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# POSTAL BULLETIN

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PB 22100, April 17, 2003



**DIVERSITY**  
Value You Can Measure



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## USPSNEWS@WORK

### Diversity's Five-Year Strategic Plan: The future of performance

*Diversity Development's Five-Year Strategic Plan* details how cooperation among Postal Service employees, customers and suppliers helps to achieve organizational goals.

- The new strategic plan outlines ways to enhance the Postal Service's performance-based business culture by successfully managing diversity in the workplace.
- "With 750,000 diverse employees, the Postal Service is known as an organization that recognizes cultural differences and leverages those differences to better meet customer needs, and improve the workplace environment," said Diversity Development Vice President Murry Weatherall.
- "This plan ensures that we have clear strategies to guide Diversity Development, both internally and externally in the next five years."
- Get a jump on the future. Grab a copy of *Diversity Development's Five-Year Strategic Plan* available now on the Postal Service Intranet Web site at <http://blue.usps.gov/diversitynet/diversityplan/strategicplan/welcome.htm>.

### House mirrors Senate vote to pass CSRS legislation: Now it goes to the president

The House of Representatives has added its vote to the Senate's earlier vote to pass legislation that changes the funding formula regulating how the Postal Service pays into the Civil Service Retirement System (CSRS). Next step: the president's signature.

- In response to the House vote, the Postal Service thanked Congress for its swift action.
- The legislation changes the amount the Postal Service pays into CSRS. Without the change, the Postal Service ultimately would overpay into the fund by \$78 billion.
- Passage of the CSRS legislation means the Postal Service will be able to hold postage rates stable until 2006, giving the \$900 billion mailing industry — and the economy in general — a much needed boost.

- Under the legislation, the Postal Service also will use the funds saved to pay down prior years' debt. The change will not affect the retirement benefits of former or current Postal Service employees.

### USPS to test new biohazard detection system: Fourteen sites chosen for 30-day test

The Postal Service will soon begin testing a newly developed biohazard detection system (BDS) designed to provide an early warning for detecting anthrax in the mail. Tests will take place at 14 mail processing facilities across the country starting in May.

- "The Postal Service is committed to keeping our employees and customers safe," said USPS Engineering Vice President Tom Day. "That's why we developed a system that will help us counter the threat of anthrax in the mail. This biohazard detection system will enable early identification and containment of anthrax, and provide for a rapid response if anthrax is detected."
- The systems, which will each be tested for 30 days, will be located in mail processing and distribution centers at Dulles, VA; Southern MD (Capitol Heights); Albany, NY; Kilmer, NJ; Manasota, FL; St. Petersburg, FL; Tampa, FL; Midland, TX; Los Angeles, CA; Tacoma, WA; Rockford, IL; Lancaster, PA; Pittsburgh, PA; and Cleveland, OH.
- The system uses sophisticated DNA matching to detect anthrax in the mail. The BDS is an automated system that continuously tests air samples from Advanced Facer Canceler System equipment.
- Here's how it works: The equipment collects air samples as mail moves through the canceling machine. It absorbs airborne particles into a liquid sample, which is injected into a cartridge. The BDS equipment then automatically performs a test that looks for a match of the sample "signature" with the signature of anthrax DNA.
- If any of the tests turn out positive for anthrax, there will be an immediate, automatic notification to the plant manager. Onsite personnel also will alert the plant manager, and the plant's emergency action plan will be activated. Employees will be evacuated, and the plant's equipment shut down.

## USPSNEWS@WORK

- The biohazard detection system was designed exclusively for the Postal Service. The first prototype was installed in the Baltimore Processing and Distribution Center in June 2002, where it has been operating successfully. The system doesn't slow down mail processing. Mail processing equipment continues to function normally with the biohazard detection system in place.
- After the 30-day tests are completed, the machines will be removed and the data from the tests will be used to develop plans for a potential national rollout to 282 Postal Service sites.

### Safety first, safety together: Historic agreement signed

Safety is everybody's business. And it takes a commitment from everyone involved to reduce accidents and injuries. That commitment was displayed when the Postal Service, two of its major unions and the Occupational Safety and Health Administration (OSHA) signed a historic agreement to reduce musculoskeletal risk factors in the Postal Service workplace.

- At a signing ceremony at USPS Headquarters, PMG Jack Potter joined OSHA Assistant Secretary John Henshaw; American Postal Workers Union, AFL-CIO President William Burrus; and National Postal Mail Handlers Union President John Hegarty to sign an ergonomic strategic partnership.
- The partners will work cooperatively to implement an Ergonomic Risk Reduction Process to identify musculoskeletal disorders (MSDs) and control the associated risk factors.
- "The Postal Service believes every employee has the right to a safe workplace. We are committed to working with our partners to achieve this goal," said Potter.
- This partnership is a voluntary cooperative that will encourage and assist the Postal Service in reduction of injuries and ergonomic risk factors. Labor and management at USPS and OSHA will identify common goals, develop plans for achieving them, and cooperate in the implementation of strategies to reduce the pain and suffering caused by MSDs.
- The agreement does not preclude bargaining unit employees from exercising any right provided under the Occupational Safety and Health Act, nor does it

modify current national agreements between the Postal Service and the unions. The agreement may be extended by mutual agreement of the parties and any party may withdraw from the partnership with 30 days' notice.

- Initially ten sites are participating in the three-year agreement: Richmond, VA; Providence, RI; Mid-Island, NY; Phoenix, AZ; Pittsburgh, PA; Nashville, TN; Ft. Worth, TX; Portland, OR; Minneapolis, MN; and South Suburban, IL.
- Ten additional sites will be added later this year: Portland, ME; Cincinnati, OH; Buffalo, NY; San Diego, CA; Indianapolis, IN; Austin, TX; Birmingham, AL; Philadelphia, PA; Tampa, FL; and Oakland, CA.

### Net income above plan: Productivity gains and expense reductions lead way

Chief Financial Officer Richard Strasser reports that the Postal Service had a net income of \$1.65 billion through quarter 2, thanks to productivity gains and expense reductions. Due to the uncertain economy, mail volume remained below expectations.

- Strasser said Postal Service expenses for quarter 2 were \$559 million below plan, \$36 million below last year.
- Net income was \$645 million for the quarter, \$285 million over plan. Year-to-date revenues total \$32.8 billion with expenses of \$31.1 billion, leaving a net income of \$1.65 billion.
- Strasser noted that the Postal Service makes most of its revenue in the first two fiscal quarters, with losses over the summer months as seasonal mail volume declines.
- "The expense reduction during the quarter was extraordinary," Strasser said, "and it came despite rising fuel costs, the impact of severe snowstorms in the east this winter and inflation in health benefits that will exceed \$500 million for the year."
- A significant driver of the expense cutbacks came from workhour reductions. "Our plan called for a reduction of 40 million workhours this fiscal year," Strasser said. "We've already reduced workhours by 31 million as of quarter 2." Career complement has been reduced by 11,485.
- These actions will result in a fourth straight year of substantial productivity increases, Strasser said. "However," he cautioned, "this good news is tempered by weak volume trends."

## USPSNEWS@WORK

- Mail volume for quarter 2 was essentially flat, with the increases in advertising mail and packages unable to offset the decline in First-Class Mail and other mail." Strasser said the outlook isn't favorable to make volume or revenue targets for quarter 3, given the state of the economy.

### Safe at home

Authorities have recovered the nation's 124th missing child, thanks to a Postal Service customer who responded to ADVO's ShopWise "Have You Seen Me?" card delivered by the Postal Service.

- The girl was five when she was abducted by a non-custodial parent in June 1988. She was safely recovered nearly 15 years later.
- This recovery makes 24 children recovered in the last 32 months, and 124 since the program was established.

### Extended celebration: National card and letter Writing Month

April is National Card and Letter Writing Month. To mark this special time, the Postal Service will extend the popular campaign into May, culminating with the writing and sending of cards and letters for Mother's Day, May 11.

### Be opinionated: Complete and return your VOE survey

The Voice of the Employee (VOE) survey is seeking your expert opinion about your workplace. Speak up! Take the time — on the clock — to fill out the survey. Inquiring minds want to know what you're thinking. One fourth of Postal Service employees are surveyed each quarter. Responses are confidential. Surveys must be postmarked by April 23.

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## The Postal Bulletin — Help Us Save Paper and Money

The *Postal Bulletin* has been around for 123 years, and it's the most relied-upon, trusted source of information in the Postal Service today.

In the 1970s, when our nation became more concerned about our environment, the Postal Service began using recycled paper to print the *Postal Bulletin*. We have also tried over the years to print just the right number of copies to save our nation's resources.

Despite our efforts, some offices tell us that they receive too many copies. We need to do something about this.

**Therefore, if you want to reduce the number of copies your office receives or if you want to cancel your subscription altogether, send an e-mail to [pbulleti@email.usps.gov](mailto:pbulleti@email.usps.gov) or call 202-268-5776.** Please be assured that we will *not* reduce or cancel your subscription unless you ask us to do so.

Remember, each issue of the *Postal Bulletin* since 1995 is available online. To access the online version of the *Postal Bulletin*, please follow either of these routes:

- **On the Intranet:** Go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *View Postal Bulletins*.
- **On the Internet:** Go to [www.usps.com](http://www.usps.com); click on *About USPS & News*, then *Forms and Publications*, then *Postal Bulletin*.

For more information on the *Postal Bulletin*, please see our article in *Postal Bulletin* 22097 (3-6-03, pages 5–6) titled "The *Postal Bulletin* — Your Source for Trusted Information."

We've come a long way, and we'll continue to evolve with the times. Our job is to make your job easier. As you know, the *Postal Bulletin* is here to serve you, as it has been for almost 125 years.

— *Policies and Procedures Information, Public Affairs and Communications, 4-17-03*

# Administrative Services

HANDBOOK REVISION/CORRECTION

## Changes to Password Requirements

Handbook AS-805, *Information Security*, has been revised to bring password requirements into alignment with current Postal Service needs.

In *Postal Bulletin* 22099 (4-3-03, pages 8–9), we included incorrect information for 9-7.1.1, items a and b. The corrected information appears here.

We will incorporate this revision into the online version of Handbook AS-805, which is available on the Postal Service's PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

### Handbook AS-805, *Information Security*

	*	*	*	*	*
<b>9</b>	<b>Information Security Services</b>				
	*	*	*	*	*
<b>9-7</b>	<b>Authentication</b>				
	*	*	*	*	*
<b>9-7.1</b>	<b>Passwords</b>				
	*	*	*	*	*

### 9-7.1.1 Password Selection Requirements

\* \* \* \* \*

[Revise items a and b to read as follows:]

- For privileged users and personnel in technology areas, passwords must consist of at least eight characters and contain at least one character from each of the following: English uppercase letters (A–Z), English lowercase letters (a–z), and westernized Arabic numerals (0–9).
- For all other users, passwords must consist of at least six alphanumeric characters and contain at least one character from each of the following: English uppercase letters (A–Z), English lowercase letters (a–z), and westernized Arabic numerals (0–9).

\* \* \* \* \*

— Corporate Information Security Office,  
Information Technology, 4-17-03

## NOTICE

### New External (Internet) E-Mail Addresses

Information Technology has changed the format of external (or Internet) e-mail addresses for everyone who has Postal Service e-mail accounts, either Outlook or cc:Mail.

Users of Postal Service e-mail systems have two e-mail addresses: one for internal use and one for use from outside the Postal Service network. The new external e-mail address is more intuitive, personal, and easier to understand and remember. From now on, a user's external e-mail address is his or her full name, including middle initial. To simplify the format even further, we have eliminated the "email" portion of the address (i.e., xxxxx@email.usps.gov).

Under the old system, users Jane Q. Richards and John Q. Richardson would have had the following addresses:

*jrchar1@email.usps.gov* (Jane)  
*jrchar2@email.usps.gov* (John)

Under the new system, these addresses would be simplified as follows:

*jane.q.richards@usps.gov*  
*john.q.richardson@usps.gov*

**Note:** Special characters, such as apostrophes, tildes (~), and hyphens, are not included in the external e-mail address; however, this change will not affect external e-mail addresses already in place.

With the new system, external e-mails sent to your old external e-mail address will be rerouted to your new external e-mail address. This change will not affect your internal e-mail address.

You can look up your own new address and others at <http://aceutility.usps.gov>.

If you have any problems or questions regarding this change, please contact 800-USPS-HELP. You will be prompted to indicate which system or application requires support. Outlook users should say "Outlook," and cc:Mail users should say "cc:Mail," then "user."

— *Technology Planning, Policy, and Communications, Information Technology, 4-17-03*

## 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 Acquisition Media	Standard/Catalog	4/18/03–4/21/03	2.0	Nationwide	Car-Rt	Quebecorworld
JCP Conservative	Standard/Catalog	4/18/03–4/21/03	1.5	Nationwide	Car-Rt	RR Donnelley
JCP Summer Home Values	Standard/Catalog	4/19/03–4/24/03	7.0	Nationwide	Car-Rt	RR Donnelley
Hallmark Mother's Day Postcard	Standard/Letter	4/21/03–4/30/03	5.2	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Vertis, Chalfont, PA
JCP Super Saturday	Standard/Letter	4/22/03–4/24/03	15.0	Nationwide	Car-Rt	Harte-Hanks
JCP Salon Color	Standard/Postcard	4/24/03–4/26/03	1.0	Nationwide	Car-Rt	Harte-Hanks
DECISION Magazine	Standard/Flat	4/24/03–4/29/03	1.1	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Minneapolis, MN
JCP Mother's Day Jewelry	Standard/Flat & Letter	4/25/03–4/28/03	4.0	Nationwide	Car-Rt	Harte-Hanks
JCP New Customer	Standard/Catalog	4/25/03–4/28/03	1.4	Nationwide	Car-Rt	Quebecorworld
The May (Mother's Day) Wholehouse Mailer	Standard/Flat	4/25/03–4/28/03	10.0	Nationwide	Car-Rt	Harte-Hanks
JCP Appliance & Home Sale	Standard/Catalog	4/26/03–5/1/03	8.0	Nationwide	Car-Rt	RR Donnelley
JCP Mother's Day Gift	Standard/Flat	4/28/03–4/30/03	15.0	Nationwide	Car-Rt	Harte-Hanks
JCP Men's Tailored Clothing	Standard/Flat	4/29/03–5/1/03	5.0	Nationwide	Car-Rt	Harte-Hanks

— *Business Service Network Integration, Service and Market Development, 4-17-03*



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**NATIONAL DOG BITE  
PREVENTION WEEK**  
**MAY 18-24, 2003**  
**PUBLICITY KIT**



PUBLIC AFFAIRS AND COMMUNICATIONS



DISTRICT MANAGERS  
POSTMASTERS

SUBJECT: National Dog Bite Prevention Week Publicity Kit for Postmasters

The news of dog attacks and dog bites continue to be alarming. Last year, OSHA recordable dog bite accidents exceeded 3,000; although a slight decline from previous year, it is still too many. An average of 10 letter carriers suffered dog bites per delivery day. When you factor in dog attacks where there was no bite, we averaged 12 dog bites and attacks per delivery day. Even with all this suffering among members of our own organization, letter carriers rank third among people most often attacked by dogs. Children and the elderly rank first and second.

The United States Postal Service continues its crusade against one of the nation's most commonly reported public health problems with this year's National Dog Bite Prevention Week program. As leaders in the Postal Service and leaders in communities across the country, we have a unique responsibility—and a unique opportunity—to help reduce dog bite injuries. The National Dog Bite Prevention Week publicity kit has been produced to help you in this important role.

You will find that your audiences will be very receptive to your message this year. Today's headlines are filled with stories of children and adults who have been injured, or even killed, in vicious animal attacks. Whether you are standing in front of a community group, a classroom, or a group of employees, everyone is becoming increasingly aware of the need to reduce dog attacks and bites.

Dog bites are a serious matter; in addition to highlighting the problem, you can be part of the solution. By using the tools in this kit to stage employee and media events, to distribute public service announcements, to provide your local newspapers with information through postmaster columns, to promote employee awareness, community awareness, and pet owner awareness, you are helping to reduce dog attack and dog bite injuries.

National Dog Bite Prevention Week is May 18-24 this year. Get the word out now about dog bite prevention, and don't limit your efforts to a week. The "dog days of summer" are a literal fact for the nation's letter carriers. Use the methods and techniques provided in this kit to raise this important safety issue throughout the year.

Thank you!

A handwritten signature in black ink, appearing to read "Azeezaly S. Jaffer".

Azeezaly S. Jaffer  
Vice President  
Public Affairs and Communications

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-3100

*PUBLICITY KIT***National Dog Bite Prevention Week, May 18–24, 2003**

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  - State/manager/representative listing
  - More resources

Postal Service employees can find an electronic version of the *National Dog Bite Prevention Week* publicity kit on the Intranet at <http://blue.usps.gov>; click on *References*, then click on *Postmaster Toolkits*. That electronic version makes it easy to complete the fill-in-the-blank materials included in the kit.

### I. Watch Out — Looks Can Be Deceiving

*"I didn't see or hear anything unusual until the dog clamped down on my arm."*

*"December 5th was the last day I got to use my right thumb."*

*"It was pretty rough for a while, but once I was able to get around on that walker, I was alright."*

Today's headlines are filled with stories of children and adults who have been injured, or even killed, in vicious animal attacks. The letter carriers quoted above are among those who survived dog attacks, and whose bodies and minds will forever be marked by the incident.

The United States Postal Service continues its crusade against one of the nation's most commonly reported public health problems with this year's National Dog Bite Prevention Week program. The campaign, scheduled for the week of May 18–24, provides an opportunity for all Postal Service leaders to work to remind employees, customers, and community representatives of our joint responsibility to do everything possible to prevent animal attacks.

Contrary to what cartoonists and comedians might think about dogs and the letter carrier, children in the United States are the most frequent victims of dog bites. Children suffer more than 2 million incidents each year. In fiscal year 2002, the Postal Service averaged 10 dog bites per delivery day.

As we focus on the future of the Postal Service and on delivering value to the American public, we must do so with an ever-increasing resolve to promote the safety and well-being of our employees. Medical expenses, workers' compensation, legal costs, delivery curtailment, carrier replacement, and other costs associated with dog bite accidents are estimated to exceed \$25 million annually for the Postal Service. The cost in employee pain and suffering cannot be measured.

In a move to continue the momentum of previously successful public safety campaigns, we're asking postmasters to work with employees' organizations, local humane societies, animal shelters, and professionals to focus attention on this important safety issue.

This publicity kit contains all the tools needed to promote employee awareness, community awareness, and pet owner awareness. The 3,070 Postal Service employees who sustained Occupational Safety and Health Administration (OSHA) recordable injuries in fiscal year 2002 due to dog bites carry the memory of the incident with them every day. We carry the responsibility to use the tools in this kit to help prevent those costly and painful injuries by reminding our communities that dog bites are no laughing matter.

### II. FY 2001 and FY 2002 Total OSHA Recordable Dog Bite Accidents

2001		2002	
District Performance Cluster	Number of Accidents	District Performance Cluster	Number of Accidents
Akron	55	Akron	44
Alabama	18	Alabama	22
Alaska	4	Alaska	5
Albany	31	Albany	45
Albuquerque	12	Albuquerque	12
Appalachian	24	Appalachian	13
Arizona	70	Arizona	50
Arkansas	17	Arkansas	10
Atlanta	20	Atlanta	25
Baltimore	21	Baltimore	23
Big Sky	10	Big Sky	8
Boston	30	Boston	21
Capital	13	Capital	25
Caribbean	7	Caribbean	12
Central Florida	41	Central Florida	30
Central Illinois	45	Central Illinois	56
Central NJ	41	Central NJ	21
Central Plains	53	Central Plains	32
Chicago	30	Chicago	18
Cincinnati	62	Cincinnati	57
Cleveland	36	Cleveland	30
Colorado/Wyoming	81	Colorado/Wyoming	60
Columbus	32	Columbus	32
Connecticut	46	Connecticut	64
Dakotas	16	Dakotas	17
Dallas	55	Dallas	49
Detroit	21	Detroit	29
Erie	11	Erie	19
Ft. Worth	52	Ft. Worth	39
Gateway	47	Gateway	77
Greater Indiana	70	Greater Indiana	87
Greater Michigan	37	Greater Michigan	21
Greater South Carolina	13	Greater South Carolina	14

2001		2002	
District Cluster	Number of Accidents	District Cluster	Number of Accidents
Greensboro	31	Greensboro	24
Harrisburg	37	Harrisburg	30
Hawkeye	49	Hawkeye	47
Honolulu	4	Honolulu	7
Houston	62	Houston	72
Kentuckiana	37	Kentuckiana	27
Lakeland	60	Lakeland	44
Lancaster	17	Lancaster	16
Las Vegas	55	Las Vegas	25
Long Beach	68	Long Beach	76
Long Island	30	Long Island	32
Los Angeles	42	Los Angeles	28
Louisiana	37	Louisiana	49
Maine	17	Maine	10
Mid-America	51	Mid-America	41
Mid-Carolinas	30	Mid-Carolinas	37
Middlesex-Central	33	Middlesex-Central	33
Mississippi	16	Mississippi	6
New Hampshire	12	New Hampshire	11
New York	8	New York	10
North Florida	21	North Florida	25
Northern Illinois	77	Northern Illinois	65
Northern NJ	54	Northern NJ	61
Northern VA	31	Northern VA	27
Northland	41	Northland	56
Oakland	40	Oakland	48
Oklahoma	46	Oklahoma	51
Philadelphia	32	Philadelphia	37
Pittsburgh	39	Pittsburgh	31
Portland	45	Portland	36
Richmond	16	Richmond	39
Royal Oak	31	Royal Oak	34
Sacramento	36	Sacramento	35
Salt Lake City	37	Salt Lake City	34
San Antonio	54	San Antonio	60
San Diego	76	San Diego	64
San Francisco	27	San Francisco	41
San Jose	26	San Jose	43
Santa Ana	66	Santa Anna	71
Seattle	41	Seattle	40
South Florida	64	South Florida	73
South Georgia	11	South Georgia	9
South Jersey	26	South Jersey	33
Southeast New England	39	Southeast New England	39
Spokane	21	Spokane	18
Springfield	19	Springfield	19
Suncoast	38	Suncoast	41
Tennessee	35	Tennessee	41

2001		2002	
District Cluster	Number of Accidents	District Cluster	Number of Accidents
Triboro	53	Triboro	62
Van Nuys	86	Van Nuys	61
Westchester	24	Westchester	30
Western NY	81	Western NY	54
<b>Total OSHA Recordable dog bite accidents:</b>	3,150	<b>Total OSHA Recordable dog bite accidents:</b>	3,070

\*Does not include dog incidents in which there was no dog bite.

### III. Build Community Awareness Through Media Attention (Television, Radio, and Print)

The media has always been very interested in the Postal Service’s National Dog Bite Prevention Week campaign. Members of the media can be your best allies when it comes to communicating the problem of animal attacks and the need for responsible pet ownership. Here are several ways to approach television, radio, and print media to get them to help promote awareness of this important issue.

Part III of this kit includes:

- Two ideas for enjoyable employee events that will be of particular interest to television stations and newspaper photographers, each followed by a news release and media advisory to announce your event.
- An offer to be interviewed combined with public service announcements (PSAs) to take or send to local radio stations.
- Sample postmaster columns that you can suggest to your local paper editor.

These simple strategies for television, radio, and print will help make your media campaign a success.

The bracket symbols “[ ]” indicate words for which you need to make a decision or insert information. If you need help with a media-related issue, contact your area Public Affairs and Communications manager (see Part VII).

### Dog Bite Prevention Background

#### The Victims

- The Humane Society of the United States (HSUS) reports that small children, the elderly, and letter carriers — in that order — are the most frequent victims. Dog attacks are the most commonly reported childhood public health problem in the United States.

- The HSUS also reports that the number of dog attacks exceeds the reported instances of measles, whooping cough, and mumps combined. Dog bite victims account for up to 5 percent of emergency room visits.
- Many of the OSHA recordable bites that were reported by 3,070 letter carriers in 2002 came from dog owners who said their dogs would not bite.
- According to the American Veterinary Medical Association, approximately 334,000 people are admitted to U.S. emergency departments annually with dog bite-associated injuries and another 466,000 are seen in other medical settings.

#### *How to Avoid Being Bitten*

- Don't run past a dog. The dog's natural instinct is to chase and catch prey.
- If a dog threatens you, don't scream. Avoid eye contact. Try to remain motionless until the dog leaves, then back away slowly until the dog is out of sight.
- Don't approach a strange dog, especially one that's tethered or confined.
- While letter carriers are discouraged from petting animals, people who choose to pet dogs should always let a dog see and sniff them before petting the animal.

#### *How to Be a Responsible Dog Owner*

- Obedience training can teach dogs proper behavior and help owners control their dog in any situation.
- When the letter carrier comes to your home, keep your dog inside, away from the door, in another room or on a leash.
- Don't let your child take mail from the letter carrier in the presence of your dog. Your dog's instinct is to protect the family.
- Spay or neuter your dog. Neutered dogs are less likely to bite. HSUS statistics reflect that dogs that have not been spayed or neutered are up to three times more likely to bite than neutered or spayed dogs.
- Dogs that haven't been properly socialized, that receive little attention or handling, or are left tied up for long periods of time frequently turn into biters.

***Oliver landed on his knees as the 125-pound Rottweiler lunged at him from behind. His mailbag took the bites of the snarling dog. Once free of his attacker, the next shock came when Oliver discovered he could not stand. In his plunge to the ground, he severed the patella tendon in both his knees. After 6 months, two operations, weeks with both legs in a cast, and ongoing physical therapy — Oliver is glad to be walking again and back at work.***

#### **Employee Event the Media Will Love — A Chorus Line**

Work with your employees to stage a 30-minute event in a public area inside or outside the Post Office, just before carriers depart for their routes. Ask which employees would be willing to show their scars and tell their stories about encounters with vicious animals. It's their opportunity to help customers, friends, and neighbors protect themselves and their children from similar pain.

Consider inviting someone from the local animal shelter, humane society, homeowners association, or neighborhood association, or pet trainers to talk about animal safety and responsible pet ownership. Providing a local animal shelter representative to speak to the community about animal behavior and dog bites gives the "third-party endorsement" reporters use to validate news stories.

If you are in a smaller community, think about partnering with neighboring postmasters to hold a joint event. You'll have more examples, and you will be able to interest media from surrounding communities.

#### *Planning the Event*

Complete and mail the news release along with the dog bite prevention background material 2 weeks before and the media advisory 2 days before, or the morning of, your event. You can also use the facts in the release to share brief remarks about the impact of dog bites on the Postal Service.

Give newspaper editors and television assignment editors a call between 10:00 A.M. and 11:00 A.M. a couple of days before the event as a follow-up to your original news release. You can also send the media advisory as another reminder. One note about a typical news day: Editors are usually making assignments in the morning and will be busy in the afternoon as their deadlines approach. Late-morning calls are usually better. Just in case the editor asks for more information, have the news release and media advisory available before you make your telephone calls.

Ask the editor if he or she would be interested in covering a photo opportunity of letter carriers lining up, chorus line style, to display their dog bite scars. You can create more interest if you describe dog bites as a community issue and not a Postal Service problem. Tell the editor that small children represent the majority of victims and are estimated to be 900 times more likely to be victimized by dog attacks than letter carriers.

Be sure to add that this is a good opportunity for the public to learn how to avoid dog bites, and an opportunity for dog owners to learn how to reduce the risk of their dog attacking someone.

#### *On the Day of the Event*

Designate an area in the parking lot for camera crews and have an alternative location in case it rains. Give your remarks and then introduce the local animal shelter representative, who will speak about dog behavior and about dog bites in the community. Just before your letter carriers are ready to leave for their routes, ask them to stand shoulder to shoulder and hold out their legs and/or arms to display their dog bite scars. You can even add music. At this point you'll probably see camera crews and photographers move in for close-up shots.

After a couple of minutes, when the activity starts to die down, inform the media that the letter carriers are available to talk about dog bites and how to avoid them. But remind them they have only a few minutes, as the carriers must leave to deliver the mail. If reporters ask to follow a letter carrier on their route, be sure to select someone who will represent your office well.

National Dog Bite Prevention Week, May 18–24, 2003

Publicity Kit



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## NEWS RELEASE

### A Different Kind of Chorus Line

[YOUR CITY] — A different kind of chorus line will be staged in a rather unusual setting on [DATE] promptly at [TIME]. It's all part of the Postal Service's annual National Dog Bite Prevention Week program. To help their customers — especially the youngest ones — U.S. Postal Service letter carriers at the [NAME OF OFFICE] at [ADDRESS OF OFFICE] are kicking up their heels and waving their arms to show the community the importance of preventing animal attacks.

While the country has become increasingly focused in the past year on the tragic injuries and deaths resulting from dog attacks, the Postal Service has been at the forefront of this issue for decades.

At one time experiencing as many as 7,000 dog bite injuries to its letter carriers in a year, the Postal Service partnered with the Humane Society of the United States and other interested parties to teach people how to avoid dog attacks and how to protect themselves if an attack occurs. In recent years, a strong emphasis has also been placed on educating the public about responsible pet ownership.

Between September 2001 and September 2002, the Postal Service recorded 3,070 OSHA recordable dog bite-related injuries to letter carriers. While that number is disturbing, the most frequent victims of dog attacks are children. American children suffer an average of 2 million dog bite injuries every year. "That's why our letter carriers have agreed to start 'dancing in the street' to show the community their scars, share their stories, and help their customers avoid the kind of pain they have already suffered," says Postmaster [POSTMASTER'S NAME].

In addition to the letter carrier chorus line [LIST ANY OTHER OFFICIALS WHO WILL PARTICIPATE IN THE EVENT, for example, a safety or animal expert who can talk about how to avoid attacks and what to do if one occurs]. [ATTACH DOG BITE PREVENTION BACKGROUND.]

###

Publicity Kit

National Dog Bite Prevention Week, May 18-24, 2003

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[INSERT DATE]Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)**MEDIA ADVISORY****Letter Carriers at [CITY NAME] Post Office Set Up a Very Special Chorus Line  
for a Very Special Reason****ATTENTION:** News Editor**WHAT:** Letter carriers of the [NAME] Post Office will line up chorus line style and display their dog bite scars to promote dog bite prevention. Postmaster [NAME] and [NAME] of [ANY OTHER PARTICIPATING HEALTH OR ANIMAL PROTECTION AGENCY] will speak about the problem of dog bites to the Postal Service and the community.

Media can also obtain tips on how to avoid dog bites and learn what dog owners can do to reduce the chances their pet will injure someone.

**WHEN:** [DATE AND TIME. Preferably no earlier than 10:00 A.M., or just before letter carriers depart for their routes].**WHERE:** [POST OFFICE LOCATION]**BACKGROUND:** The 3,070 letter carriers bitten by dogs last year pales in comparison to the more than 2 million children who were needlessly victimized by dogs. The owners of many canines involved in those attacks believed their pet would never bite. This year, the U.S. Postal Service and its letter carriers are working to prevent those painful, sometimes fatal, injuries by promoting community awareness and responsible pet ownership.**CONTACT:** [NAME], postmaster at [TELEPHONE].

###

## Employee Event the Media Will Love — a Picnic and a Parade

This is an opportunity to achieve two objectives. You can organize a Postal Service employee family event and at the same time make the community aware of the serious issue of dog attacks. Ask which employees would be willing to participate in a planning committee and then divide the tasks among them.

The event would start with a short parade, providing you have secured a permit, to the prearranged picnic site. Letter carriers and their families would parade through a residential neighborhood to bring attention to the issue of dog bite prevention. Signs with brief dog bite statistics and facts about prevention are a nice addition.

Invite letter carriers who have previously been injured by dogs to lead the parade. By walking with their families, they put a human face on the statistic of 3,070 letter carriers injured by OSHA-recordable dog bites last fiscal year. They can tell their stories, and perhaps show their scars, to help others avoid the kind of pain they have suffered.

Consider inviting someone from a local animal shelter to join you to talk about animal safety and responsible pet ownership. In smaller communities, consider partnering with neighboring postmasters to hold a joint event. You'll have more examples, and you will be able to interest media in surrounding communities.

Be mindful in selecting your parade route and picnic site. While it makes sense to use this opportunity to bring attention to problem areas of your community, do not create a parade route that you know to be unsafe. Also, check with city officials to obtain any necessary parade permits.

### *Planning the Event*

Complete and mail the news release 2 weeks before your event. You can also use the facts in the release to share brief remarks about the impact of dog bites on the Postal Service.

Give newspaper editors and television assignment editors a call between 10:00 A.M. and 11:00 A.M. a couple of days before the event as a follow-up to your original news release. You can also send the media advisory as another reminder. One note about a typical news day: Editors are typically making assignments in the morning and will be busy in the afternoon as their deadlines approach. Late morning calls are usually better. Just in case the editor asks for more information, have the news release and media advisory available before you make your telephone calls.

Timing your parade to begin on a Sunday around 10:00 A.M. will give you the best chance for media coverage. Ask the editor if he or she would be interested in covering a parade of Postal Service employees and their families who are taking the message of dog bite prevention to the streets of their community. You can create more interest if you describe dog bites as a community issue and not a Postal Service problem. Tell the editor that small children represent the majority of victims and are estimated to be 900 times more likely to be victimized by dog attacks than letter carriers.

Be sure to add that this is a good opportunity for the public to learn how to avoid dog bites and an opportunity for dog owners to learn how to reduce the risk of their dog attacking someone. Make sure the news editor knows that they will be able to talk with letter carriers who have been bitten by dogs and learn how the event affected them and their families.

***At 5'2" and 120 pounds, Christine was no match for Bruno, a 90-pound two-year old Akita. She had seen him before, and he never posed a threat. But this day, the dog lunged at her. Breaking his chain, he began to dig his teeth into her right hand, leg, ankle, calves, and thigh. What followed was a 2-hour surgery and 5 days in the hospital. "Whatever you do, never trust a dog on a leash or a chain," says Christine. "I never will again."***

Publicity Kit

National Dog Bite Prevention Week, May 18–24, 2003

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[INSERT DATE]Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)**NEWS RELEASE****[CITY NAME] Post Office and [LOCAL ANIMAL SHELTER]  
Lead the Parade for Dog Bite Prevention**

[YOUR CITY] — They walk the streets of [CITY] every day, but Sunday, [DATE] at [TIME], [YOUR CITY] letter carriers are bringing friends and family along with them to deliver a very special message. The message they will deliver has received a lot of media attention lately, but it is one that letter carriers have been concerned about for decades. It is the need for the entire community to work together to avoid the cost and pain of dog bites.

Last fiscal year more than 3,000 letter carriers in the nation suffered the pain of an OSHA-recordable dog bite. But that number pales in comparison to the more than 2 million children who received dog bite injuries in a single year. "That's why we're coming out on a Sunday to deliver this important message," says Postmaster [POSTMASTER NAME]. "Several of our letter carriers know first-hand about both the prevention and the pain of animal attacks, and we want to do whatever we can to help educate the community — especially parents and pet owners."

Letter carriers who are on the job, having recovered from animal attacks, will lead the parade and are available to talk about their experience. [NAME OF HEALTH CARE OR ANIMAL PROTECTION OFFICIAL] will join letter carriers along their route to talk about dog bite prevention and responsible pet ownership. A sample of some important facts that officials can share is attached. [ATTACH DOG BITE PREVENTION BACKGROUND.]

The parade route will be [DESCRIBE THE PARADE'S ROUTE SO REPORTERS CAN CATCH UP WITH YOU IF THEY MISS THE BEGINNING OF THE PARADE].

# # #

National Dog Bite Prevention Week, May 18–24, 2003

Publicity Kit



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## MEDIA ADVISORY

### [CITY NAME] Post Office and [LOCAL ANIMAL SHELTER] Deliver a Very Special Message This [DAY]

**ATTENTION:** News Editors

**WHAT:** Letter carriers of the [NAME] Post Office will be joined by their friends, family, children, and even some of their pets as they deliver a very important message to the community. **[THE APPEARANCE OF A WELL-TRAINED DOG OWNED BY ONE OF YOUR LETTER CARRIERS WILL HELP DISPEL THE MYTH THAT POSTAL EMPLOYEES DON'T LIKE DOGS.]** Postmaster [NAME] and [NAME] of the [LOCAL HEALTH OR ANIMAL PROTECTION AGENCY] will speak about the problem of dog bites to the Postal Service and the community as they travel a parade route through the [NAME] community.

Letter carriers who will lead the parade have recovered from animal attacks and will share their stories in order to help others avoid the pain they have gone through.

Media can also obtain tips on how to avoid dog bites and learn what dog owners can do to reduce aggressive pet behavior.

**WHEN:** Sunday, [DATE AND TIME, preferably no earlier than 10:00 A.M.].

**WHERE:** The parade will begin at [DESCRIBE PARADE ROUTE] and end at [PICNIC LOCATION].

**BACKGROUND:** The 3,070 letter carriers bitten by dogs in 2002 pales in comparison to the more than 2 million children who were needlessly victimized by dogs. The owners of many canines claimed their pet would never bite. This year, the U.S. Postal Service and its letter carriers work to prevent these painful, sometimes fatal, injuries by promoting community awareness and responsible pet ownership.

**CONTACT:** Postmaster [POSTMASTER NAME] at [PHONE].

###

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[INSERT DATE]Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)**PUBLIC SERVICE ANNOUNCEMENTS****May 18–24 is National Dog Bite Prevention Week**

Below you will find three public service announcements (PSAs) for your consideration. Spring is here, more people and dogs will be on the street, and this is the perfect time to participate in an education campaign aimed at reducing these painful, costly attacks.

For decades the U.S. Postal Service has taken a leadership role in preventing animal attacks. Letter carriers are members of the third most likely group to be bitten by a dog. Children and the elderly rank number 1 and 2, respectively. More information is found on the Dog Bite Prevention Background sheet attached. **[ATTACH DOG BITE PREVENTION BACKGROUND.]**

Please join the Postal Service in this important public education campaign by using these public service announcements and by interviewing Postal Service, animal protection, and public health officials during National Dog Bite Prevention Week.

**PSA 1**

It's that time of year again, and the Postal Service, health care providers, and animal protection professionals need your help. Last year, nationwide, 3,070 letter carriers sustained OSHA-recordable dog bite injuries. But that pales in comparison to the more than 4.7 million people — most of them children and the elderly — who are bitten by dogs each year. You can help protect your letter carrier, meter reader, newspaper delivery person, or your neighbors' children by making sure your pet is properly restrained. Be a responsible pet owner. Help prevent the injuries and death caused by animal attacks. This message is a public service of this station and your local Post Office.

**PSA 2**

At this point in our nation's history, even the comedians know that "dog bites man" is no laughing matter. According to the Humane Society of the United States, 44 people died "between 1999 and 2002" after being bitten by a dog. Most of the victims — 24 of them — were children under the age of 12. That's why the nation's letter carriers, who suffered more than 3,000 dog bite injuries last year, are reminding pet owners to restrain their dogs to protect letter carriers, meter readers, children, and others who may come near their dogs. This message is a public service of this station and your local Post Office.

**PSA 3**

Pet owners, did you know that if your dog attacks a letter carrier, you could be held liable for all medical expenses and other costs, which can run into thousands of dollars?

Don't think your fence is the only protection you need — especially if a letter carrier or delivery person must enter your yard. The Postal Service is not anti-dog, but pro-responsibility. Responsible pet ownership includes making sure your pet is properly restrained. Last year, nationally, more than 3,000 letter carriers sustained OSHA-recordable dog bites while delivering the mail. Help your letter carrier deliver safely for you. This message is a public service of this station and your local Post Office.

**Sample Postmaster Columns**

Using these columns will help you spread the word about the Postal Service's efforts to protect letter carriers and children in the community. The message is that dog bites are a serious matter and, by helping protect letter carriers, the public is protecting everyone.

Retype these columns on your letterhead and take or send them to your local newspapers. It's a good idea to localize the articles with experiences from your own Post Office or community. Contact local newspaper editors to propose running the column weekly for 3 weeks. You should also post copies of these columns in your lobby and employee break room.

Although the material is designed specifically for use during the spring, you also can use it to build community awareness throughout the summer months.

# # #

**POSTMASTER COLUMN NO. 1****“Children Suffer Most Dog Bites,” by [NAME], Postmaster [CITY]**

For every letter carrier bitten, hundreds of children needlessly suffer the pain and trauma of dog bites. Whatever the reasons for them, dog bites are a serious problem for the entire community, not just our letter carriers trying to deliver your mail. Nationwide, the U.S. Postal Service carriers suffered 3,070 dog bites last year. That’s an average of 10 dog attacks every delivery day, and that figure does not include the number of threatening incidents that did not result in injury.

These numbers pale in comparison with the more than 4.7 million people — mostly children and the elderly — who suffer injuries from dog attacks each year.

In [CITY] last year dogs bit [NUMBER] letter carriers and there were a significant number of **[OR YOU CAN ESTIMATE A NUMBER IF POSSIBLE]** instances where dogs interfered with mail delivery. Fortunately, most dog bites can be prevented through responsible pet ownership.

**[IF YOU DID HAVE DOG BITES LAST YEAR, USE THE PREVIOUS PARAGRAPH AND INSERT A PARAGRAPH OR TWO HERE GIVING A FEW DETAILS, SUCH AS THE SERIOUSNESS OF THE INCIDENTS AND THE AMOUNT OF LOST TIME.]**

**[IF YOU HAD NO DOG BITES OR NO CASES OF DOGS INTERFERING WITH MAIL DELIVERY LAST YEAR, OMIT THE PREVIOUS PARAGRAPH.]**

If a letter carrier needs to deliver a certified letter or a package to you, put your dog into a separate room before opening your front door. Dogs have been known to burst through screen doors or plate-glass windows to get at strangers.

Just ask Dover, Delaware, Postmaster Jack Bailey. A letter carrier at his Post Office, who had survived eight attacks during his 20-year career, felt secure in his ability to avoid dog bites. He owns four dogs himself. But, in February 1993, that carrier would be scarred for life — both physically and emotionally.

While delivering to a mailbox at the entrance to a customer’s home, the carrier watched in horror as a 100-pound dog charged the front door. Instinctively, he braced his foot against the door as the dog backed up to charge again. This time, the animal crashed through the Plexiglas-plated door and tore into the flesh of his arm.

“It happened so quickly that he didn’t have time to react,” explains Bailey.

“The animal’s bite so severely shredded his left arm that he has undergone several restorative surgeries and may never have full use of his arm,” says Bailey. **[FEEL FREE TO SUBSTITUTE THIS EXAMPLE WITH A LOCAL ONE IF IT IS APPROPRIATE.]**

Nationally, the number of carriers bitten by dogs has declined over the years. This is because of greater cooperation from dog owners, stricter leash laws, and stepped-up efforts to educate letter carriers and the public about dealing with the problem.

Our letter carriers are vigilant and dedicated, but we may be forced to stop mail delivery at an address if a letter carrier is threatened by a vicious dog. In some instances, Postal Service employees have sued and collected damages for dog bite injuries. We can't control people's dogs; only dog owners can do that.

While some attribute attacks on letter carriers to dogs' inbred aversion to uniforms, experts say the psychology actually runs much deeper. Every day that a letter carrier comes into a dog's territory, the dog barks and the letter carrier leaves. Day after day the dog sees this action repeated. After a week or two, the dog appears to feel invincible against intruders. Once the dog gets loose, there's a good chance it will attack.

Dog owners should remind their children about the need to keep the family dog secured. We also recommend parents ask their children not to take mail directly from letter carriers. A dog may see handing mail to a child as a threatening gesture.

These simple reminders and helpful tips can reduce the hazard of dog bite attacks. Help us to help you this spring and summer.

*This is the first in a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service and in the community. Next week: "Why Do Some Dogs Bite?"*

###

## POSTMASTER COLUMN NO. 2

### “Why Do Some Dogs Bite?” by [NAME], Postmaster [CITY]

Would your dog bite? The Humane Society of the United States estimates that more than 4.7 million dog bites are reported to local authorities each year. Countless more go unreported.

Dog bites can range from a relatively painless nip to a fatal mauling. Dog bite victims account for up to 5 percent of all hospital emergency room visits. Children are most often the victims. Of the 44 people who died from dog attacks between 1999 and 2002, 24 of them were children under the age of 12. Dog attacks are the most commonly reported childhood public health problem in the United States.

You may feel confident that your dog won't add to these statistics, and it is probably true that your trusty companion will never seriously harm anyone. However, if your dog does attack or bite someone, you could be liable for the victim's pain, suffering, and medical expenses. Potential victims include your letter and rural carrier and neighborhood children. There are several ways you can avoid liability. Reducing the likelihood your dog will ever bite someone helps protect you, your canine companion, and everyone else in the community.

#### Why Some Dogs Bite

Lack of socialization, improper training, excitement, and fear can all contribute to a dog attack. Even a nip on the leg is unacceptable behavior for a family dog.

Although dogs may bite for a variety of reasons, spaying or neutering has been shown to reduce aggressiveness. Bite statistics show that dogs that have not been spayed or neutered are up to three times more likely to be involved in a biting incident.

#### Three Suggestions to Help Take the Bite Out of Your Dog:

- Teach your dog appropriate behavior. Don't play aggressive games with your dog such as wrestling, tug of war, or siccing your dog on another person. It's essential that your dog recognize members of your family as dominant figures not to be challenged.
- Be a responsible pet owner. For everyone's safety, don't allow your dog to roam. Make your pet a member of your family. Dogs that spend too much time tethered to a dog house or in the back yard have a much greater chance of developing aggressive behavioral problems.
- Stay on the safe side. Help your dog become accustomed to a variety of situations. If you don't know how your dog will react to a new situation, be cautious. If you think your dog could panic in a crowd, leave him or her at home. If your dog may overreact to visitors or delivery people, keep him or her in another room.

*This is the second in a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service and in the community. Next week: “Protecting the Community.”*

###

**POSTMASTER COLUMN NO. 3****“Protecting the Community,” by [NAME], Postmaster [CITY]**

Last year, dog bites resulted in 3,070 Occupational Safety and Health Administration (OSHA) recordable injuries to letter carriers nationwide. The Centers for Disease Control and Prevention estimates that nearly 2 percent of the American population is bitten by a dog each year, and most of the victims are children.

Clearly, parents must never leave a defenseless infant with a dog and must make sure that older children know the potential danger of dog bites. It is also important to know that studies have shown that dogs are three times more likely to be involved in a biting incident if they have not been spayed or neutered.

The Humane Society of the United States (HSUS) has found that the breed of animal most commonly involved in dog attacks can change from year to year and from one part of the country to another, depending on the popularity of the breed. According to the HSUS, while some breeds are more likely to bite, other factors like whether the animal has been spayed or neutered, and whether the animal has been properly socialized, safely confined, properly supervised, and humanely trained play great roles in a dog's tendency to bite. Dog owners can prevent serious injuries to others by realizing their important role in dog bite prevention.

*This concludes a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service and in the community.*

# # #

#### IV. Community Involvement

Most people think children and dogs go together naturally, and they often do. But, it may shock you to learn that children are the most common victims of dog bites. You can use the following talk and the enclosed handout to alert school children to two important points in preventing dog bites: responsible pet ownership and safe behavior around dogs.

Sponsoring a poster contest gets children involved in spreading the word about preventing dog bites. And the colorful posters that result are a great way to get the word out to the public.

Get postmasters and station managers to hang posters or display in lobby or local high traffic grocery stores. The postmaster is one of the key leaders in each community. Postmasters should use their influence to win support from other key leaders for our campaign to reduce dog attacks and dog bites. The suggestions in this section will get you started toward some cooperative campaigning for dog bite awareness.

***Erwin was the second letter carrier to be sent to the hospital by this dog.*** “A dog warning card would have really helped,” Erwin said. “This dog had a predictable behavior, but I didn’t know to look for him.” Erwin underwent two surgeries to repair his hand and broken fingers. And, he was off work for 2 months because the physical trauma caused complications to his diabetes. Lee was the first letter carrier to be bitten by the animal. “I had animal protection pick him up three times,” Lee said. “They always brought him back.”

## **POSTMASTER SPEECH**

### **Dog Bite Prevention Speech for School Children**

**[MAKE THE PRESENTATION LIGHT AND FUN. Even though this is a serious subject, children will respond to your being friendly and approachable. Be sure to tell the children what a postmaster is/does.]**

Good morning boys and girls.

My name is **[NAME]** and I'm your postmaster.

**[Tell the children what a postmaster is/does.]**

How many of you have dogs at home or have friends who own a dog? **[LISTEN TO RESPONSES.]** Have you or any of your friends ever been bitten by a dog? **[LISTEN TO RESPONSES.]** Well, I'll bet you didn't like it, did you?

At the Post Office where I work, the people who deliver your mail get bitten, too. Sometimes they have to go to the hospital and can't do their job for a long time. The dog's owner may have to pay a big hospital bill. And the mail may not be delivered to that house until the owners promise to keep the dog fenced in.

I don't want anybody at work to be bitten, and I don't want any of you to get bitten, either. That's why I'm here today, because I need your help.

There are several things you can do to help out. The most important thing is to stop your dog from getting outside and running loose. When you go outside, make sure to close the door tight, and when you are playing with your dog in the yard, make sure you close the gate so he does not get out.

When you see the letter carrier coming down your street, look around and make sure your dog is either inside or securely fenced away from the mailbox.

When the letter carrier gets to your house, let him or her put the mail in your mailbox. Never reach out to take the mail yourself, because your dog might think the letter carrier is a threat to you even though we know that isn't true.

After the letter carrier has delivered the mail and gone, you still need to watch out for loose dogs. Never step too close to a strange dog. Even if he looks friendly, he might still bite.

I am going to give each of you a list of things you can do to help keep dogs from biting your letter carrier, your friends, and yourself. I want you to take this list home and talk to your parents about it. See if they will help you keep your dog from getting outside.

If you do that, your letter carrier won't have to worry about going to the hospital for a dog bite, and we can ensure that everyone's mail is safely and quickly delivered.

**POSTMASTER SPEECH CONTINUED****Dog Bite Prevention Tips for Kids — How You Can Help Prevent Dog Bites**

To help make your neighborhood safe for the letter carrier, yourself, and other people just remember these simple rules:

- Find out what time the letter carrier usually brings your mail.
- When the letter carrier is due to visit your house, check to be sure your dog is inside. Keep the dog inside until the letter carrier is gone.
- If someone needs to open the door to sign for a letter, first put the dog in another room and close the door.
- If you have a mail slot, keep your dog away from the slot so the carrier's fingers don't get bitten.
- If your mailbox is inside your fenced yard, and your dog is too, keep the dog on a leash away from the mailbox during the time your letter carrier delivers the mail.
- When your dog is outside, never walk up to the letter carrier and ask for your mail. Your dog may think you are being threatened.
- If you see a dog running loose in your neighborhood, tell your parents.
- Never, ever approach a strange dog.

###

## Poster Contest

If you plan to sponsor a poster contest for school children, you will need to furnish some slogans and a set of rules. It's also standard procedure to appoint judges and offer some kind of reward or prize for the winners.

Where young children are involved, it's a good idea to make everybody feel like a winner. In addition to the three main prizes (we recommend commemorative stamp sets), try to offer something for participation. Perhaps you could obtain a number of special pictorial cancellations of local interest.

Be sure to furnish the media with information about when the contest will start, what schools are participating, who will judge the contest, and where the entries will be displayed.

Suggested slogans:

- Good neighbors keep good control of their dogs.
- Good fences make good dogs better.
- Mail time is time to take your pooch inside.
- Letter carriers love dogs on a leash.
- A dog on the loose is bad news.

Have the posters judged on originality, clarity of the dog bite message, and quality of the artwork. A panel of judges might consist of an art teacher, a letter carrier, an animal control officer, and a member of the PTA. State that the decision of the judges will be final and list the prizes. If possible, have the grand prize-winning poster reproduced and sent to the schools. Try to display all the entries in the Post Office lobby or local grocery stores. Children and parents will be looking for them.

Suggested contest rules:

- The Dog Bite Awareness Poster Contest is open to students in grades 1 through 5 from now until **[MONTH, DAY, YEAR]**.
- The theme is **[CHOOSE THEME]**.
- Only one entry per student will be accepted.
- Students must design and complete posters without help.
- Entries must be **[CHOOSE: e.g., 11" x 17", horizontal or vertical, black and white or color, in any two-dimensional medium (charcoal, watercolor, marker, paint, etc.)]**.

- Posters will not be returned. By entering, a student agrees to give the Postal Service full ownership of the artwork and reproduction rights if it is selected the grand prize winner.
- Each entry must have an entry form attached to the back. Posters with incomplete forms will not be considered.
- Entries must be submitted by **[DATE]** to be considered for judging.
- Winners will be notified by mail.

***The groin injury was excruciating. Blood was everywhere.*** The animal had charged against the window and torn down curtains trying to get to James before, so he knew to be wary when his customer walked up to him, while walking this familiar dog, and asked for her mail. Although the dog looked calm, James kept as much distance as possible. However, before he had time to react, the animal sank his teeth into the letter carrier's flesh. After 22 stitches and a month on his back, James started walking again. Several months later, he weaned himself off the morphine. Following a subsequent infection, more pain, and months of physical therapy, James gave up the route he loved and now serves the Postal Service as a window clerk.

## Working With Community Leaders

- Seek ideas from other postmasters. When attending various management meetings, seminars, training sessions, or conventions, take time to discuss dog bite prevention and other safety programs with your peers. Many postmasters have come up with some innovative ideas and developed excellent dog bite awareness campaigns.
- Visit area schools to discuss dog bite prevention with students. Many local animal control officials and veterinarians will participate, particularly when they can stage a pet licensing and rabies vaccination effort at the same time.
- Holding a dog bite awareness poster contest for local elementary school students is another way to involve the schools. Arrange to display the entries at the Post Office for a day and invite parents and the media. Give a short talk or provide handout information on dog bite awareness.

- Locate a local dog obedience club and allow it to stage a 1-day free dog training session at your Post Office. (An excellent time is after the office closes on Saturday.) Publicize the event and invite the media. (**Note:** If employees are involved, be aware of FLSA requirements.)
- Locate a scout troop or similar youth organization and encourage it to make a project of creating public awareness of dog bite dangers. Help them publicize their efforts through the local media.
- Contact your local utility companies to participate in some of your events. They are attuned to public service, and they have their own dog bite problems.

***“December 5th was the last day I got to use my right thumb.”*** Russ was familiar with the Pitbull-and-Rottweiler mix dog along his route. Others had felt his bite. The dog charged from across the street, first going for his face and then his hand; a bite severed nerves in his thumb. Russ kept rolling, trying to get the dog off, but not before a fang entered his right kneecap. Life has changed for Russ. He misses his route. An enthusiastic athlete, he misses lifting weights, snapping a basketball, and throwing darts.

## V. Information for All Employees

This section offers tools that postmasters can use to help educate employees to do their jobs as safely as possible.

Give the following stand-up talk to your letter carriers. The talk focuses on the seriousness of dog bites, what carriers should do about a problem dog on their route, and what to do if a dog attacks. Also, let letter carriers know that you are supporting them by mailing out progressive warning letters to owners whose dogs are unrestrained. Sample warning letters are included in Part VI, For Postal Service Managers.

The true-or-false quiz “Are You an Unwary Visitor?” on page 34 can educate letter carriers on proper behavior around dogs and is an interesting way to share important information. A letter carrier who knows the answers to the quiz is less likely to be a dog bite victim. Post the quiz, print it in a newsletter, or distribute it as a handout to your letter carriers and supervisors.

The Postal Service also offers a dog repellent spray for letter carriers. Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent*, describes the spray and its use. Information from that publication is included in this section. Post the information, publish it in a newsletter, or reproduce it as a handout for supervisors and carriers. Tell carriers how to obtain repellent.

Use “Basic Dog Bite Prevention Rules for Letter Carriers” on page 42 as a reinforcing stand-up talk or a posting.

***Two girls screamed as blood gushed from where their large dog bit Cynthia on her foot and leg.*** This was Cynthia’s second dog bite incident in about 2 years. The first dog bite injury occurred when a little girl opened her door for the letter carrier, and the family’s small dog pierced her leg. Now, after the second attack, Cynthia is still working through the trauma. She says she doesn’t walk to the store or hear rustling leaves without fear.

## **POSTMASTER STAND-UP TALK**

### **Safety Talk for Letter Carriers and Rural Carriers**

It won't be long until school lets out for the summer and children begin to spend their days outside playing.

We all know that means taking extra care to watch out for children playing around our vehicles, but it also is the time of year to be on the lookout for loose dogs. Many of these pets have been in the house or confined to the backyard all winter and manage to get out when children leave a door or gate open.

Last year, approximately 4.7 million people suffered dog bites in the United States, including 3,070 reported by letter carriers. That means an average of 10 letter carriers is injured in a dog bite each delivery day.

#### **[SHARE SOME EXAMPLES OF INJURED LETTER CARRIERS THAT ARE FOUND IN THIS GUIDE OR EXAMPLES FROM YOUR OWN POST OFFICE.]**

Loose dogs are a serious problem for everyone. As letter carriers, you are not only doing yourself a favor, you are helping everyone in the community by getting these animals off the street. Letter carriers are the third most frequent victims of dog attacks, but children and the elderly rank first and second.

One tool we have in controlling the dog problem is a policy of withholding delivery where dogs are a threat. Report all incidents to the postmaster or the carrier supervisor, who will decide what action needs to be taken. If a phone call to the customer doesn't take care of the situation, we have a series of progressive warning letters that could ultimately lead to the suspension of mail service to the customer's home.

Besides making us all aware of potential dog bite problems that need to be addressed, there are several things you can do to avoid dog bite situations:

- Watch out for dogs along your route and be aware of places a dog can hide.
- Never hand mail to a child or adult while in view of a dog.
- Place one foot at the base of doors that open outward to prevent a dog from rushing out.
- Learn to recognize the warning signs that a dog is about to attack: tail high and stiff, ears up, hair on back standing up, and teeth showing.
- Report all incidents regarding dogs to supervisors.
- Dogs are very territorial animals who react aggressively when someone invades their territory or "danger zone." When you find yourself in a dog's danger zone, you should stop immediately and remain still, allowing the dog's anger to subside.

- If confronted, face the dog without making direct eye contact and back away slowly. Be submissive, but don't run. If you run, the dog is going to try to knock you to the ground and you could be seriously hurt.
- Put something between you and the dog, such as a package or pouch. Don't try to make friends with the dog, pet it, or put your hands or face near it. And if the dog does bite, try not to pull away because that may cause further injury. Instead, try to make the dog release its hold.
- Quickly obtain medical attention and report all injuries.

We all watch the news and know that the potential for serious injury cannot be ignored. Be vigilant about the threat of animal attacks for your safety, for your family, and for the children and elderly in our community.

# # #

### True-or-False Quiz: Are You an Unwary Visitor?

#### Questions

Are you an unwary visitor to what a dog considers its territory? If so, you might be bitten. Take this quiz on handling some typical situations encountered by delivery people. It may help you prevent an injury. Answer “true” or “false.”

1. If a dog is sleeping in the side yard, you should quietly slip up to the front door and make your delivery so you don't disturb the dog.
2. Turning away and retreating quickly from a dog will probably prevent your being bitten.
3. Carrying dog biscuits with you will help you make friends with all the dogs on your route.
4. Many bites occur because the dog is protective of its home territory.
5. To ensure that you have your repellent, it's a good idea to secure it to a mail cart or your vehicle dashboard.
6. Dogs attack only if you threaten or challenge them.
7. Dogs always make their intentions known by growling or barking before they attack.
8. A storm or screen door will keep the dog inside from attacking you at the door.
9. One way to protect yourself is to spray repellent on all the large dogs on your route at least once so they are afraid to challenge you.
10. Talking softly to a dog while petting it will reassure the dog that you mean no harm and will reduce your chances of being bitten.

#### Answers

1. **FALSE.** Dogs have keen senses; under these conditions, you would probably startle the dog and increase the possibility of an attack. The right procedure? Make a soft noise, such as a low whistle, so the dog won't be surprised. Keep your eye on the dog, and if you must withdraw, back up slowly and carefully to avoid a fall.
2. **FALSE.** Turning and running often increases the dog's excitement and provides an opportunity for it to bite while your back is turned. The proper procedure? Stand your ground initially, face the dog, use your satchel as a shield, keep your repellent handy, and back away slowly and carefully to avoid a fall.

3. **FALSE.** Too often the dog will readily accept the treat but still not accept you. What is a proper procedure? Reassure the dog by talking in a friendly manner and using its name if you know it. But do this from a safe distance.
4. **TRUE.** Dogs instinctively recognize their owners' premises as territorial boundaries. Before entering a customer's property, quickly assess places a dog may be hiding and be alert.
5. **FALSE.** Most attacks occur away from carts and vehicles. The correct procedure is to keep your spray with you and carry it in a location that allows you to use it quickly if you are attacked.
6. **FALSE.** Dogs attack under various circumstances. Properly protect yourself by being aware of the presence of even the friendliest dogs.
7. **FALSE.** Many bites occur without warning. The best way to protect yourself is to stay alert and, if confronted, follow the withdrawal procedures described above.
8. **FALSE.** Dogs have been known to break through screen and storm doors, and to escape when the owner opens the door to get the mail. On outward opening doors, you might wish to place your foot against the bottom of the door. If the dog is in the room, ask the owner to relocate the dog before opening the door. In any case, be wary of these situations.
9. **FALSE.** Repellent should be used only to thwart an attack. Spraying animals unnecessarily will serve to enrage them (and their owners), and it is a violation of Postal Service regulations.
10. **FALSE.** Although well-intended, this approach continues to be a source of dog bites. The most effective safety procedure? Don't pet dogs on your route, even if you know them well.

**Two out of three attacks Tony has suffered came from the same, unrestrained dog.** Legal action is pending against the owner of the white purebred German Shepherd that bolted from walking beside his owner to tear into Tony's upper right arm. Nine months later, the same dog found Tony and this time left him with a hole in his arm, more puncture wounds, and stitches. Tony says, "I used to be a pet owner, but I wouldn't want my dog to bite anyone, so I gave up my right."

## Using Dog Repellent

Dog repellent is to be used on any dog that attacks, but it does not replace the policy of nondelivery of mail where there is a dog menace. Collection and delivery employees should promptly report to their supervisor the name and address of the customer where such a menace exists. The supervisor must immediately telephone the customer and request that the animal be confined during the usual delivery hours in the neighborhood. The postmaster will inform the customer that no deliveries will be made until this is done. Employees are not to use the repellent where there is a danger of spraying people. Indiscriminate use of the repellent will not be tolerated — employees who do so are subject to appropriate corrective action.

### *What is the repellent?*

The repellent consists of 0.35 percent oleoresin capsaicin (extract of cayenne pepper) and 99.65 percent mineral oil propelled by an inert gas contained in an aerosol spray can.

### *Has it been adequately tested?*

Extensive laboratory and field tests have been made on the repellent. Veterinarians have thoroughly examined it and have stated that not only is it safe and effective but it is a very humane method of controlling animals. The Postal Service field test showed a high degree of effectiveness in controlling attacking animals; however, its effectiveness against trained attack dogs has not been established.

### *Has it been accepted as safe?*

The repellent has been accepted by the U.S. Department of Agriculture Pesticides Regulation Branch and has been registered by the U.S. Environmental Protection Agency. It has been registered in all states requiring such registration. Registration identifies the product as effective and safe. (See the attached Material Safety Data Sheet.)

### *Are various humane groups aware that the Postal Service might use repellent?*

Yes. The American Kennel Club, the American Humane Association, the Popular Dogs Publishing Company, and the Humane Society of the United States were advised and indicated no objection to our using the product under conditions indicated.

### *How is the repellent used?*

It is sprayed directly at the eyes, nose, and mouth of the attacking dog. Direct application must be made. The effective range is up to 10 feet. The repellent leaves a yellow stain on the dog's hair, which is removable by washing. This stain helps to identify an animal if a check for rabies is necessary.

### *How does the dog react?*

The dog will put his tail between his legs and retreat. Within 10 to 15 minutes, the repellent will wear off and the dog returns to normal.

### *How does it affect humans?*

It produces marked discomfort to the eyes lasting for about 10 minutes, but no damage or harmful effects. It has a faint odor and is mustard yellow. If repellent is inadvertently sprayed into a person's eye, apply copious amounts of water. If it is sprayed on clothing, use commercial spot removers or have the clothing dry-cleaned.

### *Does repellent lose effectiveness with age?*

The repellent is effective indefinitely. In isolated cases, after long periods of non-use, dirt may clog the nozzle orifice, reducing the effective range of the repellent. To avoid this type of failure, insert the tip of a pin into the nozzle opening, turn container upside down, and press the nozzle until white mist is discharged.

### *What if the container leaks after use?*

Some residue will remain in the nozzle after use. You can expel this by turning the container upside down and briefly pressing the nozzle until a white mist is discharged.

### *How should used repellent containers be discarded?*

The inert propellant gas left inside will expand to the point of exploding if the container is compressed or thrown into a trash fire or incinerator. Return containers to the Post Office for recycling.

***"I saw a flash out of the corner of my eye."*** That's what Jan said about the incident that led to her retiring from the Postal Service earlier than planned. The dog clamped onto the back of her leg and shook his head from side to side. The next wound was to her Achilles' heel. Stitches closed the jagged edges of her wounds. It was 6 months before she would work a full day, but her foot was still swollen a year after the encounter. Neighbors who witnessed the incident say the dog spray saved the letter carrier from even further injury.

**Material Safety Data Sheet (MSDS) – Halt Dog Repellent**

ARI — HALT DOG REPELLENT

=====  
MSDS Safety Information  
=====

FSC: 6840  
 NIIN: 01-357-0744  
 MSDS Date: 01/01/2000  
 MSDS Num: CKJWB  
 Product ID: HALT DOG REPELLENT  
 MFN: 03  
 Responsible Party  
 Cage: 1L113  
 Name: ARI  
 Box: 510  
 City: ORCHARD HILL GA 30266  
 Info Phone Number: 770-227-8222 FAX: 770-227-9190  
 Emergency Phone Number: 800-241-5064

=====  
Item Description Information  
=====

Item Manager: S9G  
 Item Name: DOG REPELLENT  
 Specification Number: NONE  
 Type/Grade/Class: NONE  
 Unit of Issue: BX  
 Quantitative Expression: 00000000012EA  
 UI Container Qty: 1  
 Type of Container: CAN

=====  
Ingredients  
=====

Cas: 404-86-4  
 RTECS #: RA8530000  
 Name: CAPSAICIN  
 Percent by Wt: .35

=====  
Health Hazards Data  
=====

Route of Entry Inds - Inhalation: YES  
 Skin: NO  
 Ingestion: NO  
 Effects of Exposure: INHALATION: BURNING SENSATION, IRRITATION. COULD CAUSE SUPERFICIAL KERATITIS & CONJUNCTIVITIS, SEVERE LUNG IRRITATION. SKIN CONTACT: NOT READILY ABSORBED THROUGH SKIN. EYE CONTACT: BURNING SENSATION. IRRITATION. INGESTION: BURNING SENSATION. IRRITATION, SEVERE STOMACH IRRITATION.  
 Signs and Symptoms of Overexposure: SEVERE IRRITATION, BURNING SENSATION.  
 First Aid: EYE: FLUSH WITH WATER. SKIN: WASH AREAS WITH SOAP AND WATER.  
 INHALATION: REMOVE TO FRESH AIR.

=====  
Handling and Disposal  
=====

Spill Release Procedures: ABSORB ONTO ABSORBENT MATERIAL.  
 Waste Disposal Methods: NOT REQUIRED.

Handling And Storage Precautions: PACKAGED UNDER PRESSURE. DO NOT PUNCTURE, INCINERATE OR STORE AT TEMPERATURES OVER 120F.

=====  
Fire and Explosion Hazard Information  
=====

Flash Point Method: CC  
Flash Point: =173.9C, 345.F  
Extinguishing Media: USE CARBON DIOXIDE, FOAM, OR DRY CHEMICAL. COOL CONTAINER WITH WATER SPRAY.  
Fire Fighting Procedures: COOL CONTAINER WITH WATER SPRAY.  
Unusual Fire/Explosion Hazard: PRODUCT PACKAGED IN AEROSOL FORM-WILL EXPLODE UNDER EXTREME HEAT.

=====  
Control Measures  
=====

Respiratory Protection: NONE REQUIRED.  
Protective Gloves: NONE REQUIRED.  
Eye Protection: NONE REQUIRED.  
Other Protective Equipment: NONE REQUIRED.  
Work Hygienic Practices: NONE REQUIRED.  
Supplemental Safety and Health: FORMULA CHANGED. FOR PREVIOUS FORMULATION, SEE MFN 1, SAME NSN.  
FLASH POINT OF LIQUID: 345F. EPA REGISTRATION NUMBER: 7754-37.

=====  
Physical/Chemical Properties  
=====

HCC: V2  
Boiling Point: =212.C, 413.6F  
Spec Gravity: 0.97  
PH: 6  
Solubility in Water: INSOLUBLE  
Appearance and Odor: RED-ORANGE OILY LIQUID WITH PUNGENT AROMA.  
Percent Volatiles by Volume: 0

=====  
Reactivity Data  
=====

Stability Indicator: YES  
Materials to Avoid: NONE  
Hazardous Decomposition Products: PUNGENT FUMES MAYBE EMITTED WHEN HEATED ABOUT 175F.  
Hazardous Polymerization Indicator: NO  
Conditions to Avoid Polymerization: NONE

=====  
Toxicological Information  
=====

=====  
Ecological Information  
=====

=====  
MSDS Transport Information  
=====

Transport Information: HALT-AEROSOL  
=====

=====  
Regulatory Information  
=====

=====  
Other Information  
=====

**National Dog Bite Prevention Week, May 18–24, 2003****Publicity Kit**=====  
Transportation Information  
=====

Responsible Party Cage: 1L113  
Trans ID NO: 152665  
Product ID: HALT DOG REPELLENT  
MSDS Prepared Date: 01/01/2000  
Review Date: 04/28/2000  
MFN: 3  
Tech Entry NOS Shipping Nm: CAPSAICIN  
Net Unit Weight: 0.72 LB  
Multiple KIT Number: 0  
Unit of Issue: BX  
Container QTY: 1  
Type of Container: CAN

=====  
Detail DOT Information  
=====

DOT PSN Code: AGD  
DOT Proper Shipping Name: AEROSOLS, NON-FLAMMABLE,  
DOT PSN Modifier: (EACH NOT EXCEEDING 1 L CAPACITY)  
Hazard Class: 2.2  
UN ID Num: UN1950  
Label: NONFLAMMABLE GAS  
Non Bulk Pack: NONE  
Bulk Pack: NONE  
Max Qty Pass: 75 KG  
Max Qty Cargo: 150 KG  
Vessel Stow Req: A  
Water/Ship/Other Req: 48,85

=====  
Detail IMO Information  
=====

IMO PSN Code: AKD  
IMO Proper Shipping Name: AEROSOLS  
IMDG Page Number: 2102  
UN Number: 1950  
UN Hazard Class: 2(T)  
IMO Packaging Group: –  
Subsidiary Risk Label: T  
EMS Number: 2-13  
MED First Aid Guide NUM: 620

=====  
Detail IATA Information  
=====

IATA PSN Code: ANB  
IATA UN ID Num: 1950  
IATA Proper Shipping Name: AEROSOLS, NON-FLAMMABLE  
IATA PSN Modifier: (EACH NOT EXCEEDING 1 L CAPACITY)  
IATA UN Class: 2.2  
IATA Label: NON-FLAMMABLE GAS  
Packing Note Passenger: 203  
Max Quant Pass: 75 KG  
Max Quant Cargo: 150KG  
Packaging Note Cargo: 203

=====  
Detail AFI Information  
=====

AFI PSN Code: ANB  
AFI Proper Shipping Name: AEROSOLS, NON-FLAMMABLE, N.O.S.  
AFI PSN Modifier: EACH NOT EXCEEDING 1L CAPACITY  
AFI Hazard Class: 2.2  
AFI UN ID NUM: UN1950  
Special Provisions: P4  
Back Pack Reference: A6.3

=====  
HAZCOM Label  
=====

Product ID: LABEL COVERED UNDER EPA REGS – HAZCOM LABEL NOT AUTHORIZED  
=====

Disclaimer (provided with this information by the compiling agencies): This information is formulated for use by elements of the Department of Defense. The United States of America in no manner whatsoever expressly or implied warrants, states, or intends said information to have any application, use or viability by or to any person or persons outside the Department of Defense nor any person or persons contracting with any instrumentality of the United States of America and disclaims all liability for such use. Any person utilizing this instruction who is not a military or civilian employee of the United States of America should seek competent professional advice to verify and assume responsibility for the suitability of this information to their particular situation regardless of similarity to a corresponding Department of Defense or other government situation.

## LHB Industries Material Safety Data Sheet

### MSDS Part No. 00J2-A-800

### Back Off Dog Repellent

#### Section 1 Chemical Product And Company Identification

Manufacturer: LHB Industries (Lighthouse for the Blind)  
Emergency Telephone Number 800-424-9300  
(Chemtrec)  
8833 Fleischer Place Information Telephone Number  
314-423-4333  
Berkeley, MO 63134  
Date of Preparation January 22, 2003  
Product ID: USPS-D-734B, Back Off Dog Repellent  
LHB Part Number: 00J4---000  
National Stock Number: N/A  
CAGE Code: OFTT5  
Contract Number: 26351-97-B-0337

#### Section 2 Composition and Information on Ingredients

CAS No. 8042-47-5  
Ingredient & Wt %: Mineral Oil: > 95%, Capsicum:  
0.35%  
ACGIH TLV: Mineral Oil: 5 mg/m<sup>3</sup>, Capsicum: ND  
OSHA PEL: Mineral Oil: 5 mg/m<sup>3</sup>, Capsicum: ND  
Vapor Pressure (mm Hg 20°C)

#### Section 3 Hazards Identification

ROUTES OF EXPOSURE: Exposure may be by  
INHALATION and/or SKIN or EYE contact, depending on  
conditions of use. To minimize exposure, follow  
recommendations for proper use, ventilation, and  
personal protective equipment.

EFFECTS OF OVEREXPOSURE: Topical irritation. Can  
cause severe irritation, redness, tearing, blurred vision,  
and superficial keratitis and conjunctivitis to the eyes.

Severe irritation to lungs and stomach are possible.

MEDICAL CONDITIONS AGGRAVATED BY EXPOSURE:  
Preexisting respiratory, skin, and eye disorders.

#### Section 4 First Aid Measures

INHALATION: Remove to fresh air and seek medical  
attention immediately.

SKIN CONTACT: Immediately flush skin with plenty of  
soap and water while removing contaminated clothing  
and shoes. Call a physician if irritation persists. Wash  
clothing and shoes before reuse.

EYE CONTACT: Immediately flush eyes with plenty of  
cool water for at least 15 minutes. Seek medical  
attention.

INGESTION: If swallowed, do not induce vomiting.  
Slowly dilute with 1–2 glasses of water or milk and seek  
medical attention. Never give anything by mouth to an  
unconscious person.

#### Section 5 Fire Fighting Measures

FLASH POINT Nonflammable (CSMA) LEL ND UEL ND  
EXTINGUISHING MEDIA: Carbon dioxide, dry  
chemicals, and foam

SPECIAL EXPOSURE HAZARDS: Do not expose to  
temperatures over 120°F. Keep away from heat, sparks,  
and flame. Containers may explode when exposed to  
extreme heat.

SPECIAL PROTECTIVE EQUIPMENT: Water may be  
used to keep fire-exposed containers cool. Fire fighters  
should wear full protective clothing, including  
self-contained breathing equipment.

NFPA RATING: HEALTH 1, FLAMMABILITY 1,  
REACTIVITY 0

HMIS CLASSIFICATION: HEALTH 1, FLAMMABILITY 1,  
REACTIVITY 0

#### Section 6 Accidental Release Measures

PERSONAL PRECAUTIONARY MEASURES: Avoid  
inhalation. Use good ventilation. Read entire label before  
using and follow all label directions.

ENVIRONMENTAL PRECAUTIONARY PROCEDURE  
FOR CLEANING/ABSORPTION: Wipe, scrape, or soak  
up contents in an inert material. Pick up spill for recovery  
or disposal and place in a closed container. Dispose of in  
accordance with applicable federal, state, and local  
regulations. Wash area with a strong biodegradable soap  
solution.

#### Section 7 Handling and Storage

HANDLING: Keep out of reach of children. Keep away  
from heat, sparks, and open flame. Contents are under  
pressure. Do not puncture, incinerate, or expose to  
temperatures above 120°F. Heat from sunlight, radiators,  
stoves, hot water, and other heat sources could cause  
container to burst. Do not take internally.

STORAGE: CATEGORY — NFPA 30B Level 1 Aerosol  
Do not store where temperatures may exceed 120°F  
(48.9°C).

#### Section 8 Exposure Controls and Personal Protection

ENGINEERING CONTROLS: Local exhaust preferable.  
General exhaust acceptable if the exposure to materials  
in section 2 is maintained below applicable exposure  
limits.

**RESPIRATORY PROTECTION:** If personal exposure cannot be controlled to below applicable limits by ventilation, wear a properly fitted organic vapor/particulate respirator approved by NIOSH/MSHA for protection against materials in section 2.

**GLOVES:** Wear solvent-resistant rubber.

**SKIN PROTECTION:** Not normally necessary. Wash promptly when skin becomes contaminated.

**EYES:** Safety glasses with side shields or chemical goggles.

**OTHER PERSONAL PROTECTION DATA:** Avoid contact with skin and eyes. Wash hands after using.

### Section 9 Physical and Chemical Properties

**PHYSICAL STATE:** Liquid

**COLOR:** Clear and reddish brown

**ODOR:** Pungent

**SPECIFIC GRAVITY:** 0.830

**DENSITY:** 6.92 lbs/gal

**PH:** N/A

**VAPOR DENSITY (AIR=1):** >1

**EVAPORATION RATE:** Nonvolatile

**SOLUBILITY IN WATER:** Insoluble

### Section 10 Stability and Reactivity

**CHEMICAL STABILITY:** Stable

**HAZARDOUS POLYMERIZATION:** Will not occur

**CONDITIONS TO AVOID:** Do not expose to heat or store at temperatures above 120°F

**MATERIAL TO AVOID:** Strong oxidizing agents.

**HAZARDOUS DECOMPOSITION PRODUCTS:**

Pungent fumes if exposed to extreme heat.

### Section 11 Toxicological Information

**TOXICOLOGY DATA** (listed if available)

### Section 12 Ecological Information

**ECOLOGICAL INFORMATION:** No data available.

### Section 13 Disposal Considerations

**DISPOSAL OF WASTE METHOD:** Do not incinerate.

Depressurize container. Dispose of in accordance with federal, state, and local regulations regarding pollution.

### Section 14 Transport Information

U.S. DOT 49 CFR 172.101 Hazardous Material Table

**DOT STATUS:** Not regulated

**DOT SHIPPING NAME:** Consumer commodity

**UN/NA NUMBER:** UN1950

**HAZARD CLASS:** ORM-D

**DOT PACKING GROUP:** Not determined

**IATA:** List of Dangerous Goods

**PROPER SHIPPING NAME:** Aerosols, nonflammable

**HAZARD CLASS OR DIVISION:** 2.2

**IDENTIFICATION NUMBER:** UN1950

### Section 15 Regulatory Information

U.S. REGULATORY RULES

SARA SECTION 302 None

SARA 313 CHEMICALS None

CALIFORNIA PROPOSITION 65 None

**RCRA STATUS** This material is not classified as a hazardous waste.

**TSCA CERTIFICATION** All chemicals in this product are listed, or are exempt from listing on the TSCA inventory.

**VOC CONTENT** 0.0% by wt.

**HAZARDOUS AIR POLLUTANTS** (Clean Air Act, section 112(b))

HAPS (lbs/gal) 0.0 lbs/gal

### Section 16 Other Information

**REVISION NUMBER:** 03

**REASON FOR REVISION:** Format change and general update.

**ADDITIONAL INFORMATION:** This MSDS has been prepared in accordance with FED-STD-313D and meets the requirements of 29 CFR 1910.1200.

**IMPORTANT NOTE:** This information is furnished without warranty, expressed or implied, as to accuracy or completeness. The information is obtained from various sources including the manufacturer and other third-party sources. The information may not be valid under all conditions nor if this material is used in combination with other materials or any process. Final determination of suitability of any material is the sole responsibility of the user.

### Basic Dog Bite Prevention Rules for Letter Carriers and Rural Carriers

Dogs are self-elected and sometimes highly trained protectors of their masters and their property. To them, you are an intruder. You must prepare yourself for a new challenge each day from every dog you meet as you go about your daily work.

- Observe the area. Take a quick glance at all the places a dog might be located, such as under parked cars, under hedges, on the porch, etc.
- Size up the situation. Is the dog large or small? Is it asleep, barking, growling, nonchalant, etc.?
- Don't show fear. A dog is more apt to bite you if it knows you are afraid.
- Don't startle a dog. If it is asleep, make some kind of nonstartling noise, such as soft whistling. Do this before you are close to the dog, while you still have time and space for an "out."
- Never assume a dog won't bite. You may encounter a certain dog for days or weeks without incident; then one day, it might decide to bite you.

- Keep your eyes on the dog. A dog is basically a coward and a sneak and is more apt to bite you when you aren't looking.
- Stand your ground. If a dog comes toward you, turn and face it. If you have a satchel, hold it in front of you and back away slowly, making sure you don't stumble and fall.
- Never turn and run.

For more information, see the attached Job Safety Analysis.

***"I didn't see or hear anything unusual until I felt the dog clamp down on my arm." It was then the real fight ensued. Jim kicked the German Shepherd, trying to get free of his grasp. The dog kept coming. By the time the owner emerged, blood poured from a gaping wound in Jim's left arm as well as from both legs. It took weeks for the wounds to heal. The emotional scars still remain. Jim took his case to court and has yet to receive compensation.***

**Job Safety Analysis (Generic)**

Title: Confronting a Dog

**\*Note:** This document verifies the hazard assessment as required by 29 CFR 1910.132(d)(2).

It can be modified to meet local needs and requirement.

<p><b>Location (e.g., Station, Branch, Plant)</b>                  Name:                  Street Address 1:                  Street Address 2:                  City:                  State:                  Zip Code:                  Area:                  PC:</p>	<p><b>Job Description:</b>                  Confronting a dog attack</p> <hr/> <p><b>Location Description:</b>                  General Public</p>	<p><b>Titles of Employees Performing the Job:</b>                  City Carriers                  Rural Carrier</p>	<p><b>Occupational Codes:</b></p>
<p><b>Author</b>                  Name: Dean Taiani                  Title: Safety Specialist                  Date: 6/26/2002</p>	<p><b>Headquarters Safety Review</b>                  Name: Frank Lundblad, CIH, CHMM                  Title: Manager, Safety Programs                  Date: 6/26/2002                  Approval: Yes</p>	<p><b>Local Review</b>                  Name:                  Title:                  Date:                  Approval: Yes No</p>	
<p><b>Sequence of Basic Steps</b></p> <p>1. Stop when seeing dog approach.</p> <p>2. Take out your dog repellent.</p> <p>3. Place satchel between yourself and the dog.</p> <p>4. Back away from the dog.</p>	<p><b>Potential Hazards and Effects</b></p> <p>1.1. Hazard: Not stopping.                  Effect: Dog may follow and attack.  <b>Note:</b> If dog approaches too close for comfort firmly say either one of these phrases "No, Go Home, Stop".</p> <p>2.1. Hazard: You might panic.                  Effect: Drop dog spray.  <b>Note:</b> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.</p> <p>2.2. Hazard: Not knowing where your dog repellent is located or if you do not have any dog repellent.                  Effect: No defense toward the dog.  <b>Note:</b> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.</p> <p>3.1. Hazard: Loosing site of the dog when reaching for satchel.                  Effect: Dog may attack.  <b>Note:</b> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.</p> <p>4.1. Hazard: Not backing up from the dog but rather running away from dog.                  Effect: Dog will want to chase and may attack.  <b>Note:</b> Only use repellent if the dog attacks. Do not use repellent as a means of keeping distance between you and the dog.</p>	<p><b>Safe Work Practices</b></p> <p>1.1. Stop and pay attention to the dog, make sure you do not stare at the dog's eyes.</p> <p>2.1. Store dog repellent in an easy access location. Practice removing repellent to become fast and efficient.</p> <p>2.2. Store dog spray in an easy access location. Practice removing spray to become fast and efficient.</p> <p>3.1. Make sure not to turn away from dog when preparing satchel.</p> <p>4.1. Make sure to back away facing the dog, keeping your satchel between you and the dog.</p>	<p><b>Required PPE*</b></p> <p>1.1. &lt;None&gt;</p> <p>2.1. Dog Repellent</p> <p>2.2. Dog Repellent</p> <p>3.1. Dog Repellent</p> <p>4.1. Dog Repellent</p>

**National Dog Bite Prevention Week, May 18–24, 2003**

**Publicity Kit**

<b>Sequence of Basic Steps</b>	<b>Potential Hazards and Effects</b>	<b>Safe Work Practices</b>	<b>Required PPE*</b>
5. When safely away from the dog, call supervisor and Animal Control.	5.1. Hazard: Not reporting dog attack. Effect: Dog may attack at another time.	5.1. Always report the incident so that appropriate action can be taken. This will help prevent another dog attack in the future.	5.1. <None>
6. Sign and complete complaint form from Animal Control.	6.1. Hazard: Do not complete complaint. Effect: Dog will roam freely and may attack later.	6.1. Make sure to file a complaint this will help assist Animal Control.	6.1. <None>
7. Request a dog letter be issued to the owner of dog.	7.1. Hazard: Not issuing a letter to the owner of the dog. Effect: Dog may attack again at another time.	7.1. Request a dog letter to the owner of the dog.	7.1. <None>
8. Curtail mail until dog situation is under control.	8.1. Hazard: Not curtailing mail. Effect: When carrier delivers mail the dog may attack again.	8.1. Make sure mail is curtailed until the dog is restrained and or placed under control.	8.1. <None>
<b>Health Risk Assessment:</b> 4 (Minor)	<b>Ergonomic Risk Assessment Code:</b> 3 (Moderate)		
<b>Safety Risk Assessment:</b> 3 (Moderate)			
<b>Qualitative/Quantitative Exposure Assessment Data</b>		<b>Supporting Postal Service Policy Documents</b>	
n/a		EL-801 & EL 814	
<b>Supporting Safety Talks</b>		<b>Required Training</b>	
<b>Title:</b>	<b>Link:</b>	<b>Course No.</b>	
Putting the Bite on Dog Problems	#\ORION\HR_DEV\tk1_3\Safety_Talk\Dog_Bites\Put_Bite.pdf#	<b>Course Title:</b>	
What You Should Know About Dogs	#\ORION\HR_DEV\tk1_3\Safety_Talk\Dog_Bites\What_Know.pdf#		
Some Tips on How to Handle the Dog Days of Summer	#\ORION\HR_DEV\tk1_3\Safety_Talk\Dog_Bites\Dog_Days.pdf#		
Are You An Unwary Visitor?	#\ORION\HR_DEV\tk1_3\Safety_Talk\Dog_Bites\Unwary_Visit.pdf#		
	#\ORION\HR_DEV\tk1_3\Safety_Talk\Dog_Bites\What_Do.pdf#		
	#\ORION\HR_DEV\tk1_3\Safety_Talk\Dog_Bites\Does_Bite.pdf#		

## **VI. For Postal Service Managers**

### **Progressive Warning Letters and Thank-You Letter**

This section offers materials for you to use to help your letter carriers do their jobs more safely. You can use the progressive warning letters in this section to alert dog owners to the possible loss of mail delivery if they do not restrain their pets. And don't forget to send a letter of thanks when they do!

Warning letters, like collection letters, need to be handled tactfully. The first and second sample letters below tells customers what we want them to do. The third tells them we have taken corrective steps. The fourth and fifth details the customers' options. In using these letters, keep in mind that our purpose is not to police the neighborhood but to obtain a safe environment in which carriers can do their work. Though most customers will respond to your first polite request, be meticulous in following up if they don't. Otherwise your efforts will not be taken seriously.

**SAMPLE WARNING LETTER NO. 1****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service Customer:

Your letter carrier takes pride in delivering your mail promptly and efficiently. That means being able to approach your mailbox without interference from your pet.

Although your dog may not be known to bite or otherwise be dangerous to people, your carrier has expressed concern about its behavior. I believe you will agree that this concern is understandable since each year thousands of letter carriers are bitten or physically harmed by dogs.

This letter is to inform you that we are concerned your dog may have a propensity to attack and to bite or otherwise injure your letter carrier.

To provide you uninterrupted mail delivery while protecting our letter carriers, the Postal Service is requesting your assistance. Please confine your dog, either in the house or tethered or fenced outdoors, away from the route your carrier uses to deliver your mail.

We appreciate your cooperation.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

**SAMPLE WARNING LETTER NO. 2****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service Customer:

We understand that you have installed an electronic fence on your property. We are writing to request that you keep your dog restrained or inside when the mail is delivered. Although the electronic fence may keep your dog from wandering, it does not protect your letter carrier, who must enter the property to deliver the mail.

Letter carriers may assume, when they see no physical fence around a property, that the property is animal-free. This can be a dangerous mistake.

Every year thousands of letter carriers are attacked and injured, many seriously, by dogs. Even the kindest of family pets can bite to protect its territory.

So we request that you keep your animal restrained or inside during times when your letter carrier will be delivering the mail. Please help us deliver your mail consistently and safely. Thank you for your help.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

**SAMPLE WARNING LETTER NO. 3****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service Customer:

We were unable to deliver your mail recently because your unrestrained dog threatened our letter carrier.

We previously notified you of our concern that your dog might have a propensity to attack and to bite or otherwise injure your letter carrier. That concern was based on prior observations.

We are sorry for any inconvenience the interruption of your mail delivery might have caused. However, I think you can understand that we must protect our employees from potential injury.

If your carrier is threatened by your unrestrained dog again, we must take further action. That action will require you to either arrange to obtain your mail at a Post Office box or install a mail receptacle at the curb in front of your residence for home delivery.

To restore delivery at this time, please pick up your mail at our Post Office, which is located at **[ADDRESS]**. You will be asked to sign a statement assuring us that you will keep your dog restrained during normal delivery hours.

Thank you for your cooperation.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

**SAMPLE WARNING LETTER NO. 4****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service Customer:

We previously notified you that your dog is considered to be a danger to your letter carrier. Yet, on **[DATE]**, our letter carrier was again threatened by your dog. As a result of this incident, I must ask you to choose within the next **[NUMBER]** days one of the following options for receiving your mail:

- Rent a Post Office box to receive your mail.
- Install a curbside receptacle at your residence.

Until you have informed us of your decision, your mail will be held at **[POST OFFICE AND ADDRESS]**. It will be available for pickup during normal business hours, which are **[INSERT YOUR OFFICE'S MONDAY–FRIDAY AND SATURDAY HOURS]**. If you have not picked up your mail within **[NUMBER OF DAYS]**, we will return it to the senders.

If you have any questions concerning this policy, please call **[NAME]** at **[PHONE NUMBER]**.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

**SAMPLE THANK-YOU LETTER FOR CUSTOMER COMPLIANCE****[INSERT DATE]****[INSERT NAME]****[INSERT TITLE]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**

Dear Postal Service Customer:

Thank you for keeping your dog safely away from the letter carrier's path. Because dog owners like you accept responsibility for their pets, letter carriers and other service people are better able to work in your neighborhood.

On behalf of both your regular letter carrier, **[NAME]**, and the substitute carriers who deliver your mail in **[HIS/HER]** absence I appreciate your cooperation.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

## VII. Additional Resources

Now that you have read through this publicity kit and made some decisions about what would work best in your area, *it is time for action.*

In addition to this kit, a number of resources are available to assist you in your effort to educate employees, your customers, and the entire community about the importance of dog bite prevention. If you have media or public relations questions, area Public Affairs and Communications managers can put you in touch with your local communications person. And, while the Humane Society of America is not an official partner during this year's National Dog Bite Prevention Week campaign, it is always willing to help organizations that are promoting safety around animals. Their dog bite prevention web site, [www.nodogbites.org](http://www.nodogbites.org), is an excellent resource for employees and your community.

Although dog bites are declining, we must keep in mind that last year we averaged 10 dog bites per delivery day. When you factor in dog attacks where there was no bite, we averaged 12 dog bites and attacks per delivery day. Dog bites are no laughing matter! Watch out — and remember looks can be deceiving. We must take action now to reduce these costly and painful injuries.

### Area Public Affairs and Communications Managers

EARL C ARTIS JR  
MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
SOUTHEAST AREA  
225 NORTH HUMPHREY BLVD  
MEMPHIS TN 38166-0832  
Telephone: 901-747-7544

CESTA AYERS JR  
ACTING MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
SOUTHWEST AREA  
7800 N STEMMONS FREEWAY STE 450  
DALLAS TX 75247-4220  
Telephone: 214-819-8717

SCOTT BUDNY  
MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
WESTERN AREA  
1745 STOUT ST STE 400  
DENVER CO 80299-7500  
Telephone: 303-313-5125

DAN DE MIGLIO  
MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
PACIFIC AREA  
390 MAIN STREET STE 200  
SAN FRANCISCO CA 94105-8000  
Telephone: 415-536-6490

DEBRA HAWKINS  
MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
NORTHEAST AREA  
6 GRIFFIN RD N  
WINDSOR CT 06006-9876  
Telephone: 860-285-7265

DAVID MAZER  
MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
PACIFIC AREA  
7001 S CENTRAL AVE RM 364A  
LOS ANGELES CA 90052-9641  
Telephone: 323-586-1210

JIM MRUK  
MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
GREAT LAKES AREA  
244 KNOLLWOOD DRIVE 4TH FL  
BLOOMINGDALE IL 60117-2208  
Telephone: 630-539-6565

ROBERT NOVAK  
CAPITOL METRO OPERATIONS  
BALTIMORE AND RICHMOND DISTRICTS  
10320 LITTLE PATUXENT PARKWAY STE 308  
COLUMBIA MD 21044-5210  
Telephone: 410-715-0073

PAUL F SMITH  
ACTING MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
EASTERN AREA  
615 CHESTNUT ST 15TH FL  
PO BOX 40593  
PHILADELPHIA PA 19106-4404  
Telephone: 215-931-5054

DIANE TODD  
MANAGER  
PUBLIC AFFAIRS AND COMMUNICATIONS  
NY METRO AREA  
421 EIGHTH AVE RM 5114  
NEW YORK NY 10199-9681  
Telephone: 212-330-3167

DEBORAH YACKLEY  
CAPITOL METRO OPERATIONS  
CAPITOL AND NORTHERN VA DISTRICTS  
Telephone: 301-548-1465

## Humane Society of the United States Regional Offices

*The following is a list of regional HSUS contacts. These individuals can help you obtain local Humane Society support and find animal behavior experts for local events.*

### CENTRAL STATES REGIONAL OFFICE

PHIL SNYDER  
DIRECTOR  
800 W FIFTH AVE STE 110  
NAPERVILLE IL 60563-8965  
Serves: TN, KY, NC, IL, WI  
Telephone: 630-357-7015  
Fax: 630-357-5725  
E-mail: [csro@hsus.org](mailto:csro@hsus.org)

### GREAT LAKES REGIONAL OFFICE

SANDY ROWLAND  
DIRECTOR  
745 HASKINS ST  
BOWLING GREEN OH 43402-1696  
Serves: OH, IN, MI, WV  
Telephone: 419-352-5141  
Fax: 419-354-5351  
E-mail: [glro@hsus.org](mailto:glro@hsus.org)

### MID-ATLANTIC REGIONAL OFFICE

NINA AUSTENBERG  
DIRECTOR  
BARTLEY SQUARE  
270 US HIGHWAY 206  
FLANDERS NJ 07836-9097  
Serves: DE, NJ, NY, PA  
Telephone: 973-927-5611  
Fax: 973-927-5617  
E-mail: [maro@hsus.org](mailto:maro@hsus.org)

### MIDWEST REGIONAL OFFICE

DIANE WEBBER  
DIRECTOR  
1515 LINDEN ST STE 220  
DES MOINES IA 50309  
Serves: MO, NE, KS, MN, IA  
Telephone: 515-283-1393  
Fax: 515-283-1407  
E-mail: [mwro@hsus.org](mailto:mwro@hsus.org)

### NEW ENGLAND REGIONAL OFFICE

JOANNE BOURBEAU  
DIRECTOR  
PO BOX 619  
JACKSONVILLE VT 05342-0619  
Serves: CT, MA, ME, NH, RI, VT  
Telephone: 802-368-2790  
Fax: 802-368-2756  
E-mail: [nero@hsus.org](mailto:nero@hsus.org)

### NORTHERN ROCKIES REGIONAL OFFICE

DAVE PAULI  
DIRECTOR  
490 N 31ST ST STE 215  
BILLINGS MT 59101-1256  
Serves: MT, WY, ID, SD, ND  
Telephone: 406-255-7161  
Fax: 406-255-7162  
E-mail: [nrro@hsus.org](mailto:nrro@hsus.org)

### PACIFIC NORTHWEST REGIONAL OFFICE

LISA WATHNE  
DIRECTOR  
5200 UNIVERSITY WAY NE STE 201  
SEATTLE WA 98105-3597  
Serves: OR, WA  
Telephone: 206-526-0949  
Fax: 206-526-0989  
E-mail: [pnro@hsus.org](mailto:pnro@hsus.org)

### SOUTHEAST REGIONAL OFFICE

LAURA BEVAN  
DIRECTOR  
1624 METROPOLITAN CIR STE B  
TALLAHASSEE FL 32308-3789  
Serves: FL, AL, GA, SC, MS  
Telephone: 850-386-3435  
Fax: 850-386-4534  
E-mail: [sero@hsus.org](mailto:sero@hsus.org)

### SOUTHWEST REGIONAL OFFICE

LOU GUYTON  
DIRECTOR  
3001 LBJ FREEWAY STE 224  
DALLAS TX 75234-2715  
Serves: AZ, UT, CO, NM, AR, LA, OK, TX  
Telephone: 972-488-2964  
Fax: 972-488-2965  
E-mail: [swro@hsus.org](mailto:swro@hsus.org)

### WEST COAST REGIONAL OFFICE

ERIC SAKACH  
DIRECTOR  
PO BOX 417220  
SACRAMENTO CA 95841-7220  
Serves: CA, NV, HI  
Telephone: 916-344-1710  
Fax: 916-344-1808  
E-mail: [wcro@hsus.org](mailto:wcro@hsus.org)

*For states not listed above, contact:*

STEPHANIE SHAIN  
ISSUES SPECIALIST  
HSUS  
2100 L STREET NW  
WASHINGTON DC 20037-1598  
Telephone: 301-258-3121  
Fax: 301-258-3081  
E-mail: [sshain@hsus.org](mailto:sshain@hsus.org)

Please contact Government Relations representatives to assist you in getting members of the U.S. Senate and the U.S. House of Representatives to participate in your event. Your local event coordinator will be responsible for inviting local state legislative representatives and other local elected official.

### State/Manager/Representative Listing

States	Abbr	Managers	Extensions	Representatives	Extensions
Alabama	AL	Vacant	3746	Laurie Solnik	3743
Alaska	AK	Mary Ann Simpson	3741	Bill Weagley	3745
American Samoa	AS	Mary Ann Simpson	3741	Bill Weagley	3745
Arizona	AZ	Cathy Pagano	3427	Renee Gadson	7217
Arkansas	AR	Cathy Pagano	3427	Renee Gadson	7217
California	CA	Mary Ann Simpson	3741	Bill Weagley	3745
Connecticut	CT	Ken Currier	3616	Jo Waterman	6748
Colorado	CO	Cathy Pagano	3427	Renee Gadson	7217
Delaware	DE	Ken Currier	3616	Jo Waterman	6748
District of Columbia	DC	Mitch King	3740	Rebecca Sumner	3755
Florida	FL	Vacant	3746	Laurie Solnik	3743
Georgia	GA	Vacant	3746	Jim Quirk	8468
Guam	GU	Mary Ann Simpson	3741	Bill Weagley	3745
Hawaii	HI	Mary Ann Simpson	3741	Bill Weagley	3745
Idaho	ID	Mary Ann Simpson	3741	Bill Weagley	3745
Illinois	IL	Sheila Meyers	2353	Jennifer Alvarez	7839
Indiana	IN	Mitch King	3740	Rebecca Sumner	3755
Iowa	IA	Sheila Meyers	2353	Linda Macasa	7505
Kansas	KS	Cathy Pagano	3427	Renee Gadson	7217
Kentucky	KY	Mitch King	3740	Laurie Solnik	3743
Louisiana	LA	Cathy Pagano	3427	Renee Gadson	7217
Maine	ME	Ken Currier	3616	Kathy Sitterle	6027
Maryland	MD	Mitch King	3740	Rebecca Sumner	3755
Massachusetts	MA	Ken Currier	3616	Jo Waterman	6748
Michigan	MI	Sheila Meyers	2353	Jennifer Alvarez	7839
Minnesota	MN	Sheila Meyers	2353	Linda Macasa	7505
Mississippi	MS	Vacant	3746	Laurie Solnik	3743
Missouri	MO	Sheila Meyers	2353	Linda Macasa	7505
Montana	MT	Mary Ann Simpson	3741	Bill Weagley	3745
Nebraska	NE	Sheila Meyers	2353	Linda Macasa	7505
Nevada	NV	Mary Ann Simpson	3741	Bill Weagley	3745
New Hampshire	NH	Ken Currier	3616	Jo Waterman	6748
New Jersey	NJ	Ken Currier	3616	Jo Waterman	6748
New Mexico	NM	Cathy Pagano	3427	Renee Gadson	7217
New York	NY	Ken Currier	3616	Kathy Sitterle	6027
North Carolina	NC	Vacant	3746	Jim Quirk	8468
North Dakota	ND	Sheila Meyers	2353	Linda Macasa	7505
Ohio	OH	Mitch King	3740	Laurie Solnik	3743
Oklahoma	OK	Cathy Pagano	3427	Renee Gadson	7217
Oregon	OR	Mary Ann Simpson	3741	Bill Weagley	3745
Pennsylvania	PA	Mitch King	3740	Rebecca Sumner	3755
Puerto Rico	PR	Ken Currier	3616	Kathy Sitterle	6027
Rhode Island	RI	Ken Currier	3616	Jo Waterman	6748
South Carolina	SC	Vacant	3746	Jim Quirk	8468
South Dakota	SD	Sheila Meyers	2353	Linda Macasa	7505
Tennessee	TN	Vacant	3746	Jim Quirk	8468
Texas	TX	Cathy Pagano	3427	Renee Gadson	7217
Utah	UT	Cathy Pagano	3427	Renee Gadson	7217
Vermont	VT	Ken Currier	3616	Kathy Sitterle	6027
Virgin Islands	VI	Ken Currier	3616	Kathy Sitterle	6027

**National Dog Bite Prevention Week, May 18–24, 2003**

**Publicity Kit**

States	Abbr	Managers	Extensions	Representatives	Extensions
Virginia	VA	Mitch King	3740	Rebecca Sumner	3755
Washington	WA	Mary Ann Simpson	3741	Bill Weagley	3745
West Virginia	WV	Mitch King	3740	Laurie Solnik	3743
Wisconsin	WI	Sheila Meyers	2353	Jennifer Alvarez	7839
Wyoming	WY	Cathy Pagano	3427	Renee Gadson	7217

### More Resources

#### **PS Form 1778, Dog Warning Card**

NSN: 7530-01-000-9428

PSIN: PS1778

#### **Publication 129, Safety Talks**

NSN: 7610-02-000-7088

PSIN: PUB129

#### **Safety film, Dogs, They Come in All Sizes**

Contact your Postal Employee Development Center (PEDC) for availability.

#### **Publication 174, How to Avoid Dog Bites: Dogs and Dog Repellent**

NSN: 7610-03-000-9027

PSIN: PUB174

#### **Dog training video, Understanding Canine Behavior**

Contact your PEDC for availability.

— Community Relations,  
Public Affairs and Communications, 4-17-03

(Customer Relations section continues on page 83.)

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 477

Keep all foreign order notices for use as reference.

### Tentative Orders

#### Australia

AUSTRALIAN LOTTERY MILLIONAIRES CLUB (ALMC)  
PO BOX 464  
AUBURN NSW 1835  
AUSTRALIA

BOYSTOWN LOTTERIES  
SUITE 6 LANG BUSINESS CENTRE  
97 CASTLEMAINE STREET  
MILTON QLD 4064 AUSTRALIA

BOYSTOWN LOTTERIES  
GPO BOX 2944  
BRISBANE QLD 4001 AUSTRALIA

MR. PETER KALE  
SUITE 5 LANG BUSINESS CENTRE  
97 CASTLEMAINE STREET  
MILTON 4064  
AUSTRALIA

WORLD LOTTERY OFFICE (WLO)  
PO BOX 6292  
SOUTH TWEED HEADS NSW 2486  
AUSTRALIA

UNITED BENEFITS, A DIVISION OF ALWS  
AND PROMPT SERVICE DEPT (PSD)  
PO BOX 5753  
GOLD COAST MAIL CENTRE  
QLD 9726  
AUSTRALIA

#### The Netherlands

EWG  
IBRS/CCRI NUMERO 1017  
5700 WB HELMOND  
PAYS-BAS  
THE NETHERLANDS

EWG  
PO BOX 790  
5700 AT HELMOND  
THE NETHERLANDS

### Final Orders

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

#### Germany

LA STEPULACK  
(LOTTERY AGENCY STEPULACK)  
AND NORTHWEST GERMAN STATE  
LOTTERY OR NKL  
LIEBIGSTRASSE 3  
32052 HERFORD  
GERMANY

LA STEPULACK  
(LOTTERY AGENCY STEPULACK)  
AND NORTHWEST GERMAN STATE  
LOTTERY OR NKL  
ORDER CENTER POSTFACH 5151  
32055 HERFORD  
GERMANY

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

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

Do not place any endorsement on the 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, 4-17-03

## 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
CA, San Francisco 94102-2007	Any and All Various Names Other Than the Surname of Sturm, 537 Jones Street, No. 9187
KS, Wichita 67217-2643	Any and All of Various Names Other Than the Names of Frances Davy or Francis Davy or William Davy, 3527 S. Vine Street

— Judicial Officer, 4-17-03

## Domestic Orders

False Representation. Enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered	Product
CA, Modesto 95350-4419	Lupus Foundation of America, Inc., Stanislaus County Branch, 1619 Timothy Avenue	A non-profit organization.

— Judicial Officer, 4-17-03

### 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.

005508	009906	023155	046050	075893	093797	106472	115077	191477	235468	301387	321252	330221
005825	009943	023199	050007	076058	093803	106480	115322	191573	235501	301957	322031	330237
006055	009992	023254	050035	076152	093839	106500	115388	192458	235506	302480	322041	330239
006092	010215	023302	052005	076173	094051	106590	115626	192486	235507	303944	322121	330283
006162	010234	023350	052102	076262	094399	106605	115689	192500	235517	305048	322141	330288
006174	010560	023424	052104	076561	094490	106618	117293	192949	240229	305054	322389	330295
006295	010610	023497	055112	076779	094542	107139	117322	193137	243200	305076	322418	330302
006321	011100	023555	055182	076783	094730	108062	117418	193201	251211	305799	322505	330316
006349	012185	023579	056077	076955	095574	108323	117512	193510	252101	305967	322623	330325
006443	012201	023580	060452	076957	095608	108609	117569	193608	254007	306262	323537	330327
006445	013127	023582	060507	076977	095733	108883	117641	193710	254018	311588	323567	330338
006659	014160	023638	060613	077017	095736	108926	117689	195052	256623	311695	325363	330369
006663	014227	023657	061094	077247	096251	109164	117733	196140	256624	312152	326404	330371
006953	014848	025016	061720	077281	096855	109216	118520	197064	270031	312190	326641	330433
007142	015206	025038	062077	077830	097165	109493	118683	<u>200311</u>	271195	312213	326643	330456
007191	015276	025041	063005	077886	097412	109563	119266	200322	272021	312290	326741	330486
007204	015513	025051	064420	078222	097414	109571	119344	200560	272023	312372	327009	330489
007211	015613	025118	064502	078226	097462	109767	119537	200693	272029	312395	327026	330506
007308	015696	025128	064573	078879	097615	109807	122395	200862	274032	312402	327707	330508
007317	015715	025140	065412	079384	097728	109836	123132	208526	274103	312439	328007	330516
007338	015720	025246	065812	079452	098282	109939	124116	208641	274211	312480	328378	330527
007341	016504	025331	065919	080403	098385	109964	125182	208657	275073	314189	328771	330536
007351	016787	025374	065975	080660	098500	110396	125251	208798	276039	314202	328895	330539
007383	018019	025447	066078	085257	098511	110829	125394	209300	276042	314258	328905	330542
008140	018023	025451	066215	085326	098569	111168	128154	210362	277026	314296	328970	330543
008185	018045	026029	067033	085481	098675	111244	129902	210544	277200	314305	329004	330544
008202	018097	026090	067288	085621	098804	111300	130271	210559	278001	314341	329407	330552
008362	018146	026631	068218	085802	098828	111307	136122	210589	278089	314450	330002	330553
008380	018197	027027	068270	088054	098959	111503	136174	210640	281091	314549	330005	330567
008443	018253	027494	068343	088058	<u>100159</u>	111682	136175	210744	281151	314650	330008	330573
008448	018321	028428	068384	088102	100217	111696	142076	210757	282905	314661	330009	330578
008465	018451	028647	068442	088327	100270	111813	142327	210802	283428	314757	330019	330592
008478	018693	028983	068457	088479	100332	111886	142347	220063	283597	314808	330022	330632
008479	018704	029063	068531	088590	100362	111953	142796	220189	284020	314948	330024	330638
008498	018736	029302	069040	088726	100416	111959	142848	220878	285036	314971	330030	330640
008556	018803	029349	069086	088727	101698	112131	142899	221012	286006	317155	330042	330654
008630	018837	029743	069113	088741	102207	112279	146024	221123	286018	317185	330048	330659
008799	018931	029749	069218	089409	103196	112365	146704	221150	287062	317331	330050	330670
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009076	019454	029801	069614	089671	103280	112727	152480	221269	292308	320026	330065	330683
009128	019815	029987	069998	089724	103310	112835	152741	221543	292527	320031	330071	330685
009250	019847	030334	070085	089892	103336	113106	152779	221545	292607	320073	330072	330690
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009284	019971	038011	071269	091098	103386	113228	154050	222308	297051	320080	330091	330694
009333	020251	038161	071674	091155	103402	113248	156250	223009	<u>300125</u>	320124	330093	330786
009380	021085	038254	071679	091256	103578	113379	165033	223292	300498	320753	330111	330787
009430	021391	038298	075285	091734	103739	113890	165158	223316	300709	320893	330123	330793
009468	022213	038299	075398	091743	104377	113980	165184	223396	301231	320898	330128	330802
009736	022348	038443	075431	092190	105113	113992	170328	226080	301249	320938	330149	330809
009754	022362	038487	075525	092223	105224	114115	171281	227103	301254	320951	330173	330826
009756	022445	038623	075622	092970	105254	114274	183031	229107	301297	320958	330184	330846
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330967	332043	332811	333450	336150	340404	340829	380207	462330	523002	551549	606317	641343
330987	332050	332812	333490	336177	340410	340831	381076	462985	524004	551711	606441	641346
331021	332052	332828	333511	336199	340414	340840	381127	462986	524035	553005	606804	641421
331031	332057	332861	333514	336371	340443	340848	381140	465092	524038	553010	606827	641444
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331116	332059	332883	333523	336937	340453	340850	381499	468416	524062	553446	606932	641504
331118	332068	332902	333535	337026	340466	340851	381549	479105	524068	553800	607018	641634
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331179	332094	332930	333610	337049	340486	340877	387031	480333	525023	565006	607350	641658
331196	332096	332949	333625	337077	340491	340879	392699	480344	525028	570135	607411	641670
331207	332102	332951	333652	337182	340503	340880	<b>402116</b>	480439	525031	575007	607635	641683
331233	332112	332955	333657	338058	340505	340887	402222	480622	525033	584203	607970	641705
331317	332120	332964	333664	338070	340514	340888	402321	480677	525035	596528	607976	641710
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331329	332144	332978	333702	339068	340519	340907	402963	480878	525048	599542	608034	641771
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331600	332221	333055	333779	340036	340581	340946	423050	483085	526027	601173	610140	648112
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331642	332326	333108	333816	340115	340603	340981	438001	483289	527014	601630	612044	648162
331646	332367	333121	333819	340123	340604	340992	441173	483307	527019	601689	612057	648194
331657	332379	333133	333825	340124	340609	340994	441186	483311	527020	601774	612066	656105
331662	332407	333134	333907	340126	340610	344025	441254	483428	527028	601842	616170	656113
331665	332478	333136	333908	340146	340611	344060	441301	483458	527040	601851	631023	656116
331671	332493	333138	333911	340153	340615	344069	443017	483519	527042	601901	631038	656118
331675	332495	333143	333919	340154	340623	344196	443157	483612	527049	602023	631197	658109
331742	332507	333145	333941	340183	340629	347010	443294	483645	527052	602683	631724	658121
331744	332543	333147	333944	340188	340636	347136	443400	484004	528001	602769	631772	658126
331776	332547	333150	333953	340196	340647	349084	447004	484035	528004	602965	631886	658128
331778	332574	333177	333964	340200	340660	352302	447014	486322	528006	603033	631951	658130
331857	332616	333188	333971	340202	340661	352342	452001	489406	528019	603040	637102	658132
331875	332617	333206	333994	340206	340668	352512	452022	489443	531756	603083	637110	658143
331897	332621	333214	334006	340225	340673	352550	452334	493019	531772	603223	637117	658152
331907	332622	333216	334033	340237	340674	352574	452569	493314	532551	604102	639102	658155
331914	332626	333220	334060	340242	340677	352603	452752	495441	532999	604209	641029	658180
331918	332640	333246	334072	340254	340678	352660	453038	495444	537122	604371	641032	658195
331931	332645	333258	334326	340314	340697	352712	454154	497134	537322	604394	641046	658200
331956	332646	333266	334339	340324	340699	352730	454170	<b>506001</b>	537408	604557	641054	658210
331960	332656	333307	334341	340326	340705	354064	454579	506003	541030	604635	641080	658214
332001	332659	333310	335004	340345	340716	354069	454646	506050	541050	604765	641083	658230
332002	332679	333358	335027	340348	340733	354097	454763	507005	541280	604831	641087	658245
332003	332705	333369	335046	340357	340742	354098	454804	520027	543700	604892	641107	658249
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332019	332763	333412	335356	340380	340777	361304	458065	522004	551197	605164	641233	660105
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332022	332793	333417	335776	340387	340786	370037	458155	522013	551365	605517	641270	661046
332025	332797	333420	335830	340389	340788	372563	460102	522017	551395	605757	641284	662143

662327	750498	782929	802774	841371	900846	903374	915314	921235	927253	931930	948303	972307
662381	750587	784318	802972	841622	901120	904017	915675	921388	927263	932814	948530	972655
672441	750678	785537	803049	844003	901133	904116	917001	921398	927316	933573	948701	974204
677105	752107	787395	803107	844061	901139	904512	917223	921407	927474	934217	950005	980005
681575	752594	788056	803122	844080	901143	904697	917266	921595	927496	934281	950596	980427
681636	752669	794216	803198	846062	901167	904792	917280	921680	927564	935200	950885	980519
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688125	752966	794403	803272	846252	901282	906085	917370	921916	927669	939087	951249	980730
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693512	760034	797221	805306	847100	901340	906314	917386	921995	927745	940037	951613	980818
<b>701081</b>	761063	799150	805324	850115	901369	906389	917399	922232	927864	940048	951844	980849
701143	761100	<b>800106</b>	805406	852261	901375	906830	917416	922320	927871	940236	951977	981661
701375	761787	800433	805541	852789	901392	906852	917440	922322	928258	940251	951982	981968
701387	762044	800476	806167	853217	901445	906944	917451	922365	928262	940820	951998	982352
701419	762049	800484	809006	853275	901455	907144	917507	924183	928382	940847	953278	982413
701941	765501	800544	809168	853331	901523	907573	917591	924453	928424	940860	953334	982430
708582	769515	801100	809243	853333	901548	907585	917622	924575	928437	940981	953350	982440
720037	770046	801111	810006	853454	901556	910002	917654	924665	928444	941048	954459	982503
722119	770222	801324	810046	853707	901589	910003	917668	925132	928453	941130	954464	983082
724046	770240	801326	810052	853731	901614	910337	917733	926062	928530	941144	958116	983103
730699	770260	801490	811044	856301	901625	910398	917734	926158	928710	941176	958497	985234
731282	770262	801514	812009	871483	901633	910440	917795	926168	928811	941255	967070	989076
740338	770653	801555	813084	891374	901654	911061	917888	926174	928823	941359	967078	995129
740520	770778	801636	815017	891397	901710	911247	918028	926218	928891	941624	967090	995542
740677	770860	801704	816017	891457	901832	913055	918047	926293	930001	941718	967308	995572
740714	771442	802110	816107	891688	901840	913067	918096	926544	930255	941726	967333	997154
741329	772091	802124	816186	891694	901842	913533	918225	926557	930272	941755	968153	998333
741378	772482	802158	833208	891860	901875	913652	918266	926688	930331	941941	968587	
741383	772681	802169	833251	891924	901881	913653	918391	926708	931195	945319	970107	
741669	773003	802273	834036	891934	901962	914022	918555	926795	931260	945368	970402	
741788	773149	802298	840229	891942	901974	914024	918641	926803	931269	945418	970669	
741835	773305	802335	841071	891946	902035	914094	918726	926931	931327	945646	970740	
744004	773482	802366	841098	895206	902199	914208	920023	926934	931341	945885	970773	
746032	774317	802367	841200	895458	902278	914371	920036	927150	931458	945955	970843	
750127	775384	802385	841253	898014	902310	914707	920448	927171	931464	946362	970866	
750348	777021	802510	841254	<b>900267</b>	902330	914921	921085	927180	931480	946493	970892	
750417	782077	802578	841335	900329	902705	915102	921102	927205	931652	946592	970932	
750432	782912	802735	841337	900745	903196	915190	921104	927214	931897	947071	972247	

— Product Information Requirements,  
Product Development, 4-17-03

## 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	027 361 0430 to 027 361 0499	047 552 4370 to 047 552 4399	389 887 9211 to 9230
011 582 1889 to 011 582 1899	027 369 4482 to 027 369 4495	077 999 4001 to 077 999 4090	389 887 9234 to 9299
011 588 2900 to 011 588 3099	027 671 8762 to 027 671 8776	210 221 0548 to 210 221 0599	<b>390 001 3182 to 3199</b>
012 579 5675 to 012 579 5699	027 787 9886 to 027 787 9899	227 275 9400 to 227 275 9999	390 001 3500 to 3699
013 289 6176 to 013 289 6199	027 965 9487 to 027 965 9499	273 070 8059 to 273 070 8099	390 545 5974 to 5999
013 610 0014 to 013 610 0099	028 191 1852 to 028 191 1999	273 775 7700 to 273 775 7899	391 104 6146 to 6199
014 932 1000 to 014 932 1099	028 850 3000 to 028 850 3199	302 000 0000 to 302 123 9999	391 574 1466 to 1499
014 972 0800 to 014 972 0899	029 510 1500 to 029 510 1599	349 746 2056 to 2099	391 783 3020 to 3599
015 363 0007 to 015 363 0099	030 687 0903 to 030 687 0999	350 518 7350 to 7374	391 792 6100 to 6199
017 028 3200 to 017 028 3299	030 701 3442 to 030 701 3499	360 011 1690 to 1699	392 668 2956 to 2999
018 569 5333 to 018 569 5399	031 077 4507 to 031 077 4799	360 168 6008 to 6099	392 854 8500 to 8899
018 986 5264 to 018 986 5299	032 295 7500 to 032 295 9999	360 173 8800 to 8899	393 584 7566 to 7699
019 518 2814 to 019 518 2899	034 394 1000 to 034 394 1099	360 324 2326 to 2399	393 650 0074 to 0099
020 698 5159 to 020 698 5199	034 943 0400 to 034 943 0799	362 861 3064 to 3099	393 838 8316 to 8499
020 844 7307 to 020 844 7399	037 706 9578 to 037 706 9599	362 861 3064 to 3099	393 893 6007 to 6099
020 972 8948 to 020 972 8999	037 909 5490 to 037 909 5499	373 006 2176 to 2199	394 126 6907 to 6999
022 021 9110 to 022 021 9181	040 024 3901 to 040 024 3999	374 768 2600 to 2699	394 189 0405 to 0599
022 037 1411 to 022 037 1499	040 674 7100 to 040 674 7199	375 169 4400 to 4599	394 822 3243 to 3278
024 380 4100 to 024 380 4199	040 688 8816 to 040 688 8899	375 829 3400 to 3499	394 990 1810 to 1899
024 496 6870 to 024 496 6896	041 623 8889 to 041 623 8899	375 851 9100 to 9199	395 343 3264 to 3299
025 092 0987 to 025 092 0999	041 803 6565 to 041 803 6599	376 196 0911 to 0999	395 373 3035 to 3099
025 369 5535 to 025 369 5599	043 205 5922 to 043 205 5999	378 085 3679 to 3699	395 396 9649 to 9799
025 729 1151 to 025 729 1199	044 087 3457 to 044 087 3499	378 351 1063 to 1099	395 970 3240 to 3299
025 729 1643 to 025 729 1799	044 087 4000 to 044 087 4099	379 843 5100 to 5199	397 622 4054 to 4099
026 492 3180 to 026 492 3199	045 524 4121 to 045 524 4298	380 093 9600 to 9699	397 819 8902 to 8999
		380 165 1165 to 1199	398 149 7200 to 7699
		381 325 4500 to 4599	399 070 0872 to 0899
		381 604 2510 to 2699	399 156 7119 to 7199
		381 645 9525 to 9599	399 203 5064 to 5099
		383 314 3968 to 3999	399 296 9910 to 9999
		383 892 1000 to 1344	399 396 8935 to 8999
		383 892 1382 to 1399	399 792 7775 to 7799
		384 925 3641 to 3654	399 792 8300 to 8399
		385 568 2331 to 2399	<b>400 427 1051 to 1999</b>
		385 599 7554 to 7575	401 045 1505 to 1549
		385 774 2024 to 2099	401 045 1571 to 1599
		386 624 1412 to 1599	401 294 2700 to 2799
		386 883 8936 to 8999	401 310 9505 to 9599
		387 314 5574 to 5599	401 382 5312 to 5399
		387 837 6300 to 6399	402 578 7876 to 7899
		388 828 0656 to 0699	403 125 6744 to 6799
		389 696 2400 to 2799	403 260 7000 to 7499
		389 846 3104 to 3135	403 280 6470 to 6499
		389 846 3145 to 3195	403 685 8600 to 8699
			404 003 0300 to 0399
			404 041 8838 to 8899
			404 071 4268 to 4299
			404 347 5356 to 5399
			404 347 5548 to 5599

404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999
410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899	469 678 1900 to	1999
410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999
410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999
410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499	<b>470 755 5800 to</b>	<b>5818</b>
411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999
411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419
412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599
412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241
412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299
412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999	475 875 2500 to	2599
418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699	476 169 8264 to	8299
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699
<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>	477 681 5206 to	5299
420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268
420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299	478 010 4270 to	4291
420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099
420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299	478 469 7838 to	7858
420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099	478 469 7883 to	7899
421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399	479 280 9800 to	9899
421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099	479 365 9116 to	9176
421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540	479 412 9900 to	9999
421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199	479 667 6190 to	6199
421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299	479 748 9680 to	9699
421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799	479 860 7000 to	7199

<b>480 526 2000 to 2099</b>	498 449 8888 to 8899	614 645 1800 to 1899	638 318 1453 to 1499
480 640 6330 to 6399	498 929 8285 to 8499	614 832 1100 to 2099	638 885 0000 to 0299
480 658 0568 to 0599	498 936 5310 to 5399	615 017 7505 to 7599	638 903 4362 to 4373
480 689 5100 to 5199	499 016 5425 to 5499	617 711 6609 to 6699	639 415 1929 to 1999
481 072 9463 to 9499	499 440 8575 to 8899	617 760 5266 to 5299	639 415 2019 to 2099
481 673 0074 to 0095	499 731 6717 to 6799	617 813 3601 to 3699	639 420 6200 to 6299
482 527 1500 to 1599	<b>500 064 1858 to 1869</b>	618 840 9200 to 9299	639 469 3517 to 3799
482 541 5255 to 5299	500 070 5725 to 7799	619 551 7229 to 7299	639 605 2143 to 2199
482 729 6800 to 6899	<b>600 645 3223 to 3299</b>	619 859 3000 to 3099	639 657 8600 to 8799
483 363 7207 to 7299	601 339 1200 to 1399	<b>620 073 9400 to 9499</b>	<b>640 289 7500 to 7599</b>
483 402 2356 to 2399	601 653 5884 to 5899	621 614 7907 to 7930	640 289 7700 to 7999
483 486 5100 to 5199	601 661 7700 to 7799	621 614 7932 to 7999	641 170 4420 to 4499
483 632 1521 to 1599	601 682 5343 to 5399	621 648 8021 to 8199	641 318 3133 to 3199
483 632 2600 to 2799	601 928 1600 to 1699	621 648 8500 to 8599	641 378 6500 to 6999
483 849 1615 to 1699	602 512 2972 to 2999	621 904 8351 to 8599	641 383 8739 to 8799
484 174 4803 to 5299	602 555 2400 to 2799	621 916 1978 to 1989	641 877 3187 to 3299
484 323 8900 to 9199	602 829 7061 to 7099	622 989 8032 to 8099	641 877 3310 to 3399
484 680 5000 to 5038	603 483 9572 to 9599	623 076 9300 to 9399	642 355 8094 to 8199
484 680 5040 to 5074	603 490 7200 to 7299	623 819 5006 to 5099	642 355 8308 to 8999
484 680 5077 to 5099	603 678 7100 to 7199	623 895 8200 to 8399	642 900 0018 to 0099
485 029 4913 to 4999	603 678 7662 to 7699	623 917 0000 to 0099	643 030 6254 to 6299
486 176 0600 to 0699	603 678 7902 to 7999	623 917 0200 to 0299	644 066 0882 to 0899
486 559 7555 to 7599	603 678 8418 to 8499	624 468 5288 to 5299	644 069 0600 to 0699
486 696 3023 to 3199	603 678 8700 to 9999	624 665 3162 to 3198	644 077 7506 to 7699
488 173 7900 to 7999	604 086 0880 to 0899	625 088 6735 to 6799	644 085 8157 to 8199
488 206 4100 to 4199	604 349 1414 to 1499	625 916 9500 to 9799	644 112 9839 to 9899
488 226 0200 to 0299	604 503 7776 to 7799	625 968 8956 to 8999	644 373 9083 to 9099
488 709 3906 to 3999	605 520 9037 to 9099	627 005 3938 to 3999	644 380 1460 to 1499
488 855 8359 to 8399	605 685 4010 to 4099	627 384 3907 to 4099	644 733 4715 to 4799
489 181 8963 to 8999	605 988 6467 to 6499	627 496 7549 to 7599	644 900 9712 to 9799
489 223 2000 to 2099	607 689 7951 to 7960	627 708 3605 to 3699	644 901 0109 to 1299
489 311 1930 to 1999	607 728 1276 to 1299	627 776 2500 to 2599	644 901 1325 to 1399
489 318 6200 to 6300	608 727 7100 to 7199	628 226 3100 to 3199	644 923 6800 to 7799
489 384 0027 to 0099	608 727 7273 to 7599	628 814 4702 to 4799	644 932 4655 to 4699
489 427 0658 to 0899	608 813 9950 to 9999	628 851 9689 to 9699	645 318 7240 to 7499
489 997 5252 to 5299	609 067 5325 to 5399	629 510 7200 to 7299	645 333 1766 to 1799
<b>490 669 5850 to 6099</b>	609 067 5488 to 5499	629 964 4200 to 4294	645 790 8632 to 8699
490 717 7080 to 7099	609 067 5600 to 5699	<b>630 389 3056 to 3071</b>	645 821 0657 to 0699
490 721 6000 to 6099	609 289 6123 to 6199	630 463 0588 to 0599	645 930 7948 to 7999
490 793 1500 to 2099	609 438 4400 to 4499	631 459 9117 to 9199	645 975 0737 to 0762
490 886 8171 to 8199	609 493 1100 to 1199	631 762 9325 to 9399	646 242 6200 to 6299
490 977 9221 to 9240	609 766 8091 to 8999	632 217 4933 to 4999	646 270 7639 to 7799
491 258 8100 to 9099	609 825 4100 to 4115	632 500 0000 to 599 9999	646 798 4000 to 4999
491 567 1376 to 1399	609 884 2981 to 2999	633 110 4165 to 4199	647 048 7035 to 7099
492 254 4800 to 4899	609 893 1000 to 1099	633 110 4303 to 4499	647 049 2900 to 2999
492 283 5100 to 5199	<b>610 092 3200 to 3299</b>	633 438 6429 to 6599	647 398 8300 to 8399
492 610 6813 to 6899	610 582 4200 to 4299	633 588 7173 to 7182	647 398 8481 to 8499
493 394 5568 to 5599	611 879 6939 to 6999	634 725 0700 to 0799	647 437 3000 to 4999
493 470 2562 to 2599	612 291 8013 to 8099	634 803 3239 to 3299	647 811 2188 to 2199
493 473 7700 to 7799	612 751 5171 to 5199	634 807 2474 to 2499	648 009 6057 to 6099
493 716 2153 to 2199	612 751 5226 to 5299	634 827 5900 to 5999	648 163 5300 to 5499
494 206 2972 to 2999	612 751 6083 to 6099	634 886 3428 to 3499	648 722 5283 to 5299
494 217 3446 to 3999	612 751 6268 to 6299	635 559 3449 to 3499	648 892 3164 to 3199
494 224 0500 to 0599	612 751 6572 to 6599	636 289 6214 to 6299	649 100 3989 to 3999
495 145 0600 to 0699	612 774 2111 to 2199	636 634 8007 to 8042	649 647 0370 to 0399
496 209 7425 to 7499	612 774 2254 to 2299	637 150 1200 to 1299	649 647 0522 to 0599
496 213 8728 to 8799	612 774 2500 to 2599	637 562 5828 to 5899	649 647 5237 to 5399
496 474 5226 to 5248	614 469 0979 to 0999	638 042 1647 to 1699	649 647 9100 to 9299
497 053 8517 to 8699	614 474 3000 to 3099	638 049 4984 to 4999	649 666 7800 to 8299
497 854 8673 to 8699	614 521 3490 to 3499	638 318 1115 to 1199	<b>650 114 7707 to 7719</b>

650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	808 090 3440 to	3499
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	808 325 5161 to	5699
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	808 784 8000 to	8299
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	<b>830 125 0672 to</b>	<b>0699</b>
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	830 602 5800 to	5999
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	830 610 3700 to	3799
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	830 983 3500 to	3599
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	830 983 3635 to	3699
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	831 354 1387 to	1399
652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	831 815 8240 to	8299
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	832 525 3810 to	3899
653 426 3300 to	3399	<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	833 159 1884 to	1899
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	833 456 2567 to	2599
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	833 566 3015 to	3071
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	834 130 5200 to	5299
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	834 316 5444 to	5499
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	834 354 8747 to	8766
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	834 354 8824 to	8838
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	835 269 5700 to	5799
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	835 496 7303 to	7399
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	835 539 5200 to	5999
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	835 813 3015 to	3099
658 586 1400 to	1499	683 118 2389 to	2399	701 503 2247 to	2299	837 672 8967 to	8999
658 877 8000 to	8199	683 378 2000 to	2099	701 541 2271 to	2299	837 784 3282 to	3299
658 880 8000 to	8199	683 378 2117 to	2299	701 553 6557 to	6599	838 176 8377 to	8399
659 398 7300 to	7399	683 415 1200 to	1499	701 601 3457 to	3499	838 518 1257 to	1299
659 706 8113 to	8199	683 444 8159 to	8199	701 605 5913 to	5999	839 718 8257 to	8299
659 846 7837 to	7899	685 154 7780 to	7789	701 695 3982 to	3999	<b>840 323 0600 to</b>	<b>0699</b>
<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 695 4148 to	4199	840 875 6235 to	6299
660 673 0400 to	0599	685 623 5264 to	5299	701 695 4227 to	4299	840 910 0900 to	0999
661 488 5000 to	5099	685 650 9487 to	9499	701 708 1741 to	1799	841 349 5000 to	5099
661 609 9100 to	9199	685 669 4200 to	4299	701 736 3966 to	3999	841 805 7747 to	7899
661 716 9420 to	9499	685 757 8452 to	8499	701 838 2800 to	2899	841 805 7944 to	8099
661 906 6522 to	6599	686 071 2694 to	2799	701 941 0600 to	0699	842 226 0685 to	0695
662 021 8332 to	8399	686 176 3333 to	3354	702 171 1603 to	1699	842 685 4600 to	4699
662 068 0700 to	0899	686 372 3200 to	3299	702 195 5109 to	5199	842 685 4742 to	4999
662 553 0774 to	0799	686 644 5879 to	5899	702 254 9300 to	9399	842 860 0300 to	0399
663 078 7034 to	7099	686 899 1371 to	1399	702 264 7569 to	7599	842 898 5582 to	5599
663 763 5300 to	5399	686 931 7636 to	7699	702 713 1800 to	1809	843 062 7100 to	7199
663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809	843 077 6288 to	6299
663 938 9200 to	9299	687 614 6774 to	6799	702 821 5730 to	5799	843 077 6288 to	6299
664 253 8000 to	8499	688 120 9000 to	9999	702 821 5805 to	5899	843 077 6378 to	6399
664 656 3055 to	3099	688 314 3107 to	3191	702 846 6331 to	6399	843 758 5769 to	5778
665 174 6400 to	6499	688 314 3107 to	3191	702 848 3900 to	3999	843 786 2554 to	2699
665 274 8208 to	8299	<b>690 291 1361 to</b>	<b>1371</b>	702 878 0114 to	0199	845 656 8165 to	8199
665 669 5400 to	5499	690 788 2877 to	2899	<b>740 002 7710 to</b>	<b>7719</b>	845 727 2100 to	2199
666 132 8226 to	8299	690 893 5344 to	5399	740 241 9049 to	9099	845 746 2618 to	2635
666 696 2209 to	2299	690 893 5512 to	5599	740 255 1718 to	1799	846 390 7531 to	7599
666 696 2309 to	2399	690 904 1300 to	1599	740 470 2420 to	2443	846 918 0572 to	0599
667 032 9300 to	9399	690 941 6000 to	6199	740 523 7432 to	7449	847 237 7690 to	7699
667 729 5529 to	5599	691 313 6383 to	6399	740 535 1555 to	1580	847 284 2481 to	2499
668 383 8400 to	8699	691 313 6600 to	6699	740 701 6105 to	6114	847 374 7055 to	7065
<b>670 368 3400 to</b>	<b>3499</b>	691 582 8003 to	8099	740 705 9790 to	9799	847 374 7055 to	7065
670 369 7336 to	7399	691 664 1800 to	1999	740 726 6400 to	6500	847 636 5304 to	5399
670 750 7169 to	7199	691 664 2400 to	2499	740 765 3306 to	3399	847 700 5447 to	5499
671 046 6200 to	6399	692 727 9362 to	9399	<b>805 885 8411 to</b>	<b>8499</b>	847 723 7500 to	7599
671 251 5448 to	5499	692 798 1800 to	1899	806 087 1100 to	1499	849 485 3427 to	3499
671 926 5600 to	5799	693 249 0779 to	0799	806 268 9275 to	9299	849 520 9850 to	9899
672 444 2000 to	2999	693 249 0877 to	1699	806 534 3400 to	3477	849 608 1357 to	1399
672 828 3410 to	3499	693 445 0566 to	0999	807 342 3283 to	3399	849 792 2600 to	2699
		693 448 8500 to	8999	808 086 7100 to	7199	<b>850 546 1862 to</b>	<b>1899</b>

851 143 6826 to	6844	861 637 6010 to	6099	870 541 7167 to	7239	905 889 7100 to	7199
851 209 9880 to	9899	861 979 7292 to	7499	870 575 8155 to	8999	906 158 1508 to	1599
851 928 9221 to	9299	862 216 6100 to	6199	870 589 0485 to	0494	906 558 8812 to	8899
852 589 6560 to	6599	862 263 9213 to	9299	870 691 7060 to	7099	906 982 2214 to	2299
853 049 3646 to	3699	862 271 0800 to	0999	872 100 0445 to	0459	907 725 8500 to	8599
854 304 4089 to	4999	862 271 5000 to	5099	<b>900 556 4178 to</b>	<b>4199</b>	907 815 0216 to	0257
854 529 2200 to	2299	863 871 5138 to	5199	900 845 0044 to	0099	908 622 4225 to	4235
854 532 0000 to	2999	863 949 5300 to	5399	900 936 0217 to	0299	908 936 9254 to	9299
855 001 6204 to	6249	864 088 8200 to	8299	900 936 0435 to	0499	909 100 1787 to	1799
855 319 9364 to	9399	864 426 3972 to	3999	901 058 5255 to	5280	909 100 1900 to	2099
855 361 3390 to	3399	864 520 6117 to	6136	901 273 1082 to	1099	909 355 0422 to	0499
856 226 0490 to	0499	865 151 0526 to	0599	901 287 5143 to	5199	909 568 8900 to	9099
856 656 5800 to	5999	865 500 4034 to	4099	901 291 2789 to	2799	909 568 9300 to	9499
856 752 0200 to	0299	865 883 6082 to	6099	901 525 7122 to	7199	909 725 7307 to	7399
857 111 1352 to	1399	866 004 3000 to	3999	902 198 9769 to	9799	909 833 0947 to	0999
857 279 3450 to	3499	866 442 4100 to	4899	902 948 1269 to	1299	<b>910 219 8631 to</b>	<b>8699</b>
857 843 4000 to	4099	867 366 9108 to	9118	902 985 0833 to	0899	910 265 1100 to	1199
858 124 7644 to	7699	867 633 7403 to	7499	903 370 6934 to	6999	910 471 7273 to	7299
858 756 3111 to	3299	867 737 5623 to	5699	904 600 6523 to	6599	910 536 2505 to	2599
859 063 8200 to	8699	868 169 4529 to	4599	904 892 0378 to	0399	910 958 7499 to	7599
859 190 0600 to	0644	868 173 8400 to	8599	904 892 0648 to	1299	911 140 1000 to	2199
859 437 5538 to	5599	868 514 9000 to	9099	905 056 2216 to	2299	911 245 2545 to	2599
859 811 2888 to	2899	868 566 9200 to	9299	905 510 6647 to	6799	911 268 9077 to	9099
859 855 8873 to	8999	869 387 1150 to	1199	905 510 6900 to	7099	911 400 8948 to	8999
<b>860 240 8520 to</b>	<b>8599</b>	869 505 3500 to	3599	905 510 6900 to	7099	911 400 8948 to	8999
860 275 3900 to	3999	869 523 7033 to	7099	905 794 0000 to	0199	911 508 1620 to	1799
860 518 9629 to	9699	869 800 0000 to	999 9999	905 794 0288 to	0299	911 523 3000 to	3999
860 600 0021 to	0999	<b>870 054 4814 to</b>	<b>4899</b>	905 873 6900 to	6999	913 709 2429 to	2499
861 158 2350 to	2599	870 491 4812 to	4849	905 873 7100 to	7299	913 818 3501 to	3999
861 367 5400 to	5499	870 536 5820 to	5829	905 880 8900 to	8999	914 063 4300 to	4399

— Group2—Security,  
Postal Inspection Service, 4-17-03

## 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.

<b>000 000 001 to 692 600 000</b>	702 410 595 to 1 050	712 003 381 to 3 650	722 378 265 to 8 280
<b>692 720 871 to 0 900</b>	702 660 151 to 0 540	712 104 220 to 4 230	722 413 990 to 4 004
692 876 955 to 7 050	702 723 429 to 3 450	712 327 861 to 7 890	722 764 948 to 4 980
693 290 380 to 0 400	703 004 401 to 4 820	712 327 952 to 7 980	722 825 840 to 5 889
693 290 426 to 0 450	703 083 819 to 4 020	712 647 061 to 7 090	723 153 841 to 3 850
694 063 700 to 3 897	703 432 131 to 2 230	713 284 171 to 4 260	723 237 616 to 7 630
694 063 900 to 4 000	703 626 061 to 6 090	713 292 871 to 2 990	723 331 081 to 1 110
694 550 501 to 0 530	703 863 121 to 3 240	714 035 101 to 5 160	723 496 443 to 6 470
694 595 031 to 5 050	703 863 477 to 3 540	714 155 011 to 5 400	723 967 291 to 7 320
694 595 087 to 5 300	703 867 801 to 7 980	714 328 231 to 8 440	724 655 196 to 5 340
694 698 551 to 8 650	704 030 628 to 0 640	714 442 952 to 2 980	724 711 441 to 1 500
694 745 458 to 5 600	704 154 024 to 4 120	714 562 843 to 2 860	724 711 538 to 1 560
695 105 313 to 5 350	704 227 561 to 7 829	714 590 391 to 0 430	724 793 221 to 3 250
695 142 809 to 3 050	704 227 831 to 8 069	714 609 811 to 9 930	724 908 109 to 8 120
695 144 666 to 4 700	704 228 071 to 8 100	714 609 961 to 9 990	724 937 461 to 7 670
695 272 601 to 2 750	704 420 344 to 0 490	714 807 181 to 7 240	725 163 118 to 3 151
695 277 576 to 7 650	704 568 751 to 8 990	714 871 321 to 1 500	725 202 735 to 2 750
695 530 761 to 0 800	704 965 301 to 5 770	714 928 529 to 8 590	725 398 591 to 8 800
696 487 701 to 7 800	705 116 780 to 6 790	715 128 183 to 8 330	725 464 591 to 4 920
696 784 101 to 4 550	705 280 801 to 0 980	715 144 171 to 4 470	725 475 321 to 5 330
696 870 601 to 0 650	705 475 651 to 6 040	715 197 211 to 7 570	725 711 057 to 1 070
697 047 501 to 7 600	705 566 127 to 6 280	715 595 910 to 6 180	725 738 581 to 8 730
697 052 101 to 2 350	705 740 581 to 0 730	715 941 781 to 1 810	725 981 311 to 1 430
697 217 251 to 7 400	705 782 796 to 2 820	715 962 421 to 2 480	725 987 835 to 7 880
697 249 952 to 50 050	705 822 271 to 2 480	716 477 396 to 7 430	726 060 811 to 0 900
697 414 886 to 4 900	706 180 148 to 0 290	716 556 635 to 6 660	726 391 970 to 2 520
697 469 606 to 9 700	706 184 041 to 4 220	717 191 648 to 1 690	726 484 771 to 4 800
697 850 401 to 0 750	706 357 861 to 8 190	717 193 161 to 3 490	726 493 351 to 5 300
698 098 446 to 8 550	706 382 419 to 2 430	717 228 591 to 8 680	726 504 031 to 4 063
698 300 251 to 0 300	706 628 735 to 8 820	717 333 902 to 3 950	726 504 070 to 4 090
698 504 383 to 4 650	706 638 211 to 8 420	717 739 745 to 9 910	726 504 331 to 4 390
698 533 927 to 4 200	706 817 959 to 8 000	717 884 991 to 5 050	726 563 701 to 4 060
698 562 268 to 2 400	707 034 391 to 4 450	718 026 171 to 6 290	726 599 371 to 9 460
699 090 686 to 0 750	707 292 636 to 2 660	718 466 370 to 6 420	726 626 356 to 6 370
699 752 699 to 2 850	707 441 401 to 1 687	718 568 451 to 8 479	727 182 271 to 2 510
<b>700 068 473 to 8 500</b>	707 441 836 to 1 940	718 590 741 to 0 770	727 416 181 to 6 240
700 161 501 to 1 650	707 958 541 to 8 570	718 714 210 to 4 370	727 481 431 to 1 460
700 202 522 to 2 700	707 960 107 to 0 160	718 795 881 to 6 000	727 749 241 to 9 780
700 290 275 to 0 300	708 059 941 to 60 000	718 961 721 to 1 780	728 382 331 to 2 480
700 465 730 to 5 750	708 115 830 to 5 860	718 982 001 to 2 300	728 702 338 to 2 400
700 561 444 to 1 550	708 116 251 to 6 310	719 869 731 to 9 760	728 915 371 to 5 850
701 423 101 to 3 150	708 138 301 to 8 480	<b>720 227 871 to 7 930</b>	728 953 141 to 3 410
701 625 469 to 5 550	709 222 591 to 2 920	720 227 949 to 7 960	728 954 280 to 4 310
701 643 829 to 3 850	709 243 479 to 3 500	720 368 543 to 8 570	729 169 081 to 9 140
701 945 451 to 5 500	709 411 171 to 1 320	720 392 151 to 2 570	729 363 841 to 3 870
702 033 701 to 4 050	709 649 804 to 9 820	720 556 491 to 6 640	729 682 891 to 3 190
702 051 501 to 1 750	709 733 281 to 3 580	720 558 621 to 8 650	729 838 940 to 9 070
702 053 601 to 3 800	<b>710 046 813 to 6 840</b>	720 575 361 to 5 570	729 839 101 to 9 130
702 104 368 to 4 900	710 358 093 to 8 166	720 590 152 to 0 179	<b>730 077 683 to 7 840</b>
702 128 306 to 8 400	710 358 257 to 8 270	721 638 331 to 9 170	730 109 847 to 9 880
702 179 891 to 9 900	711 021 501 to 1 510	721 815 391 to 5 420	730 373 761 to 3 850
702 260 751 to 0 850	711 049 411 to 9 560	721 969 713 to 9 740	730 501 951 to 2 130
	711 408 045 to 8 090	722 072 137 to 2 160	730 519 379 to 9 470

730 569 278	to	9 360	739 219 381	to	9 440	751 757 641	to	7 700	762 304 144	to	4 170
730 711 711	to	1 740	739 740 151	to	0 180	751 936 951	to	7 010	762 324 931	to	4 960
730 722 991	to	3 230	739 793 491	to	3 520	751 951 861	to	1 890	762 439 261	to	9 290
730 845 970	to	5 990	739 793 527	to	3 550	751 999 021	to	9 110	762 524 158	to	4 220
730 888 291	to	8 320	739 942 621	to	2 650	752 139 516	to	9 570	762 584 872	to	4 970
730 927 591	to	7 680	739 999 231	to	9 320	752 182 892	to	2 950	762 593 431	to	3 460
731 307 914	to	7 930	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	752 206 861	to	7 100	763 155 160	to	5 180
731 402 431	to	2 460	740 030 701	to	0 970	752 295 241	to	5 600	763 178 631	to	8 660
731 407 232	to	7 320	740 261 740	to	1 820	752 731 351	to	1 410	763 506 001	to	6 060
731 588 301	to	8 340	740 265 811	to	6 290	752 767 441	to	7 470	763 522 141	to	2 470
731 767 273	to	7 320	740 299 111	to	9 170	753 008 941	to	9 030	763 717 694	to	7 800
731 781 061	to	1 120	740 299 231	to	9 260	753 194 311	to	4 370	763 826 461	to	6 520
731 837 821	to	7 910	740 329 266	to	9 320	753 620 378	to	0 400	763 900 460	to	0 471
731 841 377	to	1 450	740 889 081	to	9 090	754 013 917	to	3 940	763 900 479	to	0 530
732 018 481	to	8 600	741 010 421	to	0 530	754 161 061	to	1 120	763 917 271	to	7 750
732 067 972	to	8 370	741 113 041	to	3 370	754 358 445	to	8 610	764 125 801	to	5 860
732 188 649	to	8 670	741 373 891	to	4 340	754 410 451	to	0 660	764 284 525	to	4 560
732 193 460	to	3 470	741 452 369	to	2 490	754 438 393	to	8 410	764 526 241	to	6 330
732 201 241	to	1 390	741 492 991	to	3 140	754 493 109	to	3 130	764 601 421	to	1 600
732 220 431	to	0 440	741 553 460	to	3 470	754 664 182	to	4 220	764 650 231	to	0 470
732 355 201	to	5 380	741 764 431	to	4 520	754 816 377	to	6 470	764 984 371	to	4 850
732 472 320	to	2 560	742 178 834	to	8 880	755 487 421	to	7 600	765 003 667	to	3 680
732 541 605	to	1 620	742 325 500	to	5 520	755 592 901	to	3 140	765 042 517	to	2 540
732 572 221	to	2 490	742 325 668	to	5 700	755 790 020	to	0 030	765 194 728	to	4 970
732 586 479	to	6 710	742 408 771	to	8 830	755 791 730	to	1 800	765 387 365	to	7 450
732 994 037	to	4 080	742 512 120	to	2 150	755 926 951	to	7 070	765 541 801	to	2 100
733 163 449	to	3 460	742 684 849	to	4 890	755 934 332	to	4 510	765 638 461	to	8 970
733 297 171	to	7 290	742 839 553	to	9 630	755 957 701	to	8 000	765 647 101	to	7 190
733 446 631	to	7 110	742 913 668	to	3 700	755 962 981	to	3 280	765 813 781	to	4 029
733 474 665	to	4 770	742 917 287	to	7 296	756 035 371	to	5 490	765 879 314	to	9 390
733 704 482	to	4 570	742 921 891	to	1 980	756 301 257	to	1 290	765 954 001	to	4 030
733 751 041	to	1 130	742 983 631	to	3 810	756 371 565	to	1 580	766 120 286	to	0 320
734 009 101	to	9 130	743 020 021	to	0 170	756 876 031	to	6 120	766 125 716	to	5 750
734 290 759	to	0 770	743 206 491	to	6 500	756 876 151	to	6 240	766 158 824	to	8 840
734 389 273	to	9 290	743 235 992	to	6 050	756 970 129	to	0 140	766 388 433	to	8 460
734 440 031	to	0 111	743 940 631	to	0 900	757 059 613	to	9 630	766 509 421	to	9 660
734 797 201	to	7 320	743 978 011	to	8 070	757 078 540	to	8 560	766 572 901	to	3 020
734 939 611	to	9 640	744 234 751	to	4 780	757 086 209	to	6 240	766 748 500	to	8 521
734 950 111	to	0 170	744 499 591	to	9 680	757 240 591	to	0 650	767 024 341	to	4 370
735 120 331	to	0 840	744 626 901	to	6 910	757 277 371	to	7 700	767 326 471	to	6 590
735 283 008	to	3 020	745 388 794	to	8 910	757 291 591	to	2 730	767 332 561	to	2 950
735 293 131	to	3 220	746 446 806	to	6 820	757 964 251	to	4 280	768 009 841	to	9 960
735 635 010	to	5 040	746 818 351	to	8 410	758 067 001	to	7 090	768 011 489	to	1 520
735 783 961	to	3 990	747 245 266	to	5 280	758 105 221	to	5 250	768 177 980	to	7 990
735 803 401	to	3 430	747 364 813	to	4 830	758 324 941	to	5 000	768 391 081	to	1 170
736 005 420	to	5 440	747 501 434	to	1 450	758 593 628	to	3 650	768 661 569	to	1 650
736 366 021	to	6 110	747 739 891	to	0 070	758 709 038	to	9 060	769 000 051	to	0 080
736 624 456	to	4 500	748 148 649	to	8 760	758 744 101	to	4 160	769 050 841	to	0 900
736 670 851	to	1 060	748 259 960	to	9 970	758 850 883	to	0 900	769 159 081	to	9 178
736 767 061	to	7 090	748 565 162	to	5 280	758 860 951	to	1 550	769 737 496	to	7 510
736 767 093	to	7 120	748 874 988	to	5 030	759 152 851	to	2 880	769 778 491	to	8 730
736 982 191	to	2 370	749 137 381	to	7 410	759 740 941	to	1 090	769 827 331	to	7 450
736 982 551	to	2 730	749 190 192	to	0 210	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>
737 110 141	to	0 170	749 685 421	to	5 450	760 118 191	to	8 250	770 723 281	to	3 400
737 185 501	to	5 710	749 846 791	to	6 850	760 155 001	to	5 090	770 790 451	to	0 480
737 317 321	to	7 350	749 993 131	to	3 580	760 378 002	to	8 020	770 915 150	to	5 490
737 517 781	to	7 840	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	760 692 722	to	2 749	771 455 551	to	5 610
737 628 181	to	8 210	750 408 167	to	8 183	761 055 460	to	5 480	771 609 661	to	9 690
737 634 258	to	4 270	750 438 421	to	8 501	761 169 781	to	9 810	772 057 224	to	7 440
738 361 971	to	1 980	750 743 911	to	4 030	761 504 941	to	5 120	772 162 660	to	3 070
738 447 601	to	7 660	750 779 118	to	9 400	761 516 836	to	6 910	772 718 615	to	8 640
738 648 355	to	8 450	750 910 981	to	1 010	761 613 588	to	3 600	772 970 886	to	0 940
738 849 811	to	9 900	750 960 841	to	0 900	761 688 631	to	8 690	773 009 419	to	9 430
738 892 270	to	2 290	751 296 211	to	6 240	761 805 199	to	5 240	773 112 031	to	2 060
738 997 259	to	7 380	751 539 121	to	9 180	761 826 106	to	6 120	773 125 387	to	5 410
739 161 451	to	1 540	751 541 311	to	1 790	761 881 171	to	1 560	773 179 320	to	9 410

773 202 989	to	3 140	775 331 515	to	1 550	778 779 471	to	9 480	781 878 721	to	9 020
773 208 991	to	9 290	775 444 210	to	4 230	779 146 205	to	6 230	782 424 840	to	4 900
773 231 311	to	1 340	775 579 301	to	9 320	779 233 681	to	3 710	782 939 821	to	9 850
773 348 739	to	8 940	775 622 683	to	2 760	779 316 961	to	7 200	782 985 347	to	5 360
773 575 891	to	5 950	776 144 621	to	4 670	779 339 221	to	9 400	783 063 631	to	3 690
773 852 971	to	3 030	776 154 010	to	4 060	779 702 191	to	2 250	783 578 101	to	8 130
773 858 011	to	8 100	777 561 631	to	2 080	779 994 001	to	4 090	783 578 143	to	8 160
773 892 721	to	7 190	776 657 371	to	7 490	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	783 663 991	to	4 050
773 958 061	to	8 660	776 817 421	to	7 450	780 533 288	to	3 310	783 739 838	to	0 280
774 101 148	to	1 190	776 951 225	to	1 250	780 625 208	to	5 920	784 142 598	to	2 610
774 107 161	to	7 190	777 141 601	to	2 140	780 711 345	to	1 540	784 380 061	to	0 090
774 177 226	to	7 270	777 297 421	to	7 510	780 778 894	to	8 920	784 913 509	to	3 531
774 279 481	to	9 810	777 621 721	to	1 750	780 865 851	to	5 920	785 429 491	to	9 520
774 408 399	to	8 420	777 810 309	to	0 330	780 873 421	to	3 450	785 989 351	to	9 440
774 431 821	to	2 450	778 049 651	to	9 670	781 141 891	to	1 980	786 036 450	to	6 480
774 510 451	to	0 780	778 106 225	to	6 310	781 238 697	to	8 730	786 676 937	to	6 980
774 652 981	to	3 010	778 218 730	to	8 780	781 503 151	to	3 180	786 730 831	to	0 920
774 778 981	to	9 040	778 251 871	to	1 930	781 518 818	to	8 840	786 743 671	to	3 700
774 867 481	to	7 510	778 286 911	to	6 940	781 624 126	to	4 200	786 743 711	to	3 730
774 867 515	to	7 540	778 328 699	to	8 730	781 679 221	to	9 340	786 854 491	to	4 550
774 934 275	to	4 290	778 567 471	to	7 860	781 723 771	to	3 890	786 977 256	to	7 461
774 961 261	to	1 290	778 570 771	to	0 830	781 723 964	to	3 990	787 158 121	to	8 390
775 106 223	to	6 235	778 699 096	to	9 110	781 761 391	to	1 720	787 325 701	to	5 910
775 106 237	to	6 248									

— Group2–Security,  
Postal Inspection Service, 4-17-03

### 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	

— Group2–Security,  
Postal Inspection Service, 4-17-03

### 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.

— Group2–Security,  
Postal Inspection Service, 4-17-03



# Buy stamps anywhere you see this symbol

Locations include  
local grocery stores and select ATMs



PULL-OUT SECTION

April 2003

## 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.



**Rosmery Acosta**  
 Born: 11-24-88  
 Date Missing: 2-15-03  
 Missing From: Paterson, NJ



**Tricia Agostini**  
 Born: 12-11-85  
 Date Missing: 3-20-03  
 Missing From: Lake Worth, FL



**Brittany Antunes**  
 Born: 10-18-89  
 Date Missing: 12-2-02  
 Missing From: Visalia, CA



**Samantha Baskin**  
 Born: 7-21-88  
 Date Missing: 12-9-02  
 Missing From: Pembroke Pines, FL



**Layla Beza**  
 Born: 10-2-87  
 Date Missing: 2-21-03  
 Missing From: Berlin, WI



**Rachel Robbio**  
 Born: 7-24-88  
 Date Missing: 1-23-03  
 Missing From: Ft. Lauderdale, FL

**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.

April 2003

## 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.



**Tony Bennett**  
 Born: 11-20-95  
 Date Missing: 5-30-02  
 Missing From: Lucedale, MS



**Zoie Bills**  
 Born: 7-29-99  
 Date Missing: 4-21-02  
 Missing From: Detroit, MI



**Dylan Brabander**  
 Born: 1-26-02  
 Date Missing: 9-7-02  
 Missing From: Tonkawa, OK



**McKenna Smith**  
 Born: 5-11-96  
 Date Missing: 1-27-03  
 Missing From: Ludlow, MA



**Taylor Smith**  
 Born: 9-7-97  
 Date Missing: 1-27-03  
 Missing From: Ludlow, MA



**Cameron Smith**  
 Born: 10-26-00  
 Date Missing: 10-30-01  
 Missing From: Mobile, AL

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

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April 2003

## 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.



**Hannah Stone**

Born: 12-7-96

Date Missing: 8-8-00

Missing From: San Rafael,  
CA



**Darrell Tapia**

Born: 5-13-97

Date Missing: 2-4-03

Missing From: Lakewood,  
CA



**Logan Bowman**

Born: 2-15-97

Date Missing: 1-7-03

Missing From: Galax, VA

**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.

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## Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p><b>PICTORIAL CANCELLATIONS STAMP SERVICES US POSTAL SERVICE 475 L'ENFANT PLZ SW RM 5610 WASHINGTON DC 20260-2437</b></p>	<p><i>Paste or tape pictorial cancellation copy here.</i> (Camera ready or reproducible) No larger than 4" horizontal x 2" vertical. (The dimensions of this box) Do not send image on a separate sheet.</p>
--	--

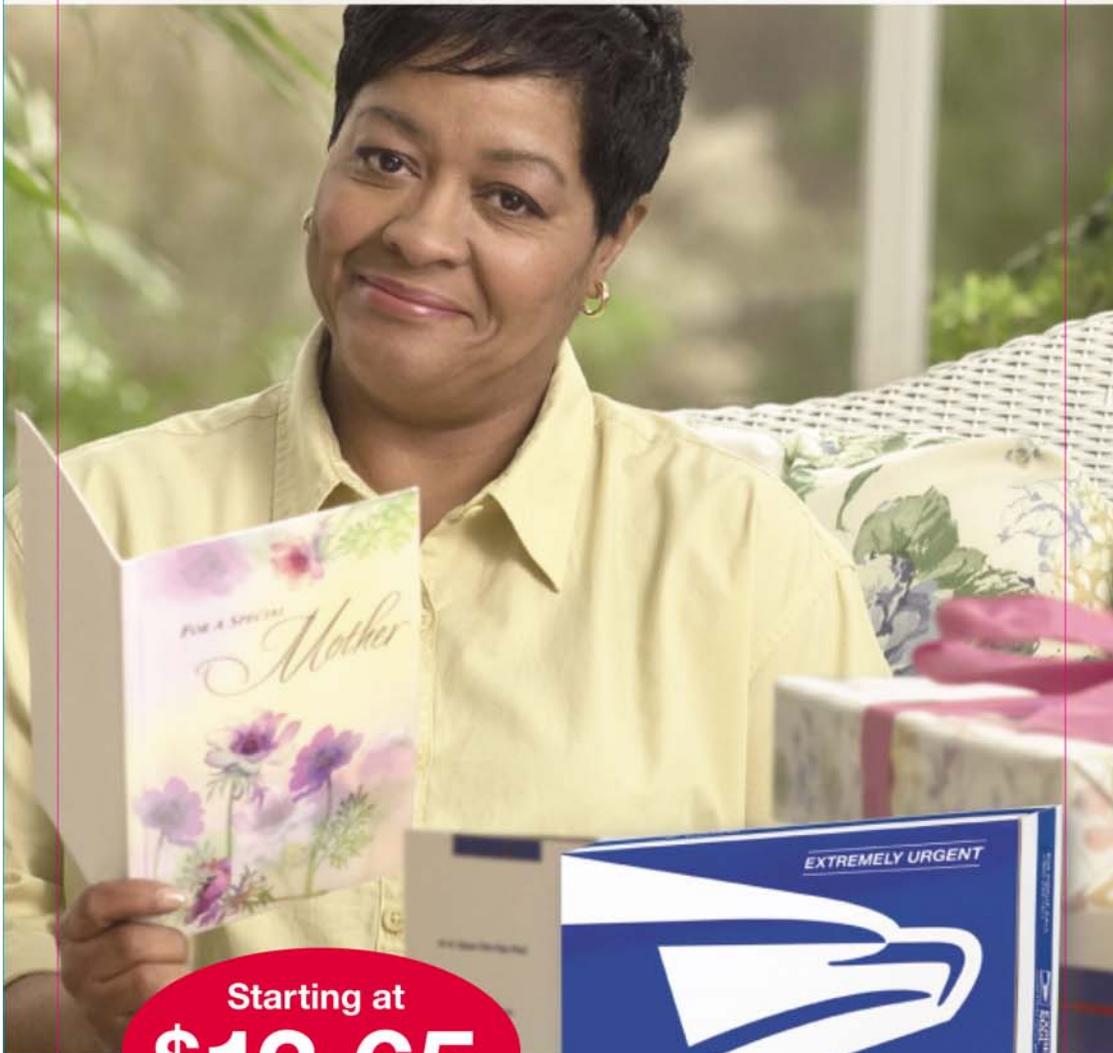
Send in all pictorial announcements for approval and publication, even if very close to announcement date. Pictorial announcements will be nationally publicized within 30 days of the event. If the announcements are late in arriving, they may be extended for 30 days.

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

**Mail Cancellation Requests to:**

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

# From Saturday to Mother's Day



Starting at  
**\$13.65**



**Express Mail®**  
 Next Day. Guaranteed.\*

\*Next day delivery to many locations.  
 Ask a retail associate for money-back guarantee details.

[www.usps.com](http://www.usps.com)

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 SP03-CCZ-MB-423



PULL-OUT SECTION

NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released April 13, 2003, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1993	6.14	9.52	9.75	10.13	10.08	—	14.57	—	32.68
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94

\*Rates of return for May (inception of S and I Funds) through December 2001.

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
April	0.46	1.89	1.94	-6.06	-6.06	-1.06	-0.98	0.25	0.66
May	0.45	0.88	0.85	-0.75	-0.74	-2.39	-2.21	1.29	1.27
June	0.43	0.97	0.87	-7.10	-7.12	-6.67	-6.84	-3.87	-3.98
July	0.43	1.19	1.21	-7.70	-7.80	-9.93	-9.73	-9.99	-9.87
Aug.	0.40	1.58	1.69	0.67	0.66	0.58	0.58	-0.26	-0.23
Sept.	<b>0.37</b>	<b>1.63</b>	<b>1.62</b>	<b>-10.87</b>	<b>-10.87</b>	<b>-6.84</b>	<b>-6.74</b>	<b>-10.75</b>	<b>-10.74</b>
Oct.	0.33	-0.44	-0.46	8.77	8.80	3.38	3.28	5.42	5.37
Nov.	0.34	-0.01	-0.03	5.87	5.89	6.76	6.90	4.49	4.54
Dec.	0.38	2.08	2.07	-5.85	-5.88	-4.32	-4.21	-3.27	-3.36

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.35	0.10	0.09	-2.67	-2.62	-2.35	-2.16	-4.24	-4.17
Feb.	0.32	1.41	1.38	-1.49	-1.50	-2.56	-2.54	-2.29	-2.29
March	0.33	-0.05	-0.08	0.97	0.97	1.55	1.48	-1.90	-1.96
<b>LAST 12 MONTHS</b>	<b>4.69</b>	<b>11.79</b>	<b>11.69</b>	<b>-24.71</b>	<b>-24.76</b>	<b>-22.38</b>	<b>-21.86</b>	<b>-23.51</b>	<b>-23.23</b>

Fund	Invested In	Index Tracked
G — Government Securities Investment Fund	Special issues of U.S. Treasury securities	N/A
F — Fixed Income Index Investment Fund	Barclays U.S. Debt Index Fund	Lehman Brothers U.S. Aggregate bond index
C — Common Stock Index Investment Fund	Barclays Equity Index Fund	S&P 500 stock index
S — Small Capitalization Stock Index Investment Fund	Barclays Extended Market Index Fund	Wilshire 4500 stock index
I — International Stock Index Investment Fund	Barclays EAFE Index Fund	Europe, Australasia, and Far East stock index

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative

expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

\* Implemented May 2001.

**Please post on bulletin boards. Discard/recycle all previous notices.**

## From Kevin to Keepsake



Touch them with a letter they can feel — and keep.

April is **National Card and Letter Writing Month.**

[www.usps.com](http://www.usps.com)



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SP03-FLZ-PS-311



This office will be  
**CLOSED**  
Monday,  
May 26, 2003,  
Memorial Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, [www.usps.com](http://www.usps.com), for information, stamps, and so much more.



This office will be  
**CLOSED**  
Monday,  
May 26, 2003,  
Memorial Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, [www.usps.com](http://www.usps.com), for information, stamps, and so much more.



PULL-OUT SECTION

# From Dad's Attic to Mary's Entryway



Starting at  
**\$5.60**  
 For up to 1 lb. and \$50 of coverage

Add Insurance &  
 Delivery Confirmation™  
 to Priority Mail®

[www.usps.com](http://www.usps.com)

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 SP03-CCZ-MB-413

AZEEZALY S. JAFFER  
VICE PRESIDENT, PUBLIC AFFAIRS AND COMMUNICATIONS



April 2003

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES  
POSTMASTERS

SUBJECT: *Cesar E. Chavez Stamp*

The United States Postal Service will issue the *Cesar E. Chavez* commemorative postage stamp on April 23, 2003, the 10<sup>th</sup> anniversary of Chavez's passing. This stamp honors his life's work and legacy, which continues to inspire millions. The *Cesar E. Chavez* stamp serves as a reminder to all Americans that one person can make a difference.

Chavez is best known as the founder of the United Farm Workers of America, AFL-CIO (UFW). He was a tireless advocate for nonviolent social change and dedicated his life to working in service of others. Sen. Robert F. Kennedy once called Chavez "one of the heroic figures of our time."

I am pleased to inform you that the Postal Service is working with the Cesar E. Chavez Foundation, based in Los Angeles, to promote this stamp.

Many community events have already taken place surrounding the announcement of the *Cesar E. Chavez* stamp. Throughout the coming year, I'm sure you will find many opportunities to hold your own local event. The issuance of this stamp is a tribute to Chavez's significance in American history. These activities go hand in hand with the Postal Service's historic role as a community leader.

As we make plans to promote the *Cesar E. Chavez* stamp, I want to take this opportunity to thank you for your support. Inside this field publicity kit, you will find suggestions and ideas to help you implement events in your community surrounding the Chavez stamp. Be sure to utilize the expertise of your Public Affairs and Communications Team as you develop and plan your local events.

Promoting the Postal Service's stamp program provides us with a unique way to gain community support for Postal Service public policy programs and helps strengthen our ties with the communities we serve.

A handwritten signature in black ink, appearing to be "Azeezaly S. Jaffer".

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-3100

## PUBLICITY KIT

**Cesar E. Chavez Stamp**

Postal Service employees can find an electronic version of the *Cesar E. Chavez* stamp publicity kit on the Intranet at <http://blue.usps.gov>; click on *References*, then click on *Postmaster Toolkits*. That electronic version makes it easy to complete the fill-in-the-blank materials included in the kit.

**Publicity Ideas to Interest the Media**

The *Cesar E. Chavez* stamp will be issued on April 23, 2003, in Los Angeles, California, at the Historic Court of Flags. Unveiling or "second day" events for the *Cesar E. Chavez* stamp can be held at any time throughout the year.

The Postal Service is working with the Cesar E. Chavez Foundation, based in Los Angeles, to promote this stamp. Local and national publicity helps increase commemorative stamp sales at Post Offices far beyond the date of issuance. There are many ways to interest local media in your *Cesar E. Chavez* stamp events.

Here are some methods to capture media attention:

*Copy the First Day Event Theme*

The first day of issue event — which will take place on April 23 — will feature top officials from the Postal Service, the Cesar E. Chavez Foundation, the AFL-CIO, United Farm Workers, the National Council of La Raza, and members of the Congressional Hispanic Caucus.

Keep in mind this stamp is of significant national and political importance; therefore, it is a good idea to contact your Government Relations representative when planning your event (list included on page 92).

Senators, congressional representatives, and union members will be interested in this stamp and the events surrounding it.

We encourage you to start planning events and activities with local representatives of your Hispanic community leaders, congressional offices, and union AFL-CIO affiliates. Your area Public Affairs and Communications (PAC) managers are available and ready to assist you in planning your events (list included on page 93).

*Other Event Ideas*

Look for opportunities to sponsor events with local schools, community groups, union offices, service organizations, and Hispanic groups.

Invite employees, local civic leaders, and politicians who have been touched by the work Chavez has done in service to others to be a part of your event. This could be an event held at a new food co-op or at a local farmers market.

A simple *Chavez* stamp unveiling in your local Post Office lobby is always a great way to generate publicity for the *Cesar E. Chavez* stamp as well as to draw attention to his legacy and the Postal Service's stamp program.

Check with local TV cable stations that may regularly host Hispanic programs or community service-oriented programs to see if they are interested in covering your event or if they'd consider inviting event participants on the program.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Using the publicity materials in this kit, be sure to publicize each and every event to your local newspapers and radio and television stations via press releases, media advisories, and letters to the media. And don't forget to make follow-up phone calls.

**Partnerships**

THE CESAR E CHAVEZ FOUNDATION  
500 NORTH BRAND BLVD STE 1650  
GLENDALE CA 91203

Telephone: 818-265-0300

Fax: 818-265-0312

Web: [www.cesarechavezfoundation.org](http://www.cesarechavezfoundation.org)

E-mail: [info@cecfmail.org](mailto:info@cecfmail.org)

**Other Contact Information**

AFL-CIO  
815 16TH ST NW  
WASHINGTON DC 20006

Telephone: 202-637-5000

Fax: 202-637-5058

Web: [www.aflcio.org/siteguides/contactus.cfm](http://www.aflcio.org/siteguides/contactus.cfm)

The following web site address will provide you with the list of unions affiliated with the AFL-CIO:

[www.aflcio.org/aboutunions/unions/](http://www.aflcio.org/aboutunions/unions/)

**Honorary Committee for the Cesar E. Chavez Stamp — Cesar E. Chavez Foundation***Co-Chairs*

Helen F. Chavez

Founder, Cesar E. Chavez Foundation

Mrs. Robert F. Kennedy  
 Founder, Robert F. Kennedy Memorial  
 The Honorable Henry Cisneros  
 President and CEO, American City Vista  
 Coretta Scott King  
 Founder, The King Center

*Members*

Julian Bond  
 Chair, NAACP

John Bryson  
 Chair, President and CEO, Edison International

Paul F. Chavez  
 Chair, Cesar E. Chavez Foundation

Kenneth I. Chenault  
 Chair and CEO, American Express

Sandra Cisneros  
 Author and poet

Miguel Contreras  
 Executive Secretary — Treasurer  
 Los Angeles County Federation of Labor

A.B. Culvahouse  
 Chair, O'Melveny and Myers LLP

Harris Diamond  
 President and CEO, Weber Shandwick Worldwide

The Honorable Richard Gephardt  
 Minority Leader, United States House of Representatives

Antonia Hernandez  
 President and General Counsel, MALDEF

Dolores Huerta  
 Co-Founder, United Farm Workers of America

The Honorable Edward M. Kennedy  
 United States Senator (D-MA)

Robert F. Kennedy, Jr.  
 Senior Attorney, Natural Resources Defense Council

The Honorable John McCain  
 United States Senator (R-AZ)

The Honorable Antonia Novello  
 Commissioner of Health, State of New York

Edward James Olmos  
 Actor

The Honorable Alex Penelas  
 Mayor, Miami-Dade County

Jerrold Perenchio  
 Chair and CEO, Univision

Jorge Ramos  
 Anchor, Univision

Robert Redford  
 Founder and President, Sundance Institute

Dennis Rivera  
 President, 1199 SEIU  
 (New York's Health and Human Service Union)

Arturo S. Rodriguez  
 President, United Farm Workers of America

Martin Sheen  
 Actor

Ruth J. Simmons  
 President, Brown University

John J. Sweeney  
 President, AFL-CIO

The Honorable Antonio R. Villaraigosa  
 Speaker Emeritus, California State Assembly

Raul Yzaguirre  
 President, National Council of La Raza

**Event Planning Checklist**

When planning *Cesar E. Chavez* stamp events, keep the following suggestions in mind:

- Begin planning immediately.
- Contact your nearest AFL-CIO office, Congressional Hispanic Caucus representative, or other Hispanic leaders to see if they can participate in a *Chavez* stamp event in your city.
- Set a date.
- Secure participants.
- Order enlargements of the stamp image, flyers, and other supplies for the event.
- Prepare a special pictorial cancellation, if applicable (form included in this kit).
- Secure staging and sound equipment, if applicable.
- Plan signs, including a podium sign and banners.

- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (e.g., booths, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

### Pictorial Cancellations

Post Offices planning events can design their own special pictorial cancellation for their event. As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial cancellations must be reported to Stamp Development 3 weeks prior to local events. *Please use the announcement form on page 75 to report your use of a cancellation.*

#### *Guidelines for Finalizing Cesar E. Chavez Stamp Pictorial Cancellation Art*

To finalize the Cesar E. Chavez pictorial cancellation art, insert the date and the city, state, and ZIP Code of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch.

#### *Second Day Cancellations*

Second day cancellations are pictorial cancellations and follow the same guidelines as above. The word *Station* (or the abbreviation *STA*) is required somewhere in the design, since it will be a temporary station.

### Products and Licensing

#### *Cesar E. Chavez Stamp Products*

- First Day Cover — \$0.75
- Full Pane with First Day Cover — \$8.15

#### *Licensing and Use of Cesar E. Chavez Stamp Image*

- Organizations outside the Postal Service desiring products featuring the *Cesar E. Chavez* stamp image will be directed to authorized Postal Service licensees. Available products may include T-shirts, mugs, key rings, lapel pins, and so on. Such products may be resold by organizations as part of fundraising efforts.

- The Postal Service will consider waiving licensing fees for IRS-qualified nonprofit organizations that want to use the *Cesar E. Chavez* stamp image for products or uses not addressed by Postal Service licensees. Nonprofit organizations must submit their requests in writing to the following address:

USPS LICENSING GROUP  
ATTN MARIA PELL  
475 L'ENFANT PLAZA SW RM 10523  
WASHINGTON DC 20026-3100

- Written requests must reference the *Cesar E. Chavez* stamp and must include the name of the nonprofit organization or association, complete address, contact name, telephone number, IRS federal tax exempt number, and a brief description of the proposed use.
- Upon approval, nonprofit organizations will receive a transparency of the *Cesar E. Chavez* stamp image, along with further approval procedures and reproduction specifications.
- Any use of the *Cesar E. Chavez* stamp image by for-profit entities will require application for a license. You can obtain an application by sending an e-mail to the licensing group at [licensing@usps.com](mailto:licensing@usps.com).

### Postal Service Licensees

Licensee	Authorized Products
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207 Telephone: 949-498-2515	Pins, tie tacks, framed enlargements
WINCO INTERNATIONAL 9109 OSO AVE STE F CHATSWORTH CA 91311-6222 Telephone: 818-718-1191	Pins, tie tacks, keychains

### **Cesar E. Chavez Stamp Facts and Suggested Talking Points**

- A commemorative U.S. postage stamp honoring civil rights advocate Cesar E. Chavez will be issued by the U.S. Postal Service on April 23, 2003, in Los Angeles, California. The stamp will be available at Post Offices nationwide.
- 75 million stamps will be printed.
- The stamp image was painted by freelance illustrator Robert Rodriguez and features a portrait of Chavez against a background of empty grape fields. Rodriguez based the portrait on a 1976 photograph of Chavez taken by Bob Fitch and provided to the

Postal Service by the Cesar E. Chavez Foundation. Rodriguez also illustrated the *Cinco de Mayo* stamp. He is from Pasadena, California.

- The stamp design was unveiled in Washington, D.C., at a ceremony in front of the United States Capitol on September 18, 2002. Speakers at the unveiling ceremony included Senators Edward Kennedy and John McCain; Paul F. Chavez, Cesar’s son and Chairman of the Board of the Cesar E. Chavez Foundation; John Sweeney, President, AFL-CIO; Arturo Rodriguez, President, UFW; and members of the Congressional Hispanic Caucus.
- The Postal Service has issued Hispanic-related stamps for Frida Kahlo, Padre Felix Varela, Roberto Clemente, and Cinco de Mayo.
- As with all of our stamp subjects, the ideas and suggestions for stamps come in to the Citizens’ Stamp Advisory Committee (CSAC) from American citizens. CSAC carefully reviews every one of the 50,000 recommendations they receive each year against a long list of criteria. The subjects they select then go to the postmaster general for final selection. CSAC and the Postal Service are interested in providing to the American public a diverse stamp program that appeals to an audience with varied interests and best represents the people, events, and accomplishments that have shaped our nation.
- Stamp collecting is a fun activity that helps children learn about the world they live in.
- Customers can get information about stamps and other Postal Service products by calling our toll-free number (800-STAMP-24) or by going to our Web site ([www.usps.com](http://www.usps.com)).

**Suggested Public Relations Timeline**

**Note:** If you have questions or need assistance with any of these items, please contact your Area’s Public Affairs and Communications (PAC) manager.

Action	Suggested Timing
Send invitations to local and area dignitaries.	A few weeks before event
Send announcement and invitations to employees.	A few weeks before event
Distribute news release.	A few weeks before event

Action	Suggested Timing
Distribute media advisory to newspapers, radio, and television.	1 week before event
Redistribute media advisory to all news media.	1 or 2 days before event
Remind invited dignitaries about event via telephone.	5 days before event
Make follow-up phone calls to local news media.	1 day before event
Distribute “day of” news release.	Day of event
Send letter to newspaper editor thanking community.	Day after event’s completion
Send newspaper clippings and “media successes” summary to area PAC office.	Within 1 week after event

**Use of Chavez’s Name, Voice, Likeness or Writings in Publications, Film, Video, or Other Projects**

- The Cesar E. Chavez Foundation (the Foundation) is an authorized and exclusive agent of the Cesar E. Chavez family and handles the many requests to use Chavez’s name, voice, likeness, and writings. The Foundation requires a license agreement for use of Chavez’s name, voice, likeness, and writings. The licensing fee will be determined based on the nature of the project and reasonable licensing standards.
- Every day the Foundation receives many requests to use Chavez’s name, voice, likeness, and/or writings in a wide variety of forums and media. They have developed a form to make it easier and faster to communicate with you about your proposal. The Foundation will not process or review your request until this form has been completed and submitted to their office. You can obtain the form by sending and e-mail to Amber Thompson at [athompson@cecfmail.org](mailto:athompson@cecfmail.org).
- While the Foundation has the right to authorize reproduction of some family and other photos, it is not a photo clearinghouse. Generally, you need to get publicity rights — permission to use Chavez’s name, voice, likeness, and writings — from the Foundation first, and then get permission to reproduce a specific photo or illustration from the person who owns the copyright.

### Speech Segment

*The following suggested speech segment is for use at local ceremonies and events to support and promote the Cesar E. Chavez stamp. Feel free to customize it to fit your local event and community.*

Good **[INSERT 'MORNING/AFTERNOON']**

I'm **[INSERT NAME OF POSTMASTER/DISTRICT MANAGER/MC]** and it's a tremendous honor for me to represent the United States Postal Service today as we unveil the *Cesar E. Chavez* stamp.

We are proud to add the *Cesar E. Chavez* stamp to our gallery of significant players in American history. This new stamp is part of the Postal Service's 2003 stamp program, a program that celebrates the people, events, and history of our nation. Many Americans are inspired to find out more about the stamp subjects they see on their letters and packages, and thousands more become collectors every year.

Stamps are unique reminders of the amazing, triumphant, and spectacular accomplishments that shape the world we live in, and clearly show that the Postal Service does more than provide mail service — the real power of the Postal Service is our ability to connect people.

Robert F. Kennedy once called Chavez "one of the heroic figures of our time." While best known as the founder of the United Farm Workers of America, Chavez is also known as a tireless advocate for nonviolent social change. With only an eighth-grade formal education, Chavez dreamed of creating an organization to protect and serve farm workers. In 1962, he did just that. That's when he established the National Farm Workers Association, which later became the United Farm Workers of America. For more than three decades Chavez led the first successful farm workers union in American history, achieving fair wages, medical coverage, pension benefits, and humane living conditions as well as countless other rights and protections for hundreds of thousands of farm workers.

His union's efforts brought about the passage of the groundbreaking 1975 California Agricultural Labor Relations Act to protect farm workers. Today, it remains the only law in the nation that protects the right of farm workers to unionize.

The significance and impact of Chavez's life transcends any one cause or struggle. He stood for equality, justice, and dignity for all Americans. His ecumenical principles remain relevant and inspiring today for all of us.

I would like thank all of you and all of our guests for joining us here today.

Now, would **[INSERT NAMES OF UNVEILING PARTICIPANTS IF APPLICABLE]** join me in unveiling the *Cesar E. Chavez* stamp!

# # #



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## MEDIA ADVISORY

### Cesar E. Chavez Honored in [INSERT CITY] With the Unveiling of New Postage Stamp

- EVENT:** Unveiling of *Cesar E. Chavez* commemorative postage stamp.
- WHO:** [LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING AND/OR ATTENDING EVENT.]
- WHAT:** [DESCRIBE WHAT MAKES EVENT NEWSWORTHY — LIST ANY ENTERTAINMENT, REFRESHMENTS, SALES, ETC.]
- WHEN:** [INSERT HOUR, DAY, DATE]
- WHERE:** [INSERT EXACT LOCATION OF EVENT]
- BACKGROUND:** The *Cesar E. Chavez* commemorative stamp was issued on April 23, 2003 — the 10th anniversary of Cesar’s passing — to honor his life’s work and legacy, which continues to inspire millions. The unveiling and issuance of this stamp is a tribute to Chavez’s significance in American history and to his legacy’s potential in America’s future.

###

*Cesar E. Chavez Stamp**Publicity Kit*

# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## PRESS RELEASE

### Civil Rights Leader Cesar E. Chavez Honored on New U.S. Postage Stamp

[INSERT NAME OF YOUR CITY] — Civil rights and farm labor leader Cesar E. Chavez will be the focus of attention on [INSERT DATE] when the U.S. Postal Service and [INSERT ORGANIZATION/SPECIAL GUEST] unveil the *Cesar E. Chavez* commemorative postage stamp during a ceremony at [INSERT LOCATION]. The 37-cent *Cesar E. Chavez* stamp is now available at Post Offices nationwide.

[INSERT CITY] Postmaster [INSERT POSTMASTER'S NAME] will unveil the stamp to recognize and pay tribute to this courageous and dedicated leader who advocated nonviolent social change. Joining [INSERT POSTMASTER'S LAST NAME] at the ceremony will be [INSERT CELEBRITY OR LOCAL/AREA DIGNITARIES].

[INSERT OTHER NOTABLE HAPPENINGS AT EVENT].

"[INSERT QUOTE]," said [INSERT POSTMASTER'S LAST NAME].

This new stamp is part of the Postal Service's 2003 stamp program, a program that celebrates the people, events, and history of our nation. Stamps are unique reminders of the amazing, triumphant, and spectacular accomplishments that shape the world we live in, and clearly show that the Postal Service does more than provide mail service — the real power of the Postal Service is our ability to connect people.

The significance of Chavez's life transcends any one cause or struggle. He stood for equality, justice, and dignity for all Americans.

The stamp image was painted by freelance illustrator Robert Rodriguez and features a portrait of Chavez against a background of empty grape fields. Rodriguez based the portrait on a 1976 photograph taken by Bob Fitch and provided to the Postal Service by the Cesar E. Chavez Foundation in Los Angeles, Calif.

Go to [www.usps.com/communications/news/stamps/welcome.htm](http://www.usps.com/communications/news/stamps/welcome.htm) to see the *Cesar E. Chavez* stamp. Current U.S. stamps and philatelic products, as well as the free USA Philatelic catalog, are available by calling toll-free 800-STAMP-24. A selection of U.S. stamps and gift items are also available online at the Postal Store at [www.usps.com/shop](http://www.usps.com/shop). Images of many current, past, and future stamp issues can be found in the Stamp Issues section of the Collector's Corner.

###

## Cesar E. Chavez Honored by Words of Reflection

*(Courtesy of the Cesar E. Chavez Foundation)*

"I had the great privilege of knowing Cesar and working with him on some of his projects, and I was proud to march by his side in a number of campaigns he led. Cesar was a courageous, selfless, and dedicated leader of oppressed and exploited people, very much in the non-violent spirit of Martin Luther King, Jr. Honoring Cesar with a stamp will not only provide a source of pride for Hispanic people, but it will also lift up an inspiring example for Americans of all races, a leader who personified human dignity, humility, and commitment to social decency for all people."

— **Coretta Scott King, Founder of the Martin Luther King, Jr. Center**

"The inspiration of the life lived by Cesar Chavez is something to be treasured for all time. His tireless work for human justice and equality continues to make a real difference every day, even a decade after his passing. The issuance of a stamp in honor of this incredible life lived provides an important opportunity to not only remind people of it, but to introduce his life and his values to those who may not be aware."

— **Robert Redford, Actor**

"Cesar and Bobby, two heroic hearts forged in the crucible of the struggle for equality and justice for all, reflect the poet's words: 'Born of the sun, they traveled a short while towards the sun, and left the vivid air signed with their honor.'"

— **Mrs. Robert F. Kennedy, Founder of the Robert F. Kennedy Memorial**

"Cesar Chavez was a humble man of deep conviction who understood what it meant to serve and sacrifice for others. He was a true American hero that embodied the values of justice and freedom this nation holds dear. I reserve a different kind of admiration for individuals like Cesar Chavez. Honoring him with a U.S. postage stamp will enable his legacy to inspire and serve as an example for our youth."

— **Senator John McCain**

"I am honored to be selected as a member of the National Honorary Committee for the *Cesar E. Chavez* commemorative postage stamp. Cesar Chavez dedicated his life to the values of opportunity, liberty, and economic justice that make our nation great. He spearheaded a civil rights movement, inspired a generation of Hispanic leaders, and embodied the ideals enshrined in the U.S. Constitution. His appearance on a United States stamp is a wonderful way to honor his life and legacy, reminding a new generation of Americans of his enormous contributions to the fabric of our nation's life."

— **The Honorable Richard Gephardt, House Democratic Leader**

"For America's working families, Cesar Chavez signifies enormous hope in the face of daily struggle. A stamp in his honor challenges us to remember that his life's mission is not over until every worker has a living wage, adequate health care, and dignity on the job."

— **John Sweeney, President, AFL-CIO**

## Participation of Public Officials

*Cesar E. Chavez* stamp events are a perfect opportunity to involve public officials in an important and positive local event. There is likely to be keen interest on their part, as it provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local elected officials. Government Relations representatives are available to assist you in coordinating political involvement and would be pleased to help in any way.

This section of the Community Relations field publicity tool kit contains simple guidelines, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

### *Before the Event*

**Send a written invitation** to your two U.S. senators, your congressional representatives, the governor of your state, and the mayor of your community 4 to 6 weeks before the event. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

**Follow up** the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

**Keep in touch** with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (e.g., who is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Cesar E. Chavez* stamp and Chavez's achievements.

**Include the names** of all participating elected officials on the official program as honored guests and mention them in all media advisories, if applicable.

Provide a courtesy copy of the program to the elected officials in advance.

#### *After the Event*

**Send a written thank you** to all elected officials who participated in the ceremony, expressing your appreciation.

**Provide copies** of any newspaper articles about the event to the newspaper offices. Even though they surely will see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

**Provide a supply of extra cachets** with the special cancellation (if applicable) to elected officials, even those who could not attend. These make great giveaways and serve as a positive reminder of the event.

**Obtain and frame a photo** of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the officials' office, serving as a positive reminder of the event.

**Keep in touch** with your elected officials. Good relationships are built over time.

### Government Relations State/Manager/Representative Listing All Numbers Are: 202-268-xxxx

State	Abbr	Manager	Extension	Representative	Extension
Alabama	AL	Vacant	3746	Laurie Solnik	3743
Alaska	AK	Mary Ann Simpson	3741	Bill Weagley	3745
American Samoa	AS	Mary Ann Simpson	3741	Bill Weagley	3745
Arizona	AZ	Cathy Pagano	3427	Renee Gadson	7217
Arkansas	AR	Cathy Pagano	3427	Renee Gadson	7217
California	CA	Mary Ann Simpson	3741	Bill Weagley	3745
Connecticut	CT	Ken Currier	3616	Jo Waterman	6748
Colorado	CO	Cathy Pagano	3427	Renee Gadson	7217
Delaware	DE	Ken Currier	3616	Jo Waterman	6748
District of Columbia	DC	Mitch King	3740	Rebecca Sumner	3755
Florida	FL	Vacant	3746	Laurie Solnik	3743
Georgia	GA	Vacant	3746	Jim Quirk	8468
Guam	GU	Mary Ann Simpson	3741	Bill Weagley	3745
Hawaii	HI	Mary Ann Simpson	3741	Bill Weagley	3745
Idaho	ID	Mary Ann Simpson	3741	Bill Weagley	3745
Illinois	IL	Sheila Meyers	2353	Jennifer Alvarez	7839
Indiana	IN	Mitch King	3740	Rebecca Sumner	3755
Iowa	IA	Sheila Meyers	2353	Linda Macasa	7505
Kansas	KS	Cathy Pagano	3427	Renee Gadson	7217
Kentucky	KY	Mitch King	3740	Laurie Solnik	3743
Louisiana	LA	Cathy Pagano	3427	Renee Gadson	7217
Maine	ME	Ken Currier	3616	Kathy Sitterle	6027
Maryland	MD	Mitch King	3740	Rebecca Sumner	3755
Massachusetts	MA	Ken Currier	3616	Jo Waterman	6748
Michigan	MI	Sheila Meyers	2353	Jennifer Alvarez	7839
Minnesota	MN	Sheila Meyers	2353	Linda Macasa	7505
Mississippi	MS	Vacant	3746	Laurie Solnik	3743
Missouri	MO	Sheila Meyers	2353	Linda Macasa	7505
Montana	MT	Mary Ann Simpson	3741	Bill Weagley	3745
Nebraska	NE	Sheila Meyers	2353	Linda Macasa	7505

State	Abbr	Manager	Extension	Representative	Extension
Nevada	NV	Mary Ann Simpson	3741	Bill Weagley	3745
New Hampshire	NH	Ken Currier	3616	Jo Waterman	6748
New Jersey	NJ	Ken Currier	3616	Jo Waterman	6748
New Mexico	NM	Cathy Pagano	3427	Renee Gadson	7217
New York	NY	Ken Currier	3616	Kathy Sitterle	6027
North Carolina	NC	Vacant	3746	Jim Quirk	8468
North Dakota	ND	Sheila Meyers	2353	Linda Macasa	7505
Ohio	OH	Mitch King	3740	Laurie Solnik	3743
Oklahoma	OK	Cathy Pagano	3427	Renee Gadson	7217
Oregon	OR	Mary Ann Simpson	3741	Bill Weagley	3745
Pennsylvania	PA	Mitch King	3740	Rebecca Sumner	3755
Puerto Rico	PR	Ken Currier	3616	Kathy Sitterle	6027
Rhode Island	RI	Ken Currier	3616	Jo Waterman	6748
South Carolina	SC	Vacant	3746	Jim Quirk	8468
South Dakota	SD	Sheila Meyers	2353	Linda Macasa	7505
Tennessee	TN	Vacant	3746	Jim Quirk	8468
Texas	TX	Cathy Pagano	3427	Renee Gadson	7217
Utah	UT	Cathy Pagano	3427	Renee Gadson	7217
Vermont	VT	Ken Currier	3616	Kathy Sitterle	6027
Virgin Islands	VI	Ken Currier	3616	Kathy Sitterle	6027
Virginia	VA	Mitch King	3740	Rebecca Sumner	3755
Washington	WA	Mary Ann Simpson	3741	Bill Weagley	3745
West Virginia	WV	Mitch King	3740	Laurie Solnik	3743
Wisconsin	WI	Sheila Meyers	2353	Jennifer Alvarez	7839
Wyoming	WY	Cathy Pagano	3427	Renee Gadson	7217

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NEW YORK NY 10199-9681  
Telephone: 212-330-3167

CAPITOL METRO OPERATIONS  
16501 SHADY GROVE RD  
GAITHERSBURG MD 20898-9998  
Telephone: 301-548-1465

— *Community Relations,  
Public Affairs and Communications, 4-17-03*

# Domestic Mail

*DMM CORRECTION*

## Miscellaneous DMM Revisions

In *Postal Bulletin* 22099 (4-3-03, pages 19–21), the article “DMM Revision: Miscellaneous DMM Revisions” contained an error in *Domestic Mail Manual* (DMM) M110.1.0c. The corrected text, which appears in this article, states that all permit imprint mail must be faced (all the addresses facing in the same direction and orientation).

We will incorporate this revision into the printed version of DMM Issue 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

### *Domestic Mail Manual* (DMM)

	*	*	*	*	*
<b>M</b>	<b>Mail Preparation and Sortation</b>				
	*	*	*	*	*

### **M100 First-Class Mail (Nonautomation)**

### **M110 Single-Piece First-Class Mail**

#### **1.0 PREPARATION**

The following standards apply to single-piece rate First-Class Mail items:

*[Revise item c by stating that all permit imprint pieces must be faced and packaged, to read as follows:]*

- c. There are no sortation standards for single-piece rate First-Class Mail items, but five or more letter-size pieces bearing metered postage and all pieces bearing permit imprints must be faced with the addresses in one direction and packaged. Packaging of letter-size pieces is not required if they fill a tray (see M011.1.3b). Metered mail and permit imprint mail may not be packaged or trayed together.

\* \* \* \* \*

— *Mailing Standards,  
Pricing and Classification, 4-17-03*

*DMM CORRECTION*

## Repositionable Notes Applied to Automation Rate First-Class Mail and Standard Mail Letter-Size Mailpieces

In *Postal Bulletin* 22099 (4-3-03, pages 12–13), the article “DMM Revision: Repositionable Notes Applied to Automation Rate First-Class Mail and Standard Mail Letter-Size Mailpieces” listed an incorrect room number in *Domestic Mail Manual* (DMM) C810.7.6. The correct room number is given below in bold.

We will incorporate this revision into the printed version of DMM Issue 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

### *Domestic Mail Manual* (DMM)

	*	*	*	*	*
<b>C</b>	<b>Characteristics and Content</b>				
	*	*	*	*	*

### **C800 Automation-Compatible and Machinable Mail**

### **C810 Letters and Cards**

\* \* \* \* \*

#### **7.0 REPOSITIONABLE NOTES**

\* \* \* \* \*

#### **7.6 Compliance**

The following should be kept in mind regarding repositionable notes compliance:

\* \* \* \* \*

c. Each mailing must include, as part of the mailing, eight pieces addressed to each of the following addresses:

RPN SAMPLE  
 USPS ENGINEERING LETTER TECH  
 8403 LEE HWY  
 MERRIFIELD VA 22082-8101

RPN SAMPLE  
 PRODUCT MANAGEMENT LETTERS  
 1735 N LYNN ST RM 4013  
 ARLINGTON VA 22209-6043

\* \* \* \* \*

— Mailing Standards,  
 Pricing and Classification, 4-17-03

*DMM REVISION*

**Revocation of Nonprofit Standard Mail Privileges for Nonuse**

Effective May 1, 2003, the *Domestic Mail Manual* (DMM) E670.11.4 is revised to provide that an organization's primary authorization to mail at Nonprofit Standard Mail rates will not be revoked for nonuse if the organization has mailed at the nonprofit rates at any additional mailing office based upon that primary authorization.

DMM E670.11.4 currently states that an authorization to mail at the Nonprofit Standard Mail rates may be revoked for nonuse if nonprofit mailings are not made at the Post Office of authorization during a 2-year period. This is true whether the authorization is a primary authorization obtained under DMM E670.7.0 or an additional office authorization obtained under DMM E670.8.0.

The revocation of an additional office authorization for nonuse affects only that specific authorization. However, under current standards, when a primary authorization is revoked for nonuse, all additional office authorizations based upon the primary authorization are automatically revoked along with the primary authorization even though one or even more of those additional office authorizations are used on a regular basis.

Under this revision, the primary authorization will no longer be revoked for nonuse if a nonprofit mailing has been made within the preceding 2 years at any additional office for which authorization is based upon the primary authorization. Upon request by the Postal Service, the authorized nonprofit organization must submit evidence that it has mailed at nonprofit rates at least once at any associated authorized entry point within the 2-year period in question.

We will incorporate these revisions into the printed version of DMM 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

\* \* \* \* \*

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**E Eligibility**

\* \* \* \* \*

**E600 Standard Mail**

\* \* \* \* \*

**E670 Nonprofit Standard Mail**

\* \* \* \* \*

**11.0 REVOCATION**

\* \* \* \* \*

**11.4 Revocation for Nonuse**

*[Revise text to read as follows:]*

The Memphis NSC revokes an authorization to mail at the Nonprofit Standard Mail rates if no Nonprofit Standard Mail rate mailings are made by the authorized organization during a 2-year period. If the authorization pending revocation is a primary authorization under E670.7.0, the authorization will not be revoked if one or more nonprofit mailings have been made during the 2-year period at the primary authorization post office or at additional offices where authorization is based upon the primary authorization. The Memphis NSC notifies the organization of the revocation for nonuse whether the entry is a primary or additional office authorization.

\* \* \* \* \*

— Mailing Standards,  
 Pricing and Classification, 4-17-03

DMM REVISION

**Overseas Military Mail**

Effective April 17, 2003, *Domestic Mail Manual* (DMM) A010.6.1 and A010.6.3 are revised to update the addressing requirements for overseas military mail. These revisions remove the requirement that mail sent to APO/FPO addresses include a military person’s grade, rank, or rating in the address line. The Postal Service is making this change at the request of the Military Postal Service Agency (MPSA) to help mail delivery to military personnel.

We will incorporate this revision into the printed version of DMM Issue 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**A Addressing**

**A000 Basic Addressing**

**A010 General Addressing Standards**

\* \* \* \* \*

**6.0 MILITARY MAIL**

**6.1 Overseas Address**

*[Revise 6.1 by removing the words “grade” and “rank or rating,” and making other minor edits, to read as follows:]*

Overseas military addresses must conform to domestic addressing standards. The delivery line (i.e., the second line from the bottom in the address) must show the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter “state” abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and unit number.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, and PSC or unit number.

- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and PSC number for shore-based units, or ship name.
- d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

\* \* \* \* \*

**6.3 Address Within United States**

*[Revise 6.3 by removing the words “grade” and “rank or rating,” and making other minor edits, to read as follows:]*

Mail addressed to military personnel within the United States must show the name of the military installation, state, and either the correct ZIP Code or ZIP+4. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and organization.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, organization, and box number (if served by a PSC).
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and organization.
- d. Mail sent to dependents of military personnel for delivery through the sponsor’s military unit must be addressed in care of the sponsor.
- e. Mail sent to dependents of military personnel for delivery at the sponsor’s military quarters need not be addressed in care of the sponsor.

\* \* \* \* \*

— *Mailing Standards, Pricing and Classification, 4-17-03*

POM REVISION

**Undeliverable Mail**

Effective April 17, 2003, *Postal Operations Manual* (POM) is revised to add new language for the handling of Delivery Confirmation mail and Signature Confirmation mail, which are identified together as "Confirmation Services" mail.

We will incorporate these revisions into the printed version of POM 10 and also into the online version of the POM, which can be accessed at <http://blue.usps.gov>.

**Postal Operations Manual (POM)**

\* \* \* \* \*

**6 Delivery Services**

\* \* \* \* \*

**68 Undeliverable Mail**

\* \* \* \* \*

**682 Forwarding**

\* \* \* \* \*

**682.3 Additional Postage for Forwarding**

Mail is forwarded subject to additional postage. The Postal Service computes this postage by using the forwarding office as the origin office. Forward as follows:

\* \* \* \* \*

*[Revise item e to read as follows:]*

- e. Forward Registered Mail, Certified Mail, Insured Mail, COD mail, Confirmation Services mail, and special-handling mail without the payment of additional special service fees. The ordinary forwarding postage charges, if any, must be paid. Do not forward such mail to a foreign country.

\* \* \* \* \*

**682.4 Directory Service**

Postal Service letter carrier offices give directory service to the types of mail listed in this section that have an insufficient address or cannot be delivered at the address given. A city or telephone directory is an acceptable source. Post Offices should not compile a directory of any kind. Types of mail given directory service are the following:

\* \* \* \* \*

*[Revise item l to read as follows:]*

- l. Confirmation Services.

**683 Address Correction Service, Address Change Service, and Return**

\* \* \* \* \*

**683.2 Sender Instruction**

\* \* \* \* \*

*[Revise the title and introductory text of 683.23 to read as follows:]*

**683.23 Registered Mail, Certified Mail, Insured Mail, COD Mail, Return Receipt for Merchandise Mail, and Confirmation Services Mail Items**

A change-of-address order covers Registered Mail, Certified Mail, Insured Mail, COD mail, Return Receipt for Merchandise mail, and Confirmation Services mail items unless the sender gives other instructions or the addressee moves outside the United States. The sender's instructions should appear on the envelope or wrapper. The following are exceptions:

\* \* \* \* \*

*[Revise item f to read as follows:]*

- f. The Postal Service holds undeliverable Registered Mail, Insured Mail, COD mail, Certified Mail, Confirmation Services mail, and Return Receipt for Merchandise mail items for no fewer than 3 days. For each service as noted below, the maximum number of days is as follows:

- (1) Hold Registered Mail, Insured Mail, Certified Mail, Confirmation Services mail, and Return Receipt for Merchandise mail items a maximum of 15 days unless the sender specifies fewer days.

\* \* \* \* \*

*[Revise the title of 683.24 to read as follows:]*

**683.24 Express Mail Items**

\* \* \* \* \*

*[Revise the title and text of 683.25 to read as follows:]*

**683.25 Return of Express Mail Items and Registered Mail, Numbered Insured Mail, COD Mail, Certified Mail, Return Receipt for Merchandise Mail, and Confirmation Services Mail Items**

The Postal Service handles returns of Express Mail items and Registered Mail, numbered Insured Mail, COD mail, Certified Mail, Return Receipt for Merchandise mail, and Confirmation Services mail items as follows:

\* \* \* \* \*

[Revise the introductory text of item b to read as follows:]

- b. Before returning or forwarding Express Mail items or Registered Mail, numbered Insured Mail, COD mail, Certified Mail, Return Receipt for Merchandise mail, or Confirmation Services mail items, do the following:

\* \* \* \* \*

[Revise item c to read as follows:]

- c. When the recipient returns Express Mail items or Registered Mail, numbered Insured Mail, COD mail, Certified Mail, Return Receipt for Merchandise mail, or Signature Confirmation mail items to the sender, the sender must sign PS Form 3849 at the time the article is returned. Electronic record management sites must scan/enter the article with the handheld scanner and enter the appropriate event code.

**683.26 Other Mail**

Postal Service employees must handle other returnable types of mail as follows:

\* \* \* \* \*

[Revise item f to read as follows:]

- f. Do not return mail addressed and deliverable to a Post Office box until after the box is declared vacant, except for Registered Mail, Certified Mail, Insured Mail, COD mail, Confirmation Services mail, post-age-due mail, and perishable mail items.

\* \* \* \* \*

— *Product Information Requirements,  
Product Development, 4-17-03*

### Overseas Military Mail

Mail addressed to 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 (see the Restrictions 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 entries under “Changes” appear in bold in the APO/FPO table below.

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09341	Add C,D,F1,H,I Del H1	Immediately	A,A1,B,B1,C,C1,D,E2,F,F1,H,I,M,R,R1,V,Z1
APO AE 09347	Add F1,H,I,Z	Immediately	A,A1,B,B1,C1,E2,F,F1,H,H1,I,M,R,R1,V,Z,Z1
APO AE 09389	Add N	Immediately	A,A1,B,B1,C1,E2,F,H1,I,M,N,R,R1,V,Z,Z1
APO AE 09832	Close	Immediately	
APO AE 34037	Add Z	Immediately	A1,B,B1,C,F,H,I,M,N,V,Z,Z1
APO AP 96544	Activate	Immediately	A,A1,B,B1,C,C1,D,E2,F,F1,H,I,N,R,R1,V,Z1

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

### APO/FPO Table

APO/FPO	See Restrictions						
09007	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09012	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09173	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09013	A1-B-B1-C-D-U-Z1	09095	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09014	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09021	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1
09028	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09307	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09186	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M- R-R1-V-Z1
09036	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09312	A-A1-B-B1-C-F-M-V-Z1
09045	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09314	A-A1-B-B1-C-F-M-V-Z1
09046	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09050	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09227	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09059	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09244	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09138	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09139	A1-B-B1-C-D	09252	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
09080	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U		
09081	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09086	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09317	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	<b>09347</b>	<b>A-A1-B-B1-C1-E2-F-F1-H-H1-I-M-R-R1-V-Z-Z1</b>	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U
09319	A-A1-B-B1- E2-F-H1-M-R-R1-V- Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U
09320	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-V
09321	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09380	A-A1-B-B1- E2-F-N-V-Z-Z1	09502	A1-B-V
09322	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09382	A-A1-B-B1-C1-E2-F-H1-I-R-R1-V-Z-Z1	09503	A1-B-V
09323	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09504	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09505	A1-B-V
09325	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09506	A1-B-V
09326	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09357	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09507	A1-B-V
09327	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09358	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09508	A1-B-V
09328	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09509	A1-B-V
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09360	A1-B-B1-V	<b>09389</b>	<b>A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1</b>	09510	A1-B-V
09330	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09511	A1-B-V
09331	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09362	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09517	A1-B-V
09332	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09521	A1-B-V
09333	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09364	A1-B-B1-C1-E2-E3-F-H1-I-R-R1-U1-V-Z-Z1	09393	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09524	A1-B-V
09334	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09532	A1-B-V
09335	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09366	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09395	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09534	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09367	A-A1-B-B1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09396	A-A1-B-B1-F-V	09542	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09368	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09397	A-A1-B-B1-C-F-M-V-Z1	09543	A1-B-V
09338	A-A1-B-B1-C-C1- F-I-V-Z-Z1	09369	A1-B-B1-C1-E2-E3-F-H1-I-N-R-R1-U1-V-Z-Z1	09398	A-A1-B-B1-C-F-M-V-Z1	09545	A1-B-V
09339	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09370	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09549	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09371	A-A1-B-B1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09409	A1-B-B1-C-C1-U-V	09550	A1-B-V
<b>09341</b>	<b>A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-R-R1-V-Z1</b>	09372	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09420	A1-B-B1-C-C1-U	09554	A1-B-B1-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09447	A1-B-B1-C-C1-U-V	09556	A1-B-V
09343	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09454	A1-B-B1-C-C1-U-V	09564	A1-B-V
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09565	A1-B-V
09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			09459	A1-B-B1-C-C1-U	09566	A1-B-V
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1			09461	A1-B-B1-C-C1-U	09567	A1-B-V
				09463	A1-B-B1-C-C1-U	09568	A1-B-V
				09464	A1-B-B1-C-C1-U	09569	A1-B-V
				09468	A1-B-B1-C-C1-U	09570	A1-B-V
				09469	A1-B-B1-C-C1-U	09573	A1-B-V
				09470	A1-B-B1-C-C1-U	09574	A1-B-V
				09494	A1-B-B1-C-C1-U	09575	A1-B-V
						09576	A1-B-V
						09577	A1-B-V
						09578	A1-B-V
						09579	A1-B-V
						09581	A1-B-V
						09582	A1-B-V
						09586	A1-B-V
						09587	A1-B-V
						09588	A1-B-V
						09589	A1-B-B1-V
						09590	A1-B-V
						09591	A1-B-V
						09593	A1-B-V
						09594	A1-B-V
						09595	A1-B-V
						09596	A1-B-V
						09599	A1-B-V
						09601	A1-B-B1-C-F-F1-U
						09602	A1-B-B1-C-F-F1-N-U
						09603	A1-B-B1-C-F-F1-U
						09604	A1-B-B1-C-F-F1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09609	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34093	A1-B-V
09610	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V			34095	A1-B-V
09612	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09865	A-A1-B-B1-V-Z1	34098	A1-B-V
09613	A1-B-B1-C-F-U-V	09790	A-A1-B-B1-C1-F-R-V	09868	A-A1-B-B1-U-V-Z1	34099	A1-B-V
09617	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F- M-N-R-V	09871	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	96201	A-A1-B
09618	A1-B-B1-C-F-U			09880	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1	96202	A-A1-B1-U-V
09619	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V			96203	A-A1-B
09620	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V	09882	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	96204	A-A1-B-B1
09621	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09888	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1	96205	A-A1-B-B1-U
09622	A1-B-B1-C-F-U			09888	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1	96206	A-A1-B-B1-U
09623	A1-B-B1-C-F-U	09802	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09889	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1	96207	A-A1-B-B1-U
09624	A1-B-B1-C-F-U					96208	A-A1-B-B1-U
09625	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	96212	A-A1-B-B1-U
09626	A1-B-B1-C-F-U					96213	A-A1-B-B1-U
09627	A1-B-B1-C-F-U	09805	A-A1-B-B1-C-F-M-V- Z1	09892	A-A1-B-B1-F-N-R- R1-V-Z1	96214	A-A1-B-B1-U
09628	A1-B-B1-C-F-F1-U-V	09806	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R- R1-V-Z1	96215	A-A1-B-B1-U-V
09630	A1-B-B1-C-F-U-V			09898	A1-B-B1-E2-F-H1-I- R-R1-U2-V-Z1	96217	A-A1-B-B1-U-V
09631	A1-B-B1-C-F-U	09807	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1			96218	A-A1-B-B1-U
09636	A1-B-B1-C-F-U			34002	A1-B-B1-N-U-Z1	96219	A-A1-B-B1-U-V
09638	A1-B-B1-C-E2-F-U-V	09808	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34003	A-A1-B-B1-M-N-U-V- Z1	96220	A-A1-B-B1-U-V
09642	A1-B-B1-N-U					96221	A-A1-B-B1-U-V
09643	A1-B-B1-U	09809	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
09644	A1-B-B1-U			34021	A1-B-M-N-V-Z1	96251	A-A1-B-B1-U
09645	A1-B-U	09811	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34022	A1-B-B1-D-F-M-N-V- Z1	96257	A-A1-B-B1-U
09647	A1-B-B1-N-U					96258	A-A1-B-B1-U
09648	A1-B-B1-N-U-V-Z1	09812	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1	34023	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U
09649	A1-B-B1-U			34024	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U
09703	A1-B-B1-C-F1	09814	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96264	A-A1-B-B1-U
09704	A1-B-B1-C-D-V			34030	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U
09705	A1-B-B1-U	09819	A-A1-B-F-P-V-Z1	34031	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V
09706	A1-B-B1-C-U-V	09821	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96269	A-A1-B-B1-U
09707	A1-B-B1-C-N-U-V	09822	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96271	A-A1-B-B1-U
09708	A1-B-B1	09823	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96275	A-A1-B-B1-V
09709	A1-B-B1-F1	09824	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96276	A-A1-B-B1
09710	A1-B-B1-C-C1-F1-M- R-R1-U	09826	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34036	A1-B-M-N-V-Z1	96278	A-A1-B-B1-U
				<b>34037</b>	<b>A1-B-B1-C-F-H-I-M- N-V-Z-Z1</b>	96283	A-A1-B-B1-U
09711	A1-B-B1-F1-Z1	09827	A-A1-B-F-Z1			96284	A-A1-B-B1-U-V
09713	A1-B-B1-C-F1	09828	A1-B-N-V-Z1	34038	A1-B-B1-M-N-V-Z1	96297	A-A1-B-B1-U
09714	A1-B-B1-C-C1-F1-M- R-R1-U	09830	A1-B-B1-C-N-Z1	34039	A1-B-N-V-Z1	96306	A1-B-B1-F-F1-F2-M- W
		09831	A1-B-B1-F-N-U-V-Z1	34040	A1-B-V-Z1	96309	A1-B-B1-M-V-W
09715	A1-B-B1-F1	09833	A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96310	A1-B-B1-M-W
09716	A1-B-B1-C-D-N-U-V	09834	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V- Z1	96311	A1-B-B1-M-W
09717	A1-B-B1-M-W	09835	A-A1-B-B1-V-Z1			96313	A1-B-B1-F-F1-F2-M- W
09718	A1-B-B1-F-I-N-U-V	09836	A-A1-B-B1-C-F-M-V- Z1	34043	A1-B-B1-D-F-M-N-V- Z1	96319	A1-B-B1-M-W
09719	A1-B-B1-C-F1					96321	A1-B-B1-F-F1-F2-M- W
09720	A1-B-B1-U-V	09837	A1-B-B1-V-Z1	34050	A1-B-V		
09721	A1-B-B1-N-U-Z1	09838	A1-B-B1-V-Z1	34051	A1-B-V-Z1	96322	A1-B-B1-F-F1-F2-M- W
09722	A1-B-B1-C-D-N-U-V	09839	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1		
09723	A1-B-B1-N-U-V-Z1	09841	A-A1-B-B1-N-U-Z1	34055	A1-B-N-V-Z1	96323	A1-B-B1-M-V-W
09724	A1-B-B1-C-C1-F1-M- R-R1-U	09842	A-A1-B-B1-N-Z1	34058	A1-B-B1-V-Z1	96326	A1-B-B1-M-W
		09844	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z	96328	A1-B-B1-M-W
09725	A1-B-B1-C	09852	A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W
09726	A1-B-B1-N-U			34078	A1-B-B1-F1-N-V-Z1	96336	A1-B-B1-M-V-W
09728	A1-B-B1-C	09853	A1-B-B1-E2-F-H1-R- R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96337	A1-B-B1-M-W
09732	A1-B-B1-N-V-Z1			34090	A1-B-V	96338	A1-B-B1-M-W
09733	A1-B-B1-I-V	09855	A-A1-B-B1-C1-E2-F- H1-I-R-R1-U2-V-Z-Z1	34091	A1-B-V	96339	A1-B-B1-M-V-W
09735	A1-B-B1-N-V-Z1			34092	A1-B-V		
09777	A-A1-B-B1-C-E1-N						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96343	A1-B-B1-M-W	96420	A1-B-B1-F-V-Z1	96535	A-A1-B-B1-F-V	96615	A1-B-V
96347	A1-B-B1-F-F1-F2-M-W	96421	A1-B-B1-F-V-Z1	96536	A1-B-B1-V	96617	A1-B-V
96348	A1-B-B1-F-F1-F2-M-W	96422	A1-B-B1-F-V-Z1	96537	A1-B-B1-V	96619	A1-B-V
96349	A1-B-B1-F-F1-F2-M-W	96423	A1-B-B1-F-V-Z1	96538	A1-B-B1-V	96620	A1-B-V
96350	A1-B-B1-F-F1-F2-M-W	96424	A1-B-B1-F-V-Z1	96540	A1-B-B1-V	96621	A1-B-V
96351	A1-B-B1-F-F1-F2-M-W	96425	A1-B-B1-F-V-Z1	96541	A1-B-B1-V	96622	A1-B-V
96362	A1-B-B1-F-F1-F2-M-W	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96542	A1-B-B1-V	96623	A1-B-V
96365	A1-B-B1-M-V-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96543	A1-B-B1-P-V	96624	A1-B-V
96367	A1-B-B1-L-M-W	96428	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	<b>96544</b>	<b>A-A1-B-B1-C-C1-D-E2-F-F1-H-I-N-R-R1-V-Z1</b>	96628	A1-B-V
96368	A1-B-B1-M-W	96429	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96546	A1-B-F-U3	96629	A1-B-V
96370	A1-B-B1-F-F1-F2-M-W	96430	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96547	A1-B-F-U3-V	96634	A1-B-V
96372	A1-B-B1-M-W	96431	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96548	A-A1-B-B1-H-M-U	96635	A1-B-V
96373	A1-B-B1-M-W	96432	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96549	A-A1-B-B1-H-M-U	96643	A1-B-V
96374	A1-B-B1-M-W	96433	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96551	A-A1-B-B1-H-M-U	96657	A1-B-V
96375	A1-B-B1-M-W	96434	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96553	A-A1-B-B1-H-M-N-U-V	96660	A1-B-V
96376	A1-B-B1-M-W	96435	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96554	A-A1-B-B1-H-M-U	96661	A1-B-V
96377	A1-B-B1-M-W	96436	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96555	A1-B-B1-F-M-V	96662	A1-B-V
96378	A1-B-B1-M-W	96490	A1-B-B1-V	96557	A1-B-B1-F-M-V	96663	A1-B-V
96379	A1-B-B1-M-W	96507	A-A1-B-F-V	96558	A1-B-V	96664	A1-B-V
96384	A1-B-B1-M-W	96511	A1-B-B1-I-N-V	96559	A1-B-B1-V	96665	A1-B-V
96386	A1-B-B1-M-W	96515	A1-B-B1-F	96595	A1-B-B1-V	96666	A1-B-V
96387	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96598	A1-B-B1-V	96667	A1-B-V
96388	A1-B-B1-M-W	96518	A1-B-B1-V	96599	A1-B-B1-V	96668	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96520	A1-B-F-U3-V	96601	A1-B-V	96669	A1-B-V
96405	A1-B-B1-F-V-Z1	96521	A1-B-F-N	96602	A1-B-V	96670	A1-B-V
96410	A1-B-B1-F-V-Z1	96522	A1-B-F-N-U	96603	A1-B-V	96671	A1-B-V
96411	A1-B-B1-F-V-Z1	96530	A-A1-B-B1-H-M-N-U-V	96604	A1-B-V	96672	A1-B-V
96412	A1-B-B1-F-V-Z1	96531	A1-B-B1-H-M-U-V	96605	A1-B-O-V	96673	A1-B-V
96413	A1-B-B1-F-V-Z1	96534	A-A1-B-F	96606	A1-B-V	96674	A1-B-V
96414	A1-B-B1-F-V-Z1			96607	A1-B-V	96675	A1-B-V
96415	A1-B-B1-F-V-Z1			96608	A1-B-V	96677	A1-B-V
96416	A1-B-B1-F-V-Z1			96609	A1-B-V	96678	A1-B-V
96417	A1-B-B1-F-V-Z1			96610	A1-B-V	96679	A1-B-V
96418	A1-B-B1-F-V-Z1			96611	A1-B-V	96681	A1-B-V
96419	A1-B-B1-F-V-Z1			96612	A1-B-V	96682	A1-B-V
				96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96683	A1-B-V
				96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96684	A1-B-V
						96686	A1-B-V
						96687	A1-B-V
						96698	A1-B-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.

**A1.** Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

**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 depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although, religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

**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. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

**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 mailable under DMM C021, are prohibited.

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

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

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

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

**U2.** Mail is limited to First-Class 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 following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818-A) is required on all pouches and sacks.

# Employees

HANDBOOK EL-312 REVISION

## Update to Campaigns and Expeditions for Veterans' Preference

Effective April 17, 2003, Handbook EL-312, *Employment and Placement*, is revised to reflect changes to Exhibit 485, Wars, Campaigns, and Expeditions of the Armed Forces That Qualify for Veterans' Preference.

Exhibit 485 is being updated with new campaign and expedition information published by the Office of Personnel Management in November 2002. The veterans' preference provisions stated in the article "Retired Military Personnel Leave Accrual and Veterans' Preference for Service in Kosovo" in *Postal Bulletin* 22029 (7-27-00, page 71) are now fully implemented.

We will incorporate this revision into the next printed version of Handbook EL-312 and into the online version ac-

cessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

### Handbook EL-312, *Employment and Placement*

	*	*	*	*	*
<b>4</b>	<b>Registers</b>	*	*	*	*
<b>48</b>	<b>Veterans' Preference</b>	*	*	*	*
<b>485</b>	<b>Adjudicating Claims for 5-Point Preference</b>	*	*	*	*

### Exhibit 485

#### Wars, Campaigns, and Expeditions of the Armed Forces That Qualify for Veterans' Preference

[Replace Exhibit 485 with all of the following:]

**War Service Creditable for Veterans' Preference.** In the absence of statutory definition for *war* and *campaign* or *expedition*, OPM considers to be *wars* only those armed conflicts for which a declaration of war was issued by Congress. The title 38, U.S.C., definition of *period of war*, which is used in determining benefits administered by the Department of Veterans Affairs, includes the Vietnam Era and other armed conflicts. That title 38 definition is *not* applicable for civil service purposes.

Thus the last *war* for which active duty is qualifying for veterans' preference is World War II. The inclusive dates for World War II service are December 7, 1941, through April 28, 1952.

**Noncombat operations that are not qualifying for veterans' preference.** Many medals are awarded for noncombat operations. These medals are not a basis for preference and include the following:

- The Medal of Merit for meritorious service in World War II.
- The Medal of Freedom for meritorious achievements or meritorious service to the United States

on or after December 7, 1941, in the war against an enemy outside the continental limits of the United States.

- The Antarctica Service Medal for participating in a scientific, direct support, or exploratory operation on the Antarctic Continent.
- The National Defense Service Medal for honorable service between June 27, 1950, and July 27, 1954, or January 1, 1961, and August 14, 1974; or for the period between August 2, 1990, and November 30, 1995.
- The Armed Forces Service Medal for participation in a United States military operation deemed to be a significant activity for which there was no threat of encounter of foreign armed opposition or imminent threat of hostile action.
- The Armed Forces Reserve Medal for 10 years of honorable service in a Reserve component; or active duty service in a Reserve component on or after August 1, 1990; or volunteer service for active duty on or after August 1, 1990.

### Military Operations Since 1937 for Which a Campaign or Expeditionary Medal Has Been Awarded, Except for Operations Occurring During a Declared War

Military personnel receive many awards and decorations. To help agencies make decisions concerning entitlement to veterans' preference and other benefits, the following list identifies those awards that are campaign and expeditionary medals. **Any Armed Forces Expeditionary Medal, whether listed here or not, is qualifying for veterans' preference.** The Department of Defense, not OPM, determines who is entitled to receive a medal, and under what circumstances. The list below is derived from DOD 1348.33-M, *Manual of Military Decorations and Awards*. Either a veteran's DD Form 214, *Certificate of Discharge or Separation from Active Duty*, or other official documents issued by the branch of service are required as verification of eligibility for veterans' preference.

### Campaigns and Expeditions That Qualify for Veterans' Preference

Campaign or Expedition	Inclusive Dates
<b>Armed Forces Expeditionary Medal (AFEM)</b> A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD Form 214 does not have to show the name of the theater or country of service for which that medal was awarded.	N/A
Berlin	August 14, 1961, to June 1, 1963
Bosnia (Operations Joint Endeavor, Joint Guard, and Joint Forge)	November 20, 1995, to December 20, 1996; December 20, 1996, to June 20, 1998; June 21, 1998 to present
Cambodia	March 29, 1973, to August 15, 1973
Cambodia Evacuation (Operation Eagle Pull)	April 11, 1975, to April 13, 1975
Congo	July 14, 1960, to September 1, 1962, and November 23, 1964 to November 27, 1964
Cuba	October 24, 1962, to June 1, 1963
Dominican Republic	April 28, 1965, to September 21, 1966
El Salvador	January 1, 1981, to February 1, 1992
Grenada (Operation Urgent Fury)	October 23, 1983, to November 21, 1983

Campaign or Expedition	Inclusive Dates
Haiti (Operation Uphold Democracy)	September 16, 1994, to March 31, 1995
Iraq (Operations Northern Watch and Desert Spring)	January 1, 1997, to present; December 31, 1998, to December 31, 2002 (projected)
Korea	October 1, 1966, to June 30, 1974
Kosovo	March 24, 1999, to present
Laos	April 19, 1961, to October 7, 1962
Lebanon	July 1, 1958, to November 1, 1958, and June 1, 1983, to December 1, 1987
Mayaguez Operation	May 15, 1975, to May 15, 1975
Operations in the Libyan Area (Operation Eldorado Canyon)	April 12, 1986, to April 17, 1986
Panama (Operation Just Cause)	December 20, 1989, to January 31, 1990
Persian Gulf Operation (Operation Earnest Will)	July 24, 1987, to August 1, 1990
Persian Gulf Operation (Operation Southern Watch)	December 1, 1995, to present
Persian Gulf Operation (Operation Vigilant Sentinel)	December 1, 1995, to February 1, 1997
Persian Gulf Operation (Operation Desert Thunder)	November 11, 1998, to December 22, 1998
Persian Gulf Operation (Operation Desert Fox)	December 16, 1998 to December 22, 1998
Persian Gulf Intercept Operation	December 1, 1995, to present
Quemoy and Matsu Islands	August 23, 1958, to June 1, 1963
Somalia (Operations Restore Hope and United Shield)	December 5, 1992, to March 31, 1995
Taiwan Straits	August 23, 1958, to January 1, 1959
Thailand	May 16, 1962, to August 10, 1962
Vietnam Evacuation (Operation Frequent Wind)	April 29, 1975, to April 30, 1975
Vietnam (including Thailand)	July 1, 1958, to July 3, 1965

**Note:** Section 572 of Subtitle G of the Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85), signed into law on November 18, 1997, allows the secretary of the military department concerned to determine whether individual members who participated in Operation Joint Endeavor or Operation Joint Guard in the Republic of Bosnia and Herzegovina and in such other areas in the region as the secretary of defense considers appropriate, meet the individual service requirements for award of the Armed

Forces Expeditionary Medal (AFEM). Generally, service members will be considered eligible if they:

- Were deployed to Bosnia and Herzegovina (or other area that the secretary of defense considers appropriate) in direct support of one or both of the operations;
- Served on board a ship in the Adriatic in direct support of one or both of the operations; or
- Operated in airspace above Bosnia, Herzegovina (or other area that the secretary of defense considers appropriate) while the operations were in effect.

**Navy Expeditionary Medal and Marine Corps Medal for These Operations**

Campaign or Expedition	Inclusive dates
Cuba	January 3, 1961, to October 23, 1962
Indian Ocean/Iran	November 21, 1979, to October 20, 1981
Iranian/Yemen/Indian Ocean	December 8, 1978, to June 6, 1979
Lebanon	August 20, 1982, to May 31, 1983
Liberia (Operation Sharp Edge)	August 5, 1990, to February 21, 1991
Libyan Area	January 20, 1986, to June 27, 1986
Panama	April 1, 1980, to December 19, 1986, and February 1, 1990, to June 13, 1990
Persian Gulf	February 1, 1987, to July 23, 1987
Rwanda (Operation Distant runner)	April 7, 1994, to April 18, 1994
Thailand	May 16, 1962, to August 10, 1962

**Other Campaign and Service Medals Qualifying for Preference**

Campaign or Expedition	Inclusive dates
Army Occupation of Austria	May 9, 1945, to July 27, 1955
Army Occupation of Berlin	May 9, 1945, to October 2, 1990
Army Occupation of Germany (exclusive of Berlin)	May 9, 1945, to May 5, 1955
Army Occupation of Japan	September 3, 1945, to April 27, 1952
Chinese Service Medal (Extended)	September 2, 1945, to April 1, 1957
Korean Service	June 27, 1950, to July 27, 1954
Kosovo Campaign Medal (KCM) Operation Allied Force	March 24, 1999, to June 10, 1999
Kosovo Campaign Medal (KCM) Operation Joint Guardian	June 11, 1999, to (date to be determined)
Kosovo Campaign Medal (KCM) Operation Allied Harbor	April 4, 1999, to September 1, 1999
Kosovo Campaign Medal (KCM) Operation Sustain Hope/Shining Hope	April 4, 1999, to July 10, 1999
Kosovo Campaign Medal (KCM) Operation Noble Anvil	March 24, 1999, to July 20, 1999
Kosovo Campaign Medal (KCM) Task Force Hawk	April 5, 1999, to June 24, 1999
Kosovo Campaign Medal (KCM) Task Force Saber	March 31, 1999, to July 8, 1999
Kosovo Campaign Medal (KCM) Task Force Falcon	June 11, 1999, to (date to be determined)
Kosovo Campaign Medal (KCM) Task Force Hunter	April 1, 1999, to November 1, 1999
Navy Occupation of Austria	May 8, 1945, to October 25, 1954
Navy Occupation of Trieste	May 8, 1945, to October 25, 1954
Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm)	August 2, 1990, to November 30, 1995
Units of the Sixth Fleet (Navy)	May 9, 1945, to October 25, 1955
Vietnam Service Medal (VSM)	July 4, 1965 to March 28, 1973
Rwanda (Operation Distant runner)	April 7, 1994, to April 18, 1994
Thailand	May 16, 1962, to August 10, 1962

— Selection, Evaluation, and Recognition, Employee Resource Management, 4-17-03

ELM REVISION

**Changes in Determining the Supervisor Differential Rate for EAS Employees**

Effective April 17, 2003, the *Employee and Labor Relations Manual* (ELM) is revised to reflect changes in determining differential rate for Executive and Administrative Schedule (EAS) employees. Effective January 11, 2003, the method of determining the supervisor differential rate for an exempt EAS-15 through EAS-18 grade position that directly supervises bargaining unit employees has changed. The new method now involves applying a flat rate based by the employee's occupation code as illustrated in Exhibit 412.1d of the ELM.

We will incorporate these revisions into the next printed version of the ELM and also into the next update of the on-line version accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Manuals*.

**Employee and Labor Relations Manual (ELM)**

\* \* \* \* \*

**4 Pay Administration**

**410 Pay Administration Policy for Nonbargaining Unit Employees**

\* \* \* \* \*

**412 New Appointment**

**412.1 Career Appointment**

\* \* \* \* \*

[Revise item d and add Exhibit 412.1d to read as follows:]

- d. *Supervision of Bargaining Unit Employees.* When an appointment is to an exempt EAS-15 through EAS-18 grade position that involves directly supervising two or more full-time equivalent bargaining unit employees, the salary must be no less than the fixed supervisory differential salary rate for those employees appointed to positions listed in Exhibit 412.1d.

**Exhibit 412.1d**

**Positions Eligible for Supervisory Differential**

Position	EAS Grade	Occ Code	SDA Rate
Supervisor, Maintenance Operations	17	2355-0010	\$48,500
Superintendent, Maintenance	17	4704-6009	48,500
Manager, Maintenance	17	2355-0008	48,500
Manager, Maintenance	16	2355-0009	48,500
Supervisor, Postal Police	17	2335-0022	47,500

Position	EAS Grade	Occ Code	SDA Rate
Supervisor, Vehicle Maintenance	17	5823-0007	47,000
All other SDA-eligible supervisors	15-18	Varies	45,000

\* \* \* \* \*

**413 Promotion to Nonbargaining Unit Positions**

\* \* \* \* \*

**413.2 Promotion Increase**

\* \* \* \* \*

**413.21 EAS Employees**

\* \* \* \* \*

[Revise item d to read as follows:]

- d. For promotions to positions at grades 15 through 18 that require supervising two or more full-time equivalent bargaining unit employees, the amount of the increase must result in a salary that is no less than the fixed supervisory differential salary rate for those employees promoted to positions listed in Exhibit 412.1d.

\* \* \* \* \*

**414 Reassignment to Nonbargaining Unit Positions**

\* \* \* \* \*

**414.2 Rate Adjustment**

**414.21 Nonbargaining Unit Employees**

[Revise 414.21 to read as follows:]

An EAS employee's salary is not changed as a result of reassignment within the EAS schedule except when the employee is reassigned to an EAS-15 through EAS-18 position that involves directly supervising two or more full-time equivalent bargaining unit employees. In this case, the salary must be no less than the fixed supervisory differential salary rate for those employees reassigned to positions listed in Exhibit 412.1d.

\* \* \* \* \*

## Safety and Health Inspections — Levels 20–26 Offices

The *Employee Labor Relations Manual* (ELM) 824.32, PC Installations With One Hundred Workyears or More, requires a semiannual safety and health inspection of all Postal Service installations with 100 or more workyears of employment in the regular workforce.

In offices with more than 100 employees in the main facility, the servicing safety office should conduct the inspection. In subordinate stations and branches with fewer than 100 employees, the installation head (IH) must ensure that these offices conduct their own inspections.

You can find the inspection checklists and inspection instructions on the Postal Service Intranet. Go to <http://blue.usps.gov> and click on:

1. *Headquarters*,
2. *Human Resources*,
3. *Safety & Health*,
4. *Safety Performance Management*,
5. *Safety Toolkit Resources Page*,
6. *Program Management*, and then
7. *Safety Checklists*.

Add the *Safety Checklists* page under your favorites for quick access. **Note:** Because the inspection checklists and instructions are available online, Headquarters does not provide these documents by mail.

The postmasters/IHs, or their designees, must:

1. Complete a safety and health inspection using the checklist within 30 days of the date of this *Postal Bulletin*.
2. Post the inspection.
3. Ensure abatement of all deficiencies in accordance with the instructions.
4. Certify completion of the inspection to the servicing safety office.

— *Safety Performance Management,*  
*Employee Resource Management, 4-17-03*

## International Mail

### IMM REVISION

### International Mail Service to Iraq Suspended (Does Not Affect Military Mail)

Effective April 7, 2003, international mail service to Iraq was suspended because no viable option exists for postal deliveries to Iraq due to the present conflict in that country. This suspension will remain in effect until it is possible to transport mail to Iraq.

**Postal Service facilities must return to the sender all international mail addressed to Iraq and endorse it “Service Temporarily Suspended.”** Customers may file an application for a refund of postage at their Post Office or retain the item for mailing once service resumes.

Note, though, that **this suspension of service does not affect mail addressed to military personnel in Iraq at APO/FPO ZIP Codes.** Such mail is handled through the Military Postal Service Agency, which is operated as an extension of the United States Postal Service. However, such mail must be addressed to a specific individual service member and must contain a return address — the Postal Service cannot accept mail addressed with the words “Any Service Member” or similar wording. Customers may mail items addressed to military personnel with

APO/FPO ZIP Codes just like other items — that is, they can drop off such mail at Post Offices, in collection boxes, etc.

Examples:

- If Mr. Wilson wants to send a letter to his son serving with the First Marine Expeditionary Force in Iraq, he can address it to her using the correct APO/FPO ZIP Code, and mail it at any Post Office, collection box, etc.
- If Mrs. Baker wants to mail a letter to her cousin, a resident of Basra, Iraq, the Postal Service facility must return the letter to Mrs. Baker and endorse it “Service Temporarily Suspended.” Mrs. Baker may file an application for a refund of postage at her Post Office or retain the item for mailing once service resumes.

We will incorporate this revision into the printed version of *International Mail Manual* (IMM) 29 and also into the online version of the IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

**International Mail Manual (IMM)**

\* \* \* \* \*

**Individual Country Listings**

\* \* \* \* \*

**Iraq****Country Conditions for Mailing**

[Delete the first paragraph beginning with "Due to United States Government sanctions..." and insert the following text:]

**All mail services are suspended as of April 7, 2003.**

\* \* \* \* \*

— *International Network Operations  
and Mailing Standards,  
Pricing and Classification, 4-17-03*

*ICM UPDATES/CORRECTION***International Customized Mail**

The article "ICM Updates: International Customized Mail" in Postal Bulletin 22099 (4-4-03) contained an error on page 46. The correct version appears here.

On February 28, 2003, 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:** March 1, 2003, through March 31, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination country:** Japan.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  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 the preparation requirements and any necessary training to prepare mail shipments in conformity with the requirements of Qualifying Mail.
  3. Perform on demand and scheduled pickup service at the request of the Mailer at the published rate for this service in accordance with IMM 220.
  4. Arrange with carriers to transport Qualifying Mail to Japan for delivery by the proper authority.
  5. Provide the Mailer with a system to include a computer workstation, in-line scale, manifesting software, and printers that produce manifests, EMS labels, customs documents, and customized reports.

6. Provide maintenance and upkeep for the manifesting equipment.
  7. Provide the Mailer with a Corporate Account Mailing Statement at the end of each postal accounting period showing a beginning balance, deposits, a listing of each shipment mailed including the date, label numbers, office of mailing, number of shipments, postage and fees, and the ending balance in the account.
- e. **Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume commitment of at least 1,000 packages of Qualifying Mail.
  - f. **Worksharing:** The Mailer has agreed to:
    1. Pay postage for EMS to Japan in accordance with payment methods as referenced in IMM 220 and DMM P500 except as those requirements conflict with the terms of this Agreement.
    2. Use a dedicated EMCA for payment of all Qualifying Mail shipments under this Agreement.
    3. Use the EMCA number on all EMS shipments in lieu of affixing postage.
  - g. **Rates:** The Mailer has agreed to pay postage for EMS to Japan at a discount of ten (10) percent off the published rate.

— *Pricing Strategy,  
Pricing and Classification, 4-17-03*

## ICM UPDATES

**International Customized Mail**

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

On February 13, 2003, 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:** March 22, 2003, through March 31, 2004.
- b. **Type of mail:** Airmail Parcel Post service to Canada, Great Britain, and Japan. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Canada, Great Britain, and Japan.
- 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 necessary training 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 international destinations where the proper authority will effect delivery.
  5. Return Airmail Parcel Post items refused by an addressee and undeliverable Airmail Parcel Post items to the Mailer according to the provisions of IMM 771.
  6. Provide the Mailer with access to delivery performance reports and tracking reports, if applicable to the service.
  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. Send an electronic data file to Canada, Great Britain, and Japan that will allow the Customs officials to review the contents of each shipment before the packages arrive.
- e. **Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum volume commitment of at least 5,000 packages of Qualifying Mail or an annualized minimum commitment of \$100,000 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 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 and IMM 152.3.
  4. Provide the Postal Service via fax or e-mail with notification of new permit numbers used for Qualifying Mail one week in advance of using the new permit numbers.
  5. Provide Postal Service acceptance sites with 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.
  6. Present mailings to the Postal Service at the designated Postal Service facility.
  7. Pay for any requested harmonization at a rate of \$250 per hour.
  8. Pay fees for Merchandise Return Service according to the chart listed in Exhibit 1.
- g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail according to the rate charts in Exhibit 2.

**Exhibit 1**  
**Unopened, Undeliverable, and Refused EMS**  
**Items Receiving Customs Pre-Payment and Merchandise Return Service**

Weight Not Over (lbs.)	Canada	Japan	Great Britain
1	\$7.25	\$7.20	\$6.93
2	8.25	9.80	7.40
3	9.00	12.40	8.79
4	9.75	15.00	9.26
5	10.50	17.60	10.66
6	11.25	20.20	11.12
7	12.00	22.80	12.52
8	12.75	25.40	12.99
9	13.75	28.00	14.38
10	14.25	30.60	14.85
11	15.00	33.20	15.32
12	15.75	35.80	16.72
13	16.50	38.40	17.18
14	17.25	41.00	18.58
15	18.00	43.70	19.05
16	19.00	48.00	20.44
17	19.75	50.70	20.91
18	20.50	53.50	22.31
19	21.25	56.20	22.77
20	22.00	58.90	24.17
21	22.50	63.90	24.64
22	23.25	66.70	25.10
23	24.25	69.50	26.50
24	25.00	72.30	26.97
25	25.75	75.10	28.37
26	26.50	77.90	28.83
27	27.25	80.70	30.32
28	28.00	83.50	30.70
29	29.00	86.30	32.09
30	29.75	89.10	32.56
31	30.50	91.90	33.96
32	31.00	94.70	34.42
33	31.75	97.50	34.89
34	32.50	100.40	36.29
35	33.25	103.20	36.75
36	34.25	106.00	38.15
37	35.00	108.80	38.62
38	35.75	111.60	40.02
39	36.50	114.40	40.48
40	37.25	117.20	41.88
41	38.00	120.00	42.35
42	38.75	122.80	43.74
43	39.75	125.60	44.21
44	40.25	128.40	44.68
45	41.00	130.00	46.07
46	41.75	131.20	46.54
47	42.50	132.40	47.94

Weight Not Over (lbs.)	Canada	Japan	Great Britain
48	\$43.25	\$133.20	\$48.40
49	44.00	134.60	49.80
50	45.00	135.20	50.27
51	45.75	136.20	51.67
52	46.50	137.40	52.13
53	47.25	138.60	53.53
54	48.00	141.60	54.00
55	48.50	143.40	54.46
56	49.25	146.00	55.86
57	50.25	148.00	56.33
58	51.00	150.00	57.72
59	51.75	152.00	58.19
60	52.50	154.00	59.59
61	53.25	156.00	60.55
62	54.00	158.00	61.45
63	54.75	160.00	61.92
64	55.75	162.00	63.32
65	56.50	164.00	63.78
66	57.00	168.00	64.25
67	–	170.00	–
68	–	172.00	–
69	–	174.00	–
70	–	176.00	–

**Exhibit 2**  
**Airmail Parcel Post**  
**USPS Labeling, Customs Pre-advice, Customs Pre-payment**

Weight Not Over (lbs.)	Canada	Great Britain	Japan *
1	\$11.74	\$12.93	\$5.99
2	11.74	15.60	10.29
3	12.45	18.27	14.58
4	13.35	20.94	18.88
5	14.24	23.61	–
6	15.03	25.61	–
7	15.82	27.62	–
8	16.60	29.62	–
9	17.39	31.62	–
10	18.18	33.62	–
11	18.97	35.63	–
12	19.75	37.63	–
13	20.54	39.63	–
14	21.33	41.63	–
15	22.12	43.64	–
16	22.90	45.64	–
17	23.69	47.64	–
18	24.48	49.64	–
19	25.27	51.65	–
20	26.05	53.65	–
21	26.84	55.65	–

Weight Not Over (lbs.)	Canada	Great Britain	Japan *
22	\$27.63	\$57.65	–
23	28.42	59.66	–
24	29.20	61.66	–
25	29.99	63.66	–
26	30.78	65.66	–
27	31.57	67.67	–
28	32.35	69.67	–
29	33.14	71.67	–
30	33.93	73.67	–
31	34.72	75.68	–
32	35.50	77.68	–
33	36.29	79.68	–
34	37.08	81.68	–
35	37.87	83.69	–
36	38.65	85.69	–
37	39.44	87.69	–
38	40.23	89.69	–
39	41.02	91.70	–
40	41.80	93.70	–
41	42.59	95.70	–
42	43.38	97.70	–
43	44.17	99.71	–
44	\$44.95	\$101.71	–

Weight Not Over (lbs.)	Canada	Great Britain	Japan *
45	45.74	103.71	–
46	46.53	105.71	–
47	47.32	107.72	–
48	48.10	109.72	–
49	48.89	111.72	–
50	49.68	113.72	–
51	50.47	115.73	–
52	51.25	117.73	–
53	52.04	119.73	–
54	52.83	121.73	–
55	53.62	123.74	–
56	54.40	125.74	–
57	55.19	127.74	–
58	55.98	129.74	–
59	56.77	131.75	–
60	57.55	133.75	–
61	58.34	135.75	–
62	59.13	137.75	–
63	59.92	139.76	–
64	60.70	141.76	–
65	61.49	143.76	–
66	62.28	145.76	–

\* USPS Labeling only

On March 12, 2003, 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:** March 26, 2003, through March 25, 2004
- 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 commitment of 3,000 pieces of EMS or \$60,000 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 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

On March 12, 2003, 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:** March 26, 2003, through March 25, 2004
- 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 commitment of 600 pieces of EMS or \$12,000 in postage for EMS.

On March 12, 2003, 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:** March 26, 2003, through March 25, 2006.
- 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 commitment of 1,000 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

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 March 12, 2003, 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:** March 26, 2003, through March 25, 2006.
- 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 commitment of \$12,000 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

On February 19, 2003, 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 USPS hereby makes public the following information concerning the Agreement:

- a. **Term:** February 19, 2003, through February 29, 2004.
- b. **Type of mail:** Airmail Parcel Post, Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  1. Furnish Mailer, or Mailing Agent(s), with the postal equipment and postal supplies required for the use of Qualifying Mail.
  2. Provide Mailer, or Mailing Agent(s), with any training necessary to prepare mail shipments in conformity with the requirement for Qualifying Mail.
  3. Provide 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 international destinations for delivery by the appropriate authority.

5. Return Airmail Parcel Post items to the Mailer which are refused by the addressee and undeliverable items according to the provisions of IMM 771.
  6. Furnish tracking reports to the Mailer, if applicable to the service, and make delivery performance reports on a regular basis.
  7. Apply a USPS shipping label and Customs documentation to each package mailed under this Agreement.
- e. **Minimum volume commitment:** The Mailer has agreed to meet an annualized minimum commitment of 50,000 packages or an annualized minimum commitment of \$1,000,000 in international postage for Qualifying Mail.
  - f. **Worksharing:** The Mailer has agreed to:
    1. Establish the necessary linkages with the USPS so that the Mailer and the USPS can exchange data transmissions concerning the Mailer's EMS packages and the USPS can extract information by scanning the Mailer-provided barcode on each package.
    2. Exchange electronic information with the USPS in accordance with instructions the USPS provides.

3. Pay postage either directly, or through a mailing agent(s), for all Qualifying Mail by use of a permit imprint subject to the conditions stated in IMM 152.3 and EMM P040, with the exception of DMM P040.1.1 shall not apply.
4. Provide the USPS with notification of new permit numbers used for Qualifying Mail, one week in advance of using the new permit numbers.
5. Provide the appropriate USPS acceptance sites with a schedule of mailings to include the intended date of mailing, weight, and volume of the mailings, and location where the mail will originate.
6. Present all Qualifying mail to the designated USPS Detached Mail Unit for acceptance, processing and dispatch.
- g. **Rates:** The Mailer has agreed to pay postage for Qualifying Mail according to the rate chart in Exhibit 1.

**Exhibit 1**  
**Airmail Parcel Post with USPS Labeling**

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
1	\$12.31	\$12.11	\$14.56	\$6.01	\$13.94	\$12.92	\$14.96	\$11.70	\$13.33	\$14.56	\$16.19	\$12.92	\$15.37
2	12.31	14.15	17.82	10.33	17.62	14.15	17.00	14.56	16.80	16.60	19.45	14.15	17.00
3	13.13	15.98	21.08	14.65	21.49	15.78	19.25	17.82	20.47	19.04	22.72	15.58	19.45
4	14.15	18.02	24.35	18.97	25.78	18.02	21.49	21.29	23.33	21.08	25.98	17.21	21.90
5	15.17	20.27	27.61	-	30.06	20.06	23.74	24.96	28.22	23.12	29.24	18.84	24.35
6	16.07	21.90	30.06	-	33.53	22.43	26.18	28.14	31.28	25.57	32.10	20.88	27.00
7	16.96	23.53	32.51	-	37.00	24.80	28.63	31.32	34.47	28.02	34.96	22.92	29.65
8	17.86	25.16	34.96	-	40.46	27.16	31.08	34.51	37.65	30.47	37.81	24.96	32.30
9	18.76	26.80	37.40	-	43.93	29.53	33.53	37.69	40.83	32.92	40.67	27.00	34.96
10	19.66	28.43	39.85	-	47.40	31.90	35.98	40.87	44.01	35.36	43.52	29.04	37.61
11	20.55	30.06	42.30	-	50.87	34.26	38.42	44.05	47.20	37.81	46.38	31.08	40.26
12	21.45	31.69	44.75	-	54.34	36.63	40.87	47.24	50.38	40.26	49.24	33.12	42.91
13	22.35	33.32	47.20	-	57.80	39.00	43.32	50.42	53.56	42.71	52.09	35.16	45.56
14	23.25	34.96	49.64	-	61.27	41.36	45.77	53.60	56.74	45.16	54.95	37.20	48.22
15	24.14	36.59	52.09	-	64.74	43.73	48.22	56.78	59.93	47.60	57.80	39.24	50.87
16	25.04	38.22	54.54	-	68.21	46.09	50.66	59.97	63.11	50.05	60.66	41.28	53.52
17	25.94	39.85	56.99	-	71.68	48.46	53.11	63.15	66.29	52.50	63.52	43.32	56.17
18	26.84	41.48	59.44	-	75.14	50.83	55.56	66.33	69.47	54.95	66.37	45.36	58.82
19	27.73	43.12	61.88	-	78.61	53.19	58.01	69.51	72.66	57.40	69.23	47.40	61.48
20	28.63	44.75	64.33	-	82.08	55.56	60.46	72.70	75.84	59.84	72.08	49.44	64.13
21	29.53	46.38	66.78	-	85.55	57.93	62.90	75.88	79.02	62.29	74.94	51.48	66.78
22	30.43	48.01	69.23	-	89.02	60.29	65.35	79.06	82.20	64.74	77.80	53.52	69.43
23	31.32	49.64	71.68	-	92.48	62.66	67.80	82.24	85.38	67.19	80.65	55.56	72.08
24	32.22	51.28	74.12	-	95.95	65.03	70.25	85.43	88.57	69.64	83.51	57.60	74.74
25	33.12	52.91	76.57	-	99.42	67.39	72.70	88.61	91.75	72.08	86.36	59.64	77.39
26	34.02	54.54	79.02	-	102.89	69.76	75.14	91.79	94.93	74.53	89.22	61.68	80.04
27	34.92	56.17	81.47	-	106.36	72.12	77.59	94.97	98.11	76.98	92.08	63.72	82.69
28	35.81	57.80	83.92	-	109.82	74.49	80.04	98.16	101.30	79.43	94.93	65.76	85.34
29	36.71	59.44	86.36	-	113.29	76.86	82.49	101.34	104.48	81.88	97.79	67.80	88.00
30	37.61	61.07	88.81	-	116.76	79.22	84.94	104.52	107.66	84.32	100.64	69.84	90.65
31	38.51	62.70	91.26	-	120.23	81.59	87.38	107.70	110.84	86.77	103.50	71.88	93.30
32	39.40	64.33	93.71	-	123.70	83.96	89.83	110.88	114.03	89.22	106.36	73.92	95.95
33	40.30	65.96	96.16	-	127.16	86.32	92.28	114.07	117.21	91.67	109.21	75.96	98.60
34	41.20	67.60	98.60	-	130.63	88.69	94.73	117.25	120.39	94.12	112.07	78.00	101.26
35	42.10	69.23	101.05	-	134.10	91.06	97.18	120.43	123.57	96.56	114.92	80.04	103.91
36	42.99	70.86	103.50	-	137.57	93.42	99.62	123.61	126.76	99.01	117.78	82.08	106.56
37	43.89	72.49	105.95	-	141.04	95.79	102.07	126.80	129.94	101.46	120.64	84.12	109.21
38	44.79	74.12	108.40	-	144.50	98.16	104.52	129.98	133.12	103.91	123.49	86.16	111.86
39	45.69	75.76	110.84	-	147.97	100.52	106.97	133.16	136.30	106.36	126.35	88.20	114.52
40	46.58	77.39	113.29	-	151.44	102.89	109.42	136.34	139.49	108.80	129.20	90.24	117.17
41	47.48	79.02	115.74	-	154.91	105.25	111.86	139.53	142.67	111.25	132.06	92.28	119.82
42	48.38	80.65	118.19	-	158.38	107.62	114.31	142.71	145.85	113.70	134.92	94.32	122.47
43	49.28	82.28	120.64	-	161.84	109.99	116.76	145.89	149.03	116.15	137.77	96.36	125.12
44	50.17	83.92	123.08	-	165.31	112.35	119.21	149.07	152.22	118.60	140.63	98.40	127.78
45	51.07	-	125.53	-	168.78	114.72	121.66	152.26	155.40	121.04	143.48	100.44	130.43

Weight Not Over (lbs.)	Group 1 Canada	Group 2 Mexico	Group 3 Great Britain	Group 4 Japan	Group 5 China	Group 6	Group 7	Group 8	Group 9	Group 10	Group 11	Group 12	Group 13
46	\$51.97	—	\$127.98	—	\$172.25	\$117.09	\$124.10	\$155.44	\$158.58	\$123.49	\$146.34	\$102.48	\$133.08
47	52.87	—	130.43	—	175.72	119.45	126.55	158.62	161.76	125.94	149.20	104.52	135.73
48	53.76	—	132.88	—	179.18	121.82	129.00	161.80	164.94	128.39	152.05	106.56	138.38
49	54.66	—	135.32	—	182.65	124.19	131.45	164.99	168.13	130.84	154.91	108.60	141.04
50	55.56	—	137.77	—	186.12	126.55	133.90	168.17	171.31	133.28	157.76	110.64	143.69
51	56.46	—	140.22	—	189.59	128.92	136.34	171.35	174.49	135.73	160.62	112.68	146.34
52	57.36	—	142.67	—	193.06	131.28	138.79	174.53	177.67	138.18	163.48	114.72	148.99
53	58.25	—	145.12	—	196.52	133.65	141.24	177.72	180.86	140.63	166.33	116.76	151.64
54	59.15	—	147.56	—	199.99	136.02	143.69	180.90	184.04	143.08	169.19	118.80	154.30
55	60.05	—	150.01	—	203.46	138.38	146.14	184.08	187.22	145.52	172.04	120.84	156.95
56	60.95	—	152.46	—	206.93	140.75	148.58	187.26	190.40	147.97	174.90	122.88	159.60
57	61.84	—	154.91	—	210.40	143.12	151.03	190.44	193.59	150.42	177.76	124.92	162.25
58	62.74	—	157.36	—	213.86	145.48	153.48	193.63	196.77	152.87	180.61	126.96	164.90
59	63.64	—	159.80	—	217.33	147.85	155.93	196.81	199.95	155.32	183.47	129.00	167.56
60	64.54	—	162.25	—	220.80	150.22	158.38	199.99	203.13	157.76	186.32	131.04	170.21
61	65.43	—	164.70	—	224.27	152.58	160.82	203.17	206.32	160.21	189.18	133.08	172.86
62	66.33	—	167.15	—	227.74	154.95	163.27	206.36	209.50	162.66	192.04	135.12	175.51
63	67.23	—	169.60	—	231.20	157.32	165.72	209.54	212.68	165.11	194.89	137.16	178.16
64	68.13	—	172.04	—	234.67	159.68	168.17	212.72	215.86	167.56	197.75	139.20	180.82
65	69.02	—	174.49	—	238.14	162.05	170.62	215.90	219.05	170.00	200.60	141.24	183.47
66	69.92	—	176.94	—	241.61	164.41	173.06	219.09	222.23	172.45	203.46	143.28	186.12

On March 21, 2003, 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:** April 4, 2003, through April 3, 2004.
- 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 commitment of 1,000 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

On March 21, 2003, 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:** April 4, 2003, through April 3, 2006.
- 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 commitment of 600 pieces of EMS or \$12,000 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

On March 21, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 27, 2002. The Agreement was published on page 66 of *Postal Bulletin* 22074 (4-18-02). The Amendment modifies the term of the 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:** April 10, 2002, through April 9, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

On March 21, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 14, 2002. The Agreement was published on page 51 of *Postal Bulletin* 22073 (4-04-02). The Amendment modifies the term of the 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:** March 28, 2002, through March 27, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

On March 21, 2003, 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:** April 4, 2003, through April 3, 2004.
- 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 commitment 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 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

— Pricing Strategy, Pricing and Classification, 4-17-03

## Licensing

NOTICE

### Cesar E. Chavez Merchandise for Sale

The Postal Service and Cesar Chavez Foundation have approved the following licensees to reproduce the *Cesar Chavez* stamp image on the merchandise listed below.

These products may be used as incentive and promotional items for employees and customers.

You can order *Cesar E. Chavez* stamp products using authorized Postal Service purchasing methods from the following list of official licensees. Only the companies listed below have been authorized to use this restricted image within their grant of rights; therefore, purchase products *only* from the list of licensed vendors below.

If you have questions on pricing, quantity, or any other purchasing information, please contact the vendors listed below.

Licensee	Products	Where Can I Buy These?
AMERICAN STAMP COLLECTIBLES INC RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	Framed piece with enlarged <i>Cesar Chavez</i> stamp image.	Telephone: 724-837-8810 Fax: 724-837-0444
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Lapel pins and framed canvas reproductions of stamp image.	Web: <a href="http://www.jgrey.com">www.jgrey.com</a> Telephone: 949-498-2515 Fax: 949-298-2830 E-mail: <a href="mailto:raquel@jgrey.com">raquel@jgrey.com</a>
US ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	Postcard, acrylic magnet, lapel pin, T-shirt, and canvas tote bag.	Web: <a href="http://www.ipledge.com">www.ipledge.com</a> Telephone: 800-327-1402 Fax: 800-622-8212
WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pin, poster, framed products, and acrylic magnets.	Web: <a href="http://www.gowinco.com">www.gowinco.com</a> Telephone: 818-718-1191 Fax: 818-700-9778

— Licensing, Public Affairs and Communications, 4-17-03

## NOTICE

**Heroes of 2001 Merchandise for Sale**

For the list of current official licensees, see the article "Notice: *Heroes of 2001 Merchandise for Sale*" in *Postal Bulletin* 22098 (3-20-03, pages 64–65).

— Licensing,  
Public Affairs and Communications, 4-17-03

## UPDATE

**USPS Official Licensed Product Manufacturers and Distributors**

The following list contains all current USPS Official Licensed Product manufacturers and distributors additions, changes, and deletions. Employees may use this information to purchase products for personal use or as premiums and giveaway items. **These products are not for resale.**

Products for Postal Service retail stores are available through the Official Licensed Retail Product (OLRP) program. For further information regarding the OLRP program, please contact your area or district retail manager.

**USPS Promotional Products**

Licensee	Products	Where Can I Buy These?	Other Sources
<b>Add:</b> PROFORMA CENTURY PROMOTIONS 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078	Promotional products, corporate gifts, and recognition and safety awards.	Web: <a href="http://www.proforma.com/century">www.proforma.com/century</a> Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional use only.
<b>Change:</b> LANDS END 6 LANDS END LN DODGEVILLE WI 53595-6001	Embroidered bags, incentives, and gifts.	Telephone: 800-497-6570 Fax: 800-297-2606	For USPS promotional use only.
POSTAL STUFF LLC 2699 HARRISON RD COLUMBUS OH 43204-3591	Embroidered attaches, duffels, portfolios and general promotional products and awards featuring the USPS corporate signature.	Web: <a href="http://www.postalstuff.com">www.postalstuff.com</a> Telephone: 800-877-7492 Fax: 614-276-9726 E-mail: <a href="mailto:sales@postalstuff.com">sales@postalstuff.com</a>	For USPS promotional use only.
PRO PACIFIC CORPORATION 300 CONTINENTAL BLVD STE 120 EL SEGUNDO CA 90245-5045	Custom collectible mint tins. Mints available in various shapes and sizes.	Web: <a href="http://www.postalmints.com">www.postalmints.com</a> Telephone: 310-765-4555 Fax: 310-662-1615 E-mail: <a href="mailto:dave@postalmints.com">dave@postalmints.com</a>	For USPS promotional use only. Not for resale in Postal Service stores except through OLRP program.
<b>Delete:</b> IPROMOTEU 40 SPEEN ST STE 303 FRAMINGHAM MA 01701-1898	Bookmarks, pins, key chains, and mugs.	Web: <a href="http://www.ipromoteu.com">www.ipromoteu.com</a> Telephone: 877-470-1436 Fax: 905-542-9454	For USPS promotional use only.

**USPS Corporate Apparel**

Licensee	Products	Where Can I Buy These?	Other Sources
<b>Add:</b> PROFORMA CENTURY PROMOTIONS 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078  WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Logo apparel for men, women, and children. T-shirts, golf shirts, jackets, and caps.  Youth and adult jackets, shirts, sweaters, and watches.	Web: <a href="http://www.proforma.com/century">www.proforma.com/century</a> Telephone: 847-639-4259 Fax: 847-639-4260  Web: <a href="http://www.shopwonderland.com">www.shopwonderland.com</a> Telephone: 888-876-2451 Fax: 847-425-1551	For USPS promotional and personal use only.  For USPS promotional and personal use only.
<b>Change:</b> LANDS END 6 LANDS END LN DODGEVILLE WI 53595-6001  POSTAL STUFF LLC 2699 HARRISON RD COLUMBUS OH 43204-3591	Men's and women's embroidered apparel, bags, incentives, and gifts.  Screen printed and embroidered apparel.	Telephone: 800-497-6570 Fax: 800-297-2606  Web: <a href="http://www.postalstuff.com">www.postalstuff.com</a> Telephone: 800-877-7492 Fax: 614-276-9726 E-mail: <a href="mailto:sales@postalstuff.com">sales@postalstuff.com</a>	For USPS promotional and personal use only.  For USPS promotional and personal use only.

**Commercial Apparel and Jewelry**

Licensee	Products	Where Can I Buy These?	Other Sources
<b>Add:</b> CRANSTON CONSUMER PRODUCTS DBA CRANSTON PRINT WORKS CO 469 7TH AVE NEW YORK NY 10018-7605	Bolts of fabric featuring USPS stamp designs.	Sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.)	

**Posters and Enlargements**

Licensee	Products	Where Can I Buy These?	Other Sources
<b>Add:</b> ABSOLUTE FULFILLMENT CORPORATION 196 CLOVE RD CONGERS NY 10920-1002	Matted reproductions of stamps or postal imagery with a cachet.	Web: <a href="http://shop.usps.com">shop.usps.com</a> Telephone: 845-638-4686 Fax: 845-638-4686	Not for resale in Postal Service stores except through OLRP program.

**Toys and Games**

Licensee	Products	Where Can I Buy These?	Other Sources
<b>Add:</b> WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Teddy bears featuring <i>Greetings from America</i> , <i>Special Olympics</i> , <i>United We Stand</i> , <i>Spay or Neuter</i> , and other stamp image T-shirts.	Web: <a href="http://www.shopwonderland.com">www.shopwonderland.com</a> Telephone: 888-876-2451 Fax: 847-425-1551	
<b>Change:</b> TIMELESS TOYS 23757 CABOT STE 215 HAYWARD CA 94545-1657	Plush teddy bears, made of velour, velboa, or acrylic, embroidered with a stamp image with an actual USPS postage stamp affixed.	Web: <a href="http://www.timeless-toys.com">www.timeless-toys.com</a> Telephone: 510-732-1960 Fax: 510-732-6190	

**Commercial Novelty**

<b>Licensee</b>	<b>Products</b>	<b>Where Can I Buy These?</b>	<b>Other Sources</b>
<b>Add:</b> ABSOLUTE FULFILLMENT CORPORATION 196 CLOVE RD CONGERS NY 10920-1002  MID THUMB COMMODITIES 3410 HYDE RD CARSONVILLE MI 48419-9331  PRO PACIFIC CORPORATION 300 CONTINENTAL BLVD STE 120 EL SEGUNDO CA 90245-5045  WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Matted reproductions of stamps or postal imagery with a cachet.  Light reflectors.  Custom collectible mint tins. Mints available in various shapes and sizes.  Watches, mugs, clocks, throw blankets, and pens.	Web: <a href="http://shop.usps.com">http://shop.usps.com</a> Telephone: 845-638-4686 Fax: 845-638-4686  Telephone: 810-657-9372 Fax: 810-657-9373  Web: <a href="http://www.postalmints.com">www.postalmints.com</a> Telephone: 310-765-4555 Fax: 310-662-1615 E-mail: <a href="mailto:dave@postalmints.com">dave@postalmints.com</a>  Web: <a href="http://www.shopwonderland.com">www.shopwonderland.com</a> Telephone: 888-876-2451 Fax: 847-425-1551	Not for resale in Postal Service stores except through OLRP program.   Not for resale in Postal Service stores except through OLRP program.
<b>Change:</b> CRANSTON CONSUMER PRODUCTS DBA CRANSTON PRINT WORKS CO 469 7TH AVE NEW YORK NY 10018-7605  HALLMARK GROUP LTD 8403 GALVESTON RD SILVER SPRING MD 20910-5307	Bolts of fabric featuring <i>Heroes of 2001</i> , <i>Celebrate the Century</i> , and other stamp designs.  Engraved ingots, minted in precious metal (gold-plated silver) to be sold separately or as part of a 24-piece set.	Sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.)   Telephone: 301-580-4936 Fax: 301-588-1116 E-mail: <a href="mailto:gailemorrell@mrjs.com">gailemorrell@mrjs.com</a>	
<b>Delete:</b> IPROMOTEU 40 SPEEN ST STE 303 FRAMINGHAM MA 01701-1898	Bookmarks, pins, key chains, and mugs.	Web: <a href="http://www.ipromoteu.com">www.ipromoteu.com</a> Telephone: 877-470-1436 Fax: 905-542-9454	For USPS promotional use only.

— Licensing,  
Public Affairs and Communications, 4-17-03

Promotion. Postal Service Official Licensed Products

**POSTALMINTS.COM**

# Love Mints

**Now in STOCK !!!!**

Collectible Love Stamp Mint Tins  
With Heart-Shaped Cinnamon Mints!

- Classic Love Stamp Image Imprinted on Mint Tin
- Filled With Sugar-Free Cinnamon Heart-Shaped Mints
- Embossed Collectible Tin (Tin Size: 2.4" x 1.6" x 0.625")
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- **Minimum Order: 20 Tins (Item #LV-20)**
- **\$2.50 per Tin + S&H**



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[www.postalmints.com](http://www.postalmints.com) or call 800-321-9116



(Organza Bags Available at Additional Cost)

**POSTALMINTS.COM**

Get More Information  
and Order Now at  
[www.postalmints.com](http://www.postalmints.com) or  
call 800-321-9116

Wholesale Distributors Contact:  
Pro Pacific Corp.  
David Peters  
Telephone: 310-765-4555  
E-mail: [dave@postalmints.com](mailto:dave@postalmints.com)

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Promotion. Postal Service Official Licensed Products

# Pride & Patriotism

## THE UNITED WE STAND COLLECTION 1847 - 2003

### A TRIBUTE TO OUR NATION'S SPIRIT AND COURAGE

Since the days of the American Revolution, pride and patriotism have been a hallmark of the United States. And for over 150 years, America's classic postage stamps have celebrated this spirit by portraying the people, places, and events that shaped its destiny.

Now, under the direction of the United States Postal Service, 25 of America's most famous stamps have been preserved as solid silver ingots layered with pure gold. Each stamp design captures the essence of American pride and patriotism - and has become a symbol of our freedom and liberty.

The stamps honor great Americans such as George Washington, Benjamin Franklin, and John F. Kennedy ... important



events like the Gettysburg Address, the Declaration of Independence, and the first manned moon landing ... and symbols of patriotism such as the Statue of Liberty, the U.S. Capitol, and the historic *Heroes of 2001* stamp honoring the victims of September 11, 2001.

These official gold-layered ingots are truly extraordinary, because each one uniquely captures every tiny detail of the original stamp in stunning three-dimensional beauty. They are genuine masterpieces that you will treasure now and for many years to come.

Of special importance, this collection is the only one of its kind that is officially authorized by the United States Postal Service. But it is a strictly limited edition that is not available in any store or Post Office. For more details and a subscription application, simply fill out the information request form and mail it today!



An official licensed product of the United States Postal Service.

The United We Stand Collection has been authorized by the United States Postal Service as a tribute to the spirit of America, a permanent record of our national heritage, to be cherished and passed from one generation to the next.  
A portion of the proceeds benefits The Bravest Fund and the North Jersey Media Group Disaster Relief Fund at [www.thebravestfund.com](http://www.thebravestfund.com) and [www.groundzerospirit.com](http://www.groundzerospirit.com).

Clip and Mail for Your Free Information today!

### FOR MORE INFORMATION

Please fill out this information request form, and we will send an information package.

Mail To: **UNITED WE STAND**  
COLLECTION  
18200 MINNETONKA BLVD • MINNEAPOLIS MN 55391-3329

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_



**Yes!**  
Please send me more information on the United We Stand Collection.

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Promotion. Postal Service Official Licensed Products

**ROYEL MARKETING**



AN OFFICIAL LICENSED  
PRODUCT OF THE UNITED  
STATES POSTAL SERVICE.

**SPORTS  
WATCH**



Great for:

- Safety and Recognition Awards
- Perfect Attendance Awards
- Service Awards
- Thank-you Gifts



Navy blue "tube" packaging

- Choice of navy, royal blue, or black strap
- 5-piece minimum
- Free shipping

CALL TOLL-FREE 800-952-7340

ORDER FORM

Local Postmaster: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Payment:  Visa  Mastercard  Amex  Money Order

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Contact: \_\_\_\_\_ Signature: \_\_\_\_\_

Quantity: \_\_\_\_\_ Strap color: \_\_\_\_\_

FAX YOUR ORDER TO 973-624-6664 • PLEASE ALLOW 3 WEEKS FOR DELIVERY

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

# Philately

STAMP ANNOUNCEMENT 03-13

## First Flight Commemorative Stamp



Copyright 2002

The Postal Service will issue a 37-cent *First Flight* commemorative stamp (Item 563900) in a pressure-sensitive adhesive (PSA) souvenir sheet of 10 stamps on May 22, 2003, in Dayton, Ohio, and Kill Devil Hills, near Kitty Hawk, North Carolina. The stamp, designed and illustrated by McRay Magleby, goes on sale nationwide May 23, 2003. This \$3.70 souvenir sheet may not be split and the stamps may not be sold individually.

The souvenir sheet commemorates the 100th anniversary of the first controlled, powered, and sustained flight in a heavier-than-air flying machine. At Kill Devil Hills on December 17, 1903, Wilbur and Orville Wright successfully tested a flyer with a four-cylinder engine. During the first flight, the craft was airborne only for an estimated 12 seconds and traveled only 120 feet, but three even more successful flights followed later that day, the remarkable prelude to a century that would see the world forever changed by air travel.

Issue:	<i>First Flight</i>
Item Number:	563900
Denomination & Type of Issue:	37-cent commemorative
Format:	Souvenir sheet of 10 (one design)
Series:	N/A
Issue Date & Cities:	May 22, 2003 Dayton, OH 45401 Kill Devil Hills, NC 27948
Designer:	McRay Magleby, Provo, UT
Artist:	McRay Magleby, Provo, UT
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	McRay Magleby, Provo, UT
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC 29325
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Sheet:	10
Print Quantity:	85 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure sensitive
Processed at:	AVR, Clinton, SC 29325
Colors:	Front: PMS 1355 (Yellow), PMS 4645 (Brown), PMS 2995 (Blue), Process (Black) Back: PMS 1355 (Yellow), PMS 2995 (Blue), Process (Black)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.410 x 0.84 in./35.814 x 21.336 mm
Overall Size (w x h):	1.560 x 0.990 in./39.624 x 25.146 mm
Full Pane Size (w x h):	6.830 x 5.125 in./173.48 x 130.175 mm
Plate Size:	120 Stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	563940 Souvenir sheet of 10 — \$3.70 563963 First Day Cover set of 2 (one of each FDOI) — \$1.50 563993 Full Pane w/set of 2 FDC — \$5.20 563982 Matted Print Keepsake — \$27.95 563997 Panel — \$8.75

## 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 <http://shop.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:

FIRST FLIGHT COMMEMORATIVE STAMP  
POSTMASTER  
302 S CROATAN HWY  
KILL DEVIL HILLS NC 27948-9998

FIRST FLIGHT COMMEMORATIVE STAMP  
POSTMASTER  
FIRST DAY CANCEL REQUEST  
PO BOX 2308  
DAYTON OH 45401-2308

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 June 23, 2003.

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 stamp's issuance.

## Philatelic Products

There are three philatelic products available for the *First Flight* stamp. They are the Full Souvenir Sheet with First Day Cover set (Item 563993), the Matted Print Keepsake (Item 883501 for Postal Stores and Item 563982 in the *USA Philatelic* catalog), and the American Commemorative Panel (Item 563997). These philatelic products will be available while supplies last at Postal Stores, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop).

## Distribution: Item 563900, \$3.70 *First Flight* Souvenir Sheet

Stamp distribution offices (SDOs) will receive approximately three-fourths of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (2,000 sheets/20,000 stamps).

## Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantity using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these souvenir sheets to Post Offices before May 19, 2003.

## Philatelic Requirement

SDOs *will not* receive a separate quantity of this souvenir sheet for their authorized philatelic centers. SDOs must supply required quantities to philatelic centers from their initial automatic distribution.

## Additional Supply

Post Offices requiring additional souvenir sheets must requisition Item 563900 from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 180,000 additional souvenir sheets; the San Francisco APD will receive 150,000 additional souvenir sheets; and the Denver APD will receive 70,000 additional souvenir sheets.

## 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. **The \$3.70 *First Flight* souvenir sheet may not be split and the stamps may not be sold individually.**

— Stamp Services,  
Government Relations, 4-17-03

### 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 post-marked 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.

<p style="text-align: center;"><b>INCOME TAX NIGHT STATION</b> <b>LIVINGSTON, NJ 07039</b> <b>APRIL 15, 2003</b></p>  	<p>April 15, 2003</p> <p>INCOME TAX NIGHT STATION POSTMASTER 310 BROAD ST ELIZABETH NJ 07207-9998</p>	<p>INCOME TAX NIGHT STATION POSTMASTER 33 EAST MIDLAND AVE PARAMUS NJ 07652-9998</p>
	<p>INCOME TAX NIGHT STATION POSTMASTER 98 RIVER ST HOBOKEN NJ 07030-9998</p>	<p>INCOME TAX NIGHT STATION POSTMASTER 194 WARD ST PATERSON NJ 07510-9998</p>
	<p>INCOME TAX NIGHT STATION POSTMASTER 49 WEST MT PLEASANT AVE LIVINGSTON NJ 07039-9998</p>	<p>INCOME TAX NIGHT STATION POSTMASTER 560 HUYLER ST SOUTH HACKENSACK NJ 07606-9998</p>
	<p>INCOME TAX NIGHT STATION POSTMASTER 150 RIDGEDALE AVE MORRISTOWN NJ 07960-9998</p>	<p>INCOME TAX NIGHT STATION POSTMASTER 61 MAPLE AVE SUMMIT NJ 07901-9998</p>
	<p>INCOME TAX NIGHT STATION POSTMASTER 2 FEDERAL SQUARE NEWARK NJ 07102-9998</p>	<p>INCOME TAX NIGHT STATION POSTMASTER 150 POMPTON PLAINS RD WAYNE NJ 07470-9998</p>

Decommissioning Station



April 3, 2003  
**USS ESTOCIN FFG-15**  
 Mayport  
 Jacksonville, FL 32203-9998

April 3, 2003  
*Universal Ship Cancellation Society*  
 DECOMMISSIONING STATION  
 POSTMASTER  
 1100 KINGS RD  
 JACKSONVILLE FL 32203-9998



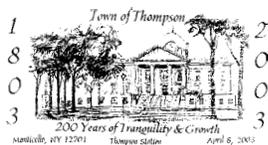
April 12, 2003  
*Lexington Stamp Show*  
 LEXINGTON STAMP SHOW  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LEXINGTON KY 40505-9998



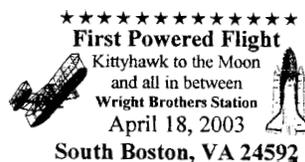
April 5, 2003  
*US Fish & Wildlife Service*  
 MALHEUR NATIONAL WILDLIFE  
 REFUGE STATION  
 POSTMASTER/PHILATELIC  
 SERVICES  
 100 SOUTH DROADWAY  
 BURNS OR 97720-9998



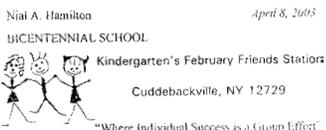
April 12, 2003  
*Sopchoppy Preservation & Improvement Association*  
 WORM GRUNTIN FESTIVAL  
 STATION  
 POSTMASTER  
 2284 SOPCHOPPY HWY  
 SOPCHOPPY FL 32358-9998



April 8, 2003  
 THOMPSON STATION  
 POSTMASTER  
 PO BOX 9998  
 MONTICELLO NY 12701-9998



April 18, 2003  
 FIRST POWERED FLIGHT  
 KITTYHAWK AND ALL IN  
 BETWEEN WRIGHT  
 BROTHERS STATION  
 POSTMASTER  
 PO BOX 9998  
 SOUTH BOSTON VA  
 24592-9998



April 8, 2003  
 KINDERGARTENS FEBRUARY  
 FRIENDS STATION  
 POSTMASTER  
 PO BOX 9998  
 CUDEBACKVILLE NY  
 12729-9998



April 18-19, 2003  
*Oak Ridge Easter Horse Show*  
 EQUESTRIAN STATION  
 POSMASTER  
 PO BOX 9998  
 OAK RIDGE NC 27310-9998



April 9-May 10, 2003  
*City of Blountstown*  
 CENTENNIAL STATION  
 POSTMASTER  
 17621 MAIN ST NORTH  
 BLOUNTSTOWN FL 32424-9998



April 19, 2003  
*United States Postal Service*  
 CROSSROADS STAMP SHOW  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 QUECHEE VT 05059-9998



April 12, 2003  
*Westminster College*  
 BLUEBONNET STATION  
 POSTMASTER  
 208 RAILROAD ST  
 TEHUACANA TX 76686-9998



April 21, 2003  
*United States Postal Service*  
 ERNIE K DOE STATION  
 POSTMASTER  
 701 LOYOLA AVE RM 3003  
 NEW ORLEANS LA 70113-9998



April 12, 2003  
*Borough of Mechanicsburg*  
 175th ANNIVERSARY  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 MECHANICSBURG PA  
 17055-9998



April 23, 2003  
*American Quilter's Society*  
 QUILT CITY USA STATION  
 POSTMASTER  
 PO BOX 9998  
 PADUCAH KY 42003-9998



DEUEL SCHOOL STATION  
APRIL 24, 2003  
CLAR LAKE SD 57226

April 23-24, 2003  
United States Postal Service  
DEUEL SCHOOL STATION  
POSTMASTER  
PO BOX 9998  
BRANDT SD 57218-9998



April 26, 2003  
Ramona Outdoor Play  
RAMONA OUTDOOR PLAY  
STATION  
POSTMASTER  
324 SOUTH STATE ST  
HEMET CA 92543-9998



APRIL 24, 2003  
ST PAULS U C C  
250<sup>TH</sup>  
ANNIVERSARY STATION  
LIMEKILN PENNSYLVANIA  
19535

April 24, 2003  
St. Paul's United Church of Christ  
ANNIVERSARY STATION  
POSTMASTER  
820 LIMEKILN RD  
LIMEKILN PA 19535-9998

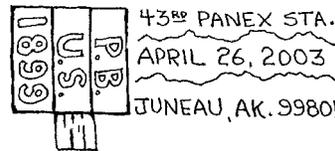


April 26, 2003  
Old Iron Days Committee  
OLD IRON DAYS STATION  
POSTMASTER  
PO BOX 9998  
OTIS KS 67565-9998



Jazz Fest Station  
April 24, 2003  
New Orleans, LA 70119

April 24-27, 2003  
United States Postal Service  
JAZZ FEST STATION  
POSTMASTER  
701 LOYOLA AVE RM 3003  
NEW ORLEANS LA 70113-9998



April 26, 2003  
Juneau Philatelic Society  
PANEX STATION  
POSTMASTER  
PO BOX 39998  
JUNEAU AK 99803-9998



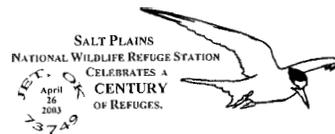
April 25, 2003  
Paradise Post Office  
GOLD NUGGET DAYS STATION  
POSTMASTER  
6469 CLARK RD  
PARADISE CA 95969-9998



April 26, 2003  
US Grant Homestead Association  
BOYHOOD HOME STATION  
POSTMASTER  
201 EAST GRANT AVE  
GEORGETOWN OH 45121-9998



April 25, 2003  
Audubon Quasiquicentennial  
Public Library & Cultural Center  
JOHN JAMES AUDUBON  
CULTURAL CENTER STATION  
POSTMASTER  
428 TRACY ST  
AUDUBON IA 50025-9998



April 26, 2003  
Salt Plains National Wildlife  
Refuge  
SALT PLAINS NATIONAL  
WILDLIFE REFUGE STATION  
POSTMASTER  
PO BOX 9998  
JET OK 73749-9998



April 25-26, 2003  
Eules Post Office  
ARBOR DAZE STATION  
POSTMASTER  
210 NORTH ECTOR DR  
EULESS TX 76039-9998



April 26, 2003  
NATCHEZ TRACE FESTIVAL  
STATION  
POSTMASTER  
65 VETERANS MEMORIAL DR  
KOSCIUSKO MS 39090-9998



DAKOTA  
BULL  
SESSION  
DEVILS LAKE ND 58301  
APR 26 2003  
SESSION STATION

April 26, 2003  
United States Postal Service  
DAKOTA BULL SESSION  
STATION  
POSTMASTER  
PO BOX 9998  
DEVILS LAKE ND 58301-9998



04-26-03  
114th - '89er Day Station  
Norman, OK 73069  
'89er Day Parade - Festival  
Car Show - Tractor Show  
Wagon Train - Rodeo

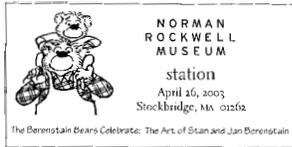
April 26, 2003  
Norman '89er Day Parade and  
Festival Committee  
114TH 89ER DAY STATION  
POSTMASTER  
129 WEST GRAY ST  
NORMAN OK 73069-9998



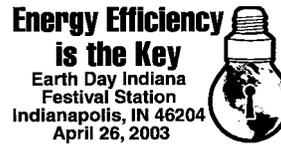
April 26, 2003  
 Waterville Victorian Days  
 Committee  
 WATERVILLE DEPOT STATION  
 POSTMASTER  
 PO BOX 9998  
 WATERVILLE KS 66548-9998



April 26, 2003  
 Alcove Preservation Association  
 ALCOVE DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 ALCOVE NY 12007-9998



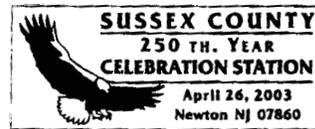
April 26, 2003  
 Norman Rockwell Museum  
 NORMAN ROCKWELL MUSEUM  
 STATION  
 POSTMASTER  
 1 ELM ST  
 STOCKBRIDGE MA 01262-9998



April 26, 2003  
 EARTH DAY INDIANA FESTIVAL  
 STATION  
 POSTMASTER  
 125 WEST SOUTH ST  
 INDIANAPOLIS IN 46206-9998



April 26, 2003  
 WISCOPEX  
 WISCOPEX 30 STATION  
 POSTMASTER  
 410 WEST FRANKLIN ST  
 APPLETON WI 54911-9998



April 26, 2003  
 US Postal Service  
 CELEBRATION STATION  
 POSTMASTER  
 39 MAIN ST  
 NEWTON NJ 07860-9998



April 26, 2003  
 Bloomsburg United States Postal  
 Service  
 FOUNTAIN STATION  
 POSTMASTER  
 PO BOX 9998  
 BLOOMSBURG PA 17815-9998



April 26, 2003  
 50TH ANNIVERSARY  
 CELEBRATION STATION  
 POSTMASTER  
 1575 WEST HORIZON RIDGE  
 HENDERSON NV 89012-9998



April 26, 2003  
 Brookston Sesquicentennial  
 Planning Comm  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 205 S SOUTH ST  
 BROOKSTON IN 47923-9998



April 26, 2003  
 Town of Ticonderoga's Champlain  
 2009 Committee  
 FRENCH & INDIAN WAR  
 STATION  
 POSTMASTER  
 169 CHAMPLAIN AVE  
 TICONDEROGA NY 12883-9998



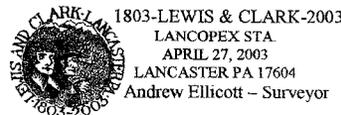
April 26, 2003  
 Kern Valley Audubon  
 BIOREGIONS FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 WELDON CA 93283-9998



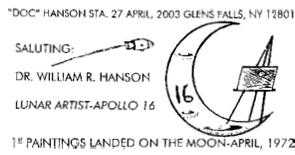
April 26-27, 2003  
 Wilksburg Stamp Club  
 EXHIBITION STATION  
 PHILATELIC CLERK  
 700 GRANT ST  
 PITTSBURGH PA 15219-9998



April 26, 2003  
 Franklin County Arts Council  
 INTERNATIONAL WHISTLERS  
 CONVENTIONAL STATION  
 POSTMASTER  
 125 NORTH MAIN ST  
 LOUISBURG NC 27549-9998



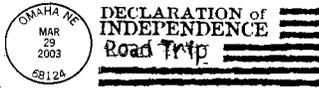
April 26-27, 2003  
 Lancaster County Philatelic  
 Society  
 LANCOPEX STATION  
 POSTMASTER  
 48 WEST CHESTNUT ST  
 LANCASTER PA 17608-9998



April 27, 2003  
*The Adirondack Stamp, Post Card and Ephemera Club of Glens Falls*  
 DOC HANSON STATION  
 POSTMASTER  
 16 HUDSON AVE  
 GLENS FALLS NY 12801-9998



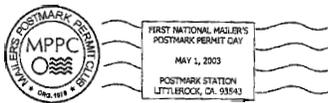
May 1, 2003  
*Veterans of Foreign Wars of the United States and its Ladies Auxiliary*  
 VETERANS OF FOREIGN WARS OF THE UNITED STATES AND ITS LADIES AUXILIARY  
 DEPARTMENT OF WEST VIRGINIA  
 LOYALTY DAY CELEBRATION STATION  
 POSTMASTER  
 ONE POSTAL SQUARE  
 PETERSBURG WV 26847-9998



April 26, 2003  
 POSTMASTER  
 PO BOX 9998  
 16 HUDSON AVE  
 OMAHA NE 68124-9998



May 1, 2003  
*Veterans of Foreign Wars of the United States*  
 VETERANS OF FOREIGN WARS OF THE UNITED STATES AND ITS LADIES AUXILIARY  
 DEPARTMENT OF NEW YORK  
 LOYALTY DAY CELEBRATION STATION  
 POSTMASTER  
 120 CHENANGO ST  
 BINGHAMTON NY 13901-9998



May 1, 2003  
*Mailer's Postmark Permit Club*  
 POSTMARK STATION  
 POSTMASTER  
 7765 PEARBLOSSOM HWY  
 LITTLE ROCK CA 93543-9998



May 1-4, 2003  
*United States Postal Service*  
 JAZZ FEST STATION  
 POSTMASTER  
 701 LOYOLA AVE RM 3003  
 NEW ORLEANS LA 70113-9998

— Stamp Services,  
 Government Relations, 4-17-03

## 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
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 <sup>th</sup> Week in May	May 1–May 31
Support Research for "NF," Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31

Cancellation	Period of Use
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

— *Mailing Standards,  
Pricing and Classification, 4-17-03*

## Supply Management

### CORRECTION

### Custodial Rental Items National Contracts

The article “Custodial Rental Items National Contracts” in Postal Bulletin 22098 (3-20-03, page 93) contained an incorrect procedure for Postal Service clients to receive the logon IDs and passwords that they need to place eBuy orders. The corrected article appears here.

On December 20, 2002, the Environmental and Maintenance Repair Operations (MRO) Category Management Center, Supply Management, awarded contracts to Cintas Corporation (contract number 2CMROS-03-P-2287) and UniFirst Corporation (contract number 2CMROS-03-P-2284) for a full range of custodial rental items.

The period of performance for these contracts is a base period of 4 years, with three 2-year renewal options. The contracts are to be used by all Postal Service locations and are *mandatory* sources for the rental and laundry service of the following items: uniforms, wet mops, dry mops, shop towels, and indoor and outdoor mats, including signature mats.

Effective March 31, 2003, the Cintas and UniFirst catalogs will be available through eBuy, the preferred method for placing orders. Postal Service clients should contact their district or area eBuy representative to receive a logon ID and password. All Postal Service clients who have access to the Postal Service Intranet can obtain an eBuy logon ID and password as follows:

From Internet Explorer (version 5.0 or higher), go to the blue page at <http://blue.usps.gov> and type “ebuy” in the address line and then hit the Return key. (The direct URL is <http://ebuy.usps/jsp/co/Login.jsp>; note that this URL is case sensitive.)

Postal Service clients who do not have access to the Intranet should contact suppliers directly.

Prior to placing any order for service, all Postal Service clients *must* contact a supplier to complete a Client Profile. If you are a current Cintas or UniFirst client, you must contact them to reestablish service under the new contract. If you are not a current Cintas or UniFirst client, you may contact them to compare products and prices and, subsequently, establish service. Telephone numbers are:

- **Cintas Corporation**  
Order Placement and Customer Service:  
800-795-7368
- **UniFirst Corporation**  
Order Placement: 800-480-5432

Complete ordering instructions are available in *Material Logistics Bulletin* MLB-CO-03-002 at <http://blue.usps.gov/purchase/root/depot.htm>. Click *Materials Logistics Bulletins* on the left-hand side of the page and then click 2003. If you do not have access to a computer, you can obtain the *Material Logistics Bulletin* by calling National Materials Customer Service at 800-332-0317; select the option for “Operations and Materials Customer Service.”

If you have any questions, send an e-mail to the Custodial Rental Items Team via the internal Postal Service network at *Help, Custodial* — Dallas, TX.

— *SCM Strategies,  
Supply Management, 4-17-03*

## NOTICE

**National Contracts Awarded for Maintenance, Repair, and Operating (MRO) Supplies**

On March 31, 2003, the Environmental and Maintenance, Repair, and Operating (MRO) Category Management Center (CMC) awarded national contracts to MSC Industrial Supply Company and W. W. Grainger, Inc., to supply all maintenance, repair, and operating supplies to the Postal Service.

The contracts include the following six categories of supplies:

- Electrical
- Hardware/locks
- HVAC/mechanical
- Industrial supplies
- Plumbing
- Tools/building

Through the application of supply chain management, process management, and life cycle support principles, this strategy will improve buying practices and reduce costs for the Postal Service.

The MRO supplies catalog will be available through eBay — the preferred ordering method — in the near future. Ordering instructions, supplier contact names and telephone numbers, and Postal Service contacts will be provided in future issues of the *Postal Bulletin* and *Material Logistics Bulletin*. You can access eBay at the following address: <http://ebuy.usps.gov/jsp/co/Login.jsp> (please note the URL is case-sensitive).

— SCM Strategies,  
Supply Management, 4-17-03

## NOTICE

**National Agreement With Verizon Wireless**

In addition to the national agreements with AT&T and Cingular, the Information Technology Category Management Center (CMC) has negotiated a national agreement with Verizon Wireless to provide discounted wireless services and equipment.

Under the terms of the agreement, discounts will be applied to all existing Postal Service business accounts and to employees' personal accounts (when registered). The following discount terms are applicable:

- A 25% discount is available on standard service plans for new and existing accounts.
- A 20% discount is available for all new services that use promotional plans. (Please note that family plans are not eligible to receive any discounts under this agreement.)
- A 25% discount is available for the purchase of accessories in addition to prediscounted equipment pricing. All orders will be shipped via the Postal Service.

To take advantage of this agreement, new Postal Service official business subscribers should call Verizon Wireless at 800-295-1614. Existing Postal Service official business accounts with Verizon Wireless will be automatically transferred under this agreement. Employees seeking to order new personal service or to transfer existing personal Verizon Wireless accounts should call 888-386-4339.

Please note that these discounted offers are available only through the toll-free numbers provided or through business-to-business sales that come directly to Postal Service facilities. These discounts are not available through Verizon Wireless retail stores, kiosks, or agents.

All questions should be directed to Verizon Wireless at the above toll-free numbers. The Purchasing and Supply Management Specialist for this national agreement is Jack Mitchell, Information Technology CMC. He can be reached at 202-268-4655.

— SCM Strategies,  
Supply Management, 4-17-03

*INSTALLATION HEADS, DMMSs, AND MAOs***Semiannual Review of Capital Records — Instructions**

Installation heads and material accountability officers (MAOs) are reminded of the policy contained in Handbook AS-701, Material Management, Section 541.28, Internal Reviews. That policy requires that under the guidance of the district material management specialist (DMMS), either the installation head or MAO conduct a semiannual internal review and evaluation of the status of property records and files. Follow the steps below to complete the review and evaluation process.

1. If you have delegated MAO assistants, meet with them and discuss the material accountability background of the installation.

2. Review the local standard operating procedures.
3. Randomly select and inventory 10 percent of capital items and 10 percent of sensitive items.
4. Review files and records to verify that those required by Handbook AS-701 Chapter 5, Asset Accountability, are being maintained.
5. Review the past six accounting period change lists to ensure that they have been properly verified.

— *National Supply Management Programs,  
Supply Management, 4-17-03*

**2003 Boise Cascade Office Products Catalog**

The 2003 Boise Cascade Office Products Catalog is now available.

**Boise Cascade Office Products Partnership**

The U.S. Postal Service has a national strategic partnership with Boise Cascade Office Products. Under this partnership, the Postal Service must buy all of its office supplies from Boise Cascade Office Products. When placing catalog orders via eBuy, telephone, or fax, please use item number J9USPSMAX03. Feel free to call Boise Cascade Office Products' customer service at 888-229-USPS with any ordering questions.

**Diverse Suppliers**

Throughout the catalog, items from small minority-owned, or woman-owned businesses are clearly noted as such in bold red text immediately above the item description. In addition, the General Index provides an "MBE" (minority-owned business) or a "WBE" (woman-owned business) notation next to the item name. Also, on

pages 1054 and 1055 you will find a list of these suppliers and their products.

Please consider buying items manufactured by such businesses when looking through the catalog for your next purchase. Boise Cascade Office Products strongly supports our supplier diversity program and has designed their catalog to help customers easily and quickly identify items supplied by small minority-owned, or woman-owned manufacturers.

If you are ordering via online catalog in eBuy, look to the right of the item description to see small minority-owned and small woman-owned business information. The designation of a "Y" (for "Yes") under "M" (minority-owned) or "W" (woman-owned) means that item is supplied by one of Boise's diverse suppliers.

— *SCM Strategies,  
Supply Management, 4-17-03*

**Promotion. Postal Service Official Licensed Products**
**U.S. Postal Service Approved  
Men's and Women's Official Postal Service Rings**

Show off your pride for the Postal Service with these attractive rings. Perfect for promotions, achievements, postmaster recognition, or to show a retiree appreciation for years of service. Year option can signify year of retirement, start date, or promotion to postmaster. Dies are currently available for 2002 and 2003. 2004 coming within a year. Questra and Lustrium are the perfect alternatives to Gold and Silver. These metals are durable, economical, and their color is virtually the same.

**Features**

- Available in Questra (Gold) and Lustrium (Silver)
- Gemstone option available
- Different styles for men and women
- Includes 3 initial engraving on the inside of the ring
- Call for assistance on sizing
- These rings are fully guaranteed
- Ships USPS


**Men's Ring  
N1024668**

**Women's Ring  
N1024671**
**Gemstone Options**

-  January Garnet
-  February Amethyst
-  March Aquamarine
-  April White Spinel
-  May Shamrock
-  June Alexandrite
-  July Ruby
-  August Peridot
-  September Fire Blue Spinel
-  October Rose Zircon
-  November Topaz
-  December Blue Zircon

Model #	Description	List \$	Special \$	CONFIGURATION OPTIONS		
				Top	Side 1	Side 2
N1024668	Men's Questra (Gold) Ring	\$300.00	\$270.00	"Postmaster USA"	Year	U.S. Postal Service Logo
N1024669	Women's Questra (Gold) Ring	300.00	270.00	"Postmaster USA"	U.S. Postal Service Logo	U.S. Postal Service Logo
N1024670	Men's Lustrium (Silver) Ring	250.00	225.00	"US Postal Service"	Year	U.S. Postal Service Logo
N1024671	Women's Lustrium (Silver) Ring	250.00	225.00	"US Postal Service"	U.S. Postal Service Logo	U.S. Postal Service Logo

**To Order:**

1. Choose Men's or Women's style
2. Select Questra or Lustrium
3. Select configuration
4. Choose gemstone
5. Give ring size
6. Ask about engraving

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Men's and Women's Official Postal Service Rings can be ordered directly through Postal Products Unlimited, Inc.™ on an individual basis with personal Mastercard or Visa credit cards. U.S. Postal Service Licensing has reviewed and endorsed these rings for sale to all U.S. Postal Service employees. Orders should be placed with Customer Service at 800-229-4500. Please provide style and size of ring when calling and pay with a personal credit card. Rings ship in a maximum of 8 weeks after receipt of order, come with a lifetime warranty on resizing and stone flaws, and have a 100% money back guarantee within 30 days of receipt of ring – ask for details.



**Other job titles and programs can appear on the top of the ring if enough interest warrants it. Call for more information.**

**Postal Products Unlimited, Inc.™ 500 W. Oklahoma Ave. Milwaukee, WI 53207-2649**  
**Toll Free Telephone: 800-229-4500 Toll Free Fax: 800-570-0007**

**Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.**

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.