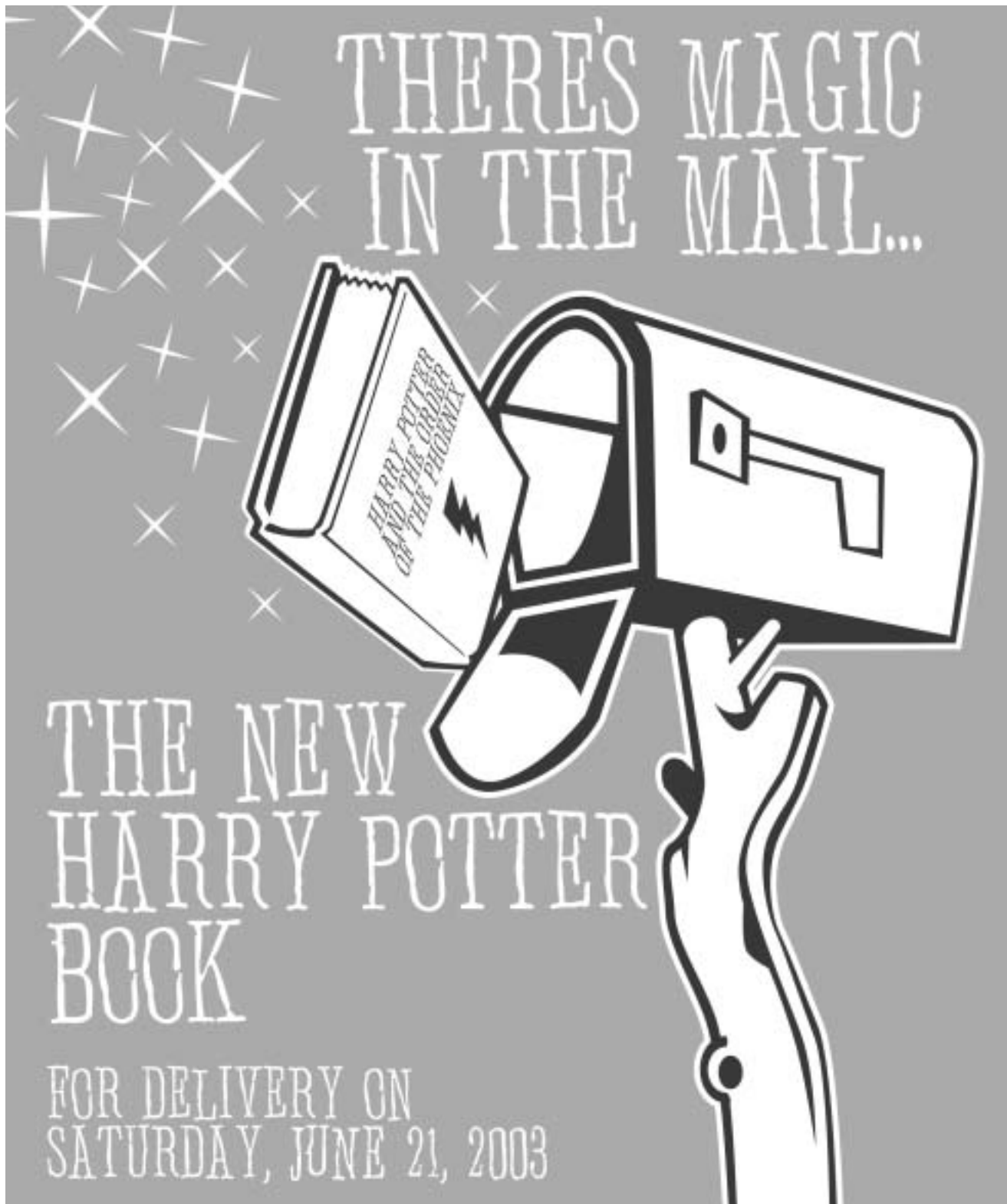


POSTAL BULLETIN

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PB 22104, June 12, 2003



**UNITED STATES
POSTAL SERVICE®**

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

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



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

PB 22104: 7690-05-000-5973	PB 22096: 7690-05-000-5965	PB 22089: 7690-05-000-4854	PB 22082: 7690-05-000-4847
PB 22103: 7690-05-000-5972	PB 22095: 7690-05-000-5964	PB 22088: 7690-05-000-4853	PB 22081: 7690-05-000-4846
PB 22102: 7690-05-000-5971	PB 22094: 7690-05-000-4859	PB 22087: 7690-05-000-4852	PB 22080: 7690-05-000-4845
PB 22101: 7690-05-000-5970	PB 22093: 7690-05-000-4858	PB 22086: 7690-05-000-4851	PB 22079: 7690-05-000-4844
PB 22100: 7690-05-000-5969	PB 22092: 7690-05-000-4857	PB 22085: 7690-05-000-4850	PB 22078: 7690-05-000-4843
PB 22099: 7690-05-000-5968	PB 22091: 7690-05-000-4856	PB 22084: 7690-05-000-4849	PB 22077: 7690-05-000-4842
PB 22098: 7690-05-000-5967	PB 22090: 7690-05-000-4855	PB 22083: 7690-05-000-4848	PB 22076: 7690-05-000-4841

USPSNEWS@WORK

Wild about Harry: USPS will help Amazon.com deliver new Harry Potter book

Talk about a magical mail moment! On June 21, hundreds of thousands of muggles (ordinary humans of the non-wizard variety) across America will be anxiously eyeing their mailboxes for the arrival of the newest Harry Potter book. And it will be our job to deliver as promised.

With less than two weeks to go before *Harry Potter and the Order of the Phoenix* is released to the public, Amazon.com says it already has received more than one million orders for the book worldwide. More than a half million copies were ordered in just four months on www.amazon.com.

Amazon.com predicts that delivery of the book on June 21 will be the largest e-commerce fulfillment event in history, and it picked the Postal Service™ to deliver most of its advance orders.

Here's the bottom line: Hundreds of thousands of Postal Service customers are depending on us to deliver as promised. It's about accurate delivery. It's about on-time delivery. The book hits mailboxes on June 21 — not a day earlier, not a day later. Let's show consumers, businesses and readers of hard-copy communications that there really is magic in the mail.

PMG before Commission: Potter says status quo won't do, urges changes at a reasonable pace

Despite signs of progress and positive change, the Postal Service faces daunting challenges in the years to come, and action must be taken now to create a new business model that will strengthen America's mail system, PMG Jack Potter told the President's Commission on the U.S. Postal Service.

Potter's testimony in Washington came two months before the panel will deliver its recommendations on the future of the Postal Service to the president. "The status quo won't do," Potter said. "To serve America, to maintain universal service, the Postal Service has to change. It has to modernize with a vision of what America needs not just today, but 10 to 15 years from now."

Potter said USPS is doing all it can within current law, guided by its *Transformation Plan*. "Postal employees throughout the country have stepped up to better serve America," he told the commission. Service performance is at record-high levels. Productivity continues to rise. USPS has long-term contracts in place with its major unions. USPS is focused on its core mission of providing high levels of service at affordable rates.

But, for the first time in its history, he noted, USPS has experienced two straight years of significant decline in First-Class Mail® volume, a primary source of revenue. The weak economy has had an impact, he said, but the diversion of First-Class Mail volume to the Internet and to lower-cost, lower-yield mail products is real. "This shift calls into question the main building block of our business model," Potter said.

Changes are necessary, he said, but they must evolve over time and occur at a reasonable pace. "Creating chaos will not work," he said. "The changeover from the Post Office Department to the U.S. Postal Service in the early 1970s created a period of chaos."

Potter told the commission that the Postal Service has priorities when it comes to short-term changes in the law. They are pricing flexibility, the ability to retain earnings — setting aside the break-even mandate, a labor negotiation process that includes the issue of benefits and relies on mediation-arbitration, and flexibility to implement infrastructure changes — including the numbers and locations of Post Offices™ and processing plants, and changes in transportation networks.

Beyond these recommendations, options could include changes to delivery standards. "Personally, I believe there will come a time when demand will allow for relaxation of the six-day requirement, but not on my watch," he said.

Potter urged commission members to consider those recommendations and changes that are in the best interest of the nation and the American people.

"Today, the United States Postal Service is in a race for its future," he said. "It's a race to bring about change, not for the sake of change, but to enable Americans to always have a fundamental, universal, hard-copy means of communicating."

Read the full text of the PMG's comments from May 29, 2003, at: <http://www.usps.com/communications/news/press/welcome.htm>.

Stamp of approval: Postal Service Governors approve precedent-setting agreement

In a precedent-setting move, the Postal Service Governors have approved the three-year experimental Negotiated Service Agreement (NSA) between the Postal Service and Capital One. NSAs give business mailers a mechanism for customized rates and services that address

USPSNEWS@WORK

unique mailing needs and encourage cost-efficient behavior.

The Capital One NSA extends discounts when First-Class Mail volume exceeds 1.225 billion pieces annually. As part of the agreement, the Postal Service will return undeliverable mail data electronically to Capital One.

"Pricing innovations like NSAs will help the Postal Service preserve universal mail service," said Pricing and Classification Vice President Stephen Kearney.

Prior to the Governors' decision, the Capital One NSA was examined during eight months of open litigation before the Postal Rate Commission.

Revenue, First-Class Mail volume down: Still, '03 net income could be over plan

Postal Service revenue for quarter 3 was \$483 million below plan due to stagnant mail volumes, CFO Richard Strasser told the Board of Governors at its monthly meeting. Expenses were \$15.824 billion, \$370 million under plan. Net income for the quarter was \$224 million, \$112 million under plan.

Year-to-date figures show revenues at \$48.8 billion, \$1.07 billion under plan, while expenses were \$1.44 billion under plan, at \$46.9 billion, leaving a net income of \$1.879 billion, \$373 million over plan. The financial performance doesn't include the effects of the recently enacted Postal Civil Service Retirement System (CSRS) Funding Reform Act of 2003.

For the second quarter in a row, there was no total mail volume growth. First-Class Mail volume declined 2.4%, down 566 million pieces from last year. Standard Mail volume increased by 3.2% — less than the 3.5% growth forecast.

Cumulative workhour reductions for the year are 43 million. Career employee complement was reduced by over 16,000 positions to 736,000.

In his outlook for the end of the fiscal year, Strasser projected that revenues and volumes wouldn't meet plan. But he said that with continued stringent expense reductions, net income for the year — excluding the effect of the CSRS funding change — would be over the planned \$600 million.

Happy birthday! Click-N-Ship is a one-year-old success story

One-year-old Click-N-Ship™ is going — and growing — strong. The online shipping solution contributes millions of dollars to the Postal Service's bottom line, and increasing numbers of customers give it raves for its ease and convenience.

Located at www.usps.com, Click-N-Ship allows customers to prepare and print shipping labels — with or without postage — online. The number of labels printed so far totals more than 4.6 million. Online postage revenue is more than \$10 million.

And, Click-N-Ship keeps racking up records. On the Tuesday following Memorial Day, the Web-based service registered 16,400 labels printed with postage — a record high. The percentage of labels printed with postage at the site is now 44%, compared to 26% at its launch last year.

Keep spreading the word. Pocket cards were sent to all Post Offices, stations and branches to help sales associates and carriers let customers know about Click-N-Ship. It's a transformation success story — increasing access to postal products and services in a way that makes them easier to use and more convenient for customers.

You've got mail: Track & Confirm offers e-mail notification options for package customers

"Your package has been delivered by USPS." That's the e-mail message USPS package customers could be receiving starting tomorrow when they use the Track & Confirm Web site on www.usps.com.

Track & Confirm customers will have two e-mail notification options. They can request an e-mail for their package's current or future delivery status. Customers also can include up to three e-mail addresses in either request.

E-mail notification is available for Express Mail®, Delivery Confirmation™, Signature Confirmation™, Certified Mail™ and Registered Mail™ services.

"The addition of these e-mail options supports the *Transformation Plan* by using technology to enhance our products," says Product Development Vice President Nick Barranca. "These choices will set a new benchmark in our package delivery."

And talk about improved value — the notification option provides better service for customers and lowers costs for USPS by eliminating repeat visits to our Web site or calls to our toll-free number.

Testing postponed

The 30-day test of the Biohazard Detection System (BDS) at 14 Postal Service facilities is being postponed. The test was originally scheduled to begin on June 2. The postponement is providing a better opportunity for development of guidelines addressing local emergency and public health responses at each location. BDS has been installed on an Advanced Facer Cancellor System at the 14 sites and is ready for use.

USPSNEWS@WORK

Award-winning

USPS.com received the 2003 E-Gov Explorer Award for its innovative delivery of electronic government services. "More and more customers are using our Web site to ship packages and create mailings," said USPS.com Manager Jane Langdon. "Customers can print shipping labels with postage, get ZIP Codes and design mailings, to name just a few." USPS.com received the award June 10 in Washington, DC.

Fly like an eagle

The Postal Service will issue the nondenominated *American Eagle* stamp on June 26 in Santa Clara, CA. Valued at 25 cents, the stamp will be used for presorted First-Class Mail service. It will be sold in pressure-sensitive adhesive coils of 10,000 stamps featuring 10 versions of the eagle — in gold, green, blue, red and gray — against different background colors. The stamp will be available nationwide June 27.

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@usps.gov or call 202-268-5776 (if you reach a recording, be sure to leave a message with your name, telephone number, and ZIP Code). 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; 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 started publishing this article in early April, asking you to let us know if we can reduce or eliminate your subscriptions. In just 2 months, many of you have responded, and together we have reduced the total number of printed copies by 3,600!

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, 6-12-03*

Accidents Don't Just Happen.

Park Safely



Safety Depends on Me.



Administrative Services

Directives and Forms Update

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

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

WWW = USPS Web page = www.usps.com.

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

F3 = F3 Fill Software.

New Directives

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 7-S	4/2003	Rules and Regulations Governing Conduct on Postal Property	8 1/2 x 11	N/A	Each	DD	IWEB	N/A
POS 37	8/2002	Keep the Mail Safe	24 x 36	7690-05-000-4804	Each	RET	MDC	N/A
POS 37-S	8/2002	Keep the Mail Safe	18 x 24	7690-05-000-5499	Each	RET	MDC	N/A
POS 143	2/2003	This is Serious Business	16 x 20	7690-05-000-5963		DD	MDC/ IWEB	N/A

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 154		1/2003	Get Stamps on the Go	7690-07-000-7014	N/A	MKT	HQO	HQO
PUB 363		4/2003	Updating Address Lists Is a Smart Move	7610-07-000-7125	N/A	MKT	MDCIWB	MDCWEB

Revised Directives

Labels

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 33-S	4/2003	Warning: Penalty for Damage to Mailboxes and Theft of Mail	4 1/2 x 4 3/8	7690-04-000-6873	Each	IS	MDC	N/A

Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 69-B	3/2003	Neighborhood Delivery and Collection Box	5 x 7	7610-03-000-9185	Each	DR	MDC	N/A

Publications

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 51		4/2003	International Postal Rates and Fees	7610-01-000-9815	MAN/IMM	PR/CLASS	MDC	MDC
PUB 281		5/1/2003	Consumer Fraud by Phone or Mail, Know How to Protect Yourself	7610-02-000-9388	N/A	IS	MDC	MDC
PUB 512		4/2003	Women on Stamps	7610-03-000-9294	N/A	DD	MDC	MDC
PUB 241		4/2003	"A Diversified Team" USPS Diversity Brochure	7610-05-000-5590	N/A	DD	MDCIWB	MDCWEB

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 8230	05/2003	05/2003	Authorization for Payment	7530-07-000-7117	PS	Sheet	FIN	MDC	N/A
PS 8231	05/2003	05/2003	Vendor Payment 1099 Reporting Form	7530-07-000-7118	PS	Sheet	FIN	MDC	N/A
PS 3930	05/2003	05/2003	Operations Analysis	7530-02-000-9035	PO	Sheet	D&R	MDCIWB	N/A
PS 3922	5/2003	5/2003	Customer Services Volume Recording Worksheet	7530-02-000-9126	PO	Sheet	D&R	MDCIWB	N/A
PS 3921	5/2003	5/2003	Volume Recording Worksheet	7530-02-000-9125	PO	Sheet	PO	MDCIWB	N/A

Obsolete Directives*Management Instructions*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI DM-940-92-2	3/02/92	Computerized Delivery Sequence (CDS) File	7610-02-000-7479	NO	HQO	HQO

Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source
MOP IT-11-02-2001	11/02/2001	Computer Use	IT	BLUE

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 4266	9/2002	Buy Stamps Here	24 x 36	7690-05-000-4266	Each	MKT	MDC	N/A

Obsolete Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 4942	7/1/79	7/01/79	Area Maintenance Office A/P Report	7530-02-000-9398	CA	ST	ENG	MDC	N/A

— Policies and Procedures Information,
Public Affairs and Communications, 6-12-03

HANDBOOK REVISION

Handbook AS-816, OpenVMS Security

We have revised Handbook AS-816, *OpenVMS Security*, to bring selected topics into alignment with current Postal Service™ information security requirements. We will incorporate these revisions into the online version of this handbook, which is available on the Postal Service's PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

Handbook AS-816, OpenVMS Security

1 Introduction

* * * * *

12 Purpose

[Revise third sentence to read as follows:]

It presents the OpenVMS requirements that are necessary to comply with Postal Service corporate security requirements as described in Handbook AS-805, *Information Security*, and to demonstrate the proper use of available security features on Postal Service field OpenVMS operating systems.

* * * * *

2 Account Guidelines

* * * * *

22 Account Types

* * * * *

225 Captive Accounts

* * * * *

225.3 Creation

[Replace fourth and fifth sentences with the following text:]

***If spawning of processes is required by the product or application, then sufficient business justification should be documented and approved by making a request in eAccess.

* * * * *

226 Open Accounts

[Replace the first paragraph with the following text:]

An open account, also known as a shared account, is a special type of nonprivileged account that has either no password or a well-publicized username and password. These accounts typically are special-purpose accounts designed to perform specific tasks on a system. Because the account is shared, there is no way of knowing who may actually be using the account. Open accounts should not be used in normal Postal Service applications. If an open account is deemed necessary, an exception must be granted

by the Corporate Information Security Office (CISO). Open accounts must be captive in nature and be restricted in the number of DCL commands that users can execute from the account.

Establishment of open accounts must meet the following criteria:

- Shared accounts must be placed under management control.
- The requesting manager is responsible for the use of shared accounts.
- The requesting manager must control access to the password.
- If accountability is required, the use of this account must be logged.

* * * * *

3 Password Guidelines

* * * * *

32 Password Protection

321 Password Phrase

[Under item h, replace items 2 and 3 with the following text:]

- Users must not use their logon ID as their password.
- Users must not use passwords that are proper names. The term "proper name" is meant to include any names of employees or their immediate family, account names, node names, product names, company-specific terms, or sports teams.
- Users must not use all the same characters or digits or other commonly used or guessed formats.
- System administrators may enable password dictionary checking when that feature is available (versions of VMS 5.2 and later).

[Reletter current items i and j as new items j and k.]

[Add new item i to read as follows:]

- Use at least one character from each of the following:
 - Uppercase letters (A–Z).
 - Lowercase letters (a–z).
 - Numbers (0–9).

* * * * *

323 Password Lifetime

[Revise item b to read as follows:]

- The maximum password lifetime for all nonprivileged accounts is 180 days.

* * * * *

326 Risks From Hard-Coded Passwords

[Revise item d to read as follows:]

- d. Delete from the system or recode any files found containing hard-coded passwords and fill out a PS Form 1360, *Information Security Incident Report*.

* * * * *

327 Dial-in Passwords

[Under item g, revise item 2 to read as follows:]

2. A significant number of voluntary employee terminations have occurred, and some of the terminated employees knew both dial-in telephone numbers and the dial-in passwords.

* * * * *

33 Password Distribution

* * * * *

332 Procedures**332.1 Requesting User Accounts**

[Revise text to read as follows:]

All user accounts for any Postal Service OpenVMS system must be requested using eAccess. OpenVMS system administrators may create a user account only after receiving an eAccess request.

* * * * *

332.2 Distributing Passwords

[Under item b, revise items 1 and 2 to read as follows:]

1. Call the number listed on the request and ask for the user. In almost all cases, the user should be at the number listed on the request. An exception could be a new employee or contractor that may not be located at the number listed on the request.
2. Ask the user for the last four digits of his or her social security number. The answer should match what is contained on the user's request.

* * * * *

332.3 Requesting New Passwords

[Revise the list following the second paragraph to read as follows:]

- a. The system administrator will verify that the caller has a valid eAccess record and that the account is properly set up according to the privileges or limitations authorized on the eAccess record.
- b. Under no circumstances should passwords be distributed electronically via computer mail or any other form of electronic memo.

- c. If the caller is not known, or the caller's voice is not recognized, prompt the caller for the following information:

1. The user's name and telephone number. These should match what is contained on the eAccess record.
2. The last four digits of the user's social security number. This should match what is contained on the user's eAccess record.
3. The caller's manager's name and telephone number. Contact the manager when the user's name or telephone number from the eAccess record does not match the information given by the caller.

- d. The requesting user must provide the same employee number and location code as obtained from the eAccess record. If the requesting user cannot provide the system administrator with the correct information, the system administrator must not give out a new password.

- e. Once convinced of the caller's identity, the system administrator may change the password on the user's account and verbally communicate the new password over the telephone.

- f. If not satisfied with the information supplied, the system administrator can request that the employee either come into the information systems service center (when feasible) or have the employee's manager contact the system administrator, who will use the same question-and-answer technique when talking to the employee's manager.

- g. If the system administrator determines that an unauthorized person made the request for a new password, the system administrator must fill out a PS Form 1360, *Information Security Incident Report*.

* * * * *

4 Auditing Guidelines

* * * * *

42 Security Logs**421 Description**

[Revise the final sentence of the second paragraph to read as follows:]

***System auditing and security event-logging features must never be disabled unless a formal authorization has been received from the manager, CISO.

* * * * *

423 Handling, Protecting, and Auditing Access

[Revise text to read as follows:]

Security logs must be protected under the information security policies defined in Handbook AS-805, *Information Security*. It is considered a security violation if any of these security logs are improperly handled. Tampering with security logs or the reports generated from security logs is a major violation that must be reported to the Computer Incident Response Team (CIRT). System administrators must adhere to the following when handling, protecting, and auditing access to security logs:

- a. Access to auditing programs and security logs should be restricted to authorized personnel.
- b. Security logs will be saved at regular intervals by closing and immediately reopening the log file (rolling over). The retention period for security logs is 1 year or as directed by the Postal Service Records Office.
- c. Once a security log file has been successfully rolled over and backed up, it may be deleted.
- d. Access to system security logs must be auditable. If the operating system does not provide an alarm mechanism (SET AUDIT/AUTHORIZE for SYSUAF) when a file containing sensitive information is accessed, an ACL with a security ACE must be placed on the security log. At a minimum, this alarm must occur whenever the file is accessed by a nonsystem process.
- e. All security audits and alarms contained within SECURITY.AUDIT\$JOURNAL must be protected under the information security policies defined in Handbook AS-805, *Information Security*. Access to this file and any reports generated from it should be available only to authorized personnel.

* * * * *

43 Auditing

* * * * *

433 Audit Reports

* * * * *

433.2 Exception Reports

[Delete the second sentence of the first paragraph.]

* * * * *

[Revise item c to read as follows:]

- c. When the system administrator is not the IS manager, the system administrator will report all significant anomalies to the IS manager. The IS manager will be responsible for determining whether the anomalies

represent a security breach that should be reported to the CIRT.

* * * * *

434 Protecting the Audit Trail

[Delete the last sentence of the first paragraph.]

* * * * *

44 Security Monitoring

441 Events

[Revise the final sentence of the first paragraph to read as follows:]

***However, because alarms must be protected, this file can be located in another directory for more protection.

* * * * *

443 Security Operator Terminal

[Revise the second sentence of the first paragraph to read as follows:]

***Because security alarms must be protected, the hardcopy terminal should be located in a restricted-access area.

* * * * *

445 Escalation Reporting

[Revise the first paragraph to read as follows:]

It is the responsibility of the IS manager to determine which security-related events require elevation to the CIRT. In any case, the IS manager is required to report the following events to the CIRT:

* * * * *

446 Responding to Security Events

[Revise the first sentence of the first paragraph to read as follows:]

Security-related escalation and reporting procedures are defined in Handbook AS-805 and must be adhered to by local IS managers and system administrators.***

[Delete the second paragraph.]

* * * * *

46 Backup and Recovery

[Revise the second bulleted list item to read as follows:]

- For disaster recovery purposes, backup procedures for critical information resources must make some provision for periodically storing a full set of system backups at a remote site. It is recommended that business-controlled criticality information resources also consider storing backups at a remote site.

* * * * *

47 Offsite Tape Storage

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

***Storage should be physically offsite, in a facility sufficiently removed not to be subject to the same threats as the primary site.

5 Data Protection Guidelines

* * * *

52 Disk Volume Labeling Conventions

[Revise the first sentence of the second paragraph to read as follows:]

Volume labeling conventions used at individual Postal Service sites should ensure that they do not openly indicate where sensitive information is being stored.***

* * * *

53 Ownership and Protection

* * * *

533 System Disk Directories and Files

* * * *

533.2 Critical Files

[Under item c, revise item 1 to read as follows:]

1. Because the data's owner (guardian) can reset access-protection codes, sensitive, business-controlled sensitivity, critical, or business-controlled criticality information should be owned by trusted users or trusted processes (system processes.)

* * * *

59 Disk Scavenging

* * * *

592 Security Risk

[Revise the first sentence to read as follows:]

Scavenging causes a severe security risk because the previously allocated disk space may have contained sensitive or business-controlled sensitivity information, which under normal operating conditions would have been properly protected by the operating system.***

* * * *

594 Prevention

[Revise the second sentence of the first paragraph to read as follows:]

Any disk containing information that includes sensitive or business-controlled sensitivity data should set the files to ERASE_ON_DELETE.

[Revise the last sentence of the first paragraph in item a to read as follows:]

***This is a highly recommended method of protecting sensitive and business-controlled sensitivity information.

* * * *

[Revise the last sentence of the third paragraph in item c to read as follows:]

***This would erase batch log files, temporary files, and reports and is far more performance-wasteful than just affecting the specific sensitive or business-controlled sensitivity files.

* * * *

[Revise the first sentence of the first paragraph in item e to read as follows:]

Before reusing any media (disk or tape) containing sensitive or business-controlled sensitivity information, the media should be installed using the /ERASE qualifier.***

* * * *

6 Network Guidelines

* * * *

64 The PROXY Parameter

* * * *

645 Proxy Access

* * * *

645.3 Database Entries

[Under item d, revise the first sentence of item 2 to read as follows:]

Proxies to privileged accounts are permitted only when the proxy entry is from a trusted user on a trusted Postal Service node and an eAccess request has been approved for the proxy account stating the proxy requirement and account privileges.***

* * * *

65 Network Objects

* * * *

659 Privileged and Nonprivileged

[Revise the first sentence to read as follows:]

The following guidelines must be observed by the node-level default network accounts, referred to as the nonprivileged and privileged DECNet accounts (any exceptions to these requirements must be processed via eAccess):

* * * *

66 Other Network Considerations

661 Database Files

[Revise the first sentence to read as follows:]

All network databases contain sensitive or business-controlled sensitivity information and should be protected against unauthorized access.***

* * * *

667 Non-DECNet Protocols and Products

[Revise the third sentence to read as follows:]

It is the responsibility of Information Technology and system administrators to ensure that any additional mechanisms allowing network communications be secured before use.

* * * *

8 System Access Guidelines

81 Issuing Accounts

811 General

[Revise the first sentence to read as follows:]

Users who require an account on any Postal Service OpenVMS computer are required to adhere to all policies outlined in Handbook AS-805, *Information Security*.***

* * * *

812 User Accounts

[Revise item b to read as follows:]

- b. Each account must be owned by its original owner. Accounts cannot be transferred to another owner without a new eAccess request. The system administrator will reset the password before transferring an account.

* * * *

[Revise item d to read as follows:]

- d. A site's system manager may set up the user's account only after receiving an eAccess request containing the proper authorization signatures.

[Delete items e and f.]

* * * *

82 Revoking Accounts

821 Responsibilities

* * * *

821.2 Site IS Manager

[Revise text to read as follows:]

It is the site IS manager's responsibility to evaluate the violations and report any legitimate security breaches to the CIRT.

[Revise heading and text to read as follows:]

821.3 Computer Incident Response Team

It is the responsibility of the Computer Incident Response Team to review any security violations reported by a site and to decide what action, if any, to take. The CIRT has the right to instruct a site's system administrator to disable an account in question or place any necessary restrictions on the operations of an OpenVMS system that the CIRT deems appropriate.

822 Employee Terminations

822.1 All Accounts

[Delete item a. Reletter current items b through d as new items a through c.]

[Under new item a, revise item 2 to read as follows:]

2. If it is found that the account has had an interactive or noninteractive login since that date, the system administrator must notify the CIRT, which will determine what actions should be taken.

* * * *

84 System Announcements

[Revise text to read as follows:]

Proper system announcements must be used on all Postal Service OpenVMS systems. For all system announcements, care must be taken not to disclose where sensitive or business-controlled sensitivity information is stored or to provide information to circumvent or undermine a system's security. Guidelines for system announcements follow:

SYS\$ANNOUNCE

The logical name SYS\$ANNOUNCE, when it has been defined, can be used to point to a file containing a system announcement. The announcement is displayed by an OpenVMS system prior to a subject being authenticated (interactive login) when initial access to the system occurs.

This announcement should clearly state that unauthorized access is prohibited and that violators will be prosecuted. In addition, the system announcement should not reveal any information about location, type, operating system, or system usage. This type of information should be disclosed only after users properly authenticate themselves. See Handbook AS-805 for a sample warning banner.

SYS\$WELCOME

The logical name SYS\$WELCOME, when it has been defined, can be used to point to a file containing a post-login system announcement. The announcement is displayed by an OpenVMS system on a subject's input device (user's terminal) immediately after the subject has been successfully authenticated.

Information such as node name, company name, and system type can be displayed at this time. However, system usage and other security information should not be displayed.

85 Securing System Access

[Revise the third sentence of the second paragraph of item b to read as follows:]

- b. ***Monitoring programs should either automatically lock or log out a terminal after 15 minutes.

* * * *

9 Physical Security Guidelines

91 Introduction

* * * *

913 Theft

[Revise the final sentence of the first paragraph to read as follows:]

***Loss of equipment or information could cause serious disruptions in operations, denial of service, and disclosure of sensitive or business-controlled sensitivity information.

* * * *

92 Physical Area Security

* * * *

923 Responsibilities

923.1 Open Office Areas

923.11 Managers and Supervisors

[Revise text to read as follows:]

To protect company assets in open office areas, individual managers and supervisors are responsible for administering compliance as follows:

- Providing secure waste containers for the disposal of sensitive or business-controlled sensitivity information.
- Ensuring that all personnel who report to them are properly instructed on how to handle and dispose of sensitive or business-controlled sensitivity documents.
- Ensuring that all desks and filing cabinets are locked when not in use or when left unattended.
- Providing any additional physical security containers, such as combination safes, which might be mandated to protect devices holding sensitive, business-controlled sensitivity, critical, or business-controlled criticality information.

* * * *

[Revise title and text to read as follows:]

923.2 Controlled Areas

The presence of expensive equipment; sensitive, business-controlled sensitivity, critical, or business-controlled criticality information; and the activity of certain employees are crucial to the success of a business and may require extra levels of protection. Any of these conditions can require the use of controlled areas, which must have some form of secure access to protect their entrances. Doors may be opened by lock and key, card-key technology, cipher, or combination locks.

Depending on the purpose of the controlled area, access may need to be audited either electronically or manually (sign-in sheets). All electronic technology equipment used to protect these controlled areas must be housed in a secure area. For example, if some form of card-key technology is being used, all hardcopy printers, keyboards, and terminals used to control the technology must themselves be secured in their own secure area. Normally, this is a locked room.

* * * *

923.3 Physical Access

923.31 IS Managers

[Revise the second bulleted list item to read as follows:]

- Ensure that all equipment, such as line printers, terminals, and modems, where sensitive or business-controlled sensitivity information could be printed, transmitted, or displayed is handled appropriately.

* * * *

923.4 Employee Terminations

[Revise text to read as follows:]

When an employee is terminated from a position having access to sensitive or business-controlled sensitivity information, the district IS manager or physical security officer at a support service center should ensure the following tasks are performed to ensure that Postal Service office areas remain secure:

- a. Securing office areas where electronic workstations reside to preclude the use of electronic workstations to access the Postal Service LAN or other electronic technologies containing sensitive or business-controlled sensitivity information.
- b. Changing as soon as possible the combination locks to all doors protecting controlled areas to which the terminated person had access.
- c. Changing as soon as possible the locks to all office doors to which the terminated person had a key. This includes controlled office areas that are secured 7

days a week, as well as open office areas that might be locked only on weekends.

- d. Retrieving all keys to office doors that were issued to the terminated employee. Since there is always the possibility of duplicating a key, the locks to all offices involved must be changed even when the key has been returned.
- e. Retrieving all electronic access cards (cardkeys and smartcards) that may have been issued to the terminated employee. If a cardkey protecting a controlled area is not returned, that cardkey should be disabled.
- f. Retrieving all keys to office cabinets and desks that were issued to the terminated employee. If the terminated person will no longer have physical access to the area where the cabinets and desks are kept, there is no need to change their locks.

93 Media Transmission Security

[Revise title and text to read as follows:]

931 Sensitive or Business-Controlled Sensitivity Information

Transmission of information between electronic technologies over communications equipment should always occur in a secure manner, especially when sensitive or business-controlled sensitivity information is being transmitted.

[Revise title and text to read as follows:]

932 Access to Sensitive or Business-Controlled Sensitivity Material

Access to sensitive or business-controlled sensitivity information should be restricted. Any users having access to sensitive or business-controlled sensitivity information should be aware of its sensitivity before obtaining access to it. This should be controlled by requiring users to read and sign a document explaining all Postal Service procedures for accessing and handling sensitive or business-controlled sensitivity material.

* * * * *

94 Media Storage

941 Tracking and Sensitivity

[Revise the first sentence of the first paragraph to read as follows:]

Any sensitive or business-controlled sensitivity information that is stored on any form of output media must be tracked and secured.***

* * * * *

942 Printed Reports

[Revise text to read as follows:]

Sensitive or business-controlled sensitivity information is to be treated according to Postal Service corporate information security policies. Any groups handling sensitive or business-controlled sensitivity reports must be aware of the corporate policies and procedures regarding access and protection of this data. Recipients of sensitive or business-controlled sensitivity reports should regularly ensure that the information is distributed accurately and securely. Reports containing sensitive or business-controlled sensitivity information must be labeled "Restricted Information."

943 Magnetic Tapes

[Revise the last sentence to read as follows:]

***Tapes containing sensitive or business-controlled sensitivity information must be kept physically secured in an approved storage container or vault. Backup tapes containing critical or business-controlled criticality information must be stored in a location sufficiently removed from the primary site so as not to be subject to the same threats.

* * * * *

95 Disposal of Data and Media

951 Responsibilities

* * * * *

951.2 Postal Inspectors

[Revise the third bulleted item to read as follows:]

- Enforce all rules pertaining to access to sensitive or business-controlled sensitivity information.

952 Printouts

952.1 Responsibilities

[Revise the second paragraph to read as follows:]

Postal inspectors are also responsible for ensuring that all users are aware of and receive the proper training on how to handle sensitive or business-controlled sensitivity data before being given access to it.

952.2 Handling, Labeling, and Disposal

[Revise text to read as follows:]

It is the responsibility for each user to ensure that any sensitive or business-controlled sensitivity data he or she prints is properly labeled as "Restricted Information." Users are required to follow the appropriate procedures for handling and disposing of all printouts containing "Restricted Information" labels. Printouts or other forms of paper output containing "Restricted Information" collected for disposal must be shredded or incinerated under the direct observation of designated responsible individuals.

953 Magnetic Tapes

953.1 General Purpose Reuse

[Revise the first sentence to read as follows:]

Magnetic tapes used to contain sensitive or business-controlled sensitivity information can be reused by general users or made available for general storage purposes only after being properly sanitized.***

* * * * *

953.2 Reuse for Nonsensitive Information

[Revise the first paragraph to read as follows:]

Magnetic tapes that contain sensitive or business-controlled sensitivity data must be properly retired before being reused to store nonsensitive information. In most cases, this requires physically destroying any sensitive or business-controlled sensitivity information by writing over it. Magnetic tapes containing sensitive or business-controlled sensitivity information can be reused by initializing the tape using the DCL command INITIALIZE along with the /ERASE qualifier and then recording the new information.

* * * * *

954 Magnetic Disks

[Revise the third sentence of the first paragraph to read as follows:]

Disks used to contain sensitive or business-controlled sensitivity information can be reused by general users or made available for general storage purposes only after being properly sanitized.

[Revise the second bulleted item to read as follows:]

- If the disks contained sensitive or business-controlled sensitivity information at any time, they must be reinitialized using the DCL command INITIALIZE with the /ERASE qualifier.

* * * * *

Appendix B: Glossary

* * * * *

[Revise the entry for "Classification" to read as follows:]

Classification — Classification is a sensitivity or criticality level assigned to information in document or electronic form as an indicator of the information's value. Procedures surrounding the handling of sensitive, business-controlled sensitivity, critical, or business-controlled criticality information are usually made by the information's originator, owner, or guardian.

* * * * *

[Revise the entry for "Disclosure" to read as follows:]

Disclosure — Revealing sensitive or business-controlled sensitivity information to an unauthorized source.

* * * * *

[Revise the entry for "Sensitive Information" to read as follows:]

Sensitive information — Proprietary, personal, or any other information that requires special handling to protect or withhold it from unauthorized access.

* * * * *

[Delete next to last sentence for the "Virus" entry.]

[Delete last sentence for the "Worm" entry.]

* * * * *

— Corporate Information Security Office,
Information Technology, 6-12-03

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
Billy Graham Letter	Standard/Letter	6/16/03–6/27/03	1.2	Nationwide	Barcoded, Basic, 3/5-Digit	Minneapolis, MN
JCP Super Saturday	Standard/Letter	6/17/03–6/19/03	15.7	Nationwide	Car-Rt	Harte-Hanks
JCP Best of Season	Standard/Catalog	6/20/03–6/23/03	2.3	Nationwide	Car-Rt	Quebecorworld
JCP Big & Tall Men	Standard/Catalog	6/20/03–6/23/03	2.7	Nationwide	Car-Rt	Quebecorworld
The Sportsman's Guide — July Main	Standard/Catalog	6/23/03–6/27/03	1.2	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Martinsburg, WV
Seventh Avenue	Standard/Letter	6/24/03–6/27/03	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Wallace, Buffalo, NY
Decision Magazine	Standard/Flat	6/24/03–6/30/03	1.1	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Minneapolis, MN
JCP Red Hot Deals	Standard/Postcard	6/26/03–6/28/03	4.0	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration,
Service and Market Development, 6-12-03

Domestic Mail

DMM REVISION

Computer-Prepared Material Mailed at Standard Mail Rates

Effective June 12, 2003, *Domestic Mail Manual* (DMM) E610.2.3 is revised to clarify the eligibility standards for Standard Mail items. The revision codifies longstanding Postal Service™ policy in the DMM in response to mailer requests for additional guidance.

Currently, computer-prepared material is considered printed matter. Such material is not considered to have the character of actual and personal correspondence, and therefore is not required to be mailed as First-Class Mail® items or Express Mail® items, merely because it contains (a) specific information about a product offered for sale or lease (e.g., size, color, price) or a service being offered (e.g., the name, address, and telephone number of a company representative); (b) information relating the addressee directly to an advertised product or service; or (c) information such as the amount paid for a previous purchase, pledge, or donation, when associated with a sales promotion or solicitation for donations.

The revised standards allow certain *advertising* matter (i.e., mail offering products or services for purchase) to be sent as Standard Mail items, even if it contains computer-generated information that may be considered actual and personal information. The revisions to E610.2.3a and 2.3b clarify that the goods or services advertised must be offered for sale or lease.

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				
E610	Basic Standards				
	*	*	*	*	*
2.0	CONTENT				
	*	*	*	*	*

2.3 Computer-Prepared Material

Computer-prepared material is considered printed matter. Such material is not considered to have the character of actual and personal correspondence merely because it contains:

[Revise 2.3, items a and b, to read as follows:]

- Specific information about a product (e.g., size, color, price) or a service being offered for sale or lease (e.g., the name, address, and telephone number of a company representative).
- Information relating the addressee directly to an advertised product or service being offered for sale or lease.

* * * * *

— Mailing Standards,
Pricing and Classification, 6-12-03

DMM REVISION

Drop Shipment of Metered Mail

Drop shipment authorization is required for mailings of presorted metered mail at locations other than the licensing Post Office™. Effective June 12, 2003, *Domestic Mail Manual* (DMM) D072 is revised to clarify that customer applications for drop shipment authorizations for presorted metered mail under Options 1, 2, and 3 are submitted to district managers of business mail entry. Authorizations under Option 4 are submitted to the manager of Business Mailer Support. If an authorized entry of mail (under any

option) no longer reduces Postal Service™ handling or is otherwise detrimental to service, the authorization is revoked by the appropriate manager of business mail entry or by the manager of Business Mailer Support.

Although deposits of metered mail under DMM D072 are called “drop shipments,” the process involves direct entry of mail by the mailer at an authorized site. Therefore, DMM D072 is revised to clarify that mailers must pay the applicable mailing fees and meet all other conditions for presenting

mail for verification and acceptance at the office(s) of entry. Authorizations granted before June 12, 2003, will remain in effect if the mail entered meets the conditions in revised DMM D072.

We will incorporate these revisions 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)

* * * *

D Deposit, Collection, and Delivery

D000 Basic Information

* * * *

D070 Drop Shipment

* * * *

D072 Metered Mail

Summary

[Revise the Summary to read as follows:]

D072 describes the application procedures for mailing metered mail at locations other than the meter licensing office. Four options are presented for depositing this mail.

1.0 BASIC INFORMATION

1.1 GENERAL

* * * *

[Add new item d to read as follows:]

- d. Annual mailing fees, as applicable for the class of mail, must be paid at the office(s) where mailings will be entered, as required under E110.4.0 or E610.6.0.

* * * *

2.0 AUTHORIZATION

2.1 Options 1 and 2

[Revise 2.1 to read as follows:]

Authorizations under Options 1 and 2 in 3.0 and 4.0 are granted to meter license holders. The meter license holder must apply in writing to the district manager of business mail entry whose district includes the licensing Post Office of the meter holder.

2.2 Options 3 and 4

[Revise 2.2 to read as follows:]

Authorization under Option 3 in 5.0 is granted to mailers intending to present mail for other meter license holders (including their own mail, if applicable) at one location other than the licensing office(s), whereas authorization under Option 4 in 6.0 is granted for mailings presented at more

than one location. For authorization under Option 3, the mailer or consolidator must apply in writing to the district manager of business mail entry whose district includes the Post Office(s) where the mailings are verified for presort preparation and payment of postage. Applications under Option 4 must be submitted to the manager, Business Mailer Support.

2.3 Application

[Revise 2.3 to read as follows:]

The application must describe the classes of mail to be deposited and the volume, processing category, frequency of mailing, and requested deposit schedule of each. The application must also state how the mail to be entered meets applicable eligibility and service standards and must identify any third party preparing and presenting the mail. The application must be prepared on the mailer's letterhead and signed by an authorized manager or representative. There is no USPS form for this purpose. Additional information is required for Options 3 and 4. Mailers seeking authorization under Option 4 must contact Business Mailer Support, USPS Headquarters, for guidance (see G043 for address).

2.4 Notification

[Revise 2.4 to read as follows:]

The manager of business mail entry (or the manager, Business Mailer Support, under Option 4) notifies the applicant in writing of approval or conditions of approval, including the drop-shipment (DS) authorization number, or denial.

* * * *

2.7 USPS Authorities

Authorization is revoked by:

[Revise item a to read as follows:]

- a. The manager of business mail entry of the district originally issuing authorization or the manager, Business Mailer Support.

[Delete item b. Reletter existing item c as new item b.]

* * * *

3.0 OPTION 1: DEPOSIT AT P&DC/F

[Revise 3.0 to read as follows:]

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at the local processing and distribution center/facility (P&DC/F) making the initial originating distribution of mail deposited at the Post Office where the meter license is held. Mail must be prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. The mailer may be required to prepare and deposit the mail in an additional manner that best enhances Postal Service handling as specified in the drop shipment authorization. Any such requirements are modified to reflect changes in

the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

4.0 OPTION 2: DEPOSIT AT ANOTHER POST OFFICE

4.1 Eligibility

[Revise 4.1 to read as follows:]

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at a Post Office other than the licensing Post Office or P&DC/F serving the licensing Post Office. Mail must be prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. The mailer may be required to perform additional preparation and meet specific deposit schedules to enhance postal handling. Any such requirements are specified in the drop shipment authorization and may be modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

4.2 Endorsement

[Revise the introductory paragraph of 4.2 to read as follows:]

Each mailpiece deposited under this option must contain an endorsement with the city and state of the entry Post Office, the words "Drop Shipment Authorization" (or the abbreviation "D/S AUTH"), and the unique authorization number issued by the district manager of business mail entry serving the entry Post Office. If the abbreviation "D/S AUTH" is not used, the mailing office ZIP Code may be used instead of the city and state of mailing. The endorsement must be included in digital indicia or placed outside the indicium boundary (under the conditions in P030.9.8) in 8-point or larger type by a computer or mechanical method providing a clear and legible impression. For letter press indicia, the endorsement must appear in the ad plate area. The application and the endorsement format must be approved by the district manager of business mail entry before mail is deposited under this option.

Examples

Full Endorsement — Mailing Office, City, and State
 MAILED AT CHICAGO IL DROP SHIPMENT
 DROP SHIPMENT AUTHORIZATION 48
 AUTHORIZATION 12 MAILED AT YAKIMA WA

Full Endorsement — Mailing Office ZIP Code
 MAILED AT 606 DROP SHIPMENT
 DROP SHIPMENT AUTHORIZATION 48
 AUTHORIZATION 12 MAILED AT 98901

Abbreviated Format

CHICAGO IL	D/S AUTH 48
D/S AUTH 12	YAKIMA WA
*	*

5.0 OPTION 3: CONSOLIDATED DROP SHIPMENT WITH ENDORSEMENT

5.1 General

[Revise 5.1 to read as follows:]

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and present such mailings at one Post Office, subject to the conditions and limitations in 5.0. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under P014.4.0 and P960 must also be met.

* * * *

5.7 Endorsement

[Revise the introductory paragraph of 5.7 to read as follows:]

Each mailpiece deposited under this option must be endorsed with the letters "DS," followed by a unique drop shipment authorization number (issued by the manager of business mail entry of the district in which the mail is entered) and the words "MAILED AT," followed by the 3-digit ZIP Code prefix of the entry Post Office. The endorsement may also include the correct mailing date. (Including this date does not relieve the meter licensee(s) from meeting the standards for correct dating of metered mail.) The endorsement must be printed immediately below the meter stamp or indicium or in the lower left corner of the mailpiece, in 8-point or larger type, by a computer or another mechanical method providing a clear and legible endorsement. The district manager of business mail entry issuing the authorization number must approve the endorsement before drop shipment mailings may be made under this option.

Examples

[Revise the Examples to read as follows:]

DS12 MAILED AT 606 — 04/01/04
 MAILED AT 606 DS12 — 04/01/04
 DS48 MAILED AT 981
 MAILED AT 981 DS48

* * * *

6.0 OPTION 4: CONSOLIDATED DROP SHIPMENT WITHOUT ENDORSEMENT

6.1 General

[Revise 6.1 to read as follows:]

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and consolidate that mail for mailing (entry and deposit) at other entry Post Offices, subject

to the conditions and limitations in 6.0. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under P014.4.0 and P960 must also be met.

* * * * *

— *Mailing Standards,
Pricing and Classification, 6-12-03*

DMM REVISION

Negotiated Service Agreements

Effective June 12, 2003, *Domestic Mail Manual* (DMM) G043 is revised; DMM G091, G092, and G095 are redesignated as G991, G992, and G995, respectively; DMM G900 is redesignated as G090; DMM G910 is added to provide requirements for negotiated service agreements (NSAs) that would be treated as comparable to those that form the basis for experimental mail classifications established in accordance with Chapter 36 of Title 39 of the United States Code. An NSA is an agreement between the Postal Service™ and a single mailer that requires changes to the established rates, fees, or classifications for that mailer only. To establish such changes, the Postal Service must adhere to the process set forth in Chapter 36 of Title 39.

On June 2, 2003, after proceedings before the Postal Rate Commission, and a Recommended Decision by the Commission, the Governors of the Postal Service approved the Commission's recommended experimental changes in the classification, rates, and fees applicable to Capital One, in accordance with the Capital One NSA. Pursuant to 39 U.S.C. § 3625(f), the Board of Governors set September 1, 2003, as the effective date.

During the proceeding before the Postal Rate Commission, the Postal Service provided a substantially final draft of these regulations which projected their appearance in DMM G100. Instead, the regulations will appear in DMM G911.

DMM G911 briefly describes the Capital One NSA and sets forth elements that would identify a comparable agreement with another mailer that could lead to additional experimental classification changes. It also describes general requirements of comparability, factors to be considered in entering into a comparable agreement, data and documentation requirements, as well as other matters. To be effective, each comparable NSA must be established as experimental classifications by decisions of the Board of Governors, the Commission, and the Governors under Chapter 36 of Title 39, and the Commission's rules of

practice and procedure. The Postal Service issues these regulations as guidance in negotiating comparable agreements with other mailers.

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)

* * * * *

[Revise heading of G to read as follows:]

G General Information and Experimental Filings

G000 The USPS and Mailing Standards

* * * * *

G040 Information Resources

* * * * *

G043 Address List for Correspondence

POSTAL SERVICE

* * * * *

[Add new address in alphabetical order to read as follows:]

PRICING STRATEGY
US POSTAL SERVICE
1735 N LYNN ST RM 3029
ARLINGTON VA 22209-6036

* * * * *

[Revise the heading of G090 to read as follows:]

G090 Philatelic Services

[Replace all existing headings and text under current G090 with headings and text currently under G900. Change internal codification accordingly.]

[Revise the heading of G900 to read as follows:]

G900 Experimental Classification and Rate Filings

[Replace all existing headings and text under G900 with the following:]

G910 Negotiated Service Agreements

G911 Capital One Services, Inc. NSA

Summary

G911 describes general requirements for negotiated service agreements (NSAs) that would be considered comparable to the NSA that was the subject of Docket MC2002-2 and effective 2003 through 2006. This unit also explains the purpose of such agreements and factors to be considered in entering into comparable agreements with other mailers.

1.0 BASIC INFORMATION

The negotiated service agreement (NSA) that was the subject of Docket MC2002-2 requires Capital One Services, Inc. (Capital One) to receive electronic notification for undeliverable First-Class Mail® solicitations instead of physical return of the pieces. The notices are to be provided through the Address Change Service (ACS) program (see F030.2.0) and the usual electronic address correction fee is to be waived. Capital One also agrees to maintain and enhance address and mail preparation quality. In exchange for Capital One's receipt of the electronic notice for its First-Class Mail solicitations and its compliance with the terms of the NSA, Capital One would have available declining block rates of postage for volumes above stated thresholds. A copy of the NSA is filed with the Postal Rate Commission in Docket No. MC2002-2 as Attachment G to the Postal Service's Request for a Recommended Decision and can be found at www.prc.gov.

2.0 FEATURES

2.1 Requirements

To be considered comparable to the NSA in 1.0, a proposed NSA must have the following features:

- a. Use of First-Class Mail service for matter that qualifies for Standard Mail rates.
- b. Waiver of seal against postal inspection of mail as agreed to by the mailer.
- c. Computation of First-Class Mail postage by the use of declining block rates specified in the NSA and based on particular volume requirements that define incremental discount thresholds. The mail subject to the NSA must relate only to the mailer's products and services.
- d. Preparation of mail under applicable standards unless otherwise specified in the NSA.

e. Adherence to the following address quality standards for the rates claimed:

- (1) Participation in Address Change Service (ACS) under F030 using the endorsement "Change Service Requested" as described in F010.5.1 for undeliverable-as-addressed (UAA) mail.
 - (2) Use of National Change of Address (NCOA), *FASTforward*, or other premailing USPS-approved method for meeting the move update standards in E130 for Presorted First-Class Mail service and E140 for automation rate First-Class Mail service. In addition to those standards, addresses used on mailings must be updated more frequently than 180 days or as required by the NSA.
- f. Overall positive financial impact on the USPS. A minimum payment or transactional penalty is required to ensure a positive contribution.
 - g. Agreement to make necessary records and data available to the USPS to facilitate and monitor compliance.
 - h. Ability of the USPS to cancel the NSA for any failure or, where appropriate, material failure of the mailer:
 - (1) To provide accurate data.
 - (2) To present properly prepared and paid mailings.
 - (3) To comply with a material term of the NSA.
 - (4) To use the NSA.

2.2 Candidate Factors

The following factors are considered by the USPS in evaluating a proposal for a comparable NSA under G911:

- a. Presentation by the mailer of at least 3 years of historical data to document mail volumes (including UAA mail), mailing systems and postage payment systems in use, and quality control procedures. The effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events must also be provided.
- b. Ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for the NSA.
- c. Ability to collect necessary data in an acceptable format to support the NSA.
- d. Willingness to establish and maintain an active Centralized Automated Payment System (CAPS) for postage payment and to generate records monitoring mail volumes and discounts.
- e. Production of mail using an automated system to ensure proper mail preparation and accurate postage calculations.

- f. Implementation of a quality control program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment.

3.0 APPLICATION

3.1 Initial Request

A mailer seeking to enter into an NSA with the USPS comparable to the NSA under 1.0 must submit a written proposal, together with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see G043 for address). The proposal must contain a general statement of the reasons for requesting the NSA, and a summary of the information addressing the elements of comparability described in 2.1 and 2.2.

3.2 Negotiations

As a result of the proposal, the mailer and the USPS may negotiate a service agreement comparable to the NSA under 1.0, but with terms and conditions specific to the mailer. To take effect as an experimental mail classification, the comparable NSA must be recommended and approved pursuant to Chapter 36 of Title 39 of the United States Code, and the Postal Rate Commission's rules of practice and procedure. A mailer may withdraw its proposal for an NSA that is comparable to the NSA under 1.0 at any time prior to agreement. Once concluded, a comparable NSA is controlled by its terms and conditions. Nothing in these regulations prohibits a mailer from seeking an NSA not comparable to the NSA under 1.0.

3.3 Determination Not to Conclude a Comparable NSA

If negotiations between the mailer and the USPS end without the parties reaching an agreement comparable to the NSA under 1.0, the mailer may request that the manager of Pricing Strategy (see G043 for address) explain the determination in writing. The mailer may ask for reconsideration of the decision to end negotiations within 15 days from the receipt of the written explanation. The request for reconsideration may include additional information and reasons why negotiations for a comparable NSA should be resumed, and should be submitted through the manager of Pricing Strategy to the Vice President, Pricing and Classification (see G043 for address).

[Add new G990 to read as follows:]

G990 Experimental Classifications and Rates

[Insert all existing headings and text of G091, G092, and G095 under new G990. Renumber current G091 as new G991, renumber current G092 as new G992, and renumber current G095 as new G995. Change internal codification accordingly.]

— Mailing Standards,
Pricing and Classification, 6-12-03

DMM REVISION

Delivery Confirmation and Signature Confirmation Services — Use With First-Class Mail Parcels and Package Services Parcels

Effective July 10, 2003, *Domestic Mail Manual* (DMM) C100, C700.1.0, S918.1.0, and S919.1.0 are revised to clarify when it is permissible to use Delivery Confirmation™ service or Signature Confirmation™ service with mailpieces entered at First-Class Mail® or Package Services rates. This revision clarifies that, for those two classes of mail, Delivery Confirmation service or Signature Confirmation service may be used only for parcels and not for letter-size mail or flat-size mail.

Original Mailing Standards

Before this revision, the mailing standards underlying the use of these two special services with First-Class Mail parcels and Package Services parcels were in DMM C100.5.0 and C700.1.0h in DMM Issue 57, dated June 30, 2002.

As part of the DMM revision published with this article, the general term “box,” which was used in the original language of those mailing standards, is replaced with the specific definitions of a parcel as currently defined in DMM C050 for machinable parcels, irregular parcels, and outside parcels.

In the case of First-Class Mail parcels and Package Services parcels, these revised standards support both a customer need and an operational requirement to maintain high rates of scanning of Delivery Confirmation barcodes and Signature Confirmation barcodes by segregating Delivery Confirmation pieces and Signature Confirmation pieces from letter-size and flat-size mail.

Parcel Definitions

As presented in the revised standards in DMM S918 and S919, the current definitions of a parcel are modified solely for the purposes of using either Delivery Confirmation

service or Signature Confirmation service, including removing the minimum weight for so-called “machinable” parcels sent at First-Class Mail rates, and adding a rigidity requirement for machinable parcels that measure no more than 3/4 inch thick. These revisions do not modify the definition of parcels in DMM C050 as they apply to the requirements for Standard Mail and Package Services parcel preparation.

By using the existing standards for parcels and their readily known definitions to determine what constitutes a parcel, the Postal Service can clearly define a parcel for purposes of using Delivery Confirmation service or Signature Confirmation service. This use should reduce the subjectivity of determining what distinguishes a “parcel” from a “flat” or a “letter.”

Service Restrictions

Postal Service employees are reminded of these class-specific uses of Delivery Confirmation service and Signature Confirmation service:

- Priority Mail® service: all Priority Mail pieces, regardless of mail processing category, are eligible for Delivery Confirmation service or Signature Confirmation service.
- First-Class Mail service: only parcels are eligible for Delivery Confirmation service or Signature Confirmation service.
- Package Services: only parcels are eligible for Delivery Confirmation service or Signature Confirmation service.
- Standard Mail service: only pieces subject to the residual shape surcharge are eligible for Delivery Confirmation service (and only for the electronic option). Standard Mail pieces, regardless of mail processing category or whether a residual shape surcharge is applied, are not eligible for any form of Signature Confirmation service.

Postal Service employees are also reminded that if a customer requests Delivery Confirmation service or Signature Confirmation service for letter-size or flat-size mailpieces (other than Priority Mail pieces), they should explain the available alternatives that might meet the customer's needs. If a First-Class Mail or Package Services mailpiece is prepared as a parcel as specified in revised DMM S918.1.2c and S919.1.2c, the piece is eligible for either of those special services.

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)

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C Characteristics and Content

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C100 First-Class Mail

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[Delete current 5.0. Renumber current 6.0 as new 5.0.]

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C700 Package Services

[Revise heading to read as follows:]

1.0 DIMENSIONS

* * * * *

[Delete 1.0h.]

* * * * *

S Special Services

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S900 Special Postal Services

S910 Security and Accountability

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S918 Delivery Confirmation

1.0 BASIC INFORMATION

1.1 Description

[Add the following sentence at the end of 1.1 to read as follows:]

***Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail™ or Registered Mail™ service rather than Delivery Confirmation service.

1.2 Eligible Matter

[Revise 1.2 to read as follows:]

Delivery Confirmation service is available for First-Class Mail parcels defined in C050 as machinable (with no minimum weight), irregular, or outside parcels; for all Priority Mail pieces; for Standard Mail pieces subject to the residual shape surcharge (electronic option only); and for Package Services parcels defined in C050 as machinable, irregular, or outside parcels. For the purposes of using Delivery Confirmation service with a First-Class Mail parcel or a Package Services parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage,

and any applicable markings, endorsements, and special service labels.

- b. Except as provided in 1.2c for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under C050 and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

1.3 Ineligible Matter

[Revise 1.3 to read as follows:]

Delivery Confirmation service is not available for the following:

- a. Express Mail® and Periodicals pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Standard Mail pieces not subject to the residual shape surcharge and all Enhanced Carrier Route Standard Mail pieces.
- d. Package Services flat-size pieces.
- e. Mail paid with precanceled stamps.
- f. Mail addressed to APO/FPO destinations.
- g. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in G011, with the exception of Puerto Rico and the U.S. Virgin Islands.

* * * * *

S919 Signature Confirmation

1.0 BASIC INFORMATION

1.1 Description

[Add the following sentence at end of 1.1 to read as follows:]

***Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail service rather than Signature Confirmation service.

1.2 Eligible Matter

[Revise 1.2 to read as follows:]

Signature Confirmation service is available for First-Class Mail parcels defined in C050 as machinable (with no minimum weight), irregular, or outside parcels; for all Priority Mail pieces; and for Package Services parcels defined in C050 as machinable, irregular, or outside parcels. For the purposes of using Signature Confirmation service with a First-Class Mail parcel or a Package Services parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and special service labels.
- b. Except as provided in 1.2c for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under C050 and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

1.3 Ineligible Matter

[Revise 1.3 to read as follows:]

Signature Confirmation service is not available for the following:

- a. Express Mail, Periodicals, and Standard Mail pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Package Services flat-size pieces.
- d. Mail paid with precanceled stamps.
- e. Mail addressed to APO/FPO destinations.
- f. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in G011, with the exception of Puerto Rico and the U.S. Virgin Islands.

* * * * *

DMM REVISION

Address Quality

Effective June 12, 2003, *Domestic Mail Manual* (DMM) A030 is added; DMM A040 is redesignated as A020; and DMM A010.1.2, A060.1.5, A800, C010.6.1, E050, E130.3.0, E140.1.0, E220.1.3, E230.1.0, E240.1.1, E610.8.0, E620.1.0, E630.1.0, E640.1.1, E640.2.0, E710.3.1, E712, E752.1.0, F010.5.0, F030.3.0, M013.1.5, M220.1.0, M220.3.2, M620.1.1, and Index are revised to consolidate many of the critical addressing requirements for presorted and automation rate mail into one unit in the addressing module. DMM A800.3.0 is deleted.

DMM A930.6.0, A930.7.0, and A930.8.0 are revised to update the information for the following Address Information System (AIS) products that are available from the Postal Service: Computerized Delivery Sequence (CDS), Delivery Sequence File² (DSF²), and enhanced Line-of-Travel (eLOT) Product. These revisions clarify the description of each of these products and remove obsolete text. Information about ordering and using these products, as well as the other products described in DMM A930, is available by calling the National Customer Support Center (NCSC) at 800-238-3150.

DMM A010.3.1, A010.3.2, A800.1.0, A800.2.0, A950.2.4, A950.3.2, and P960.3.2 are revised to reflect the change from "USPS ZIP+4 File" to "USPS ZIP+4 Product" as the current name for this AIS product. Similarly, DMM A010.1.2, A010.3.2, A930.2.0, G095.2.2, G095.3.2, M011.1.0, M031.1.6, M032.1.4, M810.2.2, M810.3.1, and Index are revised to reflect the change from "USPS City State File" to "USPS City State Product" as the current name for this AIS product.

DMM G013.1.1 is also revised to add *FASTforward*® to the list of registered trademarks.

These changes represent editorial and organizational modifications only. They do not alter, in any material way, current mailing standards or impose any new requirement on current standards. These changes merely remove redundancy while providing a more user-friendly design that should help mailers and employees readily find in one central place information about standards for address quality.

Additional Move Update Method

For clarification, new DMM A030.1.4, specifically recognizes an existing approved method, *FASTforward* Mailing List Correction (MLC), that mailers may use to meet the First-Class Mail® move update standard. *FASTforward* MLC provides licensees the ability to update computer-based name and address mailing lists electronically before the creation of the mailpiece.

This version of *FASTforward* requires licensees to have *FASTforward* interface software that meets Postal Service™ specifications. Like the National Change of Address (NCOA) system, new address information is obtained through a matching process of the name and address on the mailing list against the national database of permanent change-of-addresses filed during the period retained within the *FASTforward* system.

For more information, contact the Move Update department at the NCSC at 800-238-3150.

Addressing for Barcoding

Address matching standards for barcoding, along with the supporting function of the Coding Accuracy Support System (CASS), remain in DMM A800 and DMM A950, respectively. The appropriate sections for automation rate mail in DMM E140 for First-Class Mail service, DMM E240 for Periodicals mail, DMM E640 for Standard Mail service, and DMM E712 for qualifying barcoded discount Bound Printed Matter items, retain references to DMM A800 and A950.

Window Envelopes

The material in DMM A800.3.0, which presents standards for envelopes with address windows and inserts used with nonautomation rate mail, is now transferred and incorporated into revised DMM C010.6.1. DMM A800.3.0 contained certain elements from former DMM C830, which was deleted effective June 30, 2002. The OCR-readability requirements for upgradable letter-size mail preparation as presented in former DMM C830 do not apply to machinable mail preparation for First-Class Mail letter-size mailpieces (see DMM M130.2.0) and for Standard Mail letter-size mailpieces (see DMM M610.2.0).

Resources

Publication 25, *Designing Letter and Reply Mail*, includes amplified and helpful information and illustrations about addressing letter-size mail. Publication 28, *Postal Addressing Standards*, contains a thorough treatment of addressing requirements, with numerous examples, diagrams, and appropriate illustrations. Customers can obtain printed copies of each publication at most Post Offices™ and electronic copies via Postal Explorer at <http://pe.usps.gov>.

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)

A ADDRESSING

A000 Basic Addressing

[Revise heading of A010 to read as follows:]

A010 Standard Addressing Formats

1.0 ADDRESS CONTENT AND PLACEMENT

* * * * *

1.2 Address Elements

[Change “under A040” to “under A020” in introductory text. Change “USPS city state file” to “USPS City State Product” in 1.2d.]

* * * * *

3.0 COMPLETE ADDRESS

3.1 Definition

[Change “USPS ZIP+4 File” to “USPS ZIP+4 Product” in first sentence.]

3.2 Elements

[Change all instances of “USPS ZIP+4 File” to “USPS ZIP+4 Product” in 3.2d and 3.2g. Change “USPS City State File” to “USPS City State Product” in 3.2f.]

* * * * *

[Redesignate current A040 as new A020 as follows:]

A020 Alternative Addressing Standards

[Delete last sentence in Summary at beginning of new A020. Redesignate A020.4.0 as new E050.2.0.]

[Add new A030 to read as follows:]

A030 Address Quality

1.0 MOVE UPDATE

1.1 Basic Standards

The move update standard is a means of reducing the number of mailpieces in a mailing that require forwarding by the periodic matching of a mailer’s address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses used on pieces claiming certain rates that are subject to the move update standard under 1.2 must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 180 days before the mailing date, with one of the USPS-approved methods in 1.4.
- b. Each individual address in the mailing is subject to the move update standard.

- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 180 days and meets the move update standard required in 1.2.

1.2 Mail Classes and Rates

Except as provided in 1.3, addresses used on pieces claiming First-Class Mail® Presorted and automation rates, regardless of processing category and any required surcharges, must meet the move update standard.

1.3 Exception

The First-Class Mail move update standard does not apply to mail bearing an alternative addressing format under A020.

1.4 USPS-Approved Methods

The following methods are authorized for meeting the move update standard:

- a. Address Change Service (ACS).
- b. National Change of Address (NCOA).
- c. *FASTforward* Mailing List Correction (MLC).
- d. *FASTforward* MLOCR processes (letter-size and flat-size mail only) if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the move update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the move update standard. *FASTforward* RVE processes also meet the move update standard if used each time before mail entry. As provided in C010.6.0, a letter-size envelope containing a window that intrudes into the barcode clear zone (see C840) is not eligible for MLOCR or RVE *FASTforward* processing.
- e. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see G043 for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- f. Ancillary service endorsement under F010.5.0.

1.5 Mailer Certification

The mailer’s signature on the postage statement certifies that the move update standard has been met for each address in the corresponding mailing presented to the USPS.

2.0 ZIP CODE ACCURACY

2.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates that are subject to the ZIP Code accuracy standard under 2.2 must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in 2.4.
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.

2.2 Mail Classes and Rates

Except as provided in 2.3, addresses used on pieces claiming the rates listed for the following classes of mail, regardless of processing category and any required surcharges, must meet the ZIP Code accuracy standard:

- a. First-Class Mail, Presorted rate.
- b. Periodicals, Presorted rate.
- c. Standard Mail, Presorted rate.
- d. Bound Printed Matter, Presorted rate.

2.3 Exception

The ZIP Code accuracy standard does not apply to mail of any class bearing a simplified address format under A020.

2.4 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 - (1) Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

- (2) Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
- (3) Any mailing list service in A910.
- (4) An authorized service provider.
- (5) CASS-certified matching software.
- (6) USPS Web site, www.usps.com.

2.5 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

3.0 CARRIER ROUTE ACCURACY

3.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates that are subject to the carrier route accuracy standard under 3.2 must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in 3.4. For the First-Class Mail automation carrier route rate and the Enhanced Carrier Route Standard Mail automation rate, USPS City State Product information must also be updated within 90 days before the mailing date.
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.

3.2 Mail Classes and Rates

Except as provided in 3.3, addresses used on pieces claiming the rates listed for the following classes of mail, regardless of processing category and any required surcharges, must meet the carrier route accuracy standard:

- a. First-Class Mail, automation carrier route rate.
- b. Periodicals, carrier route rate.
- c. Standard Mail, all Enhanced Carrier Route rates.
- d. Bound Printed Matter, carrier route rate.

3.3 Exception

The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under A020.

3.4 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to A930 and A950. Hardcopy Carrier Route Files (schemes) may be used only for Periodicals carrier route mail and for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation rates.

3.5 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

A060 Detached Address Labels (DALs)

* * * *

[Revise heading of 1.5 to read as follows:]

1.5 Alternative Addressing Formats

[Change "alternative address format under A040" to "alternative addressing format under A020".]

* * * *

A800 Addressing for Barcoding

[Change all instances of "USPS ZIP+4 File" to "USPS ZIP+4 Product" in 1.1, 2.1, 2.2, 2.3, 2.4, and 2.5. Delete heading of 3.0. Redesignate current 3.1 as part of new C010.6.1b and current 3.2 and 3.3 as part of new C010.6.1c, respectively.]

A900 Customer Support

* * * *

A930 Other Services

* * * *

[Revise heading of 2.0 to read as follows:]

2.0 AIS DATABASE PRODUCTS

[Change "City State File" to "City State Product" in third sentence of 2.0.]

* * * *

6.0 COMPUTERIZED DELIVERY SEQUENCE (CDS)

[Revise 6.0 to read as follows:]

The Computerized Delivery Sequence (CDS) file is a 5-digit ZIP Code-based electronic customer product that provides

and updates delivery sequence address information by carrier route for qualified mailers. Mailers must first qualify for CDS information through the sequencing described in A920. Once a mailer has qualified for a 5-digit ZIP Code area, delivery sequence information is made available via electronic media. The CDS file is updated bimonthly.

[Revise heading and text of 7.0 to read as follows:]

7.0 DELIVERY SEQUENCE FILE² (DSF²)

The Delivery Sequence File² (DSF²) is a computerized file that contains information on all delivery point addresses serviced by the USPS, with the exception of general delivery. Each matching address record is assigned the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. The DSF² is updated monthly and is available through licensees approved by the USPS. A list of licensees is available at www.ribbs.gov or by contacting the National Customer Support Center (see G043 for address).

[Revise heading and text of 8.0 to read as follows:]

8.0 ENHANCED LINE-OF-TRAVEL (ELOT) PRODUCT

The USPS provides an electronic product called "eLOT." The USPS requires address lists to be processed through CASS-certified ZIP+4 address-matching software before being processed against an eLOT product. Records that are not ZIP+4-coded may not be used with this product. eLOT products are updated bimonthly and are available for purchase from the National Customer Support Center (see G043 for address).

* * * *

A950 Coding Accuracy Support System (CASS)

* * * *

[Change all instances of "USPS ZIP+4 File" to "USPS ZIP+4 Product" in 2.4 and 3.2.]

* * * *

C Characteristics and Content

C000 General Information

C010 General Mailability Standards

* * * *

6.0 SPECIAL MAILING ENVELOPES

6.1 Window Envelope

[Revise introductory text to read as follows:]

Any window envelope used for letter-size or flat-size mail claimed at any automation rate or for letter-size mail claimed at any Enhanced Carrier Route high density or saturation rate must meet the applicable standards for

address and barcode placement in C840. Any window envelope used for letter-size or flat-size mail claimed at any other rate must meet the following standards:

* * * * *

[Revise 6.1b to read as follows:]

- b. A clear space of at least 1/8 inch is required between the address block and the top, bottom, and left and right edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope to ensure efficient processing and delivery. For nonautomation rate mail, the bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone as defined in C840. All characters in the address, any optional endorsement line, and any barcode must be completely visible throughout the full range of the movement of the insert within the envelope. Any letter-size envelope containing a window that intrudes into the barcode clear zone is not eligible for MLOCR or RVE *FASTforward* processing options for the move update standard in A030.

[Redesignate current 6.1c and 6.1d as new 6.1d and 6.1e, respectively. Add new 6.1c to read as follows:]

- c. Window cover material, if used over the address window, must be made of a nontinted clear or transparent material (e.g., cellophane or polystyrene) and must permit the address, as viewed through the window material, to meet the print-contrast ratio standards in C840 to ensure efficient processing and delivery. Glassine may be used for window cover material. All edges of the window cover material must be glued securely to the envelope. The bottom edge of an address window must be at least 1/2 inch from the bottom edge of the envelope.

* * * * *

E ELIGIBILITY

E000 Special Eligibility Standards

* * * * *

E050 Official Mail (Franked)

1.0 BASIC STANDARDS

* * * * *

1.5 Criteria

[Change "except under A040" to "except under A020".]

* * * * *

[Redesignate current A040.4.0 as new E050.2.0.]

[Revise heading of new 2.0 to read as follows:]

2.0 ADDRESSING

2.1 Required Addressing

[Revise new 2.1 to read as follows:]

Except as permitted in 2.2, all mail sent under the franking privilege must be addressed to the recipient by name and complete delivery address.

2.2 Alternative Addressing

[Revise first sentence of new 2.2 to read as follows:]

Any alternative addressing format in A020 may be used for mail sent under the franking privilege of a member of or a member-elect to the U.S. Congress, as well as for mail sent under the franking privilege either of a delegate of or delegate-elect to or of a resident commissioner of or resident commissioner-elect to the U.S. House of Representatives, for delivery to addressees within the congressional district, state, or area that he or she was elected to represent.***

[Revise heading of new 2.3 to read as follows:]

2.3 Simplified Address Format Mail Preparation

* * * * *

[Change "under A040" to "under A020" in new 2.3a.]

* * * * *

E100 First-Class Mail

* * * * *

E130 Nonautomation Rates

* * * * *

3.0 PRESORTED RATE

3.1 All Pieces

[Revise introductory text of 3.1 to read as follows:]

In addition to the standards in 1.0, all pieces in a First-Class Mail Presorted rate mailing must:

* * * * *

[Revise 3.1c to read as follows:]

- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- (1) The move update standard in A030.1.0.
- (2) The ZIP Code accuracy standard in A030.2.0.
- (3) If an alternative addressing format is used, the additional standards in A020.

* * * * *

[Delete current 3.3 and 3.4. Redesignate current 3.5 and 3.6 as new 3.3 and 3.4, respectively.]

E140 Automation Rates

1.0 BASIC STANDARDS

1.1 All Pieces

All pieces in a First-Class Mail automation rate mailing must:

* * * * *

[Revise 1.1d to read as follows:]

- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:

- (1) The move update standard in A030.1.0.
- (2) The address matching and coding standards in A800 and A950.
- (3) If the automation carrier route rate for letter-size mail is claimed, the additional carrier route accuracy standard in A030.3.0.
- (4) If an alternative addressing format is used, the additional standards in A020.

[Delete current 1.1e. Redesignate current 1.1f through 1.1h as new 1.1e through 1.1g, respectively.]

* * * * *

[Delete current 1.3. Redesignate current 1.4 and 1.5 as new 1.3 and 1.4, respectively.]

[Revise heading and text of redesignated 1.3 to read as follows:]

1.3 Carrier Route Rates

The automation carrier route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an "A" or "B" in the Carrier Route Indicators field in the USPS City State Product used for address coding.

* * * * *

E200 Periodicals

* * * * *

E220 Presorted Rates

1.0 BASIC INFORMATION

* * * * *

[Revise heading and text of 1.3 to read as follows:]

1.3 Address Quality

All pieces in a Periodicals Presorted rate mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The ZIP Code accuracy standard in A030.2.0.
- b. If an alternative addressing format is used, the additional standards in A020.

* * * * *

E230 Carrier Route Rates

1.0 BASIC INFORMATION

* * * * *

[Redesignate current 1.3, 1.4, and 1.5 as new 1.4, 1.5, and 1.6, respectively. Add new 1.3 to read as follows:]

1.3 Address Quality

All pieces in a Periodicals carrier route rate mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The carrier route accuracy standard in A030.3.0.
- b. If an alternative addressing format is used, the additional standards in A020.
- c. If flat-size pieces are prepared with detached address labels, the additional standards in A060.

[Revise heading and text of redesignated 1.4 to read as follows:]

1.4 Carrier Route Sequencing

All pieces in a carrier route rate mailing must also meet the applicable sequencing requirements in 2.2, 3.0, and M050.

* * * * *

E240 Automation Rates

1.0 BASIC STANDARDS

1.1 All Pieces

[Revise introductory text to read as follows:]

All pieces in a Periodicals automation rate mailing must:

* * * * *

[Revise 1.1c to read as follows:]

- c. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 - (1) The address matching and coding standards in A800 and A950.

- (2) If an alternative addressing format is used, the additional standards in A020.

[Delete current 1.1d. Redesignate current 1.1e through 1.1g as new 1.1d through 1.1f, respectively.]

* * * * *

E600 Standard Mail

E610 Basic Standards

* * * * *

8.0 PREPARATION

Each Standard Mail mailing is subject to these general standards:

* * * * *

[Change "alternative address format is used subject to A040" to "alternative addressing format is used subject to A020" in 8.0e.]

* * * * *

E620 Presorted Rates

1.0 BASIC STANDARDS

[Revise heading and introductory text of 1.1 to read as follows:]

1.1 All Pieces

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted rate mailing must:

* * * * *

[Revise 1.1c to read as follows:]

- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- (1) The ZIP Code accuracy standard in A030.2.0.
- (2) If an alternative addressing format is used, the additional standards in A020.
- (3) If merchandise samples are prepared with detached address labels, the additional standards in A060.

* * * * *

[Delete 1.4.]

* * * * *

E630 Enhanced Carrier Route Rates

1.0 BASIC STANDARDS

[Revise heading and introductory text of 1.1 to read as follows:]

1.1 All Pieces

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

* * * * *

[Revise 1.1d and 1.1e to read as follows:]

- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:

- (1) The carrier route accuracy standard in A030.3.0.
- (2) If high density and saturation rate letter-size mail is prepared, the address matching and coding standards in A800 and A950.
- (3) If an alternative addressing format is used, the additional standards in A020.
- (4) If flat-size pieces are prepared with detached address labels, the additional standards in A060.

- e. Meet the applicable sequencing requirements in 2.0 through 4.0 and in M050.

* * * * *

[Delete 1.4.]

* * * * *

E640 Automation Rates

1.0 REGULAR AND NONPROFIT RATES

1.1 All Pieces

[Revise introductory text of 1.1 to read as follows:]

All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation rate mailing must:

* * * * *

[Revise 1.1d to read as follows:]

- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:

- (1) The address matching and coding standards in A800 and A950.
- (2) If an alternative addressing format is used, the additional standards in A020.

[Delete current 1.1e. Redesignate current 1.1f through 1.1h as new 1.1e through 1.1g, respectively.]

* * * *

2.0 ENHANCED CARRIER ROUTE RATES

2.1 All Pieces

[Revise introductory text of 2.1 to read as follows:]

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail automation rate mailing (available only for letter-size mail) must:

* * * *

[Revise 2.1d to read as follows:]

- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:

- (1) The carrier route accuracy standard in A030.3.0.
- (2) The address matching and coding standards in A800 and A950.
- (3) If an alternative addressing format is used, the additional standards in A020.

[Delete current 2.1e. Redesignate current 2.1f through 2.1h as new 2.1e through 2.1g, respectively.]

* * * *

[Revise heading and text of 2.3 to read as follows:]

2.3 Carrier Route Rates

The automation basic carrier route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an "A" or "B" in the Carrier Route Indicators field in the USPS City State Product used for address coding.

* * * *

E700 Package Services

E710 Basic Standards

* * * *

3.0 ADDRESSING

[Revise heading of 3.1 to read as follows:]

3.1 Delivery and Return Addresses

[Revise third sentence of 3.1 to read as follows:]

Alternative addressing formats under A020 or detached address labels under A060 may be used.

* * * *

E712 Bound Printed Matter

* * * *

[Revise heading of 3.0 to read as follows:]

3.0 ADDITIONAL STANDARDS

[Revise heading and text of 3.1 to read as follows:]

3.1 Presorted Rates

In addition to the basic standards in 1.0, all pieces in a Bound Printed Matter Presorted rate mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 - (1) The ZIP Code accuracy standard in A030.2.0.
 - (2) If the barcoded discount for flat-size pieces is claimed (see 2.0), the additional address matching and coding standards in A800 and A950.
 - (3) If an alternative addressing format is used, the additional standards in A020.
 - (4) If pieces are prepared with detached address labels, the additional standards in A060.
- b. Meet the preparation standards under M045 or M722 or, for flat-size mail claiming the barcoded discount, under M045 or M820.

[Revise heading and text of 3.2 to read as follows:]

3.2 Carrier Route Rates

In addition to the basic standards in 1.0, all pieces in a Bound Printed Matter carrier route rate mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 - (1) The carrier route accuracy standard in A030.3.0.
 - (2) If an alternative addressing format is used, the additional standards in A020.
 - (3) If pieces are prepared with detached address labels, the additional standards in A060.
- b. Meet the preparation standards in M045 or M723.

[Revise heading and text of 3.3 to read as follows:]

3.3 Destination Entry Rates

Eligibility standards are in E752 for Presorted and carrier route destination delivery unit (DDU) rates, destination sectional center facility (DSCF) rates, and destination bulk mail center (DBMC) rates.

[Delete 4.0 and 5.0. Redesignate current 6.0 as new E752.1.7.]

* * * *

E750 Destination Entry

* * * *

E752 Bound Printed Matter**1.0 BASIC STANDARDS**

* * * *

*[Add new 1.7 to read as follows:]***1.7 Bedloaded Mailings**

Bedloaded BPM packages are permitted only when prepared for and entered at DDU rates. These packages must be prepared under the applicable sortation standards for flat-size mail or irregular parcels and are not eligible for the barcoded discount under E712.

* * * *

F Forwarding and Related Services**F000 Basic Services****F010 Basic Information**

* * * *

5.0 CLASS TREATMENT FOR ANCILLARY SERVICES**5.1 First-Class Mail and Priority Mail**

* * * *

[Change “under A040” to “under A020” in first sentence in 5.1b.]

* * * *

5.3 Standard Mail

* * * *

[Change “under A040” to “under A020” in first sentence of 5.3b.]

* * * *

5.4 Package Services

* * * *

[Change “under A040” to “under A020” in first sentence of 5.4b.]

* * * *

F030 Address Correction, Address Change, FASTforward, and Return Services

* * * *

3.0 FASTFORWARD

* * * *

3.2 Addressing*[Revise last sentence in 3.2 to read as follows:]*

***Any alternative addressing format under A020 is not permitted.

3.3 Barcoding*[Revise 3.3 to read as follows:]*

When MLOC and/or video image technologies are used with *FASTforward*, each letter-size piece must have a barcode clear zone meeting the standards in C840, free of any printing and barcode. If a *FASTforward* match is made, the new address and barcode representing the new address are printed in the barcode clear zone and, for mail processing, take precedence over the old address and any barcode in the address block. The new barcode must meet the barcoding standards in C840. An envelope containing a window that intrudes into the barcode clear zone is not eligible for *FASTforward*.

* * * *

G General Information**G000 The USPS and Mailing Standards****G010 Basic Business Information**

* * * *

G013 Trademarks and Copyrights**1.0 TRADEMARKS AND SERVICE MARKS****1.1 Registered Marks**

The following are among the registered USPS trademarks and service marks:

[Add the following to the current alphabetic list of Postal Service registered trademarks:]

FASTforward

* * * *

G090 Experimental Classifications and Rates

* * * *

G095 Presorted Priority Mail

[Change “City/State File” to “USPS City State Product” in 2.2a(1) and 3.2a(1).]

* * * *

M Mail Preparation and Sortation**M000 General Preparation Standards****M010 Mailpieces****M011 Basic Standards**

[Change “USPS City State File” to “USPS City State Product” in 1.2d and 1.3i.]

* * * *

M013 Optional Endorsement Lines**1.0 USE**

* * * *

1.5 Exceptional Address Format

[Revise 1.5 to read as follows:]

The exceptional address format may appear above the OEL as specified in A020.

* * * * *

M030 Containers

M031 Labels

[Change "City State File" to "USPS City State Product" in 1.6.]

M032 Barcoded Labels

[Change "City State File" to "USPS City State Product" in fourth sentence in 1.4.]

M200 Periodicals (Nonautomation)

* * * * *

M220 Carrier Route Periodicals

1.0 BASIC INFORMATION

1.1 General Preparation Standards

* * * * *

[Change "in A040" to "in A020" in 1.1g.]

* * * * *

1.3 Sequencing Standards

[Revise 1.3 to read as follows:]

Preparation for carrier route rates is optional and subject to additional standards. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using either walk sequencing or line-of-travel sequencing, applicable to the rate claimed (see M050). Mailpieces prepared with a simplified address must meet the additional standards in A020.

* * * * *

3.0 PREPARATION (LETTER-SIZE PIECES)

* * * * *

3.2 Tray Line 2 for Simplified Address

[Change "under A040" to "under A020" in 3.2.]

* * * * *

M600 Standard Mail (Nonautomation)

* * * * *

M620 Enhanced Carrier Route Standard Mail

1.0 BASIC STANDARDS

1.1 All Mailings

* * * * *

[Change "in A040" to "in A020" in 1.1c(4).]

* * * * *

M800 All Automation Mail

M810 Letter-Size Mail

[Change "City State File" to "USPS City State Product" in 2.2d and 3.1a.]

* * * * *

P Postage and Payment Methods

* * * * *

P900 Special Postage Payment Systems

* * * * *

P960 First-Class or Standard Mail Mailings With Different Payment Methods

[Change "ZIP+4 file" to "USPS ZIP+4 Product" in third sentence of 3.2.]

* * * * *

I Index Information

I000 Information

* * * * *

I020 References

* * * * *

I022 Subject Index

[Change all instances of "A020" to "A040" and all instances of "City State File" to "City State Product."]

* * * * *

— Mailing Standards,
Pricing and Classification, 6-12-03

DMM REVISION

Hazardous Materials — Domestic Mail Manual Revisions for Division 6.2 Infectious Substances and Other Related Changes

Effective June 12, 2003, *Domestic Mail Manual* (DMM) C021, C023, C024.18.0, C050.2.2, and F010.5.0 are revised as follows:

- DMM C023.8.0 is revised to align the Postal Service™ mailing standards for Division 6.2 infectious substances with the federal regulations adopted by the U.S. Department of Transportation (DOT) in Title 49, *Code of Federal Regulations* (49 CFR) and published in the *Federal Register* (67 FR 53117–53144 and 67 FR 54967).
- Portions of DMM C021, C023, C024.18.0, C050.2.2, and F010.5.0 are revised to adopt other minor changes and clarifications related to the hazardous materials mailing standards in DMM C020.

The revisions in DMM C023.8.0 will provide a greater level of safety for handling and transporting mailable Division 6.2 materials in the mailstream. These changes will also facilitate domestic and international air transportation by aligning the Postal Service™ mailing standards with the current international standards for transporting Division 6.2 materials via air.

The related revisions to portions of DMM C021, C023, C024.18.0, C050.2.2, and F010.5.0 will improve clarity and reduce misunderstanding; ensure the packaging integrity of mailable hazardous materials during Postal Service handling; and provide a greater level of safety for Postal Service employees and the public.

Background Information

The carriage of U.S. mail by the Postal Service is regulated by Title 39 *Code of Federal Regulations* (39 CFR). Unlike commercial carriers, the Postal Service is not subject to the federal regulations of the U.S. Department of Transportation (DOT) in 49 CFR. The Postal Service is, however, subject to the legal restrictions in Title 18 *United States Code* 1716 (18 USC 1716) which prohibits the mailing of "...natural or artificial articles, compositions, or material which may kill or injure another, or injure the mails or other property..." if that matter is outwardly or of its own force dangerous to life, health, or property. Accordingly, for legal and safety reasons, the mailing standards for hazardous materials in the DMM not only closely adhere to the DOT regulations in 49 CFR, but also include many additional limitations and prohibitions.

Over the past few years, the Postal Service has encountered increasing difficulties with the commercial carriers who are contracted to provide air transportation services for

the carriage of U.S. mail. Many carriers have refused to transport mailpieces containing mailable hazardous materials. In some instances, an air carrier has established a corporate policy not to carry hazardous materials. In other cases, an air carrier has refused to carry a specific type of hazardous material (e.g., diagnostic specimens) because Postal Service packaging standards, which met federal standards, did not meet the international standards followed by the air carrier industry.

To ensure an acceptable level of safety and to facilitate domestic and international transportation, the Postal Service is adopting many of the regulatory and packaging changes for Division 6.2 infectious substances that DOT adopted as revisions to 49 CFR. The DOT changes are consistent with the current international standards found in the *Technical Instructions for the Safe Transport of Dangerous Goods* published by the International Civil Aviation Organization (ICAO).

Summary of DMM Changes

In DMM C023.8.0, the following changes are made to the mailing standards for Division 6.2 infectious substances:

- New classification criteria for Division 6.2 infectious substances based on the defining criteria developed by the World Health Organization (WHO) and consistent with the DOT federal regulations in 49 CFR for domestic transport and the ICAO technical instructions for international transport. The WHO criteria provides four Risk Groups used to rank the degree of risk associated with different Division 6.2 materials.
- New DOT packaging requirements that are applicable to the mailable types of Division 6.2 materials and consistent with the ICAO technical instructions. For safety reasons, in some instances the Postal Service volume limits are lower than the DOT limits.
- New DOT federal requirements that regulate diagnostic (clinical) specimens in Risk Groups 2, 3, or 4 as hazardous materials.
- New DOT federal requirements that do not regulate certain Risk Group 1 materials, including diagnostic (clinical) specimens, as hazardous materials.
- Revisions and modifications in the DOT federal regulations related to the definitions of Division 6.2 materials and clarification of the use of the biohazard symbol on regulated and nonregulated material.

The few minor clarifications and changes made to the hazardous materials standards in DMM C023 and certain related standards in DMM C021, C023, C024, C050, and F010, include the following:

- Minor revisions to the text in DMM C021 to improve clarity.
- Minor clarifications to the definitions in DMM C023.1.1 including added text in the definition for “air transportation requirements” to note that the Postal Service does not guarantee air transportation service for any class of mail. Air transportation service is usually provided for First-Class Mail® items, Priority Mail® items, and Express Mail® items destined to zones 5 through 8; however, air transportation service is dependent on the ability of the Postal Service to procure an air carrier.
- Standardization of the terminology used in DMM C023 for identifying the different components required for the proper packaging of mailable hazardous materials.
- Expansion of the requirements in DMM C023.8.0 to establish that mailable types of regulated medical waste are subject to the same authorization requirements as sharps waste.
- Clarifications and minor changes to the requirements in DMM C023.8.0 for regulated medical waste and sharps waste containers to enhance the accuracy of the regulations and reduce misunderstanding of the standards. In addition, the Postal Service adopts additional limitations for regulated medical waste and sharps waste containers to ensure packaging integrity during Postal Service handling and to provide a greater level of safety for Postal Service employees and the public.
- Standardization of the maximum weight limit in DMM C023 for several different types of mailable hazardous materials as 25 pounds or less. This change affects nonflammable compressed gases, matches, regulated medical waste, sharps waste, and nonspillable wet batteries.
- Reinstatement of former DMM C024.18.0 (DMM Issue 56) with revised text to clarify the mailability of odd-shaped items in paper envelopes and to support the restrictions for harmful matter in DMM C021. Additional clarifying text is also added to DMM C050.2.2d.
- Revisions to DMM F010 that prohibit the use of the ancillary service endorsement “Change Service Requested” on Priority Mail, First-Class Mail, Standard Mail, and Package Services items containing mailable hazardous materials under DMM C023.

Also, a revision to require a return or forwarding endorsement on Standard Mail items containing mailable hazardous materials.

- Effective Date
- These DMM revisions are effective June 12, 2003. However, mailers are provided with a phase-in period through January 1, 2004, for implementation of the new packaging requirements for diagnostic specimen mailpieces using a business reply mail format and medical waste mailpieces (including sharps waste) using a merchandise return service format. This time period will allow mailers to exhaust any existing packaging stock presently in circulation.

The adoption of these DMM changes will help to ensure an acceptable level of security and safety during Postal Service handling for the limited types and quantities of hazardous materials that are permitted in the U.S. mail.

We will incorporate these changes 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)

	*	*	*	*	*
C	Characteristics and Content				
C000	General Information				
	*	*	*	*	*
C020	Restricted or Nonmailable Articles and Substances				
C021	Articles and Substances Generally				
	*	*	*	*	*

2.0 NONMAILABLE ARTICLES AND SUBSTANCES—GENERAL

2.1 Basic Information

[Delete the last two sentences of 2.1 and insert the following text to read as follows:]

***The mailability standards that apply to perishable, hazardous, and restricted matter are detailed in C022, C023, and C024, respectively. Publication 52, *Hazardous, Restricted, and Perishable Mail*, contains additional clarification and further describes the conditions of preparation and packaging under which the USPS® accepts for mailing potentially harmful matter that is otherwise nonmailable. Publication 52 also contains detailed information on the mailability of specific hazardous materials.

* * * * *

3.0 INJURIOUS AND HARMFUL ARTICLES

3.1 General

Except as provided in this document, any article, composition, or material is nonmailable if it can kill or injure another or injure the mail or other property. Harmful matter includes but is not limited to:

* * * * *

[Revise item b to read as follows:]

- b. All poisonous animals except scorpions mailed for medical research purposes or for the manufacture of antivenom; all poisonous insects; all poisonous reptiles; and all types of snakes, turtles, and spiders.

* * * * *

3.2 Hazardous Materials

[Revise the first sentence to read as follows:]

Harmful matter also includes regulated hazardous materials as defined in C023 that are likely to harm USPS employees or to destroy, deface, or otherwise damage mail or postal equipment.***

4.0 MARKING

* * * * *

4.2 Addressing

[Revise 4.2 to read as follows:]

For any matter mailed under the provisions in C020, the recipient's name and address must be affixed or applied directly to the mailpiece using a material or method that is not water-soluble and not easily smeared or rubbed off. Except for diagnostic specimen mailpieces using a business reply mail format and nonregulated materials, a return address that includes the sender's name and address must appear on all matter mailed under C020. The return address, when required, must be applied using a material or method that is not water-soluble and not easily smeared or rubbed off.

4.3 Warning Label

[Revise the last sentence in 4.3 to read as follows:]

***See C023 for the warning label requirements that apply to the mailing of hazardous materials.

* * * * *

C023 Hazardous Materials

Summary

[Revise the Summary to read as follows:]

C023 describes the general standards, restrictions, and prohibitions that apply to the mailability of hazardous materials.

1.0 GENERAL

1.1 Definitions

The following conditions apply:

[Revise the last sentence in item a to read as follows:]

- a. ***In international commerce, hazardous materials are known as dangerous goods.

[At the end of item b, add a new sentence to read as follows:]

- b. ***Almost all limited quantity materials are nonmailable.

[At the end of item c, add a new sentence to read as follows:]

- c. ***ORM-D materials having the proper shipping name of "consumer commodity" are mailable subject to USPS quantity and packaging standards.

* * * * *

[Revise items e and f to read as follows:]

- e. *Air transportation requirements*, for the purposes of C023 only, apply to all mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates. All mailable hazardous materials sent at those rates must meet the requirements that apply to air transportation. Mailable hazardous materials sent at any of those rates may or may not be transported via air depending on the distance between the point of origination and the point of destination, and the ability of the USPS to obtain an air carrier between those points.
- f. *Surface transportation requirements*, for the purposes of C023 only, apply to all mailable hazardous materials sent at the Standard Mail or Package Services rates. All mailable hazardous materials sent at the Standard Mail or Package Services rates must meet the requirements that apply to surface transportation.

* * * * *

[Revise item h to read as follows:]

- h. *Secondary container* is the packaging component into which the primary receptacle(s) and any required absorbent and cushioning material is securely placed. The packaging of certain mailable hazardous materials does not require the use of a secondary container.

[Revise item i to read as follows:]

- i. *Outer shipping container* is the exterior packaging component into which a primary receptacle, along with any required absorbent and cushioning material, and the secondary container (if required) are securely placed. The outer shipping container bears the

addressing information along with all required markings.

1.2 U.S. Department of Transportation

[Revise 1.2 to read as follows:]

The U.S. Department of Transportation (DOT) regulates the surface and air carriage of hazardous materials within the United States via any means of transportation. The DOT regulations for the transport of hazardous materials are codified in Title 49, *Code of Federal Regulations* (49 CFR) 100–185. USPS mailing standards for hazardous materials generally adhere to 49 CFR, but also include many additional limitations and prohibitions.

[ReNUMBER current 1.3 through 1.9 as new 1.4 through 1.10 and insert new 1.3 to read as follows:]

1.3 USPS Standards

The USPS standards generally restrict the mailing of hazardous materials to ORM-D materials with the proper shipping name of “consumer commodity” that meet USPS quantity limitations and packaging requirements. The few non-ORM-D materials permitted to be mailed are subject to the standards in C023. Detailed information on the mailability of specific hazardous materials is contained in Publication 52, *Hazardous, Restricted, and Perishable Mail*.

1.4 Hazard Class

* * * *

[ReNUMBER “Exhibit 1.3 DOT Hazard Classes and Mailability Summary” as “Exhibit 1.4 DOT Hazard Classes and Mailability Summary”.]

* * * *

1.6 Mailability Rulings

[In the first sentence, change “package” to “mailpiece”.]

1.7 Warning Labels

[Change “division 6.2 materials under 8.3” to “Division 6.2 materials under 8.5” and change “as required in 1.7” to “as required in 1.8”.]

1.8 Package Markings

[Delete the last sentence in 1.8 and insert two new sentences to read as follows:]

***The designation “ORM-D” or “ORM-D AIR”, as required, must be placed within a rectangle that is approximately 6.3 mm (1/4 inch) larger on each side than the designation. Mailable ORM-D materials sent as Standard Mail or Package Services must also be marked on the address side as “Surface Only” or “Surface Mail Only.”

1.9 Shipping Papers

[Revise 1.9 to read as follows:]

A shipper’s declaration for dangerous goods (i.e., shipping paper) prepared under 49 CFR 172.200 through 172.205 is required for certain types of hazardous materials when mailed. The shipping paper must be completed and signed in triplicate by the mailer. It must be affixed to the outside of the mailpiece within an envelope or similar carrier that can be easily opened and resealed to allow viewing of the document. Shipping papers are required as follows:

- a. *Air transportation requirements.* Except for nonregulated materials sent under 8.3 or 8.10 and diagnostic specimens sent under 8.6, mailpieces containing mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates must include a shipping paper.
- b. *Surface transportation requirements.* Except for nonregulated materials sent under 8.3 or 8.10 and mailable ORM-D materials, mailpieces containing mailable hazardous materials sent at the Standard Mail or Package Services rates must include a shipping paper.

1.10 Air Transportation Prohibitions

[Revise the first two sentences in 1.10 to read as follows (the remainder of 1.10 is unchanged):]

All mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates must meet the requirements for air transportation. The following types of hazardous materials that are prohibited from carriage on air transportation must not be sent at the First-Class Mail, Priority Mail, or Express Mail rates:

* * * *

2.0 EXPLOSIVES (HAZARD CLASS 1)

2.1 Definition

[In the second sentence, change “Exhibit 1.3” to “Exhibit 1.4”.]

2.2 Mailability

[In the second sentence, change “division 1.4” to “Division 1.4S”.]

3.0 GASES (HAZARD CLASS 2)

3.1 Definition

[In item b, change “division 2.1 or 2.3” to “Division 2.1 or 2.3”.]

3.2 Mailability

[In the second, third, and fourth sentences, change “division” to “Division”.]

3.3 Container

[Revise 3.3 to read as follows:]

An other-than-metal primary receptacle containing a mailable gas may be acceptable if the water capacity of the primary receptacle is 4 fluid ounces (7.22 cubic inches) or less per mailpiece and the primary receptacle meets 49 CFR requirements. Mailable nonflammable and flammable compressed gases are acceptable in metal primary receptacles that have a water capacity up to 33.8 fluid ounces (1 liter or 61.0 cubic inches), depending on their internal pressure. A DOT 2P container must be used as the primary receptacle if the internal pressure is from 140 to 160 psig at 130°F (55°C). A DOT 2Q container must be used as the primary receptacle if the pressure is from 161 to 180 psig at 130°F (55°C). A container with an internal pressure over 180 psig at 130°F (55°C) is prohibited from mailing. Mailable flammable compressed gases are restricted to 33.8 fluid ounces (1 liter) per mailpiece. Mailable nonflammable compressed gases are permitted in individual 33.8 fluid ounce (1 liter) containers that must be securely packed within an outer shipping container. Each mailpiece must not exceed a total weight of 25 pounds.

3.4 Marking

[In the first sentence, change "Surface Mail Only" to "Surface Only" or "Surface Mail Only".]

4.0 FLAMMABLE AND COMBUSTIBLE LIQUIDS (HAZARD CLASS 3)

* * * *

4.2 Flammable Liquid Mailability

[In items a and b, change "secondary packaging" to "secondary container"; change "outer packaging" to "outer shipping container"; and change "Surface Mail Only" to "Surface Only" or "Surface Mail Only".]

4.3 Combustible Liquid Mailability

[In items a and b, change "secondary packaging" to "secondary container"; change "outer packaging" to "outer shipping container"; and change "Surface Mail Only" to "Surface Only" or "Surface Mail Only".]

[Revise item c to read as follows:]

- c. For air or surface transportation, if the flashpoint is above 200°F (93°C) the material is not regulated as a hazardous material. Such nonregulated materials must be properly and securely packaged to prevent leakage under the general packaging requirements in C010.

4.4 Cigarette Lighters

[In the second sentence, change "division 2.1" to "Division 2.1".]

[In item c, change "Surface Mail Only" to "Surface Only" or "Surface Mail Only".]

5.0 FLAMMABLE SOLIDS (HAZARD CLASS 4)

* * * *

5.2 Mailability

[Change "outer packaging" to "outer shipping container" and change "Surface Mail Only" to "Surface Only" or "Surface Mail Only".]

5.3 Matches

* * * *

[Revise items c and d to read as follows:]

- c. They are tightly packed in a securely sealed primary receptacle to prevent any shifting or movement that could cause accidental ignition by rubbing against adjoining items. The primary receptacle(s) is placed securely within an outer shipping container made of fiberboard, wood, or other equivalent material. Multiple primary receptacles may be placed in a single outer shipping container. The address side of the mailpiece must be marked "Surface Only" or "Surface Mail Only", and "Book Matches", "Strike-on-Card Matches", or "Card Matches", as appropriate. A shipping paper is not required.
- d. The gross weight of each mailpiece is not more than 25 pounds.

6.0 OXIDIZING SUBSTANCES, ORGANIC PEROXIDES (HAZARD CLASS 5)

* * * *

6.2 Mailability

[Revise 6.2 to read as follows:]

Oxidizing substances and organic peroxides are prohibited in international mail. For domestic mail, a material that can qualify as an ORM-D material is permitted via air or surface transportation. Liquid materials must be enclosed within a primary receptacle having a capacity of 1 pint or less; the primary receptacle(s) must be surrounded by absorbent cushioning material and held within a leak-resistant secondary container that is packed within a strong outer shipping container. Solid materials must be contained within a primary receptacle having a weight capacity of 1 pound or less; the primary receptacle(s) must be surrounded with cushioning material and packed within a strong outer shipping container. Each mailpiece may not exceed a total weight of 25 pounds. The address side of each mailpiece must be plainly and durably marked with "ORM-D AIR" or

“ORM-D,” as applicable, immediately following or below the proper shipping name. A mailable Class 5 material sent via surface transportation must be marked “Surface Mail” or “Surface Mail Only” on the address side. A mailable material sent via air transportation must bear a shipper’s declaration for dangerous goods.

7.0 TOXIC SUBSTANCES (HAZARD CLASS 6, DIVISION 6.1)

7.1 Definitions

[In the first sentence, change “division 6.1” to “Division 6.1”.]

7.2 Mailability

[In the second sentence, change “division 6.1” to “Division 6.1”.]

7.3 Authorized Parties

[In the first sentence, change “division 6.1” to “Division 6.1”.]

7.4 Packaging and Marking

[In item a, change “inner receptacle(s)” to “primary receptacle(s)”; change “secondary packaging” to “secondary container”; change “outer packaging” to “outer shipping container”; and change “Surface Mail Only” to “Surface Only” or “Surface Mail Only”.]

[In item b, change “secondary leakproof (for liquids) or siftproof (for solids) packaging” to “leakproof (for liquids) or siftproof (for solids) secondary container”; change “secondary packaging” to “secondary container”; change “outer packaging” to “outer shipping container”; and change “Surface Mail Only” to “Surface Only” or “Surface Mail Only”.]

* * * * *

8.0 INFECTIOUS SUBSTANCES (HAZARD CLASS 6, DIVISION 6.2)

[Revise 8.0 to read as follows:]

8.1 General

The materials covered under Division 6.2 include infectious substances (i.e., etiologic agents), biological products, cultures and stocks, diagnostic (clinical) specimens, regulated medical waste, sharps waste, toxins, and used health care products. Division 6.2 materials are not permitted in international mail or domestic mail, except when they are intended for medical or veterinary use, research, or laboratory certification related to the public health; and only when such materials are properly prepared for mailing to withstand shocks, pressure changes, and other conditions related to ordinary handling in transit. Mailable Division 6.2

materials sent as international mail must meet the standards in *International Mail Manual* 135. For domestic mail, mailable Division 6.2 materials must meet the applicable standards in 8.0. Unless otherwise noted, all mailable Division 6.2 materials in Risk Groups 2, 3, or 4 must be prepared to meet the requirements for air transportation.

8.2 Definitions

The terms used in the standards for Division 6.2 materials are defined as follows:

- a. *Division 6.2 (infectious substance)* means a material known to contain or suspected of containing a pathogen. A pathogen is a virus or microorganism (including its viruses, plasmids, or other genetic elements, if any) or a proteinaceous infectious particle (prion) that has the potential to cause disease in humans or animals. A Division 6.2 material must be assigned to a risk group as defined in 8.2f. Assignment to a risk group is based on the known medical condition and history of the source patient or animal, endemic local conditions, symptoms of the source patient or animal, or professional judgment concerning individual circumstances of the source patient or animal. Infectious substances are subject to applicable requirements in 42 CFR 72 (Interstate Shipment of Etiologic Agents).
- b. *Biological product* means a virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, or analogous product used in the prevention, diagnosis, treatment, or cure of diseases in humans or animals. A biological product includes a material manufactured and distributed in accordance with one of the following provisions: 9 CFR 102 (Licenses for Biological Products); 9 CFR 103 (Experimental Products, Distribution, and Evaluation of Biological Products Prior to Licensing); 9 CFR 104 (Permits for Biological Products); 21 CFR 312 (Investigational New Drug Application); 21 CFR 314 (Applications for FDA Approval to Market a New Drug); 21 CFR 600–680 (Biologics); or 21 CFR 812 (Investigational Device Exemptions). A biological product known to contain or suspected of containing a pathogen in Risk Group 2, 3, or 4 must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814 or UN 2900, as appropriate, unless otherwise excepted by standard.
- c. *Cultures and stocks* means a material prepared and maintained for growth and storage and containing a Risk Group 2, 3, or 4 infectious substance.

- d. *Diagnostic (clinical) specimen* means any human or animal material, including excreta, secretions, blood and its components, tissue, and tissue fluids being transported for diagnostic or investigational purposes, but excluding live infected animals. A diagnostic specimen is not assigned a UN identification number unless the source patient or animal has or may have a serious human or animal disease from a Risk Group 4 pathogen, in which case it must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814 or UN 2900, as appropriate. Assignment to UN 2814 or UN 2900 is based on known medical condition and history of the patient or animal, endemic local conditions, symptoms of the source patient or animal, or professional judgment concerning individual circumstances of the source patient or animal.
- e. *Regulated medical waste*, for USPS purposes, means a soft waste material (other than a sharp) known to contain or suspected of containing an infectious substance in Risk Group 2 or 3 and generated in the diagnosis, treatment, or immunization of human beings or animals; research on the diagnosis, treatment, or immunization of human beings or animals; or the production or testing of biological products. Soft medical waste includes items such as used rubber gloves, swabs, gauze, tongue depressors, etc. Regulated medical waste classified in Risk Group 4 is nonmailable.
- f. *Risk group* means a ranking of a microorganism's ability to cause injury through disease. A risk group is defined by criteria developed by the World Health Organization (WHO) that are based on the severity of the disease caused by the organism, the mode and relative ease of transmission, the degree of risk to both an individual and a community, and the reversibility of the disease through the availability of known and effective preventive agents and treatment. There is no relationship between a risk group and a DOT packing group. Assignment to a risk group is based on the known medical condition and history of the source patient or animal, endemic local conditions, symptoms of the source patient or animal, or professional judgment concerning individual circumstances of the source patient or animal. The sender is responsible for accurately ranking a mailable material within the correct risk group. Exhibit 8.2f details the criteria for each risk group according to the level of risk.

Exhibit 8.2f Risk Group Criteria

Risk Group	Pathogen	Risk to Individuals	Risk to Community
4	A pathogen that usually causes serious human or animal disease and that can be readily transmitted from one individual to another, directly or indirectly, and for which effective treatments and preventive measures are not usually available.	High	High
3	A pathogen that usually causes serious human or animal disease but does not ordinarily spread from one infected individual to another, and for which effective treatments and preventive measures are available.	High	Low
2	A pathogen that can cause human or animal disease but is unlikely to be a serious hazard, and, while capable of causing serious infection on exposure, for which there are effective treatments and preventive measures available and the risk of spread of infection is limited.	Moderate	Low
1	A microorganism that is unlikely to cause human or animal disease. A material containing only such microorganisms is not subject to regulation as a hazardous material, but it is subject to the packaging requirements in 8.10, unless otherwise noted in 8.0.	None or Very Low	None or Very Low

- g. *Sharps*, for USPS purposes, means any object contaminated with a pathogen or that may become contaminated with a pathogen through handling or during transportation and that is also capable of cutting or penetrating skin or a packaging material. Sharps include used medical waste such as needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires. Sharps waste classified in Risk Group 4 is nonmailable.
- h. *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814 or UN 2900, as appropriate.
- i. *Used health care product* means a medical, diagnostic, or research device or piece of equipment, or a personal care product used by consumers, medical professionals, or pharmaceutical providers that does not meet the definition of a diagnostic specimen, biological product, regulated medical waste, or sharps waste, is contaminated with potentially infectious body fluids or materials, and is not decontaminated or disinfected to remove or mitigate the infectious hazard prior to transportation. A used health care product classified in Risk Group 4 is nonmailable.

8.3 Nonregulated Materials

The following materials are not subject to regulation as Division 6.2 hazardous materials and are mailable when the packaging requirements in 8.10 are met:

- a. A diagnostic (clinical) specimen known to contain or suspected of containing a microorganism in Risk Group 1, or that does not contain a pathogen. Also, a diagnostic specimen in which the pathogen has been neutralized or inactivated so that exposure to it cannot cause disease.
- b. A biological product known to contain or suspected of containing a microorganism in Risk Group 1, or that does not contain a pathogen. Also any biological product, including an experimental product or component of a product, subject to Federal approval, permit, or licensing requirements, such as those required by the Food and Drug Administration (FDA) of the Department of Health and Human Services (HHS) or the U.S. Department of Agriculture (USDA).
- c. Blood collected for blood transfusion or the preparation of blood products; blood products; tissues intended for use in surgical procedures; and human cell, tissues, and cellular and tissue-based products

regulated under authority of the Public Health Service Act and/or the Food, Drug, and Cosmetic Act. Also, blood collected for blood transfusion or the preparation of blood products and sent for testing as part of the collection process, except where the person collecting the blood has reason to believe it contains a pathogen in Risk Group 2 or 3, in which case the test sample must be packaged under 8.6.

- d. A material, including a Division 6.2 waste, that previously contained an infectious substance that has been treated by steam sterilization, chemical disinfection, or other appropriate method, so it no longer meets the definition of an infectious substance in Risk Group 2, 3, or 4.
- e. Forensic material in Risk Group 1 transported on behalf of a U.S. government, state, local, or Indian tribal government agency.
- f. Environmental microbiological samples, such as samples of dust from a ventilation system or mold from a wallboard, collected to evaluate occupational and residential exposure risks.

8.4 Packaging—General

All materials mailable under the provisions in 8.0 must be properly packaged. Exhibit 8.4a lists the specific reference in 8.0 under which each type of mailable material must be packaged.

Exhibit 8.4a Packaging References for Materials Mailable Under 8.0

Material	Risk Group			
	1	2	3	4
Blood for Transfusion	8.10	8.6	8.6	nm
Biological Product	8.10	8.5	8.5	8.5
Culture or Stock	8.10	8.5	8.5	8.5
Diagnostic Specimen	8.10	8.6	8.6	8.5
Division 6.2 (Infectious Substance)	8.10	8.5	8.5	8.5
Forensic Material	8.10	8.9	8.9	8.5
Regulated Medical Waste	8.7	8.7	8.7	nm
Sharps Waste	8.7	8.7	8.7	nm
Toxin (Division 6.2)	8.10	8.5	8.5	8.5
Treated Medical Waste	8.10	n/a	n/a	n/a
Used Health Care Product	8.8	8.8	8.8	nm

nm - nonmailable
n/a - not applicable

8.5 Packaging of Division 6.2 Infectious Substances

Division 6.2 materials include infectious substances (etiologic agents), biological products, cultures or stocks, and toxins known or suspected to contain a Risk Group 2, 3, or 4 pathogen. It also includes diagnostic specimens known or

suspected to contain a Risk Group 4 pathogen. The packaging of Division 6.2 infectious substances is subject to these standards:

- a. All Division 6.2 materials must meet the packaging requirements in 49 CFR 173.196. Either the primary receptacle or the secondary container must be capable of withstanding, without leakage, an internal pressure that produces a pressure differential of not less than 0.95 bar, 14 psi (95 kPa), and temperatures in the range of -40°F to 131°F (-40°C to 55°C) as required by 49 CFR 173.196.
- b. The material must be packaged in a securely sealed and watertight primary receptacle (test tube, vial, etc.) that is enclosed in another watertight and durable secondary container that is securely sealed. Several primary receptacles may be enclosed in the secondary container if there is adequate cushioning material between them to prevent breakage during normal handling, and if the total volume of the material in all enclosed primary receptacles does not exceed 50 ml for liquids or 50 g for solids. The primary receptacle(s) and the secondary container must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2).
- c. The space between the primary receptacle(s) and the secondary container at the top, bottom, and sides must contain enough absorbent material to take up the entire contents of the primary receptacle(s) in case of breakage or leakage.
- d. The primary receptacle(s) and the secondary container must be securely enclosed in an outer shipping container constructed of fiberboard or other equivalent material. No external surface of the outer shipping container may be less than 3.9 inches (100 mm) as required by 49 CFR 173.196. An itemized list of the contents of the primary receptacle(s) must be enclosed between the secondary container and the outer shipping container.
- e. Each mailpiece must be designed and constructed so that, if it were subject to the environmental and test conditions in 49 CFR 178.609, there would be no release of the contents to the environment and no significant reduction in the effectiveness of the packaging.
- f. All mailpieces sent under 8.5 must be sent First-Class Mail or Priority Mail and must be marked on the address side with the proper shipping name and UN number of the material (e.g., "UN 2814, Infectious Substances, Affecting Humans" or "UN 2900, Infectious Substances, Affecting Animals"). Each mailpiece must bear a DOT Class 6 label for

infectious substances (etiologic agents), proper UN package specification markings, and orientation markings. A shipping paper is required. Any mailpiece classified as a Risk Group 4 material and that contains any of the select agents or toxins listed in 42 CFR 73.4 or 73.5 must meet all requirements in 42 CFR 72 and must also be sent using Registered Mail service.

- g. Articles that include dry ice as a refrigerant for the infectious substance must meet the requirements in 49 CFR 173.196(b)(2)(ii).

8.6 Packaging for Diagnostic Specimens in Risk Group 2 or 3

A diagnostic (clinical) specimen known or suspected to contain a Risk Group 4 pathogen must be packaged under 8.5. A diagnostic specimen classified in Risk Group 1 must be packaged under 8.10. A diagnostic specimen classified in Risk Group 2 or 3 and that meets the definition in 8.2d must be sent as First-Class Mail, Priority Mail, or Express Mail. Such materials must be packaged in a triple packaging, consisting of a primary receptacle, secondary container, and outer shipping container, subject to the following specific requirements:

a. Liquid Diagnostic (Clinical) Specimens.

- (1) The specimen must be contained in a leakproof and securely sealed primary receptacle. A single primary receptacle may not contain more than 500 ml of a specimen. Multiple primary receptacles are permitted in a single mailpiece if the mailpiece does not contain more than 4,000 ml. The primary receptacle(s) must be surrounded with sufficient cushioning material to withstand shock and pressure changes and with absorbent material capable of taking up the entire liquid contents should the primary receptacle(s) leak.
- (2) The primary receptacle(s) and the absorbent material must be securely packed within a secondary container in such a way that, under normal conditions of transport, the primary receptacle cannot break, be punctured, or leak its contents into the secondary container.
- (3) The secondary container must be leakproof, securely sealed, and placed within a strong outer shipping container having suitable cushioning material such that any leakage of the contents does not impair the protective properties of the cushioning material or the outer shipping container. The secondary container must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2).

- (4) The primary receptacle(s) or the secondary container must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 0.95 bar, 14 psi (95 kPA). The completed mailpiece must be capable of successfully passing the drop test in 49 CFR 178.603 at a drop height of at least 1.2 meters (3.9 feet). The address side of the outer shipping container must be clearly and durably marked "Diagnostic Specimen." A shipping paper is not required.

b. *Solid (or Dried) Diagnostic Specimens.*

- (1) The primary receptacle must be siftproof with a capacity of not more than 500 g (1.1 pounds).
- (2) If several fragile primary receptacles are placed in a single secondary container, they must be individually wrapped or separated with sufficient cushioning material to prevent contact between them. The secondary container must be siftproof to contain the contents should the primary receptacle(s) leak. The secondary container must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2).
- (3) The outer shipping container may not exceed 4 kg (8.8 pounds) capacity. The outer shipping container must be clearly and durably marked "Diagnostic Specimen." A shipping paper is not required.

8.7 Sharps Waste and Other Mailable Regulated Medical Waste

Regulated medical waste and sharps waste known to contain or suspected of containing an infectious substance in Risk Group 4 are nonmailable. Regulated medical waste and sharps waste as defined in 8.2e and 8.2g, respectively, and classified in Risk Group 1, 2, or 3 are permitted for mailing only using merchandise return service (see S923) with First-Class Mail or Priority Mail, subject to the following requirements:

- a. *Authorization.* Each distributor or manufacturer of a complete regulated medical waste or sharps waste mailing container system (including all component parts required to safely mail such waste to a storage or disposal facility) must obtain authorization from the USPS prior to mailing. Before applying for authorization, each type of mailing container system must be tested and certified under the standards in 8.7d by an independent testing facility. The manufacturer or distributor in whose name the authorization is being sought must submit a written request to the manager,

Mailing Standards, USPS Headquarters (see G043 for address). The request for authorization must contain the following:

- (1) An irrevocable \$50,000 surety bond or letter of credit as proof of sufficient financial responsibility to cover disposal costs if the manufacturer (or distributor) ceases doing business before all its waste container systems are disposed of or to cover cleanup costs if spills occur while the containers are in USPS possession. The surety bond or letter of credit must be issued in the name of the manufacturer or distributor seeking the authorization and must name the USPS as the beneficiary or obligee, as appropriate.
 - (2) Address of the headquarters or general business office of the distributor or manufacturer seeking the authorization.
 - (3) Address of each disposal and storage site.
 - (4) List of all types of mailing container systems to be covered by the request, a complete sample of each mailing container system, and proof of package testing certifications performed by the independent testing facility that subjected the packaging materials to the testing requirements in 8.7d.
 - (5) Copy of the proposed waste manifest (i.e., shipping paper) to be used with each mailing container system.
 - (6) 24-hour toll free telephone number for emergencies.
 - (7) List of the types of waste to be mailed for disposal in each mailing container system.
 - (8) Copy of the merchandise return service label to be used with each mailing container system.
- b. *Packaging.* Regulated medical waste and sharps waste in Risk Group 4 are nonmailable. A waste material treated by steam sterilization, chemical disinfection, or other appropriate method, so it no longer meets the definition of an infectious substance in Risk Group 2, 3, or 4, must be packaged under 8.10. The packaging for regulated medical waste and sharps waste in Risk Group 1, 2, or 3 is subject to these standards:
- (1) Regulated medical waste and sharps waste meeting the definitions in 8.2e and 8.2g, respectively, must be collected in a rigid, securely sealed, and leakproof primary receptacle. For sharps waste, the primary receptacle must also be puncture-resistant and may not have a maximum capacity that exceeds 3 gallons in volume. For regulated medical waste,

the primary receptacle may not have a maximum capacity that exceeds 5 gallons in volume. Each primary receptacle may not contain more than 50 ml (1.66 ounces) of residual waste liquid. Each primary receptacle must display the international biohazard symbol shown in Exhibit 8.7c(2). Each primary receptacle must maintain its integrity when exposed to temperatures between 0° and 120°F.

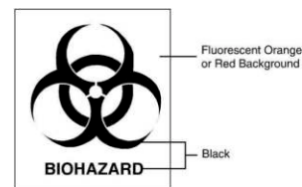
- (2) The primary receptacle must be packaged within a watertight secondary container or containment system. The secondary container may consist of more than one component. If one of the components is a plastic bag, it must be at least 3 mil in thickness and be used in conjunction with a strong fiberboard box. A plastic bag by itself does not meet the requirement for a secondary container. Several primary receptacles may be enclosed in a secondary container. The primary receptacle(s) must fit securely and snugly within the secondary container to prevent breakage during ordinary processing.
- (3) The secondary container must be enclosed in a strong outer shipping container constructed of 200-pound grade corrugated fiberboard. The joints and flaps of the outer shipping container must be securely taped, glued, or stitched to maintain the integrity of the container. When tape or glue is used to secure an outer shipping container, the material must be water-resistant. Fiberboard boxes with interlock bottom flaps (i.e., easy-fold) are not permitted as outer shipping containers unless reinforced with water-resistant tape. The secondary container must fit securely and snugly within the outer shipping container to prevent breakage during ordinary processing.
- (4) There must be enough material within a watertight barrier to absorb and retain three times the total liquid allowed within the primary receptacle (150 ml per primary receptacle) in case of leakage.
- (5) Each mailpiece must not weigh more than 25 pounds.
- (6) In each mailing container system, the authorized manufacturer or distributor must include a step-by-step instruction sheet that clearly details the proper sequence and method of container system assembly prior to mailing to prevent

package failure during transport due to improper assembly. The instruction sheet must also include a customer service telephone number, or provide specific information on where such a telephone number is located elsewhere on the container system, for third-party end users to contact if they have assembly questions or find a component part is missing.

c. *Mailpiece Labeling, Marking, and Documentation.* Regulated medical waste and sharps waste must meet the following requirements:

- (1) Each primary receptacle and outer shipping container must bear a label, which cannot be detached intact, showing: (a) the company name of the manufacturer or the distributor to which the mailing authorization is issued; (b) the USPS Authorization Number, and; (c) the container ID number (or unique model number) signifying that the packaging material is certified and that the manufacturer or distributor obtained the authorization required by 8.7a.
- (2) The primary receptacle(s) and the outer shipping container must bear the international biohazard symbol in black with either a fluorescent orange or fluorescent red background as shown in Exhibit 8.7c(2).

Exhibit 8.7c(2) International Biohazard Symbol



- (3) Each mailpiece must have a four-part waste manifest, which also serves as the shipping paper. The manifest must be affixed to the outside of the mailpiece in an envelope or similar carrier that can be easily opened and resealed to allow review of the document. The manifest must comply with all applicable requirements imposed by the laws of the state from which the container system is mailed. At a minimum, the information in Exhibit 8.7c(3) must be on the manifest.

Exhibit 8.7c(3) Manifest for Regulated Medical Waste and Sharps Waste Containers

1. Generator (Mailer)	
a.	Name.
b.	Complete address (not a Post Office box).
c.	Telephone number.
d.	Description of contents of mailing container. "Regulated Medical Waste" or "Regulated Medical Waste—Sharps" is required as appropriate.
e.	Date container was mailed.
f.	State permit number of approved facility in which contents are to be disposed of.
2. Destination Facility (Disposal Site)	
	Complete address (not a Post Office box).
3. Generator's (Mailer's) Certification	
<p>The following certification statement must be printed on manifest:</p> <p>"I certify that this container has been approved for the mailing of [insert either "regulated medical waste" or "sharps waste," as appropriate], has been prepared for mailing in accordance with the directions for that purpose, and does not contain excess liquid or nonmailable material in violation of the applicable Postal Service regulations. I AM AWARE THAT FULL RESPONSIBILITY RESTS WITH THE GENERATOR (MAILER) FOR ANY VIOLATION OF 18 USC 1716 WHICH MAY RESULT FROM PLACING IMPROPERLY PACKAGED ITEMS IN THE MAIL. I also certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and in proper condition for carriage by air according to the national governmental regulations."</p> <p>This statement must be followed by printed or typewritten name of generator (mailer), signature of generator, and date signed.</p>	
4. Destination Facility (Storage or Disposal Site)	
<p>The following certification statement of receipt, treatment, and disposal must be printed on manifest:</p> <p>"I certify that the contents of this container have been received, treated, and disposed of in accordance with all local, state, and federal regulations."</p> <p>This statement must be followed by printed or typewritten name of an authorized recipient at destination facility, signature of authorized recipient, and date signed.</p>	
5. Transporter Intermediate Handler Other Than the Postal Service (If Different From Destination Facility)	
a.	Name.
b.	Complete address (not a Post Office box).
c.	Printed or typewritten name of transporter or intermediate handler.
d.	Signature of transporter or intermediate handler and date signed.

6. Serialized Waste Manifests

Each waste manifest or mail disposal service shipping record must be serialized using a unique numbering system for identification purposes.

7. Comment Area

Each manifest must contain an area designated for entering comments or noting discrepancies.

8. Completion and Distribution of Waste Manifest

Each manifest must contain instructions for properly completing the four-part form. Copies of the form must be distributed as follows:

- One copy must be kept by generator (mailer).
- One copy must be kept by transporter or intermediate handler for 90 days.
- One copy must be kept by destination facility for 90 days.
- One copy must be mailed to generator by destination facility.

9. Emergency Telephone Number

Each manifest must bear the following statement with appropriate information:

"IN CASE OF EMERGENCY, OR THE DISCOVERY OF DAMAGE OR LEAKAGE, CALL 1-800-###-####."

- The outer shipping container must bear a properly prepared merchandise return service label (see S923). The merchandise return service permit must be held in the same name as that of the authorized medical waste mailer.
- The outer shipping container must be marked on two opposite side walls with the package orientation marking in 49 CFR 173.312 to identify the proper upright position of the mailpiece during handling.
- Mailpieces containing regulated medical waste or sharps waste must be marked on the address side with the correct UN number and proper shipping name (e.g., "Regulated Medical Waste, UN 3291" or "Regulated Medical Waste—Sharps, UN 3291").
- Package Testing.* Testing must be performed by an independent testing facility on one sample of each type of mailing container system to prove compliance with 8.7a. The sample mailing container system must withstand the tests in 49 CFR 178.604 (leakproof test), 178.606 (stacking test), 178.608 (vibration standard), and 178.609(e), (f), and (h) (test requirements for packaging for infectious substances). In addition, the absorbent material must withstand an absorbency test that satisfies the requirements in 8.7b(4). The test results must show that if every container system prepared for mailing were to be subject to the environmental and test conditions in 49 CFR, there would be no release of the

contents to the environment and no significant reduction in the effectiveness of the packaging. Periodic retesting must be performed whenever a change is made to the design of the container system or every 24 months, whichever occurs first.

8.8 Packaging of Used Health Care Products

A used health care product known or suspected to contain a Risk Group 4 pathogen is nonmailable. A used health care product meeting the definition in 8.2i, classified in Risk Group 1, 2, or 3, and being returned to the manufacturer or manufacturer's designee is mailable as First-Class Mail, Priority Mail, or Express Mail subject to the following packaging requirements:

- a. Each used health care product must be drained of liquid to the extent possible and placed in a watertight primary receptacle designed and constructed to ensure that it remains intact under normal conditions of transport. For a used health care product capable of cutting or penetrating skin or packaging material, the primary receptacle must be capable of retaining the product without puncture of the packaging under normal conditions of transport. The primary receptacle must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2).
- b. Each primary receptacle must be placed inside a watertight secondary container designed and constructed to ensure that it remains intact under normal conditions of transport. The secondary container must also be marked with the international biohazard symbol as shown in Exhibit 8.7c(2).
- c. The secondary container must be placed inside an outer shipping container with sufficient cushioning material to prevent movement between the secondary container and the outer shipping container. An itemized list of the contents of the primary receptacle and information concerning possible contamination with a Division 6.2 material, including its possible location on the product, must be placed between the secondary container and the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

8.9 Packaging of Forensic Material in Risk Groups 2 and 3

Forensic material in Risk Group 1 sent on behalf of a U.S. government, state, local, or Indian tribal government agency must be packaged under 8.10. Forensic material known or suspected to contain a Risk Group 4 infectious substance must be packaged under 8.5. Forensic material known or suspected to contain a Risk Group 2 or 3 pathogen is mailable as First-Class Mail, Priority Mail, or Express Mail when packaged in a triple packaging, consisting of a

primary receptacle, secondary container, and outer shipping container as follows:

- a. The forensic material must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary container from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. The primary receptacle must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2).
- b. The primary receptacle and the absorbent and cushioning material must be enclosed in a watertight and securely sealed secondary container. The secondary container must also display the international biohazard symbol as shown in Exhibit 8.7c(2).
- c. The secondary container must be firmly and snugly packed within a strong outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required.

8.10 Packaging for Risk Group 1 Materials

Division 6.2 materials in Risk Group 1 are not subject to regulation as hazardous materials (see 8.3), but when presented for mailing they must be properly packaged. Regulated medical waste, sharps waste, and used health care products classified in Risk Group 1 must be packaged and mailed under the applicable requirements in 8.7 or 8.8. All other Risk Group 1 materials are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services. Such materials must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary receptacle from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. Either the primary receptacle or the inner packaging must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2). The primary receptacle and the absorbent and cushioning material must be snugly enclosed in a strong outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required. Risk Group 1 diagnostic specimens and biological products are subject to the following packaging standards:

- a. *Liquid Diagnostic (Clinical) Specimens and Biological Products.* A diagnostic (clinical) specimen in Risk Group 4 or a biological product in Risk Group 2, 3, or 4 must be packaged under 8.5. A diagnostic specimen in Risk Group 2 or 3 must be packaged under

8.6. The packaging of a diagnostic specimen in Risk Group 1 (e.g., a urine specimen or blood specimen used in drug-testing programs or for insurance purposes) or a biological product (e.g., polio vaccine) in Risk Group 1 is subject to the following standards:

- (1) *Not Exceeding 50 ml.* A diagnostic specimen or biological product consisting of 50 ml or less per mailpiece must be packaged in a securely sealed primary receptacle. Two or more primary receptacles whose combined volume does not exceed 50 ml may be enclosed within a single mailpiece. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container having a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container must be securely sealed and it may serve as the outer shipping container provided it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2), except when the secondary packaging also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required.
- (2) *Exceeding 50 ml.* A clinical specimen or biological product that exceeds 50 ml must be packaged in a securely sealed primary receptacle. A single primary receptacle must not contain more than 500 ml of specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml may be enclosed in a single secondary container. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary

container having a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2). The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. The maximum amount of a specimen that may be enclosed in a single mailpiece must not exceed 4,000 ml. A shipping paper and a content marking on the outer shipping container are not required.

- b. *Solid (or Dried) Specimens.* A solid or dry specimen, such as a saliva swab, blood spot, or fecal smear in Risk Group 1 must be completely dried prior to placing it in or on a secure primary receptacle. Cushioning material to withstand shock and pressure changes is only required if the dry specimen is held in a breakable primary receptacle. When required, the cushioning material must surround the primary receptacle to prevent breakage or damage to the primary receptacle. The primary receptacle (and cushioning material, if required) must be enclosed in a secondary container having a leakproof barrier that can prevent failure of the secondary container if the primary receptacle breaks during shipment. The secondary container must be securely sealed and it may serve as the outer shipping container provided it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol as shown in Exhibit 8.7c(2), except when the secondary packaging also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required.

9.0 RADIOACTIVE MATERIALS (HAZARD CLASS 7)

[Change "Publication 52, Acceptance of Hazardous, Restricted, or Perishable Matter" to "Publication 52, Hazardous, Restricted, or Perishable Mail".]

10.0 CORROSIVES (HAZARD CLASS 8)

* * * * *

10.2 Mailability

[In item a, change “secondary packagings” to “secondary containers”; change “secondary packaging” to “secondary container”; and change “outer packaging” to “outer shipping container”.]

[In item b, change “secondary packaging” to “secondary container” and change “outer packaging” to “outer shipping container”.]

10.3 Marking

[In the first sentence, change “Surface Mail Only” to ““Surface Only” or “Surface Mail Only””].]

10.4 Nonspillable Wet Electric Storage Batteries

* * * * *

[Revise item a to read as follows:]

- a. The nonspillable battery must be protected from short circuits, surrounded with sufficient cushioning material, and securely packaged in a strong fiber-board box that serves as the outer shipping container.

[In item b, change “outer packaging” to “outer shipping container”.]

* * * * *

[In item d, change “50 pounds” to “25 pounds”.]

11.0 MISCELLANEOUS HAZARDOUS MATERIALS (HAZARD CLASS 9)**11.1 Definition**

[In the second sentence, delete “magnetized materials,”.]

* * * * *

11.3 Marking

[In the first sentence, change “Surface Mail Only” to ““Surface Only” or “Surface Mail Only””].]

11.4 Dry Ice

[In item a, change the heading “Air Transportation” to “Air Transportation Requirements”].]

[In item b, change the heading “Surface Transportation” to “Surface Transportation Requirements”. Also change “Surface Mail Only” to ““Surface Only” or “Surface Mail Only””].]

* * * * *

[Renumber current 11.5 as new 12.0 to read as follows:]

12.0 OTHER REGULATED MATERIALS—MAGNETIZED MATERIALS

[Change the introductory paragraph in new 12.0 to read as follows (the remainder of new 12.0 is unchanged):]

A magnetized material is not classified within any of the nine hazard classes. Such material is regulated as a hazardous material only if offered for carriage on air transportation and when it has a magnetic field strength capable of causing the deviation of aircraft instruments. Regulated magnetized materials are mailable subject to the following limitations:

- a. Definition.

[In the second sentence in item a, change “a hazard class 9 material” to “a hazardous material”].]

- b. Mailability.

[In the third sentence in item b, change “Publication 52” to “Publication 52, Hazardous, Restricted, and Perishable Mail”].]

* * * * *

C024 Other Restricted or Nonmailable Matter

* * * * *

[Renumber current 18.0 and 19.0 as new 19.0 and 20.0, and insert new 18.0 to read as follows:]

18.0 ODD-SHAPED ITEMS IN PAPER ENVELOPES

Pens, pencils, key rings, bottle caps, and other similar odd-shaped items are not permitted in letter-size or flat-size paper envelopes unless they are wrapped within the other contents of the envelope to streamline the shape of the mailpiece and prevent damage during postal processing. If an odd-shaped item is not properly wrapped, it could burst through the envelope and cause injury to employees and damage to USPS processing equipment. Odd-shaped items that are properly wrapped within paper envelopes and sent at the First-Class Mail or Standard Mail nonautomation rates may be subject to the nonmachinable surcharge under E130 or E620, as applicable. Certain types of odd-shaped items, when properly wrapped, are permitted as automation rate letter-size mail subject to the standards in C810. Flat-size automation rate mail is subject to the uniform thickness requirement in C820.

* * * * *

C050 Mail Processing Categories

* * * * *

(Domestic Mail section continues on page 79.)

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 481

Keep all foreign order notices for use as reference.

Final Orders

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

Australia

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

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, 6-12-03

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, Millbrae 94030-1905	Steven Sano, 423 Broadway, PMB 812
NV, Las Vegas 89119-5263	Latoya Renee Buggue, 1350 East Flamingo Road, #302
PA, Washington 15301-4605	Any and All Names, 123 Washington Street, PMB #247

— Judicial Officer, 6-12-03

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.

005044	009825	022076	061104	076364	096859	105897	117987	156229	197064	276239	312395	327031
005554	010115	022136	061750	076783	096874	106221	118017	159002	200608	277025	312402	327092
005731	010560	022233	062061	076977	097462	107157	118020	159022	200867	277026	312480	327356
005835	010610	022265	064043	077030	097703	107219	118045	159033	207929	282223	312482	327454
006162	011047	022348	064232	077247	097988	107226	118893	159052	208422	282364	312500	327473
006169	011113	022373	064287	077334	098281	108358	119028	159089	208560	282466	314189	327645
006194	011359	022563	064634	077533	098282	108404	119245	159119	208657	283597	314202	327662
006204	012248	022872	064728	078222	098334	108699	119415	165033	208980	284030	314258	327687
006310	012344	022954	064924	079011	098366	108784	122148	165048	210495	285036	314296	327695
006321	012353	022971	064938	079452	098385	108838	122427	165055	210613	287049	314305	327707
006605	013166	023651	065156	080182	098430	108949	124005	165175	210640	287062	314549	327735
006812	013176	025051	065689	080274	098500	108950	125182	165337	210689	292247	314650	327751
006823	013202	025140	065698	080539	098537	109029	125398	170174	210759	292394	314757	327759
007191	014160	027027	065818	085051	098569	109680	126077	170280	210762	292564	314808	327762
007211	014323	027494	065985	085097	098802	110439	128154	170327	210769	292593	314948	327785
007259	014379	027755	066482	085311	098828	110819	129902	171152	210801	293083	317155	328012
007337	014665	028117	067033	085536	098928	111503	132447	171281	210802	295431	317185	328024
007351	014979	028220	067170	085677	098948	111959	133031	174054	220063	295454	317331	328747
007378	015118	028428	067264	085781	098984	112365	136174	175066	220179	295455	320057	328841
008175	015500	029063	067288	088030	100073	112727	142085	175089	220571	299797	320073	328867
008185	015513	029688	067308	088127	100085	112977	142587	180031	220715	300037	320077	328883
008196	015548	029779	067356	088327	100116	113228	142796	181054	221068	300297	320080	328957
008202	015597	030080	068270	088726	100156	113248	142866	187023	221123	300605	320753	329004
008262	015720	030271	068404	089322	100159	113346	142935	191590	221543	300918	320787	329010
008277	015721	031057	068442	089955	100217	113379	146028	191748	222007	301015	320898	329013
008362	016463	035010	068457	090808	100346	113500	146058	191994	222050	301088	320938	329017
008380	016787	037012	068478	091098	100352	113564	146066	192424	222146	301098	321006	329025
008413	018004	038030	068531	091160	100401	113992	146127	192486	223137	301122	321040	329670
008428	018023	038134	069086	091256	100416	114115	146149	192723	223392	301218	321252	330071
008456	018085	038515	069156	091872	100509	114328	146270	192859	226006	301249	322029	330080
008465	018235	038531	069190	092106	101103	114468	146563	192927	232008	301254	322031	330221
008478	018451	040077	069218	092366	101564	114633	146579	192949	235119	301297	322041	330230
008504	018457	040129	069273	092663	101732	115027	146686	193176	235359	301387	322048	330308
008630	018643	040347	069405	092990	102057	115047	146704	193248	235415	301458	322057	330316
008711	018689	042025	069409	093056	102207	115077	146726	193269	235507	301734	322141	330369
008729	018704	042077	069458	093478	102843	115083	146776	193273	235517	301923	322204	330371
008764	018774	042095	070052	094157	103153	115245	146786	193283	242001	301988	322493	330640
008799	019383	043011	070711	094170	103196	115322	148220	193323	251205	302254	322648	330654
008925	019509	043046	070975	094197	103280	115352	148221	193407	251211	302859	322986	330710
008990	019914	046006	071389	094265	103310	115379	148223	193446	252101	303016	323128	330724
009087	021001	050045	071403	094542	103349	115382	148224	193469	253179	305089	323194	330796
009115	021029	052040	071499	094730	103357	115388	148227	193470	253218	305079	325136	330802
009126	021085	054231	071770	095403	103402	115534	151090	193472	255121	305946	325494	330967
009148	021101	055146	071787	095905	103536	115626	151204	193537	255701	306261	325497	331128
009179	021106	060158	075272	095925	103578	115689	151216	193608	258200	306358	326401	331144
009284	021165	060208	075398	095972	103951	117127	151225	193643	270031	306484	326444	331486
009380	021428	060311	075543	096052	104377	117192	152003	193644	272075	311245	326741	331647
009430	021532	060335	075630	096227	104488	117204	152543	193678	272292	312177	327002	331677
009508	021552	060507	075776	096400	105035	117245	152741	193710	274052	312190	327003	331776
009591	021790	060613	076060	096589	105183	117689	152890	195050	274088	312213	327011	331875
009736	021879	060922	076152	096688	105235	117733	154050	195052	274219	312290	327014	331922
009762	021923	061094	076244	096855	105852	117775	156115	196166	275073	312372	327030	332001

332002	333763	402963	464057	483246	554076	606002	641749	762023	802309	871006	903966	921028
332019	333811	405155	464058	483307	554320	606827	648155	762044	802326	871483	904017	921076
332021	334006	410050	464091	483311	554938	606932	652115	762049	802330	875002	904074	921085
332022	334060	410152	464215	483400	557006	607265	652505	765501	802365	882127	904512	921266
332030	334341	410205	465012	483612	558031	607425	658101	765575	802510	891203	904697	921306
332052	335046	411012	465028	483762	558072	607793	658253	770074	802549	891371	904792	921388
332057	335115	420064	465108	483956	563003	607804	662143	770121	802578	891399	904797	921398
332058	335175	421041	465140	484035	564012	607976	681350	770152	802602	891457	906085	921435
332090	335276	423037	466597	484044	564021	608036	683016	770209	802830	891688	906389	921439
332093	335728	424033	466601	485055	570111	608052	685277	770240	803049	891875	906852	921680
332102	336015	430162	467050	485211	571007	608222	688125	770260	804059	891882	906874	921852
332112	336130	431062	468146	485336	571018	608356	701081	770262	805306	891898	906944	921916
332120	336177	431063	468157	486322	571046	608393	701143	770456	805541	891934	907144	921988
332122	336587	432573	468230	495562	577051	611138	701380	770568	805597	895003	907315	921995
332124	338070	432950	468332	495573	584203	616120	701400	770603	806167	895458	907573	922232
332147	340015	432963	468363	495575	585216	619001	701704	770653	809006	895459	907585	922322
332168	340036	438001	468416	497120	591013	619007	721042	770746	809079	898001	907917	924295
332171	340083	441004	468427	497287	591027	619013	727036	770871	809168	900219	907983	924453
332175	340124	441011	471034	511630	591095	619017	730454	771051	810046	900274	910217	924612
332190	340202	441015	471079	522017	591138	619100	731470	771059	811044	900347	910239	925089
332192	340276	441055	477173	525033	600064	622003	731522	771064	812049	900583	911010	925132
332215	340341	441153	478006	532999	600082	625010	731807	771806	814210	900846	911197	926331
332244	340348	441207	478033	537263	600238	625012	740338	772569	815076	900899	912249	926909
332281	340514	441214	479060	537403	600329	625016	740740	772812	815222	900992	912367	927169
332326	340615	441300	479121	543130	600356	625019	741318	772869	815224	901120	913013	927369
332379	340661	441400	480093	544001	600488	625021	741329	773003	816017	901133	913055	927371
332493	340677	441440	480101	544008	600518	625026	741835	773058	816158	901138	913533	927372
332507	340855	441452	480286	544009	600533	627002	741837	773486	816194	901139	914022	927953
332543	340858	441502	480333	544077	600619	627009	741912	773539	816348	901167	914024	928391
332617	340896	441511	480447	545016	600786	627011	749129	773541	816420	901196	914094	928398
332621	340900	441581	480464	545029	600811	627012	750097	775236	828729	901253	914371	928469
332622	340918	443001	480553	549206	600946	627018	750156	776102	833605	901282	914789	928530
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332707	347010	444320	481003	551165	601630	627071	752234	785423	841191	901445	917190	930404
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332882	370033	450182	481850	551333	601842	629088	752715	799031	841346	901633	917358	931260
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332906	372017	454049	481972	551646	602009	631237	752839	799136	844179	901710	917435	931446
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332973	381107	454804	483034	551970	602502	631724	757089	800570	850115	902035	917795	935200
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333045	381655	454818	483049	553097	603212	631826	757232	801333	853232	902278	918225	935273
333111	392695	457108	483064	553269	604102	631860	757321	801339	853331	902330	918266	937459
333136	400027	458107	483094	553703	604203	631877	757369	801514	853333	902375	918391	937573
333214	400049	458155	483116	553712	604399	641046	758007	801555	853487	902485	918451	937730
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333359	402219	464015	483163	553850	604831	641634	761035	802124	853743	903108	918887	940180
333410	402668	464045	483173	553879	605124	641664	761048	802169	856164	903196	920023	940250
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940854	945418	946521	948689	950186	951980	967079	968626	970096	970956	980845	982415	997154
940927	945646	946588	948699	950355	953334	967159	968718	970165	972247	980849	982431	998308
941130	945721	946592	948743	950885	954121	967164	968834	970285	974132	981854	982463	998333
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945368	945885	948424	949640	951729	958607	968421	969105	970874	980621	982228	984202	
945417	946346	948582	950005	951741	958787	968587	969112	970892	980777	982301	995226	

— *Product Information Requirements,
Product Development, 6-12-03*

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	026 492 3180 to 026 492 3199	045 524 4121 to 045 524 4298	388 828 0656 to 389 696 2400 to	0699 2799
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	046 800 9870 to 046 800 9899	389 846 3104 to 389 846 3145 to	3135 3195
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	047 552 4370 to 047 552 4399	389 887 9211 to 389 887 9234 to	9230 9299
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to	3199 3699
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to	1499 3599
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	273 775 7700 to 273 775 7899	392 854 8500 to 393 584 7566 to	8899 7699
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	6099 6999
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 822 3243 to	0599 3278
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	360 173 8800 to 360 324 2326 to	394 990 1810 to 395 343 3264 to	1899 3299
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	362 861 3064 to 373 006 2176 to	395 373 3035 to 395 396 9649 to	3099 9799
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	374 768 2600 to 375 169 4400 to	395 970 3240 to 397 622 4054 to	3299 4099
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	375 829 3400 to 375 851 9100 to	397 819 8902 to 398 149 7200 to	8999 7699
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	376 196 0911 to 378 085 3679 to	398 149 7200 to 399 070 0872 to	7699 0899
022 021 9110 to 022 021 9181	037 909 5490 to 037 909 5499	378 085 3679 to 378 351 1063 to	399 070 0872 to 399 156 7119 to	0899 7199
022 037 1411 to 022 037 1499	040 024 3901 to 040 024 3999	378 351 1063 to 379 843 5100 to	399 156 7119 to 399 203 5064 to	7199 5099
023 637 7169 to 023 637 7199	040 674 7100 to 040 674 7199	379 843 5100 to 380 093 9600 to	399 203 5064 to 399 296 9910 to	5099 9999
024 380 4100 to 024 380 4199	040 688 8816 to 040 688 8899	380 093 9600 to 380 165 1165 to	399 296 9910 to 399 396 8935 to	9999 8999
024 496 6870 to 024 496 6896	041 623 8889 to 041 623 8899	380 165 1165 to 381 325 4500 to	399 396 8935 to 399 792 7775 to	8999 7799
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025 369 5535 to 025 369 5599	043 205 5922 to 043 205 5999	381 604 2510 to 381 645 9525 to	400 427 1051 to 401 045 1505 to	1999 1549
025 729 1151 to 025 729 1199	044 087 3457 to 044 087 3499	381 645 9525 to 383 314 3968 to	401 045 1505 to 401 045 1571 to	1549 1599
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		383 892 1000 to 383 892 1382 to	401 294 2700 to 401 310 9505 to	2799 9599
		383 892 1382 to 384 925 3641 to	401 310 9505 to 401 382 5312 to	9599 5399
		384 925 3641 to 385 568 2331 to	401 382 5312 to 402 578 7876 to	5399 7899
		385 568 2331 to 385 599 7554 to	402 578 7876 to 403 125 6744 to	7899 6799
		385 599 7554 to 385 774 2024 to	403 125 6744 to 403 260 7000 to	6799 7499
		385 774 2024 to 386 624 1412 to	403 260 7000 to 403 280 6470 to	7499 6499
		386 624 1412 to 386 883 8936 to	403 280 6470 to 403 685 8600 to	6499 8699
		386 883 8936 to 387 314 5574 to	403 685 8600 to 404 003 0300 to	8699 0399
		387 314 5574 to 387 837 6300 to	404 003 0300 to	0399

404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
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404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
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
410 491 2311 to	2399	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	430 150 4401 to	4599	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	470 755 5800 to	5818
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
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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	440 698 1947 to	1999	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
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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
420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899	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	450 048 4173 to	4199	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

479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	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	500 064 1858 to	1869	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	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
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
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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
490 669 5850 to	6099	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	630 389 3056 to	3071	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	610 092 3200 to	3299	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

649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	806 087 1100 to	1499
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	806 268 9275 to	9299
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	806 534 3400 to	3477
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	807 342 3283 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	808 086 7100 to	7199
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	808 090 3440 to	3499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	808 325 5161 to	5699
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	808 784 8000 to	8299
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	830 125 0672 to	0699
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	830 602 5800 to	5999
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	830 610 3700 to	3799
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	830 983 3500 to	3599
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	830 983 3635 to	3699
652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599	831 354 1387 to	1399
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	831 815 8240 to	8299
653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	832 525 3810 to	3899
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	833 159 1884 to	1899
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	833 456 2567 to	2599
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	833 566 3015 to	3071
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	834 130 5200 to	5299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	834 316 5444 to	5499
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	834 354 8747 to	8766
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	834 354 8824 to	8838
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	835 269 5700 to	5799
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	835 496 7303 to	7399
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	835 539 5200 to	5999
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	835 813 3015 to	3099
658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	837 672 8967 to	8999
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	837 784 3282 to	3299
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	838 176 8377 to	8399
659 706 8113 to	8199	683 444 8159 to	8199	701 601 3457 to	3499	838 518 1257 to	1299
659 846 7837 to	7899	685 154 7780 to	7789	701 605 5913 to	5999	839 718 8257 to	8299
660 510 4100 to	4199	685 297 7645 to	7699	701 695 3982 to	3999	840 323 0600 to	0699
660 673 0400 to	0599	685 623 5264 to	5299	701 695 4148 to	4199	840 875 6235 to	6299
661 488 5000 to	5099	685 650 9487 to	9499	701 695 4227 to	4299	840 910 0900 to	0999
661 609 9100 to	9199	685 669 4200 to	4299	701 708 1741 to	1799	841 349 5000 to	5099
661 716 9420 to	9499	685 757 8452 to	8499	701 736 3966 to	3999	841 805 7747 to	7899
661 906 6522 to	6599	686 071 2694 to	2799	701 838 2800 to	2899	841 805 7944 to	8099
662 021 8332 to	8399	686 176 3333 to	3354	701 941 0600 to	0699	842 226 0685 to	0695
662 068 0700 to	0899	686 372 3200 to	3299	702 171 1603 to	1699	842 685 4600 to	4699
662 553 0774 to	0799	686 644 5879 to	5899	702 195 5109 to	5199	842 685 4742 to	4999
663 078 7034 to	7099	686 899 1371 to	1399	702 254 9300 to	9399	842 860 0300 to	0399
663 763 5300 to	5399	686 931 7636 to	7699	702 264 7569 to	7599	842 898 5582 to	5599
663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809	843 062 7100 to	7199
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	690 291 1361 to	1371	702 848 3900 to	3999	843 786 2554 to	2699
665 274 8208 to	8299	690 788 2877 to	2899	702 878 0114 to	0199	845 656 8165 to	8199
665 669 5400 to	5499	690 893 5344 to	5399	740 002 7710 to	7719	845 727 2100 to	2199
666 132 8226 to	8299	690 893 5512 to	5599	740 241 9049 to	9099	845 746 2618 to	2635
666 696 2209 to	2299	690 904 1300 to	1599	740 255 1718 to	1799	846 390 7531 to	7599
666 696 2309 to	2399	690 941 6000 to	6199	740 470 2420 to	2443	846 918 0572 to	0599
667 032 9300 to	9399	691 313 6383 to	6399	740 523 7432 to	7449	847 237 7690 to	7699
667 729 5529 to	5599	691 313 6600 to	6699	740 535 1555 to	1580	847 284 2481 to	2499
668 383 8400 to	8699	691 582 8003 to	8099	740 701 6105 to	6114	847 374 7055 to	7065
670 368 3400 to	3499	691 664 1800 to	1999	740 705 9790 to	9799	847 374 7055 to	7065
670 369 7336 to	7399	691 664 2400 to	2499	740 726 6400 to	6500	847 636 5304 to	5399
670 750 7169 to	7199	692 727 9362 to	9399	740 765 3306 to	3399	847 700 5447 to	5499
671 046 6200 to	6399	692 798 1800 to	1899	805 885 8411 to	8499	847 723 7500 to	7599

849 485 3427 to	3499	861 367 5400 to	5499	870 691 7060 to	7099	908 936 9254 to	9299
849 520 9850 to	9899	861 637 6010 to	6099	872 100 0445 to	0459	909 100 1787 to	1799
849 608 1357 to	1399	861 979 7292 to	7499	900 556 4178 to	4199	909 100 1900 to	2099
849 792 2600 to	2699	862 216 6100 to	6199	900 845 0044 to	0099	909 355 0422 to	0499
850 546 1862 to	1899	862 263 9213 to	9299	900 936 0217 to	0299	909 568 8900 to	9099
851 143 6826 to	6844	862 271 0800 to	0999	900 936 0435 to	0499	909 568 9300 to	9499
851 209 9880 to	9899	862 271 5000 to	5099	901 058 5255 to	5280	909 725 7307 to	7399
851 928 9221 to	9299	863 871 5138 to	5199	901 273 1082 to	1099	909 833 0947 to	0999
852 589 6560 to	6599	863 949 5300 to	5399	901 287 5143 to	5199	910 219 8631 to	8699
853 049 3646 to	3699	864 088 8200 to	8299	901 291 2789 to	2799	910 265 1100 to	1199
854 304 4089 to	4999	864 426 3972 to	3999	901 525 7122 to	7199	910 471 7273 to	7299
854 529 2200 to	2299	864 520 6117 to	6136	902 198 9769 to	9799	910 536 2505 to	2599
854 532 0000 to	2999	865 151 0526 to	0599	902 948 1269 to	1299	910 958 7499 to	7599
855 001 6204 to	6249	865 500 4034 to	4099	902 985 0833 to	0899	911 140 1000 to	2199
855 319 9364 to	9399	865 883 6082 to	6099	903 370 6934 to	6999	911 245 2545 to	2599
855 361 3390 to	3399	866 004 3000 to	3999	904 600 6523 to	6599	911 268 9077 to	9099
856 226 0490 to	0499	866 442 4100 to	4899	904 892 0378 to	0399	911 400 8948 to	8999
856 656 5800 to	5999	867 366 9108 to	9118	904 892 0648 to	1299	911 508 1620 to	1799
856 752 0200 to	0299	867 633 7403 to	7499	905 056 2216 to	2299	911 509 9310 to	9399
857 111 1352 to	1399	867 737 5623 to	5699	905 510 6647 to	6799	911 523 3000 to	3999
857 279 3450 to	3499	868 169 4529 to	4599	905 510 6900 to	7099	912 057 9922 to	9999
857 843 4000 to	4099	868 173 8400 to	8599	905 794 0000 to	0199	913 605 2218 to	2299
858 124 7644 to	7699	868 514 9000 to	9099	905 794 0288 to	0299	913 709 2429 to	2499
858 756 3111 to	3299	868 566 9200 to	9299	905 873 6900 to	6999	913 818 3501 to	3999
859 063 8200 to	8699	869 387 1150 to	1199	905 873 7100 to	7299	914 063 4300 to	4399
859 190 0600 to	0644	869 505 3500 to	3599	905 880 8900 to	8999	914 529 6185 to	6299
859 437 5538 to	5599	869 523 7033 to	7099	905 889 7100 to	7199	915 546 6822 to	6999
859 811 2888 to	2899	869 800 0000 to	999 9999	906 158 1508 to	1599	915 671 3963 to	3980
859 855 8873 to	8999	870 054 4814 to	4899	906 558 8812 to	8899	915 671 3982 to	3999
860 240 8520 to	8599	870 491 4812 to	4849	906 982 2214 to	2299	915 675 2217 to	2299
860 275 3900 to	3999	870 536 5820 to	5829	907 725 8500 to	8599	916 670 6352 to	6399
860 518 9629 to	9699	870 541 7167 to	7239	907 815 0216 to	0257	916 694 1414 to	1499
860 600 0021 to	0999	870 575 8155 to	8999	908 622 4225 to	4235	917 370 6300 to	6499
861 158 2350 to	2599	870 589 0485 to	0494				

— Group2—Security,
Postal Inspection Service, 6-12-03

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.

000 000 001 to 692 600 000	702 410 595 to 1 050	712 003 381 to 3 650	722 378 265 to 8 280
692 720 871 to 0 900	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
700 068 473 to 8 500	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	720 227 871 to 7 930	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	710 046 813 to 6 840	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	730 077 683 to 7 840
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	761 975 641	to	5 670
730 711 711	to	1 740	739 740 151	to	0 180	751 936 951	to	7 010	761 975 886	to	5 895
730 722 991	to	3 230	739 793 491	to	3 520	751 951 861	to	1 890	762 304 144	to	4 170
730 845 970	to	5 990	739 793 527	to	3 550	751 999 021	to	9 110	762 324 931	to	4 960
730 888 291	to	8 320	739 942 621	to	2 650	752 139 516	to	9 570	762 439 261	to	9 290
730 927 591	to	7 680	739 999 231	to	9 320	752 182 892	to	2 950	762 524 158	to	4 220
731 307 914	to	7 930	740 011 517	to	1 530	752 206 861	to	7 100	762 584 872	to	4 970
731 402 431	to	2 460	740 030 701	to	0 970	752 295 241	to	5 600	762 593 431	to	3 460
731 407 232	to	7 320	740 261 740	to	1 820	752 731 351	to	1 410	763 155 160	to	5 180
731 588 301	to	8 340	740 265 811	to	6 290	752 767 441	to	7 470	763 178 631	to	8 660
731 767 273	to	7 320	740 299 111	to	9 170	753 008 941	to	9 030	763 506 001	to	6 060
731 781 061	to	1 120	740 299 231	to	9 260	753 194 311	to	4 370	763 522 141	to	2 470
731 837 821	to	7 910	740 329 266	to	9 320	753 620 378	to	0 400	763 717 694	to	7 800
731 841 377	to	1 450	740 889 081	to	9 090	754 013 917	to	3 940	763 826 461	to	6 520
732 018 481	to	8 600	741 010 421	to	0 530	754 161 061	to	1 120	763 900 460	to	0 471
732 067 972	to	8 370	741 113 041	to	3 370	754 358 445	to	8 610	763 900 479	to	0 530
732 188 649	to	8 670	741 373 891	to	4 340	754 410 451	to	0 660	763 917 271	to	7 750
732 193 460	to	3 470	741 452 369	to	2 490	754 438 393	to	8 410	764 125 801	to	5 860
732 201 241	to	1 390	741 492 991	to	3 140	754 493 109	to	3 130	764 284 525	to	4 560
732 220 431	to	0 440	741 553 460	to	3 470	754 664 182	to	4 220	764 526 241	to	6 330
732 355 201	to	5 380	741 764 431	to	4 520	754 816 377	to	6 470	764 601 421	to	1 600
732 472 320	to	2 560	742 178 834	to	8 880	755 487 421	to	7 600	764 650 231	to	0 470
732 541 605	to	1 620	742 325 500	to	5 520	755 592 901	to	3 140	764 984 371	to	4 850
732 572 221	to	2 490	742 325 668	to	5 700	755 790 020	to	0 030	765 003 667	to	3 680
732 586 479	to	6 710	742 408 771	to	8 830	755 791 730	to	1 800	765 042 517	to	2 540
732 994 037	to	4 080	742 512 120	to	2 150	755 926 951	to	7 070	765 194 728	to	4 970
733 163 449	to	3 460	742 684 849	to	4 890	755 934 332	to	4 510	765 387 365	to	7 450
733 297 171	to	7 290	742 839 553	to	9 630	755 957 701	to	8 000	765 541 801	to	2 100
733 446 631	to	7 110	742 913 668	to	3 700	755 962 981	to	3 280	765 638 461	to	8 970
733 474 665	to	4 770	742 917 287	to	7 296	756 035 371	to	5 490	765 647 101	to	7 190
733 704 482	to	4 570	742 921 891	to	1 980	756 301 257	to	1 290	765 813 781	to	4 029
733 751 041	to	1 130	742 983 631	to	3 810	756 371 565	to	1 580	765 879 314	to	9 390
734 009 101	to	9 130	743 020 021	to	0 170	756 876 031	to	6 120	765 954 001	to	4 030
734 290 759	to	0 770	743 206 491	to	6 500	756 876 151	to	6 240	766 120 286	to	0 320
734 389 273	to	9 290	743 235 992	to	6 050	756 970 129	to	0 140	766 125 716	to	5 750
734 440 031	to	0 111	743 940 631	to	0 900	757 059 613	to	9 630	766 158 824	to	8 840
734 797 201	to	7 320	743 978 011	to	8 070	757 078 540	to	8 560	766 388 433	to	8 460
734 939 611	to	9 640	744 234 751	to	4 780	757 086 209	to	6 240	766 509 421	to	9 660
734 950 111	to	0 170	744 499 591	to	9 680	757 240 591	to	0 650	766 572 901	to	3 020
735 120 331	to	0 840	744 626 901	to	6 910	757 277 371	to	7 700	766 748 500	to	8 521
735 283 008	to	3 020	745 388 794	to	8 910	757 291 591	to	2 730	767 024 341	to	4 370
735 293 131	to	3 220	746 446 806	to	6 820	757 964 251	to	4 280	767 326 471	to	6 590
735 635 010	to	5 040	746 818 351	to	8 410	758 067 001	to	7 090	767 332 561	to	2 950
735 783 961	to	3 990	747 245 266	to	5 280	758 105 221	to	5 250	768 009 841	to	9 960
735 803 401	to	3 430	747 364 813	to	4 830	758 324 941	to	5 000	768 011 489	to	1 520
736 005 420	to	5 440	747 501 434	to	1 450	758 593 628	to	3 650	768 177 980	to	7 990
736 366 021	to	6 110	747 739 891	to	0 070	758 709 038	to	9 060	768 391 081	to	1 170
736 624 456	to	4 500	748 148 649	to	8 760	758 744 101	to	4 160	768 661 569	to	1 650
736 670 851	to	1 060	748 259 960	to	9 970	758 850 883	to	0 900	769 000 051	to	0 080
736 767 061	to	7 090	748 565 162	to	5 280	758 860 951	to	1 550	769 050 841	to	0 900
736 767 093	to	7 120	748 874 988	to	5 030	759 152 851	to	2 880	769 159 081	to	9 178
736 982 191	to	2 370	749 137 381	to	7 410	759 740 941	to	1 090	769 737 496	to	7 510
736 982 551	to	2 730	749 190 192	to	0 210	760 004 596	to	4 610	769 778 491	to	8 730
737 110 141	to	0 170	749 685 421	to	5 450	760 118 191	to	8 250	769 827 331	to	7 450
737 185 501	to	5 710	749 846 791	to	6 850	760 155 001	to	5 090	770 216 071	to	6 100
737 317 321	to	7 350	749 993 131	to	3 580	760 378 002	to	8 020	770 723 281	to	3 400
737 517 781	to	7 840	750 071 587	to	1 610	760 692 722	to	2 749	770 790 451	to	0 480
737 628 181	to	8 210	750 408 167	to	8 183	761 055 460	to	5 480	770 915 150	to	5 490
737 634 258	to	4 270	750 438 421	to	8 501	761 169 781	to	9 810	771 455 551	to	5 610
738 361 971	to	1 980	750 743 911	to	4 030	761 504 941	to	5 120	771 609 661	to	9 690
738 447 601	to	7 660	750 779 118	to	9 400	761 516 836	to	6 910	772 057 224	to	7 440
738 648 355	to	8 450	750 910 981	to	1 010	761 613 588	to	3 600	772 162 660	to	3 070
738 849 811	to	9 900	750 960 841	to	0 900	761 688 631	to	8 690	772 718 615	to	8 640
738 892 270	to	2 290	751 296 211	to	6 240	761 805 199	to	5 240	772 970 886	to	0 940
738 997 259	to	7 380	751 539 121	to	9 180	761 826 106	to	6 120	773 009 419	to	9 430
739 161 451	to	1 540	751 541 311	to	1 790	761 881 171	to	1 560	773 112 031	to	2 060

773 125 387 to 5 410	775 331 515 to 1 550	779 316 961 to 7 200	783 578 143 to 8 160
773 179 320 to 9 410	775 444 210 to 4 230	779 339 221 to 9 400	783 663 991 to 4 050
773 202 989 to 3 140	775 579 301 to 9 320	779 702 191 to 2 250	783 739 838 to 0 280
773 208 991 to 9 290	775 622 683 to 2 760	779 994 001 to 4 090	784 142 598 to 2 610
773 231 311 to 1 340	776 144 621 to 4 670	780 103 591 to 3 650	784 380 061 to 0 090
773 348 739 to 8 940	776 154 010 to 4 060	780 533 288 to 3 310	784 507 759 to 7 860
773 575 891 to 5 950	777 561 631 to 2 080	780 625 208 to 5 920	784 913 509 to 3 531
773 852 971 to 3 030	776 657 371 to 7 490	780 711 345 to 1 540	785 429 491 to 9 520
773 858 011 to 8 100	776 817 421 to 7 450	780 778 894 to 8 920	785 989 351 to 9 440
773 892 721 to 7 190	776 951 225 to 1 250	780 865 851 to 5 920	786 036 450 to 6 480
773 958 061 to 8 660	777 141 601 to 2 140	780 873 421 to 3 450	786 111 854 to 1 930
774 101 148 to 1 190	777 297 421 to 7 510	781 141 891 to 1 980	786 510 527 to 0 540
774 107 161 to 7 190	777 621 721 to 1 750	781 238 697 to 8 730	786 510 571 to 0 600
774 177 226 to 7 270	777 810 309 to 0 330	781 503 151 to 3 180	786 676 937 to 6 980
774 279 481 to 9 810	778 049 651 to 9 670	781 518 818 to 8 840	786 730 831 to 0 920
774 408 399 to 8 420	778 106 225 to 6 310	781 624 126 to 4 200	786 743 671 to 3 700
774 431 821 to 2 450	778 218 730 to 8 780	781 679 221 to 9 340	786 743 711 to 3 730
774 510 451 to 0 780	778 251 871 to 1 930	781 723 771 to 3 890	786 854 491 to 4 550
774 652 981 to 3 010	778 286 911 to 6 940	781 723 964 to 3 990	786 977 256 to 7 461
774 778 981 to 9 040	778 328 699 to 8 730	781 761 391 to 1 720	787 158 121 to 8 390
774 867 481 to 7 510	778 567 471 to 7 860	781 878 721 to 9 020	787 325 701 to 5 910
774 867 515 to 7 540	778 570 771 to 0 830	782 424 840 to 4 900	787 493 281 to 3 340
774 934 275 to 4 290	778 699 096 to 9 110	782 939 821 to 9 850	791 057 441 to 7 550
774 961 261 to 1 290	778 779 471 to 9 480	782 985 347 to 5 360	791 239 081 to 9 290
775 106 223 to 6 235	779 146 205 to 6 230	783 063 631 to 3 690	791 447 521 to 7 850
775 106 237 to 6 248	779 233 681 to 3 710	783 578 101 to 8 130	

— Group2–Security,
Postal Inspection Service, 6-12-03

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, 6-12-03

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, 6-12-03

June 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.



Tyler Wright
Born: 8-30-98
Date Missing: 7-17-99
Missing From: Washington, DC



William Sandige
Born: 10-5-93
Date Missing: 10-22-94
Missing From: Phoenix, AZ



Margaret Sandige
Age progression to 13 years
Born: 9-16-88
Date Missing: 10-22-94
Missing From: Phoenix, AZ



Jessica Salina
Born: 12-16-85
Date Missing: 4-29-03
Missing From: San Antonio, TX



Jannette Saavedra
Born: 4-4-86
Date Missing: 4-30-03
Missing From: Pico Rivera, CA



Emily Ramirez
Age progression to 12 years
Born: 4-22-89
Date Missing: 12-11-91
Missing From: Greenville, TX

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

Missing Children Poster Display Instructions

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

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

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

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June 2003

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Estevan Ponce

Age progression to 6 years
Born: 11-24-95
Date Missing: 10-31-99
Missing From: San Antonio,
TX



Pablo Casillas

Age progression to 7 years
Born: 9-11-94
Date Missing: 10-31-99
Missing From: San Antonio,
TX



Jesus Ponce

Age progression to 11 years
Born: 12-10-90
Date Missing: 10-31-99
Missing From: San Antonio,
TX



Khalid Omar

Born: 8-13-93
Date Missing: 7-31-00
Missing From: Fairfax, VA



Tariq Omar

Born: 3-30-92
Date Missing: 7-31-00
Missing From: Fairfax, VA



David Ohlson

Born: 7-30-91
Date Missing: 11-9-94
Missing From: Lynn, MA

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Wesley Morgan
Born: 3-14-99
Date Missing: 5-15-01
Missing From: Clinton, LA



Taina Mohamed
Born: 10-4-86
Date Missing: 4-20-03
Missing From: Jersey City, NJ



Deangelo McNeil
Age progression to 7 years
Born: 6-1-94
Date Missing: 4-17-97
Missing From: Houston, TX



Derrick Martre
Age progression to 11 years
Born: 5-22-91
Date Missing: 11-13-99
Missing From: Toledo, OH



Khadijah Martre
Age progression to 10 years
Born: 11-7-92
Date Missing: 11-13-99
Missing From: Toledo, OH



Zaimah Martre
Age progression to 7 years
Born: 12-14-95
Date Missing: 11-13-99
Missing From: Toledo, OH

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Virginia Martinez
Born: 1-12-86
Date Missing: 1-1-02
Missing From: New York, NY



Heather Lewis
Born: 11-10-89
Date Missing: 4-4-03
Missing From: Ely, NV

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

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2003 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 03-D (June 2003)

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

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	37¢ Thurgood Marshall (Black Heritage)	Jan 7	Washington, DC 20066	PSA pane of 20	Feb 6
	37¢ Year of the Ram (Lunar New Year)	Jan 15	Chicago, IL 60607	PSA pane of 20	Feb 14
	37¢ Zora Neale Hurston (Literary Arts)	Jan 24	Eatonville, FL 32751	PSA pane of 20	Feb 24
	10¢ American Clock (American Design)	Jan 24	Tucson, AZ 85726 (ARIPEX Stamp Show)	PSA pane of 20	Feb 24
	37¢ Nurturing Love Stamped Envelope	Jan 25	Tucson, AZ 85726 (ARIPEX Stamp Show)	No. 6 ¾ and 10 envelopes	Feb 25
	37¢ U.S. Flag	Feb 4	Washington, DC 20066 (no ceremony)	PSA ATM sheetlet of 18	Mar 6
	New York Public Library Lion (non-denominated, presorted standard, 10¢ value)	Feb 4	Washington, DC 20066 (no ceremony)	Gummed coils of 500 & 3,000	Mar 6
	80¢ Special Olympics (International Rate)	Feb 13	Chicago, IL 60607	PSA pane of 20	Mar 15
P	37¢ American Filmmaking: Behind the Scenes	Feb 25	Beverly Hills, CA 90210	PSA souvenir sheet of 10, 10 designs	Mar 27
	\$1 Wisdom	Feb 28	Biloxi, MS 39530 (APS AmeriStamp Expo 2003)	PSA pane of 20	Mar 31
	1¢ Tiffany Lamp	Mar 1	Biloxi, MS 39530 (APS AmeriStamp Expo 2003)	Gummed coil of 3,000	Mar 31
	37¢ Ohio Statehood	Mar 1	Chillicothe, OH 45601	PSA pane of 20	Mar 31
P	37¢ Pelican Island National Wildlife Refuge	Mar 14	Sebastian, FL 32958	PSA pane of 20	Apr 14
	Sea Coast (non-denominated, nonprofit, 5¢ value)	Mar 19	Washington, DC 20066 (no ceremony)	Gummed coils of 500 & 10,000	Jun 17
	37¢ Old Glory	Apr 3	New York, NY 10199 (New York Postage Stamp Mega Event)	PSA prestige book of 20, 5 designs	Jul 2
	37¢ Cesar E. Chavez	Apr 23	Los Angeles, CA 90001	PSA pane of 20	May 23
	37¢ Louisiana Purchase	Apr 30	New Orleans, LA 70113	PSA pane of 20	May 30
C	37¢ First Flight	May 22	Dayton, OH 45401 Kill Devil Hills, NC 27948 (two FDOI cities)	PSA souvenir sheet of 10	Jun 21
	37¢ Purple Heart	May 30 (nationwide)	Mount Vernon, VA 22121	PSA pane of 20	Jun 29
C	37¢ Audrey Hepburn (Legends of Hollywood)	June 11	Los Angeles, CA 90001	PSA pane of 20 w/selvage	Jul 10
C	37¢ Southeastern Lighthouses	June 13	Tybee Island, GA 31328	PSA pane of 20 w/header, 5 designs	Jul 14
	American Eagle (Presort First Class rate) (10 color variant designs)	June 26	Santa Clara, CA 95050 (ASDA Mega Stamp Show)	PSA coil of 10,000	
C	37¢ Arctic Tundra (Nature of America)	July 2	Fairbanks, AK 99709	PSA souvenir sheet of 10, 10 designs	Aug 2
	37¢ Korean War Veterans Memorial	Jul 27	Washington, DC 20066	PSA pane of 20	Aug 26
	37¢ Mary Cassatt (American Treasures)	Aug 7	Columbus, OH 43216 (APS Stamp Show)	PSA doublesided book of 20, 4 designs	Sep 6

NOTE	ISSUE	FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
C	37¢ Early Football Heroes	Aug 8	South Bend, IN 46624	PSA pane of 20, 4 designs	Sep 8
	37¢ Roy Acuff	Sep 13	Nashville, TN 37230	PSA pane of 20	Oct 14
	37¢ Reptiles and Amphibians	Oct 7	San Diego, CA 92199	PSA pane of 20 w/header, 5 designs	Nov
	37¢ Holiday: Music Makers	Oct 23	New York, NY 10199 (New York Postage Stamp Mega Event)	PSA doublesided book of 20; PSA vending book of 20; PSA pane of 20, 4 designs	Nov 22
N	45¢ Stop Family Violence (Semipostal)	Nov	Denver, CO 80299	PSA pane of 20	TBD

Note Descriptions

C: Change in previously announced date, site, and/or rate

N: New issue

P: Pictorial first day postmark

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

Postal Bulletin Distribution

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

If your postal facility has access to cc:Mail, you may send a request for a new subscription order, an address and/or quantity change, or a subscription query to the

cc:Mail address POSTAL BULLETIN. If you are using another email product, you can use the Internet email address pbulleti@email.usps.gov.

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

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

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

Postal Service Orders for Postal Bulletin

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

Attention Line

Postal Facility Name

Delivery Address

City State ZIP+4

Person to Contact
()

Daytime Telephone

Current Quantity _____ New Quantity _____

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call 202-268-5776. All other facilities should contact their administrative post office.

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

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

All other facilities should contact their administrative post office.

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

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

Public Orders for Postal Bulletin

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

Attention Line

Company Name

Delivery Address

City State ZIP+4
()

Daytime Telephone

Subscription: Domestic - \$163.00 per year; International - \$228.00 per year

Subscription Orders: 202-512-1800

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

Single Copies (back to 16 issues): Domestic \$13.00; International \$18.20

Special Issues: Domestic \$23.00; International \$32.20

☐ Enter _____ Annual Subscription(s).
Total Amount \$ _____

☐ Send _____ additional copies of Bulletin # _____
Total Amount \$ _____

☐ GPO deposit account [] [] [] [] [] [] - []

☐ Check/money order payable to: Superintendent of Documents

☐ VISA  ☐ MasterCard 

Credit Card Number

Expiration Date

Signature

Mail Completed Form and Payment To:

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

BE CAREFUL OUT THERE



**BE AWARE,
DRIVE
DEFENSIVELY.**



**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE





UNITED STATES
POSTAL SERVICE®

This office will be
CLOSED
Friday,
July 4, 2003,
Independence 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, for information, stamps, and so much more.



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Delivery and Customer Service Operations

For Special Services and Express Mail:

- 1. If it has a barcoded label,
SCAN IT.**
- 2. If it requires a signature,
GET IT.**
- 3. Then
DELIVER IT.**

Post in Delivery and Retail Units

Delivery and Customer Service Operations

For Special Services and Express Mail:

- 1. If it has a barcoded label,
SCAN IT.**
- 2. If it requires a signature,
GET IT.**
- 3. Then
DELIVER IT.**

Post in Delivery and Retail Units

Domestic Mail (continued)

2.0 LETTER-SIZE MAIL

* * * * *

2.2 Nonmachinable Criteria

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see C010.1.3 to determine the length, height, top, and bottom of a mailpiece):

* * * * *

[Revise item d by adding a reference to C024.18.0 to read as follows:]

- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see C024.18.0).

* * * * *

F Forwarding and Related Services

F000 Basic Services

F010 Basic Information

* * * * *

5.0 CLASS TREATMENT FOR ANCILLARY SERVICES

5.1 First-Class Mail and Priority Mail

* * * * *

[Revise item e to read as follows:]

- e. "Change Service Requested" is not permitted for the following:
 - (1) Priority Mail, other than Priority Mail containing perishable matter under C022 (except for live animals).
 - (2) First-Class Mail or Priority Mail containing hazardous materials under C023.
 - (3) First-Class Mail or Priority Mail with a special service other than Delivery Confirmation™ or Signature Confirmation™.

Exhibit 5.1 Treatment of Undeliverable First-Class Mail and Priority Mail

[Revise the listing for "Change Service Requested" to read as follows:]

Mailer Endorsement	USPS Treatment of UAA Pieces
* * * * *	* * * * *
"Change Service Requested" ²	Option 1² In all cases (regardless of whether a change-of-address order is on file): Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.
	Option 2² If no change-of-address order on file: Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).
	If change-of-address order on file: Months 1 through 12: piece forwarded (no charge); separate notice of new address provided (address correction fee charged).
	Months 13 through 18: piece disposed of by USPS; separate notice of new address provided (address correction fee charged).
	After month 18: piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).
* * * * *	Restrictions (for Options 1 and 2): The following restrictions apply: (1) This endorsement is limited to use on valid mailpieces bearing a proper ACS participant code and only for: (a) Priority Mail containing perishable matter (other than live animals) and the marking "Perishable" and; (b) First-Class Mail (excluding hazardous materials). (2) Delivery Confirmation and Signature Confirmation are the only special services permitted with this endorsement.
* * * * *	* * * * *
* * * * *	* * * * *

[Revise the text of footnote 2 to read as follows:]

2. Valid only for ACS participating pieces (subject to F030) other than pieces containing hazardous materials.

* * * * *

5.3 Standard Mail

* * * * *

[Redesignate current items c through j as new items d through k, and insert new item c to read as follows:]

- c. The endorsement "Change Service Requested" is not permitted for Standard Mail containing hazardous materials under C023. Standard Mail containing hazardous materials must bear the endorsement "Address Service Requested," "Forwarding Service Requested," or "Return Service Requested."

* * * * *

Exhibit 5.3a Treatment of Undeliverable Standard Mail

[Revise the listings for "No endorsement", "Address Service Requested", and "Change Service Requested" to read as follows:]

Mailer Endorsement	USPS Treatment of UAA Pieces
No endorsement ¹	In all cases: Piece disposed of by USPS. Restrictions: Standard Mail containing hazardous materials must bear a permissible endorsement (see 5.3e).
"Address Service Requested" ²	* * * * *
* * * * *	* * * * *
"Change Service Requested" ^{1, 3}	In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS. Restrictions: The following restrictions apply: (1) Delivery Confirmation is the only special service permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials.

[Renumber current footnote 1 as new footnote 2, and add new footnotes 1 and 3, to read as follows:]

- Not valid for pieces containing hazardous materials.
- Valid for all pieces, including Address Change Service (ACS) participating pieces.
- Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

* * * * *

5.4 Package Services

* * * * *

[Redesignate current items c through e as new items d through f, and insert new item c to read as follows:]

- c. The endorsement "Change Service Requested" is not permitted for Package Services mail containing hazardous materials under C023.

* * * * *

Exhibit 5.4 Treatment of Undeliverable Package Services Mail

[Revise the listing for "Change Service Requested" to read as follows:]

Mailer Endorsement	USPS Treatment of UAA Pieces
* * * * *	* * * * *
"Change Service Requested" ²	In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS. Restrictions: The following restrictions apply: (1) Delivery Confirmation and Signature Confirmation are the only special services permitted with this endorsement. (2) This endorsement is not permitted for Package Services Mail containing hazardous materials.

* * * * *

[Add new footnote 2 to read as follows:]

- Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

* * * * *

— Mailing Standards,
Pricing and Classification, 6-12-03



Get More Minutes On FIRSTCLASS PHONECARDS*

~~100~~ ¹²⁰ minutes for \$15^{*}
~~300~~ ³⁵⁰ minutes for \$30^{*}



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Phone



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 09305	Add A-C1-I-Z Delete U2	Immediately	A-A1-B-B1-C1-E2-F-H1-I-R-R1-V-Z-Z1
APO AE 09316	Close	Immediately	
APO AE 09338	Activate	Immediately	A-A1-B-B1-C-C1-F-I-V-Z1
APO AE 09373	Close	Immediately	
APO AE 09397	Close	Immediately	
APO AE 09812	Add Z1	Immediately	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1
APO AE 09826	Close	Immediately	
APO AA 34020	Delete V	Immediately	A1-B-B1-M-N-Z1

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

APO/FPO Table

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

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09305	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	09338	A-A1-B-B1-C-C1-F-I-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09496	A1-B-B1-C-C1-U-V
09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09374	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09498	A1-B-B1-C-C1-U
09307	A1-B-B1-V-Z1	09340	A-A1-B-B1-C1-F-R-V	09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09499	A1-B-B1-C-C1-U
09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09501	A1-B-V
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09502	A1-B-V
09310	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-V
09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09346	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	09504	A1-B-V
09312	A-A1-B-B1-C-F-M-V-Z1	09347	A-A1-B-B1-C1-E2-F-F1-H-H1-I-M-R-R1-V-Z-Z1	09380	A-A1-B-B1-E2-F-N-V-Z-Z1	09505	A1-B-V
09314	A-A1-B-B1-C-F-M-V-Z1	09348	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	09506	A1-B-V
09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1	09384	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09507	A1-B-V
09317	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09508	A1-B-V
09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09509	A1-B-V
09319	A-A1-B-B1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09510	A1-B-V
09320	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	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09511	A1-B-V
09321	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09517	A1-B-V
09322	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	09390	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09521	A1-B-V
09323	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	09391	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09524	A1-B-V
09324	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09532	A1-B-V
09325	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	09393	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09534	A1-B-V
09326	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09360	A1-B-B1-V	09394	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09542	A1-B-V
09327	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	09395	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09543	A1-B-V
09328	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	09396	A-A1-B-B1-F-V	09545	A1-B-V
09329	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	09399	A-A1-B-B1-C-F-M-V-Z1	09549	A1-B-V
09330	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	09409	A1-B-B1-C-C1-U-V	09550	A1-B-V
09331	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	09420	A1-B-B1-C-C1-U	09554	A1-B-B1-V
09332	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	09421	A1-B-B1-C-C1-U	09556	A1-B-V
09333	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	09447	A1-B-B1-C-C1-U-V	09567	A1-B-V
09334	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	09454	A1-B-B1-C-C1-U-V	09568	A1-B-V
09335	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	09456	A1-B-B1-C-C1-U	09569	A1-B-V
09336	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09371	A-A1-B-B1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09459	A1-B-B1-C-C1-U	09570	A1-B-V
09337	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1			09461	A1-B-B1-C-C1-U	09573	A1-B-V
				09463	A1-B-B1-C-C1-U	09574	A1-B-V
				09464	A1-B-B1-C-C1-U	09575	A1-B-V
				09468	A1-B-B1-C-C1-U	09576	A1-B-V
				09469	A1-B-B1-C-C1-U	09577	A1-B-V
				09470	A1-B-B1-C-C1-U	09578	A1-B-V
				09494	A1-B-B1-C-C1-U	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	09777	A-A1-B-B1-C-E1-N	09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34098	A1-B-V
09610	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V			34099	A1-B-V
09612	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09865	A-A1-B-B1-V-Z1	96201	A-A1-B
09613	A1-B-B1-C-F-U-V	09780	A-A1-B-B1-F-R-V	09868	A-A1-B-B1-U-V-Z1	96202	A-A1-B1-U-V
09617	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96203	A-A1-B
09618	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V			96204	A-A1-B-B1
09619	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09880	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	96205	A-A1-B-B1-U
09620	A1-B-B1-C-F-U			09882	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	96206	A-A1-B-B1-U
09621	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V	09888	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	96207	A-A1-B-B1-V
09622	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V	09889	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	96208	A-A1-B-B1-U
09623	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96212	A-A1-B-B1-U
09624	A1-B-B1-C-F-U	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96213	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			96214	A-A1-B-B1-U
09626	A1-B-B1-C-F-U	09805	A-A1-B-B1-C-F-M-V-Z1	09898	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1	96215	A-A1-B-B1-U-V
09627	A1-B-B1-C-F-U	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	96217	A-A1-B-B1-U-V
09628	A1-B-B1-C-F-F1-U-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34020	A1-B-B1-M-N-Z1	96218	A-A1-B-B1-U
09630	A1-B-B1-C-F-U-V	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34021	A1-B-M-N-V-Z1	96219	A-A1-B-B1-U-V
09631	A1-B-B1-C-F-U	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96220	A-A1-B-B1-U-V
09636	A1-B-B1-C-F-U			34023	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V
09638	A1-B-B1-C-E2-F-U-V	09811	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34024	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
09642	A1-B-B1-N-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z	34025	A1-B-B1-F-N-U-V-Z1	96251	A-A1-B-B1-U
09643	A1-B-B1-U	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34030	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U
09644	A1-B-B1-U	09819	A-A1-B-F-P-V-Z1	34031	A1-B-B1-M-N-V-Z1	96258	A-A1-B-B1-U
09645	A1-B-U	09821	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96259	A-A1-B-B1-U
09647	A1-B-B1-N-U	09822	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96260	A-A1-B-B1-U
09648	A1-B-B1-N-U-V-Z1	09823	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U
09649	A1-B-B1-U	09824	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96266	A-A1-B-B1-U
09703	A1-B-B1-C-F1	09827	A-A1-B-F-Z1	34036	A1-B-M-N-V-Z1	96267	A-A1-B-B1-U-V
09704	A1-B-B1-C-D-V	09828	A1-B-N-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96269	A-A1-B-B1-U
09705	A1-B-B1-U	09830	A1-B-B1-C-N-Z1	34038	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U
09706	A1-B-B1-C-U-V	09831	A1-B-B1-F-N-U-V-Z1	34039	A1-B-N-V-Z1	96275	A-A1-B-B1-V
09707	A1-B-B1-C-N-U-V	09832	A-B-B1-U1-V-Z1	34040	A1-B-V-Z1	96276	A-A1-B-B1
09708	A1-B-B1	09833	A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96278	A-A1-B-B1-U
09709	A1-B-B1-F1	09834	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96283	A-A1-B-B1-U
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09835	A-A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96284	A-A1-B-B1-U-V
09711	A1-B-B1-F1-Z1	09836	A-A1-B-B1-C-F-M-V-Z1			96297	A-A1-B-B1-U
09713	A1-B-B1-C-F1	09837	A1-B-B1-V-Z1	34050	A1-B-V	96306	A1-B-B1-F-F1-F2-M-W
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09838	A1-B-B1-V-Z1	34051	A1-B-V-Z1	96309	A1-B-B1-M-V-W
09715	A1-B-B1-F1	09839	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1	96310	A1-B-B1-M-W
09716	A1-B-B1-C-D-N-U-V	09841	A-A1-B-B1-N-U-Z1	34055	A1-B-N-V-Z1	96311	A1-B-B1-M-W
09717	A1-B-B1-M-W	09842	A-A1-B-B1-Z1	34058	A1-B-B1-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09718	A1-B-B1-F-I-N-U-V	09844	A-A1-B-B1-U-V-Z1	34071	A1-B-I-M-N-V-Z		
09719	A1-B-B1-C-F1	09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W
09720	A1-B-B1-U-V			34078	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09721	A1-B-B1-N-U-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09722	A1-B-B1-C-D-N-U-V	09855	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	34090	A1-B-V		
09723	A1-B-B1-N-U-V-Z1			34091	A1-B-V	96323	A1-B-B1-M-V-W
09724	A1-B-B1-C-C1-F1-M-R-R1-U			34092	A1-B-V	96326	A1-B-B1-M-W
09725	A1-B-B1-C			34093	A1-B-V	96328	A1-B-B1-M-W
09726	A1-B-B1-N-U			34095	A1-B-V	96330	A1-B-B1-M-W
09728	A1-B-B1-C					96336	A1-B-B1-M-V-W
09729	A1-B-B1-N-U-V					96337	A1-B-B1-M-W
09732	A1-B-B1-N-V-Z1					96338	A1-B-B1-M-W
09733	A1-B-B1-I-V					96339	A1-B-B1-M-V-W
09735	A1-B-B1-N-V-Z1					96343	A1-B-B1-M-W

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96347	A1-B-B1-F-F1-F2-M-W	96420	A1-B-B1-F-V-Z1	96534	A-A1-B-F	96615	A1-B-V
96348	A1-B-B1-F-F1-F2-M-W	96421	A1-B-B1-F-V-Z1	96535	A-A1-B-B1-F-V	96617	A1-B-V
		96422	A1-B-B1-F-V-Z1	96536	A1-B-B1-V	96619	A1-B-V
96349	A1-B-B1-F-F1-F2-M-W	96423	A1-B-B1-F-V-Z1	96537	A1-B-B1-V	96620	A1-B-V
		96424	A1-B-B1-F-V-Z1	96538	A1-B-B1-V	96621	A1-B-V
96350	A1-B-B1-F-F1-F2-M-W	96425	A1-B-B1-F-V-Z1	96540	A1-B-B1-V	96622	A1-B-V
		96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96541	A1-B-B1-V	96623	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1			96542	A1-B-B1-V	96624	A1-B-V
		96428	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96543	A1-B-B1-P-V	96628	A1-B-V
96429	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1			96544	A1-B-F-U3	96629	A1-B-V
		96430	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96546	A1-B-F-U3	96634	A1-B-V
96431	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1			96547	A1-B-F-U3-V	96635	A1-B-V
		96432	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96548	A-A1-B-B1-H-M-U	96643	A1-B-V
96433	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1			96549	A-A1-B-B1-H-M-U	96657	A1-B-V
		96434	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96551	A-A1-B-B1-H-M-U	96660	A1-B-V
96435	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1			96553	A-A1-B-B1-H-M-N-U-V	96661	A1-B-V
		96436	A1-B-B1-C1-E2-F-H1-I-R1-U2-V-Z1	96554	A-A1-B-B1-H-M-U	96662	A1-B-V
96490	A1-B-B1-V			96555	A1-B-B1-F-M-V	96663	A1-B-V
		96507	A-A1-B-F-V	96557	A1-B-B1-F-M-V	96664	A1-B-V
96511	A1-B-B1-I-N-V			96558	A1-B-V	96665	A1-B-V
		96515	A1-B-B1-F	96595	A1-B-B1-V	96666	A1-B-V
96517	A1-B-B1-F-U3-V			96598	A1-B-B1-V	96667	A1-B-V
		96518	A1-B-B1-V	96599	A1-B-B1-V	96668	A1-B-V
96520	A1-B-F-U3-V			96601	A1-B-V	96669	A1-B-V
		96521	A1-B-F-N	96602	A1-B-V	96670	A1-B-V
96522	A1-B-F-N-U			96603	A1-B-V	96671	A1-B-V
		96530	A-A1-B-B1-H-M-N-U-V	96604	A1-B-V	96672	A1-B-V
96531	A1-B-B1-H-M-U-V			96605	A1-B-O-V	96673	A1-B-V
		96511	A1-B-B1-I-N-V	96606	A1-B-V	96674	A1-B-V
96515	A1-B-B1-F			96607	A1-B-V	96675	A1-B-V
		96517	A1-B-B1-F-U3-V	96608	A1-B-V	96677	A1-B-V
96518	A1-B-B1-V			96609	A1-B-V	96678	A1-B-V
		96520	A1-B-F-U3-V	96610	A1-B-V	96679	A1-B-V
96521	A1-B-F-N			96611	A1-B-V	96681	A1-B-V
		96522	A1-B-F-N-U	96612	A1-B-V	96682	A1-B-V
96530	A-A1-B-B1-H-M-N-U-V			96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96683	A1-B-V
		96531	A1-B-B1-H-M-U-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96684	A1-B-V
96511	A1-B-B1-I-N-V					96686	A1-B-V
		96515	A1-B-B1-F	96687	A1-B-V		
96517	A1-B-B1-F-U3-V			96698	A1-B-V		
		96518	A1-B-B1-V				
96520	A1-B-F-U3-V						
		96521	A1-B-F-N				
96522	A1-B-F-N-U						
		96530	A-A1-B-B1-H-M-N-U-V				
96531	A1-B-B1-H-M-U-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 O818A) is required on all pouches and sacks.

— *International Network Operations,
Network Operations Management, 6-12-03*

LETTER CARRIERS' FOOD DRIVE

MOTHER'S
DAY MAIL IS
FULL OF
LOVE.

AND
SO ARE
THESE FOOD
BAGS!



2003 NALC "Stamp Out Hunger" Food Drive

61.7 Million Pounds of Food

Collected In Annual Drive to

"Stamp Out Hunger" in America

Thanks!

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Thanks!

Employees

NOTICE

RIF Competitive Areas for the Postal Service

Office of Personnel Management requires agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish them for their employees. Competitive Areas are organizational units under separate management authority within which preference-eligible employees compete during a RIF. Listed below are the Competitive Areas for the Postal Service as of June 12, 2003.

Organization	Office	Competitive Area
Headquarters	Office of the Postmaster General/Chief Executive Officer	Separate
	Office of the Chief Operating Officer/Executive Vice President	Separate
	Office of the Deputy Postmaster General	Separate
	Office of the Chief Postal Inspector	Separate
	Office of the General Counsel/vice president	Separate
	Offices of Senior Vice Presidents	Separate
	Each vice president's organization	Separate
Headquarters-Related Organization — Organizational Type	Each accounting service center	Separate
	Each communications service center ¹	Separate
	Each facilities service office	Separate
	Each field counsel unit ¹	Separate
	Each forensic lab ¹	Separate
	Each information technology site	Separate
	Each Inspection Service division	Separate
	Each Inspection Service operation support unit	Separate
	Each mail recovery center	Separate
	Each supply management site	Separate
	Each rates and classification service center	Separate
	Each statistical programs service center ¹	Separate
Unique Organization — Separate Competitive Area	Address management, Memphis, TN	Separate
	Capitol Metro Area Operations, Gaithersburg, MD	Separate
	Center for Employee Development, Norman, OK	Separate
	Engineering, Merrifield, VA	Separate
	Facilities, Arlington, VA	Separate
	Indianapolis HASP, Indianapolis, IN	Separate
	International Business Information Technology, Jamaica, NY	Separate
	Kansas Stamp Services Center, Kansas City, MO	Separate
	Maintenance Technical Support Center, Norman, OK	Separate
	Nonprofit Service Center, Memphis, TN	Separate
Unique Organization — Part of Another Competitive Area	Sales, Arlington, VA	Separate
	Supply Management Facilities Portfolio, Arlington, VA	Supply Management, National HQ, Washington, DC
	Supply Management Mail Equipment Portfolio, Merrifield, VA	Supply Management National HQ Washington, DC
	Career Development (Inspection Service), Potomac, MD	Inspection Service, National HQ, Washington, DC
	Dulles Stamp Distribution Network, Dulles, VA	Government Relations and Public Policy, National HQ, Washington, DC
	Field Counsel — Capital Metro, Washington, DC	General Counsel, National HQ, Washington, DC
	HQ Facilities Services, HQ, Washington, DC	Facilities, Arlington, VA

Organization	Office	Competitive Area
Unique Organization — Part of Another Competitive Area (continued)	IP Delivery and Retail, Merrifield, VA	Chief Technology Officer, National HQ, Washington, DC
	IP Network Operations, Merrifield, VA	Chief Technology Officer, National HQ, Washington, DC
	Mail Equipment Shop, Washington, DC	Supply Management, National HQ, Washington, DC
	Mid-Atlantic Communications Service Center, Columbia, MD	Public Affairs and Communications, National HQ, Washington, DC
	National Test Administration Center, Merrifield, VA	Employee Resource Management, National HQ, Washington, DC
	Technical service and electronic evidence units	Inspection Service, National HQ, Washington, DC
	William F. Bolger Center for Leadership Development, Potomac, MD	Employee Resource Management, National HQ, Washington, DC
	Each air mail center	Separate
	Each air mail facility	Separate
	Each area office	Separate
	Each bulk mail center	Separate
	Each district office (including its vehicle maintenance facilities)	Separate
	Each independent delivery distribution center	Separate
	Each independent mail transfer center	Separate
	Each international satellite facility	Separate
	Each international service center	Separate
	Each mail equipment facility	Separate
	Each Post Office	Separate
	Each priority mail center	Separate
	Each processing and distribution center	Separate
	Each processing and distribution facility	Separate
	Each remote encoding center	Separate
	Each senior processing and distribution center	Separate

¹ The units located in the Washington, DC, commute area are part of the parent national Headquarters organization Competitive Area.

— Selection, Evaluation, and Recognition,
Employee Resource Management, 6-12-03

Finance

NOTICE

Fiscal Year 2002 Office of Inspector General Field Financial Audit Findings

The Office of the Inspector General (OIG) audits the financial transactions of field operations. Their audits determine whether financial transactions are in accordance with established policies and procedures and whether internal controls are in place. The OIG has completed its findings for Fiscal Year (FY) 2002 and found that in some offices policies and procedures, as detailed in financial and operational handbooks (HBKs) as well as management instructions (MIs), need to be reinforced.

Postmasters and Postal Service™ management must ensure that policies and procedures contained in official Postal Service manuals, handbooks, and MIs, are followed. These policies and procedures are provided to ensure that Postal Service assets are maintained, accounted for, and controlled to prevent financial loss. When an accountable financial loss occurs and evidence shows that the postmaster or responsible manager enforced Postal Service policies and procedures in managing the Post Office™, the Postal Service grants relief for the full amount of the loss. When evidence fails to show that the postmaster or responsible manager met those conditions, the Postal Service charges the postmaster or responsible manager with the full amount of the loss.

The audited offices in the designated management organizations need to reinforce procedures described in the following directives:

- *Domestic Mail Manual (DMM)*
- *Postal Operations Manual (POM)*
- Handbook AS-707-F, *Contracting for Contract Postal Units*
- Handbook AS-805, *Information Security*
- Handbook DM-109 *Business Mail Acceptance*
- Handbook DM-202, *Periodicals Postage Payment Review*
- Handbook DM-203, *Periodicals Eligibility Review*
- Handbook F-1, *Post Office Accounting Procedures*
- Handbook PO-102, *Self Service Vending Operational and Marketing Program*
- Publication 401, *Guide to the Manifest Mailing System*
- Management Instruction AS 220-1999-1, *Bait Money Order Program*

The procedures that need to be reinforced are detailed below.

Post Offices, Branches, and Stations

Reinforce accountability examinations as required:

- Count of unit reserve, retail floor stock, and cash retained were not always conducted at the proper frequencies (Handbook F-1, Chapter 4).
- Money orders were not always verified during accountability examinations (HBK F-1, Sections 429 and 487).

Excess stamps and cash were retained as follows:

- Window clerks retained cash in excess of \$100 for Segmented Inventory Accountability (SIA) offices (HBK F-1, Sections 486.2, 487.8, and 426.41).
- Cash in excess of 5 percent of average daily sales was retained (HBK F-1, Section 331).
- Unit reserve exceeded the 9-week sales level (HBK F-1, Section 422.211).

Reinforce the preparation of PS Forms 17, *Stamp Requisition/Stamp Return*, per HBK F-1:

- PS Forms 17 were not always prepared to document the transfer of stamp stock (Section 425.3).
- PS Forms 17 were not always prepared to document the transfer of money orders (Section 742.22).

Reinforce HBK F-1 procedures for handling keys:

- PS Forms 3977, *Duplicate Key Inventory*, were not always properly prepared (Section 372).
- Annual accountability of key reviews were not always conducted (Section 426.2).

Bank deposits were not always witnessed as required:

- Bank deposit preparations were not followed (HBK F-1, Section 333.2).

Spoiled money orders were not always destroyed as required by the POM:

- Spoiled money orders were not destroyed (Section 831.32).

Reinforce procedures for bait money orders as specified in MI AS 220-1999-1:

- Bait money orders were not always issued to employees.

- Bait money orders logs were not always kept, nor were they placed throughout the unit as required.

Stamp Distribution and District Accounting Offices

Reinforce HBK F-1 procedures for stamp accountability:

- Stamp distribution offices did not always verify individual stock requisitions amounts with amounts withdrawn from the main stock (Section 434).
- Stock transfer procedures were not always followed when main stock was transferred to a back-up custodian (Section 432).

Reinforce stamp stock destruction committee guidelines in HBK F-1, Section 453:

- Members served more than 3 years.
- Committees did not include the proper composition.

Reinforce the monitoring of contract postal units as specified in HBK F-1, Section 714.2:

- Bond authorizations were not always current.
- Units exceeded their bond limit.
- PS Forms 1412, *Daily Financial Report*, were not always submitted daily.

Reinforce the monitoring of suspense items as specified in HBK F-1, Section 527.1:

- Stamp shortages of Postal Fiscal Year 2001 and prior remained open.
- Bank shortages remained unresolved.
- Large percentage of suspense items remained outstanding for more than 30 days.

Self Service Postal Centers

Reinforce the monitoring of self service postal centers in accordance with Handbook PO-102 and Handbook F-1:

- Accountability examinations were not always conducted (HBK PO-102, Sections 61 and 643.31).
- Accountabilities were not always transferred as required during absences (HBK PO-102, Section 611).
- Excess cash was maintained (HBK PO-102, Sections 571.1 and 541–543).
- Controls over accountability keys and duplicate key envelopes needed improvement (HBK F-1, Sections 372, 426.2, and 482).
- PS Form 25, *Trust Fund Account*, was not always used as required (HBK PO-102, Section 552).

Business Mail Entry Units

Reinforce HBK DM-109, Publication 401, and DMM guidelines for business mail entry units:

- Verification of fee payments and ensuring adequate funds were on deposit was not done.
- Bypass mailings from customers were not always identified and tracked.
- Manifest mailings were not always verified or optional review procedures were not conducted.
- Mailings under special postage payment systems that were no longer authorized were accepted.
- Postage statement data was not always input in the Permit System.
- PS Forms 6116, *First-Class Metered Mail — Short-paid Sampling Worksheet*, for mailings that required postage due were not always completed.
- Employees overrode negative balances in the Permit System to allow mailings.
- Customers who were paying by cash were not always referred to the sales and service associates.

Reinforce the monitoring of inactive accounts per HBK F-1, Section 631.2:

- Inactive accounts without activity for 2 years must be closed and a letter sent to the customer.

Controls over Periodicals publications were not always performed and need strengthening:

- Annual postage payment reviews and annual advertising verification reviews need to be performed (HBK DM-202, Sections 1-2.1 and 6-1, and DMM, Section P200.1.6).
- Performance of eligibility reviews were delinquent (HBK DM-203, Section 1-1).
- Reviews of PS Forms 3526, *Statement of Ownership, Management, and Circulation*, were not consistent (HBK DM-203, Section 2-1).
- Mailers' stated frequency of mailings were not monitored (DMM, Section E211.5.3).

Reinforce Permit System access procedures per HBK AS-805:

- The Security Dump Report was not always maintained with current persons having access to the system.

Contract Postal Units

Reinforce stamp, cash, and money order procedures:

- PS Form 571, *Discrepancy of \$100 or More in Financial Responsibility*, was not always prepared (Handbook F-1, Section 429.12).
- Accountability examination of PS Form 3294, *Cash and Stamp Stock Count and Summary*, and PS Form 3368, *Stamp Credit Examination Record*, were not always conducted and maintained, per Handbook F-1, Section 429.12.
- Money orders were not always verified (HBK F-1, Sections 429.12 and 429.13).
- Contracting officer representatives did not always conduct counts (HBK AS-707-F, Section 4.3.4).
- Security of stamps and money order imprinters were not always followed (HBK F-1, Sections 371.1 and 422.1).
- Excess cash was maintained (HBK F-1, Section 426.42).

- Deposits were not always prepared properly (HBK F-1, Sections 221.21 and 333.2).

Reinforce the following procedures for bait money orders (as detailed in MI AS 220-1991-1):

- Bait money orders were not always issued to employees.
- Bait money orders were not always issued throughout the office.
- Bait money order logs were not always maintained and stored separately.

Management must take immediate action to ensure that existing policies and procedures as stated in the handbooks, MIs, manuals, and publications mentioned above are followed to avoid future discrepancies during these OIG audits.

— Accounting, Finance, 6-12-03

International Mail

REMINDER

International Business Reply Service

This notice reminds Postal Service™ facilities that they must forward International Business Reply Service (IBRS) items, with ordinary letters and cards, to the designated International Service Center for return to the appropriate country. They must *not* return IBRS items to the sender for payment of postage.

We have received reports from foreign postal administrations concerning our handling of international business reply items for their countries. In some instances, Postal Service facilities are returning foreign IBRS items to the sender for postage. As noted above, such action is incorrect.

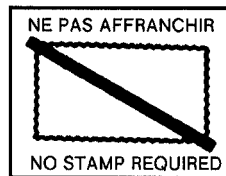
The U.S. Postal Service® participates in IBRS with other countries. This service is similar to domestic reply mail service. IBRS is a reciprocal service that allows authorized customers to distribute envelopes and cards that can be returned to the foreign country without prepayment of postage. The Postal Service is obligated to return to other countries items destined to them without prepayment of postage. The Postal Service receives reimbursement for returning these items to the foreign country involved.

See the sample of a foreign IBRS item displayed with this article.

— Mailing Standards,
Pricing and Classification, 6-12-03

**By airmail
Par avion**

IBRS NUMBER: PHQ-B/15/SW
CCRI NUMERO:



**REPONSE PAYEE
GRANDE-BRETAGNE**

ROYAL MAIL INTERNATIONAL
52 GROSVENOR GARDENS
LONDON SW1W 0YA
GREAT BRITAIN

REVISED PUBLICATION

Publication 51, International Postal Rates and Fees

Publication 51, *International Postal Rates and Fees*, is available from the Material Distribution Center (MDC). Publication 51 is a condensed reference of general mailing information and current rates and fees for postal services that are available for items being mailed from the United States of America to foreign countries. It provides the most commonly sought international mailing information in a brief, easy-to-read, and easy-to-find format.

You can order Publication 51 by one of the following means:

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

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

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

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

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

The relevant ordering information for Publication 51 is as follows:

PSIN:	PUB51
NSN:	7610-01-000-9815
Quick Pick Number:	437
Unit of Measure:	EA
Min. Order Qty:	25
Bulk Pack Quantity:	400
Price:	\$0.1314
Edition Date:	04/03

Publication 51 is also available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *PUBs*. It is also accessible on the Internet at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

— *Mailing Standards,
Pricing and Classification, 6-12-03*

Promotion. Postal Service Official Licensed Products



Sonoma Pins etc.

not just pins

Postal Service Stamp Lapel Pins
for Special Occasions



- Graduation
- Father's Day
- Valentine's Day
- Thank You
- Mother's Day
- Keep In Touch
- Happy Birthday



800-996-8655 • Fax: 707-996-9957
www.usstampins.com • stamps@sonomapins.com
 Sonoma, California

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Promotion. Postal Service Official Licensed Products



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Start
Collecting
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50 State
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Bear Color:
Blueberry

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9" Bear cost: \$10.00. 4-piece minimum.
Please allow 2 weeks for delivery.



9" Bear cost: \$10.00. 4-piece minimum. Please allow 2 weeks for delivery.
Bear Colors: Blueberry, Raspberry, Mocha, Vanilla, Mint, Purple, Orange



Order now while supplies last.
Neuter or Spay Stamp Collection



Item# SN-DOG

Item# SN-CAT



7" Cat or Dog cost: \$10.00. 4-piece minimum.
Please allow 2 weeks for delivery.

To order call toll free: **888-876-2451** www.wonderlandbears.com

Shipping & Handling: \$7.95 - Priority Mail® Delivery Confirmation™ for minimum quantity.
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Off to the beach, market, or wherever, you'll find this tote an indispensable addition for your travels. Made of heavyweight cotton canvas with classic navy trim.

BG5066 \$13.00

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Promotion. Postal Service Official Licensed Products

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HUGE SELECTION...HUNDREDS OF DESIGNS

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**(Sale on items below valid until
August 31, 2003)**



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3815 Academy Parkway North NE
Albuquerque, NM 87109-4408

800-336-2724
stamp pins.com

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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

CORRECTIONS

Arctic Tundra Stamps

The article "Stamp Announcement 03-18: Arctic Tundra Stamps" in *Postal Bulletin* 22103 (5-29-03, pages 58–60) contained errors in the first and second paragraphs on page 58 and in the information box on page 59.

In the first paragraph, the dates are changed from July 3 and July 4 to July 2 and July 3, respectively. The corrected paragraph is given below with the corrected items in bold.

The Postal Service will issue a souvenir sheet of the 37-cent *Arctic Tundra* stamps (Item 454500) on July **2**, 2003, in Fairbanks, Alaska. The stamps, designed by Ethel Kessler, Bethesda, Maryland, and illustrated by John D. Dawson, Hilo, Hawaii, go on sale nationwide July **3**, 2003.

In the first sentence of the second paragraph, the sentence stated that this stamp is the fourth in the series, but should have stated it is the fifth in the series. The corrected sentence is given below with the corrected word in bold.

The *Arctic Tundra* stamps are the **fifth** in an educational series designed to promote appreciation of North America's major plant and animal communities.

In the information box on page 59, the issue date is changed from July 3 to July 2. The corrected line entry is given below with the corrected date in bold.

Issue Date & City: July **2**, 2003, Fairbanks, AK 99709.

— Stamp Services,
Government Relations, 6-12-03

REMINDER

Old Glory Prestige Booklets for Local Patriotic Events

As we approach Flag Day and the 4th of July holiday, many Post Offices™ will be participating in local parades, fairs, and other events. At these unique retail events, Post Offices will be allowed to sell the *Old Glory* prestige booklet. This colorful 22-page booklet with 20 stamps is a philatelic product designed to capture the patriotism of our country and at the same time increase interest in stamp collecting. It is a wonderful collectible.

The *Old Glory* prestige booklet (Item 882000, issued April 3, 2003) sells for \$7.40 and contains 20 stamps featuring five different designs. The stamps include:

- A 20th-century image of Uncle Sam riding a high-wheel bicycle.
- An 1888 presidential campaign badge.

- The top portion of a silk bookmark woven at the Columbian Exposition in 1893.
- A modern folding flag fan.
- A 19th-century, hand-painted carving of Lady Liberty.

The *Old Glory* prestige booklet is a philatelic product, and sales must be tracked through AIC 092.

To order this product for local events, postmasters should contact their stamp distribution office (SDO). When contacting the SDO, they should be sure to emphasize their intent to sell this product at a special event.

— Stamp Services,
Government Relations, 6-12-03

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 postmarked no later than 30 days following the requested pictorial cancellation date.*

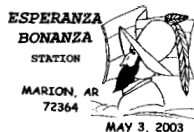
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

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

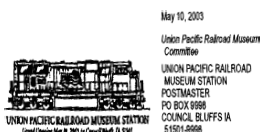
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope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

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

The following cancellations have been extended for 30 days.



May 2-3, 2003
Esperanza Bonanza Festival
ESPERANZA BONANZA STATION
POSTMASTER
PO BOX 9998
MARION AR 72364-9998



May 10, 2003
Union Pacific Railroad Museum Committee
UNION PACIFIC RAILROAD MUSEUM STATION
POSTMASTER
PO BOX 9998
COUNCIL BLUFFS IA 51501-9998



May 20, 2003
CELEBRATING BOSTON ARTS ACADEMY 5TH ANNIVERSARY STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9600



May 23-26, 2003
Sacramento Post Office
SACRAMENTO JAZZ JUBILEE STATION
POSTMASTER
200 ROYAL OAKS DR
SACRAMENTO CA 95813-9998



May 24, 2003
Tyronza City Hall
STARS AND STRIPES JUBILEE STATION
POSTMASTER
PO BOX 9998
TYRONZA AR 72386-9998

The following cancellations have been extended for 60 days.



April 26, 2003
Old Iron Days Committee
OLD IRON DAYS STATION
POSTMASTER
PO BOX 9998
OTIS KS 67565-9998



May 3, 2003
Cotter Chamber of Commerce
TROUT CAPITAL USA STATION
POSTMASTER
PO BOX 9998
COTTER AR 72626-9998



Illinois
National Road Festival
STATION
June 14, 2003
Altamont, Illinois 62411

June 14–15, 2003

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
122 WEST WASHINGTON AVE
ALTAMONT IL 62411-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
102 EAST MAIN ST
BROWNSTOWN IL 62418-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
100 WEST ALABAMA
CASEY IL 62420-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
210 NORTH 3RD ST
EFFINGHAM IL 62401-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
125 EAST CUMBERLAND
GREENUP IL 62428-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
1100 CUMBERLAND ST
JEWETT IL 62436-9998

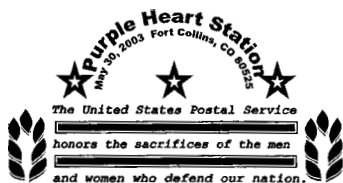
The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
115 NORTH 7TH ST
MARSHALL IL 62441-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
PO BOX 9998
MARTINSVILLE IL 62442-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
301 WEST NATIONAL RD
MONTROSE IL 62445-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
ROUTE 40
ST ELMO IL 62458-9998

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
304 SOUTH 4TH ST
VANDALIA IL 62471-9998



May 30, 2003

PURPLE HEART STATION
POSTMASTER
301 EAST BOARDWALK DR
FORT COLLINS CO 80525-9998

KJCT-TV

PURPLE HEART STATION
POSTMASTER
241 NORTH 4TH ST
GRAND JUNCTION CO 81501-9998

PURPLE HEART STATION
POSTMASTER
201 EAST PIKES PEAK AVE
COLORADO SPRINGS CO 80903-9998



MAY 30, 2003
BIRMINGHAM AL 35203

May 30, 2003

PURPLE HEART STATION
POSTMASTER
351 24TH ST NORTH
BIRMINGHAM AL 35203-9998

PURPLE HEART STATION
OFFICER-IN-CHARGE
100 WEST CAPITAL ST
DEMOPOLIS AL 36732-9998



Cossayuna
Bicentennial
Station

June 20, 2003
Cossayuna NY 12823

June 20, 2003

Town of Greenwich, NY
COSSAYUNA BICENTENNIAL STATION
POSTMASTER
703 COUNTY RT 49
COSSAYUNA NY 12823-9998

Town of Greenwich, NY
GREENWICH BICENTENNIAL STATION
POSTMASTER
39 MAIN ST
GREENWICH NY 12834-9998

Town of Greenwich, NY
MIDDLE FALLS BICENTENNIAL STATION
POSTMASTER
1079 STATE RT 29
MIDDLE FALLS NY 12848-9998



June 3, 2003
B I STATION
POSTMASTER
2000 VASSAR ST
RENO NV 89510-9998



PURPLE HEART STATION
EL PASO, TEXAS 79902
JUNE 7, 2003

June 7, 2003
El Paso Post Office
PURPLE HEART STATION
POSTMASTER
8401 BOEING DR
EL PASO TX 79910-9998



War Memorial Station
June 4, 2003
Brainerd, MN 56401

June 4, 2003
Order of the Purple Heart Organization
WAR MEMORIAL STATION
POSTMASTER
PO BOX 9998
BRAINERD MN 56401-9998



June 7, 9-14, 2003
Laconia Motorcycle Rally and Race Week Association
LACONIA MOTORCYCLE RALLY AND RACE WEEK STATION
POSTMASTER
33 CHURCH ST
LACONIA NH 03246-9998



June 6, 2003
Alamo Chapter 1836
ALAMO CHAPTER 1836 STATION
POSTMASTER
10410 PERRIN BEITEL RD
SAN ANTONIO TX 78234-9998



June 8, 2003
"Little Cities of Black Diamonds"
CHAUTAUQUA STATION
POSTMASTER
PO BOX 9998
CORNING OH 43730-9998

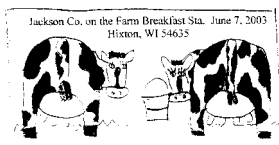


Downtown Closing Station
June 6, 2003
Jacksonville, FL
32201-9998

June 6, 2003
Postal Service
DOWNTOWN CLOSING STATION
POSTMASTER
1100 KINGS RD
JACKSONVILLE FL 32203-9998



June 10, 2003
Warren Stamp Club
OHIO JUDICIAL CONFERENCE STATION
POSTMASTER
201 HIGH ST NE
WARREN OH 44481-9998



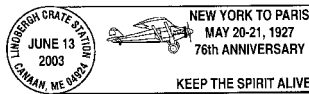
June 7, 2003
Jackson County Dairy Promotional Committee
FARM BREAKFAST STATION
POSTMASTER
PO BOX 9998
HIXTON WI 54635-9998



June 12, 2003
FLAG HOUSE & STAR SPANGLED BANNER MUSEUM STATION
POSTMASTER
900 E FAYETTE ST
BALTIMORE MD 21233-9998



June 7, 2003
Mifflin Borough Council
150TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
MIFFLIN PA 17058-9998

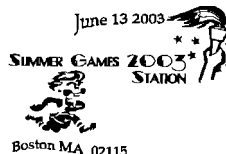


June 13, 2003
Lindbergh Crate Museum
LINDBERGH CRATE STATION
POSTMASTER
273 MAIN ST
CANAN ME 04924-9998



Celebrating 75 Years
Atlanta Hamfest Station
June 7, 2003
Marietta, GA 30008

June 7, 2003
Atlanta Radio Club Inc.
ATLANTA HAMFEST STATION
POSTMASTER
257 LAWRENCE ST
MARIETTA GA 30060-9998



June 13, 2003
SUMMER GAMES 2003 STATION
POSTMASTER
25 DORCHESTER AVE RM 4009
BOSTON MA 02205-9998

Denise R. Austin



Postmaster Installation Ceremony Station

June 13, 2003

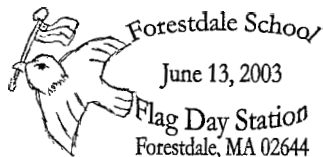
POSTMASTER INSTALLATION
CEREMONY STATION
POSTMASTER
6841 ELM ST
MCLEAN VA 22101-9998

Purple Heart Station

AMERICA REMEMBERS
Flag Day, June 14th 2003
Elida, Ohio 45807

June 14, 2003

Elida Post Office
PURPLE HEART STATION
POSTMASTER
304 EAST MAIN ST
ELIDA OH 45807-9998



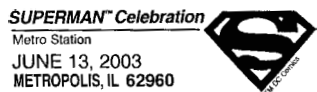
June 13, 2003

FLAG DAY STATION
POSTMASTER
PO BOX 9998
FORESTDALE MA 02644-9998



June 14, 2003

*Trempealeau County Dairy
Promotion Committee*
TREMPEALEAU COUNTY
STATION
POSTMASTER
PO BOX 9998
OSSEO WI 54758-9998



June 13-14, 2003

Metropolis Tourist Director
SUPERMAN CELEBRATION
METRO STATION
POSTMASTER
101 WEST 5TH ST
METROPOLIS IL 62960-9998



June 14, 2003

*Mapleton Town and Country Days
Committee*
MAPLETON STATION
POSTMASTER
PO BOX 9998
MAPLETON MN 56065-9998



June 13-14, 2003

ROY ORBISON DAY STATION
POSTMASTER
PO BOX 9998
WINK TX 79789-9998



June 14, 2003

Cesky Den Incorporated
CESKY DEN STATION
POSTMASTER
PO BOX 9998
HILLSBORO WI 54634-9998



June 13-15, 2003

*Johnson Creek Centennial
Committee*
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
JOHNSON CREEK WI
53038-9998



June 14, 2003

*The National Flag Day
Foundation, Inc.*
FLAG DAY STATION
MANAGER, MAIN OFFICE
WINDOW SERVICES
900 EAST FAYETTE ST
BALTIMORE MD 21233-9715



June 13-15, 2003

Friends of Discovery
LEWIS & CLARK STATE PARK
STATION
POSTMASTER
PO BOX 9998
BLENCOE IA 51523-9998



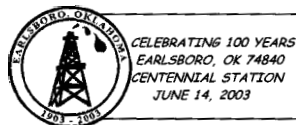
June 14, 2003

HOME OF THE BRAVE STATION
POSTMASTER
231 SOUTH MAIN
HALIFAX VA 24558-9998



June 13-21, 2003

OK Mozart
OK MOZART INTERNATIONAL
FESTIVAL STATION
POSTMASTER
615 SOUTHWEST JENNINGS
BARTLESVILLE OK 74003-9998



June 14, 2003

Postal Service
CENTENNIAL STATION
POSTMASTER
220 WEST MAIN ST
EARLSBORO OK 74840-9998



June 14, 2003

Clay City Pottery
CLAY CITY POTTERY FESTIVAL
STATION
POSTMASTER
PO BOX 9998
CLAY CITY IN 47841-9998



June 14, 2003

Postal Service
MAIN AVENUE STATION
POSTMASTER
1114 MAIN AVENUE
CLIFTON NJ 07011-9998

FLAG DAY STATION ** WARREN OH 44482



June 14, 2003

Warren Stamp Club
WARREN MAIN STATION
POSTMASTER
201 HIGH ST NORTHEAST
WARREN OH 44481-9998



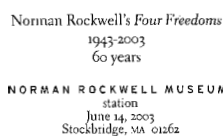
June 14, 2003

Bostwick Blueberry Festival
Committee
BLUEBERRY FESTIVAL
STATION
POSTMASTER
1132 HWY 17 NORTH
BOSTWICK FL 32007-9998



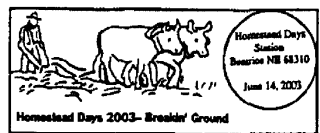
June 14, 2003

Eastpointe Chamber of
Commerce
CRUSIN GRATIOT
CANCELLATION STATION
POSTMASTER
22430 GRATIOT AVE
EASTPOINTE MI 48021-9998



June 14, 2003

The Norman Rockwell Museum at
Stockbridge
THE NORMAN ROCKWELL
MUSEUM STATION
POSTMASTER
1 ELM ST
STOCKBRIDGE MA 01262-9998



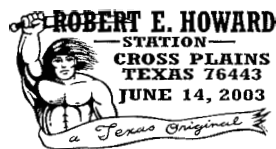
June 14, 2003

Beatrice Chamber of
Commerce-Homestead Days
Committee
HOMESTEAD DAYS STATION
POSTMASTER
PO BOX 9998
BEATRICE NE 68310-9998



June 14, 2003

Danforth Post Office
DANFORTH 125TH STATION
POSTMASTER
PO BOX 9998
DANFORTH IL 60930-9998



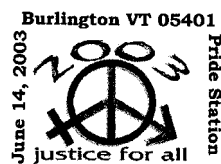
June 14, 2003

Cross Plains Post Office
ROBERT E HOWARD STATION
POSTMASTER
101 NORTH AVENUE D
CROSS PLAINS TX 76443-9998



June 14, 2003

Heritage State Park
FRIENDS OF HERITAGE STATE
PARK STATION
POSTMASTER
1701 PRESIDENT AVE
FALL RIVER MA 02720-9998



June 14, 2003

Vermont Pride
PRIDE STATION
POSTMASTER
11 ELMWOOD AVE
BURLINGTON VT 05401-9998



June 14, 2003

Cannon Beach Chamber of
Commerce
SANDCASTLE DAY STATION
POSTMASTER PHILATELIC
SERVICES
PO BOX 1020
CANNON BEACH OR
97110-9998



June 14, 2003

Kernville Elementary
WILDWATER WORLD CUP
STATION
POSTMASTER
45 BIG BLUE
KERNVILLE CA 93238-9998



June 14, 2003

Postal Service
VERMONT STATE STAMP
SHOW STATION
POSTMASTER
1 VILLAGE GREEN
QUECHEE VT 05059-9998



**Historic Fairmont
Airfield (FMZ) Station**
100 Years Of Aviation
June 14, 2003
Fairmont, Nebraska 68354

June 14, 2003

Fillmore County Historical Society
HISTORIC FAIRMONT AIRFIELD
(FMZ) STATION
POSTMASTER
PO BOX 9998
FAIRMONT NE 68354-9998



June 14, 2003

PIONEER FEST 2003 STATION
POSTMASTER
PO BOX 9998
NEKOOSA WI 54457-9998



Wind Point Lighthouse Station
June 14, 2003
Racine, WI 53404

June 14, 2003

Friends of Wind Point Lighthouse.
WIND POINT LIGHTHOUSE
STATION
POSTMASTER
PO BOX 9998
RACINE WI 53404-9998



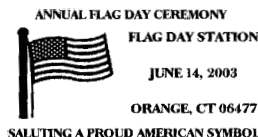
June 14, 2003

Thurber Historical Association
THURBER REUNION STATION
POSTMASTER
109 GORDON RD
MINGUS TX 76463-9998



June 14, 2003

Lincoln Highway Association
LINCOLN HIGHWAY STATION
POSTMASTER
1501 SOUTH CLINTON ST
FORT WAYNE IN 46802-9998



June 14, 2003

*Orange, CT Special Events
Committee*
FLAG DAY STATION
POSTMASTER
36 OLD TAVERN RD
ORANGE CT 06477-9998



Visitor's Center
Official Opening
Ambridge, Pa

June
14
2003

June 14, 2003

Old Economy Village
OLD ECONOMY VILLAGE
STATION
POSTMASTER
1020 MERCHANT ST
AMBRIDGE PA 15003-9998



June 14, 2003

*Smithland Sesquicentennial
Committee*
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
SMITHLAND IA 51056-9998



JUNE 14, 2003

June 14, 2003

Postal Service
TOWNSHEND STATION
POSTMASTER
1955 VT RTE 30
TOWNSHEND VT 05353-9998



June 14, 2003

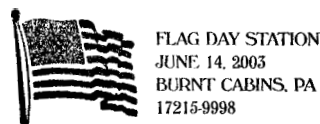
Jerome County Historical Society
LIVE HISTORY DAY STATION
POSTMASTER
154 1ST AVE EAST
JEROME ID 83338-9998



"Celebrating 100 Years"
Wind Cave National Park Station
June 14, 2003
Hot Springs SD 57747

June 14, 2003

Postal Service
CELEBRATING 100 YEARS
WIND COVE NATIONAL PARK
STATION
POSTMASTER
PO BOX 9998
HOT SPRINGS SD 57747-9998



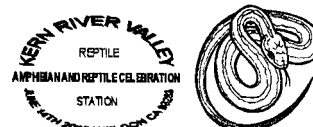
June 14, 2003

Burnt Cabins Civic Association
FLAG DAY STATION
POSTMASTER
PO BOX 9998
BURNT CABINS PA 17215-9998



June 14, 2003

Baggs Post Office
CHEROKEE TRAIL STATION
POSTMASTER
PO BOX 179
BAGGS WY 82321-0179



June 14, 2003

REPTILE STATION
POSTMASTER
PO BOX 9998
WELDON CA 93283-9998



40th Anniversary
Stamp Mural
created by
Marcia Johnson-Johnson
Dedicated June 14, 1963
Pause for the Pledge

June 14, 2003

Eastland Post Office
FLAGDAY STAMP MURAL
STATION
POSTMASTER
411 WEST MAIN ST
EASTLAND TX 76448-9998



June 15, 2003

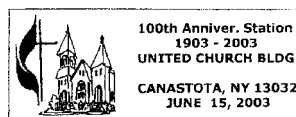
Town of Harmony
BICENTENNIAL STATION
POSTMASTER
17 MAIN ST
HARMONY ME 04942-9998



FINE ARTS & CRAFTS FESTIVAL
JUNE 14, 2003
**ART BY THE FALLS
STATION 2003**
VALLEY ART CENTER
CHAGRIN FALLS, OH 44022

June 14-15, 2003

ART BY THE FALLS STATION
2003
POSTMASTER/SPECIAL
CANCELLATION
160 EAST WASHINGTON ST
CHAGRIN FALLS OH
44022-9998



June 15, 2003

The United Church of Canastota
100TH ANNIVERSARY STATION
POSTMASTER
118 SOUTH PETERBORO ST
CANASTOTA NY 13032-9998



Illinois
**National Road Festival
STATION**
June 14, 2003
Teutopolis, Illinois 62467

June 14-15, 2003

The National Road Association
ILLINOIS NATIONAL ROAD
FESTIVAL STATION
POSTMASTER
100 WEST MAIN
TEUTOPOILIS IL 62467-9998



June 16, 2003

HILLSBORO INLET
LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
HILLSBORO BEACH FL
33062-9998



11th Annual Civil War Weekend
Underground Railroad Station
June 14, 2003
Peterboro NY 13134

June 14-15, 2003

*Capital District Civil War
Roundtable*
UNDERGROUND RAILROAD
STATION
POSTMASTER
4667 PETERBORO RD
PETERBORO NY 13134-9998



TENTH ANNUAL NATIONAL SHOOT
SHOWDOWN ON THE PRAIRIE JUNE 16, 2003
ACKLEY STATION, ACKLEY IOWA 50601

June 16, 2003

*National Congress of Old West
Shootists*
TENTH ANNUAL NATIONAL
SHOOT SHOWDOWN ON THE
PRAIRIE ACKLEY STATION
POSTMASTER
706 1ST AVE
ACKLEY IA 50601-9998



June 14-15, 2003

Postal Service
DALE AND MARTHA HAWK
MUSEUM STATION
POSTMASTER
PO BOX 9998
WOLFORD ND 58385-9998



**DECLARATION of
INDEPENDENCE
Road Trip**

June 16, 2003

DECLARATION OF
INDEPENDENCE ROAD TRIP
STATION
PO BOX 9998
CHEYENNE WY 82002-9998



Cape Lookout Station
celebrates the transfer
of ownership of the lighthouse
to U.S. Coast Guard
to National Park Service
June 14, 2003
Cape Lookout N.C. 28528

June 14-16, 2003

*U.S. Coast Guard National Park
Service*
GLOUSTER MPO CAPE
LOOKOUT STATION
POSTMASTER
481 PIGOTT RD
GLOUSTER NC 28528-9998



ESCANABA PUBLIC LIBRARY
CENTENNIAL STATION
JUNE 18, 2003
ESCANABA MI 49829

June 18, 2003

Escanaba Public Library
ESCANABA PUBLIC LIBRARY
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
ESCANABA MI 49829-9998



June 14-22 and September
13-21, 2003

NMLRA
NMLRA STATION
POSTMASTER
5918 EAST MAIN ST
FRIENDSHIP IN 47021-9998

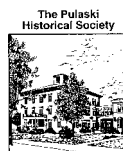


June 18, 2003

20TH ANNIVERSARY STATION
POSTMASTER
100 PLAZA COURT
GROTON CT 06340-9998

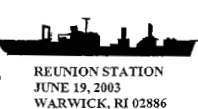


June 18-21, 2003
Fly-in
CUB HAVEN STATION
POSTMASTER
PO BOX 9998
LOCK HAVEN PA 17745-9998



Strawberry Social Station
Pulaski, NY 13142
June 20, 2003

June 20, 2003
Pulaski Historical Society
STRAWBERRY SOCIAL
STATION
POSTMASTER
4909 NORTH JEFFERSON ST
PULASKI NY 13142-9998



June 19, 2003
USS Nitro Association
REUNION STATION
POSTMASTER
325 STRAWBERRY FIELD RD
WARWICK RI 02886-9998



June 20, 2003
Industry Historical Society
INDUSTRY BICENTENNIAL
STATION
POSTMASTER
196 MAIN ST
FARMINGTON ME 04938-9998



June 19, 2003
Muncie Public Library
GARFIELD STATION
POSTMASTER
501 WEST MEMORIAL
MUNCIE IN 47302-9998

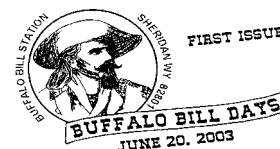


June 20, 2003
Wentworth by the Sea Hotel
WENTWORTH BY THE SEA
HOTEL STATION
POSTMASTER
73 MAIN ST
NEW CASTLE NH 03854-9998



June 19, 2003
Coolspring Power
Museum Expo Station
Coolspring, PA 15730

June 19-21, 2003
Coolspring Power Museum
COOLSPRING POWER
MUSEUM EXPO STATION
POSTMASTER
553 EAST MAHONING ST
PUNXSUTAWNEY PA
15767-9998



June 20, 2003
Buffalo Bill Days
BUFFALO BILL DAYS STATION
POSTMASTER
101 EAST LOUCKS ST
SHERIDAN WY 82801-9998



June 19-21, 2003
Postal Service
100 YEARS CENTENNIAL
STATION
POSTMASTER
PO BOX 9998
VERGAS MN 56487-9998



June 20, 2003
Scales Mound Post Office
SCALES MOUND STAMP
STATION
POSTMASTER
310 SOUTH ST
SCALES MOUND IL 61075-9998



June 20, 2003
US Postal Service
PURPLE HEART RECIPIENTS
STATION
POSTMASTER
320 SOUTHWEST 5TH ST
OKLAHOMA CITY OK
73125-9998



June 20, 2003
Postal Service
70TH BIRTHDAY STATION
POSTMASTER
PO BOX 9998
PATCHOGUE NY 11772-9998

KAN-STEP Fire Station
First in the State of Kansas



June 20, 2003
City of Formoso
KAN-STEP FIRE STATION
POSTMASTER
PO BOX 9998
FORMOSO KS 66942-9998



Hazelton Centennial
1903 to 2003
Hazelton Historical Society
Station
Hazelton, ND 58544
June 20, 2003

June 20, 2003
Postal Service
HAZELTON HISTORICAL
SOCIETY STATION
POSTMASTER
PO BOX 9998
HAZELTON ND 58544-9998



June 20, 2003
 ROPEX STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998



June 21, 2003
 ROPEX STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998

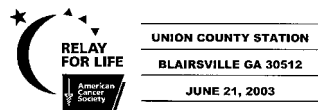


June 20-21, 2003
Postal Service
 LIGHTHOUSE STATION
 POSTMASTER
 1 SAND BANK RD
 NEW POINT VA 23125-9998



JUNE 21, 2003
 MUNCY VALLEY HOSPITAL
 LAWN PARTY STATION
 POSTMASTER
 215 EAST WATER STREET
 MUNCY PA 17756

June 21, 2003
Valley Road Runners QWL Team
 LAWN PARTY STATION
 POSTMASTER
 PO BOX 9998
 MUNCY PA 17756-9998

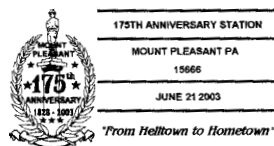


June 20-21, 2003
Relay for Life (Allison McGraw)
 UNION COUNTY STATION
 POSTMASTER
 259 YOUNG HARRIS ST
 BLAIRSVILLE GA 30512-9998

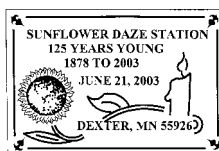


Rockville Centennial Station
 June 21, 2003
 Rockville MN 56369

June 21, 2003
Rockville City Centennial Committee
 ROCKVILLE CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 ROCKVILLE MN 56369-9998



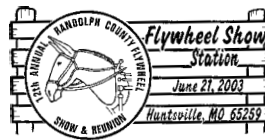
June 20-21, 2003
Appalachian Wagon Train Association, Inc.
 175TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 MOUNT PLEASANT PA 15666-9998



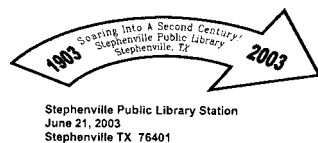
June 21, 2003
City of Dexter
 SUNFLOWER DAZE STATION
 POSTMASTER
 PO BOX 9998
 DEXTER MN 55926-9998



June 20-21, 2003
Davis Days Committee
 DAVIS STATION
 POSTMASTER
 420 STANTON ST
 DAVIS IL 61019-9998



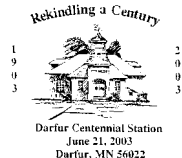
June 21, 2003
Mary Helen Preston — Reunion Committee
 FLYWHEEL SHOW STATION
 POSTMASTER
 121 SOUTH MAIN
 HUNTSVILLE MO 65259-9998



June 21, 2003
Stephenville Public Library
 STEPHENVILLE PUBLIC
 LIBRARY STATION
 POSTMASTER
 431 NORTH GRAHAM ST
 STEPHENVILLE TX 76401-9998



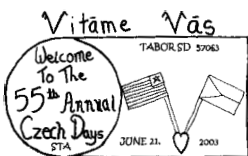
June 21, 2003
Postal Service
 150 YEARS MOUNT ERIE
 SESQUICENTENNIAL STATION
 POSTMASTER
 1 MAIN ST
 MOUNT ERIE IL 62446-9998



June 21, 2003
City of Darfur and the Darfur Centennial Committee
 DARFUR CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 DARFUR MN 56022-9998



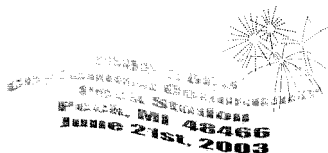
June 21, 2003
Cotton Museum
 AUDIE LEON MURPHY STATION
 POSTMASTER
 2810 WESLEY ST
 GREENVILLE TX 75401-9998



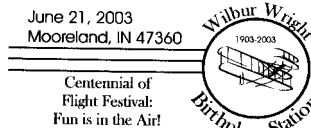
June 21, 2003
Postal Service
 WELCOME TO THE 55TH
 ANNUAL CZECH DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 TABOR SD 57063-9998



June 21, 2003
Lathrop Antique Car/Tractor & Engine Club
 LATHROP ANTIQUE
 CAR/TRACTOR AND ENGINE
 CLUB STATION
 POSTMASTER
 PO BOX 9998
 LATHROP MO 64465-9998



June 21, 2003
Village of Peck
 1903-2003 CENTENNIAL
 COMMUNITY PECK STATION
 POSTMASTER
 46 EAST LAPEER ST
 PECK MI 48466-9998



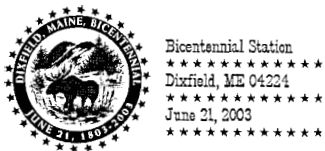
June 21, 2003
Wilbur Wright Birthplace Station
 WILBUR WRIGHT BIRTHPLACE
 STATION
 POSTMASTER
 111 NORTH BROAD ST
 MOORELAND IN 47360-9998



June 21, 2003
Tahoka Post Office
 CENTENNIAL STATION
 POSTMASTER
 1525 CONWAY ST
 TAHOKA TX 79373-9998



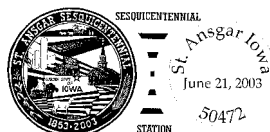
June 21, 2003
Surry Bicentennial Committee
 BICENTENNIAL STATION
 POSTMASTER
 1197 SURRY RD
 SURRY ME 04084-0238



June 21, 2003
Town of Dixfield
 BICENTENNIAL STATION
 POSTMASTER
 50 MAIN ST
 DIXFIELD ME 04652-9998



June 21-28, 2003
Sesquicentennial Celebration Committee
 SESQUICENTENNIAL
 MERCANTILE STATION
 POSTMASTER
 200 NORTH MECHANIC ST
 SMETHPORT PA 16749-9998



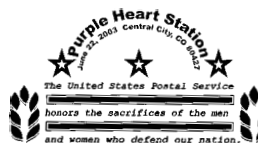
June 21, 2003
St. Ansgar Heritage Association
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ST ANSGAR IA 50472-9998



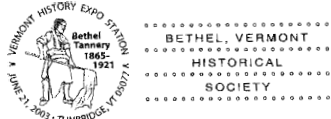
June 22, 2003
ROPEX STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998



June 21, 2003
Postal Service
 PONY EXPRESS STATION
 POSTMASTER
 622 MCCAFREY
 ENCAMPMENT WY 82325-9998



June 22, 2003
Moving Wall
 PURPLE HEART STATION
 POSTMASTER
 PO BOX 9998
 CENTRAL CITY CO 80427-9998



June 21, 2003
Postal Service
 VERMONT HISTORY EXPO
 STATION
 POSTMASTER
 292 VT RTE 110
 TURNBRIDGE VT 05077-9998



June 23, 2003
MO Department of Natural Resources
 MO State Parks Foundation
 KATY TRAIL RIDE 2003
 CLINTON STATION
 POSTMASTER
 101 SOUTH 2ND
 CLINTON MO 64735-9998

OHIO
BICENTENNIAL
BELL STATION
WARREN OH 44482
24 JUNE 2003



June 24, 2003
Warren Stamp Club
OHIO BICENTENNIAL BELL
STATION
POSTMASTER
201 HIGH ST NORTHEAST
WARREN OH 44481-9998



June 26, 2003
St. Charles Car Club
50TH ANNIVERSARY STATION
POSTMASTER
1405 WEST MAIN ST
ST CHARLES IL 60174-9998

Peerless Insurance
Twilight Criterium

Keene, New Hampshire
June 24, 2003

USCF NATIONAL RACE
CALENDAR EVENT STATION



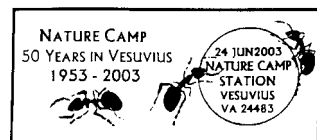
June 24, 2003
Heart of New England Cycling
Club
USCF NATIONAL RACE
CALENDAR EVENT STATION
POSTMASTER
196 MAIN ST
KEENE NH 03431-9998



Gettysburg Campaign Station
Invasion & Retreat Trail

June 26, 2003
Frederick, MD 21703

June 26, 2003
GETTYSBURG CAMPAIGN
STATION
POSTMASTER
PO BOX 9998
FREDERICK MARYLAND
21701-9998

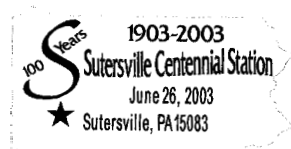


June 24, 2003
Postal Service
NATURE CAMP STATION
POSTMASTER
7255 SOUTH RIVER RD
VESUVIUS VA 24483-9998



June 26, 2003
Telluride Wine Festival
Telluride Station
Telluride, CO 81435

June 26-29, 2003
Telluride Post Office
TELLURIDE STATION
POSTMASTER
150 SOUTH WILLOW ST
TELLURIDE CO 81435-9998



June 26, 2003
Sutersville Centennial Committee
SUTERSVILLE CENTENNIAL
STATION
POSTMASTER
PO BOX 9998
SUTERSVILLE PA 15083-9998

— Stamp Services,
Government Relations, 6-12-03

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
Only You Can Prevent Forest Fires	April 1–Oct. 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
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards,
Pricing and Classification, 6-12-03

UPDATED ANNOUNCEMENT 03-D

2003 Stamps and Postal Stationery

"2003 Stamps and Postal Stationery" (Announcement 03-D, June 2003), which appears on page 71, is intended to replace the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2003. Post Offices may wish to post this schedule on their bulletin boards.

Customers may also be directed to access the *Postal Bulletin* through the Postal Service Web site at www.usps.com, then by clicking on *All Products & Services*; then *Publications*; then *Postal Bulletin*.

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

How to Order First Day of Issue Cancellations and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, by calling 800-STAMP-24, or online at www.usps.com by clicking on *Buy Stamps & Shop*. Then they should

prepare their own covers by affixing new stamps to the upper right corner of envelopes or postcards of their choice, and address those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the current First-Class Mail rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to: NAME OF ISSUE, POSTMASTER, CITY, STATE, and ZIP CODE (followed by -9991). Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2003 Stamps and Postal Stationery" announcement that follows.

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

— Stamp Services,
Government Relations, 6-12-03

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	04-0054	72610	AR	Alco	Stone	Main Office	Post Office	07/03/1998	Post Office and ZIP Code discontinued. Establish a place name. Alco AR becomes an acceptable last line for use with ZIP Code 72680.
New	04-8595	72680	AR	Timbo	Stone	Alco	Place Name	11/02/2002	
Old	08-2822	06337	CT	Glasgo	New London	Main Office	Post Office	01/01/1993	Post Office and ZIP Code discontinued. Establish a place name. Glasgo CT becomes an acceptable last line for use with ZIP Code 06384.
New	08-8466	06384	CT	Voluntown	New London	Glasgo	Place Name	10/12/2002	
Old	16-7848	62438	IL	Lakewood	Shelby	Main Office	Post Office	03/10/1995	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Lakewood IL 62438 as last line of address.
New	16-7848	62438	IL	Tower Hill	Shelby	Lakewood	Place Name	11/02/2002	
Old	23-2160	21723	MD	Cooksville	Howard	Main Office	Post Office	03/30/1990	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Cooksville MD 21723 as last line of address.
New	23-5382	21723	MD	Lisbon	Howard	Cooksville	Place Name	09/28/2002	
Old	34-3423	87320	NM	Gallup	McKinley	Mexican Springs	Community Post Office	05/30/2003	This announcement changes the administrative office for this ZIP Code from Gallup NM to Tohatchi NM. Continue to use Mexican Springs NM 87320 as last line for addresses.
New	34-8736	87320	NM	Tohatchi	McKinley	Mexican Springs	Community Post Office		
Old	34-7896	87538	NM	Santa Fe	San Miguel	Ilfeld	Community Post Office	05/30/2003	This announcement changes the administrative office for this ZIP Code from Santa Fe NM to Pecos NM. Continue to use Ilfeld NM 87538 as last line for addresses.
New	34-6573	87538	NM	Pecos	San Miguel	Ilfeld	Community Post Office		
Old	34-3423	87364	NM	Gallup	San Juan	Sheep Springs	Community Post Office	05/30/2003	This announcement changes the administrative office for this ZIP Code from Gallup NM to Tohatchi NM. Continue to use Sheep Springs NM 87364 as last line for addresses.
New	34-8736	87364	NM	Tohatchi	San Juan	Sheep Springs	Community Post Office		
Old	34-3696	87034	NM	Grants	Valencia	Pueblo of Acoma	Community Post Office	05/30/2003	This announcement changes the administrative office for this ZIP Code from Grants NM to San Fidel NM. Continue to use Pueblo of Acoma NM 87034 as last line for addresses.
New	34-7707	87034	NM	San Fidel	Valencia	Pueblo of Acoma	Community Post Office		
Old	41-6608	15146	PA	Pittsburgh	Allegheny	Mall	Classified Branch	02/01/2003	Classified Branch discontinued. Retain ZIP Code. Use Monroeville PA 15146 as last line of address.
New	41-6608	15146	PA	Pittsburgh	Allegheny	Monroeville	Classified Branch	06/03/2003	

— Address Management,
Intelligent Mail and Address Quality, 6-12-03

Retail

LOCAL POST OFFICES

Remote Set Meters — Discontinue Installing and Withdrawing

Effective June 14, 2003, local Post Office™ employees will no longer verify any activity related to *remote* set meters. For example, local Post Office employees will no longer verify remote meter installation or withdrawal for any remote set meters. Product providers electronically report remote set meter installation and withdrawal activity and load that information to Postal Service™ databases. Product providers credit to customers' accounts any amounts remaining in remote set meters when withdrawn from service.

Customers will continue to submit for refund unused postage evidencing system indicia on mailpieces or labels to local Post Office employees at their licensing Post Office. Customers must submit refund requests for all unused postage evidencing system indicia, except for those printed by a PC Postage™ system, with PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*. Customers will continue to submit refunds for unused postage evidencing system indicia printed by a PC Postage system directly to their provider.

— *Postage Technology Management,
Product Development, 6-12-03*

LOCAL POST OFFICES

Manual Set Meters — Continue Installing, Withdrawing, and Setting

Local Post Office™ employees must continue verifying installation, withdrawal, and setting of *manual* set meters for all product providers when the customer presents a valid Postal Service™ setting authorization letter issued by Postage Technology Management.

A manual set meter is authorized to be installed only when it is a replacement for an existing manual set meter and the customer has a valid lease agreement that is documented by a current Postal Service setting authorization letter.

Customers may also present a copy of an emergency e-mail message sent by Postage Technology Management. The e-mail authorizes local Post Office employees to reset the meter described for a specific date range (usually 7 days). The e-mail from our office will provide names and telephone numbers of employees in Postage Technology Management who local Post Office personnel may call if they have questions. For general questions, employees may call Postage Technology Management at 703-292-3691.

— *Postage Technology Management,
Product Development, 6-12-03*

What's in Store

Summer's here!

*Featuring
real people*

Got your Summer/Fall drive period point-of-purchase (POP) kits? The drive period begins June 14 so make sure all signs are changed and displayed according to the planograms. Many of the POP elements for this drive period feature small-business people who won the "Real People, Real Success" contest sponsored by the Postal Service™ last year. Our services helped them grow their businesses, and their stories will help inform other small-business customers about our products — growing our business too!

The benefits of Priority Mail® service remain the focus of in-store messaging. Check out the Real Time Advertising Campaign at <http://blue.usps.gov>, and help deliver our service dependability message.

Electronic versions of planograms are available on the Visual Merchandising Web site; go to the Retail Web site at <http://retail.usps.gov>, and click on *Visual Merchandising*.

Federal Duck Stamp poster

*Check your
POP kits*

Post Offices™ that have recorded sales for the *Migratory Bird Hunting and Conservation* stamp — popularly known as the Duck Stamp — will receive a promotional poster in their Summer/Fall drive period POP kits. The poster celebrates the 70-year partnership between the Postal Service and the Fish and Wildlife Service. This year also marks the 100-year anniversary of the National Wildlife Refuge System. Ninety-eight percent of the proceeds from the sale of Duck Stamps go toward the purchase of wetlands for the refuge system. The 2003–2004 Duck Stamp will be issued July 1 in Washington, DC.

What's in Store

LibertyCash® ends Sept. 1

*Participating
offices: Take note*

If your Post Office participates in the LibertyCash program, let your customers know it ends Sept. 1. After that date, the cards will not be accepted at Postal Service Retail locations for any transaction. Encourage your customers to use the balance remaining on their cards. Participating offices will receive lobby counter cards explaining that the program is ending and refund forms for those customers who prefer a refund to spending the balance on their card.

LibertyCash cards can no longer be ordered from the LibertyCash help desk. Effective June 30, any remaining cards in participating locations' inventory that have not been activated must be returned to a designated location for destruction, and funds can no longer be added to cards at participating offices or by telephone.

The LibertyCash card test was limited to selected locations: Great Lakes – Indiana (Greater Indiana). Pacific – California (Sacramento and San Jose), Nevada (Las Vegas). Western – Colorado, Wyoming and Minnesota (Minneapolis). Southeast – Florida (Central, Suncoast, South, North).

Pitney Bowes brochures

*Partnership
program*

Beginning this month, Pitney Bowes brochures will be displayed at 8,500 Post Offices nationwide as part of a year-long cooperative test marketing program. The brochures offer small-business owners a free 60-day trial of a Pitney Bowes postage meter. The Postal Service will receive a fee for each new Pitney Bowes customer who leases a meter as a result of picking up a brochure from a Postal Service retail lobby.

Designated Post Offices will receive a package containing an acrylic brochure holder and 200 brochures. Postmasters automatically will receive refills of brochures every other month. To order replacement holders and additional brochures, go online at www.pbmail1.com/reorder or call 800-694-0280.

What's in Store

Some of the Post Offices participating in this program also will receive a separate shipment of Pitney Bowes brochures to be placed in the Business Solutions Display according to planograms in the Summer/Fall drive period kits. The shipment contains two packs of 50 brochures, *Upgrade the Look of Your Business Mail*.

Feedback

Send comments and questions to:

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

What's in Store

Retail Coaches Corner

Welcome to the June Corner!

This month's edition has information on aviation security custom forms and Click-N-Ship™ as well as customer satisfaction measurement surveys.

Aviation Security — Custom Forms Reminder

In November 2002, changes were made to the Aviation Mail Security (AvSec) Program. Changes included the requirement that custom forms attached to International and APO/FPO mailpieces receive a round-date. In some instances custom forms are not being round-dated. As a result, these mailpieces have to be extracted from the normal mail flow and redirected to the AvSec Unit. This is resulting in delays. Please remember to round-date the custom forms on APO/FPO and international mailpieces to avoid any unnecessary delays. Note: For PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*, all four copies must have a round-date.

What if the round-date covers the information on PS Form 2976, Customs – CN22 – Sender's Declaration so that it cannot be read?

Due to the size of PS Form 2976, it is acceptable to partially round-date the form on the mailpiece. It is important that the information on PS Form 2976 is legible in case of an incident.

Click-N-Ship Pocket Cards

Click-N-Ship was a great success this past holiday season, and its popularity continues to grow. To build on this success and help educate customers about Click-N-Ship and the benefits of online shipping with the Postal Service™, pocket cards were developed to provide to your customers. The pocket cards, employee stand-up talk, frequently asked questions (FAQs), and employee tip sheets were mailed to all postmasters and station managers in late May. For additional pocket cards, please contact your district Retail office.

What services are available with Click-N-Ship?

Online shipping labels can be printed, with or without postage, for Priority Mail®, Express Mail®, Global Express Mail™, and Global Express Mail Guaranteed™ services at www.usps.com.

Which items require acceptance scans?

All Express Mail, Global Express Guaranteed™, and Global Express Mail online labels require acceptance scans. Priority Mail online labels do not require acceptance scans.

How are refunds handled for Click-N-Ship?

All refund requests for unused postage must be submitted online within 10 days of printing the label. Refer customers to the Click-N-Ship Web site at www.usps.com; click on *Click-N-Ship*, then click on the Go button next to "Frequently Asked Questions about Shipping Labels," then click on *Refunds*. Refund and technical questions should be sent via e-mail using the *Contact Us* link found on the bottom of every screen on www.usps.com. (Refunds for service failures are handled according to current procedures — not online).

Customer Satisfaction Measurement (CSM) Surveys

Congratulations Retail associates! As part of CSM surveys, we ask both residential and business customers to rate Retail associates. The Retail associate attribute is then ranked by performance and importance. Both residential and business customers have consistently rated Retail associates at a performance level of about 80% (combined Excellent and Very Good ratings), and no other attribute is considered as important to customers. Keep up the excellent work — it's noticed and appreciated by your customers!

What's in Store

Retail Coaches Corner

Clarification

In the May edition of the *Retail Coaches Corner* (Postal Bulletin 22101, pages 88–89), a graphic depicting Parcel Post Oversized Rate and footnote information about measuring parcels were inadvertently omitted. Below and on the following page is the correct information.

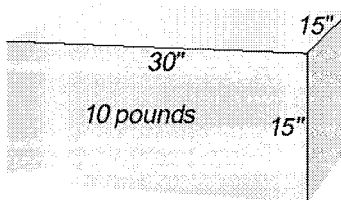
How do you establish an oversized parcel?

Regardless of weight, a parcel that measures more than 108 inches but not more than 130 inches in combined length and girth must pay the surcharge at the oversized rate. The oversized surcharge applies to Parcel Post items (not Priority Mail).

Priority Mail and Parcel Post

Balloon Rate if:

- Weight less than 15 pounds *and*
- Length plus girth combined is more than 84 but not more than 108 inches

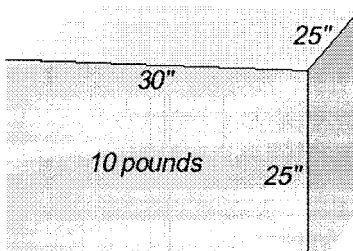


Nonmachinable Surcharge: No
 Balloon Rate: Yes
 Oversized Rate: No

Parcel Post Oversized Rate if:

- Length plus girth combined is more than 108 but not more than 130 inches

The nonmachinable surcharge does not apply to the oversized rate or pieces with special handling fee.



Nonmachinable Surcharge: No
 Balloon Rate: No
 Oversized Rate: Yes

What's in Store

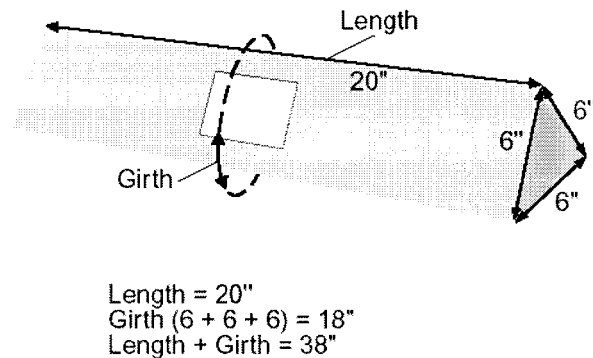
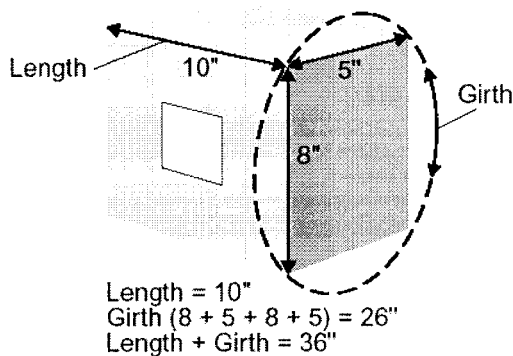
Retail Coaches Corner

Example of rate difference

- A 4-pound Priority Mail parcel (Zone 8) measuring 18" x 16" x 16" (82" combined length + girth) costs \$10.35. (No balloon rate surcharge should be applied)
- By adding 4" to the girth (18" x 17" x 17" = 86" combined length and girth), the package should be assessed the 15-pound balloon rate surcharge at \$27.80. This is calculated at a 15-pound Priority Mail parcel destined to Zone 8.
- That's a \$17.45 difference and a revenue loss to the USPS if the customer isn't charged the balloon rate surcharge.

Measuring parcels

For parcels, length is the measurement of the longest dimension and the girth is the measurement around the thickest part (perpendicular to the length). Below are examples of measuring parcels.



Measurement	Maximum
Length + Girth	108 inches ¹
Weight	70 pounds

1. Except for Parcel Post, no mailpiece may measure more than 108 inches in length and girth combined. Parcel Post pieces measuring over 108 inches but not more than 130 inches in combined length and girth are mailable at the applicable oversized rates (R700).

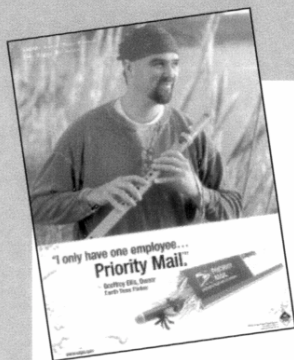
Questions or comments? Submit them via e-mail to *Retail Coaches Corner*.

What's in Store

june

retail employee bulletin

Esmeralda Dominguez
Supervisor
Customer Services
14 years of service

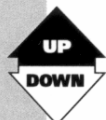


For more on the Real Time campaign, visit the Blue page
<http://blue.usps.gov>

Say Hello to Summer

Summer/Fall POP kits will be arriving soon. Make sure to take down Spring POP and put up Summer/Fall POP on June 14.

- New POP features small business winners from last fall's "Real People, Real Success" contest. Read their winning essays at usps.com/realsuccess.
- New Global Menuboard contains updated delivery information and replace old Global Menuboard.
- Select locations also receive new Global bilingual wall clings that contain updated information.



POP Reminder:

1. Check up/down dates printed on retail materials to ensure your office is displaying only current POP.
2. Consult Planograms to make sure signs are displayed correctly. Properly placed POP can increase revenue!

June Stamp Releases:

- *Audrey Hepburn*: **June 11**
- *Southeastern Lighthouses*: **June 13**
- *American Eagle*: **June 26**
(Presort First-Class Mail® service rate)



Refer to the new "Retail Employee Calendar" hanging in the Employee Zone of your Post Office for additional information.
Access the Retail Intranet Site at <http://retail.usps.gov>.

What's in Store

june

retail employee bulletin

Read All About It

Summer/Fall Retail Employee Kits arrive the week of June 23.

Managers: Make time to read the Manager's Guide and share important information with your employees.

Employees: Review your new Retail Employee Calendar.

Note: Do not discard the Lance Armstrong poster sticker. Read the back of the sticker for instructions.



Understanding Your Retail Employee Calendar.

Don't tear it apart. Hang it as you would a month-by-month calendar.



Share More Minutes

The Spring FIRSTCLASS PHONECARD® promotion ends June 13, but there are more great deals to share this summer:

- Starting June 14, new 120-minute phone cards are the same price as the former 100-minute phone cards – just \$15.
- New 350-minute phone cards are the same price as the former 300-minute phone cards – just \$30. That's approximately 8.5¢ a minute!
- Suggest FIRSTCLASS PHONECARDS to customers putting mail on hold for vacations. They're great for travelling.

Refer to the new "Retail Employee Calendar" hanging in the Employee Zone of your Post Office for additional information.
Access the Retail Intranet Site at <http://retail.usps.gov>.

What's in Store

june

retail employee bulletin

Summer/Fall '03 Retail Drive Period
6/14/03 – 10/18/03



focus!

Look for opportunities to educate customers about the featured product/service for each AP. You'll improve customer satisfaction and help your office meet its revenue goals!

						SUN
MON	TUE	WED	THUR	FRI	SAT	
2  focus! Phone card promotions. Spring promotion ends 6/13. Summer/Fall promotion starts 6/14.	3	4	5	6 \$\$\$ payday!	7	8
9	10  Audrey Hepburn stamp	11	12	13  Southeastern Lighthouses stamp	14 Take down Spring POP. Put up Summer/Fall POP. POW/MIA flag AP 11 begins FLAG DAY	15 FATHER'S DAY
16	17	18	19	20 \$\$\$ payday! Gather VESS data for AP 10	21	22
23 30	24	25	26  American Eagle stamp	27 Last day for districts to input VESS data for AP 10	28	29

Refer to the new "Retail Employee Calendar" hanging in the Employee Zone of your Post Office for additional information.
Access the Retail Intranet Site at <http://retail.usps.gov>.

Supply Management

NOTICE

Postal Service/Boise Office Products/Hewlett-Packard Planet Partners Laser Toner Cartridge Return Program

The Planet Partners Program is now available for Postal Service™ sites that need to recycle used Hewlett-Packard (HP) laser toner cartridges purchased from Boise Office Products. The Planet Partners Program is for recycling new, original equipment-manufactured HP laser toner cartridges purchased from Boise Office Products. HP has funded a Merchandise Return Label account to pay for shipping these used cartridges back to HP. You can obtain a return label by visiting the Office Products and Utilities Category Management Center (CMC) Web site at <http://blue.usps.gov/purchase/material/pmsc/windsor/mrlabel.htm>.

In addition to being environmentally friendly, the Planet Partners Program will generate new revenue for the Postal Service. Now, after the initial testing in the northeast, Postal Service sites nationwide are being encouraged to use this program.

— *SCM Strategies,*
Supply Management, 6-12-03

SCAN AND DELIVER...

we owe it to our customers.





475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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


FROM: Click TO: Ship
Mike Brownfield - Owner, Books at Sunset

RARE BOOKS

156

If you've got a computer, in
02 MIN 27 SEC
you've got a shipping department.

Priority Mail® service presents Click-N-Ship.™ It's everything you need to ship your packages online. You can calculate rates, print labels and pay postage. You can even get Delivery Confirmation™ service for free. To get started, visit www.usps.com/clicknship and you're on your way. Priority Mail from the United States Postal Service® — Dependable delivery starting at \$3.85.

 **PRIORITY MAIL**
UNITED STATES POSTAL SERVICE®

www.usps.com

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