forms as "Returned for Destruction" and identify as "Bird Stamps".
- 4> Submit the original and one copy to the SDO with the bird stamps (put the original in an envelope taped to the outside of the box and a copy inside the box). File the third copy locally.
- 5> Record bird stamps shipped to AIC 502, Bird Stamps Shipped, on the date of dispatch to the SDO.

[Add new item 6:]

- 6> Verify PQ III SOA to ensure that the entry to AIC 502, Bird Stamps Shipped, equals the amount in AIC 806, Ending Inventory — Bird Stamps, on the previous SOA.

[Delete the note. Revise heading to read as follows:]

IRT Non-SFAP Offices Served by SDOs

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[Replace items 2–7 with the following:]

- 2> Prepare an original and two copies of PS Form 17, *Stamp Requisition/Stamp Return*. Mark the forms as "Returned for Destruction" and identify as "Bird Stamps".
- 3> Submit the original and one copy to the SDO with the bird stamps (put the original in an envelope taped to the outside of the box and a copy inside the box). File the third copy locally.
- 4> Use item numbers 318-319 for UNISYS IRTs.
- 5> On the date of dispatch to the SDO, the main stock or unit reserve custodian makes the appropriate entry using the stock shipped option on the IRT. The system automatically posts the total to AIC 502.
- 6> Print PS Form 3958, *Main Stock (or Unit Reserve Stock) Transaction Record*, and verify that the total in the bird stamp portion of PS Form 3958 equals both of the following:
 - The value of bird stamps on hand.
 - The amount in AIC 806 on the SOA.
- 7> Research and correct any discrepancies before submitting the SOA to the district finance office (DFO).

[Delete heading "Stations and Branches of District Offices, Standard Field Accounting Procedures Offices Served by the SDO" and the paragraph that follows it.]

[Revise heading to read as follows:]

SFAP Offices Served by SDOs

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[Replace items 1–5 with the following:]

- 1> Sales and service associates (SSAs) must submit unsold bird stamps to the office reserve prior to the close of AP 6. The office reserve must submit unsold bird stamps to the SDO prior to the close of AP 7.
- 2> Prepare an original and two copies of PS Form 17, *Stamp Requisition/Stamp Return*. Mark the forms as "Returned for Destruction" and identify as "Bird Stamps".

- 3> Submit the original and one copy to the SDO with the bird stamps (put the original in an envelope taped to the outside of the box and a copy inside the box). File the third copy locally.
- 4> Record bird stamps shipped to AIC 848 in the office PS Form 1412 on the date of dispatch to the SDO.

[Revise heading to read as follows:]

Non-SFAP Offices Serviced by SSCs

[Revise items 2–4 to read as follows:]

- 2> Prepare an original and two copies of PS Form 17, *Stamp Requisition/Stamp Return*. Mark the forms as “Returned for Destruction” and identify as “Bird Stamps”.
- 3> Submit the original and one copy to the SSC with the bird stamps (put the original in an envelope taped to the outside of the box and a copy inside the box). File the third copy locally.
- 4> Record bird stamps shipped to AIC 502, Bird Stock Shipped, on the date of dispatch to the SSC.

[Delete item 5.]

[Revise heading to read as follows:]

SFAP Offices Serviced by SSCs

[Revise sentence to read as follows:]

SFAP offices must submit unsold bird stamps to the SSC prior to the close of AP 7.

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[Replace items 1–3 with the following:]

- 1> Prepare an original and two copies of PS Form 17, *Stamp Requisition/Stamp Return*. Mark the forms as “Returned for Destruction” and identify as “Bird Stamps”.
- 2> Submit the original and one copy to the SSC with the bird stamps (put the original in an envelope taped to the outside of the box and a copy inside the box). File the third copy locally.
- 3> Record bird stamps shipped to AIC 848 on the date of dispatch to the SSC.

[Delete items 4–5.]

428 Maintaining Total Stamp Accountability

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428.2 Accounting at Post Offices with Main Stock Sales

[Replace item 3 with the following:]

- 3> For offices under either an SDO or SCC, when you return stamp stock, enter the information to AIC 501 and

the decrease column for postage (or AIC 502 and the decrease column for bird stamps) on the date of dispatch.

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428.5 Handling Returned Stamp Stock

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428.52 Accounting for Stock Returned to the SDO or SSC

SFAP Offices

[Replace item 2 with the following:]

- 2> Maintain a copy of the PS Form 17 at the local office.

[Delete item 3.]

Non-SFAP Offices

[Replace item 2 with the following:]

- 2> Maintain a copy of the PS Form 17 at the local office.

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[Delete item 4.]

428.6 Handling Stamp Stock Destroyed

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428.63 Supervisor of Stamp Stock

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[Revise item 2 to read as follows:]

- 2> Remove all redeemed stock from the main or office reserve. With a witness, independently count the stock and enter totals for each item by item number on PS Form 17. Ensure the redemption rates are clearly marked for each item listed.

[Revise heading of the next section to read as follows:]

428.64 SFAP Offices, Contract Stations, Stations, and Branches

[Replace items 1–3 with the following:]

- 1> Prepare an original and three copies of PS Form 17. Submit the original and two copies of PS Form 17 to the SDO with the bird stamps to the SDO or SSC (put the original in an envelope taped to the outside of the box and put two copies inside the box). File the fourth copy locally.
- 2> Submit stock for destruction to the stamp destruction committee (SDC) or the SSC via registered mail.
- 3> On the date of dispatch, make entries to AIC 848, Stock Returned, on the office PS Form 1412.

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[Delete 428.65.]

428.7 Obtaining Stamp Stock for Local Mailing Tests

[Revise 3rd paragraph to read as follows:]

Postal inspectors may obtain postage by listing their request on PS Form 17 marked *Postal Inspection Service* and submitting it to the postmaster or station manager of SFAP offices. Inspectors may not obtain stock from non-SFAP offices or contract stations. Groups and offices should follow the procedures listed below:

Postal Inspectors

[Revise items 1–4 to read as follows:]

- 1> Prepare an original and three copies of PS Form 17.
- 2> Mark “*Test Letters — Inspection Service*” in red ink on PS Form 17.
- 3> Submit the original and two copies of PS Form 17 to the postmaster/station manager and keep one copy on file.
- 4> The postmaster/station manager sends the stock with two copies of PS Form 17. Count the stock received, sign on the “person receiving stock” line of both copies, return one signed copy to the postmaster/station manager, and keep the other on file.

SFAP Offices

[Revise items 1–4 to read as follows:]

- 1> Receive the original and two copies of PS Form 17 from a postal inspector.
- 2> SFAP offices (under an SDO or SSC) record the transaction to AIC 848.
- 3> Submit the original and a copy of PS Form 17 to the SDO or SSC.
- 4> Keep the third copy on file.

SDO

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[Revise items 3–5 to read as follows:]

- 3> Completes Form 3958 and submits it with the original PS Form 17 to the DFO.
- 4> Submits a copy of PS Form 17 to the local inspector in charge.
- 5> Retains a copy of PS Form 17 on file.

[Revise heading of the next section to read as follows:]

SSC

[Replace items 1–8 with the following:]

- 1> Records PS Form 17 to AIC 005, Postage Stock Received.

- 2> Enters PS Form 17 into the Stamp Services System (SSS) as an inventory modification, stock destroyed.
- 3> Records destruction on AIC 510, Postage Stock Destroyed.
- 4> Attaches the original PS Form 17 to the SOA and submits them to the Eagan accounting service center (ASC).
- 5> Submits a copy of PS Form 17 to the local inspector in charge.
- 6> Retains a copy of PS Form 17 on file.

DFO Served by SDO

[Revise items 1–5 to read as follows:]

- 1> Verifies that the amount on PS Form 17 matches that on PS Form 3958.
- 2> Reconciles all AIC 848 from the In-Transit Program.
- 3> Enters the amount of stock destroyed as shown on PS Form 17 (submitted by the SDO) into the SFAS accountable paper screen.
- 4> Reports the amount of stock destroyed on SOA AIC 510 and submits the SOA with the original PS Form 17 to the Eagan ASC.
- 5> Keeps a copy of PS Form 17 on file.

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43 Managing Accountable Paper at a Stamp Distribution Office

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437 Handling Accountable Paper Returns

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437.2 Receiving Migratory Bird Stamps

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437.22 Disposing of Unsold Bird Stamps

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SFAP Offices

[Revise paragraph to read as follows:]

- >> Instruct postal retail offices to recall bird stamps internally and place them in the office reserve stamp stock. The notice must include a time period for the office to return bird stamps to the SDO for destruction using PS Form 17.

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437.23 Accounting for Unsold Bird Stamps

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[Revise item 2 to read as follows:]

- 2> Submit the bird stamps to the SDC with the two PS Forms 17.

[Revise sentence to read as follows:]

Upon receiving certified PS Forms 17 from the SDC, the SDO must do the following:

* * * * *

[Revise item 2 to read as follows:]

- 2> Submit the signed original PS Form 17 with PS Form 3958 to the DFO.

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[Revise heading of 437.4 to read as follows:]

437.4 Receiving Stamp Stock for Destruction

[Replace existing text with the following:]

Stock for Destruction From SFAP Offices

- 1> The SDO records into the STAMPS system the SFAP unit ID and the amount and value of the stamp stock as stated on the PS Form 17. The SDO records this information as "Stock Received From Stations/Branches" and "Stock Redeemed." The SDO retains a copy of PS Form 17 on file.
- 2> On the day the stock is destroyed, the SDC routes its two certified PS Forms 17 to the SDO.
- 3> Upon receipt of the certified destruction documents, the SDO processes the total value of the destroyed stock as certified on the PS Forms 17 into the STAMPS system as "Stock Destroyed."
- 4> The SDO submits one certified PS Form 17 (provided by the SDC) with PS Form 3958 to the DFO.
- 5> The SDO retains the other certified copy of PS Form 17 on file.

Stock Destroyed From Non-SFAP Offices

- 1> The SDO records into the STAMPS system the finance number and the amount and value of the stamp stock as stated on the PS Form 17. The SDO records this information as "Received From Post Offices Within Distribution Area" and "Stock Redeemed." The SDO retains a copy of PS Form 17 on file.
- 2> On the day the stock is destroyed, the SDC routes its two certified PS Forms 17 to the SDO.
- 3> Upon receipt of the certified destruction documents, the SDO processes the total value of the destroyed stock as certified on the PS Forms 17 into the STAMPS system as "Stock Destroyed."
- 4> The SDO submits one certified PS Form 17 (provided by the SDC) with PS Form 3958 to the DFO.

- 5> The SDO retains the other certified copy of PS Form 17 on file.

Stock Destroyed From the SDO

- 1> The SDO prepares PS Form 17 in duplicate and processes "Mode Code 10, Stock Removed for Destruction." The SDO submits the form with the stamp stock to be destroyed to the SDC.
- 2> After destruction, the SDO makes entries into the "Stock Destroyed" account. The SDO submits the certified PS Form 17, signed by the SDC members, along with PS Form 3958 to the DFO.

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[Revise the heading of 44 to read as follows:]

44 Managing Accountable Paper at a Stamp Service Center

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443 Receiving and Recording Shipments

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443.4 Entering Stamp Stock Into Inventory

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[Revise item 2 to read as follows:]

- 2> At the end of the business day, the SSC prints PS Form 3958 from the SSS and forwards the form to the SSC manager or designee along with all supporting documentation (PS Forms 17 and PS Forms 3229, *Advice of Shipment*).

The SSC manager or designee verifies the amount received and posts it to the accountbook and retains a copy of PS Form 3958 and supporting documents on file. The vault supervisor also retains a copy of PS Form 3958 with all supporting documents.

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[Revise heading of 446 to read as follows:]

446 Handling Discrepancies in Stock Received From Suppliers

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446.4 Handling Stamp Stock to be Destroyed

[Revise heading of 446.41 to read as follows:]

446.41 SSC Stamp Stock Return Committee

[Replace existing text with the following:]

- 1> Upon receipt of returned stamp stock, the stamp stock return committee makes entries to "Returned Stock Received Modification," Code 2, from PS Form 17, in SSS by item number, quantities, value, return codes and the appropriate postmaster's finance number and/or unit ID.

- 2> The committee generates a Mode Code 2 summary report and forwards it to the DFO. The committee submits a Mode Code report to the Eagan ASC with the SSC's statement of account (SOA).
- 3> The committee records the stock on a log pending verification.
- 4> The committee verifies the returned stamp stock and signs both PS Forms 17. The committee transfers excess stamp stock to a current vault for redistribution while stamp stock for destruction awaits destruction under its respective item number.
- 5> Once a quarter, the destruction vault supervisor runs a listing of the stamp stock to be destroyed by item number, box number, and pallet number. The members of an SDC witnessing a destruction sign a consolidated PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*, generated by the SSS for the total value destroyed. When the vault supervisor does a "Stock Destroyed Modification" Code 8 for the pallet number, he or she reduces the inventory for all of the items contained on that pallet.

[Revise heading of 446.42 to read as follows:]

446.42 SSC Manager

[Replace existing text with the following:]

- 1> Enters the amount on PS Form 17 as "Stock Received" (AIC 005).
- 2> Enters the total value amount on PS Form 3238 as "Stock Destroyed" (AIC 510 or 511).
- 3> Generate a PS Form 17 summary and forwards it to the DFO.
- 4> Submits the original PS Form 3238 to the Eagan ASC with the SSC's SOA.
- 5> Retains a certified copy of PS Form 3238 (provided by the SDC) to support the entry to AIC 510 or AIC 511.

447 Handling Accountable Paper Returns

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447.2 Receiving Migratory Bird Stamps

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447.23 Accounting for Unsold Bird Stamps

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Stamp Stock Return Committee

[Replace existing text with the following:]

- 1> Certifies the bird stamps for destruction and signs all PS Forms 17.

- 2> Enters the certified amount from PS Form 17 into the SSS.
- 3> Submits PS Forms 17 to the SSC manager or designee.
- 4> Notifies the SSC manager when there will be a time lag in destroying stock and when the stock is finally destroyed. The SSC manager records the stock on a log pending destruction.

[Revise heading of the next section to read as follows:]

SSC Manager

[Revise items 1–3 to read as follows:]

- 1> Submits a PS Form 17 summary to the DFO.
- 2> Records the destruction to AIC 511.
- 3> Submits the signed PS Form 17 with the SOA to Eagan ASC.

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45 Destroying Stamp Stock

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[Revise heading of 453 to read as follows:]

452 Stamp Destruction Committee

452.1 Responsibilities

[Replace existing text with the following:]

The stamp destruction committee (SDC) is an ad hoc group of career postal employees with the following responsibilities:

- Counting and verifying stamp stock submitted for destruction with PS Forms 17.
- Logging on a spreadsheet the following information:
 - 1. From PS Forms 17, the finance number and unit ID of the shipper and the amount submitted for destruction.
 - 2. Date of destruction.
 - 3. Actual amount destroyed.
 - 4. Net difference amount (if there is a discrepancy).
- Destroying the non-salable stamps, stamped paper, and philatelic products.
- After destruction, forwarding the certified PS Forms 17 to the SDO or SSC.
- If a discrepancy exists, forwarding the spreadsheet and a certified PS Form 17 to the district finance manager and the local inspector in charge, Attention: Financial Investigations Team.
- Understanding and following the policy and procedures of stamp stock destruction.

- Reporting any deviation from established procedures to the district finance manager and Inspection Service.

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[Revise heading of 453.5 to read as follows:]

453.5 Destroying Stamp Stock (Stamp Destruction Committee)

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To destroy stamp stock, two members must do the following:

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[Revise item 2 to read as follows:]

- 2> Verify that the amounts entered on PS Forms 17 agree with the actual count.

A third member must do the following:

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[Revise item 3 to read as follows:]

- 3> Record the correct number and write the value of the stock in words on each PS Form 17.

All three members must do the following:

[Replace existing text with the following:]

- 1> Initial any corrections made to PS Forms 17.
- 2> Witness the actual destruction and remain at the on-site destruction area to ensure the items have been totally destroyed.
- 3> Sign all copies of PS Forms 17 after 1) the stock has been completely destroyed and 2) the value of the stock destroyed has been written in words on each PS Form 17.
- 4> Assign one of the three members to:
 - a. Enter the date the stock was destroyed on each form.
 - b. Return the certified PS Forms 17 to the SDO or SSC manager.
 - c. File a copy of PS Form 17 with the SDC records.

[Delete the note.]

454 Receiving Stock

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[Revise the second paragraph to read as follows:]

All stock submitted for destruction in an area served by an SDO must be addressed to the SDO. The SDO then provides the SDC with the stock and two copies of PS Form 17 remitted from the originating SFAP or non-SFAP office.

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457 Handling Discrepancies in Stock to Be Destroyed

[Replace existing text with the following:]

Offices Served by SDO

- 1> After destruction of stamp stock, the SDC forwards the certified PS Form 17 to the SDO.
- 2> The SDO makes entries into the “Stock Destroyed Modification Code 8” account for the amount destroyed.
- 3> The SDO enters net discrepancy amounts as “Adjustments” and a reason code and debits or credits the SDO finance number expense account.
- 4> The SDO files the certified PS Form 17 as supporting documentation of “Adjustments.”

Note: The DFO monitors and analyzes discrepancy amounts in spreadsheets provided by the SDC. The district finance manager determines if the amount of discrepancy warrants a journal voucher transfer of expense amount to the corresponding unit ID.

Offices Served by SSC

- 1> After destruction of the stamp stock, the SDC forwards the certified PS Form 17 to the SSC manager.
- 2> The SSC makes entries into the “Stock Destroyed Modification Code 8” account, for the amount destroyed per item number.
- 3> The SDO enters net discrepancy amounts as “Adjustments” and a reason code and debits or credits the SSC finance number expense account.
- 4> The SSC manager submits a journal voucher to transfer the net discrepancy expense amount to the corresponding district finance numbers.

Note: The DFO monitors and analyzes discrepancy spreadsheets provided by the SDC.

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Appendix B Numerical Listing of Forms with Retention Period

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[Revise the title of PS Form 17 to read “Stamp Requisition/Stamp Return”.]

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Appendix E Forms Index

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[Revise the title of PS Form 17 to read “Stamp Requisition/Stamp Return”.]

* * * * *



Stamp Requisition/Stamp Return

Finance No.	Unit ID	Name of Post Office, Station, or Branch			Postmark
Telephone No.		City	State	5-Digit ZIP Code	
Signature of Submitter		Registry Number Used			Date
Signature of Shipper		<p>Stamp Requisition - Prepare in duplicate. Submit ORIGINAL and keep a COPY at the unit. Print clearly all information.</p> <p>Stamp Return - Prepare four copies, ORIGINAL in an envelope taped to the outside of package, two COPIES inside, and keep a COPY at the unit.</p>			
Signature of Witness					

Type: (Check One)

- Scheduled Order
 Emergency Order
 Return Stock
 Return for Destruction

Do Not Substitute	Item No.	Quantity	Redemption Rate (Destruction)	Dollar Value	Denomination and Description
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
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<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				
<input type="checkbox"/>	-----				

<p>Section to Be Completed by Stamp Destruction Committee</p>	<p>Total Value</p> <p>\$</p>	<p>Signature of Person Receiving Stock</p> <p>Signature of Witness</p>
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Method of Disposition	Value (In words)	<p>SDO/SSC USE ONLY</p> <p>CORRECTED VALUE</p>
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<p>Certificate of Destruction Committee</p> <p>We certify that the stock value (in words) was verified and disposed by the following method. Further, each member witnessed the verification and disposal of that stock.</p>		<p>Postmark</p>
Member of Committee and Title		<p>Date</p>
Member of Committee and Title		
Member of Committee and Title		

International Mail

NEW EDITION

International Mail Manual Issue 27

Copies of *International Mail Manual* (IMM) Issue 27 (dated June 30, 2002) were recently shipped to all Postal Service installations. All previous issues of the IMM are obsolete, so please recycle them immediately.

If you need additional copies of IMM 27, you may order them from the Material Distribution Center (MDC) by one of the following means:

- **Touch Tone Order Entry:** Call 800-332-0317, choose option 1, then option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **e-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

The relevant ordering information for IMM 27 is as follows:

PSN:	7610-02-000-9904
PSIN:	IMMISUE
Unit of Issue:	EA
Quick Pick #:	032
Bulk Pack Quantity:	14
Price:	\$2.30 each
Edition Date:	06/02

IMM 27 is available on the web at three different locations: the Postal Explorer site, the Internet, and the corporate intranet:

- Postal Explorer: at <http://pe.usps.gov>, click on *International Mail Manual*.
- Internet: at www.usps.com, click on *Info*, then *Postal Explorer*, and then *International Mail Manual*.
- Corporate intranet: at <http://blue.usps.gov/cpim>; click on *Manuals*.

All web sites also have links to 508-compliant text-only files.

We update the IMM online version as often as every 2 weeks to reflect any changes in the most recent issue of the *Postal Bulletin*. The online version is always more current than the existing printed version, so if you have web access and if practicable, you should check the online version when responding to customer inquiries about international mail issues.

— Marketing, International Business, 8-8-02

NEW FORMS

PS Forms 2970 and 8106

As a result of the most recent Universal Postal Union (UPU) Congress in Beijing, the Postal Service is implementing a new version of the international mail dispatch form "Letter Bill — Exchange of Mails." The UPU designation for this form is "CN 31 (old C 12)." The Postal Service has incorporated this letter bill in two different forms: PS Form 2970 (April 2002) and PS Form 8106 (July 2001).

PS Form 2970 (page 69) is a single-ply cut-sheet form (8-1/2" x 11") that is intended for use by two types of offices: (1) international exchange offices using the Military/International Dispatch and Accountability System (MIDAS) Texas Instruments/Genicom document printers with top-load bin feeders, and (2) any *authorized* office needing to manually complete dispatch documentation (the office should make any needed copies by photocopying the original).

PS Form 8106 (page 70) is a single-ply, pin-fed, fan-fold, continuous-style form intended for use at international exchange offices using MIDAS Texas Instruments/Genicom document printers. (Previously, it was a triple-ply form intended to be completed manually.) PS Form 8106 comes in packages containing 1,000 forms and feeds directly into the bottom of the printer using the printer "tractors." Making this form available in a pin-fed version eliminates the use of top-load bin feeders and allows high-volume offices to reduce the frequency of reloading the forms into the printers.

Sites completing the letter bill manually should use current supplies until exhausted. MIDAS sites must install new MIDAS software immediately before switching to the new version. We have sent separate instructions for coordinating this software change to the affected offices.

You can order these forms from the Material Distribution Center (MDC) by one of the following means:

- **Touch Tone Order Entry:** Call 800-332-0317, choose option 1, then option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **e-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

The relevant ordering information for PS Form 2970 is as follows:

PSIN: PS2970
NSN: 7530-01-000-9831
Unit of Issue: SE
Quick Pick Number: N/A
Bulk Pack Quantity: (not applicable — print on demand item)
Price: \$0.0161
Edition Date: 04/02

The relevant ordering information for PS Form 8106 is as follows:

PSIN: PS8106
NSN: 7530-02-000-7513
Unit of Issue: PG (1,000 per package)
Quick Pick Number: N/A
Bulk Pack Quantity: 3
Price: \$11.0765
Edition Date: 07/01

— *International Network Operations,
Network Operations Management, 8-8-02*

United States Postal Service
Letter Bill - Exchange of Mails

CN 31
 (old C 12)

	Date of Dispatch	Flight/Train No., Ship Name	Dispatch No.
Dispatching Exchange Office		Destination Exchange Office	
Transit Administration(s)		Dispatch Type	

1. Number of Receptacles	Priority/Non-Priority - LC/AO		Number of White/Blue Label M Bags		Exempt/Undeliverable		Returned Receptacles
	No. Red Label	No. Wht./Bl. Label	< 5 Kg.	5 Kg. or >	No. Red Label	No. Wht./Bl. Label	
Bags							
Letter Trays							
Flat Trays							
TOTAL							

2. Weight of Receptacles	Mail Subject to Transit Charges and Terminal Dues <i>(Including the weight of IBRS items)</i>				Mail Exempt From Transit Charges and Terminal Dues		Mail Exempt From Terminal Dues <i>(But not transit charges)</i>
	Weight of Red Label	Weight of White/Blue Label	Weight of White/Blue Label M Bags		Weight of Red Label	Weight of White/Blue Label	
			< 5 Kg.	5 Kg. or >			
Bags							
Letter Trays							
Flat Trays							
TOTAL							

3. Summary of Registered Items <i>(Enter N/A if none)</i>	Number of BAGS Containing Registered Items	Number of PACKETS Containing Registered Items	Total Number of REGISTERED Items in the Mail	Number of Forms CN 33, <i>Special List</i>
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4. Official Notes	IBRS	Bags	Number	Weight	Number of CN 65 Bills			
		Bundles	Number	Weight	Check if CN 44 is Enclosed in Mail <input type="checkbox"/>			
		Items	Number	Weight	Number of Receptacles Used in the Dispatch	Number of Receptacles - Origin Administration	Number of Empty Receptacles - Destination Administration	

5. Closed Mails Included in the Mail	Dispatch Number	Origin Office	Destination Office	Kgs.	Dispatch Number	Origin Office	Destination Office	Kgs.

6. Signatures	DISPATCHING Exchange Office	DESTINATION Exchange Office
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United States Postal Service
Letter Bill - Exchange of Mails

CN 31
 (old C 12)

	Date of Dispatch	Flight/Train No., Ship Name	Dispatch No.
Dispatching Exchange Office		Destination Exchange Office	
Transit Administration(s)		Dispatch Type	

1. Number of Receptacles	Priority/Non-Priority - LC/AO		Number of White/Blue Label M Bags		Exempt/Undeliverable		Returned Receptacles
	No. Red Label	No. Wht./Bl. Label	< 5 Kg.	5 Kg. or >	No. Red Label	No. Wht./Bl. Label	
Bags							
Letter Trays							
Flat Trays							
TOTAL							

2. Weight of Receptacles	Mail Subject to Transit Charges and Terminal Dues <i>(Including the weight of IBRS items)</i>				Mail Exempt From Transit Charges and Terminal Dues		Mail Exempt From Terminal Dues <i>(But not transit charges)</i>
	Weight of Red Label	Weight of White/Blue Label	Weight of White/Blue Label M Bags		Weight of Red Label	Weight of White/Blue Label	
			< 5 Kg.	5 Kg. or >			
Bags							
Letter Trays							
Flat Trays							
TOTAL							

3. Summary of Registered Items <i>(Enter N/A if none)</i>	Number of BAGS Containing Registered Items	Number of PACKETS Containing Registered Items	Total Number of REGISTERED Items in the Mail	Number of Forms CN 33, <i>Special List</i>
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4. Official Notes	IBRS	Bags	Number	Weight	Number of CN 65 Bills			
		Bundles	Number	Weight	Check if CN 44 is Enclosed in Mail <input type="checkbox"/>			
		Items	Number	Weight	Number of Receptacles Used in the Dispatch	Number of Receptacles - Origin Administration	Number of Empty Receptacles - Destination Administration	

5. Closed Mails Included in the Mail	Dispatch Number	Origin Office	Destination Office	Kgs.	Dispatch Number	Origin Office	Destination Office	Kgs.

6. Signatures	DISPATCHING Exchange Office	DESTINATION Exchange Office
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PUBLICATION 51 CORRECTION

International Special Service Fees

In *Postal Bulletin* 22078 (6-13-02, pages 19–23), the article “IMM and Publication 51 Revision: International Special Service Fees” contained an incorrect price for the annual accounting fee for International Business Reply Service. **Effective June 30, 2002, the annual accounting fee for International Business Reply Service was increased from \$375.00 to \$475.00.**

Also, that article failed to include a notice that, **effective June 30, 2002, the Global Express Mail (EMS) insurance coverage available at no additional cost was reduced from \$500.00 to \$100.00.**

We will incorporate these revisions into the next printed version of Publication 51, and also into the online version of Publication 51, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

Publication 51, International Postal Rates and Fees

* * * * *

Categories of International Mail

* * * * *

Global Express Mail (EMS)

* * * * *

[Revise the second paragraph to read as follows:]

EMS shipments are insured against loss, damage, or rifling up to \$100.00 at no additional cost. Optional insurance coverage for shipments above \$100.00 is available for merchandise items only. The insurance fee is \$1.00 for each \$100.00 or fraction thereof up to a maximum indemnity limit of \$5,000.00. Document reconstruction insurance above \$100.00 is not available to any country. Unlike domestic Express Mail, EMS does not offer a money-back service guarantee.

* * * * *

Miscellaneous Services

* * * * *

International Business Reply Service

* * * * *

[Revise the last sentence in the second paragraph to read as follows:]

***To utilize this service, USPS customers must establish an advance deposit account for business reply mail, participate in the Qualified Business Reply Mail (QBRM) program, and pay both an annual \$150.00 permit fee and an annual \$475.00 accounting fee.

* * * * *

— *International Marketing, International Business, 8-8-02*

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. Twelve ICM updates appear here.

On June 4, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 14, 2001. The Agreement was published on page 62 of *Postal Bulletin* 22057 (8-23-01). The Amendment modifies the Agreement to provide an extension to the existing Agreement. 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 now makes public the following information regarding this Amendment:

a. Term: May 14, 2001, through June 30, 2002.

- 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. Service provided by the Postal Service:** *Other provisions of the Agreement shall remain in force.*
- 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:** *Other provisions of the Agreement shall remain in force.*

On June 11, 2002, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated January 1, 2001. The Agreement was published in *Postal Bulletin* 22044 (2-22-01, page 55). The purpose of this Amendment is to add Global Bulk Economy service to the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail (ICM) Service Agreement with this Qualifying Mailer and now makes public the following information:

- a. Term:** January 1, 2001, through December 31, 2004.
- b. Type of mail:** Global Bulk Economy (GBE). Letter-post mail as defined in IMM 241 that meets all applicable mailing standards may be sent in this service. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** *Other provisions of the Agreement shall remain in force.*
- d. Service provided by the Postal Service:** *Other provisions of the Agreement shall remain in force.*
- e. Minimum volume commitments:** *Other provisions of the Agreement shall remain in force.*
- f. Worksharing:** The Mailer has agreed to:
1. Tender GBE at the following locations: USPS New Jersey International and Bulk Mail Center (NJ&BMC), 80 County Rd., Jersey City, NJ 07097-9998, or; USPS Oakland International Service Facility (OISF), 500 85th Avenue, Oakland, CA 94622.
 2. Package mail as defined in IMM 241 that meets all applicable mailing standards.
 3. Establish an advance deposit account or obtain a postage meter license issued by the Oakland, CA, Post Office, for mailings entered at OISF, and/or by the Newark, NJ, Post Office, for mailings entered at NJ&BMC. As an alternative, mailers who are participating in a PVDS program (see DMM750) may have the mail verified, accepted, and paid for at the mailer's plant or at the origin Post Office serving the mailer's plant if authorized under DMM P750.2.2. Plant-verified drop shipment mail must be transported by the Mailer to the

drop shipment location, accompanied by PS Form 8125, *Drop Shipment Clearance Document*.

4. Present mailings to the Postal Service that have been physically separated by rate group, and specify the rate group on back of PS Tag 181 for country sacks and/or on the front of country pallet placards (when applicable).
 5. Pay postage for GBE using an exclusive permit number.
- g. Rates:** Based on the Mailer's commitment to tender a minimum of \$25 million in international postage in each calendar year of the Agreement, the mailer shall receive a discount of sixteen (16) percent off the base rates located in Exhibit 1 for Qualifying GBE mail.

Note: If Mailer does not tender at least \$25 million in actual postage on an annualized basis, the Mailer must reimburse the Postal Service the amount of the additional discount if received above the discount earned subject to the Agreement in accordance with Exhibit 2.

Exhibit 1

Global Bulk Economy Base Rates

Rate Group	Per-Piece + Per-Lb.
1 (Western Europe)	\$0.20 + \$2.04
2 (Japan, Australia, New Zealand)	0.20 + 2.16
3 (Rest of World)	0.12 + 3.36

Guarantee, Exhibit 2, is modified to read as follows:

Exhibit 2

Total Annual IPA, ISAL, EMS, Air M-bags, and GBE Revenue*	Percentage Discount
\$2,000,000 – \$4,999,999	5.00%
5,000,000 – 5,999,999	10.00
6,000,000 – 6,999,999	11.00
7,000,000 – 7,999,999	12.00
8,000,000 – 8,999,999	13.00
9,000,000 – 9,999,999	14.00
10,000,000 – 14,999,999	15.25
15,000,000 – 19,999,999	15.50
20,000,000 – 24,999,999	15.75
25,000,000 and over	16.00

* Actual revenue received after any discount is applied

On June 18, 2002, 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 now makes public the following information concerning the Agreement:

- a. **Term:** July 1, 2002, through June 30, 2003.
- b. **Type of mail:** Global Express Mail™ service (EMS). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination country:** Canada.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the Mailer, or Mailing Agent(s), with the postal equipment and postal supplies necessary for the use of Qualifying Mail.
 - 2. Provide the Mailer, or Mailing Agent(s), with any training necessary to prepare mail shipments in conformity with the requirements of Qualifying Mail.
 - 3. Provide the Mailer with technical assistance necessary to prepare the necessary information linkages, electronic data files, and data exchanges.
 - 4. Arrange with carriers to transport Qualifying Mail to Canada, where the proper authority will affect delivery.
 - 5. Return Global Express Mail (EMS) items receiving Customs Prepayment in Canada, whether refused by an addressee or undeliverable, to the Mailer at the same fees as for merchandise return service listed in Exhibit 1.
 - 6. Furnish the Mailer with tracking reports, if applicable to the service, and delivery performance reports on a regular basis.
 - 7. Present, at the Mailer's request, a customized binding Proposal detailing the number of hours required to complete a harmonization process. The Proposal shall be presented before the process begins.
 - 8. Apply a Postal Service shipping label and Customs documentation to each package intended for delivery in Canada.
 - 9. Send an electronic data file to Canada that will allow the Custom's officials to review the contents of each shipment before the packages arrive.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of at least \$500,000 in international postage for Qualifying Mail.

- f. **Worksharing:** The Mailer has agreed to:
 - 1. Establish the necessary linkages to exchange data transmissions.
 - 2. Exchange electronic information with the Postal Service according to the specifications and instructions the Postal Service provides.
 - 3. Pay postage for Qualifying Mail according to the rate chart in Exhibit 2.
 - 4. Pay postage to the Postal Service, either directly or through a Mailing Agent(s), for all Qualifying Mail by use of a permit imprint subject to the conditions stated in DMM P040 (with the exception that DMM P040.1.1 shall not apply) and IMM 152.3.
 - 5. Provide the Postal Service via fax or email with notification of new permit numbers used for Qualifying Mail, 1 week in advance of using the new permit numbers.
 - 6. Provide Postal Service acceptance sites a schedule of mailings, including the intended date of tender, weight, volume, and location where mail will originate, in accordance with instructions the Postal Service provides.
 - 7. Present mailings to the Postal Service at the appropriate Postal Service processing facility where the mailings shall be accepted.
- g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail according to the rate chart in Exhibit 2.

**Exhibit 1
Unopened, Undeliverable, and Refused Items, and
Opened and Resealed Merchandise Return Service**

Weight Not Over (lbs.)	Canada
1	\$7.25
2	8.25
3	9.00
4	9.75
5	10.50
6	11.25
7	12.00
8	12.75
9	13.75
10	14.25
11	15.00
12	15.75
13	16.50
14	17.25
15	18.00
16	19.00
17	19.75
18	20.50
19	21.25
20	22.00

Weight Not Over (lbs.)	Canada
21	22.50
22	23.25
23	24.25
24	25.00
25	25.75
26	26.50
27	27.25
28	28.00
29	29.00
30	29.75
31	30.50
32	\$31.00
33	31.75
34	32.50
35	33.25
36	34.25
37	35.00
38	35.75
39	36.50
40	37.25
41	38.00
42	38.75
43	39.75
44	40.25
45	41.00
46	41.75
47	42.50
48	43.25
49	44.00
50	45.00
51	45.75
52	46.50
53	47.25
54	48.00
55	48.50
56	49.25
57	50.25
58	51.00
59	51.75
60	52.50
61	53.25
62	54.00
63	54.75
64	55.75
65	56.50
66	57.00

Exhibit 2
Global Express Mail (EMS) to Canada: Postal Service Labeling, Customs Pre-Advice, and Customs Prepayment

Weight Not Over (lbs.)	Group 4 Canada
0.5	\$10.58
1	10.98
2	11.38
3	12.05
4	12.59

Weight Not Over (lbs.)	Group 4 Canada
5	13.26
6	14.47
7	15.68
8	16.89
9	18.10
10	19.31
11	20.51
12	21.72
13	22.93
14	24.14
15	25.35
16	26.56
17	27.77
18	28.98
19	30.18
20	31.39
21	32.60
22	33.81
23	35.02
24	36.23
25	37.44
26	38.65
27	39.85
28	41.06
29	42.27
30	43.48
31	44.69
32	45.90
33	47.11
34	48.31
35	49.52
36	50.73
37	51.94
38	53.15
39	54.36
40	55.57
41	56.78
42	57.98
43	59.19
44	60.40
45	61.61
46	62.82
47	64.03
48	65.24
49	66.45
50	67.65
51	68.86
52	70.07
53	71.28
54	72.49
55	73.70
56	74.91
57	76.12
58	77.32
59	78.53
60	79.74
61	80.95
62	82.16

Weight Not Over (lbs.)	Group 4 Canada
63	83.37
64	84.58
65	85.78
66	86.99

On June 21, 2002, the Postal Service amended an International Customized Mail Service Agreement effective February 23, 2002. The Agreement was published in *Postal Bulletin* 22074 (4-18-02, page 64). The Amendment modifies the Agreement to add Economy Parcel Post and International Surface Air Lift™ (ISAL) services and to remove language reflecting Postal Service pickup at the Mailer's plant. 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 now makes public the following information regarding this Amendment.

- a. Term:** *All other provisions of the Agreement shall remain in force.*
- b. Type of mail:** Global Express Mail™ (EMS), Airmail Parcel Post, International Priority Airmail™ (IPA), International Surface Air Lift Service™ (ISAL), and Economy Parcel Post. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
1. Furnish the Mailer or its agent(s) with the postal equipment and postal supplies required for the use of Qualifying Mail.
 2. Provide the Mailer or its agent(s) with any training necessary to prepare mail shipments in conformity with the requirements for Qualifying Mail.
 3. Arrange with carriers to transport Qualifying Mail to international destinations where the proper authority will effect delivery.
 4. Provide the Mailer with technical assistance necessary to prepare the necessary information linkages, electronic data files, and data exchanges.
 5. Return EMS items refused by an addressee and undeliverable EMS items to the Mailer via EMS at no charge provided that the return rate is no more than four (4) percent of total volume.
 6. Return Airmail and Economy Parcel Post items refused by an addressee and undeliverable Airmail

and Economy Parcel Post items to the Mailer according to the provisions of IMM 771.

- e. Minimum volume commitment:** For Global Express Mail (EMS), Airmail Parcel Post, and Economy Parcel Post items, the Mailer is required to meet an annualized minimum commitment of 100,000 packages.
- f. Worksharing:** The Mailer has agreed to dropship all mail to the J.T. Weeker International Service Center, 514 Express Center Drive, Chicago, IL 60688-9998, for Postal Service processing and dispatching.
- g. Rates:** The Mailer has agreed to:
1. Pay postage for Economy Parcel Post items at the published rate at the time of mailing.
 2. Pay postage for ISAL service at a rate of five (5) percent off the published rate at the time of mailing.

On July 2, 2002, 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 now makes public the following information concerning the Agreement:

- a. Term:** July 16, 2002, through July 15, 2003.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.
- f. Worksharing:** The Mailer has agreed to:
1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

- g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 2, 2002, 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 now makes public the following information concerning the Agreement:

- a. Term:** July 16, 2002, through July 15, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

- g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 2, 2002, 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 now makes public the following information concerning the Agreement:

- a. Term:** July 16, 2002, through July 15, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

- g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 2, 2002, 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 now makes public the following information concerning the Agreement:

- a. **Term:** July 16, 2002, through July 15, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

On July 11, 2002, 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 now makes public the following information concerning the Agreement:

- a. **Term:** July 25, 2002, through July 24, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of \$20,000 in postage for EMS.

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

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

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

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 16, 2002, 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 now makes public the following information concerning the Agreement:

- a. **Term:** July 30, 2002, through July 29, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 3,000 pieces of EMS or \$60,000 in postage for EMS.

On July 16, 2002, 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 now makes public the following information concerning the Agreement:

- a. **Term:** July 30, 2002, through July 29, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 16, 2002, 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 now makes public the following information concerning the Agreement:

- a. **Term:** July 30, 2002, through July 29, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 1,000 pieces of EMS or \$20,000 in postage for EMS.

On July 16, 2002, 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 now makes public the following information concerning the Agreement:

- a. **Term:** July 30, 2002, through July 29, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of EMS.

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

Philately

STAMP ANNOUNCEMENT 02-33

American Bats Commemorative Stamps



Copyright USPS 2001

The Postal Service will issue four 37-cent *American Bats* commemorative stamps (Item 453000) in a pressure-sensitive adhesive (PSA) pane of 20 stamps on September 13, 2002, in Austin, Texas. The stamps, designed by Phil Jordan, Falls Church, Virginia, and photographed by Merlin D. Tuttle, Austin, Texas, go on sale nationwide September 14, 2002. The pane may be split, and the stamps may be sold individually.

The *American Bats* commemorative stamps feature photographs of four different types of bats that live in the continental United States: the red bat, the pallid bat, the spotted bat, and the leaf-nosed bat. Of approximately 950 bat species in the world, 45 species are found in North America. The only true flying mammals, bats have long been feared and misunderstood, but are actually beneficial to humans. Bats help balance populations of night-flying insects, including mosquitoes and pests that cost farmers billions of dollars annually. Bats are vital to the pollination of desert plants in the American Southwest. Contrary to popular myth, bats are not blind, and many have superb night vision. Also contrary to myth, contracting rabies from bats is extremely remote and studies have shown that bats accounted for an average of only 1.5 human deaths annually during the past 20 years in the United States and Canada combined.

Issue:	<i>American Bats</i>
Item Number:	453000
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (4 designs)
Series:	N/A
Issue Date & City:	September 13, 2002, Austin, TX 78710
Designer:	Phil Jordan, Falls Church, VA
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Photographer:	Merlin D. Tuttle, Austin, TX
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Engraver:	Armotek Industries
Stamps per Pane:	20
Print Quantity:	111 million stamps
Paper Type:	Phosphored Tagged, Block
Gum Type:	Pressure Sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	<p> Magenta, Cyan, Yellow, Black, Line black, PMS 346 (Light green), PMS 667 (Light purple) </p>
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.34 mm
Overall Size (w x h):	1.56 x 0.99 in./39.62 x 25.15 mm
Pane Size (w x h):	7.458 x 8.70 in./189.43 x 220.98 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by seven (7) single digits
Marginal Markings:	"© 2001 USPS" • Price • Plate numbers in all four corners • Plate position diagram • 2 barcodes on back • Header
Catalog Item Number(s):	<p> 453020 Block of 4 — \$1.48 453030 Block of 10 — \$3.70 453040 Full pane w/plate no. — \$7.40 453063 First day cover, set of 4 — \$3.00 453093 Full pane of 20 w/FDC, set of 4 — \$10.40 </p>

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 800-STAMP-24, and at the Postal Store Web site at *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:

AMERICAN BATS COMMEMORATIVE STAMPS
 POSTMASTER
 8225 CROSS PARK DR
 AUSTIN TX 78710-9998

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 October 15, 2002.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and Postal Service 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 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 stamps' issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: 37-Cent American Bats Commemorative Stamps, Item 453000

Stamp distribution offices (SDOs) will receive their full standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for their full 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 September 9, 2002.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the American Bats Stamps, Item 453000...
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 800,000 additional stamps, and the Denver APD will receive 360,000 additional stamps.

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,
 Government Relations and Public Policy, 8-8-02

STAMP ANNOUNCEMENT 02-34

Women in Journalism Commemorative Stamps



Copyright USPS 2001

The Postal Service will issue four 37-cent *Women in Journalism* commemorative stamps (Item 453200) in a pressure-sensitive adhesive (PSA) pane of 20 stamps on September 14, 2002, in Fort Worth, Texas. The stamps, designed and illustrated by Fred Otnes, West Redding, Connecticut, go on sale nationwide September 15, 2002. The pane may be split, and the stamps may be sold individually.

In 2002, the Postal Service pays tribute to four accomplished women in journalism with this pane of 20 stamps. Each woman journalist is being honored on a postage stamp for the first time. Nellie Bly, Ida M. Tarbell, Marguerite Higgins, and Ethel L. Payne blazed the trail for women in the field of journalism and entered the field of investigative journalism, war correspondence, and political reporting. Through their work they won awards and fame and opened doors for future women journalists.

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 800-STAMP-24, and at the Postal Store Web site at 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:

WOMEN IN JOURNALISM COMMEMORATIVE STAMPS
POSTMASTER
DOWNTOWN STATION
251 WEST LANCASTER AVE
FORT WORTH TX 76102-9998

Issue:	<i>Women in Journalism</i>
Item Number:	453200
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 with header (4 designs)
Series:	N/A
Issue Date & City:	September 14, 2002, Fort Worth, TX 76161
Designer:	Fred Otnes, West Redding, CT
Art Director:	Howard E. Paine, Delaplane, VA
Typographer:	John Boyd, New York, NY
Artist:	Fred Otnes, West Redding, CT
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Engraver:	Arnotek Industries
Stamps per Pane:	20
Print Quantity:	61 million stamps
Paper Type:	Prephosphored, Type I
Gum Type:	Pressure Sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 1.075 in./35.81 x 27.31 mm
Overall Size (w x h):	1.56 x 1.225 in./39.62 x 31.12 mm
Pane Size (w x h):	7.458 x 7.625 in./189.43 x 193.68 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© 2001 USPS" • Price • Plate numbers in all four corners • Plate position diagram • Header and text
Catalog Item Number(s):	453240 Pane of 20 w/plate no. & selvage — \$7.40 453230 Block of 10 — \$3.70 453220 Block of 4 — \$1.48 453263 First Day Cover (set of 4) — \$3.00 453293 Full pane w/FDC (set of 4) — \$10.40

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 October 15, 2002.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and Postal Service 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 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 stamps' issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: 37-Cent Women in Journalism Commemorative Stamps, Item 453200

Stamp distribution offices (SDOs) will receive one-half of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

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 September 9, 2002.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Women in Journalism</i> Commemorative Stamps, Item 453200...
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 200,000 additional stamps, and the Denver APD will receive 80,000 additional stamps.

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, Government Relations and Public Policy, 8-8-02*

STAMP ANNOUNCEMENT 02-35

Neuter or Spay Commemorative Stamps



Copyright USPS 2001

The Postal Service will issue two 37-cent *Neuter or Spay* commemorative stamps (Item 452500) in a pressure-sensitive adhesive (PSA) pane of 20 stamps on September 20, 2002, in Denver, Colorado. The stamps, designed by Derry Noyes, Washington, DC, and based on photographs taken by Sally Andersen-Bruce, go on sale nationwide September 20, 2002. The pane may be split, and the stamps may be sold individually.

An estimated 70,000 cats and dogs are born each day in the United States. Animal shelters and veterinarians urge pet owners to spay or neuter their pets in order to combat the problem of animal overpopulation. Spaying and neutering pets can lead to better health and longer lives. The puppy, Kirby, and kitten, Samantha, featured on the stamp pane were adopted from no-kill animal shelters, and both are enjoying life in Connecticut. With the issuance of these stamps, the Postal Service continues its tradition of raising public awareness of social issues.

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 800-STAMP-24, and at the Postal Store Web site at 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:

NEUTER OR SPAY COMMEMORATIVE STAMPS
POSTMASTER
951 20TH ST
DENVER CO 80202-9998

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 October 21, 2002.

Issue:	<i>Neuter or Spay</i>
Item Number:	452500
Denomination & Type of Issue:	37-cent Commemorative
Format:	Pane of 20 (2 designs)
Series:	N/A
Issue Date & City:	September 20, 2002, Denver, CO 80202
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Photographer:	Sally Andersen-Bruce, New Milford, CT
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Engraver:	Armotek Industries
Stamps per Pane:	20
Print Quantity:	200 million stamps
Paper Type:	Phosphor Tagged, Block
Gum Type:	Pressure Sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black, Line black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 1.075 in./35.81 x 27.31 mm
Overall Size (w x h):	1.56 x 1.225 in./39.62 x 31.12 mm
Pane Size (w x h):	7.458 x 7.625 in./189.43 x 193.68 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	"© 2001 USPS" • Price • Plate numbers in all four corners • Plate position diagram • Header
Catalog Item Number(s):	452540 Pane of 20 w/plate no & Header — \$7.40 452530 Block of 10 — \$3.70 452520 Block of 4 — \$1.48 452563 First Day Cover (set of 2) — \$1.50 452593 Pane of 20 & First Day Cover (set of 2) — \$8.90

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and Postal Service 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 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 stamps' issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: 37-Cent Neuter or Spay Commemorative Stamp, Item 452500

Stamp distribution offices (SDOs) will receive double their full standard automatic distribution quantity, shipped in two equal waves. Wave 1 shipments began July 23, 2002, and will be completed August 21, 2002. Wave 2 shipments will begin September 18, 2002, and will be completed October 9, 2002. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

From wave 1 shipments, SDOs will make a subsequent automatic distribution to Post Offices for their full 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 September 16, 2002.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Neuter or Spay</i> Commemorative Stamps, Item 452500...
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and, New York APDs will each receive 2,200,000 additional stamps, and the Denver APD will receive 880,000 additional stamps.

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,
Government Relations and Public Policy, 8-8-02

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.*

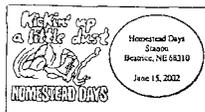
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

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 cancellations have been extended for 30 days.



June 15, 2002
Chamber of Commerce
 HOMESTEAD DAYS STATION
 POSTMASTER
 425 NORTH 6TH ST
 BEATRICE NE 68310-9998



June 27, 2002
 HEROES STATION
 POSTMASTER
 PO BOX 9998
 FRESNO CA 93706-9998



June 22, 2002
Lewis and Clarks Bicentennial/Shannon Trail Committee
 WHERE IS PVT SHANNON STATION
 POSTMASTER
 PO BOX 9998
 VERDIGRE NE 68783-9998



July 1, 2002
 DUCK STAMP STATION
 SPECIAL CANCELLATIONS
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-7205



August 9, 2002
Sandhills Open Road Challenge Committee
 SANDHILLS STATION
 POSTMASTER
 PO BOX 9998
 ARNOLD NE 69120-9998



Sandhills Open Road Challenge Committee
 SANDHILLS STATION
 POSTMASTER
 PO BOX 9998
 CALLAWAY NE 68825-9998



July 9, 2002
 WASHINGTON CONVENTION CENTER STATION
 SPECIAL CANCELLATIONS
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-7205



Congregational Church Bldg.
 Bicentennial
 1802-2002
 Phippsburg Station

July 27, 2002
 Phippsburg Congregational Church
 CONGREGATIONAL CHURCH BUILDING BICENTENNIAL STATION
 POSTMASTER
 520 MAIN RD
 PHIPPSBURG ME 04562-9998



July 11, 2002
 Shelby County Firefighters
 HEROES OF 2001 STATION
 POSTMASTER
 PO BOX 9998
 SHELBYVILLE KY 40065-9998



July 27, 2002
 SUMMER HIGH SCHOOL CLASS OF 1967 REUNION STATION
 POSTMASTER
 315 WEST PERSHING RD
 ROOM 507
 KANSAS CITY MO 64108-9998



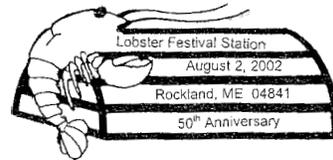
July 12, 2002
 Galata Boosters
 JULY 12 STATION
 POSTMASTER
 PO BOX 9998
 GALATA MT 59444-9998



August 1-2, 2002
 West Central Technical College
 MURPHY CAMPUS GRAND OPENING STATION
 POSTMASTER
 86 ATLANTIC AVE
 WACO GA 30182-9998



July 26-28, 2002
 SUNFLOWER FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 MAYVILLE MI 48744-9998



August 2, 2002
 Town of Rockland
 LOBSTER FESTIVAL STATION
 POSTMASTER
 21 LIMEROCK ST
 ROCKLAND ME 04841-9998



July 26, 2002
 CRUZIN STATION
 POSTMASTER
 PO BOX 9998
 MONTAGUE MI 49437-9998



August 2, 2002
 Allen County War Memorial Coliseum
 RAISE THE ROOF STATION
 POSTMASTER
 1501 SOUTH CLINTON ST
 FORT WAYNE IN 46802-9998



July 26-August 3, 2002
 Chamber of Commerce
 DODGE CITY DAYS STATION
 POSTMASTER
 700 CENTRAL AVE
 DODGE CITY KS 67801-9998

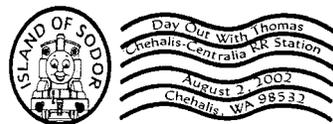


Bicentennial Station
 Leesburg OH 45135
 August 2, 2002

August 2, 2002
 Village of Leesburg
 BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 LEESBURG OH 45135-9998



July 26, 2002
 Grapevine Post Office
 INSTALLATION STATION
 POSTMASTER
 1251 WILLIAM D TATE AVE
 GRAPEVINE TX 76051-9998



August 2, 2002
 Chehalis - Centralia Railroad
 CHEHALIS CENTRALIA RR STATION
 POSTMASTER
 225 NW CASCADE AVE
 CHEHALIS WA 98532-9998

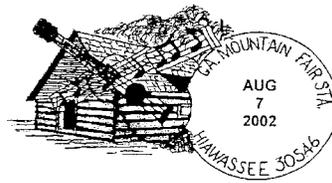


AUGUST 2, 2002

SEAFOOD STATION

CHARLESTOWN, RI 02813

August 2-4, 2002
 Charlestown Chamber of Commerce
 SEAFOOD STATION
 POSTMASTER
 3970 OLD POST RD
 CHARLESTOWN RI 02813-9998



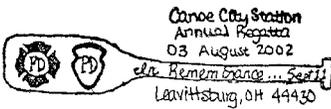
August 7-18, 2002
 Lions Club
 GA MOUNTAIN FAIR STATION
 POSTMASTER
 118 NORTH MAIN ST
 HIWASSEE GA 30546-9998



August 3, 2002
 HOMECOMING AND POW WOW STATION
 POSTMASTER
 PO BOX 9998
 WHITE CLOUD MI 49349-9998



August 8, 2002
 SPEEDWAY STATION
 POSTMASTER
 125 WEST SOUTH ST
 INDIANAPOLIS IN 46206-9998



August 3, 2002
 DOWNTOWN LEAVITTSBURG Improvement Association
 CANOE CITY STATION
 POSTMASTER
 3825 WEST MARKET ST
 LEAVITTSBURG OH 44430-9998



August 8, 2002
 Mall of America and USPS
 BIRTHDAY CELEBRATION STATION
 POSTMASTER
 254 NORTH GARDEN
 BLOOMINGTON MN 55425-9998



August 3, 2002
 Bay Port Chamber of Commerce
 25TH ANNUAL FISH SANDWICH FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 BAY PORT MI 48720-9998



August 8, 2002
 USPS
 MISSOURI STATE FAIR STATION
 POSTMASTER
 405 EAST 5TH
 SEDALIA MO 65301-9998



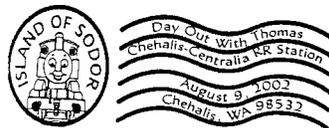
August 3, 2002
 Florence Celebration Committee
 170 YEAR ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 FLORENCE MO 65329-9998



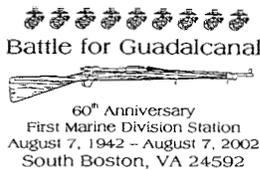
August 8-9, 2002
 FinnFest USA 02 - Minnesota
 FINNFEST USA STATION
 POSTMASTER
 100 SOUTH 1ST ST
 MINNEAPOLIS MN 55401-9998



August 6-8, 2002
 Empire Farm Days Committee
 EMPIRE FARM DAYS STATION
 POSTMASTER
 38 STATE ST
 SENECA FALLS NY 13148-9998



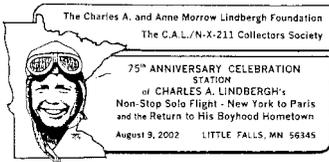
August 9, 2002
 Chehalis - Centralia Railroad
 CHEHALIS CENTRALIA RR STATION
 POSTMASTER
 225 NORTHWEST CASCADE AVE
 CHEHALIS WA 98532-9998



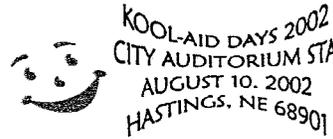
August 7, 2002
 60TH ANNIVERSARY FIRST MARINE DIVISION STATION
 POSTMASTER
 PO BOX 9998
 SOUTH BOSTON VA 24592-9998



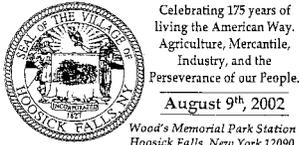
August 9, 2002
 National Historic Trails Center
 Grand Opening Ceremony
 PONY EXPRESS STATION
 POSTMASTER
 236 TEXAS
 EVANSVILLE WY 82636-9998



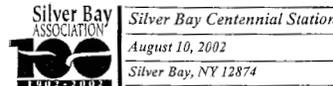
August 9, 2002
 Charles A and Anne Morrow
 Lindbergh Foundation
 75TH ANNIVERSARY
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 LITTLE FALLS MN 56345-9998



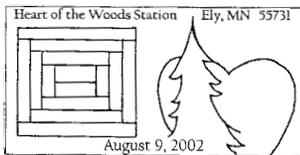
August 10, 2002
 Kool Aid Days 2002
 KOOL AID DAYS 2002 CITY
 AUDITORIUM STATION
 POSTMASTER
 300 NORTH KANSAS AVE
 HASTINGS NE 68901-9998



August 9, 2002
 Town of Hoosick Falls
 WOODS MEMORIAL PARK
 STATION
 POSTMASTER
 35 MAIN ST
 HOOSICK FALLS NY
 12090-9998



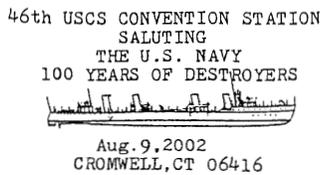
August 10, 2002
 The Silver Bay Association
 SILVER BAY CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 SILVER BAY NY 12874-9998



August 9-10, 2002
 Heart of the Woods Quilt Guild
 HEART OF THE WOODS
 STATION
 POSTMASTER
 345 2ND AVE EAST
 ELY MN 55731-9998



August 10, 2002
 Vienna Bicentennial Committee
 BICENTENNIAL STATION
 POSTMASTER
 8 KIMBALL POND RD
 VIENNA ME 04360-9998



August 9-11, 2002
 USS Nathan Hale Chapter #68
 University Ship Cancellation
 Society
 46TH USCS CONVENTION
 STATION
 POSTMASTER
 528 MAIN ST
 CROMWELL CT 06416-9998



August 10, 2002
 City of Little Falls
 CANAL CELEBRATION STATION
 POSTMASTER
 25 WEST MAIN ST
 LITTLE FALLS NY 13365-9998



August 9-11, 2002
 Muncie Visitors Bureau
 BALLOON STATION
 POSTMASTER
 501 WEST MEMORIAL DR
 MUNCIE IN 47302-9998



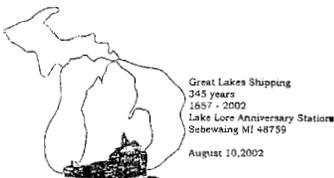
August 10, 2002
 The Village of Sylvan Beach
 CANAL FEST STATION
 POSTMASTER
 PO BOX 9998
 SYLVAN BEACH NY 13157-9998



August 10, 2002
 Burlington Parks and Recreation
 LATINO STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05402-9998



August 10, 2002
 Ticonderoga Historical
 Association
 FATHER JOGUES STATION
 POSTMASTER
 169 CHAMPLAIN AVE
 TICONDEROGA NY 12883-9998



August 10, 2002
 Great Lakes Love Maritime
 Museum
 LAKE LORE ANNIVERSARY
 STATION
 POSTMASTER
 PO BOX 9998
 SEBEWAING MI 48759-9998

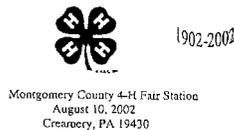


August 10, 2002
 Ulrich Reunion Association
 REUNION STATION
 POSTMASTER
 310 NORTH MAIN ST
 URICH MO 64788-9998

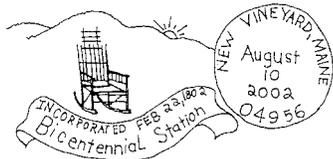


August 10, 2002
Old Settlers Celebration
BEST LITTLE CITY OUT WEST STATION
 POSTMASTER
 PO BOX 9998
 INDIANOLA NE 69034-9998

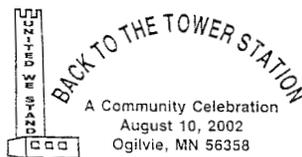
A-H The Power of YOUth



August 10, 2002
Montgomery County 4H
MONTGOMERY COUNTY 4H FAIR STATION
 POSTMASTER
 1117 BRIDGE RD
 CREAMERY PA 19430-9998



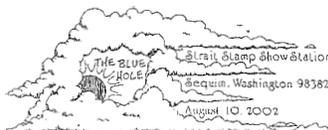
August 10, 2002
New Vineyard Bicentennial Committee
BICENTENNIAL STATION
 POSTMASTER
 18 LAKE ST
 NEW VINEYARD ME 04956-9998



August 10, 2002
Back to the Tower Committee
BACK TO THE TOWER STATION
 POSTMASTER
 PO BOX 9998
 OGILVIE MN 56358-9998



August 10, 2002
Sandhills Open Road Challenge Committee
SANDHILLS STATION
 POSTMASTER
 PO BOX 9998
 DUNNING NE 68833-9998



August 10, 2002
Strait Stamp Club
STRAIT STAMP SHOW STATION
 POSTMASTER
 PO BOX 9998
 SEQUIM WA 98382-9998



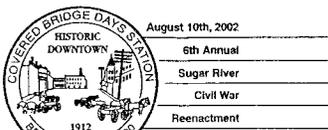
August 10, 2002
Clifton Fine Central School
CLIFTON FINE CSD STATION
 POSTMASTER
 PO BOX 9998
 STAR LAKE NY 13690-9998



August 10, 2002
Grand Opening Station
CITY OF ALBANY
 GRAND OPENING STATION
 POSTMASTER
 PHILATELIC CLERK
 50001 COLONIE CENTER MALL
 ALBANY NY 12205-9998



August 10, 2002
OSHTEMO DAYS STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



August 10, 2002
COVERED BRIDGE DAYS STATION
 POSTMASTER
 PO BOX 9998
 BRODHEAD WI 53520-9998



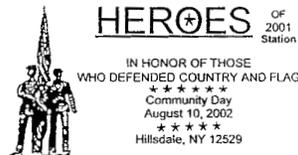
August 10, 2002
Schoharie County Historical Society
THE BATTLE OF THE FLOCKEY ANNIVERSARY STATION
 POSTMASTER
 162 NORTH MAIN ST
 SCHOHARIE NY 12157-9998



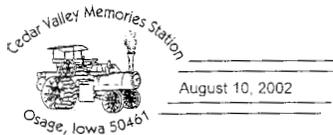
August 10, 2002
ELAND DAYS STATION
 POSTMASTER
 PO BOX 9998
 ELAND WI 54427-9998



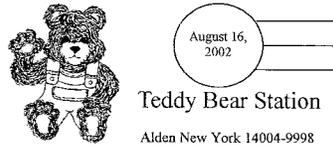
August 10, 2002
Rick Medlinger
HASTINGS CENTENNIAL STATION
 POSTMASTER
 115 WEST MAIN
 HASTINGS OK 73548-9998



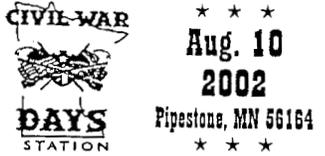
August 10, 2002
HEROES OF 2001 STATION
 POSTMASTER
 PO BOX 9998
 HILLSDALE NY 12529-9998



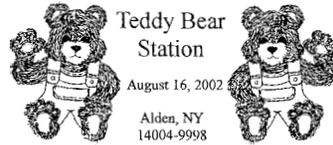
August 10-11, 2002
 Mitchell County Historical Society
 CEDAR VALLEY MEMORIES
 STATION
 POSTMASTER
 PO BOX 9998
 ORCHARD IA 50460-9998



August 16, 2002
 USPS
 TEDDY BEAR STATION
 POSTMASTER
 13127 BROADWAY
 ALDEN NY 14004-9998



August 10-11, 2002
 Pipestone County Historical Society
 CIVIL WAR DAYS STATION
 POSTMASTER
 PO BOX 9998
 PIPESTONE MN 56164-9998



August 16, 2002
 USPS
 TEDDY BEAR STATION
 POSTMASTER
 13127 BROADWAY
 ALDEN NY 14004-9998



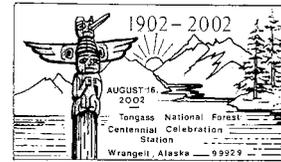
August 13-18, 2002
 Altamont Fair Committee
 ALTAMONT FAIR STATION
 POSTMASTER
 108 PARK ST
 ALTAMONT NY 12009-9998



August 16, 2002
 Norris City Post Office
 TEDDY BEARS 100TH
 BIRTHDAY STATION
 POSTMASTER
 210 EAST MAIN
 NORRIS CITY IL 62869-9998



August 14, 2002
 OREGON CALIFORNIA TRAILS
 ASSOCIATION CONVENTION
 STATION
 POSTMASTER
 2000 VASSAR ST
 RENO NV 89510-9998



August 16, 2002
 Tongass National Forest
 Centennial Celebration
 CENTENNIAL CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 WRANGELL AK 99929-9998



August 15-17, 2002
 Ross Park Zoo Teddy Bear Artist
 Invitational
 100TH ANNIVERSARY OF THE
 TEDDY BEAR STATION
 POSTMASTER
 115 HENRY ST
 BINGHAMTON NY 13902-9998



August 16, 2002
 Civil War Battlefield Museum
 BATTLE OF LONE JACK
 COMMEMORATION STATION
 POSTMASTER
 309 NORTH BYNUM RD
 LONE JACK MO 64070-9998



August 15-17, 2002
 The National Trappers Association
 NTA CONVENTION STATION
 POSTMASTER
 153 EAST SOUTH ST
 MANSFIELD OH 44901-9998



August 16, 2002
 The Hugging Bear Inn and
 Shoppe
 TEDDY BEAR CONVENTION
 STATION
 POSTMASTER
 203 SOUTH MAIN ST
 CHESTER VT 05143-9998



August 16, 2002
 USPS
 TEDDY BEAR STATION
 POSTMASTER
 PO BOX 9998
 MILTON VT 05468-9998



August 16-18, 2002
 City of Orwell
 STAGECOACH DAYS GRAND
 VALLEY FESTIVAL STATION
 POSTMASTER
 47 SOUTH MAIN ST
 ORWELL OH 44076-9998



HOMECOMING STATION
AUG 16 2002
PARKERSBURG WV 26101

August 16-18, 2002
Parkersburg Homecoming Committee
HOMECOMING STATION
POSTMASTER
1050 MARKET ST
PARKERSBURG WV
26101-9998



August 17, 2002
ONWARD STORE STATION
POSTMASTER
138 WALNUT ST
ROLLING FORK MS 39159-9998



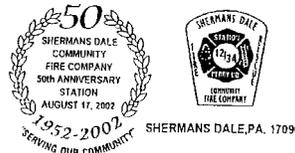
August 17, 2002
Lilly Reunion
LILLY REUNION STATION
POSTMASTER
PO BOX 9998
FLAT TOP WV 25841-9998



August 17, 2002
Suquamish Tribe
CHIEF SEATTLE DAYS
COMMEMORATIVE STATION
POSTMASTER
18485 AUGUSTA AVE NE
SUQUAMISH WA 98392-9998



August 17, 2002
Ellicottville Children 1st Festival
ELLICOTTVILLE CHILDREN 1ST
FESTIVAL STATION
POSTMASTER
PO BOX 9998
ELLICOTTVILLE NY 14731-9998



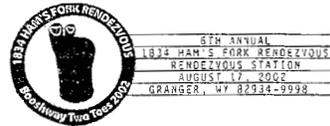
August 17, 2002
Shermans Dale Fire Company
50TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
SHERMANS DALE PA
17090-9998

Centennial Station



OUR TIES TO THE PAST 1902-2002
Lidderdale, Iowa 51452 August 17, 2002

August 17, 2002
Lidderdale Centennial Committee
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
LIDDERDALE IA 51452-9998



August 17, 2002
1834 Hams Fork Rendezvous
GRANGER RENDEZVOUS
STATION
POSTMASTER
102 PINE ST
GRANGER WY 82934-9998



August 17, 2002
ANTIQUE VILLAGE STATION
POSTMASTER
PO BOX 9998
WEST BRANCH MI 48661-9998



August 17, 2002
Sheldon Picnic Committee
SHELDON OLD SETTLERS
PICNIC STATION
POSTMASTER
300 MAIN ST
SHELDON MO 64784-9998



August 17, 2002
FRIENDSHIP VILLAGE STATION
POSTMASTER
PO BOX 9998
PORTAGE WI 53901-9998

DISCOVER DOWNSVILLE
DAYS STATION
August 17, 2002

Empire in Pine Museum/Old Post Office
E4541 454th St.
Downsville, WI 54735



August 17, 2002
Discover Downsville Committee
DISCOVER DOWNSVILLE
STATION
POSTMASTER
PO BOX 9998
DOWNSVILLE WI 54735-9998

Lost and Found Inc. delivers the
World's Largest Bouquet



August 17, 2002
Lost and Found Inc
CARNATION FESTIVAL STATION
POSTMASTER
4210 WADSWORTH BLVD
WHEAT RIDGE CO 80033-9998



August 17, 2002
Joseph R Brown Heritage Society
HENDERSON
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
HENDERSON MN 56044-9998



August 17, 2002
Riverhead, NY
11901

August 17-18, 2002
POLISH TOWN USA STATION
POSTMASTER
PO BOX 9998
RIVERHEAD NY 11901-9998



August 16, 2002
Elizabethtown Fair Committee
29TH ANNUAL
ELIZABETHTOWN FAIR
STATION
POSTMASTER
PO BOX 9998
ELIZABETHTOWN PA
17022-9998

28th ANNUAL
Goa
OUTDOOR
ART SHOW



August 17-18, 2002
PA Chautauqua
ART SHOW STATION
POSTMASTER
PO BOX 9998
MOUNT GRENTA PA
17064-9998



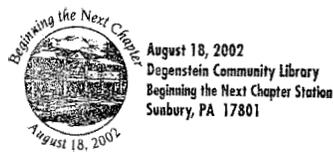
August 19-24, 2002
Harford Agricultural Society
HARFORD FAIR STATION
POSTMASTER
PO BOX 9998
SOUTH MONTROSE PA
18843-9998



August 18, 2002
USPS
HEROES OF 2001 STATION
POSTMASTER
245 OLD ROUTE 30
MCKNIGHTSTOWN PA
17343-9998

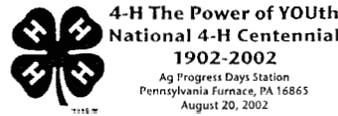


August 20, 2002
HEROES OF 2001 STATION
POSTMASTER
PO BOX 9998
RHINEBECK NY 12572-9998



August 18, 2002
Degenstein Community Library
Beginning the Next Chapter Station
Sunbury, PA 17801

August 18, 2002
Kauffman Public Library
BEGINNING THE NEXT
CHAPTER STATION
POSTMASTER
PO BOX 9998
SUNBURY PA 17801-9998



August 20-22, 2002
Penn State AG Progress Days
AG PROGRESS DAYS STATION
POSTMASTER
237 FRASER ST
STATE COLLEGE PA
16801-9998



August 19, 2002
FRANKLIN PARK STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9600

— Stamp Services,
Government Relations and Public Policy, 8-8-02

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

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

— *Mail Preparation and Standards,
Pricing and Classification, 8-8-02*

Post Offices

FY2003 A/P Planner in Material Distribution Center

The FY2003 A/P Action Planner has been updated and contains relevant and useful information to assist you in generating revenue and in satisfying the needs of your employees and customers.

The FY2003 A/P Action Planner is now in the Material Distribution Center (MDC). There is no automatic distribution of these planners. The individual cost is \$2.93.

You can order the FY2003 A/P Action Planner by one of the following means:

- **Touch Tone Order Entry:** Call 800-332-0317, choose option 1, then option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **e-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by using F3Fill), and send it as an attachment to the e-mail address *MDC Customer Service* or to *mcustome@email.usps.gov*.

- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

The relevant ordering information for the FY2003 A/P Action Planner is as follows:

PSIN: O101
Description: FY2003 A/P Action Planner
PSN: 7610-03-000-5022
Unit of Issue: EA (each)
Minimum Order Quantity: 1
Bulk Pack Quantity: 28
Price: \$2.93

— *Customer Events,
Service and Market Development, 8-8-02*

ORDERING INSTRUCTIONS/REMINDER

Miscellaneous Cardboard Boxes

If your local supply of Mail Transport Equipment (MTE) rolling stock is insufficient, you may consult with your Area Mail Transport Equipment specialist (AMTES) to order miscellaneous cardboard boxes as a substitute for the rolling stock.

If the AMTES can validate that your local supply of MTE rolling stock is insufficient, he or she will check on the local availability of reusable miscellaneous cardboard boxes.

Finally, if the AMTES finds that no MTE rolling stock and no reusable miscellaneous cardboard are available, your AMTES may place an order for miscellaneous cardboard boxes through one of the two (2) national contracts. Those contracts are the mandated sources.

— Mail Transport Equipment,
Network Operations, Management, 8-8-02

REMINDER

Retrieval of Plastic Label Holders

We have been notified that postal facility opening units (LDC 010) are not saving the plastic label holders used to close and address plastic sacks destinating at their locations. We have also noted that the national inventory of plastic label holders has fallen far below the inventory levels of sacks on which they are used.

Plastic label holders are reusable and must not be thrown away. Do not intentionally remove them from the draw tapes of sacks on which they are attached. After emptying each plastic sack, remove the label from the label holder, and prepare the sack/label holder combination for return to the serving Mail Transport Equipment (MTE) service center.

Consolidate separated label holders from their sacks for return to the MTE service center, along with the sacks. Please contact your serving area mail transport equipment specialist (AMTES) for more site-specific shipping information.

Following is a list of AMTESs and their contact information.

Area	AMTES	Telephone Number
Capital Metro	Martin, Eddie	301-618-4402
Eastern	Hunt, Darla	412-494-2871
	Ward, Delonda	412-494-2879
Great Lakes	Cebulski, Bob	630-539-4739
	Moreland, Ray	630-539-4449
New York Metro	Ascone, Ben	646-473-3729
Northeast	Croce, Diane	860-285-7163
	Marker, Linda	860-285-7130
Pacific	Jackson, J.C.	510-292-2468
Southeast	Bailey, Paul J.	901-747-7275
Southwest	Coffey, Earl	214-819-8825
Western	Tracy, Bob	303-313-5241
	Creason, Dale	303-313-5824

— Mail Transport Equipment,
Network Operations Management, 8-8-02

Retail

NOTICE

Fee Increase — Passport Applications

Effective August 19, 2002, the execution fee charged by the Postal Service for passport applications will be increased from \$15 to \$30. This change is applicable to Form DS-11, *Application for U.S. Passport or Registration*.

The Department of State, Passport Services Office, will issue a new form reflecting the new fee. The old form may be used until Monday, August 19, 2002, but should be discarded and recycled after that date. Customers may continue to use the old form as long as they include the required

information and submit the correct new fee. Inform customers of the new form, but continue to accept the old one.

Signs with the new fees and an update for the *Passport Agent's Reference Guide (PARG)* are being sent separately from the Passport Services Office to each passport acceptance location.

— Retail Marketing,
Service and Market Development, 8-8-02

What's in Store

In-store campaign: Phase II

*Spotlight on
small business*

The Postal Service's in-store advertising campaign, "Real People. Real Success," enters its second phase this month. From August 10 through October 18, more small-business owners will be spotlighted in ads. In addition, there will be a contest in which small-business owners share their stories of how a Postal Service product or service helped their business. As of August 10, they can enter the contest via www.usps.com/realsuccess.

Contest winners could be featured in "Real People. Real Success" in-store advertising campaigns during 2003 or win prizes from participating partners. Some of the prizes include a guest appearance on a PBS TV business show, a computer equipment office package from IBM, a 4,000-piece direct mailing from Zairmail, a 1-year mailing list subscription from www.thinkdirectmarketing.com, and a \$10,000 gift card provided by OPEN: The Small Business Network from American Express.

Special promo

*American Express
promo*

From September 1 through November 30, all Post Offices will be participating in an American Express promotion. OPEN: The Small Business Network from American Express will offer double "Membership Rewards" points on all purchases made in Post Offices to their enrolled business cards and to all Delta SkyMiles Business Credit Cards.

Only "A" kit offices will receive POP pens (10) that should be placed near the full service counter line or the cash wrap area. No other POP materials will be sent to offices. American Express will promote the program via direct mail, statement inserts, and their Web site. Additional information on the program will accompany the pens, and we will send a message to district retail managers later this month.

What's in Store

Drive what?

Fall is here

The Fall 2002 drive period begins August 10 and runs through October 19. Surprisingly, employee research has revealed that many retail employees are still unfamiliar with the term "drive period." Here's the scoop:

A drive period is a portion of time, usually 8–10 weeks long, when certain products and services are promoted in-store that match the needs of a particular customer segment. For example, the Fall 2002 drive period targets the small-business customer and emphasizes the availability of Signature Confirmation™ with Priority Mail® service and certified mail. Market research tells us that small-business customers may need these services during this time of year.

Relevant in-store promotions also are timed to coincide with particular drive periods. The impending change in drive period is marked by the arrival of the new point-of-purchase (POP) signs, the *Ready, Set, Retail* manager's guide and the *Employee Mailbox* (retail calendar and info poster). Managers and postmasters are expected to refer to these materials when giving stand-up talks to retail employees about the objectives of each drive period. It's also a good idea for retail employees to be involved in displaying signs and retail merchandise.

So, make sure the Summer 2002 POP is taken down and the new Fall 2002 signs are put up on August 10. Your customers will appreciate it!

Feedback

Send comments and questions to:

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

What's in Store

Retail Coaches Corner

Welcome to the August Corner!

This month's edition has information about the rate change and procedures for handling money orders.

Rate Change and Money Orders

Postal Bulletin 22077 (5-30-02, page 55, "Notice: Postal Money Orders — \$1,000 Maximum"), addressed the use of money order stock with the maximum value statement of \$700. When customers request a single money order valued at more than \$700, and you still have money order blanks with the maximum value statement of \$700, you must issue two money orders.

1. Issue the first money order for \$700, plus a \$1.25 fee.
2. Issue the second money order for the remaining balance (not to exceed \$300) for no fee.

The fee for money orders of \$500 or less remains \$0.90.

These procedures apply in manual, IRT offices, as well as POS ONE offices.

Can I cash a postal money order valued in excess of \$700 that is on the money order form with the maximum value of \$700?

Yes, but only if the date of the money order is issued after June 30, 2002, through the present, and is *not* on the lists of missing, lost, or stolen money order forms in the most recently dated issue of the *Postal Bulletin*.

Is it okay to issue a money order for more than \$700 on the money order form that has a maximum value of \$700 if I know my customer?

No. Do not issue money orders in excess of the maximum statement on the form. If a customer wants to purchase a single money order for more than \$700 but not more than \$1,000, and you do not have the money order forms with the maximum value of \$1,000, issue two money orders following the steps outlined above.

If I have money orders with maximum value of \$700 and my customer wants a money order for \$1,000, can I issue two money orders for \$500 each and charge \$.90 for each?

No, you must issue the first money order for the maximum value of \$700 for the \$1.25 fee and the second money order for no fee for the balance.

We have not depleted our \$700 maximum money orders. How do I issue a refund for more than \$700, but not more than \$1,000, in the POS ONE system, since POS ONE will allow us to print only one money order?

1. All *meter* refunds for more than \$700 will be processed by the district accounting office until you have depleted your money order stock of \$700 maximum money order blanks.
2. You may process all other refunds as two transactions up to the maximum of \$1,000 until you have depleted your money order stock of \$700 maximum money order blanks.

Do contract postal units (CPUs) follow the same procedures described above?

Since a CPU cannot issue a no-fee money order, the procedures applicable in retail postal units do not apply. CPUs must deplete open money order stock with the \$700 maximum before using money order blanks with the \$1,000 maximum.

Retail Coaches Web Site:

The site can be found at:
<http://rpsweb.usps.gov/coaches/home.asp>

Questions or comments? Submit them via e-mail to *Retail Coaches Corner*.

What's in Store

THE EMPLOYEE MAILBOX

NEW! **Certified mail record of delivery available online!**

What does this mean for your customers? They can:

- Access date and time of delivery online.
- Ask for the record of delivery.
- Use this with First-Class Mail® and Priority Mail® services.

Real People, Real Success Contest

Know anyone who runs a small business?

Tell everyone, friends and customers, who has a small business about the Real People, Real Success Contest.

They could win:

- Their business featured on signage in 20,000 Post Offices™.
- An appearance on national television.
- Exceptional business computer packages and much more!

How do they enter?

Beginning August 10th, they can log on to the contest site at www.usps.com/realsuccess or complete and submit the official entry form in the Business Solutions brochure available at the Post Office.

They just need to describe, in 125 words or less, how using one of our products or services helped their business.

Look to “The Employee Mailbox” for more information.

What's in Store

THE EMPLOYEE MAILBOX

FALL DRIVE PERIOD 08/10/02—10/19/02

What's Your Focus?

Based on feedback from retail associates, we have changed the calendar on "The Employee Mailbox"!

Beginning August 5th, instead of boosting a particular product/service for a week, we are now suggesting that you focus on one product/service for an entire AP (4 weeks). These suggestions are based on what customers frequently use during this particular time of year.

This Focus should help you educate customers about the products and services available to better meet their needs.

August

SUN	MON	TUE	WED	THUR	FRI	SAT
4	5	6	7	8	9	10
						17
18	19	20	21	22	23	24

FOCUS: Signature Confirmation™ With Priority Mail®
Suggest this service when signature proof of delivery is important.

Small businesses can order this bundled service online at www.usps.com

Inform small businesses about Signature Confirmation with Priority Mail service when they need to know who received their shipment.

What's in Store

THE EMPLOYEE MAILBOX

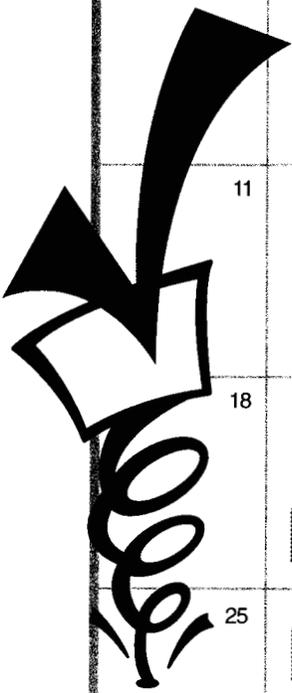
August



FOCUS

This icon means to look for opportunities to educate customers about the featured product/service for that AP. You'll help your office meet its revenue goals!

SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3
					Official Mail Stamp payday	
4	5	6	7	8	9	10
	FOCUS: Signature Confirmation™ With Priority Mail® Suggest this service when signature proof of delivery is important.					POP Fall Drive Period Begins Remove Summer Signage AP 13 begins
11	12	13	14	15	16	17
	Small businesses can order this bundled service online at www.usps.com ®.			Teddy Bears Stamp	Love 37c Stamp Love 60c Stamp payday	
18	19	20	21	22	23	24
	Ogden Nash Stamp	Inform small businesses about Signature Confirmation with Priority Mail service when they need to know who received their shipment.			Last day for Districts to input VESS Data for AP 12	Duke Kahanamoku Stamp
25	26	27	28	29	30	31
	Edna Ferber Stamp	Let customers know they can request signature proof by phone or at www.usps.com .			payday	
		Make sure Holiday Closing door sign is displayed				



Refer to "The Employee Mailbox" hanging in the Employee Zone for additional information. Access the Retail Intranet Site at <http://retail.usps.gov>.

Supply Management

NEW MANAGEMENT INSTRUCTION

Economic Pay Adjustments for Highway and Inland Domestic Water Contracts

Supply Management has released Management Instruction (MI) PM-4.4.1-2002-3, *Economic Pay Adjustments for Highway and Inland Domestic Water Contracts*. Clause B-65 (Adjustments to Compensation) of the *Purchasing Manual* states that an adjustment shall be made in accordance with any Postal Service MI governing adjustments in effect on the date of the adjustment. Therefore, effective August 8, 2002, this MI applies to all highway and domestic inland water route contracts.

MI PM-4.4.1-2002-3 establishes guidelines and procedures for making economic pay adjustments for regular and temporary highway and inland domestic water contracts. It updates guidelines pertaining to fuel reimbursement allowances and fuel purchase plans. It also clarifies the application of economic adjustments for collective bargaining agreements, as defined by the Department of Labor in the Service Contract Act.

This MI obsoletes MI PO-530-97-1 (of the same name). Please discard/recycle all copies of the old MI.

MI PM-4.4.1-2002-3 is available online to postal employees through the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *MIs*. Contractors can access the document online at www.usps.com/publications; click on *Management Instructions*. The MI will also be available through the Material Distribution Center; look for an announcement about ordering instructions in a future issue of the *Postal Bulletin*.

— *Transportation Portfolio,*
Supply Management, 8-8-02

0401B Central Delivery Keylock — No Longer at Material Distribution Center

The 0401 Central Delivery keylock, which was developed for use on 2900 series Post Office boxes in nonpostal locations, will no longer be available from the Material Distribution Center (MDC).

The keylocks are commercially available from two sources. Procure the locks directly from those sources, which are listed below:

XL LOCK MANUFACTURING
2624 LAVERY COURT
NEWBURY PARK CA 91320
805-483-1838
(vendor part #212-K-2)

WIND CORPORATION
14 FINANCE DR
DANBURY CT 06810-4132
800-WIND-CORP (800-946-3267) or 203-778-1001
(vendor part #10414-B-USPS)

— *Operations,*
Supply Management, 8-8-02

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.

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 5540
 WASHINGTON DC 20260-5540

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

Postal Service Orders for Postal Bulletin

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

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 () _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

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

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "PO0" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 5540
 WASHINGTON DC 20260-5540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues (see Table of Contents for specific PSN), use MDC Touch Tone Order Entry by calling 800-332-0317 (option 1, then option 2) or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
 ATTN SUPPLY REQUISITIONS
 500 SW GARY ORMSBY DR
 TOPEKA KS 66624-9702

Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____
 ()

Daytime Telephone _____

Subscription: Domestic - \$155.00 per year; International - \$193.75 per year

Subscription Orders: 202-512-1800

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

Single Copies (back to 16 issues): Domestic - \$12.00; International - \$15.00

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Bronx, NY

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Priority Mail® service: "When a woman gets married, she is on display for the day. I put her in the spotlight," Paul says proudly. He creates custom-made bridal gowns with an Afrocentric twist. Paul attributes his success to the individual attention he gives each of his clients. Which is why he really values Priority Mail® delivery from the United States Postal Service®. When finishing a gown for a client, he knows that he can ship as soon as it's ready. And when he receives a call from the ecstatic bride-to-be, Paul knows the Postal Service™ is committed to helping his business run beautifully.

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www.usps.com/focusmail