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POSTAL BULLETIN

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2003 NATIONAL AWARDS PROGRAM FOR DIVERSITY ACHIEVEMENT



Nominations accepted through September 12. See page 111.



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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.



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

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PB 22108: 7690-05-000-5977	PB 22100: 7690-05-000-5969	PB 22093: 7690-05-000-4858	PB 22086: 7690-05-000-4851
PB 22107: 7690-05-000-5976	PB 22099: 7690-05-000-5968	PB 22092: 7690-05-000-4857	PB 22085: 7690-05-000-4850
PB 22106: 7690-05-000-5975	PB 22098: 7690-05-000-5967	PB 22091: 7690-05-000-4856	PB 22084: 7690-05-000-4849
PB 22105: 7690-05-000-5974	PB 22097: 7690-05-000-5966	PB 22090: 7690-05-000-4855	PB 22083: 7690-05-000-4848
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

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.

Reducing or Canceling Your Subscription

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.

As we review our subscription list, we will begin calling facilities that seem to have duplicate subscriptions. If we call your facility, please help us determine if we can reduce your subscription.

Forwarding to Other Facilities

Are you using your own labels to forward *Postal Bulletins* to other facilities that don't have their own subscriptions? When those other facilities close down, the undeliverable *Postal Bulletins* are returned to us here at Headquarters. When we receive those returned *Postal Bulletins*, we have no way of correcting the problem, because those facilities aren't on our subscription list and because we don't know which is the forwarding facility.

If you are forwarding *Postal Bulletins* to other facilities, please contact us at the above e-mail address or phone number so we can create a separate subscription for them.

Accessing the *Postal Bulletin* Online

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*.

More Information

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. Since April of this year, many of you have responded, and together we have reduced the total number of printed copies by 7,475!

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, 8-21-03*

Administrative Services

HANDBOOK REVISION

Handbook AS-805, Information Security

We have revised Handbook AS-805, *Information Security*, Chapter 10, Hardware and Software Security, as follows:

- Section 10-5.3.3, Using Database Servers, addresses hosting Web and database servers on the same information resource.
- Section 10-5.3.4, Combined Web and Database Servers, presents the requirements for hosting Web and database servers on the same information resource.

We will incorporate these revisions into the online version of this handbook available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov/cpim>; click on HBKs.

Handbook AS-805, Information Security

* * * * *

10 Hardware and Software Security

* * * * *

10-5 Hardware Security

* * * * *

10-5.3 Servers

* * * * *

10-5.3.3 Using Database Servers

[Revise this section to read as follows:]

Database servers must use security controls appropriate for the level of sensitivity and criticality of the information they contain. Database servers must be separate from other servers, including Web and application servers (see section 10-5.3.4 for an exception). Database servers located inside Postal Service firewalls must not be directly accessible from Web servers or other systems located outside firewalls. Database servers must not be deployed to a production environment before hardening.

[Add new 10-5.3.4 to read as follows:]

10-5.3.4 Combined Web and Database Servers

A Web server and database server may be placed on the same host if all the following requirements are met:

- a. Application is not sensitive or critical.
- b. Application is not Internet accessible.
- c. Application is not on the DMZ.
- d. Application is not enclaved with sensitive or critical applications.
- e. Application is operationally standalone, that is, does not interact with other database servers.
- f. Host meets Postal Service server hardening standards.

* * * * *

— Corporate Information Security Office,
Information Technology, 8-21-03

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 703-292-4041 at least 1 month preceding the requested delivery dates. The Postal Service™

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Fall Apparel and Home	Standard/Catalog	8/22/03–8/25/03	1.3	Nationwide	Car-Rt	Quebecorworld
JCP Wk 31 Pre-Labor Day Credit	Standard/Flat	8/23/03–8/26/03	10.0	Nationwide	Car-Rt	Harte-Hanks
Seventh Avenue	Standard/Catalog	8/25/03–8/28/03	2.9	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide September Main	Standard/Catalog	8/25/03–8/29/03	2.3	Nationwide	3/5 Digit, Car-Rt	Quad, Martinsburg, WV
Get Thin Get Young	Standard/Flat	8/26/03–8/28/03	1.3	Nationwide	3/5 Digit, Car-Rt	Rodale/ALG Direct
JCP Christmas	Standard/Catalog	8/26/03–9/3/03	7.4	Nationwide	Car-Rt	RRDonnelley
The Swiss Colony	Standard/Catalog	8/27/03–8/30/03	1.1	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Wk 32 Fall Jewelry Sale	Standard/Flat or Letter	8/30/03–9/3/03	4.2	Nationwide	Car-Rt	Harte-Hanks
JCP Late Fall Home Sale	Standard/Catalog	8/30/03–9/4/03	11.0	Nationwide	Car-Rt	RRDonnelley
Pottery Barn Kids	Standard/Flat	9/2/03–9/3/03	4.3	Nationwide	3/5 Digit, Car-Rt	Quad Graphics, Hartford, WI
Ginny's	Standard/Catalog	9/2/03–9/5/03	2.1	Nationwide	Barcoded, Basic, 3/5 Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide July Hunting Remail	Standard/Catalog	9/2/03–9/5/03	1.0	Nationwide	3/5 Digit, Car-Rt	Quebecor, Franklin, KY

— Business Service Network Integration,
Service and Market Development, 8-21-03

FROM: The Chocolate Farm
TO: Chocolate Lover



Starting at
\$13.65

**“With Express Mail,
there’s no chocolate
meltdown.”**

– Elise and Evan Macmillan, Co-founders
The Chocolate Farm



Next Day. Guaranteed.

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

www.usps.com

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SF03-CZ-MB-466
Menuboard



*PUBLICITY KIT***National Small Business Week**

In recognition of the important role that small businesses play in ensuring the economic vitality of our communities and our nation, President George W. Bush and the Congress of the United States have designated September 15–19, 2003, as National Small Business Week.

This week provides a great opportunity for postmasters to reach out to small businesses in your community to help those businesses realize and capitalize on the power and value of the mail to attract new customers and increase profits.

This publicity kit provides you with information and ideas that will help you plan events to recognize small businesses in your community during National Small Business Week and aid sales efforts targeted at this critical segment of the Postal Service™ customer base. The following is a list of information contained in this publicity kit:

- Implementation Instructions
- Ideas for Local Events
- Employee Stand-Up Talk
- News Release
- Postmaster Remarks
- Thank-You Letter

- Small Business Information Sheet
- Sample Business Letter
- Product Fact Sheets
 - Welcome
 - Express Mail® service
 - Priority Mail® service
 - Value-Added services
 - NetPost Mailing Online™ service
 - Direct Mail service
 - Online Help for Direct Mail
 - Global Express Guaranteed™ service
 - Global Express Mail™ service
 - Global Priority Mail™ service

You will continue to receive additional items in the mail throughout the year that will enable you to provide small businesses in your community with timely information about products and services that will help you grow the business.

— *Implementation and Outreach, Pricing and Classification, 8-21-03*

Implementation Instructions

1. Familiarize Yourself With the Enclosed Materials

Many offices received retail kits containing business-related posters and brochures for display during our fall drive period. All offices will receive packages that contain Small Business brochures, Simple Formulas solution packets, Simple Shipping packets, and the new *Domestic Mail Manual 200*. The contents of the package — along with these easy-to-follow instructions and business documents — will help you share National Small Business Week with companies in your community. These kits contain valuable mailing information to help them make maximum use of the mail.

2. Review Ideas for National Small Business Week Activities

Contained in this kit is a list of suggested National Small Business Week activities that you can participate in. Decide which will work best for you and the small businesses in your community, then start planning your activities. Once you have determined the details of your event, contact your local public affairs representative to help you distribute the press release template to publicize your activities and draw attention to National Small Business Week. Also enclosed are remarks you can build on to use at your event. The next step is preparing a mailing list of small businesses to invite.

3. Create a Small Business Mailing List

You may already have a mailing list of prospective small business customers in your community or you may need to build one. If so, talk with retail and sales associates and carriers in your office to solicit leads for business owners with whom they come in contact daily. Contained in this kit is an employee stand-up talk to guide you in that effort. List the owner/decision maker's name, title, and mailing address, e-mail, and telephone number. Use the enclosed chart or create one of your own.

4. Personalize the Business Information Kits

If you know of a particular audience that a specific small business customer will want to reach via the mail, think about the products that would best meet their needs and copy the appropriate Product Fact Sheet included in this kit. For professional quality reprints, camera-ready PDF files of the fact sheets can be obtained on the Postal Service intranet blue page by going to <http://blue.usps.gov>, clicking *Headquarters* on the

home page, then clicking on *Customer Companion* under "Marketing."

5. Deliver the Kits Personally

Nothing says "You are important to me" more successfully than giving a customer your time and attention. If possible, personally hand business information kits to small business customers during your event. Encourage them to call you with any questions, or to receive additional information on any particular issue or product.

6. Follow Up With Your Small Business Customers

Make sure to follow up with your small business customers after National Small Business Week activities conclude. Enclosed is a sample thank-you letter you can use to prepare and mail to attendees the week after your events.

7. Order Additional Supplies

The number of materials needed during National Small Business Week varies with each Post Office. If you anticipate a huge turnout of business customers or do not have enough materials on hand for your event, you can order items via 800-ASK-USPS. If you do not receive all information in time for the event, remember that you can use information on your mailing list to send or deliver the materials when they arrive.

8. Make Every Week Small Business Week

Be aware that new businesses open every day. You should always have informational materials on hand for business customers, and encourage them to use the mail to grow their business.

Ideas for Local Events

Open House

One of the easiest, yet most effective, ideas for National Small Business Week is to hold an open house in your retail lobby. You can coordinate it in the same manner as the open houses you hold during Customer Appreciation Week.

An open house will encourage visits by local businesses, especially those interested in learning more about Postal Service products and services. Many business owners may want to learn how to save money or gain customers by using the Postal Service. That's why it's important to have information available, particularly for our core products. The enclosed Product Fact Sheets will

provide great information on First-Class Mail®, Priority Mail, Express Mail, and our Value-Added services. However, be sure to have brochures available. Our brochures inform customers about products available to help them grow their businesses, such as using ad mail, and online services at www.usps.com.

Small Business Visits

Have employees in your office assist you in identifying small business owners in your community. Use the Small Business Information Sheet in this kit to collect the names and addresses of the owners. Schedule a period during National Small Business Week to visit the businesses and provide them with product and service materials.

Use this time to thank them for their contributions to the community, provide them with your business card, and offer additional assistance by providing mailing solutions.

Be innovative. There are hundreds of ideas that can be successfully implemented. Keeping the idea simple and fun is important.

It is also important to share the details with Public Affairs and Communications and Marketing. It could mean points toward the Chief Marketing Officer's Growth Award and the Benjamin Award.

Employee Stand-Up Talk

September 15–19, 2003, has been designated as National Small Business Week by President George W. Bush and the Congress of the United States.

This is a great time to recognize the importance of small businesses to the economic vitality of our community and our nation. The businesses may be small, but their impact is huge.

There are over 22 million small businesses in the United States, representing billions of dollars in Postal Service revenue and our nation's economy.

It also is a great opportunity to reach out to small businesses in our community to help them learn to use the mail to grow their businesses. Not only could those 22 million small companies and organizations bring in new customers, increase sales with their current customers, and save time and money if they knew how to take advantage of the mail, but they could generate as much as \$22 billion in new revenue for the Postal Service. That's a win-win situation for all of us.

We're going to do both — hold National Small Business Week activities and reach out to our small business customers. We're going to use the week to say "thank you" to our business customers and help them become even more successful by using the mail.

For our **[IDENTIFY YOUR ACTIVITY, INCLUDING THE DATE AND TIME]** to be a success, we need to identify the small businesses in our community and invite them to attend. We can use your help.

Think about the small businesses you serve each day, particularly the ones that depend on customers coming to their location to purchase products or services, especially stores and shops that don't seem to send much advertising mail, but could benefit by doing so. Mechanics, flower shops, local markets and pharmacies, even business consultants and designers working from their homes. Jot down the name and address of the business and the name of the owner or manager and give them to us. We will use these names to put together a mailing list of people to invite — people who could benefit from coaching tips on how to use the mail to succeed and who can bring in more mail, more revenue, and more security for the Postal Service of the future.

###

National Small Business Week

Publicity Kit



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

NEWS RELEASE

Postal Service Salutes Local Businesses During National Small Business Week

[INSERT CITY AND STATE IN CAPITAL LETTERS] — [CITY] Postmaster [NAME] has invited the city's business community to join [HIM/HER] [DATE, LOCATION OF THE EVENT] to celebrate National Small Business Week, which runs September 15–19.

"Small businesses are the cornerstone of our community," said [NAME OF POSTMASTER]. [HE/SHE] adds, "They provide jobs, paychecks, and tax dollars that are important to the economic vitality of [INSERT NAME OF CITY OR COMMUNITY] and our nation. This event is the Postal Service's way of saying thanks."

[INSERT DESCRIPTION OF THE EVENT, INCLUDING THE DATE, TIME, AND LOCATION]

"Small businesses are our partners," [INSERT NAME] said. "Many small businesses use the mail as a part of their administrative and marketing operations. We want to show other business owners how they also can use the mail to drive sales and revenue, save time and reduce costs."

###

POSTMASTER REMARKS

Thank you for coming today

I'm **[INSERT YOUR NAME]**, Postmaster of **[INSERT NAME OF CITY OR COMMUNITY]**.

Welcome to our National Small Business Week celebration.

We are here today to recognize the small business owners of **[INSERT NAME OF CITY OR COMMUNITY]**. We appreciate everything you do for this community. And that is a lot!

You feed us. You clothe us. You keep our cars and lawnmowers running, our money safe, and fresh flowers on the table to brighten up our lives. You also provide the jobs, paychecks and tax dollars that keep the community and our nation running.

The **[INSERT NAME OF CITY OR COMMUNITY]** Post Office especially appreciates the partnership we have with you. Many of you conduct business using the mail. You advertise, you pay your bills, you fulfill orders. We thank you for your business, and want to do everything we can to help you be successful.

We have some packets of information highlighting Postal Service products and services that can help you build your customer base, increase sales and save time and money.

Please let me know if you have questions, or if there is anything we can do to help you grow your business.

Thank you for coming.

###

THANK-YOU LETTER

[INSERT DATE]

[INSERT YOUR NAME, TITLE]

[INSERT NAME OF BUSINESS OR ORGANIZATION]

[INSERT STREET ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear **[INSERT TITLE AND NAME]:**

Thank you for taking part in our National Small Business Week activities. My fellow Postal Service employees and I appreciate your visit and your contributions to our community.

It was also a pleasure getting to know you, and your business, better. Each day, millions of businesses like yours use the mail to attract new customers and increase sales. I am confident that the mail can grow your business too.

Please let me know if my staff or I can provide additional information, or help in any other way.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Enclosure

SAMPLE BUSINESS LETTER FOR SENDING ADDITIONAL INFORMATION

[INSERT DATE]

[INSERT YOUR NAME, TITLE]

[INSERT NAME OF BUSINESS OR ORGANIZATION]

[INSERT STREET ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear **[INSERT NAME]**:

Enclosed is information you requested on the Postal Service's product offerings. This information explains how you can use the mail to attract new customers, increase profits and save time and money in the process.

Millions of businesses nationwide, large and small, use these techniques to drive sales and revenue growth. I am confident they also will work for you.

Frequently, the more we learn, the more we want to know. Please feel free to call me at **[INSERT TELEPHONE NUMBER]** if you have questions or would like more information on a particular Postal Service product or business need. I look forward to hearing from you.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Enclosure

Welcome

Think inside the mailbox.

*Sending mail to
your customers
brings business
to you.*

Almost every day, every customer you have and want goes to the mailbox. They look for bills that have to be paid, letters from kids at school, and news and information. Additionally, people want products, services and ideas that can make their lives better. The mail actually can help them decide to get those products, services and ideas from you.

The mail can help any kind of business grow

If you can write a letter, you can build your business. You can drive traffic into your store, find clients for a service, get people excited about a new product, and even make your existing customers more loyal – all through the mail.

It's not hard. It can be as easy as a letter announcing that the fall fashions have come in. Or as simple as a postcard that tells your best customers – the customers on your mailing list – that they can take advantage of sale prices a day early. Are you a professional or a consultant? A regular newsletter about developments in your field keeps you top-of-mind with customers. And reminds them that you are a leader.

Mail is flexible

Unlike other media that literally "box you in" to a space, there is no limit to how you can use the mail. You can send simple letters, brochures, and postage-paid reply cards. Or you can add unusual items to the envelope for more impact. A flower shop could send rose petals. A fabric store could turn leftover strips of material into samples, just by putting them into an envelope and sending them to customers. Let your imagination run wild.

The mail also lets you control the timing of your message. A gardening store can let its best customers know in advance when the tomato plants are expected to arrive. A pediatrician can remind parents when camp checkups or school inoculations have to be completed.

The mail also lets you be very personal, talking to a customer's specific need. A postcard, for instance, may remind car owners that it's time for an oil change. This is as much customer service as it is a traffic builder for your business.

We are here to help you

The Postal Service has an array of products and services that will meet your mailing and advertising needs. Stop by your local Post Office today, or visit us online at www.usps.com, to learn how you can use the mail to build brands, attract customers, and add profit to your bottom line.



Fact Sheet

Express Mail® service

Guaranteed next-day delivery tracked and confirmed every day of the year.*

No extra charge for Saturday, Sunday or holiday delivery to many destinations—adding more than 100 extra delivery days per year

- Express Mail service delivers to every residential address without added surcharges.
- Guaranteed next-day delivery* by noon or by 3 p.m. to many destinations.
- Express Mail service delivers to every address in the United States—including Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, other U.S. points offshore, military addresses and PO Boxes.
- Shipping supplies, including boxes, envelopes, tape and labels, at no additional charge.**

Convenient payment options

- Pay with your Express Mail Corporate Account or by postage meter, stamps, cash or—at many locations—by major credit card.
- Automatically insured up to \$100 against loss or damage, including document reconstruction. Additional insurance for up to \$5,000 against loss or damage to merchandise is available for a nominal fee.

With the Click-N-Ship™ option, you can do all this online at www.usps.com:

- Track the status of any shipment.
- Prepare shipping labels for Priority Mail® service, Express Mail® service, Global Express Mail™ service and Global Express Guaranteed™ service.
- Print labels with or without postage conveniently on 8 1/2" x 11" paper.
- Schedule a pickup† or locate the nearest Post Office.™
- Obtain Address Standardization and ZIP Code™ look-up.

- Compare and choose your shipping options: the Click-N-Ship™ option is also available for Priority Mail with Confirmation Services, Global Express Mail and Global Express Guaranteed deliveries.

On-demand pickup for an unlimited number of packages

- Or deposit prepaid letters or packages at more than 38,000 Post Office locations.††

Custom-designed service

- Our team of experienced sales and logistics professionals can design a service program to fit your individual needs.

Express Mail Corporate Account

- Advance payment eliminates need to buy postage each time; permits packages to be sent using your six-digit corporate account code.
- Detailed activity reports are provided on a regular basis.
- Detailed reporting permits more accurate cost allotment to departments or individuals.

24-hour support

- For pickups or to order supplies, visit www.usps.com or call 1-800-222-1811.

*Items must be mailed by scheduled acceptance time. Postage fully refunded upon application if delivery is not made or attempted by scheduled delivery time determined at acceptance. Some restrictions apply; call or visit your local Post Office for details. Express Mail overnight delivery to most major markets, including Saturday/Sunday and holidays at no extra cost. Sunday and holiday delivery available to select ZIP Codes®

**Boxes, envelopes and packing tape available free of charge at most Post Office locations. Contact your local Post Office for availability of supplies.

†Contact your local Postmaster about pickup of your business packages 1 lb. and over, or for more information. Scheduled pickup available for an additional \$12.50.

††For aviation security reasons, all packages 1 lb. and up, postage paid with stamps, must be given to a clerk at a Post Office.

Fact Sheet

Priority Mail® service

The Click-N-Ship™ option adds extra convenience to the excellent value of Priority Mail service

Average 2-3 day delivery* at a great price:

- You can save up to 50% over other 2-3 day delivery services†
- Priority Mail service delivers to every residential address without extra charges
- Saturday deliveries are made at no extra cost
- Only the U.S. Postal Service™ delivers to PO Boxes
- Packages and documents can be dropped off at more than 38,000 Post Office™ locations†
- Priority Mail service delivers to every address in the United States—including Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, other U.S. points offshore and military addresses
- Merchandise Return and eMerchandise Return service options make easy, convenient customer returns possible

With the Click-N-Ship™ option, you can do all this online:

- Select value-added services such as Delivery Confirmation™ service and Signature Confirmation™ service
- Print labels with or without postage
- Schedule a pickup** or obtain information on locating a Post Office
- Prepare shipping labels for Priority Mail service, Express Mail® service, Global Express Mail™ service and Global Express Guaranteed™ service
- Get Address Standardization on domestic addresses including ZIP Code™ look-up
- Print labels conveniently on 8-1/2" x 11" paper

The Click-N-Ship™ option is convenient and saves you money:

- You get Delivery Confirmation service free of charge
- You get Signature Confirmation™ service for just \$1.30
- You can get shipping supplies at no extra charge††

Click-N-Ship™ also gives you the advantages of an online address book:

- Store up to 300 domestic and international addresses
- Prints instantly with the Quick Print feature
- Sort by name or address

24-hour support

- For pickups, to order free supplies or for more information, visit www.usps.com or call **1-800-222-1811**.

*Savings based on 1-lb. rate for Priority Mail delivery at \$3.85 plus 45-cent Delivery Confirmation fee compared to averaged published rates for 2-day residential delivery services.

†For aviation security reasons, all packages 1 lb. and up, postage paid with stamps, must be given to a clerk at a Post Office.

**Contact your local Postmaster about pickup of your business packages 1 lb. and over, or for more information. Scheduled pickup available for an additional \$12.50.

††Boxes, envelopes and packing tape also available free of charge at most Post Office locations. Contact your local Post Office for availability of supplies.

Fact Sheet

Value-Added services

*More service
options
for better
package deliveries*

The United States Postal Service® gives you the flexibility to enhance your package deliveries with Value-Added services. These optional services provide added functionality and help facilitate customer transactions. Choose from a variety of Value-Added services such as:

Confirmation Services™

You can check everyday, at any hour, to confirm the exact date and time your parcel has arrived. And when you select Signature Confirmation™ service, you'll know who accepted it. You can request information over the Internet at www.usps.com or by calling **1-800-222-1811**.

Confirmation Services are available for First-Class Mail parcels, Priority Mail, and Package Services parcels.

When you add Confirmation Services to packages electronically, you get reduced rates and can access updated delivery files several times a day. Just visit our website to perform individual package inquiries and receive scanning information.

Delivery Confirmation™ service†

- Verify the date, time and ZIP Code™ of delivery.
- Obtain when delivery was attempted and whether item was forwarded or returned.
- Combine with Insured Mail (over \$50), Registered Mail, COD or Special Handling.

Signature Confirmation service†

- Verify the recipient's name, along with date, time, and ZIP Code of delivery.
- Request signature information over the Internet at www.usps.com or by calling **1-800-222-1811**.
- Help protect your high-value shipments against fraud.
- Combine with Insured Mail, Registered Mail, COD or Special Handling.

Merchandise Return service

Make returns hassle-free for your customers with Merchandise Return service. It's easy and cost-effective.

- Great way to build customer loyalty.
- Customers can make returns via their letter carrier, at any Post Office or collection box.
- Return by First-Class Mail®, Priority Mail® service or other Package Services.
- Choose to: pay for customers' returns, have them pay by billing their account, or provide free returns to selected customers.
- Use eMerchandise Return service to allow your customers to print return labels right from your website.

Click-N-Ship™ service

It's easy and convenient to take care of all your package shipping needs online, 24 hours a day, with Click-N-Ship service at www.usps.com/clicknship.

- Print labels online, with or without postage, and get Delivery Confirmation service for free.
- Prepare and print shipping labels for Priority Mail, Express Mail®, Global Express Mail™, and Global Express Guaranteed™ services.
- Address book feature allows you to save your frequently used addresses online.
- Order shipping supplies at no additional charge.

For additional information on these Value-Added services visit our website at www.usps.com.

† For current rate and pick-up information, please call 1-800-ASK-USPS, visit www.usps.com or go to your local post office.

Fact Sheet

NetPost Mailing Online™ service

Create an entire mailing right from your desktop.

Create, print and mail letters, postcards, newsletters and fliers with nothing but a desktop computer and an Internet connection. Choose from a variety of design formats. Mailings ordered by 2 PM EST are printed and mailed the following business day. It's fast, easy, flexible and affordable.

Saves time and money

- We do it all for you: addressing and stuffing envelopes, printing, folding, collating and applying postage
- Save on trips to the Post Office™ and local stationery store
- Addresses are automatically verified to ensure prompt delivery
- To expedite delivery, orders are securely transmitted and printed at the authorized print site nearest the recipient's address
- Get discounted postage rates on First-Class® Standard Mail™ and Non-Profit mailings with no minimum volume requirements
- No annual permit fees and postage-meter costs
- Maximizes savings by automating, pre-sorting and entering your mailing closest to its delivery point

Convenient and user-friendly

- Mailings can be scheduled up to 30 days in advance
- Address lists and documents can be stored for up to 60 days
- Documents and mailing lists can be previewed online before sending
- Navigate quickly and easily with point-and-click menus

- Pay securely and easily with major credit cards or open a debit account
- Log on anytime, 24 hours a day, 7 days a week
- Friendly, knowledgeable customer support staff is available 7 days a week, 7 AM to 11 PM EST

Adds impact to your mailing

- Mailings can include graphics, photos, company logo and signature
- Documents and letters can be personalized with mail-merge capabilities
- Choose from canary yellow, off-white or white paper in letter or legal size
- Messaging and artwork can be in black and white, full color or a choice of four highlight colors
- Various binding options available (staples, saddle-stitch, etc.) to create brochures, booklets and newsletters

Start mailing today at
www.usps.com/maillingonline

Fact Sheet

www.usps.com/directmail

Direct Mail

The communications tool that complements every marketing mix.

The hardest-working medium available for your budget, Direct Mail lets you target the people with the most potential to purchase your product or service. It gives you more format options than any other medium. And it provides results that can be measured and analyzed so you can adjust your spending for maximum cost-effectiveness.

Direct Mail is the most effective medium available:

Direct Mail is a powerful business-building tool that lets you speak to customers and prospects one-to-one. With Direct Mail you can:

- build brand awareness and get responses
- close a sale started by another medium
- generate awareness for a new product launch
- get leads for your sales force
- build store traffic for a special event or promotion
- build customer loyalty that will last a lifetime
- test different offers and executions

Direct Mail lets you target your exact audience:

Direct Mail is an ideal tool for helping your business grow. It lets you acquire new customers and build relationships. With Direct Mail you can:

- identify and reach the right prospects for your message
- talk to each customer as an individual
- tailor your message to different target groups
- mail to an overseas audience from their own country

Direct Mail offers you more flexibility:

No other medium is as flexible as Direct Mail. There is no end to the forms and formats Direct Mail can take. With Direct Mail you can send:

- postcards to get your message out quickly
- letters that establish a personal relationship
- newsletters that keep you in touch with customers
- samples so customers can try your product for themselves
- a product-demonstration video
- a co-op mailing with another business
- just about anything you can dream of that will make your message stand out

Direct Mail results can be easily measured:

Direct Mail takes the guesswork out of advertising and lets you analyze results as you go along so you can:

- stop spending money on unresponsive prospects
- beef up spending on responsive lists

Direct Mail is innovative:

The U.S. Postal Service™ is constantly refining and improving Direct Mail as a medium. Among our latest innovations are Repositionable Notes, which can be placed on the outside of an envelope to flag a prospect's attention. And Confirm® service lets you keep track of Direct Mail no matter where in the mail stream it may be.

To find out more about the many uses of Direct Mail, visit www.usps.com/directmail

Fact Sheet

www.usps.com/directmail

*The online resource
for every aspect of
Direct Mail.*

No business is too large or too small to benefit from a visit to www.usps.com/directmail. This online resource provides a complete and comprehensive overview of Direct Mail. It will prove invaluable in all stages of a mail campaign—from planning to delivery.

Access to the latest Postal information

www.usps.com/directmail gives your company immediate access to up-to-the-minute information on postage. At the site you'll find:

- A comprehensive glossary of all Direct Mail mailing terms
- Rate calculators to help you compute rates and discount options
- USPS and Federal Government publications to keep you abreast of changes
- Postal Bulletins with full coverage of regulation and service changes
- The *Domestic Mail Manual* with everything you need for mailing in the U.S.
- The *International Mail Manual* for international mailing information
- Answers to any questions you might have about Direct Mail

Everything you need to know about rates and mailing regulations

Within the Business Mail 101 section of www.usps.com/directmail, you get interactive tools to walk you through all the key decisions and it provides common-sense solutions to your specific mailing needs. The site covers:

- The best way to pay for postage
- How to apply for a bulk mailing permit
- How to obtain address lists that work

Help when you're creating a mail package yourself

A visit to www.usps.com/directmail will prove invaluable when you, or a branch office, are creating a quick mailing. A step-by-step guide helps you create mail packages that work. You can:

- Download easy-to-use formats
- Design letter or flat mail
- Create brochures, buckslips, or fliers

Learn more about Postal discount options

At www.usps.com/directmail, you'll also find easy ways to make your mailings as cost-efficient as possible. It covers such topics as:

- How size and weight affect rates
- How to design the most cost-efficient mail package
- How to use Automation standards barcoding
- How addressing standards work

Additional support when you need it

In addition to providing all the above help online, www.usps.com/directmail also connects you with professionals who will help you create a winning mail campaign. The site has links to:

- Authorized Affiliate Merchants to help execute your mail campaign
- Seminars and Resources. You'll find a schedule of USPS-sponsored, local "Making Direct Mail Easy" seminars

To see how this online resource can help your business, just visit

www.usps.com/directmail

Fact Sheet

Global Express Guaranteed™ Service

Instant access to fast, guaranteed date-certain deliveries to more than 200 countries and territories

Date-certain delivery—Guaranteed*

- Now you can send your urgent packages around the world, and they will arrive on the exact date promised, with the United States Postal Service®'s fastest global delivery service—Global Express Guaranteed™ service.
- This premium global package service is one of four USPS® global package delivery services designed to meet your specific international shipping needs.

You're certain to recognize our partner—DHL Worldwide Express®

- Global Express Guaranteed service assures you fast, reliable service, due to the strategic alliance between the U.S. Postal Service™ and DHL Worldwide Express, a leader in international express shipping for 30 years.
- Your shipments can be delivered, date-certain, to thousands of destinations in over 200 countries and territories worldwide.

Easy pickup, drop-off and payment

- The USPS will pick up your shipment (you pay per pickup, not per package) if you call 1-800-222-1811.
- You can also hand your package to your letter carrier or drop it into any Express Mail® collection box (if less than one pound and non-dutiable).
- Global Express Guaranteed service is available at 20,000 Post Offices™ nationwide
- Supplies will be shipped to you at no extra charge—automatically or as needed—when you call 1-800-222-1811.
- Flexible payment options include meter strip, cash, or credit cards accepted online or at retail outlets.

Ship online for convenience and a 5% discount

Prepare and pay for your shipments online and you'll get a 5% discount on all shipments. Simply enter www.usps.com, click on Shipping, Ship, then Global Express Guaranteed.

- Access rates, shipping restrictions and Post Office locations instantly.
- Check available destinations and individual country requirements.
- Enter address information for sender and recipients, and calculate postage.
- Print the shipping label and pay for postage by credit card, conveniently and easily.
- Access links to other Web sites to obtain information on customs requirements and foreign postal codes.

Volume discounts are also available

- If you ship as few as five Global Express Guaranteed packages per week online, you can qualify for substantial discounts.
- And discounts increase as your shipping volume increases.

Track and Confirm plus insurance protection for peace of mind

- You can track and confirm your packages by calling 1-800-222-1811 or going to www.usps.com and clicking on Track/Confirm.
- Merchandise and/or document reconstruction insurance up to \$100 is included. Additional insurance up to \$2,499 is available for an extra fee.

For more information, visit www.uspsglobal.com

*Complete details on the countries, service, and guarantee are available at www.usps.com/gxg.

Fact Sheet

Global Express Mail™ service

*Fast deliveries
of documents and
packages to over
190 countries.*

Send documents and packages around the world for some of the lowest prices around with Global Express Mail™ (GEM). For instance, GEM rates to Mexico or Japan are 40% lower than the competition.*

- Our highly competitive rates make GEM one of the smartest ways to deliver urgent materials worldwide.
- It's fast. Global Express Mail is one of the fastest Global Delivery Services from the United States Postal Service®.
- Your shipments will be handled on an expedited basis to over 190 countries and territories.

Flexible and easy to use

Just hand your package to any of our 265,000 letter carriers, or drop it into any Express Mail® collection box (if less than one pound and nondutiable).

- You can also bring packages to any of our 40,000 Post Offices accepting international mail or to an Airmail Center.
- We'll even pick up your shipment. You pay per pickup — not per package.
- You can have supplies shipped at no extra charge — automatically every six months or when you need them — by calling 1-800-222-1811.

The inexpensive international option

With GEM, you can get great rates and easy payment options.

- Global Express Mail offers some of the lowest published rates around — starting as low as \$15.50.
- Plus you'll also receive a 5% discount when you mail using an Express Mail Corporate Account (EMCA). Just call your local Post Office™ for details and any restrictions that may apply.
- You'll also get an additional discount if you qualify for an International Customized Mail Agreement.
- You'll save because you can send mail to APO/FPO addresses with Express Mail Military Service at domestic rates.
- You get flexible payment options — meter strip, postage stamps, cash, or credit card.

For more information, call 1-800-222-1811 or visit our Web site, www.usps.com.

*Savings based on published 1/2-lb. rate for Global Express Mail delivery to Mexico at \$16.75 and to Japan at \$17.00 compared to competitive published rates to Mexico and Japan of between \$21.50 and \$39.62, as of 1/7/01.

Fact Sheet

Global Priority Mail® service

*Expedited delivery of documents and merchandise at up to 70% savings**

Fast, reliable deliveries to over 50 countries

Global Priority Mail® (GPM) service is a cost-effective way to send merchandise, correspondence or Direct Mail to international customers or associates.

- You get reliable deliveries of your shipments to 50 key countries and territories worldwide.
- Ideal for lightweight documents and packages weighing up to 4 pounds.
- You'll save up to 70% for the half-pound rate because Global Priority Mail service is priced lower than our competition's published rates for international expedited service.
- Your shipment will receive expedited handling along the way because of U.S. Postal Agreements with foreign administrations.

Easy payment options

Global Priority Mail service is easy to use and easy to pay for.

- You can simply hand your Global Priority Mail shipments to your letter carrier or bring them to your local Post Office.™
- You can also drop them in an Express Mail® collection box—if they weigh less than one pound and are nondutiable.
- You can take advantage of our convenient pickup service by calling 1-800-222-1811. You pay per pickup—not per package.
- You can choose from three types of envelopes (one Tyvek and two Flat-Rate envelopes) or a box.
- Pay with stamps, meter strips or permit imprint.

For more information, visit www.uspsglobal.com

*Savings based on published 1/2-lb. rate for Global Priority Mail delivery to France at \$9 compared to competitive rates of \$26.52 to \$39.99, as of 2/27/01.

Domestic Mail

DMM REVISION

Periodicals Ride-Along Pieces

Effective September 4, 2003, *Domestic Mail Manual* (DMM) E260.1.2 is revised to permit the physical dimensions of a Periodicals Ride-Along piece to exceed those of the host publication when properly enclosed in a complete wrapper.

We will incorporate this revision into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility				
	*	*	*	*	*
E200	Periodicals				
	*	*	*	*	*
E260	Ride-Along				
1.0	BASIC ELIGIBILITY				
	*	*	*	*	*

1.2 Basic Standards

[Revise 1.2 to read as follows:]

Only one Ride-Along piece may be attached to or enclosed with an individual copy of Periodicals mail. The Ride-Along rate must be paid on each copy in the mailing, not addressed pieces. If more than one Ride-Along piece is attached or enclosed, mailers have the option of paying Standard Mail postage for all the enclosures or attachments, or paying the Ride-Along rate for the first attachment or enclosure and Standard Mail rates for subsequent attachments and enclosures. Ride-Along pieces eligible under E260 must be eligible as Standard Mail pieces and must:

- a. Not exceed any dimension of the host publication except when the host publication and the Ride-Along piece are contained in an envelope, polybag, or other complete wrapper.
- b. Not exceed 3.3 ounces and must not exceed the weight of the host publication.
- c. Not obscure the title of the publication or the address label.

* * * * *

— *Mailing Standards, Pricing and Classification, 8-21-03*

DMM REVISION

Prohibition on Mailing Animals for Fighting Purposes

Effective September 4, 2003, *Domestic Mail Manual* (DMM) C022.3.0 and C031.5.7 are revised to include new text that reflects an amendment made to the Animal Welfare Act in Title 7 *United States Code* section 2156 (7 USC 2156). DMM C022.3.1 and C022.3.5 are revised to state that mailing live animals for fighting purposes is prohibited. DMM C031.5.7, which prohibits the mailing of written, printed, or graphic matter that promotes an animal fighting venture, is revised for clarity only.

The change to the federal law in 7 USC 2156 was enacted by Congress on May 14, 2002, as part of the 2002 Farm Bill (Public Law 107–171). This change took effect 1

year later on May 14, 2003, and it further restricted the transport of live animals for fighting purposes.

Essentially, the change in the law means that live animals cannot be mailed for purposes of animal fighting, even to states where animal fighting is a legal venture. However, if a mailer wishes to mail a live animal for a purpose that does not involve an animal fighting venture and does not violate 7 USC 2156, the live animal is mailable as permitted under the applicable mailing standards in DMM C022.

Before the change, the transport of live animals for fighting purposes was largely prohibited, but did allow birds intended for fighting purposes to be shipped to states where

cockfighting is legal. For example, gamecocks and similar birds could previously be mailed to New Mexico, Louisiana, Guam, and other locations where cockfighting is legal. This previously permissible practice, however, is no longer permitted due to the change in the law that took effect on May 14, 2003.

The portion of the law pertaining to the mailing of printed materials that promote an animal fighting venture did not change. Such materials continue to be nonmailable as stated in DMM C031.5.7 unless the venture involves live birds and the fight is to take place in a state where animal fighting is a legal venture.

As information, the law in 7 USC 2156(c) states that it is "...unlawful for any person to knowingly use the mail service of the United States Postal Service or any interstate instrumentality for purposes of promoting, or in any other manner furthering, an animal fighting venture except as performed outside the limits of the states of the United States." The term *states* includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any territory or possession of the United States. (See DMM G011.2.1 for a list of U.S. territories and possessions.)

Under the penalty provision in 7 USC 2156, any person who violates the law will be fined not more than \$15,000 or imprisoned for not more than 1 year, or both, for each violation.

Postal Service™ employees must not instruct or allow a mailer to mark a mailpiece containing live animals for fighting purposes as "For Breeding Purposes," as "Show Animal," or with any similar marking that may be fraudulent.

Postal Service employees who suspect a potential violation of the law in 7 USC 2156 should notify the local office of the Postal Inspection Service and provide detailed information of the circumstances. Such detailed information can be passed on to the proper law enforcement officials for their review and determination as to whether appropriate follow-up action is warranted.

We will incorporate these revisions into the next printed version of DMM Issue 59 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

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C022 Perishables

* * * * *

3.0 LIVE ANIMALS

[Renumber current 3.1 through 3.12, as new 3.2 through 3.13, respectively. Insert new 3.1 citing the prohibition on mailing live animals for fighting purposes, to read as follows:]

3.1 Animal Fighting Prohibition

Under 7 USC 2156, the mailing of a live animal for the purpose of participating in an animal fighting venture is prohibited (regardless of whether such venture is permitted under the laws of the state in which it is conducted). The term *state* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession. Violators can be subject to the criminal penalties in 7 USC 2156.

* * * * *

3.5 Adult Chickens

[Replace the last sentence in renumbered 3.5 with the following text to read as follows:]

***The mailing of chickens for animal fighting purposes is prohibited under 3.1.

* * * * *

C030 Nonmailable Written, Printed, and Graphic Matter

C031 Written, Printed, and Graphic Matter Generally

* * * * *

5.0 OTHER NONMAILABLE MATTER

* * * * *

[Revise the title of 5.7 to read as follows:]

5.7 Animal Fighting Matter

[Revise the text of 5.7 to read as follows:]

Written, printed, or graphic matter (e.g., advertisements) promoting or furthering an animal fighting venture conducted in any state (except a venture involving live birds permitted under the laws of the state in which the fight is conducted) is nonmailable under 7 USC 2156. Violators can be subject to the criminal penalties in 7 USC 2156. For this standard:

- a. *Animal* means any live bird, or any live dog or other mammal, except man.

b. *Animal fighting venture* means any event involving a fight between at least two animals that is conducted for sport, wagering, or entertainment. The term does not include any activity whose primary purpose involves using one or more animals in hunting other animals.

c. *State* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession.

* * * * *

— *Mailing Standards, Pricing and Classification, 8-21-03*

DMM REVISION

Bound Printed Matter — Co-Sacking Requirement

Effective September 1, 2003, *Domestic Mail Manual* (DMM) M722.1.5, M820.1.10, and M910.4.1 are revised to require the co-sacking of all flat-size Bound Printed Matter (BPM) mailpieces from the same mailing job, whether the barcoded discount is claimed for all of the pieces in the mailing job or only for a portion of the pieces. With this revision, mailers must co-sack (i.e., sort into the same sack) packages of BPM Presorted flat-size rate pieces qualifying for the barcode discount with packages of Presorted rate flat-size pieces not claiming the barcode discount that are part of the same mailing job.

Before September 1, 2003, DMM M722.1.5 and M820.1.10 provided two preparation options of such mail:

- Co-sacking the packages from both mailings using DMM M910.
- Preparing separate sacks for the Presorted rate pieces qualifying for the barcoded discount using DMM M820 and separate sacks for the Presorted rate pieces (not claiming the barcoded discount) using DMM M722.

This revision eliminates the second option to sack each mailing separately using the applicable preparation standards in DMM M820 and M722. The elimination of this option promotes operational efficiencies by reducing the number of sacks that must be prepared by the mailer and handled by the Postal Service™.

Postal Bulletin 22099 (4-3-03, pages 13–19) announced new mail preparation options for the co-packaging and co-sacking of BPM flat-size pieces. Under the co-packaging standards in DMM M950, mailers have the option to co-package (i.e., sort into the same package) BPM Presorted rate flat-size pieces qualifying for the barcoded discount and Presorted rate pieces (not qualifying for the barcoded discount). Co-packaged pieces are required to be co-sacked under DMM M910.

The revised standards that take effect on September 1, 2003, for the required co-sacking of Presorted rate BPM flat-size pieces are as follows:

- Packages prepared as part of the Presorted rate mailing qualifying for and claiming the barcoded discount and packages prepared as part of the Presorted rate mailing (not qualifying for the barcoded discount) must be co-sacked, effective September 1, 2003.
- Packages of flats qualifying for and claiming the barcoded discount that are co-sacked with packages of Presorted rate flats must be part of the same mailing job.
- Both the Presorted rate mailing qualifying for and claiming the barcoded discount and the Presorted rate mailing must separately meet the applicable rate eligibility and volume requirements.
- Packages that are co-sacked under DMM M910 are not required to be co-packaged.

We will incorporate these revisions into the printed version of DMM Issue 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
M	Mail Preparation and Sortation				
	*	*	*	*	*
M700	Package Services				
	*	*	*	*	*
M720	Bound Printed Matter				
	*	*	*	*	*
M722	Presorted Bound Printed Matter				
1.0	BASIC STANDARDS				
	*	*	*	*	*

1.5 Co-Sacking Flats With Barcoded Mail

[Revise 1.5 to read as follows:]

The following standards apply:

- a. If the mailing job contains a carrier route mailing, a Presorted rate mailing qualifying for and claiming the barcoded discount under E712, and a Presorted rate mailing (not claiming the barcoded discount), then the carrier route mailing must be prepared under M723, and the Presorted rate mailing qualifying for and claiming the barcoded discount and the Presorted rate mailing (not claiming the barcoded discount) must be co-sacked under M910. As an option, the Presorted rate pieces qualifying for and claiming the barcoded discount may be co-packaged with Presorted rate pieces (not claiming the barcoded discount) under M950. Co-packaged pieces must be co-sacked under M910.
- b. If the mailing job contains only a Presorted rate mailing qualifying for and claiming the barcoded discount and a Presorted rate mailing (not claiming the barcoded discount), both mailings must be co-sacked under M910. As an option, the Presorted rate pieces qualifying for and claiming the barcoded discount may be co-packaged with Presorted rate pieces (not claiming the barcoded discount) under M950. Co-packaged pieces must be co-sacked under M910.

* * * * *

M800 All Automation Mail

* * * * *

M820 Flat-Size Mail

1.0 BASIC STANDARDS

* * * * *

1.10 Co-Traying, Co-Sacking, and Co-Packaging With Presorted Rate Mail

The following standards apply:

* * * * *

[Revise items d(1) and d(2) for Bound Printed Matter to read as follows:]

d. Bound Printed Matter:

- (1) If the mailing job contains a carrier route mailing, a Presorted rate mailing qualifying for and claiming the barcoded discount under E712, and a Presorted rate mailing (not claiming the barcoded discount), then the carrier route mailing must be prepared under M723, and the Presorted rate mailing qualifying for and claiming the barcoded discount and the Presorted rate mailing (not claiming the barcoded discount) must be co-sacked under M910. As an option, the Presorted rate pieces qualifying for and claiming the barcoded discount may be co-packaged with Presorted rate pieces (not claiming the barcoded discount) under M950. Co-packaged pieces must be co-sacked under M910.
- (2) If the mailing job contains only a Presorted rate mailing qualifying for and claiming the barcoded discount and a Presorted rate mailing (not claiming the barcoded discount), both mailings must be co-sacked under M910. As an option, the Presorted rate pieces qualifying for and claiming the barcoded discount may be co-packaged with Presorted rate pieces (not claiming the barcoded discount) under M950. Co-packaged pieces must be co-sacked under M910.

* * * * *

M900 Advanced Preparation Options for Flats

M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Mailings

* * * * *

4.0 BOUND PRINTED MATTER

4.1 Basic Standards

[Revise the first sentence of 4.1 to read as follows:]

Packages of flat-size pieces in a Presorted rate mailing qualifying for and claiming the barcoded discount under E712 must be co-sacked with packages of flat-size pieces from a Presorted rate mailing (not claiming the barcoded discount) under the following conditions:

* * * * *

PUBLICATION 201 OBSOLETE

Information on Consumer Products and Services

Effective August 21, 2003, the Postal Service™ discontinues Publication 201, *Consumer's Guide to Postal Services and Products* (March 1998), and the Spanish-language version, Publication 201-S, *Guía para el consumidor de servicios y productos postales* (May 1999). Both publications will be removed from the Postal Service system of forms and directives.

Consumers can now find most of the essential information contained in those documents in either the updated *Domestic Mail Manual* (DMM) 100, *A Customer's Guide to Mailing* (June 2003), or in the recently released DMM 200-A, *A Guide to Mailing for Businesses and Organizations* (June 2003). In addition, the Postal Service plans to issue a Spanish-language version of DMM 100 by the end of August.

DMM 100

DMM 100 is an excellent introduction to the Postal Service products and services most commonly used by consumers and small mailers. The design of this guide includes practical information on these important topics:

- Choosing the right service for mailing based on mail-piece shape, speed of delivery, and postage for the service.
- Adding extra services such as Certified Mail™ service or Delivery Confirmation™ service.
- Addressing mail properly, including overseas military mail.
- Preparing and addressing packages for mailing and choosing the right mailing container, cushioning material, and sealing tape.
- Sending and receiving mail as well as having mail held or forwarded and filing change-of-address requests.

DMM 100 includes a simplified rate chart with postage rates for the mail services that most consumers frequently use. Another useful feature is a section devoted to other consumer products and services such as international mail, military mail, money orders, NetPost™ Online Services, passports, Post Office™ boxes, PC Postage® products, and stamp collecting. For frequent mailers and small businesses, DMM 100 also contains a section that presents information on additional services geared toward these mailers.

DMM 200-A

Much more expansive in scope and purpose, DMM 200-A presents a wealth of practical information on selecting the appropriate mail service for meeting business or organizational needs. Like DMM 100, the new DMM 200-A is designed around a logical sequence of decisions, from choosing the right postage payment method to understanding mail entry. With charts and samples, several checklists, and clear examples, DMM 200-A can answer most strategic questions asked by small-volume and medium-volume business mailers.

Availability

Customers can find both DMM 100 and DMM 200-A on the Postal Service Web site at www.usps.com and in their local Post Office or business mail entry unit.

— *Mailing Standards,
Pricing and Classification, 8-21-03*

*DMM TRANSFORMATION***Ordering Information for DMM 200-A**

The new DMM 200-A, *A Guide to Mailing for Businesses and Organizations*, is available for ordering from the Material Distribution Center (MDC). The initial distribution to Postal Service™ Headquarters and field offices is complete.

This new publication turns the requirements in the *Domestic Mail Manual* (DMM) into an easy-to-understand, customer-friendly guide. It's a great tool for companies and organizations looking for ways to begin or improve their retail, discount, and online mailing programs.

In addition to the printed distribution, the DMM 200-A is available online via Postal Explorer at <http://pe.usps.gov>. You can find more information about DMM 200-A in *Postal Bulletin* 22106 (7-10-03, pages 39–44).

The MDC is filling backorders first, so if you have already placed an order for DMM 200-A, please do not order again. You can order DMM 200-A by one of the following means:

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

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose 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 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

Here's the information that you'll need to order DMM 200-A:

PSIN:	DMM200A
NSN:	7610-07-000-7089
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	50
Quick Pick Number:	N/A
Price:	\$0.6750
Edition Date:	06/03

— *Mailing Standards,
Pricing and Classification, 8-21-03*



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FIELD INFORMATION KIT

Capital One Negotiated Service Agreement (NSA)

This Capital One Negotiated Service Agreement (NSA) Field Information Kit contains the following items:

- Employee Stand-Up Talk
- Frequently Asked Questions
- Talking Points

NSA Employee Stand-Up Talk — Capital One Negotiated Service Agreement Kicks Off Today

(To Be Given on Monday, September 1, 2003.)

Today the first Postal Service™ NSA takes effect.

As you may know, under the NSA, financial services company Capital One receives pricing incentives in exchange for sending more First-Class Mail® items to attract new customers and expand its business. This could ultimately lead to millions of dollars of new revenue, boosting our bottom line.

Capital One has also converted our electronic notification service (which notifies mailers of new addresses or reasons for their mailpieces being undeliverable) to Address Change Service (ACS). With ACS, we will be able to avoid handling and transportation costs on millions of pieces of mail — another boost to our bottom line.

We must make sure that Capital One and all ACS mailpieces get handled correctly. ACS mailpieces are identified by an “ACS Participant Code” printed above the address block (a pound sign (#), the letter “B,” and six additional letters). All ACS mailpieces are treated in the same manner, whether there is a Change of Address (COA) order on file, whether it is undeliverable for reasons other than a move, or whether it’s a First-Class Mail, Standard Mail, Periodicals, or Package Services item. The rule is that if it’s undeliverable, it must be sent to CFS so information can be collected and sent electronically to the mailer.

This is the Postal Service’s first NSA, but it will not be our last. Our pricing group is currently negotiating with other mailers to come up with agreements that provide price incentives for businesses to increase their use of the mail as an effective marketing tool. As these companies increase their business, they will increase ours, adding important revenue to our bottom line.

You may receive questions about this agreement as business mailers will want to know how they can get an NSA. Advise business mailers who are interested in an NSA that they can get more information by calling 800-ASK-USPS.

###

NSA Frequently Asked Questions*What Is a Negotiated Service Agreement?*

An NSA is a contractual agreement between the Postal Service and an individual company that provides pricing incentives in exchange for a shift in behavior by the company that benefits the Postal Service. In many cases, the change in behavior cited in the contract will be a substantial increase in annual First-Class Mail or Standard Mail volume. To become effective, the proposed NSA must be reviewed and recommended by the Postal Rate Commission (PRC) and approved by the Board of Governors.

NSAs take customer responsiveness to the next level. For years, the Postal Service has worked with mailers to identify customer needs and address them in ways that improve service, reduce costs, and increase mail volume and net revenue. Working with mailers in this fashion, we have come up with many new products and services that save and make money and benefit all parties. Including pricing incentives is the next logical step.

How Many NSAs Are There and Who Are They With?

There is currently only one — a 3-year test with Capital One, which takes effect September 1, 2003. Capital One will receive pricing incentives in exchange for sending more First-Class Mail items to attract new customers and expand its business. Capital One also agrees to convert its systems to use the Address Change Service — electronic notification of forwarded mail and undeliverable pieces. This means the Postal Service will not have to sort and return millions of undeliverable pieces of mail to Capital One. Ultimately, the NSA may be worth millions of dollars to the Postal Service. We are pursuing other agreements and expect to implement more NSAs in the near future.

What Are the Pricing Incentives?

Under the NSA, Capital One will receive a reduction in rates that increases with mail volume for every First-Class Mail item that exceeds 1.225 billion pieces annually. To qualify for any reduction, Capital One must send more First-Class Mail items than they typically do each year.

What Are the Benefits to the Customer? To the Postal Service?

The customer will receive price incentives for meeting negotiated thresholds of mail volume, and better business relationships will develop as a result of the vetting and negotiation process. Additionally, the Postal Service will better understand the business needs and expectations of customers and work to respond to them, resulting in better overall mail service.

Through NSAs, customers may receive price incentives to increase their use of the mail as a marketing tool, thereby creating more volume and net revenue for the Postal Service as they acquire new business for themselves. They may be required to use more efficient systems and procedures, reducing Postal Service costs.

In addition, experience shows that by going through the process, the Postal Service will discover opportunities to solve existing problems and streamline internal systems and handling methodologies. This will help us to identify new products and services that may potentially benefit mailers, reduce costs, and improve service — not only for the NSA partner but for other Postal Service customers as well.

What Are the Criteria for NSAs?

The initial criteria for consideration are:

- The negotiations must result in a substantial, measurable net benefit to the Postal Service, as well as the customer; and
- The NSA cannot unduly discriminate against or adversely affect any customers.

Applicants are encouraged to have or obtain a mailing permit, establish a Centralized Account Processing System (CAPS) account, become Postal One compliant, and participate in Mail Piece Total Quality Management before being considered. They also must share in the costs of negotiating and litigating the agreement before the PRC, which may include (but is not limited to) separate counsel, research and documentation, and witness expenses.

NSAs Sound a Lot Like International Customized Mail (ICM) Agreements. Are There Differences? What Are They?

They are similar, but NSAs cover domestic mail and must be litigated before the PRC. ICMs cover mail destined for international addresses and are not covered by PRC oversight.

How Do Mailers Apply for an NSA?

Mailers interested in being considered for an NSA can get more information by e-mailing Pricing Strategy at NSA@usps.com, calling 703-292-3638, or writing to:

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

Interested parties will receive a company profile form and other preliminary prerequisite documents to complete and submit to apply for NSA consideration. The Postal Service will review the information and contact the applicant to discuss appropriate further steps.

How Long Will the Process Take?

That depends. Beyond the time required to collect and exchange information and negotiate the proposed NSA, review by the PRC can take up to 10 months. However, the Postal Service is working with the PRC to streamline and shorten the process, especially where precedents have been established.

###

NSA Talking Points*NSAs Are Contracts*

- An NSA is a contractual agreement between the Postal Service and a company that benefits both parties.
- In most cases the company will receive pricing incentives in exchange for sending substantially more mail than they usually do.
- Any proposed new NSA must be reviewed and recommended by the PRC and approved by the Board of Governors.

The NSA With Capital One Benefits Both Parties

- The Postal Service expects to get new mail volume, more new net revenue, mail handling efficiencies, and important cost savings.

- Capital One gets pricing incentives for sending more mail and better service for undeliverable pieces.

Future NSAs Will Offer Similar Benefits

- More mail means more business for us.
- Pricing incentives mean greater savings for the customer.

NSAs are Built on Decades of Customer Service

- NSAs take customer responsiveness to the next level.
- For years, the Postal Service has worked with mailers to identify and meet customer needs, improve service, cut costs, and increase volume and net revenue. This method is how we have developed many new products and services.
- The next logical step is to include pricing incentives.

For More Information, Contact Pricing Strategy

- Via e-mail at NSA@usps.com
- Via telephone at 703-292-3638
- Via written letter to:

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

— Pricing Strategy,
Pricing and Classification, 8-21-03

Employees

ELM REVISION

Health Benefits Program

Effective August 21, 2003, the *Employee and Labor Relations Manual* (ELM) subchapter 520, Health Benefits Program, is modified to incorporate the following:

- Revisions indicating the role of the National Finance Center (NFC) in administering Spouse Equity Act enrollments under the Federal Employees Health Benefits (FEHB) Program.
- Other updates reflecting Office of Personnel Management (OPM) guidance.
- Editorial changes conforming to Postal Service™ editorial style.

We will incorporate these revisions into the next printed version of the ELM and also into the next update of the online version available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Manuals*. It is also available on the Internet site at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals and Publications*, and last click on *Manuals*.

Summary of Changes

520, Health Benefits Program, is edited throughout for consistency of presentation and conformance to Postal Service editorial style.

521.411, Responsibility of Employing Office, is modified by the deletion of the second paragraph, which was redundant.

521.423, Foster Children, is modified in "Note" to indicate that a sample certification form is found in Exhibit 521.423, Certification of Foster Children. Exhibit 521.423 is revised to elaborate on the certification requirements per OPM guidance.

521.621, Eligible for Coverage, is modified to indicate that RI 70-5, *Guide to Federal Employee Health Benefit Plans for TCC and Former Spouse Enrollees*, is sent to an eligible former spouse.

521.711, Eligible for Coverage, is modified at item d to show that former spouses awaiting approval or disapproval from OPM are among those who are eligible for temporary continuation of coverage.

523, Enrollment, is revised to reflect a new title.

523.6, Enrollment by a Former Spouse, is revised to reflect a new title.

523.61, Enrollment Form, is modified to indicate that all former spouse SFs 2809, *Employee Health Benefits Election Form — Federal Employees Health Benefits Program (FEHB)*, are forwarded to the National Finance Center (NFC) rather than to the Eagan Retirement Branch. The title of the section is also revised.

523.632, Contents of File, is restructured so that text under item f becomes items 1 through 6 and "Payroll's" is replaced by "NFC's."

523.634, Disposition of File, is modified to indicate that it is the NFC that maintains the file and to clarify the terms under which the personnel office maintains records.

524.529, Change to Self Only, is modified to elaborate on circumstances considered "qualified life status changes."

524.531, Change in Marital Status, is modified at item a(1) to include common law marriage under the criteria for change in status and at item c to clarify the provision for new spouse enrollment.

524.62, Change to Self Only, is modified to clarify change to Self Only depending on whether premiums are paid on a pretax basis or an after-tax basis.

524.773, Application for Conversion, is modified to clarify the time frame within which application for conversion can be made.

524.774, Late Conversion, is added to clarify the steps to be taken when an application for conversion is belated. Subsequent sections are renumbered 524.775 and 524.776, respectively.

524.831, Tax Benefits, is modified to delete obsolete information indicating that a pre-tax benefit is not available under FEHB.

524.832, Career Employees, is modified to add occurrence of a qualified life status change as an opportunity for waiver of pretax basis for payment of premiums.

524.833, Certain Noncareer and Transitional Employees, is modified to add occurrence of a qualified life status change as an opportunity to elect payment of premiums on a pretax basis.

524.84, Health Benefits Schedule, is modified to indicate that Publication 12, *Health Benefits Open Season Administrative and Processing Information*, is available on the Postal Service intranet and to eliminate reference to cost information.

524.921, New Enrollment, is modified to clarify the effective date of a new enrollment.

524.922, Change in Enrollment, is modified to replace "employing office" with "NFC."

524.93, Payment of Premiums, is modified to replace "Eagan ASC" with "NFC."

524.95, Cancellation of Enrollment, is modified to replace "employing office" with "NFC."

524.965, Former Spouse Responsibility, is modified to replace "employing office" with "NFC."

524.966, National Finance Center Responsibility, is modified to show in the title and in the text the role of the NFC in terminating health coverage for former spouses.

525.141, Reporting to OWCP, is modified to clarify that injury compensation personnel annotate OWCP Form CA-7/20, *Claim for Compensation on Account of Traumatic Injury or Occupational Disease/Attending Physician's Report*.

525.146, On LWOP Ten Months, But Enrollment Not Transferred, is modified to show in the title and in item a that the time period is 10 months rather than 8 months in accordance with OPM guidance.

525.222, Procedures to Be Followed by Employing Office, is modified at item e to indicate that enrollment is continued for an employee entering nonpay status who fails to respond to notice of his or her option to continue or terminate health benefits and that the employee is expected to pay his or her portion of the premiums due.

525.52, Enrollment Eligibility Both as an Employee and as a Survivor, is modified to clarify terms under which a surviving spouse may apply for reinstatement of annuitant- or survivor-acquired health benefits enrollment.

Employee and Labor Relations Manual (ELM)

* * * * *

5 Employee Benefits

* * * * *

520 Health Benefits Program

521 Administration and Eligibility

* * * * *

521.4 Family Members' Eligibility

521.41 General

521.411 Responsibility of Employing Office

[Revise the first paragraph to read as follows, and delete the second paragraph:]

The employing office is responsible for determining whether or not a person is a family member for health benefits

purposes for an enrolled employee. It is that person's relationship to the employee that is controlling. The employing office must satisfy itself that an event has occurred that permits enrollment or a change in enrollment under the FEHB program. Documentary evidence may be requested as appropriate (e.g., marriage certificate, birth certificate, divorce decree). However, it is not necessary that such evidence be retained. The carrier is not notified at the time the original determination is made regarding the eligibility status of an enrollee's family member, but the carrier may request evidence to verify the eligibility of the family member at the time benefits for that family member are claimed.

* * * * *

521.42 Determining Family Membership Status of Children

* * * * *

521.423 Foster Children

* * * * *

[Revise the text for "Note" to read as follows:]

Note: A Certification of Foster Child Status must be signed by the employee and filed as a permanent document in the employee's official personnel folder. For a sample certification, see Exhibit 521.423.

* * * * *

[Revise Exhibit 521.423 to read as follows:]

Exhibit 521.423 Certification of Foster Children

Federal Employees Health Benefits Program Certification of Foster Children

I have been informed of the following requirements for coverage of a foster child under the Federal Employees Health Benefits Program and/or Option C of the Federal Employees' Group Life Insurance Program:

1. The child must be unmarried and under age 22. (If the child is over age 22, he or she can be covered only if he or she is incapable of self-support because of a disabling condition that began before age 22. I must provide documentation of this to my employing office.)
2. The child must be living with me.
3. The parent-child relationship must be with me, not with the biological parent. This means that I am exercising parental authority, responsibility, and control; I am caring for, supporting, disciplining, and guiding the child; I am making the decisions about the child's education and health care.
4. I must be the primary source of financial support for the child.

5. I must expect to raise the child to adulthood.

I understand that if the child moves out of my home to live with a biological parent, he or she loses coverage and cannot ever again be covered as a foster child unless the biological parent dies, is imprisoned, or becomes incapable of caring for the child due to a disability, or unless I obtain a court order taking parental responsibility away from the biological parent.

This is to certify that [__name of child__] lives with me; I have a regular parent-child relationship with [__name of child__], as described above; I am the primary source of financial support for [__name of child__]; and I intend to raise [__name of child__] into adulthood.

I will immediately notify both my employing office and the health benefits carrier if the child marries, moves out of my home, or ceases to be financially dependent on me.

[__print name of employee/annuitant__][__Social Security number__]

[__signature of employee/annuitant__][__date__]

FILE THE ORIGINAL IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE

* * * * *

521.6 Former Spouses

* * * * *

521.62 Documentation of Eligibility

521.621 Eligible for Coverage

[Revise the text to read as follows:]

If the former spouse meets all the requirements stated in 521.61, and is, therefore, eligible for coverage, the employing office notifies the former spouse in writing of its determination. The notification of eligibility acknowledges the documents on which the employing office based its decision, that is, proof that the former spouse has not remarried prior to age 55 and that the former spouse was enrolled under the FEHB Program at some point during the 18 months prior to divorce. An RI 70-5, *Guide to Federal Employees Health Benefits Plans for TCC and Former Spouse Enrollees*, and a statement of the requirements for continued enrollment (Exhibit 523.62) are forwarded to the former spouse with the notification. See 523.6 for enrollment procedures.

* * * * *

521.7 Temporary Continuation of Coverage

* * * * *

521.71 Eligibility

521.711 Eligible for Coverage

Individuals identified below are eligible to continue enrollment beyond the 31-day extension period allowed following termination of coverage:

* * * * *

[Revise item d to read as follows:]

- d. Former spouses who are enrolled as family members in FEHB sometime during the 18 months prior to the end of the marriage, but who are not entitled to coverage under the Spouse Equity Act (see 521.611) or who are awaiting approval or disapproval from OPM of entitlement to coverage under the Spouse Equity Act.

* * * * *

[Revise the title of 523 to read as follows:]

523 Enrollment

* * * * *

[Revise the title of 523.6 to read as follows:]

523.6 Enrollment by a Former Spouse

[Revise the title of 523.61 to read as follows:]

523.61 Enrollment Form

* * * * *

[Revise the last paragraph of 523.61 to read as follows:]

All SFs 2809 for former spouses are forwarded to the NFC at the following address:

DPRS BILLING UNIT
NATIONAL FINANCE CENTER
PO BOX 61760
NEW ORLEANS LA 70161-1760

* * * * *

523.63 Employing Office Records on Former Spouse

* * * * *

523.632 Contents of File

The following documents are kept in the former spouse's health benefits file:

* * * * *

[Revise item f (including replacing "Payroll's" with "NFC's") to read as follows:]

- f. Copies of all correspondence relating to the former spouse's enrollment, for example:
 - (1) The employing office's letter approving or denying eligibility for health benefits coverage along with documents on which the agency's eligibility decision is based.

- (2) The former spouse's agreement (Exhibit 523.62) to notify the employing office within 31 days of an event that terminates eligibility.
- (3) The NFC's letter requesting payment of overdue premiums prior to terminating coverage.
- (4) Documents pertaining to a child's physical disability before age 22.
- (5) Court order terminating entitlement to survivor annuity or a portion of a retirement annuity.
- (6) Letter from the former spouse canceling the enrollment; and OPM's notice that a refund has been made to a former employee or that the former employee has died and no survivor annuity is payable.

* * * * *

523.634 Disposition of File

[Revise the text to read as follows:]

The employing office maintains the former spouse's health benefits file for as long as the NFC maintains the enrollment. The file is transferred to OPM upon the occurrence of one of the following events:

- a. The former spouse cancels the enrollment.
- b. The employing office terminates the enrollment.
- c. The former spouse begins receiving an annuity payment (a portion of the employee's retirement annuity or a survivor annuity).

If the former spouse does not qualify for coverage under the Spouse Equity Act provisions, the personnel office must keep a file containing the records for at least 1 year from the date of notice stating that he or she did not qualify. Then the contents of the file may either be destroyed or returned to the former spouse.

524 Enrollment

* * * * *

[Revise the title of 524.5 to read as follows:]

524.5 Enrollment or Change in Enrollment

* * * * *

524.52 Events Permitting

* * * * *

524.529 Change to Self Only

[Revise the text to read as follows:]

The option to change from Self and Family to Self Only at any time during the year is available only to those employees whose health premiums are being paid on an after-tax basis. For those employees with health benefit premiums being paid on a pre-tax basis, a change to Self Only may be processed only during FEHB Open Season or following a qualified life status change. Requests due to qualified life status changes must be received in the local personnel office from the employee within 60 days of the qualifying change. The following list of qualified life status changes is published in the RI 70-2, *Guide to Federal Employees Health Benefits Plans*:

- a. The employee marries (including a valid common law marriage, in accordance with applicable state law), divorces, or legally separates, or his or her marriage is annulled.
- b. The employee adds a qualified dependent (e.g., the employee or his or her spouse gives birth to a child, the employee adopts a child, or the employee's dependent now satisfies eligibility requirements).
- c. The employee loses a qualified dependent (e.g., the employee or his or her spouse or dependent dies, the employee's child is placed for adoption, or his or her dependent now ceases to satisfy eligibility requirements).
- d. The employee or his or her spouse or dependent has a change in work site or residence.
- e. The employee's spouse or dependent starts or ends employment, an unpaid leave of absence, or a strike or lockout; or has a change in employment status making that person eligible or ineligible for a benefit plan.
- f. A court order, judgment, or decree (resulting from a change in marital status or legal custody) requires the employee to begin providing coverage for his or her child or requires another person to do so.
- g. The employee or his or her spouse or dependent becomes or ceases to be eligible for Medicare, Medicaid, or TRICARE.
- h. The employee begins or ends an unpaid leave of absence.
- i. The employee's spouse or dependent elects to change health coverage under another employer's plan, either based upon a qualified life status change or for a period of coverage that is different from that of the Postal Service, qualifying the employee to eliminate any duplicate coverage.

524.53 Family Changes Affecting Enrollment

524.531 Change in Marital Status

The following provisions apply:

- a. *Criteria.* A change in marital status is any one of the following:

[Revise item a(1) to read as follows:]

- (1) Marriage (including a valid common law marriage, in accordance with applicable state law).

* * * * *

[Revise item c to read as follows:]

- c. *Coverage for New Spouse.* An employee may provide immediate coverage for the new spouse by filing an SF 2809 during the pay period before the anticipated date of the marriage. If the effective date of the change is before the marriage, the new spouse is not eligible for coverage until the actual day of the marriage.

* * * * *

524.6 Effective Date of Enrollment or Enrollment Change

* * * * *

524.62 Change to Self Only

If a request is submitted to change from Self and Family enrollment to Self Only, and the request meets the requirements as identified in 524.51, the effective date is determined as follows:

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

- a. If health premiums are paid on an after-tax basis, a change to Self Only may be made at any time. The effective date of the change is the first day of the pay period that begins after the completed SF 2809 is received in the employing office. However, a retroactive change may be approved to the first day of the pay period following the one in which there were no family members eligible for coverage if the employee is able to satisfy the agency of that fact.
- b. If health premiums are paid on a pre-tax basis, the employee must provide the local personnel office with documentation showing that he or she had a qualified life status change occur within the past 60 days. The effective date of the change is the first day of the pay period that begins after the completed SF 2809 is received in the employing office.

* * * * *

524.7 Termination of Enrollment

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524.77 Conversion Rights

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524.773 Application for Conversion

[Revise the text to read as follows:]

Application for conversion (by letter in the case of family members or on the back of the enrollee's copy of SF 2810 in the case of employees) is made directly to the nearest office of the plan. The application must be submitted within 31 days of the termination of enrollment. If the notice to the employee on SF 2810 is delayed, the employee has 31 days from the date of the notice, but no later than 91 days from the termination date, to apply for conversion.

[Insert new 524.774 as follows:]

524.774 Late Conversion

If notice is not given within 60 days of termination or the request for conversion cannot be made for reasons beyond the employee's control, the employee can request a late conversion by writing directly to the carrier of the plan. This request must be made within 6 months of the enrollment termination date and must include:

- a. Documentation that the enrollment has terminated (e.g., an SF 50 showing separation from service).
- b. Proof that the employee was not notified of the enrollment termination and the right to convert (e.g., a letter from the employing office confirming that it did not provide timely notice of the conversion option), and that he or she was not otherwise aware of it.
- c. Proof that the employee was not able to convert because of reasons beyond his or her control.

[Renumber existing 524.774 and 524.775 as new 524.775 and 524.776, respectively.]

* * * * *

524.8 Cost of Enrollment

* * * * *

524.83 Pre-Tax and After-Tax Premiums

524.831 Tax Benefits

[Revise the text to read as follows:]

The Postal Service has established the pre-tax payment of health insurance premium contributions as a tax-saving benefit feature for its employees. FEHB premiums paid on a pre-tax basis are not included in an employee's gross income. This practice reduces the taxable income figure reported and reduces income and Social Security and Medicare taxes paid by employees.

524.832 Career Employees

[Revise the text to read as follows:]

Career employees have their portion of health benefit premiums automatically paid on a pre-tax basis unless a waiver is submitted by the employee. PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration*, is accepted during an employee's first opportunity to enroll in health benefits, during the annual FEHB Open Season period, or upon the occurrence of a qualified life status change (see 524.529). Once a waiver is processed and deductions are being made on an after-tax basis, a return to a pre-tax basis requires the completion of a second PS Form 8201 to cancel the waiver and restore the pre-tax status. Requests to cancel pre-tax waivers are accepted during FEHB Open Season periods or upon the occurrence of a qualified life status change (see 524.529).

524.833 Certain Noncareer and Transitional Employees

[Revise the text to read as follows:]

Generally, noncareer employee health benefit premiums are withheld on an after-tax basis. However, noncareer employees in the Rural Carrier craft and transitional employees covered by the APWU contract may elect to have premiums paid on a pre-tax basis by completing PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*, at their first opportunity to enroll in health benefits, during the annual FEHB Open Season periods, or upon the occurrence of a qualified life status change (see ELM 524.529).

* * * * *

524.84 Health Benefits Schedule

[Revise the text to read as follows:]

Publication 12, *Health Benefits Open Season Administrative and Processing Information*, is published annually during FEHB Open Season and is available for employee review on the Human Resources web site at <http://blue.usps.gov/cpim/ftp/pubs/pub12.pdf>. The publication provides plan change information for all participating health plans under the FEHB.

524.9 Enrollments for Former Spouses

* * * * *

524.92 Effective Date of Enrollment

524.921 New Enrollment

[Revise the text to read as follows:]

The effective date of a new enrollment for a former spouse is the first day of the pay period after the employing office receives the properly completed SF 2809 and OPM's

approval of eligibility or at a future date (at the beginning of a pay period) requested by the former spouse.

If the former spouse requests immediate coverage and both the SF 2809 and proof of eligibility are received within 60 days of the date of divorce, the enrollment may be made effective the same day that Temporary Continuation of Coverage (TCC) would otherwise take effect.

524.922 Change in Enrollment

[Replace "employing office" with "NFC" to read as follows:]

The effective date of a change in enrollment is the first day of the pay period after the date the NFC receives the properly completed SF 2809.

524.93 Payment of Premiums

* * * * *

[Revise the second and third paragraphs (including replacing "Eagan ASC" with "NFC") to read as follows:]

The former spouse is billed in accordance with a schedule established by the NFC.

If payment is not received by the due date established by the NFC, the former spouse is notified by certified mail, return receipt requested, that continuation of coverage rests upon payment being made within 15 days after receipt of the notice. The enrollment of a former spouse who fails to remit payment within the specified time frame is terminated. (See 524.963 for effective date of termination.)

* * * * *

524.95 Cancellation of Enrollment

[Revise the first paragraph (including replacing "employing office" with "NFC") to read as follows:]

A former spouse may cancel enrollment at any time by filing with the NFC a properly completed SF 2809. If a former spouse cancels enrollment, the cancellation becomes effective the last day of the pay period that the health benefits form canceling the enrollment is received by the NFC. The former spouse and family members, if any, are not entitled to the temporary extension of coverage or the right to convert to an individual contract. A former spouse who cancels an enrollment may not later re-enroll.

* * * * *

524.96 Termination of Enrollment

* * * * *

524.965 Former Spouse Responsibility

[Revise the text (including replacing "employing office" with "NFC") to read as follows:]

The former spouse is responsible for notifying the NFC, which maintains health benefits enrollment, of any event that will terminate eligibility for coverage. (See 523.62.)

[Revise the title and text of 524.966 to read as follows:]

524.966 National Finance Center Responsibility

The NFC acts as follows:

- a. As soon as the former spouse submits proper notification indicating an event that will require termination, the NFC prepares an SF 2810 terminating the enrollment and provides appropriate copies of the SF 2810 to the former spouse. This enables the former spouse to convert to individual coverage within the 31-day time limit.
- b. In cases where OPM is establishing a survivor benefit for the former spouse, the NFC prepares a "transfer out" to OPM of the health benefits enrollment. The effective date of the transfer is the day prior to the commencement date of the annuity.

525 Special Circumstances Affecting Health Insurance Coverage

525.1 Office of Workers' Compensation Programs

* * * * *

525.14 Procedures for Continuation of Enrollment

525.141 Reporting to OWCP

[Revise the text to read as follows:]

When reporting the compensable injury or illness to OWCP, if the employee has been enrolled (a) since the first opportunity, (b) for the 5 years immediately preceding the start of compensation, or (c) from on or before December 31, 1964, injury compensation personnel certify to this effect by noting in the Remarks items of OWCP Form CA-7/20, *Claim for Compensation on Account of Traumatic Injury or Occupational Disease/Attending Physician's Report*, to show the enrollment code number and the beginning and ending dates of the pay period in which the employee's pay ceased. No documentation of this certification is required to accompany the CA-7/20.

* * * * *

[Revise the title and item a of 525.146 to read as follows:]

525.146 On LWOP Ten Months, But Enrollment Not Transferred

The following provisions apply:

- a. If an employee has been carried in nonpay status for 10 months, the appropriate OWCP office is contacted to determine what action should be taken on the enrollment before day 365 of the employee's continuous nonpay status.

* * * * *

525.2 Employees in Nonpay Status

* * * * *

525.22 Payment Required for Periods of Nonpay Status

* * * * *

525.222 Procedures to Be Followed by Employing Office

The employing office acts as follows:

* * * * *

[Revise item e to read as follows:]

- e. If the employee fails to sign and return the written notice, the enrollment is continued and the employee is expected to pay his or her portion of the premiums due.

* * * * *

525.5 Death of an Employee

* * * * *

525.52 Enrollment Eligibility Both as an Employee and as a Survivor Annuitant

[Revise the first paragraph to read as follows:]

An eligible employee who has been covered under the family enrollment of a spouse and who, due to the spouse's death, is eligible to continue the enrollment as a survivor annuitant may cancel the enrollment as an annuitant and enroll as an employee on the basis of a change in marital status (e.g., death of spouse). However, if the surviving spouse enrolls as an employee on this basis and later is separated under conditions not entitling the surviving spouse to continue enrollment, the enrollment is terminated by the employing office. In this event, if still a survivor annuitant, the surviving spouse may apply to OPM for reinstatement of the annuitant- or survivor-acquired enrollment

* * * * *

— Compensation,
Employee Resource Management, 8-21-03

ELM REVISION

Changes in Computing Promotional Increases for American Postal Workers Union Crafts and Recodification of ELM 420

Effective November 20, 1999, the method of computing promotional increases for crafts represented by the American Postal Workers Union (APWU) changed. The substantive revisions to *Employee and Labor Relations Manual* (ELM) 421 and ELM 422.1 (formerly ELM 422) shown below in the summary of changes are intended to reflect the changes originally published in the October 8, 1999, Memorandum of Understanding (MOU) between the United States Postal Service® and the APWU. Sections on promotional increases throughout the rest of the subchapter are modified to state information that was previously incorporated by reference.

Other substantive changes in ELM 420 shown in the summary of changes incorporate information on the following:

- APWU Grade 11, necessitated by the Goldberg Arbitration Award of December 18, 2001.
- Information Technology/Accounting Service Centers (IT/ASC) Step Q, necessitated by the Collins Arbitration Award of April 26, 2000.
- Part-time flexible rural carriers, necessitated by Article 7.A.2. of the Agreement between the USPS and National Rural Letter Carriers' Association (NRLCA), 2000–2004.
- Reconstitution of the Tool and Die Shop bargaining unit, effective January 31, 1997, provided in 422.9.

Exhibit 418.1, Equivalent Changes, referenced in 420, is also updated to incorporate city letter carrier position upgrades necessitated by the Fleischli Arbitration Award of September 19, 1999.

In addition, ELM 420 is recodified. Existing ELM 422 through ELM 429 become new ELM 422.1 through ELM 422.9, respectively. The new section generated is ELM 422.2, City Carriers Schedule.

The summary of changes and the entire subchapter are reproduced below for your convenience. We will incorporate these revisions into the next printed version of the ELM and also into the next update of the online version available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Manuals*.

Summary of Changes

410, Pay Administration Policy for Nonbargaining Unit Employees

Exhibit 418.1, Equivalent Grades, is updated to recognize the city letter carrier position upgrades necessitated by the Fleischli Arbitration Award of September 19, 1999.

420, Wage Administration Policy for Bargaining Unit Employees, is recodified and formatted to include a broad structure and numbering scheme to encompass all current salary schedules. It is modified throughout to update the names of bargaining unit categories, schedule acronyms, and grade ranges.

References to “area supply centers” are changed throughout to “material distribution center.” References to the bargaining unit “Mail Equipment Shops” are changed to “Material Distribution Center.”

“Salary” is changed to “wage” when the compensation term is either preceded by “basic” or “setting” or followed by “rate,” “adjustment,” “increase,” or “level.” The changes are made to increase technical accuracy when discussing an employee’s compensation expressed as an hourly rate rather than as an annualized salary equivalent.

References are adapted as necessary. In addition, minor editorial revisions are made for clarity and consistency.

421.41, Appointments, adds language to 421.41a to clarify that transfers to or from the rural carrier craft require a new career appointment.

421.42, Assignments, adds language to 421.42b(2) to clarify that rural craft employees are paid based on route evaluated hours or route mileage and adds language to 421.42c to clarify that the provision applies to up to three positions.

421.44, Terms, adds four new terms for clarity and completeness: in 421.44i, the term “promotion”; in 421.44j, the term “repromotion”; in 421.44k, the term “interim promotion”; and in 421.33l, the term “reduction in grade.”

421.45, Wage Increases, adds language to 425.45b to clarify the most prevalent step identification procedure.

421.514, Termination, adds language to 421.514c to clarify how a protected rate is currently terminated under certain promotion circumstances.

421.521, Explanation, adds 421.521c to indicate that saved rate applies to an employee who accepts a job offer based on limitations due to an injury on duty.

421.524, Termination, adds language to 421.524c to clarify how a saved rate is currently terminated under certain promotion circumstances.

421.525, Effect on Promotion, is modified to clarify the impact of saved rate special pay status on promotion actions.

421.7, Rate Schedule Summary and References, is modified to update the names of bargaining unit categories, schedule acronyms, grade ranges, and references.

Exhibit 421.81, Higher Level Pay, is reserved pending further revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

Exhibit 421.82, Promotion Increases, is modified to update the names of bargaining unit categories, schedule acronyms, and grade ranges. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.111, Salary Schedules, notes at 422.111b that the Mail Equipment Shop/Material Distribution Center Schedule has 11 grades following the Goldberg Arbitration Award of December 18, 2001.

422.121, Career Appointment, modifies 422.121a, Reinstatement, to conform to current practice and adds 422.121e, Hiring Into the Rural Carrier Craft, to explain current practices more fully. The procedures for hiring into the PS and MESC Schedule 2 are also clarified in 422.121f.

422.123, Promotion Rules, is modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." In 422.123b(6), the rule choice provision regarding wage rules now requires decisions regarding deviation from standard practice to be made by the district Human Resources manager rather than by the installation head. To conform to actual pay practices and maintain consistency with 422.144b, it is also modified in 422.123b(7) to delete from the list of exclusions reference to temporary promotions and higher level assignments.

Exhibit 422.123a, Promotion Chart — PS Schedule 1 to PS Schedule 2, is added to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." It is also revised to incorporate the newly created APWU Grade 11, necessitated by the Goldberg Arbitration Award of December 18, 2001.

Exhibit 422.123b, Promotion Chart — PS Schedule 2 to PS Schedule 2, is added to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." It is also revised to incorporate the newly created APWU Grade 11, necessitated by the Goldberg Arbitration Award of December 18, 2001.

422.124, Reassignment Rules, adds 422.124d to clarify reassignments for PS and MESC employees.

422.125, Reductions in Grade, adds 425b(3) to clarify reduction in grade for PS and MESC employees.

Exhibit 422.13, Bargaining Unit Step Increase Waiting Periods, is updated and modified to show the addition of Step Q in the IT/ASC Schedule necessitated by the Collins Arbitration Award of April 26, 2000.

422.223, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.323, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.415, Employee Classifications, is modified to add text to 422.415a to show both regular and part-time flexible rural carriers.

422.422, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.421, Career Appointment, is modified at 422.421a(3) to include reference to part-time flexible rural carriers as described further in the Rural Carrier labor contract at Article 7.A.2.

422.523, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.622, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.723, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.283, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

422.9, Tool and Die Shop Schedule, previously reserved because of the dissolution of the Tool and Die Shop as a bargaining unit, is now published because of the reconstitution of the Tool and Die Shop bargaining unit January 31, 1997. It incorporates provisions previously found in ELM 12 and subsequent changes.

422.923, Promotion Rules, is modified to include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."

Employee and Labor Relations Manual (ELM)

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

418 Assignment to a Different Salary Schedule

418.1 Equivalent Grades

[Revise Exhibit 418.1 to read as follows:]

Exhibit 418.1

Equivalent Grades

C — Mail Equipment Shops/ Material Distribution Center	E — EAS	F — A-E Postmasters	G — Postal Nurses	K — Operating Services Division	M — Mail Handlers	N — Information Technology / Accounting Service Centers	P — Postal Service	Q — City Carriers	R — Rural Carriers	T — Tool & Die Shop	Y — Postal Police Officers
—	1-4	—	—	—	—	—	—	—	—	—	
—	5	A-E	—	—	—	—	—	—	—	—	
—	6	—	—	—	—	—	—	—	—	—	
—	—	—	—	1	—	—	—	—	—	—	
—	7	—	—	2	—	—	—	—	—	—	
1	8	—	—	—	—	—	1	—	—	—	
2	9	—	—	3	—	—	2	—	—	—	
3	—	—	—	4	—	—	3	—	—	—	
4	10	—	—	5	4	6, 7, 8	4	—	—	4	
5	11	—	X *	6	5	9, 10	5	—	X *	—	
6	12	—	—	7	6	11, 12	6	1	—	6	
7	—	—	—	—	—	13	7	2	—	7	
8	13	—	—	8	—	14	8	—	—	8	
9	14	—	—	9	—	15	9	—	—	9	
10	15	—	—	—	—	16	10	—	—	—	
11	16	—	—	—	—	17	11	—	—	11	
—	17	—	—	—	—	18	—	—	—	—	
—	18	—	—	—	—	19	—	—	—	—	
—	19	—	—	—	—	20	—	—	—	—	
—	20	—	—	—	—	21	—	—	—	—	
—	21	—	—	—	—	22	—	—	—	—	
—	22	—	—	—	—	23	—	—	—	—	
—	23	—	—	—	—	—	—	—	—	—	
—	24	—	—	—	—	—	—	—	—	—	
—	25	—	—	—	—	—	—	—	—	—	

* X signifies a single-level schedule.

EQUIVALENT GRADE DETERMINATION — To use the chart:

Step 1. In the horizontal list at the top, locate the salary schedule and grade to the employee’s position before the change action.

Step 2. Cross over to the salary schedule into which the employee is being assigned.

Step 3. Determine the nature of the change from the following:

Change Type	Position of New Grade
Reassignment	If the new grade is on the same line as the previous grade.
Lower Level	If the new grade is on a lower line than the previous grade.
Promotion	If the new grade is on a higher line than the previous grade. The number of lines on the chart between the old grade and the new grade is considered to be the number of grades increased for the purpose of calculating the promotional increase and new salary.

* * * * *

420 Wage Administration Policy for Bargaining Unit Employees

421 General Principles and Terms

421.1 Scope

This subchapter establishes the conditions and procedures for setting the wages for Postal Service employees covered by collective bargaining agreements.

Note:

- a. *Consistency With Agreements.* It is not the intent of these instructions to amend or conflict with the provisions of the collective bargaining agreements negotiated between the Postal Service and the officially recognized labor unions. The applicable provisions of a collective bargaining agreement control in the event of any conflict with this subchapter.
- b. *Categorization of Bargaining Units.* Exhibit 421.7 provides a categorization of bargaining unit employees.
- c. *Employee Classifications.* Employee classifications for bargaining unit employees appear in 432.111.

421.2 Objectives

The principal objectives of the wage administration policies are:

- a. To provide uniform compensation rules and practices consistent with the provisions of the bargaining unit agreements for the establishment of wage rates for employment, reassignment, promotion, and other changes in the pay status of bargaining unit employees.

- b. To provide for the effective administration of wage expenditures.

421.3 Responsibilities

421.31 Assigning Positions to Salary Schedules

The executive vice president of Human Resources is responsible for determining the appropriate salary schedule for each position covered in 420.

Note:

- a. A position is the aggregate of all the current duties and responsibilities contained in a work assignment. These duties and responsibilities are to be performed during an employee’s full working schedule, as normally reflected in the authorized position description.
- b. The procedures for authorizing and ranking bargaining unit positions appear in 230 and 240.
- c. Each bargaining unit position is assigned to one of the authorized salary schedules, based upon the established categories listed in Exhibit 421.7.

421.32 Setting Wages

The appointing official has primary responsibility for setting the wage of an employee according to the guidelines for the appropriate salary schedule (see 422.12). Higher level approval is required when appropriate or when specified (see 422.514 and 422.714).

421.4 Definitions

421.41 Appointments

The types of appointments are as follows:

- a. *Career appointment* — a new hire for an appointment without time limit requiring the completion of a probationary period that confers full employee benefits and privileges. The term applies to (a) new employees, (b) former employees who are being reinstated, (c) employees transferring from federal agencies, and (d) current Postal Service employees who choose to transfer to or from the rural carrier craft.
- b. *Temporary/casual appointment* — a new hire for a time-limited appointment; does not apply to bargaining unit employees.
- c. *Appointment to additional position* — applies to cases of dual employment, as described in 422.15, when an existing employee is appointed up to three additional positions.

421.42 Assignments

The types of assignments are as follows:

- a. *Permanent assignment* — simply called *assignment*; a set of specific duties at a specified location in a specified schedule related to an employee’s position description. For postal police officers, an individual

preferred schedule consists of a desired tour and nonscheduled days at a work facility.

- b. *Temporary assignment* — the assignment of an employee for a short period of time to perform duties and responsibilities other than those specifically contained in his or her position description when a formal personnel action is not required.
- (1) Employees assigned to higher level duties may receive higher level pay (see 422.14).
 - (2) Employees other than rural carriers assigned to lower level duties continue to receive their regular pay. In the rural carrier craft, compensation is dependant upon the evaluated route hours or length of the assigned route.
 - (3) For postal police officers, temporary assignment is a transfer to another schedule (tour and days off) or work facility.

421.43 Change Actions

The types of change actions are as follows:

- a. *Promotion* — the permanent assignment of an employee (a) to an established position having a higher grade than the position to which the employee was previously assigned in the same schedule or (b) to a position with a higher than equivalent grade (see Exhibit 418.1) in another schedule.
- b. *Reassignment* — the permanent assignment or relocation of an employee (a) to another established position with the same grade in the same schedule or (b) to a position with an equivalent grade (see Exhibit 418.1) in another schedule, also called *lateral assignment* or simply *lateral*. For postal police officers, reassignment is a permanent transfer to another work facility.
- c. *Demotion* — the permanent assignment due to unsatisfactory performance of an employee (a) to an established position with a lower grade in the same schedule or (b) to a position with a lower than equivalent grade (see Exhibit 418.1) in another schedule, also called *disciplinary reduction*.
- d. *Voluntary reduction* — the permanent assignment at the request of the employee (a) to an established position with a lower grade in the same schedule or (b) to a position with a lower than equivalent grade (see Exhibit 418.1) in another schedule.
- e. *Management action reduction* — the permanent, nondisciplinary, and involuntary, assignment of an employee for reasons such as changes in job ranking criteria and job elimination (a) to an established position with a lower grade in the same schedule or (b) to a position with a lower than equivalent grade (see

Exhibit 418.1) in another schedule. Rate retention provisions apply in cases of this type of reduction (see 421.5).

421.44 Terms

The wage terms are as follows:

- a. *Basic wage* — the annual, daily, or hourly rate of pay provided by the applicable salary schedule for the employee's assigned position.
- b. *Compensation* — the same as an employee's basic wage plus special pay.
- c. *Special pay* — pay and allowances for additional and premium hours. See 430 for special pay provisions, which include the following:
 - (1) Overtime pay (see 434.1).
 - (2) Night differential (see 434.2).
 - (3) Sunday premium (see 434.3).
 - (4) Holiday worked pay (see 434.5).
 - (5) Out-of-schedule overtime (see 434.6).
 - (6) Information service center on-call pay (see collective bargaining agreement).
 - (7) Territorial cost-of-living allowance — TCOLA (see 439).
- d. *Grade* — the numerical salary standing and salary range in the salary schedule assigned to a position; also called *salary grade*.
- e. *Equivalent grade* — the grade in one salary schedule that is most similar in salary range to the grade in another salary schedule whether bargaining or non-bargaining (see Exhibit 418.1). (See 418 for wage adjustment rules for assignments to a different salary schedule.)
- f. *Step* — the number or letter assigned to specific wage rates within a grade of a salary schedule. Maximum step is the highest schedule step for a position.
- g. *Salary standing* — the step rate or percentile with respect to the appropriate salary schedule.
- h. *Red-circle amount* — the dollar portion of an employee's salary that is in excess of the maximum salary of the grade and that results from the saved rate provisions described in 421.52.
- i. *Promotion* — an increase in an employee's pay grade, within a rate schedule or as a result of a movement to a different rate schedule, determined to be a promotion by Exhibit 418.1.
- j. *Repromotion* — a promotion to a grade equivalent to that originally held before reduction in grade occurred.

- k. *Interim promotion* — a promotion to a grade lower than a grade held before reduction in grade (see 422.123).
- l. *Reduction in grade* — a voluntary or involuntary change to lower or lower than equivalent level.

421.45 Wage Increases

The types of wage increases are as follows:

- a. *General increase* — an across-the-board wage increase in the step rate or salary range that applies to all employees within the specified category.
- b. *Step increase* — an increase that represents advancement from one step to the next within a specific grade of a position dependent on satisfying certain waiting period criteria (see 422.13); also called *periodic step increase*. To be eligible for a step increase, occupational health nurses and postal police officers must in addition satisfy certain performance criteria (see 422.53 and 422.83).

Most prevalent step is the dollar amount determined by calculating the most frequently occurring incremental amount between steps within a grade level, known in mathematics as the *mode*. When two amounts occur the same number of times, the higher of the two amounts is designated as the *most prevalent step*. In the unusual circumstance in which there are multiple most prevalent steps (multiple modes), the most prevalent step chosen is the most similar to historical precedent.

- c. *Equivalent increase* — any increase other than a general increase, a quality step increase, or an incentive award that results in a total increase equal to or greater than the most prevalent step in the salary range for the employee's position and grade. The following is applicable:
 - (1) When moving between salary schedules, there may be an equivalent increase if the total amount of an increase exceeds the most prevalent step in the salary range for the employee's former position.
 - (2) A new waiting period begins on the effective date of an equivalent increase, except as described in 422.123(a)(4) for repromotions and in 422.125 for reduction in grade.
- d. *Quality step increase* — an increase in addition to a periodic step increase granted on or before expiration of required waiting periods in recognition of extra competence (see 474).
- e. *Cost-of-living adjustment (COLA)* — a general increase based on increases in the consumer price index (CPI) over a base month as specified by collective bargaining agreements.

421.5 Rate Retention Provisions

421.51 Protected Rate

421.511 Explanation

An individual employee who is assigned to a lower grade position has a protected rate (i.e., continues to be paid the wage he or she received in the previous higher grade position, as detailed in 421.512, below, augmented by any general increases granted (see also 422.113)), for a specified period of 2 calendar years provided all of the following conditions are satisfied:

- a. The employee is serving under a career appointment.
- b. Reduction in salary standing is not disciplinary (for personal cause) or voluntary (at the request of the employee).
- c. The employee served for 2 continuous years immediately preceding the effective date of reduction in a position with a salary standing higher than that to which reduced.
- d. Salary in the higher salary standing was not derived from a temporary appointment or temporary assignment.
- e. Reduction in salary standing is not caused by a reduction in force due to lack of funds imposed on the Postal Service by outside authority or curtailment of work. For this purpose, curtailment of work does not include reduction in revenue unit category of any Post Office or reduction in route mileage on a rural route.
- f. Employee's performance of work was satisfactory at all times during such period of 2 calendar years.

421.512 Rate Determination

The basic wage of an employee entitled to a protected rate is *the lowest* of the following:

- a. The employee's basic wage at the time of reduction.
- b. An amount that is 25 percent more than the maximum basic wage for the new grade (i.e., the grade to which reduced).
- c. The basic wage in the *lowest* salary standing that the employee held during the 2 years immediately preceding reduction in salary standing, augmented by each step increase he or she would have earned in such salary standing.

Note: For rural carriers serving evaluated routes, the existing basic wage includes additional heavy duty compensation up to 40 hours.

421.513 Duration

An employee who is entitled to a protected rate retains the protected rate, augmented by general increases, for 2 calendar years from the effective date of the protected rate. If, before the 2 years expires the employee is again reduced in salary standing, the following applies:

- a. A new protected rate period of 2 calendar years begins.
- b. The new protected rate is redetermined according to the rule in 421.512 in relation to the salary standing following the latest reduction.

421.514 Termination

Rate protection ceases at the beginning of the pay period following a determination that an employee is no longer entitled to protection for any one of the following reasons:

- a. A break in service of 1 workday or more.
- b. Reduction to a lower salary standing (1) for disciplinary reasons or (2) at employee's own request.
- c. Promotion (or other advancement) of an employee to a higher grade in the same rate schedule, or to a position with a higher than equivalent grade in another rate schedule that includes a maximum wage equal to or above the protected rate. For the protected rate special pay status to terminate in this circumstance, the employee must be first slotted to the appropriate step in the new grade that represents a wage equal to or above that protected by the special pay status.
- d. Change in compensation of the employee to a basic wage equal to or higher than the protected rate for any reason other than by a general increase.

421.515 Effect on Other Compensation

Rate protection affects other compensation as follows:

- a. *Promotion Rules.* In applying the promotion rules, the former basic wage is the basic wage the employee would have received except for the protected rate.
- b. *Rural Routes.* Equipment maintenance allowances on rural routes are paid in relation to the documented route to which the carrier is assigned.

421.516 Documentation

PS Form 50, *Notification of Personnel Action*, is used to notify an employee who is changed to a lower grade or salary standing of entitlement to rate retention. The PS Form 50 contains under the Remarks section a reference to 421.5 explaining the amount and duration of the rate retention. The PS Form 50 is also used to notify an employee of the expiration of the rate retention status.

421.517 Step Increases

An employee with a protected rate continues to receive step increases in the grade to which the employee is reduced. However, under no circumstances can receipt of these step increases cause the employee's wage to exceed the maximum step of the lower grade.

421.52 Saved Rate**421.521 Explanation**

Employees with a saved rate will continue to be paid the wage they received in the previous higher grade position, augmented by any general increases occurring while the saved rate is in effect. A saved rate differs from a protected rate in that it continues for an indefinite period, subject to the conditions explained below (see 421.522 through 421.526) and occurs in several different circumstances, as follows:

- a. An employee is given a *permanent, nondisciplinary, and involuntary* assignment to a lower grade due to a management action such as a change in job ranking criteria affecting more than one position under the same job description. In this case, *saved rate* means that the employee continues to receive the wage of the higher grade position.
- b. Management action effects a general increase that, when added to an employee's wage, produces a wage above the maximum rate for the grade. In this case, *saved rate* means that the amount of the general increase is added to the employee's wage and the employee continues to receive the new wage even though it is above the maximum for the grade.
- c. An employee accepts a job offer based on his or her limitations due to an injury on duty (see 546.143e).

421.522 Red-Circle Amount

The *red-circle amount* is the dollar portion of an employee's salary that is in excess of the maximum salary of the grade. An employee continues to receive a red-circle amount as long as he or she is in saved rate status. Note the following:

- a. Red-circle amount results from saved rate only. It does *not* result from protected rate.
- b. If an employee who receives a red-circle amount (under section C, Special Rule, Pay System for Employees, covered by the collective bargaining agreement of November 18, 1970) is subsequently promoted and later returned to the former position, the red-circle amount is restored.

421.523 Duration

Employees retain the saved rate for as long as they hold a position in the same or higher grade for which the maximum schedule rate is below the saved rate.

421.524 Termination

Saved rate is terminated for any of the following reasons:

- a. A break in service of 1 workday or more.
- b. Demotion or voluntary reduction.
- c. Promotion (or other advancement) of an employee to a higher grade in the same rate schedule, or to a position with a higher than equivalent grade in another rate schedule, which has a maximum wage equal to or above the saved rate. For the saved rate special pay status to terminate in this circumstance, the employee must be first slotted to the appropriate step in the new grade that represents a wage equal to or above that saved by the special pay status. See 421.525.
- d. Change in compensation of the employee to a basic wage equal to or higher than the saved rate for any reason other than by a general increase.

421.525 Effect on Promotion

If an employee with a saved rate is placed into a different position, the placement is compared to those in Exhibit 418.1, Equivalent Grades, to determine whether or not the placement action is a promotion, change to lower level, or lateral reassignment. If the action is a promotion and the employee's saved wage exceeds the maximum of the new grade, then the saved rate special pay status continues following the promotion. However, if the promotion is to a higher grade in the same rate schedule, or to a position with a higher than equivalent grade in another rate schedule that includes a maximum wage equal to or above the saved rate, the employee is slotted to the appropriate step in the new grade, and the saved rate special pay status terminates.

421.526 Documentation

PS Form 50 is used to notify an employee of a saved rate status.

421.53 Saved Grade**421.531 Explanation**

Saved grade provisions can be invoked only in accordance with the applicable collective bargaining agreement. Decisions to disapprove saved grade are subject to review through the grievance and arbitration process. Saved grade must be approved by area Human Resources

managers or their designees. Saved grade applies to all bargaining unit employees *except* the following:

- a. Employees in Operating Services Division at Headquarters and the Merrifield Engineering Support Center (APWU) (see 422.7).
- b. Employees under the National Postal Professional Nurses' (NPPN) Agreement (see 422.5).
- c. Employees under the Fraternal Order of Police, National Labor Council (FOP-NLC) Agreement (see 422.8).

421.532 Duration and Termination

The saved grade will be in effect for an indefinite period of time subject to the conditions below:

- a. To continue to receive a saved grade, an employee must bid or apply for all vacant jobs in the saved grade for which he or she is qualified.
- b. If the employee fails to bid or apply, the employee loses the saved grade status immediately.
- c. The Information Service Centers collective bargaining agreement requires that, in order to retain the saved grade, employees bid or apply for reassignment to their former grade or to any position at a grade between that of their former grade and present grade.

421.533 Step Increases

An employee with a saved grade continues to receive step increases in the saved grade. However, under no circumstances, can these step increases exceed the maximum step of the saved grade (see 421.45b).

421.6 Changes in Compensation Following Review or Audit

A review or audit of a position may result in a change in compensation if a decision is made to change the evaluation of the position or its identification. The compensation change occurs at the beginning of the pay period following the date of the decision.

421.7 Rate Schedule Summary and References

Exhibit 421.7, Rate Schedule Summary and References, outlines the rate schedule codes (RSCs) for the categories and subcategories of bargaining unit employees, their salary schedule acronyms, and their grade ranges. It also provides references to ELM sections with appropriate exhibits and explanations.

Exhibit 421.7**Rate Schedule Summary and References**

Effective November 20, 1999

Rate Schedule Code (RSC)	Salary Schedule	Salary Schedule Acronym	Range	ELM 420 Reference
C CB	Mail Equipment Shops/Material Distribution Center	MESC-1 MESC-2	Grades 1–11	422.1
G	Postal Nurses	PNS	Grade 1	422.5
K	Operating Services Division	OSD	Grades 1–9	422.7
M	Mail Handlers	MH	Grades 4–6	422.3
N	Information Technology/Accounting Service Centers	IT/ASC	Grades 6–23	422.6
P PB	Postal Service	PS-1 PS-2	Grades 1–11	422.1
Q	City Carriers	CC	Grades 1–2	422.2
	Rural Carrier			422.4
R	Evaluated	RC	Hours 12–48	
R	Mileage	RCS	Miles 6–140	
R	Substitute Rural Carrier	RSCR	6-Day: Hours 12–48 5½-Day: Hours 41–46 5-Day: Hours 40–48	
B	Rural Auxiliary	RAUX	Grade 5	422.4
B	Rural Carrier Associate	RCA		
B	Rural Carrier Relief	RCR		
T	Tool and Die Shop	TDS	Grades 4–11	422.9
Y	Postal Police Officers	PPO	Grade 6	422.8

421.8 Calculation Methods**421.81 Exhibit 421.81, Higher Level Pay**

Exhibit 421.81, *Higher Level Pay*, provides calculation methods to use in computing higher level pay.

Exhibit 421.81**Higher Level Pay**

Effective November 20, 1999

[Reserved]

421.82 Exhibit 421.82, Promotional Increases

Exhibit 421.82, *Promotional Increases*, provides calculation methods to use in computing promotional increases.

Exhibit 421.82

Promotion Increases

Effective November 20, 1999

Note: Use this chart in conjunction with Exhibit 418.1, Equivalent Grades, to determine whether or not a change represents an equivalent grade or a higher grade.

From Rate Schedule	To Rate Schedule													
	C — Mail Equipment Shops/Material Distribution Center (MESC-1)	CB — Mail Equipment Shops/Material Distribution Center (MESC-2)*	E — Executive & Administrative (EAS)	F — A-E Postmasters (A-E)**	G — Postal Nurses (PNS)	K — HQ Operating Service (OSD)	M — Mail Handlers (MH)	N — Info. Technology/Accounting Serv. Cen. (IT/ASC)	P — Postal Service (PS-1)	PB — Postal Service (PS-2)*	Q — City Carriers (CC)	R — Rural Carriers (RC)***	T — Tool and Die Shop (TDS)	Y — Postal Police Officers (PPO)
C — Mail Equipment Shops / Material Distribution Center (MESC-1)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
CB — Mail Equipment Shops / Material Distribution Center (MESC-2)*	-	5	2	-	7	7	7	7	-	5	7	3	7	7
E — Executive & Administrative (EAS)	-	8	6	6	8	8	8	8	-	8	8	3	8	8
F — A-E Postmasters (A-E)**	-	8	6	-	8	8	8	8	-	8	8	3	8	8
G — Postal Nurses (PNS)	-	9	2	-	-	1	1	1	-	9	1	-	1	1
K — HQ Operating Service (OSD)	-	1	2	-	1	1	1	1	-	1	1	3	1	1
M — Mail Handlers (MH)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
N — Information Technology / Accounting Service Centers (IT/ASC)	-	1	2	-	1	1	1	1	-	1	1	3	1	1
P — Postal Service (PS-1)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
PB — Postal Service (PS-2)*	-	5	2	-	7	7	7	7	-	5	7	3	7	7
Q — City Carriers (CC)	-	9	2	-	1	1	1	1	-	9	1	3	1	1
R — Rural Carriers (RC)***	-	9	2	-	1	1	1	1	-	9	1	-	1	1
T — Tool & Die Shop (TDS)	-	8	2	-	8	8	8	8	-	8	8	3	4	8
Y — Postal Police Officers (PPO)	-	1	2	-	1	1	1	1	-	1	1	-	1	-

* New schedules effective 11/20/1999 for all new hires and promotions from within and from other rate schedules.

** For A-E postmasters promoted to full-time positions, first adjust the current wage to the full-time equivalent rate. For EAS employees promoted to A-E postmasters, compute the full-time equivalent rate per item number 7 in step 3 below, and convert to the A-E rate using the appropriate hours for the office.

*** Rural carriers promoted into a different salary schedule are converted first to the wage for a 40-hour evaluated route, attained step, before applying the applicable promotional increase.

Wage Adjustment Calculations — To use this chart:

Step 1. In the vertical list on the left side, locate the rate schedule of the employee's position before the change action.

Step 2. On the same line, cross over to the rate schedule of the position into which the employee is being assigned.

Step 3. Use the number found in that cell to choose from the following:

Number in Cell Above and Calculation Method to Use

1. To current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit grade previously held (i.e. repromotion), refer to 422.123(a)(4).
2. To the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within the range.
3. Place at Step A all new regular rural carriers appointed from other schedules unless they were on Postal Service rolls before August 7, 1991. In that case, place instead at Step C.
4. Assign the Incumbent Rate of the new position to employees promoted from the Incumbent Rate of the former position. For employees at less than the Incumbent Rate to the current full-time salary, add 2 percent for a one-grade promotion, and 3 percent increase for a two or more grade promotion.
5. Use the PS and MESC Schedule 2 to Schedule 2 Promotion Chart. Note, however, that the bargaining unit repromotion rule does not apply to promotions within Schedule 2 (see Exhibit 422.123b).
6. To the current full-time salary, add up to 8 percent. The new salary may not be below the minimum or exceed the maximum for the new grade.
7. To the current full-time salary, add 2 step increments of the current grade. Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit grade previously held, place the salary and the next step the same as if the employee had remained in that grade.
8. To the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if between two steps. If the employee is promoted to a bargaining unit previously held (i.e., repromotion), place the salary and next step date the same as if the employee had remained in that grade.
9. Use the PS and MESC Schedule 1 to Schedule 2 Promotion Chart. Note: the bargaining unit repromotion rule does not apply to promotions to or within Schedule 2 (see Exhibit 422.123a).

422 Salary Schedules Covered by Specific Agreements
422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules
422.11 Salary System
422.111 Salary Schedules

The relevant salary schedules are as follows:

- a. The Postal Service (PS) Schedule applies to clerks, vehicle service drivers, and post office maintenance service and vehicle maintenance employees. The PS schedule consists of PS Grades 1 through 11.
- b. The Mail Equipment Shops/Material Distribution Center (MESC) Schedule applies to bargaining unit employees in the mail equipment shops and the material distribution center. The MESC schedule consists of MESC Grades 1 through 11.

422.112 Basis of Rates

Rates are established as follows:

- a. *Annual Rates for Full-Time Employees.* The basic annual salaries for the grades and steps of the schedule are established for full-time employees on the basis of a work schedule of 2080 hours per annum.

b. *Hourly Rates for Part-Time Employees.* The basic hourly rates of the schedule are determined as follows:

- (1) For part-time regular schedule employees, divide the appropriate annual rate by 2,080 hours.
- (2) For part-time flexible schedule employees, divide the appropriate annual rate by 2,000 hours.

422.113 Cost-of-Living Adjustment

Bargaining unit employees receive cost-of-living (COLA) as specified by their applicable collective bargaining agreement (see 421.45e).

422.114 Setting Wages

The appointing officer has primary responsibility for setting wages of employees according to the guidelines in 422.1.

422.115 Employee Classifications

The bargaining unit classifications in 432.111 that apply are:

- a. Full-time regular.
- b. Part-time regular.
- c. Part-time flexible.

422.12 Change Action Pay Rules

422.121 Career Appointment

An employee new to the Postal Service hired with a career appointment is to be paid the rate for the first step of the grade of the position for which hired, except as specified below:

- a. *Reinstatement.* A former Postal Service employee is to be paid the rate for the first step of the grade of the position for which hired. However, for exceptional circumstances, as authorized by the district Human Resources manager, a former Postal Service employee may be placed in the first step that is less than one full step above the highest former basic wage (augmented by any general increases since the date of separation) — provided the new basic wage does not exceed the maximum step of the grade.
- b. *Congressional Service.* A new employee who has 2 or more years of service in the legislative branch and was paid by either house of Congress may be placed in the first step that does not exceed the highest previous basic wage (augmented by statutory pay increases).
- c. *Transfer of Function.* If a Postal Service installation assumes the function of a federal agency, the employee who performed the function may be transferred with the function. If so, the employee is placed in the first step that is less than one full step above the pretransfer basic wage — provided the basic wage does not exceed the maximum of the grade.
- d. *Veterans' Preference Eligible.* An employee whose service seniority is established pursuant to the appropriate entrance register standing (i.e., a veterans' preference eligible) is placed in the step attained by the lower eligible with the same anniversary date for step increases as the lower eligible. (See also Handbook EL-312, *Employment and Placement.*)
- e. *Hiring Into the Rural Carrier Craft.* A new employee to the Postal Service, or an existing employee hired since August 7, 1991, who transfers into the rural carrier craft, is given a new appointment and placed into Step A in the rural carrier pay schedule (RSC R or B). An existing Postal Service employee who has been on the rolls before August 7, 1991, who decides to transfer to the rural carrier craft is placed at Step C in the rural carrier pay schedule.
- f. *Hiring Into PS (RSC PB) and MESC (RSC CB) Schedule 2.* All employees new to the Postal Service are hired into the entry step of Schedule 2. All reinstated former employees are hired into the entry step of Schedule 2 or, at the discretion of the district Human Resources manager, into a higher Schedule 2

step that is less than one full step above the highest former basic salary (augmented by any general increases since the date of separation), providing the new basic salary does not exceed the maximum salary.

422.122 Additional Appointment

If an employee is appointed to an additional position, the compensation for the position is determined according to the rules for career appointment in 422.121 above. (See 422.15 for additional information about dual employment.)

422.123 Promotion Rules

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

- a. *Basic Rules.* The basic rules are as follows:
 - (1) *Promotion From PS or MESC Schedule 1.* For this promotion:
 - (a) To a position in PS (RSC PB) or MESC (RSC CB) Schedule 2: Assign the proper step in Schedule 2 by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.
 - (b) To a position in EAS (RSC E): Add 5 percent to the current full-time salary. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

Note: Promotions to FLSA-exempt EAS-15 to EAS-18 positions that supervise two or more full-time equivalent bargaining unit employees are instead given a supervisory differential adjustment, as described in 413.21(d).

Note: For promotion from this schedule to a nonbargaining schedule, see 413.
 - (c) To a position in PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), CC (RSC Q), TDS (RSC T), or PPO (RSC Y): To the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).

(2) *Promotion From PS Schedule 2.* For this promotion:

- (a) To a position in the PS (RSC PB) or MESC (RSC CB) Schedule 2: Assign the proper step in the new grade by referring to Exhibit 422.123b. A new step waiting period begins on effective date of the promotion.
- (b) To a position in EAS (RSC E): Add 5 percent to the current full-time salary. If the result is below the minimum or above the maximum of the new grade, adjust the new salary to fit within this range.

Note: Promotions to FLSA-exempt EAS-15 to EAS 18 positions that supervise two or more full-time equivalent bargaining unit employees are instead given a supervisory differential adjustment, as described in 413.21(d).

Note: For promotion from this schedule to a nonbargaining schedule, see 413.

- (c) To a position in PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), CC (RSC Q), TDS (RSC T), or PPO (RSC Y): To the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).

(3) *Promotion From Other Rate Schedules to PS Schedule 2.* For this promotion:

- (a) From PPO (RSC Y), IT/ASC (RSC N), or OSD (RSC K): To the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).
- (b) From PS (RSC P) or MESC (RSC C) Schedule 1, PNS (RSC G), MH (RSC M), CC (RSC Q), or RC (RSC R or B): Assign the proper step by referring to Exhibit

422.123a. A new step waiting period begins on the effective date of the promotion.

- (c) From EAS (RSC E), Postmaster (A–E) or TDS (RSC T): To the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromoted), in which case see 422.123(a)(4).
 - (d) From PS (RSC PB) or MESC (RSC CB) Schedule 2: Assign the proper step in the new grade by referring to Exhibit 422.123b. A new step waiting period begins on the effective date of the promotion.
- (4) *Repromotion.* An employee is repromoted if he or she is promoted to a bargaining unit grade previously held, or to one equivalent to the one previously held, before a change to lower level, as defined further under 421.5. When a repromotion occurs, the employee is assigned to the step in the repromoted grade, or its equivalent, with waiting period credit toward the next step date as if he or she had remained continuously in that previously held grade.

Note: Effective November 20, 1999, and later, the repromotion rule stated above *does not apply* to employees promoted within or into the PS or MESC Schedule 2. The repromotion rule *does*, however, apply to employees promoted to other rate schedules.

- (5) *Promotion Pay Anomaly.* No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

Note: The promotion pay anomaly policy described above *does not apply* to employees promoted into (or within) the PS (RSC PB) and MESC (RSC CB) Schedule 2, or to PS or MESC

employees promoted into other rate schedules.
(See also Exhibit 432.82.)

b. *Supplemental Rules.* The supplemental rules are as follows:

(1) *Maximum Step.* An employee is placed into the maximum step for the new grade if there is no other step below the maximum step that provides the increase specified in 422.123a above.

(2) *Above Maximum Step.* An employee's existing basic wage is retained if it exceeds the maximum step of the new grade.

(3) *Protected Rate.* This paragraph applies the rules in 422.123a to an employee whose rate of pay is protected under the provisions of 421.51, as follows:

(a) *Promotion or Interim Promotion to Grade With Maximum Wage Below the Protected Rate.* If an employee with a protected rate of pay receives an interim promotion to a grade that includes a maximum wage below the protected rate, the rate protection continues.

(b) *Promotion or Interim Promotion to Grade With Maximum Wage Equal To, or Above, the Protected Rate.* If an employee with a protected rate receives an interim promotion to a grade that includes a maximum wage equal to or above the protected rate, the employee is slotted to the step in the new grade that represents the same or higher wage protected by the special pay status. To determine the appropriate pay schedule step during slotting, only the protected rate of pay is considered (no promotion increase should be added). After the employee is slotted to the appropriate step, the rate protection terminates.

(c) *Repromotion.* If an employee with a protected rate receives a repromotion, the rate protection terminates and the appropriate step is assigned in accordance with 422.124a(4).

(4) *Saved Rate.* This paragraph applies the rules in ELM 422.123a to an employee whose rate of pay is saved under the provisions of 421.52, as follows:

(a) *Promotion or Interim Promotion to Grade With Maximum Wage Below the Saved Rate.* If an employee with a saved rate of pay receives an interim promotion to a grade which includes a maximum wage below the saved rate, the saved rate continues.

(b) *Promotion or Interim Promotion to Grade With Maximum Wage Equal To, or Above, the Saved Rate.* If an employee with a protected rate receives an interim promotion to a grade which includes a maximum wage equal to or above the saved rate, the employee is slotted to the step in the new grade that represents the same or higher wage saved by the special pay status. To determine the appropriate pay schedule step during slotting, only the saved rate of pay is considered (no promotion increase should be added). After the employee is slotted to the appropriate step, the saved rate terminates.

(c) *Repromotion.* If an employee with a protected rate receives a repromotion, the saved rate terminates and the appropriate step is assigned in accordance with 422.124a(4).

(5) *Saved Grade.* In applying the rules in 422.123a to an employee whose grade is protected under the provisions of 421.53, the employee does not receive a promotional increase unless the promotion is to a position with a grade higher than the saved grade.

(6) *Rule Choice.* When the wage would be more favorable to the employee, the district Human Resources manager may determine an employee's wage under rules for career appointment in 422.121 instead of under the rules for promotion increases.

(7) *Exclusions.* Salary received under limited appointments cannot be used as the highest previous salary when determining the employee's new salary.

Grade		Step																	
From Grade	4	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	5			C	F	H	K	L	L	L	M	M	N	N	N	N	O	O	
	6			B	F	F	K	K	K	K	L	L	L	L	M	M	M	N	
	7			A	C	F	J	J	J	J	K	K	K	K	L	L	M	M	
	8			D	D	D	H	H	H	H	H	H	H	H	I	I	I	J	
	9			D	D	D	D	D	H	H	H	H	H	H	H	H	H	H	
	10			D	D	D	D	D	D	D	H	H	H	H	H	H	H	H	
	11			D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	

Grade		Step																	
From Grade	5	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	6			B	F	G	K	K	L	L	L	M	M	N	N	N	O	O	
	7			B	F	G	J	J	J	J	K	K	L	L	M	M	M	N	
	8			D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	
	9			D	D	D	H	H	H	H	H	H	H	H	I	I	I	J	
	10			D	D	D	D	D	D	H	H	H	H	H	H	H	H	H	
	11			D	D	D	D	D	D	D	D	D	D	D	E	E	F	F	

Grade		Step																	
From Grade	6	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	7			F	F	G	J	K	K	L	L	M	M	N	N	N	O	O	
	8			D	D	D	H	H	H	H	I	I	J	K	K	L	L	M	
	9			D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	
	10			D	D	D	H	H	H	H	H	H	H	H	I	I	I	J	
	11			D	D	D	D	D	D	D	E	E	E	F	F	G	G	H	

Grade		Step																	
From Grade	7	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	8			D	D	H	H	I	I	J	K	K	L	M	M	M	N	O	
	9			D	D	D	H	H	H	H	I	I	J	K	K	L	L	M	
	10			D	D	D	H	H	H	H	H	I	I	I	J	K	K	K	
	11			D	D	D	D	D	E	E	F	F	G	G	H	H	I	I	

Grade		Step																	
From Grade	8	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	9					E	H	I	I	J	K	K	L	M	M	M	N	O	P
	10					E	H	H	H	H	I	I	J	K	K	L	L	M	N
	11					D	E	F	F	G	G	H	H	I	J	J	K	K	L

Grade		Step																	
From Grade	9	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	10					E	H	I	I	J	K	K	L	M	M	M	N	O	P
	11					D	F	G	G	H	H	I	J	J	K	K	L	M	N

Grade		Step																	
From Grade	10	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	11					D	H	H	I	I	J	K	K	L	M	M	N	O	P

Grade		Step																	
From Grade	4	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	5			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	6			A	A	B	C	D	E	F	G	H	J	K	L	M	N	O	
	7			A	A	A	B	C	D	E	F	G	H	I	J	L	M	N	
	8			D	D	D	D	D	D	D	D	D	D	E	G	H	J	K	
	9			D	D	D	D	D	D	D	D	D	D	D	E	G	H	I	
	10			D	D	D	D	D	D	D	D	D	D	D	D	E	F	H	
	11			D	D	D	D	D	D	D	D	D	D	D	D	D	E	F	

Grade		Step																	
From Grade	5	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	6			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	7			A	A	B	D	E	F	G	H	I	J	K	L	M	N	O	
	8			D	D	D	D	D	D	D	D	D	F	G	H	J	K	M	
	9			D	D	D	D	D	D	D	D	D	D	E	G	H	I	K	
	10			D	D	D	D	D	D	D	D	D	D	D	E	F	H	I	
	11			D	D	D	D	D	D	D	D	D	D	D	D	E	F	G	

Grade		Step																	
From Grade	6	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	7			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	8			D	D	D	D	D	D	D	E	F	H	I	J	L	M	N	
	9			D	D	D	D	D	D	D	D	E	F	G	H	J	K	L	
	10			D	D	D	D	D	D	D	D	D	D	F	G	H	I	J	
	11			D	D	D	D	D	D	D	D	D	D	D	E	F	G	H	

Grade		Step																	
From Grade	7	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	8			D	D	D	D	D	D	E	G	H	I	K	L	M	N	O	
	9			D	D	D	D	D	D	D	E	F	H	I	J	K	M	N	
	10			D	D	D	D	D	D	D	E	F	G	H	J	K	L		
	11			D	D	D	D	D	D	D	D	D	D	F	G	H	I	J	

Grade		Step																	
From Grade	8	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	9						D	E	F	G	H	I	J	K	L	M	N	O	P
	10						D	D	E	F	G	H	I	J	K	K	L	M	N
	11						D	D	D	E	E	F	G	H	I	J	J	K	L

Grade		Step																	
From Grade	9	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	10						D	E	F	G	H	I	J	K	L	M	N	O	P
	11						D	D	E	F	G	H	I	J	K	K	L	M	N

Grade		Step																	
From Grade	10	BB	AA	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
To Grade	11						D	E	F	G	H	I	J	K	L	M	N	O	P

422.124 Reassignment Rules

An employee's step, next step date, and salary are not changed as a result of reassignment. (See 421.43b for definition of *reassignment*.) The following provisions apply:

- a. A change from a *part-time position* (flexible or regular) to a *full-time position* (or reverse) in the same grade is a reassignment — not a promotion; the employee retains the step attained and the existing basic annual salary including any red-circle amount.
- b. A part-time regular employee must be converted to a part-time flexible before becoming a full-time regular unless that bargaining unit craft does not have an employee classification of part-time flexible.
- c. For reassignments to equivalent grades in another bargaining unit (see Exhibit 418.1), the following provisions apply:
 - (1) *When an employee is reassigned to an equivalent grade in another rate schedule not formerly held*, the employee's current salary is moved to the equivalent grade in the new schedule. If the current salary falls between two steps of the new grade, the new salary is set at the higher of the two steps. However, the new salary may not be set below the minimum nor above the maximum of the new grade.
 - (2) *When an employee is reassigned to an equivalent grade formerly held in another rate schedule*, the employee is returned to the formerly held grade as if service had been uninterrupted since the last time held.
 - (3) Career Postal Service employees reassigned to a rural carrier position are assigned to the appropriate step in the Rural Carrier schedule in accordance with Article 9 of the USPS-NRLCA National Agreement.
 - (4) Creditable service in the former position is maintained toward a step increase unless the employee's salary is increased with this reassignment by at least one most prevalent step in the former grade. When a most prevalent step is received, a new step waiting period commences on the effective date of the reassignment.
- d. For PS and MESC employees, reassignments are handled as follows:
 - (a) *Within the PS or MESC Schedules*. An employee reassigned within the PS or MESC Schedules is reassigned to the same grade and into PS (RSC PB) and MESC (RSC CB) Schedule 2. The next step date is not changed following a reassignment.
 - (b) *From Other Rate Schedules To a Grade in the PS (RSC PB) and MESC (RSC CB) Schedule 2 Not Formerly Held*. The employee is assigned the step in Schedule 2 that is equal to his or her current salary. If the salary falls between two steps, the employee is assigned to the next higher step. The next step date is not changed following a reassignment. If the reassignment results in an equivalent increase (i.e., a dollar amount greater than or equal to the most prevalent step in the former grade, or as specified in 421.45c), a new step waiting period begins on the effective date of the reassignment.
 - (c) *From Other Rate Schedules To a Grade in the PS (RSC PB) and MESC (RSC CB) Schedule 2 Formerly Held*. The employee is assigned to the appropriate step in Schedule 2 and to the next step date, as if service has been continuous in the grade.
 - (d) *From the PS and MESC Schedules To a Grade in Another Rate Schedule Not Formerly Held*. The employee is assigned the step in that rate schedule that is equal to his or her current salary. If the salary falls between two steps, the employee is assigned to the next higher step. The next step date is not changed following a reassignment.
 - (e) *From the PS and MESC Schedules To a Grade in Another Rate Schedule Formerly Held*. The employee is assigned to the appropriate step in that rate schedule, and the next step date as if service had been continuous in the grade.

422.125 Reductions in Grade

The following provisions apply.

- a. *General*. Reductions in grade include voluntary changes to lower level, management-initiated changes to lower level, and demotions.
- b. *Step and Step Date Assignment*. Assignments are made as follows:
 - (1) *To Former Lower Grade*. The employee is assigned to the step and next step date as if service had been uninterrupted in the lower grade.
 - (2) *To New Lower Grade*. The employee is assigned (1) to the step and next step date in the lower grade as if all postal service had been in the lower grade or (2) to any higher step in the lower grade that is less than one full step above the basic wage the employee held in the higher grade, provided compensation does not exceed the maximum for the grade. In the latter case, partial credit toward the next step increase

earned since the date of the last equivalent increase is retained.

- (3) *Additional Rules for PS and MESC Employees.* Reductions in grade, whether or not formerly held, are handled as follows:

(a) *Reductions Within the PS and MESC Schedules.* Employees in PS (RSC P & PB) and MESC (RSC C & CB) Schedules 1 and 2 are assigned the step and next step date in the lower grade in Schedule 2 as if all service has been in the lower grade.

(b) *From Other Rate Schedules Into the PS (RSC PB) and MESC (RSC CB) Schedule 2.* Employees are assigned the step and next step date in the lower grade in Schedule 2 as if all service has been in the lower grade.

(c) *From the PS (RSC P & PB) and MESC (RSC C & CB) Schedules 1 and 2 To Other Rate Schedules.* Reduction in grade rules for the bargaining unit into which the employee is transferred are applied.

- c. *Rate Retention.* Rate retention provisions do *not* apply to changes to a lower grade that are voluntary or disciplinary. However, they do apply in nondisciplinary management reductions, as follows (also see 421.511 and 421.512 for application):

- (1) *Protected Rate.* The employee continues to receive the wage he or she received in the higher grade for 2 calendar years (1) if the grade of the position is reduced due to a management action such as a change in job ranking criteria that affects the grade of *only one* position and (2) if the employee occupied the position at the higher grade for 2 consecutive years preceding the effective date of the reduction. (See also 421.51.)

- (2) *Saved Rate.* For saved rate:

(a) An employee has a saved rate resulting in a red-circle amount if the grade of his or her position is reduced due to a management action such as a change in job ranking criteria that affects the grade of *more than one* position under the same job description.

(b) If an employee who receives a red-circle amount is subsequently promoted and later returned to the former position through no fault of his or her own, the red-circle amount is restored. (See also 421.52.)

- (3) *Saved Grade.* A bargaining unit employee is entitled to saved grade if he or she is assigned to a lower grade position because of a management action that eliminates the position (e.g., job elimination due to technological and mechanization changes). (See also 421.53.)

422.13 Step Increases

422.131 Eligibility Requirements

Eligibility for a *periodic* step increase is based on three conditions. An employee must have:

- a. Received and currently be serving under a career appointment.
- b. Not received an equivalent increase (see 421.45c) during the waiting period.
- c. Completed the required waiting period according to the step increase waiting period table, Exhibit 422.13.

In addition to the periodic step increase, employees may be considered for a quality step increase (see 474).

Exhibit 422.13 (p.1)**Bargaining Unit Step Increase Waiting Periods**

(All waiting periods shown are expressed in weeks.)

RSC P & C	Postal Service (PS 1) & Mail Equipment Shops/Material Distribution Center (MESC 1) Schedule 1																	
Steps (From-To)	BB- AA	AA- A	A- B	B- C	C- D	D- E	E- F	F- G	G- H	H-I	I-J	J-K	K-L	L- M	M-N	N-0	O- P	Yrs.
Grades 1-3	44	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24		15.8
Grades 4-7			96	96	44	44	44	44	44	44	44	34	34	26	26	24		12.4
Grades 8-10					52	44	44	44	44	44	44	34	34	26	26	24	30	9.4

Current as of Spring 2003.

RSC PB & CB	Postal Service (PS 2) & Mail Equipment Shops/Material Distribution Center (MESC 2) Schedule 2																	
Steps (From-To)	BB- AA	AA- A	A- B	B- C	C- D	D- E	E- F	F- G	G- H	H-I	I-J	J-K	K-L	L- M	M-N	N-0	O- P	Yrs.
Grades 1-3	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44		13.5
Grades 4-7			36	36	36	36	36	36	36	36	36	36	36	36	36	36		9.7
Grades 8-11						30	30	30	30	30	30	30	30	30	30	30	30	6.9

Current as of Spring 2003.

RSC M	Mail Handlers (MH) Schedule														Yrs.
Steps (From-To)	A-B	B-C	C- D	D- E	E- F	F- G	G- H	H-I	I-J	J-K	K-L	L- M	M- N	N- 0	
Grades 4-7	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Current as of Spring 2003.

RSC R	Rural Carrier Evaluated (RC) Schedule														Yrs.
Steps (From-To)	A-B	B-C	C- 1	1- 2	2- 3	3- 4	4- 5	5- 6	6- 7	7-8	8-9	9-1 0	10- 11	11- 12	
Grade 1	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Current as of Spring 2003.

RSC B	Rural Carrier Auxiliary (RAUX) Schedule														Yrs.
Steps (From-To)	A-B	B-C	C- 1	1- 2	2- 3	3- 4	4- 5	5- 6	6- 7	7-8	8-9	9-1 0	10- 11	11- 12	
Grade 5	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Current as of Spring 2003.

RSC Y	Postal Police Officers (PPO) Schedule																		Yrs.
Steps (From-To)	1-2	2-3	3- 4	4- 5	5- 6	6- 7	7- 8	8- 9	9- 10	10- 11	11- 12	12- 13	13- 14	14- 15	15-1 6	16-1 7	17- 18	18-1 9	
Grade 6	86	48	40	40	40	40	40	40	40	40	32	32	32	32	32	32	32	32	13.7

Current as of Spring 2003.

RSC G	Postal Nurses (PNS) Schedule														Yrs.
Steps (From-To)	1-2	2-3	3- 4	4- 5	5- 6	6- 7	7- 8	8- 9	9- 10	10- 11	11- 12	12- 13	13- 14	14- 15	
Grade 1	52	44	44	44	44	44	44	44	44	44	44	44	44	44	12.0

Current as of Spring 2003.

Exhibit 422.13 (p.2)

Bargaining Unit Step Increase Waiting Periods

(All waiting periods shown are expressed in weeks.)

RSC K Operating Services Division, Headquarters & Facilities Services Section, Merrifield, VA																
Steps (From-To)	AA-A	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Yrs.
Grades 1-3	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24	14.9
Grade 4		96	96	88	44	44	44	44	44	44	34	34	26	26	24	13.2
Grades 5-7		96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4
Grades 8-9				52	44	44	44	44	44	44	34	34	26	26	24	8.8

Current as of Spring 2003.

RSC N Information Technology/Accounting Service Centers (IT/ASC) Schedule																	
Steps (From-To)	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	O-P	P-Q	Yrs.
Grades 6-10	96	96	44	52	52	52	52	52	52	52							11.5
Grade 11		96	44	52	52	52	52	52	52	52							9.7
Grade 12				52	52	52	52	52	52	52							8.0
Grade 13				52	52	52	52	52	52	52	52						9.0
Grades 14-16				52	52	52	52	52	52	52	52	52					10.0
Grades 17-23				52	52	52	52	52	52	52	52	52	52	52	52	52	13.0

RSC Q City Carriers (CC) Schedule															
Steps (From-To)	A-B	B-C	C-D	D-E	E-F	F-G	G-H	H-I	I-J	J-K	K-L	L-M	M-N	N-O	Yrs.
Grades 1-2	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Current as of Spring 2003.

422.132 Creditable Service

The following provisions apply:

- a. *Postal Service.* Except as provided in this section, credit for advancement for step increases may be earned only by career employees in pay status on the rolls of the Postal Service. For computing creditable service, the following applies:
 - (1) *Service Week.* In computing the required waiting period, each full service week beginning at 12:01 a.m. Saturday and ending at 12 midnight the following Friday is creditable.
 - (2) *Leave Without Pay (LWOP).* Periods of LWOP of less than 13 weeks for which no step deferment is made are included with paid service in computing the waiting period of service (see 422.133).
 - (3) *Prior Service.* Employees reinstated or reemployed to a career position within 52 weeks of separation are allowed credit (not in excess of 52 weeks) for prior service provided:
 - (a) An equivalent increase was not received at the time of reinstatement or reemployment.
 - (b) The prior service was not under a casual or temporary appointment.

- b. *Military Duty.* An employee who returns to postal duty following a separation or leave for military duty receives credit for the period of military duty as if duty with the Postal Service had been continuous (see 517).
- c. *Injury Compensation.* An employee on official absence due to an injury compensable under rules of the Office of Workers' Compensation Programs (OWCP) receives credit for the period of absence as if duty with the Postal Service had been continuous.
- d. *Union Officials.* Employees on LWOP to devote full or part-time to a union signatory to a collective bargaining agreement with the Postal Service are to be credited with step increases as if they had been in a pay status (see 514).

422.133 Leave Without Pay

The following provisions apply:

- a. When an employee has been on LWOP for 13 weeks or more during the waiting period for receipt of a periodic step increase and has not been on military furlough, on the rolls of the Office of Workers' Compensation Programs, or on official union business,

the scheduled date for the employee's next step increase is deferred as follows:

Total Weeks LWOP	Pay Periods Deferred
0 to less than 13	No deferment
13 to less than 26	7
26 to less than 40	13
40 to less than 52	20
52	26
More than 52	One pay period for each 2 weeks of LWOP

- b. For periods of LWOP that encompass an entire pay period, the full charge of 80 hours is applied. For partial pay periods, absence from scheduled service on a day is counted as 1 calendar day. Only whole days of LWOP are counted. Fractional days on which the employee has work hours or paid leave and takes LWOP are not counted in calculating the total LWOP.

422.134 Simultaneous Personnel Actions

If an employee is eligible for a step increase in the assigned position and is being reassigned or promoted to another position on the same date:

- a. The actions are effected simultaneously in a manner that provides maximum benefit to the employee.
- b. If the assignment change involves an increase in compensation that is greater than the increase an employee could obtain by a step increase in the former position, the employee is given the step increase before compensation is adjusted to the appropriate step in the new position.

422.14 Higher Level Assignments

422.141 Definitions

A *higher level assignment* is a temporary assignment to a ranked higher grade position, whether or not such position has been authorized at the installation. The subcategories of such an assignment are:

- a. *Short-term temporary assignment* — an assignment in which an employee has been on a temporary assignment to a higher level position for a period of 29 consecutive workdays or less at the time he or she takes any annual or sick leave. The temporary assignment must be resumed upon return to work. All short-term assignments are automatically canceled if replacements are required for employees temporarily assigned to higher level positions.
- b. *Long-term temporary assignment* — an assignment in which an employee has been on temporary assignment to the higher level position for a period of 30 consecutive workdays or longer before he or she takes any annual or sick leave. The temporary assignment must be resumed upon return to work.

422.142 Written Management Order

Any employee, except one of those covered in 432.2, who is temporarily assigned to higher level work is given PS Form 1723, *Assignment Order*, stating beginning and approximate termination and directing the employee to perform the duties of the higher level position. The written order is accepted as authorization for higher grade pay. The failure of management to give a written order is not grounds for denial of higher level pay if the employee was otherwise directed to perform the duties of the higher level position.

422.143 Rate of Pay

Rates are as follows:

- a. *Part-Time Flexible Employees.* A part-time flexible employee remains a part-time flexible employee while temporarily assigned to a higher level position. The employee neither has nor acquires a regular work schedule and is paid at the part-time flexible hourly rate for the higher level position.
- b. *Regular Employees.* Rules for pay for temporary higher level work depend on the factors below:
 - (1) *Assignment in PS Schedule.* A PS employee who is temporarily assigned to higher level work in the PS schedule is paid at the higher level for time actually spent on such job. The employee's higher level rate is determined as if he or she had been promoted to the position. (See promotion rules in 422.123.)
 - (2) *Assignment to Other Schedule.* The rate of pay for service in a higher grade position in other than the PS Schedule is determined in accordance with promotion rules for the salary schedule in which the higher level position is placed. (See rules for assignment to a different salary schedule in 410.)
 - (3) *Service in Several Positions.* If higher level service is performed in more than one position in a pay period, the appropriate rate for each wage level is determined and paid in accordance with the actual time worked at each level.
 - (4) *Annual and Sick Leave Pay.* Leave pay for employees temporarily assigned to a higher level position depends on the term of the assignment as follows:
 - (a) *Short-Term Temporary Assignments* (see 422.141a). These employees, except those covered by 422.8, are entitled to approved annual and sick leave paid at the higher level rate for a period *not to exceed 3 days* for each occurrence, provided that they are not replaced while on leave and that they re-

sume the assignment upon returning to work.

- (b) *Long-Term Temporary Assignments* (see 422.141b). These employees are entitled to approved annual and sick leave paid at the higher level rate for the full period of leave provided that they resume the assignment upon returning to work.
- (5) *Holiday Leave Pay*. Full-time employees are paid for the holiday at the rate of the higher level, provided that they perform higher level service both on the workday preceding and on the workday following the holiday. Otherwise, the employee is paid for the holiday at the rate appropriate for his or her regular position.
- (6) *Holiday Worked Pay*. If an employee performs authorized service at the higher grade on a holiday, the employee is paid at the rate for the higher grade position, in addition to holiday leave pay.

422.144 Adjustments and Increases

Adjustments and increases are made as follows:

- a. *Step Increase Credit*. An employee temporarily assigned to a higher grade bargaining unit position is entitled to credit toward the next step increase for service in the higher grade with higher grade pay that is continuous to the date of any subsequent promotion.
- b. *Effect on Promotion*. If subsequently promoted, the employee's salary is reviewed to ensure application of the appropriate promotion rule and credit for continuous service at the higher grade if the higher level service is continuous to the time of promotion to the higher grade. (See 422.123 for promotion rules.)

422.145 Benefits

The following benefits apply:

- a. *Terminal Leave Payments*. Terminal leave payments resulting from death are paid at the higher grade for any employee, except one of those covered by 422.9, who is temporarily assigned to a higher grade position on his or her last day in a duty status.
- b. *Retirement Deductions*. Retirement deductions are determined from the basic annual salary and any additional basic higher level pay the employee is receiving for the pay period.
- c. *Continuation of Pay (Injury Compensation)*. An employee who is eligible for continuation of pay as a result of an injury on duty and who is serving in a higher level position when injured will receive such payments at the higher level rate.

422.15 Dual (Multiple) Employment

422.151 Explanation

Dual or multiple employment means that a current employee is appointed to an additional position or a new employee is appointed to two or more positions at the same time.

422.152 Salary Determination

The appropriate compensation for each new position is determined under the rules relating to appointments (see 422.121).

422.153 Documentation

Separate personnel actions are effected for each position, with an estimate of the work hours to be spent in each position and compensation specified in advance for the employee's attention.

422.154 Step Increases

Periodic step increases for separate positions are earned separately:

- a. If dual employment is accomplished on the same day or if the employee does not receive an equivalent increase when appointed to an additional position, creditable service toward step increases in the first position is also creditable toward step increases in the subsequent positions. In these cases, the anniversary dates for step increases in all positions are the same.
- b. If an employee receives an equivalent increase when appointed to an additional position, step increases are earned separately for each position on the basis of time served in each position. Receipt of the equivalent increase in one position does not start a new waiting period in the other position.

422.155 Leave

The appropriate rate of compensation for annual and sick leave when taken from two or more positions in different salary grades is determined from the PS Form 50 affecting the assignment as follows:

- a. An employee assigned for 50 percent or more of the time to the higher grade work is paid for leave at the higher grade rate of pay.
- b. An employee assigned to the lower grade work for more than 50 percent of the time is paid for leave at the lower grade rate of pay.
- c. If less than 50 percent of the time is spent in any one grade, the employee is paid for leave at the rate for the intermediate grade. The annual rate of compensation for annual or sick leave taken in one

position is determined from the salary grade for that position.

422.156 Reassignment

When an employee serving in two or more part-time positions is changed to a full-time annual rate position in the same grade as one of the occupied positions, the step is determined according to 422.124. Compensation received in unaffected additional positions may not be used as highest previous compensation in calculating the new wage.

422.157 Promotion

When an employee is promoted to a position in a grade above the highest grade to which appointed, compensation of the highest grade is used in establishing the step according to 422.123.

422.16 Change From Rural Carrier Schedules

For all changes other than those covered by 546, a career rural carrier's wage is converted to that of the attained step in the 40-hour evaluated salary schedule. Following this conversion, the applicable procedures in 422.1 apply.

422.2 City Carrier Schedule

The provisions of 422.1 cited below are made applicable to this salary schedule by reference.

422.21 Salary System

422.211 Salary Schedule

The City Carrier (CC) Schedule consists of Grades 1 and 2.

422.212 Basis of Rates

See 422.112.

422.213 Cost-of-Living Adjustments

See 422.113.

422.214 Setting Wages

See 422.114.

422.215 Employee Classifications

See 422.115.

422.22 Change Action Pay Rules

422.221 Career Appointment

See 422.121.

422.222 Additional Appointment

See 422.122.

422.223 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

(1) *Promotion Within This Schedule.* For this promotion:

(a) The employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic wage and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(b) No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic wage is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

(2) *Promotion to This Schedule From Other Rate Schedules.* For this promotion:

(a) From PS (RSC PB) Schedule 2, see 422.123a(2).

(b) From EAS (RSC E), A-E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (c) From PNS (RSC G), OSD (RSC K), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (3) *Promotion From This Schedule to Other Rate Schedules.* For this promotion:
- (a) To PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.
- Note:* For promotion from this schedule to a nonbargaining schedule, see also 413.
- (c) To PS or MESC Schedule 2 (RSC PB & CB), assign the proper step by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.
- (d) To RC (RSC R), see 422.422a(2).

Note: See also Exhibit 421.82.

b. *Supplementary Rules.* See 422.123b.

422.224 Reassignment

See 422.124.

422.225 Reductions in Grade

See 422.125.

422.23 Step Increases

422.231 Eligibility Requirements

See 422.131 and Exhibit 422.13.

422.232 Creditable Service

See 422.132.

422.233 Leave Without Pay

See 422.133.

422.234 Simultaneous Personnel Actions

See 422.134.

422.24 Higher Level Assignments

See 422.14.

422.241 Definitions

See 422.141.

422.242 Written Management Order

See 422.142.

422.243 Rate of Pay

See 422.143.

422.244 Adjustments and Increases

See 422.144.

422.245 Benefits

See 422.145.

422.25 Dual (Multiple) Employment

[Reserved]

422.26 Change From Rural Carrier Schedules

See 422.16.

422.3 Mail Handlers Schedule

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.31 Salary System

422.311 Salary Schedule

The Mail Handlers (MH) Schedule consists of Grades 4 through 6.

422.312 Basis of Rates

See 422.112.

422.313 Cost-of-Living

See 422.113.

422.314 Setting Wages

See 422.114.

422.315 Employee Classifications

See 422.115.

422.32 Change Action Pay Rules**422.321 Career Appointment**

See 422.121.

422.322 Additional Appointment

See 422.122.

422.323 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

(1) *Promotion Within This Schedule.* For this promotion:

(a) The employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(b) No employee is at any time compensated less as a consequence of a promotion than that employee would have been if the employee had not been promoted but, instead, advanced in step increments in the lower grade by fulfilling the waiting time requirements necessary for step increases. This rule includes employees who were promoted to a higher grade and subsequently reassigned to their former grade. If, during any pay period following the promotion, the employee's basic salary is less than the employee would have received for that pay period if the employee had not been promoted, the difference is paid to the employee in a lump sum payment.

(2) *Promotion to This Schedule From Other Rate Schedules.* For this promotion:

(a) From PS (RSC PB) Schedule 2, see 422.123a(2).

(b) From EAS (RSC E), A–E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(c) From PNS (RSC G), OSD (RSC K), CC, (RSC Q), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(3) *Promotion From This Schedule to Other Rate Schedules.* For this promotion:

(a) To PNS (RSC G), OSD (RSC K), CC (RSC Q), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

Note: For promotion from this schedule to a nonbargaining schedule, see also 413.

- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, assign the proper step by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.

- (d) To RC (RSC R), see 422.422a(2).

Note: See also Exhibit 421.82.

- b. *Supplementary Rules.* See 422.123b

422.324 Reassignment

See 422.124.

422.325 Reduction in Grade

See 422.125.

422.33 Step Increases

422.331 Eligibility Requirements

See 422.131 and Exhibit 422.13.

422.332 Creditable Service

See 422.132.

422.333 Leave Without Pay

See 422.133.

422.334 Simultaneous Personnel Actions

See 422.134.

422.34 Higher Level Assignments

422.341 Definitions

See 422.141.

422.342 Written Management Order

See 422.142.

422.343 Rate of Pay

See 422.143.

422.344 Adjustments and Increases

See. 422.144.

422.345 Benefits

See 422.145.

422.35 Dual (Multiple) Employment

[Reserved]

422.36 Change From Rural Carrier Schedules

See 422.16.

422.4 Rural Carrier Schedules

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.41 Salary System

422.411 Salary Schedules

There are six types of Rural Carrier Schedules, as follows:

- a. *Evaluated Schedule (RC).* This schedule applies to routes evaluated at 12 to 48 hours per week.
- b. *Rural Carrier Mileage Schedule (RCS).* This schedule applies to routes evaluated at 6 to 140 miles per day.
- c. *Rural Substitute Carrier Schedules (RSCR) — Daily Rates.* The 5-Day Evaluated Schedule is 40 to 48 hours per week. The 5 1/2-Day Evaluated Schedule is 41 to 46 hours per week. The 6-Day Evaluated Schedule is 12 to 48 hours per week.
- d. *Rural Auxiliary Pay Schedule (RAUX).* This pay schedule includes Grade 5 — Annual Rates and Grade 5 — Hourly Rates.
- e. *Rural Carrier Associate (RCA).*
- f. *Rural Carrier Relief (RCR) — Hourly Rates.*

422.412 Basis of Rates

See the USPS–NRLCA National Agreement, Article 9, Section 2 (A, B, and C).

422.413 Cost-of-Living Adjustment

Regular and substitute rural carriers covered by the collective bargaining agreement receive the cost-of-living adjustments provided by the USPS–NRLCA National Agreement.

422.414 Setting Wages

The appointing officer has primary responsibility for setting wages of rural carriers according to the guidelines in 422.4.

422.415 Employee Classifications

The employee classifications in 432 that apply to rural carriers are:

- a. Career rural carrier.
 - (1) Regular rural carrier.
 - (2) Part-time flexible rural carrier.
- b. Noncareer rural carrier supplemental workforce:
 - (1) Substitute rural carrier.
 - (2) Auxiliary rural carrier.
 - (3) Rural carrier associate.
 - (4) Rural carrier relief.

422.42 Change Action Pay Rules**422.421 Career Appointment**

Appointments are made as follows:

a. *Regular Rural Carrier*. The following provisions apply:

(1) *New Hire*. All new regular rural carrier appointees begin at Step A, except that:

(a) A rural carrier serving *one triweekly route* is paid on the basis of a route one-half the length of the triweekly route.

(b) A rural carrier serving *two triweekly routes* is paid on the basis of a route one-half the combined length of the two triweekly routes.

(2) *Conversion From Substitute*. Substitute rural carriers who convert to regular rural carrier status are converted at Step 8, or their existing step, whichever is lower, except that substitutes serving in excess of 90 days on a vacant route at the time of conversion convert at their existing step.

(3) *Part-Time Flexible Rural Carrier*. Part-time flexible rural carriers are paid based upon an evaluated route schedule rate of pay divided by 2000 to yield an hourly rate.

b. *Auxiliary Rural Carrier*. The following provisions apply:

(1) An auxiliary rural carrier is paid at the attained step of the 40-hour evaluated rate.

(2) A rural carrier associate and a rural carrier relief are paid at the hourly rate of pay they regularly receive.

c. *Rural Carrier Associate and Rural Carrier Relief*. RCA and RCR employees are paid an hourly rate as shown in the collective bargaining agreement for the period covered.

422.422 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

For all changes other than those covered by 546, a career rural carrier's salary is converted to that of the attained step in the 40-hour evaluated salary schedule. Rules following this conversion are as follows:

a. *Basic Rules*. The basic rules are as follows:

(1) *Promotion Within This Schedule*.

[Reserved]

(2) *Appointment To This Schedule From Other Rate Schedules*. For this appointment, place new regular carriers depending upon the length of time on the Postal Service rolls, as follows:

(a) If hired on August 7, 1999, or after, assign to Step A.

(b) If hired before August 7, 1991, assign to Step C.

(3) *Promotion From This Schedule To Other Rate Schedules*. For this promotion:

(a) To PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

Note: For promotion from this schedule to a nonbargaining schedule, see also 413.

(c) To PS or MESC Schedule 2 (RSC PB & CB), assign the proper step by referring to Exhibit 422.123a. A new step waiting period begins on the effective date of the promotion.

Note: See also Exhibit 421.82.

b. *Supplementary Rules*. See 422.123b.

422.423 Transfer to Rural Carrier

A Postal Service employee on the rolls since before August 7, 1991, who is transferred from a position not under the RC schedule to a regular rural carrier position begins at Step C.

422.424 Waiting Period for Step Increases

All new regular rural carriers, including substitutes converting to regular carrier, regardless of the amount of time already served toward advancement to the next step in the former position, begins a new waiting period for advancement to the next step upon appointment to a regular rural carrier position.

(Employees section continues on pag 99.)

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 09314	Add (N,X)	Immediately	A-A1-B-B1-C-F-M-N-V-X-Z1
APO AE 09350	Close	Immediately	
APO AE 09359	Add (N)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
APO AE 09374	Close	Immediately	
APO AE 09384	Delete (I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09390	Delete (I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09391	Delete (I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09393	Delete (I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09394	Delete (I,Z)	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09397	Activate	Immediately	A-A1-B-B1-C-F-M-N-V-X-Z1
APO AE 09719	Add (V)	Immediately	A1-B-B1-C-F1-V
APO AE 09721	Add (V)	Immediately	A1-B-B1-N-U-V-Z1
APO AA 34020	Add (V)	Immediately	A1-B-B1-M-N-V-Z1
FPO AP 96544	Add (V)	Immediately	A1-B-F-U3-V

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	09056	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09060	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U	09103	A1-B-B1-D-U	09154	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09069	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09177	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U
09050	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09136	A1-B-B1-C-D	09183	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U
09054	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09211	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09358	A-A1-B-B1- E2-F-H1-N-R-V-Z1	09420	A1-B-B1-C-C1-U
09212	A1-B-B1-C-D-U-V	09326	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09421	A1-B-B1-C-C1-U
09213	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09360	A1-B-B1-V	09447	A1-B-B1-C-C1-U-V
09214	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09361	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V
09225	A1-B-B1-C-D-U	09329	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U
09226	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U
09227	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U
09229	A1-B-B1-C-D-U	09332	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09368	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U
09237	A1-B-B1-C-D-U-V	09333	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09372	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U
09244	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U
09245	A1-B-B1-C-D-U	09335	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09376	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U
09250	A1-B-B1-C-D-U	09336	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09377	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U
09252	A1-B-B1-C-D-U	09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1	09378	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U
09261	A1-B-B1-C-D-U	09338	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	09496	A1-B-B1-C-C1-U-V
09262	A1-B-B1-C-D-U	09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U
09263	A1-B-B1-C-D-U	09340	A-A1-B-B1-C1-F-R-V	09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U
09264	A1-B-B1-C-D-U	09342	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	09501	A1-B-V
09265	A1-B-B1-C-D-N-U	09344	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09502	A1-B-V
09266	A1-B-B1-C-D-U	09345	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09503	A1-B-V
09267	A1-B-B1-C-D-U	09346	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	09504	A1-B-V
09301	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z-Z1	09389	A-A1-B-B1-C1-E2-F- H1-I-M-N-R-R1-V-Z- Z1	09505	A1-B-V
09302	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V- Z1	09348	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09506	A1-B-V
09303	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V- Z1	09349	A-A1-B-B1-C-C1-D- E2-F-F1-H-I-M-N-R- R1-V-Z-Z1	09391	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09507	A1-B-V
09304	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V- Z1	09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09508	A1-B-V
09305	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09509	A1-B-V
09306	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09510	A1-B-V
09307	A1-B-B1-V-Z1	09355	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09397	A-A1-B-B1-C-F-M-N- V-X-Z1	09511	A1-B-V
09308	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V- Z1	09517	A1-B-V
09309	A-A1-B-B1-C1-E2-F- H1-M- R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09521	A1-B-V
09311	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09524	A1-B-V
09314	A-A1-B-B1-C-F-M-N- V-X-Z1					09532	A1-B-V
09315	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1					09534	A1-B-V
09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1					09542	A1-B-V
09320	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1					09543	A1-B-V
09321	A-A1-B-B1-E2-F-H1- M-N-R-R1-V-Z1					09545	A1-B-V
09322	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1					09549	A1-B-V
09323	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09550	A1-B-V
09324	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V- Z1					09554	A1-B-B1-V
						09556	A1-B-V
						09557	A1-B-V
						09564	A1-B-V
						09565	A1-B-V
						09566	A1-B-V
						09567	A1-B-V
						09568	A1-B-V
						09569	A1-B-V
						09570	A1-B-V
						09573	A1-B-V
						09574	A1-B-V
						09575	A1-B-V
						09576	A1-B-V
						09577	A1-B-V
						09578	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09579	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U	09821	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1
09581	A1-B-V			09822	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1
09582	A1-B-V	09711	A1-B-B1-F1-Z1	09823	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1
09586	A1-B-V	09713	A1-B-B1-C-F1	09824	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1
09587	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U	09827	A-A1-B-F-Z1	34033	A1-B-C-F-M-N-V-Z1
09588	A1-B-V			09828	A1-B-N-V-Z1	34034	A1-B-B1-M-N-V-Z1
09589	A1-B-B1-V	09715	A1-B-B1-F1	09830	A1-B-B1-C-N-Z1	34035	A1-B-B1-H-M-N-V-Z1
09590	A1-B-V	09716	A1-B-B1-C-D-N-U-V	09831	A1-B-B1-F-N-U-V-Z1	34036	A1-B-M-N-V-Z1
09591	A1-B-V	09717	A1-B-B1-M-W	09832	A-B-B1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z1
09593	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09833	A1-B-B1-U1-V-Z1		
09594	A1-B-V	09719	A1-B-B1-C-F1-V	09834	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09595	A1-B-V	09720	A1-B-B1-U-V	09835	A-A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09596	A1-B-V	09721	A1-B-B1-N-U-V-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34040	A1-B-V-Z1
09599	A1-B-V	09722	A1-B-B1-C-D-N-U-V			34041	A1-B-B1-M-N-U-V-Z1
09601	A1-B-B1-C-F-F1-U	09723	A1-B-B1-N-U-V-Z1	09837	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09602	A1-B-B1-C-F-F1-N-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09838	A1-B-B1-V-Z1		
09603	A1-B-B1-C-F-F1-U	09725	A1-B-B1-C	09839	A-A1-B-B1-U-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09604	A1-B-B1-C-F-F1-U	09726	A1-B-B1-N-U	09841	A-A1-B-B1-N-U-Z1	34050	A1-B-V
09609	A1-B-B1-C-F-U	09728	A1-B-B1-C	09842	A-A1-B-B1-Z1	34051	A1-B-V-Z1
09610	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09844	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1
09612	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34055	A1-B-N-V-Z1
09613	A1-B-B1-C-F-U-V	09733	A1-B-B1-V			34058	A1-B-B1-V-Z1
09617	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z
09618	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09619	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V			34078	A1-B-B1-F1-N-V-Z1
09620	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09621	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V			34090	A1-B-V
09622	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V	09865	A-A1-B-B1-V-Z1	34091	A1-B-V
09623	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V	09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V
09624	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34093	A1-B-V
09625	A1-B-B1-C-F-U					34095	A1-B-V
09626	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V			34098	A1-B-V
09627	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-V
09628	A1-B-B1-C-F-F1-U-V	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09882	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	96201	A-A1-B
09630	A1-B-B1-C-F-U-V					96202	A-A1-B1-U-V
09631	A1-B-B1-C-F-U	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1			96203	A-A1-B
09636	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	09888	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96204	A-A1-B-B1
09638	A1-B-B1-C-E2-F-U-V			09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96205	A-A1-B-B1-U
09642	A1-B-B1-N-U	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96206	A-A1-B-B1-U
09643	A1-B-B1-U			09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96207	A-A1-B-B1-V
09644	A1-B-B1-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96208	A-A1-B-B1-U
09645	A1-B-U			09892	A-A1-B-B1-F-N-R-R1-V-Z1	96212	A-A1-B-B1-U
09647	A1-B-B1-N-U	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1			96213	A-A1-B-B1-U
09648	A1-B-B1-N-U-V-Z1			09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96214	A-A1-B-B1-U
09649	A1-B-B1-U	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1			96215	A-A1-B-B1-U-V
09703	A1-B-B1-C-F1			34002	A1-B-B1-N-U-Z1	96217	A-A1-B-B1-U-V
09704	A1-B-B1-C-D-V	09811	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96218	A-A1-B-B1-U
09705	A1-B-B1-U			34021	A1-B-M-N-V-Z1	96219	A-A1-B-B1-U-V
09706	A1-B-B1-C-U-V	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96220	A-A1-B-B1-U-V
09707	A1-B-B1-C-N-U-V					96221	A-A1-B-B1-U-V
09708	A1-B-B1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U
09709	A1-B-B1-F1	09819	A-A1-B-F-P-V-Z1	34024	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96257	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-F	96615	A1-B-V
96258	A-A1-B-B1-U			96535	A-A1-B-B1-F-V	96617	A1-B-V
96259	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96536	A1-B-B1-V	96619	A1-B-V
96260	A-A1-B-B1-U			96537	A1-B-B1-V	96620	A1-B-V
96264	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V	96621	A1-B-V
96266	A-A1-B-B1-U			96540	A1-B-B1-V	96622	A1-B-V
96267	A-A1-B-B1-U-V	96365	A1-B-B1-M-V-W	96541	A1-B-B1-V	96623	A1-B-V
96269	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96542	A1-B-B1-V	96624	A1-B-V
96271	A-A1-B-B1-U	96368	A1-B-B1-M-W	96543	A1-B-B1-P-V	96628	A1-B-V
96275	A-A1-B-B1-V	96370	A1-B-B1-F-F1-F2-M-W	96544	A1-B-F-U3-V	96629	A1-B-V
96276	A-A1-B-B1			96546	A1-B-F-U3	96634	A1-B-V
96278	A-A1-B-B1-U	96372	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96635	A1-B-V
96283	A-A1-B-B1-U	96373	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96643	A1-B-V
96284	A-A1-B-B1-U-V	96374	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96657	A1-B-V
96297	A-A1-B-B1-U	96375	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V	96660	A1-B-V
96306	A1-B-B1-F-F1-F2-M-W	96376	A1-B-B1-M-W			96661	A1-B-V
		96377	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96662	A1-B-V
96309	A1-B-B1-M-V-W	96378	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96663	A1-B-V
96310	A1-B-B1-M-W	96379	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96664	A1-B-V
96311	A1-B-B1-M-W	96384	A1-B-B1-M-W	96558	A1-B-V	96665	A1-B-V
96313	A1-B-B1-F-F1-F2-M-W	96386	A1-B-B1-M-W	96595	A1-B-B1-V	96666	A1-B-V
		96387	A1-B-B1-M-W	96598	A1-B-B1-V	96667	A1-B-V
96319	A1-B-B1-M-W	96388	A1-B-B1-M-W	96599	A1-B-B1-V	96668	A1-B-V
96321	A1-B-B1-F-F1-F2-M-W	96401	A1-B-B1-F-N-V-Z1	96601	A1-B-V	96669	A1-B-V
		96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96602	A1-B-V	96670	A1-B-V
96322	A1-B-B1-F-F1-F2-M-W			96603	A1-B-V	96671	A1-B-V
		96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96604	A1-B-V	96672	A1-B-V
96323	A1-B-B1-M-V-W			96605	A1-B-O-V	96673	A1-B-V
96326	A1-B-B1-M-W			96606	A1-B-V	96674	A1-B-V
96328	A1-B-B1-M-W	96490	A1-B-B1-V	96607	A1-B-V	96675	A1-B-V
96330	A1-B-B1-M-W	96507	A-A1-B-F-V	96608	A1-B-V	96677	A1-B-V
96336	A1-B-B1-M-V-W	96511	A1-B-B1-I-N-V	96609	A1-B-V	96678	A1-B-V
96337	A1-B-B1-M-W	96515	A1-B-B1-F	96610	A1-B-V	96679	A1-B-V
96338	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96611	A1-B-V	96681	A1-B-V
96339	A1-B-B1-M-V-W	96518	A1-B-B1-V	96612	A1-B-V	96682	A1-B-V
96343	A1-B-B1-M-W	96520	A1-B-F-U3-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96683	A1-B-V
96347	A1-B-B1-F-F1-F2-M-W	96521	A1-B-F-N			96684	A1-B-V
96348	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96686	A1-B-V
		96530	A-A1-B-B1-H-M-N-U-V			96687	A1-B-V
96349	A1-B-B1-F-F1-F2-M-W	96531	A1-B-B1-H-M-U-V			96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

Z1. The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 486

Keep all foreign order notices for use as reference.

Final Orders

Canada

TRANSWORLD PROPERTY REPOSITORY
(TPR)
PAYMENTS AND DISTRIBUTIONS OFFICE
6175 ALMON STREET
PO BOX 8566
HALIFAX NS B3K 5M3
CANADA

WIN ASSURED GUARANTEE PROGRAM
(WAGP)
PROCESSING DEPARTMENT
104-A-155 MAIN STREET EAST SUITE 301
GRIMBSBY ON L3M 1P2
CANADA

LOTTERY ADVANTAGE WINNERS (LAW)
AND EUROPEAN LOTTERY ADVANTAGE
4936 YONGE STREET SUITE 1100
TORONTO ONTARIO M2N 6S3
CANADA

England

FRENCH LOTTERY PAYOUT OFFICE
(FLPO)
DEPT 15
176 FINCHLEY ROAD
WEST HAMPSTEAD
LONDON NW3 6BT ENGLAND

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

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

Do not place any endorsement on the mail pieces themselves. Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution plants, designated international exchange offices, and Customer Service plants.

— Judicial Officer, 8-21-03

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
CA, ELK GROVE 95758-0013	A A Distributing, PO Box 580760	An envelope-stuffing scheme
CA, SACRAMENTO 95823-0432	EGL Direct, PO Box 232960	An envelope-stuffing scheme
CA, SACRAMENTO 95823-0433	B L Marketing, PO Box 232989	An envelope-stuffing scheme

— Judicial Officer, 8-21-03

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.

005340	013176	028099	064937	089309	095185	097837	098929	103307	115047	146146	198120	232293
005422	014665	028111	065260	089349	095213	097870	098935	103812	115122	146149	198231	235119
005471	014741	028211	065341	089476	095232	097906	098950	103846	115245	146270	200827	235490
005554	015475	028311	065993	089745	095269	097910	098954	103951	115275	146342	200916	235530
005665	015514	028371	066122	090365	095288	097927	098968	104453	115382	146535	207115	251205
005731	015548	028440	066353	090416	095369	097934	098971	104488	115444	146563	207406	251216
005783	015681	028465	066434	090549	095387	097940	098981	104578	115663	146579	207453	253222
005835	016008	028473	066476	090562	095616	097981	098983	104603	117078	146610	207929	254012
005858	018004	028626	067285	090571	095821	098003	098986	104661	117127	146686	207939	255452
006120	018008	028787	068035	090656	095844	098007	098997	104665	117147	146726	208486	258200
006336	018102	028845	068192	090695	096236	098039	098998	105014	117168	146774	208560	261004
006374	018136	028950	068404	090809	096239	098042	100006	105018	117376	146776	208821	263002
006633	018596	029082	068529	091024	096357	098085	100024	105029	117501	146786	208980	272198
006706	018653	029230	069568	091106	096439	098136	100030	105054	117579	146810	209043	272317
006928	018805	029796	070052	091156	096440	098165	100059	105495	117589	148220	210587	272370
006942	018982	029822	070579	091204	096462	098188	100073	105852	117637	148221	210690	273047
007008	019014	030270	070991	091219	096541	098196	100085	106051	117657	148223	210747	273114
007195	019124	030421	071307	091261	096638	098232	100096	106365	117731	148224	210782	274128
007199	019680	031057	071801	091439	096725	098238	100131	106376	117810	148227	210803	274250
007375	019855	032040	075505	092043	096810	098270	100158	106562	118017	148234	210810	275024
007376	020090	034635	075543	092109	096835	098289	100164	106567	118020	150230	210817	275025
008055	022280	038002	075585	092147	096869	098290	100174	107265	118700	150260	210820	275059
008056	022391	038445	075777	092239	096874	098323	100221	107304	118706	150296	212876	275109
008072	022600	040315	075817	092451	096881	098329	100238	108090	118933	151204	220011	276239
008134	023102	040322	075865	092663	097171	098351	100388	108240	119028	152244	220038	277021
008141	023651	040328	076508	092726	097182	098412	100501	108265	119368	152701	220117	277025
008148	025117	042011	076923	092798	097233	098415	100996	108399	120324	152739	220133	282631
008175	025259	042114	076947	093019	097236	098428	101067	108404	120333	152764	220148	282657
008186	025351	044111	076966	093221	097257	098441	101103	108499	120334	152769	220159	282773
008239	026375	044157	077016	093224	097269	098469	101201	108525	121256	153078	220174	282790
008345	026415	046054	077533	093279	097297	098472	101293	108543	122380	159110	220194	282829
008395	026443	049002	078210	093489	097333	098474	101410	108691	125309	170246	220198	282915
008534	027026	050045	078400	093505	097339	098498	101419	108803	125469	170327	220202	283461
008583	027049	050069	078856	093550	097403	098538	101452	108865	127078	171152	220252	283535
008676	027065	053057	079752	093559	097408	098621	101647	108889	142111	171161	220292	283574
008729	027071	054226	080031	093661	097424	098627	101682	109219	142114	191055	220762	292531
008959	027096	054231	080057	093667	097437	098639	101726	109227	142119	191800	221047	292555
008968	027105	054284	080089	093671	097451	098649	101728	110098	142186	191855	221048	292650
009178	027121	055079	080182	093835	097453	098688	101745	110303	142238	191890	221098	292651
009191	027123	060038	080339	093859	097501	098707	101874	110705	142403	191994	221177	294223
009289	027144	060302	080414	094127	097534	098709	101996	110819	142578	192167	221198	294348
009972	027316	060311	085159	094137	097538	098744	102068	111709	142605	192317	221214	294404
010115	027392	060741	085502	094170	097553	098751	102084	111733	142645	192342	222041	294415
010477	027488	063322	088030	094182	097606	098783	102426	112135	142864	192859	222313	294424
011289	027724	063432	088314	094506	097609	098808	102498	112470	142872	192912	223075	294453
012248	027873	064042	088646	094660	097611	098847	102627	112598	142934	192927	223160	294458
012330	028032	064148	088681	094858	097625	098873	102860	113564	146028	193157	223279	294491
012353	028049	064431	088748	094862	097685	098874	102934	115012	146050	193203	223392	294525
013081	028050	064717	089302	094992	097688	098879	102937	115029	146058	197010	226079	294533

PULL-OUT SECTION

294535	322046	332298	402651	480759	545006	603236	716010	771950	803100	856448	915481	926653
294540	322393	333111	402726	480860	545009	604118	722068	772869	803162	871001	915530	926722
294553	322417	333164	405031	480920	545022	604120	722147	773039	803228	871020	917189	926819
294555	323188	333255	405045	481003	549074	604292	730271	773058	803305	871026	917190	926909
294563	323708	333334	405049	481120	551159	604344	730369	774032	803342	871428	917204	926984
294568	325149	333359	405089	481471	551179	604391	730374	774318	804033	871501	917240	926988
294573	326247	333592	405153	481579	551185	604827	730399	774361	804053	871578	917257	926994
295055	326275	333673	405159	481590	551325	605002	730486	775215	804122	871588	917270	927017
295060	326412	333686	407102	481596	551334	605056	730518	775381	804275	871641	917324	927169
295093	326593	334010	410207	481625	551522	605190	730626	778301	804277	871646	917430	927245
295130	326734	334025	426003	481850	551590	605343	730787	781052	805107	871663	917435	927342
295168	326737	334831	430078	481940	551645	605348	731470	782167	805537	874037	917441	927358
295189	327144	335001	431039	481944	553682	605633	731556	782491	808012	880007	917442	927365
295227	327794	335270	432272	481959	553712	605679	731807	782639	809115	882108	917444	927371
295285	327829	335283	432573	482148	553845	605706	731819	782641	810017	883102	917462	927531
295339	327862	335284	432725	482812	553862	607610	740401	782786	812017	891429	917473	927635
295420	327863	335325	432730	482857	553887	607630	740408	782831	813260	891450	917540	927860
295426	327884	335842	432765	482946	554211	608130	740771	782893	814037	891518	917664	927872
295454	327888	335845	432772	483034	554320	610108	740982	782914	814040	891882	917745	927953
295463	328030	336128	432920	483132	554324	611195	741410	782928	815121	891901	918157	928119
295464	328726	336154	436482	483171	554777	616180	741837	782954	816153	891935	918451	928161
296204	328766	336161	441069	483180	554936	618004	744081	782969	816348	891943	918508	928295
296520	328889	336359	441377	483243	557003	625111	744148	784158	816506	895110	918527	928391
300118	328928	336433	441444	483250	558072	628149	749129	784309	834038	895506	918535	928398
300297	328932	336520	441518	483255	559046	629036	750117	784337	837176	900200	918659	928406
300514	328952	336622	441577	483270	570050	631237	750231	784600	840001	900219	918858	928428
301015	328957	336817	441631	483278	571075	631307	750400	785309	840010	900222	918885	928464
301086	328960	337276	441937	483296	572003	631425	750445	785516	840348	900428	918887	928634
301298	328965	338075	443009	483372	575001	631572	750446	787008	841263	900937	918942	928737
301377	328988	338109	443276	483714	591058	631600	750472	787030	841269	900943	920151	928809
301448	329643	339056	444843	483762	591107	631950	752019	787087	841284	901138	920261	928814
301929	329670	339070	447010	483894	591138	641174	752051	787528	841305	901152	921028	930005
301982	330011	340040	448026	483916	591188	641451	752077	787654	841405	901571	921035	930026
302674	330119	340160	450033	483979	591215	641613	752242	787674	841623	901701	921093	930388
302994	330144	340370	452157	484045	591998	641713	752524	787717	841896	901882	921353	930410
303744	330167	340614	454760	485066	598623	641743	752618	787960	843002	902001	921412	931032
303759	330179	340644	457108	485095	599509	641857	752640	787973	843005	902318	921643	931095
303762	330190	340710	460121	485209	600126	641882	752752	787993	843085	902353	921731	931104
305006	330308	340899	460151	485336	600481	641892	754015	787995	845059	904279	921772	931225
305025	330445	340930	462075	487263	600491	648155	754056	788005	846051	904544	921830	931446
305028	330594	344040	462658	489470	600616	660048	756006	799001	846087	906009	921919	931460
305090	330644	344162	462879	490213	600690	662132	757085	799031	846195	906061	922038	931558
305279	330648	344210	462925	490665	600737	662174	757141	800114	847052	906501	926005	931769
305459	330651	347023	462975	490711	600770	662271	760045	800335	847068	906856	926047	931979
305946	330674	349549	464174	493047	601375	666635	761020	800535	847133	907337	926073	933165
306943	330710	350069	469173	495595	601498	673005	761775	801087	850857	907770	926079	933361
311243	330725	352597	473125	497263	601577	680048	761778	801297	852797	907997	926125	933558
312241	330771	357600	477025	498110	601701	681284	762021	801645	853220	911010	926134	934256
314374	331071	362035	479129	498120	601808	681468	765519	802191	853413	911018	926170	935161
319141	331345	365068	480051	511027	601820	681472	765575	802329	853430	913077	926201	935273
319151	331478	381655	480065	522016	601830	685109	770036	802370	853546	913100	926231	937482
320068	331489	392683	480132	537096	602271	685277	770426	802623	853666	914082	926308	937554
320070	331592	392686	480275	537319	602837	689007	770557	802670	853704	914183	926344	937573
320178	331681	392722	480278	537386	602864	701012	770601	802753	853777	914789	926351	937833
320819	332018	402007	480359	541220	603030	701015	771293	802768	853780	915019	926367	937880
320970	332184	402125	480505	542030	603124	701657	771317	802804	853793	915263	926509	940051
321219	332213	402166	480640	542220	603172	712168	771330	802890	856113	915265	926517	940063
322033	332248	402410	480691	544022	603212	713110	771596	802896	856281	915443	926613	940076

940216	941916	946521	950401	958102	968297	970937	982134	992401	992680	995326
940323	943007	946579	950667	958913	968368	970973	982226	992458	992683	995577
940329	945417	946586	950709	959063	968545	972228	982228	992584	992699	995850
940338	945596	947247	950888	960023	969020	973218	982345	992598	992700	995882
940416	945691	948134	950978	967039	969026	974132	982415	992615	992761	997188
941591	945794	948689	951041	967161	970528	976078	982463	992622	992765	998199
941607	945940	948690	951192	967163	970729	980803	983108	992640	995240	998301
941708	945967	948699	951774	967255	970781	980845	984125	992656	995288	998328
941740	946311	949548	951996	967257	970922	982121	992198	992671	995309	

— *Product Information Requirements,
Product Development, 8-21-03*

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	044 087 4000 to 044 087 4099	384 925 3641 to 385 568 2331 to	3654 2399
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	045 524 4121 to 045 524 4298	385 599 7554 to 385 774 2024 to	7575 2099
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	046 800 9870 to 046 800 9899	386 624 1412 to 386 883 8936 to	1599 8999
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	047 552 4370 to 047 552 4399	387 314 5574 to 387 837 6300 to	5599 6399
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	048 396 3647 to 048 396 3699	388 828 0656 to 389 696 2400 to	0699 2799
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	051 774 8857 to 051 774 8899	389 846 3104 to 389 846 3145 to	3135 3195
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	058 187 3836 to 058 187 3899	389 887 9211 to 389 887 9234 to	9230 9299
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to	3199 3699
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to	1499 3599
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	273 775 7700 to 273 775 7899	392 854 8500 to 393 584 7566 to	8899 7699
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	6099 6999
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 822 3243 to	0599 3278
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	360 173 8800 to 360 324 2326 to	394 822 3243 to 394 990 1810 to	8899 2399
022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	362 861 3064 to 373 006 2176 to	395 343 3264 to 395 373 3035 to	3099 3099
022 037 1411 to 022 037 1499	037 909 5490 to 037 909 5499	373 006 2176 to 374 768 2600 to	395 373 3035 to 395 396 9649 to	2199 9799
023 637 7169 to 023 637 7199	040 024 3901 to 040 024 3999	374 768 2600 to 375 169 4400 to	395 396 9649 to 395 970 3240 to	2699 4599
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	375 169 4400 to 375 829 3400 to	397 622 4054 to 397 819 8902 to	3499 4099
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	375 829 3400 to 375 851 9100 to	398 149 7200 to 399 070 0872 to	9199 8999
025 092 0987 to 025 092 0999	041 623 8889 to 041 623 8899	376 196 0911 to 378 085 3679 to	399 149 7200 to 399 156 7119 to	0999 7699
025 369 5535 to 025 369 5599	041 803 6565 to 041 803 6599	378 085 3679 to 378 351 1063 to	399 070 0872 to 399 156 7119 to	0899 7199
025 729 1151 to 025 729 1199	043 205 5922 to 043 205 5999	378 351 1063 to 379 843 5100 to	399 156 7119 to 399 203 5064 to	1099 5199
025 729 1643 to 025 729 1799	044 087 3457 to 044 087 3499	379 843 5100 to 380 093 9600 to	399 203 5064 to 399 296 9910 to	9699 9999
		380 165 1165 to 381 325 4500 to	399 296 9910 to 399 396 8935 to	1199 8999
		381 325 4500 to 381 604 2510 to	399 396 8935 to 399 792 7775 to	4599 7799
		381 604 2510 to 381 645 9525 to	399 792 7775 to 400 427 1051 to	2699 9599
		381 645 9525 to 383 314 3968 to	400 427 1051 to 401 045 1505 to	1999 1549
		383 314 3968 to 383 892 1000 to	401 045 1505 to 401 045 1571 to	3999 1599
		383 892 1000 to 383 892 1382 to	401 045 1571 to 401 294 2700 to	1344 2799
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401 310 9505 to	9599	420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
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403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	450 048 4173 to	4199	462 277 8373 to	8399
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404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
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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
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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
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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
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414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	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
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699

477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
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479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
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
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486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
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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
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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

647 811 2188	to	2199	666 696 2309	to	2399	690 941 6000	to	6199	740 470 2420	to	2443
648 009 6057	to	6099	667 032 9300	to	9399	691 313 6383	to	6399	740 523 7432	to	7449
648 163 5300	to	5499	667 729 5529	to	5599	691 313 6600	to	6699	740 535 1555	to	1580
648 722 5283	to	5299	668 383 8400	to	8699	691 582 8003	to	8099	740 701 6105	to	6114
648 892 3164	to	3199	670 368 3400	to	3499	691 664 1800	to	1999	740 705 9790	to	9799
649 100 3989	to	3999	670 369 7336	to	7399	691 664 2400	to	2499	740 726 6400	to	6500
649 647 0370	to	0399	670 750 7169	to	7199	692 727 9362	to	9399	740 765 3306	to	3399
649 647 0522	to	0599	671 046 6200	to	6399	692 798 1800	to	1899	805 885 8411	to	8499
649 647 5237	to	5399	671 251 5448	to	5499	693 249 0779	to	0799	806 087 1100	to	1499
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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
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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
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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

846 918 0572 to	0599	859 855 8873 to	8999	870 536 5820 to	5829	908 622 4225 to	4235
847 237 7690 to	7699	860 240 8520 to	8599	870 541 7167 to	7239	908 936 9254 to	9299
847 284 2481 to	2499	860 275 3900 to	3999	870 575 8155 to	8999	909 100 1787 to	1799
847 374 7055 to	7065	860 518 9629 to	9699	870 589 0485 to	0494	909 100 1900 to	2099
847 374 7055 to	7065	860 600 0021 to	0999	870 691 7060 to	7099	909 355 0422 to	0499
847 636 5304 to	5399	861 158 2350 to	2599	872 100 0445 to	0459	909 568 8900 to	9099
847 700 5447 to	5499	861 367 5400 to	5499	900 556 4178 to	4199	909 568 9300 to	9499
847 723 7500 to	7599	861 637 6010 to	6099	900 845 0044 to	0099	909 725 7307 to	7399
849 485 3427 to	3499	861 979 7292 to	7499	900 936 0217 to	0299	909 833 0947 to	0999
849 520 9850 to	9899	862 216 6100 to	6199	900 936 0435 to	0499	910 219 8631 to	8699
849 608 1357 to	1399	862 263 9213 to	9299	901 058 5255 to	5280	910 265 1100 to	1199
849 792 2600 to	2699	862 271 0800 to	0999	901 273 1082 to	1099	910 471 7273 to	7299
850 546 1862 to	1899	862 271 5000 to	5099	901 287 5143 to	5199	910 536 2505 to	2599
851 143 6826 to	6844	863 871 5138 to	5199	901 291 2789 to	2799	910 958 7499 to	7599
851 209 9880 to	9899	863 949 5300 to	5399	901 525 7122 to	7199	911 140 1000 to	2199
851 928 9221 to	9299	864 088 8200 to	8299	902 198 9769 to	9799	911 245 2545 to	2599
852 589 6560 to	6599	864 426 3972 to	3999	902 948 1269 to	1299	911 268 9077 to	9099
853 049 3646 to	3699	864 520 6117 to	6136	902 985 0833 to	0899	911 400 8948 to	8999
854 304 4089 to	4999	865 151 0526 to	0599	903 370 6934 to	6999	911 508 1620 to	1799
854 529 2200 to	2299	865 500 4034 to	4099	904 600 6523 to	6599	911 509 9310 to	9399
854 532 0000 to	2999	865 883 6082 to	6099	904 892 0378 to	0399	911 523 3000 to	3999
855 001 6204 to	6249	866 004 3000 to	3999	904 892 0648 to	1299	912 057 9922 to	9999
855 319 9364 to	9399	866 442 4100 to	4899	905 056 2216 to	2299	913 605 2218 to	2299
855 361 3390 to	3399	867 366 9108 to	9118	905 510 6647 to	6799	913 709 2429 to	2499
856 226 0490 to	0499	867 633 7403 to	7499	905 510 6900 to	7099	913 818 3501 to	3999
856 656 5800 to	5999	867 737 5623 to	5699	905 794 0000 to	0199	913 818 3501 to	3999
856 752 0200 to	0299	868 169 4529 to	4599	905 794 0288 to	0299	914 063 4300 to	4399
857 111 1352 to	1399	868 173 8400 to	8599	905 873 6900 to	6999	914 529 6185 to	6299
857 279 3450 to	3499	868 514 9000 to	9099	905 873 7100 to	7299	915 546 6822 to	6999
857 843 4000 to	4099	868 566 9200 to	9299	905 880 8900 to	8999	915 671 3963 to	3980
858 124 7644 to	7699	869 387 1150 to	1199	905 889 7100 to	7199	915 671 3982 to	3999
858 756 3111 to	3299	869 505 3500 to	3599	906 158 1508 to	1599	915 675 2217 to	2299
859 063 8200 to	8699	869 523 7033 to	7099	906 558 8812 to	8899	916 440 3377 to	3399
859 190 0600 to	0644	869 800 0000 to	999 9999	906 982 2214 to	2299	916 670 6352 to	6399
859 437 5538 to	5599	870 054 4814 to	4899	907 725 8500 to	8599	916 694 1414 to	1499
859 811 2888 to	2899	870 491 4812 to	4849	907 815 0216 to	0257	917 370 6300 to	6499

— Group2—Security,
Postal Inspection Service, 8-21-03

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	771 932 551	to	2 580
738 648 355	to	8 450	750 910 981	to	1 010	761 613 588	to	3 600	772 057 224	to	7 440
738 849 811	to	9 900	750 960 841	to	0 900	761 688 631	to	8 690	772 162 660	to	3 070
738 892 270	to	2 290	751 296 211	to	6 240	761 805 199	to	5 240	772 718 615	to	8 640
738 997 259	to	7 380	751 539 121	to	9 180	761 826 106	to	6 120	772 970 886	to	0 940
739 161 451	to	1 540	751 541 311	to	1 790	761 881 171	to	1 560	773 009 419	to	9 430

773 112 031 to 2 060	775 579 301 to 9 320	780 533 288 to 3 310	785 429 491 to 9 520
773 125 387 to 5 410	775 622 683 to 2 760	780 625 208 to 5 920	785 989 351 to 9 440
773 179 320 to 9 410	776 144 621 to 4 670	780 711 345 to 1 540	786 036 450 to 6 480
773 202 989 to 3 140	776 154 010 to 4 060	780 778 894 to 8 920	786 111 854 to 1 930
773 208 991 to 9 290	777 561 631 to 2 080	780 865 851 to 5 920	786 510 527 to 0 540
773 231 311 to 1 340	776 657 371 to 7 490	780 873 421 to 3 450	786 510 571 to 0 600
773 348 739 to 8 940	776 817 421 to 7 450	781 141 891 to 1 980	786 676 937 to 6 980
773 575 891 to 5 950	776 951 225 to 1 250	781 238 697 to 8 730	786 730 831 to 0 920
773 852 971 to 3 030	777 141 601 to 2 140	781 503 151 to 3 180	786 743 671 to 3 700
773 858 011 to 8 100	777 297 421 to 7 510	781 518 818 to 8 840	786 743 711 to 3 730
773 892 721 to 7 190	777 621 721 to 1 750	781 624 126 to 4 200	786 854 491 to 4 550
773 958 061 to 8 660	777 810 309 to 0 330	781 679 221 to 9 340	786 977 256 to 7 461
774 101 148 to 1 190	778 049 651 to 9 670	781 723 771 to 3 890	787 158 121 to 8 390
774 107 161 to 7 190	778 106 225 to 6 310	781 723 964 to 3 990	787 325 701 to 5 910
774 177 226 to 7 270	778 218 730 to 8 780	781 761 391 to 1 720	787 493 281 to 3 340
774 279 481 to 9 810	778 251 871 to 1 930	781 878 721 to 9 020	787 793 816 to 3 880
774 408 399 to 8 420	778 286 911 to 6 940	782 424 840 to 4 900	787 822 428 to 2 440
774 431 821 to 2 450	778 328 699 to 8 730	782 939 821 to 9 850	787 887 881 to 7 901
774 510 451 to 0 780	778 567 471 to 7 860	782 985 347 to 5 360	788 326 339 to 6 380
774 652 981 to 3 010	778 570 771 to 0 830	783 063 631 to 3 690	788 403 671 to 3 690
774 778 981 to 9 040	778 699 096 to 9 110	783 578 101 to 8 130	788 815 771 to 5 860
774 867 481 to 7 510	778 779 471 to 9 480	783 578 143 to 8 160	789 044 014 to 4 100
774 867 515 to 7 540	779 146 205 to 6 230	783 663 991 to 4 050	790 911 883 to 1 900
774 934 275 to 4 290	779 233 681 to 3 710	783 739 838 to 0 280	791 057 441 to 7 550
774 961 261 to 1 290	779 316 961 to 7 200	784 142 598 to 2 610	791 239 081 to 9 290
775 106 223 to 6 235	779 339 221 to 9 400	784 380 061 to 0 090	791 387 971 to 8 030
775 106 237 to 6 248	779 702 191 to 2 250	784 507 591 to 7 740	791 447 521 to 7 850
775 331 515 to 1 550	779 994 001 to 4 090	784 507 759 to 7 860	791 451 151 to 1 240
775 444 210 to 4 230	780 103 591 to 3 650	784 913 509 to 3 531	791 500 009 to 0 470

— Group2–Security,
Postal Inspection Service, 8-21-03

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, 8-21-03

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, 8-21-03

Envíos Internacionales



*Diseñado para entrega en el número de días laborables especificado, dependiendo del lugar de origen y de destino.

**Algunas restricciones aplican. Pida los detalles de la garantía con devolución de su dinero, a un asociado de ventas.

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Global Priority Mail® a partir de **\$4.00**

Diseñado para entrega en un periodo de 4 a 6 días laborables*

Global Express Mail™ a partir de **\$15.50**

Diseñado para entrega en un periodo de 3 a 5 días laborables*

Global Express Guaranteed™** a partir de **\$24.00**
Documentos

a partir de **\$36.00**
Paquetes

0703 022 400 400 A-S
FORM 3800 (8-21-03)

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released August 2, 2003, by the Federal Retirement Thrift Investment Board

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

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

2002 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Aug.	0.40	1.58	1.69	0.67	0.66	0.58	0.58	-0.26	-0.23
Sept.	0.37	1.63	1.62	-10.87	-10.87	-6.84	-6.74	-10.75	-10.74
Oct.	0.33	-0.44	-0.46	8.77	8.80	3.38	3.28	5.42	5.37
Nov.	0.34	-0.01	-0.03	5.87	5.89	6.76	6.90	4.49	4.54
Dec.	0.38	2.08	2.07	-5.85	-5.88	-4.32	-4.21	-3.27	-3.36

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.35	0.10	0.09	-2.67	-2.62	-2.35	-2.16	-4.24	-4.17
Feb.	0.32	1.41	1.38	-1.49	-1.50	-2.56	-2.54	-2.29	-2.29
March	0.33	-0.05	-0.08	0.97	0.97	1.55	1.48	-1.90	-1.96
April	0.33	0.83	0.83	8.26	8.24	8.31	8.33	9.82	9.80
May	0.34	1.87	1.86	5.26	5.27	9.42	9.50	6.07	6.06
June	0.20	-0.30	-0.20	1.20	1.28	2.20	2.38	2.30	2.42
July	0.30	-3.41	-3.36	1.78	1.76	4.60	4.67	2.35	2.42
LAST 12 MONTHS	4.06	5.29	5.42	10.55	10.64	21.31	21.98	6.18	6.30

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

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

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

* Implemented May 2001.

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



HIGH TEMPERATURE + HIGH HUMIDITY + PHYSICAL WORK = HEAT ILLNESS

Protect Yourself

- Learn the signs and symptoms of heat-induced illnesses and how to respond.
- Drink plenty of cool water.
- Avoid eating large meals before working in hot environments.
- Avoid beverages with caffeine. These make the body lose water and increase the risk for heat illnesses.

A diamond-shaped safety sign with a thick border. The text "SAFETY DEPENDS ON ME!" is written in large, bold, black, sans-serif capital letters. Below the main text, in smaller capital letters, is "UNITED STATES POSTAL SERVICE".

**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE

Factors that put you at increased risk

- Taking certain medications. Check with your health-care provider or pharmacist to see if any medicines you are taking affect you when working in hot environments.
- Having a previous heat-induced illness.

Corporate Succession Planning

Interested in furthering
your career as a leader in
the Postal Service?

- WHAT** Corporate Succession Planning is now available to all eligible employees.
- WHO** Who's qualified to apply? At minimum, applicants must be current PCES executives or EAS employees at level EAS-22 or above and who have demonstrated successful performance through merit evaluations over the past two years.
- WHEN** Open Season for Corporate Succession Planning runs from August 18 through September 5.
- WHERE** blue.usps.gov/hrisp/cpm/documents/csp/memo.htm



This office will be
CLOSED
Monday,
September 1, 2003,
Labor Day.

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Monday,

September 1, 2003,

Labor 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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HIGH TEMPERATURE + HIGH HUMIDITY + PHYSICAL WORK = HEAT ILLNESS

Heat Exhaustion Symptoms

- Headaches
- Dizziness or Lightheadedness
- Weakness
- Mood changes such as irritability, confusion, or the inability to think straight
- Upset stomach
- Vomiting
- Decreased or dark-colored urine
- Fainting or passing out
- Pale, clammy skin

Actions to Take

- Act immediately. If not treated, heat exhaustion may advance to heat stroke or death.
- Move the victim to a cool, shaded area to rest. Don't leave the person alone. If symptoms include dizziness or lightheadedness, lay the victim on his or her back and raise the legs 6 to 8 inches. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- Loosen and remove any heavy clothing.
- Have the person drink cool water (about a cup every 15 minutes) unless sick to the stomach.
- Cool the person's body by fanning and spraying with a cool mist of water or applying a wet cloth to the person's skin.
- Call 911 for emergency help if the person does not feel better in a few minutes.





HIGH TEMPERATURE + HIGH HUMIDITY + PHYSICAL WORK = HEAT ILLNESS

Heat Stroke Symptoms – A Medical Emergency

- Dry, pale skin with no sweating
- Hot, red skin that looks sunburned
- Mood changes such as irritability, confusion, or the inability to think straight
- Seizures or fits
- Unconsciousness with no response

Actions to Take

- Call 911 for emergency help immediately.
- Move the victim to a cool, shaded area. Don't leave the person alone. Lay the victim on his or her back. Move any nearby objects away from the person if symptoms include seizures or fits. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- Loosen and remove any heavy clothing.
- Have the person drink cool water (about a cup every 15 minutes) if alert enough to drink something, unless sick to the stomach.
- Cool the person's body by fanning and spraying with a cool mist of water, by wiping the victim with a wet cloth, or by covering him or her with a wet sheet.
- Place ice packs under the armpits and groin area.



Employees (continued)

422.425 Adjusting Pay for Route Change

Adjustments are made as follows:

- a. *Change in Route Classification.* Compensation of a rural carrier whose route evaluation is adjusted is placed in the same alpha or numeric step for the adjusted route that corresponds to the alpha or numeric step held prior to the evaluation adjustment.
- b. *Reassignment to Another Route.* Compensation of a rural carrier who is reassigned to another rural route is placed in the same alpha or numeric step of the new route that corresponds to the alpha or numeric step of the old route.

422.43 Step Increases

422.431 Eligibility and Procedure

Regular rural carriers and substitute rural carriers with an indefinite appointment and part-time flexible rural carriers are granted step increases in accordance with the provisions of 422.13.

422.432 Adjustment in Route Classification

An increase in basic salary because of an increase in route classification is not an equivalent increase. Therefore, a step increase is not withheld because of the increase in route classification.

422.44 Higher Level Pay

The following provisions apply:

- a. A regular rural carrier is paid based on the evaluation of the route to which the carrier is assigned for the first 30 days of the temporary higher level assignment. At the beginning of the next pay period following completion of the first 30 days, the carrier's salary is converted to that of a 40-hour evaluated route, attained step. The salary is then adjusted in accordance with the salary rules for changes under the salary schedule to which assigned.
- b. A rural carrier who normally serves a route 6 days a week or 6 days every other week, temporarily assigned to a position under a different salary schedule for five 8-hour days in a service week, is paid for the full work week without carrying the route on Saturday.

422.45 Dual (Multiple) Employment

422.451 Explanation

See 422.151.

422.452 Salary Determination

See 422.152.

422.453 Documentation

See 422.153.

422.454 Step Increases

See. 422.154.

422.455 Leave

See 422.155.

422.456 Reassignment

See 422.156.

422.457 Promotion

See 422.157.

422.5 Postal Nurses Schedule

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference:

422.51 Salary System

422.511 Salary Schedule

The Postal Nurses Schedule (PNS) consists of Grade 1.

422.512 Basis of Rates

Rates are established as follows:

- a. *Annual Rate.* The basic annual salaries for full-time occupational health nurses, augmented by general increases provided by the bargaining unit agreement, are established on a full-time basis of 2,080 hours per year.
- b. *Hourly Rate.* Basic hourly rates for occupational health nurses on a part-time flexible schedule are determined by dividing the annual basic rate by 2,000 hours.

422.513 Cost-of-Living Adjustment

[Reserved]

422.514 Setting Wages

The appointing official has primary responsibility for setting wages of employees according to the guidelines in 422.52. Wages are subject to the approval of the appointing official's superior.

422.515 Employee Classifications

See 422.15. The bargaining unit classifications in 432.111 that apply to bargaining unit occupational health nurses are

full-time regular and *part-time flexible*. The bargaining unit classification of *part-time regular* does not apply.

422.52 Change Action Pay Rules

422.521 Career Appointment

Newly appointed occupational health nurses are to be paid the rate for the first step in the position's salary range, except as specified below:

- a. For situations involving reinstatement, prior congressional service, transfer of a function from a federal agency, or veteran preference eligibility, see 422.121.
- b. If local conditions for hiring an occupational health nurse require a higher starting salary than that of Step 1, the approving official may authorize a salary at Step 2 or 3 of the salary schedule. If this occurs, any current bargaining unit occupational health nurse at the same facility paid at a lower step than the newly hired occupational health nurse must be placed at the same step as the newly hired occupational health nurse, with an effective date no later than that of the new hire. The current employee begins a new step waiting period when placed in the higher step.

422.522 Additional Appointment

See 422.122.

422.523 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

- a. *Basic Rules.* The basic rules are as follows:
 - (1) *Promotion Within This Schedule.* For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
 - (2) *Promotion to This Schedule From Other Rate Schedules.* For this promotion:
 - (a) From PS (RSC PB) Schedule 2, see 422.123a(2).

- (b) From EAS (RSC E), A–E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (c) From OSD (RSC K), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(3) *Promotion From This Schedule to Other Rate Schedules.* For this promotion:

- (a) To OSD (RSC K), CC (RSC Q), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

Note: For promotion from this schedule to a nonbargaining schedule, see also 413.

- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more

grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (d) To RC (RSC R), see 422.422a(2).

Note: See also Exhibit 421.82.

- b. *Supplementary Rules.* See 422.123b.

422.524 Reassignment

See 422.124.

422.525 Reduction in Grade

See 422.125.

422.53 Step Increases

422.531 Eligibility and Procedure

See 422.131. The lengths of the waiting periods are included in Exhibit 422.13. In addition to the conditions listed in 422.131, the employee must have performed in a satisfactory or outstanding manner during the waiting period, as described below.

- a. Performance determinations:

- (1) *Responsibility.* Installation heads and their subordinate supervisors have joint responsibility for understanding the kind of work performance expected of employees. Supervisors must (a) keep informed of the deficiencies and proficiencies of employees and (b) provide appropriate commendation, counseling, or assistance on a continual basis — rather than only at the time of a step increase rating.
- (2) *Criteria.* Performance ratings are based on such job-related factors as reliability, work habits, quantity and quality of work performed, cooperation with other employees, and attendance. Criteria for the three categories of performance ratings follow:
 - (a) *Outstanding (O).* Performance and achievement in terms of productive effort, proficiency, and significant contributions to the Postal Service that are well above the established norm.

Note: An outstanding employee may be considered for a quality step increase or Special Achievement Award.

- (b) *Satisfactory (S).* Performance at an acceptable level, exhibiting such qualities as reliability, cooperation, and competence in meeting the normal requirements of a position.

Note: This rating applies to the majority of employees, whose performance may range from minimum to very good to above average in several respects of their work.

- (c) *Unsatisfactory (U).* Employees who repeatedly and/or continually fail to meet the essential requirements of their position, exhibiting such characteristics as lack of cooperation, poor attendance, and failure to produce acceptable work even after they have been counseled on deficiencies.

Note: When an advance written notice of charges has been given to an employee because of unsatisfactory service, any step increase otherwise normally due must be withheld pending a final decision on the merits of the charges.

- b. Processing a step increase:

- (1) *Notification of Increase.* At least 45 days prior to the effective date, the Eagan Accounting Service Center (ASC) provides installations with two copies of a report listing those employees who have completed the required waiting period for advancement to the next step. LWOP hours, when sufficient to require withholding of a step increase (see 422.133), are printed on the listing.
- (2) *Supervisor's Appraisal.* When supervisors receive the step increase notice, they must:
 - (a) Evaluate the employee against performance criteria (see 422.531a(2)) and make a judgment about the employee's service during the waiting period.
 - (b) Check the appropriate performance code (O, S, or U), write the effective date, and sign each line.
- (3) *Approved Increase.* Employees whose step increase is approved receive a copy of a PS Form 50 and a notification on PS Form 1223-A, *Earnings Statement*, and PS Form 1223-B, *Earnings Statement — Net to Bank*, for the pay period in which the increase is effective. The effective date of the increase is the beginning of the first pay period following completion of the waiting period.

- (4) *Withheld Increase*. Employees whose step increase is withheld receive a written advance notice from the installation head or his or her designee. Employees receive a copy of a PS Form 50 at a later date, confirming that the step increase was withheld.

Notes: Withholding of a step increase should not be used as punishment for overt acts that should be handled under the disciplinary procedures.

- (a) In cases of *excessive LWOP*, the revised effective date depends on the amount of LWOP. (See 422.133 for deferral periods.)
- (b) In cases of *unsatisfactory performance*, a seven-pay period redetermination period follows the date of withholding. During this period, the supervisor should encourage and assist the employee to overcome the deficiencies, provide needed training, consider reassignment to more suitable work, and/or other appropriate personnel action. The Eagan ASC includes the employee's name on a listing 45 days in advance of the revised effective date.
- (i) If the employee's service is satisfactory at the end of the additional waiting period, the step increase is approved.
- (ii) If the employee's service is not satisfactory at the end of the additional waiting period, the step increase may be withheld for another redetermination period or disciplinary measures under the collective bargaining agreement may be taken.

422.532 Creditable Service

See 422.132.

422.533 Leave Without Pay

See 422.133.

422.534 Simultaneous Personnel Actions

See 422.134.

422.54 Higher Level Assignments

422.541 Definitions

See 422.141.

422.542 Written Management Order

See 422.142.

422.543 Rate of Pay

See 422.143.

422.544 Adjustments and Increases

See 422.144.

422.545 Benefits

See 422.145.

422.55 Dual (Multiple) Employment

[Reserved]

422.56 Change From Rural Carrier Schedules

See 422.16.

422.6 Information Technology/Accounting Service Centers Schedule

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.61 Salary System

422.611 Salary Schedule

The Information Technology/Accounting Service Centers (IT/ASC) Schedule consists of Grades 6 through 23. The basic annual salaries are augmented by general increases provided by the collective bargaining agreement.

422.612 Part-Time Employees

Part-time flexible and part-time regular schedule employees are paid according to 422.112b based on the schedule for IT/ASC bargaining unit employees.

422.613 Cost-of-Living Adjustment

In addition to their basic annual or hourly rate, all bargaining unit employees also receive such COLA as specified by their applicable collective bargaining agreement.

422.614 Employee Classifications

The bargaining unit classifications in 432.111 that apply to IT/ASC employees are *full-time regular*, *part-time flexible*, and *part-time regular*.

Note: Casual (see 432.12a) is a nonbargaining unit employee classification. Therefore, casuals at the IT/ASC are not in the bargaining unit.

422.62 Change Action Pay Rules

422.621 Career Appointment

A new employee to the Postal Service hired into the IT/ASC schedule with a career appointment is paid the minimum rate for the grade (see 422.121).

422.622 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

- (1) *Promotion Within This Schedule.* For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (2) *Promotion to This Schedule From Other Rate Schedules.* For this promotion:
 - (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
 - (b) From EAS (RSC E), A–E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
 - (c) From PNS (RSC G), OSD (RSC K), MH, (RSC M), CC (RSC Q), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(3) *Promotion From This Schedule to Other Rate Schedules.* For this promotion:

- (a) To PNS (RSC G), OSD (RSC K), MH (RSC M), CC (RSC Q), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

Note: For promotion from this schedule to a nonbargaining schedule, see also 413.
- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (d) To RC (RSC R), see 422.422a(2).

Note: See also Exhibit 421.82.

b. *Supplementary Rules.* See 422.123b.

c. *Effect of Saved Grade:* The new salary may not exceed the maximum of the new grade unless, on the day immediately preceding the effective date of the promotion, the employee has a saved rate including a red circle amount (see 421.522). In such case, the new salary may exceed the maximum of the new grade by an amount not greater than the dollar amount of the red circle, subject to termination of rate retention (see 421.514).

422.623 Reassignment

See 421.43b for definition of reassignment. An employee's salary is not changed as a result of reassignment within the IT/ASC schedule. (For reassignment to nonbargaining unit salary schedules, see 414. For reassignment to another bargaining unit salary schedules, see 422.124c.

422.624 Demotion

See 421.43c for definition and general regulation for demotion. See 422.125 for demotion to and within the IT/ASC schedule. For demotion to a nonbargaining unit salary schedule, see 415.

422.625 Voluntary Reduction

See 421.43d for definition. See 422.125 for voluntary reduction to and within the IT/ASC schedule. See 415 for voluntary reduction to a nonbargaining unit schedule.

422.626 Management Action Reduction

In this case of a nondisciplinary and involuntary reduction, the rate retention provisions below apply.

- a. *Saved Rate.* Employees retain their salary and remain eligible for any in-grade salary increases for which they otherwise would have been eligible. They continue in this status until such time as they fail to bid or apply for assignment to a vacant, established position (a) in the former grade or (b) in a grade between that of the former grade and the new grade within the same facility — provided acceptance of the vacant position does not result in any loss in salary. The facility notifies employees of any vacant position for which they are or may be qualified. Failure to qualify for the position does not result in the loss of saved rate. (See also 421.52.)
- b. *Saved Grade.* For saved grade rules due to technological or mechanization changes, see 421.53.

422.63 Step Increases**422.631 Eligibility Requirements**

The rules for granting step increases in 422.13 apply to IT/ASC bargaining unit employees except that the waiting period between steps is as shown in Exhibit 422.13.

422.632 Creditable Service

See 422.132.

422.633 Leave Without Pay

See 422.133.

422.634 Simultaneous Personnel Actions

See 422.134.

422.64 Higher Level Assignments

See the IT/ASC collective bargaining agreement.

422.65 Dual (Multiple) Employment

[Reserved]

422.66 Change From Rural Carrier Schedules

See 422.16.

422.7 Operating Services Division Headquarters and Facilities Service Section, Merrifield, VA

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.71 Salary System**422.711 Salary Schedule**

An Operating Services Division (OSD) Schedule, which exists for the grades and steps of employees in the Headquarters Facilities Service at Postal Service Headquarters and Facilities Service Section, Merrifield (APWU), in accordance with the OSD collective bargaining agreement, consists of Grades 1 through 9.

422.712 Basis of Rates

See 422.112.

422.713 Cost-of-Living Adjustment

See 422.113.

422.714 Determination of Salaries

The salary set by the appointing officer is subject to the approval of the vice president of Facilities.

422.715 Employee Classifications

See 422.115.

422.72 Change Action Pay Rules**422.721 Career Appointment**

A new Postal Service employee hired into the OSD schedule is paid the rate for the first step of the grade except as specified below:

- a. *Exceptional Qualifications.* If the appointing official (with approval of superior) determines that the person has exceptional qualifications, the rate of pay may be set at a higher step, not to exceed the fourth step of that grade — except as provided in item b below.
- b. *Reemployment and Transfer.* The appointing officer may set the salary of a former or current federal civilian or Postal Service employee who is being given a career appointment either (1) at the first step of the grade of the position or (2) at any step of the grade that is less than one full step above the highest basic compensation the employee previously received — but not in excess of the maximum step of the grade for the assigned position.

422.722 Additional Appointment

See 422.122.

422.723 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and then be sure to consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

- (1) *Promotion Within This Schedule.* For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (2) *Promotion to This Schedule From Other Rate Schedules.* For this promotion:
 - (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
 - (b) From EAS (RSC E), A–E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
 - (c) From PNS (RSC G), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a

bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(3) *Promotion From This Schedule To Other Rate Schedules.* For this promotion:

- (a) To PNS (RSC G), CC (RSC Q), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.
- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (d) To RC (RSC R), see 422.422a(2).

Note: See also Exhibit 421.82.

b. *Supplementary Rules.* See 422.123b.

422.724 Reassignment

See 421.43b for definition and 422.124c for further instructions. An employee's salary is *not* changed as a result of reassignment.

422.725 Demotion

See 421.43c for definition. Rules for demotion *to and within* the OSD schedule appear in 422.125.

422.726 Voluntary Reduction

See 421.43d for definition. See 422.125 for voluntary reduction *to and within* the OSD Schedule. See 415 for voluntary reduction *from* the OSD to a nonbargaining schedule.

422.727 Management Action Reduction

See 421.43e for definition for reduction *from* the OSD schedule to a nonbargaining schedule. Rules in 422.125 for management action reductions *to and within* the PS schedule apply to OSD employees — except as qualified below:

- a. If an OSD employee whose job is eliminated cannot be placed in a job of equal grade, the saved grade provision in 422.125b does *not* apply.
- b. Instead, the employee (1) is assigned to any available lower level position for which he or she qualifies and (2) is entitled to protected rate for a period of 2 calendar years.

422.73 Step Increases**422.731 Eligibility Requirements**

All of the step increase rules in 422.13 apply to OSD employees. See Exhibit 422.13 for step increase waiting periods.

422.732 Creditable Service

See 422.132.

422.733 Leave Without Pay

See 422.133.

422.734 Simultaneous Personnel Actions

See 422.134.

422.74 Higher Level Assignments**422.741 Definitions**

See 422.141.

422.742 Written Management Order

The rules in 422.14 apply to OSD employees — except for the provision stated in 422.142.

422.743 Rate of Pay

See 422.143.

422.744 Adjustments and Increases

See 422.144.

422.745 Benefits

See 422.145.

422.75 Dual (Multiple) Employment

[Reserved]

422.76 Change From Rural Carrier Schedules

See 422.16.

422.8 Postal Police Officers Schedule

The provisions of 422.1 and 422.2 cited below are made applicable to this salary schedule by reference.

422.81 Salary System**422.811 Salary Schedule**

The Postal Police Officers (PPO) Schedule (RSC Y) consists of Grade 6.

422.812 Basis of Rates

See 422.112.

422.813 Cost-of-Living Adjustment

[Reserved]

422.814 Setting Wages

See 422.114.

422.815 Employee Classifications

There are two categories of employees in the Postal Police Officers' bargaining unit:

- a. Full-time.
- b. Part-time.

422.82 Change Action Pay Rules**422.821 Career Appointment**

See 422.121.

422.822 Additional Appointment

See 422.122.

422.823 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

- a. *Basic Rules.* The basic rules are as follows:
 - (1) *Promotion Within This Schedule.* For this promotion, the employee receives a promotional increase equal to two times the most prevalent step in the former grade for a promotion of one or two grades (three times for a promotion of three or more grades). Add this increase to the employee's former basic salary and slot the employee to the closest step in the new grade. If the increased salary falls between two steps of the new grade, place the employee at the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(2) *Promotion to This Schedule From Other Rate Schedules.* For this promotion:

- (a) From PS (RSC PB) Schedule 2, see 422.123a(2).
- (b) From EAS (RSC E), A–E Postmasters (RSC F), and TDS (RSC T), to the current full-time salary, add 5 percent. Advance this amount to the next higher salary step in the new grade if the calculated amount falls between two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (c) From PNS (RSC G), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R) and OSD (RSC K), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

(3) *Promotion From This Schedule to Other Rate Schedules.* For this promotion:

- (a) To PNS (RSC G), CC (RSC Q), MH (RSC M), IT/ASC (RSC N), TDS (RSC Y) and OSD (RSC K), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).
- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

Note: For promotion from this schedule to a nonbargaining schedule, see also 413.

- (c) To PS (RSC PB) or MESC (RSC CB) Schedule 2, to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades). Advance this amount to the next higher salary step in the new grade if the calculated amount falls between the two steps. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (d) To RC (RSC R), see 422.422a(2).

Note: See also Exhibit 421.82.

b. *Supplementary Rules.* See 422.123b.

422.824 Reassignment

See 422.124.

422.825 Reduction in Grade

See 422.125.

422.83 Step Increases

422.831 Eligibility and Procedure

See 422.131. The lengths of the waiting periods are included in Exhibit 422.13. In addition to the conditions listed in 422.131, the employee must have performed in a satisfactory or outstanding manner during the waiting period, as described below.

a. Performance determinations:

- (1) *Responsibility.* Inspectors in charge and their subordinate supervisors have joint responsibility for understanding the kind of work performance expected of postal police officers. Supervisors must (a) keep informed of the deficiencies and proficiencies of postal police officers and (b) provide appropriate commendation, counseling, or assistance on a continual basis — rather than only at the time of a step increase rating.
- (2) *Criteria.* Performance ratings are based on such job-related factors as reliability, work habits, quantity and quality of work performed, cooperation with other employees, and attendance. Criteria for the three categories of performance ratings follow:
 - (a) *Outstanding (O).* Performance and achievement in terms of productive effort, proficiency, and significant contributions to the Postal Service that are well above the established norm.

Note: An outstanding postal police officer may be considered for a quality step increase or Special Achievement Award.

- (b) *Satisfactory (S)*. Performance at an acceptable level, exhibiting such qualities as reliability, cooperation, and competence in meeting the normal requirements of a position.

Note: This rating applies to the majority of postal police officers, whose performance may range from minimum to very good to above average in several respects of their work.

- (c) *Unsatisfactory (U)*. Postal police officers who repeatedly and/or continually fail to meet the essential requirements of their position, exhibiting such characteristics as lack of cooperation, poor attendance, and failure to produce acceptable work even after they have been counseled on deficiencies.

Note: When an advance written notice of charges has been given to a postal police officer because of unsatisfactory service, any step increase otherwise normally due must be withheld pending a final decision on the merits of the charges.

b. Processing a step increase:

- (1) *Notification of Increase*. At least 45 days prior to the effective date, the Eagan Accounting Service Center (ASC) provides Inspection Service divisions with two copies of a report listing those postal police officers who have completed the required waiting period for advancement to the next step. LWOP hours, when sufficient to require withholding of a step increase (see 422.133), are printed on the listing.
- (2) *Supervisor's Appraisal*. When supervisors receive the step increase notice, they must:
- (a) Evaluate the postal police officer against performance criteria (see 422.831a(2)) and make a judgment about the postal police officer's service during the waiting period.
- (b) Check the appropriate performance code (O, S, or U), write the effective date, and sign each line.
- (3) *Approved Increase*. Postal police officers whose step increase is approved receive a copy of a PS Form 50 and a notification on PS Form 1223-A,

Earnings Statement, and PS Form 1223-B, *Earnings Statement — Net to Bank*, for the pay period in which the increase is effective. The effective date of the increase is the beginning of the first pay period following completion of the waiting period.

- (4) *Withheld Increase*. Postal police officers whose step increase is withheld receive a written advance notice from the installation head or his or her designee. Postal police officers receive a copy of a PS Form 50 at a later date, confirming that the step increase was withheld.

Notes: Withholding of a step increase should not be used as punishment for overt acts that should be handled under the disciplinary procedures.

- (a) In cases of *excessive LWOP*, the revised effective date depends on the amount of LWOP. (See 422.133 for deferral periods.)
- (b) In cases of *unsatisfactory performance*, a 7-pay period redetermination period follows the date of withholding. During this period, the supervisor should encourage and assist the postal police officer to overcome the deficiencies, provide needed training, consider reassignment to more suitable work, and/or other appropriate personnel action. The Eagan ASC includes the postal police officer's name on a listing 45 days in advance of the revised effective date.
- (i) If the postal police officer's service is satisfactory at the end of the additional waiting period, the step increase is approved.
- (ii) If the postal police officer's service is not satisfactory at the end of the additional waiting period, the step increase may be withheld for another redetermination period or disciplinary measures under the collective bargaining agreement may be taken.

422.832 Creditable Service

See 422.132.

422.833 Leave Without Pay

See 422.133.

422.834 Simultaneous Personnel Actions

See 422.134.

422.84 Higher Level Assignments**422.841 Definitions**

See 422.14. The following provisions apply:

- a. The rules in 422.14 also apply to postal police officers, except that where the text in 422.14 reads "installation heads," substitute "inspectors in charge" for postal police officers.
- b. Where the text reads "installations," substitute "Inspection Service divisions" for postal police officers.

422.842 Written Management Order

See 422.142.

422.843 Rate of Pay

See 422.143.

422.844 Adjustments and Increases

See 422.144.

422.845 Benefits

See 422.145.

422.85 Dual (Multiple) Employment

[Reserved]

422.86 Change From Rural Carrier Schedules

See 422.16.

422.9 Tool and Die Shop Schedule**422.91 Salary System****422.911 Salary Schedule**

The Tool and Die Shop (TDS) Schedule (RSC T) consists of Grades 4, 6, 7, 8, 9 and 11.

422.912 Basis of Rates

Rates are established as follows:

- a. *Annual Rates for Full-time Employees.* The basic annual salaries for the grades of the schedule are established for full-time employees on the basis of a work schedule of 2080 hours per annum. For full-time employees, there are two rates of pay, one for *incumbents*, and a second for *nonincumbents*.
- b. *Hourly Rates for Part-Time Employees.*

[Reserved]

422.913 Cost of Living Adjustment

[Reserved]

422.914 Setting Wages

See 422.114.

422.915 Employee Classifications

See 422.115.

422.92 Change Action Pay Rules**422.921 Career Appointment**

See 422.121.

422.922 Additional Appointment

See 422.122.

422.923 Promotion

Note: See 421.43a and 421.44i for definition of *promotion*, and consult Exhibit 418.1, Equivalent Grades, to determine whether or not a personnel action represents a promotion.

Rules are as follows:

a. *Basic Rules.* The basic rules are as follows:

- (1) *Promotion Within This Schedule.* For this promotion, assign the Incumbent Rate of the new position to employees promoted from the Incumbent Rate of the former position. For employees at less than the Incumbent Rate, add to the current full-time salary a 2 percent increase for a one grade promotion and a 3 percent increase for a two or more grade promotion.
- (2) *Promotion to This Schedule From Other Rate Schedules.* For this promotion:
 - (a) From PS (PB) or MESC (CB) Schedule 2, see 422.123a(2).
 - (b) From EAS (RSC E) and A–E Postmasters (RSC F), to the current full-time salary, add 5 percent.
 - (c) From PNS (RSC G), CC (RSC Q), MH, (RSC M), IT/ASC (RSC N), PS (RSC P) or MESC (RSC C) Schedule 1, RC (RSC R), OSD (RSC K) and PPO (RSC Y), to the current full-time salary, add two times the most prevalent step increment of the current grade (add three times for a promotion of three or more grades).
- (3) *Promotion From This Schedule to Other Rate Schedules.* For this promotion:
 - (a) To PS (PB) or MESC (CB) Schedule 2, PNS (RSC G), OSD (RSC K), MH (RSC M), IT/ASC (RSC N), CC (RSC Q) and PPO (RSC Y), to the current full-time salary, add 5 percent. If the salary after the 5 percent increase is between two steps in the new schedule, advance the employee to the next higher step. A new step waiting period begins unless the employee is promoted to a bargaining unit grade previously held (i.e., repromotion), in which case see 422.123(a)(4).

- (b) To EAS (RSC E), to the current full-time salary, add 5 percent. If the result is below the minimum or above the maximum of the new grade, the new salary is adjusted to fit within this range.

Note: For promotion from this schedule to a nonbargaining schedule, see also 413.

- (c) To RC (RSC R), see 422.422a(2).

Note: See also Exhibit 421.82.

b. *Supplementary Rules.* See 422.123b.

422.924 Reassignment

See 422.124.

422.925 Reduction in Grade

Refer to 422.125, except as qualified below:

- a. If a TDS employee is displaced from a higher grade position due to technological or mechanization change, the saved grade provisions in 422.125c(3) do not apply.
- b. However, any new job or jobs created by technological or mechanization change will be offered to employees who are capable of being trained to perform the new or changed job duties. The Postal Service will provide such training on the job for a period up to 60 days. Certain specialized jobs may require additional and off-site training. During training, employees will maintain their normal rate of pay.

422.93 Step Increase

[Reserved]

422.94 Temporary Assignments

422.941 Lower Level Assignments

Employees temporarily assigned to lower level positions continue to be paid at the salary rate for their regular position. See also 421.42b.

422.942 Higher Level Assignments

Higher level work is an assignment of a qualified employee to a position in the bargaining unit that is ranked at a higher level (grade) than that regularly held by the employee. The rules below apply:

- a. *Authorization.* The employee will be given a written management order stating the beginning and approximate termination of the higher level assignment and directing the employee to perform the duties of the higher level position. Such written order is authorization for the higher level pay. The failure of management to give a written order is not grounds for denial of higher level pay if the employee was otherwise directed to perform the duties.
- b. *Compensation.* The employee will be paid at the higher level for the time actually spent on the job. The employee's higher level rate is determined as if he or she were promoted to the position.

422.95 Dual (Multiple) Employment

[Reserved]

422.96 Change From Rural Carrier Schedule

See 422.16.

— *Compensation,*
Employee Resource Management, 8-21-03

2003 NATIONAL AWARDS PROGRAM FOR DIVERSITY ACHIEVEMENT



This awards program provides employees with an opportunity to recognize those individuals, teams, and partnerships that have made significant contributions to encourage, promote, and celebrate diversity within the U.S. Postal Service®.

Nominees must demonstrate awareness and actions that reinforce the Postal Service's™ commitment to managing and valuing diversity in support of the organization's *Transformation Plan*.

2003 award winners will be selected for their exceptional contributions in the following areas:

- Focus on the Customer
- Focus on the Employee
- Focus on the Business

Nomination forms are available on Diversity Development's Web site at <http://blue.usps.gov/diversitynet/awards>; click on *Diversity Directory*, then *Field Directory*. If you do not have Internet access, you can obtain a hard copy of the nomination form by contacting your local diversity professional.

Nomination forms will be accepted through Friday, September 12.

Finance

DMM, POM, AND PUBLICATION 122 REVISION

Indemnity Claims for Domestic Mail

Effective October 1, 2003, *Domestic Mail Manual* (DMM) S020, S913, and S921; *Postal Operations Manual* (POM) 147; and Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, are amended to change indemnity claims policies and procedures.

We will incorporate these revisions into the next printed versions of the DMM, POM, and Publication 122 and into the next update of the online versions accessible on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Manuals* and *Publications*.

Domestic Mail Manual (DMM)

* * * * *

S Special Services

S000 Miscellaneous Services

S010 Indemnity Claims

* * * * *

2.0 GENERAL FILING INSTRUCTIONS

2.1 Who May File

A claim may be filed by:

[Reletter current items a, b, c, and d as new items b, c, d, and e. Add new item a to read as follows:]

- a. Only the sender, for the complete loss of an unnumbered Insured Mail article.

[Revise new item b to read as follows:]

- b. Either the sender or addressee, who is in possession of the original mailing receipt, for the complete loss of a numbered Insured Mail, Registered Mail™, COD, or Express Mail® article.

* * * * *

2.2 When to File

[Revise 2.2 to read as follows:]

A customer must file a claim immediately but no later than 60 days from the mailing date when the contents of an article are damaged or missing from the mailing container. For a lost article, a customer must file a claim within the time limits in the chart below.

Mail Type or Service	When to File (From Mailing Date)	
	No Sooner Than	No Later Than
Bulk Insured	21 days	180 days
COD	45 days	180 days
Express Mail	7 days	90 days
Express Mail COD	45 days	90 days
Insured Mail	21 days	180 days
Registered Mail	15 days	180 days
Registered Mail COD	45 days	180 days

Exceptions: Claims for loss of insured and COD articles (including insured articles sent to APO and FPO addresses) originating at or addressed to Post Offices™ outside the contiguous 48 states may be filed only at the following times:

- a. After 45 days if article sent First-Class Mail® service, space available mail (SAM), or parcel airlift (PAL) services.
- b. After 45 days if article sent COD.
- c. After 75 days if article sent by surface.

2.3 Where to File

A claim may be filed:

* * * * *

[Insert item c to read as follows:]

- c. On the Web at www.usps.com.

2.4 How to File

[Revise 2.4 to read as follows:]

A customer may file a claim by presenting evidence of insurance, evidence of value, proof of damage, and for unnumbered Insured Mail claims, proof of loss or damage. (Proof of loss is not required for numbered Insured Mail, Registered Mail, COD, or Express Mail claims.) If the article was mailed Express Mail COD, the sender must provide both the original COD and Express Mail receipts. The customer must complete the applicable spaces on Form 1000.

2.5 Evidence of Insurance

[Revise introductory text to read as follows:]

For a claim involving Insured Mail, Registered Mail, COD, or Express Mail service, the customer must present any of the following evidence showing that the particular service was purchased:

* * * * *

[Insert new item d to read as follows:]

- d. The original sales receipt from the USPS® listing the mailing receipt number and insurance amount, if the original mailing receipt is not available. Reproduced copies of the USPS sales receipt are not acceptable.

2.6 Evidence of Value

The customer must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. (Other evidence may be requested to help determine an accurate value.) Examples of acceptable evidence are:

* * * * *

[Revise item b to read as follows:]

- b. For items valued up to \$100, the customer's own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether the item was new or used (only if a sales receipt or invoice is not available). If the article mailed is a hobby, craft, or similar handmade item, the statement must include the cost of the materials used in making the item. The statement must describe the article in sufficient detail to determine whether the value claimed is accurate.

* * * * *

[Add new item g to read as follows:]

- g. A copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid.

[Add new item h to read as follows:]

- h. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, a computer printout of an online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

2.7 Missing Contents

[Revise 2.7 to read as follows:]

If a claim is filed because some or all of the contents are missing, the addressee must present the container and packaging to the USPS with the claim. Failure to do so will result in denial of the claim.

2.8 Damage

[Revise 2.8 to read as follows:]

If the addressee files the claim, the addressee must present the article with the packaging and mailing container to

the USPS for inspection. If the sender files the claim, the St. Louis ASC will notify the addressee by letter to present the article, packaging, and container to the USPS for inspection. Failure to do so will result in denial of the claim.

2.9 Proof of Loss

[Revise 2.9 to read as follows:]

To file a claim, the sender must provide proof of loss for unnumbered Insured Mail. Proof of loss is not required for numbered Insured Mail, Registered Mail, COD, or Express Mail claims. For proof of loss, the addressee must provide a letter or statement, dated at least 21 days after the date that the unnumbered Insured Mail article was mailed, reporting that the addressee did not receive the article. The statement or a copy of it must be attached to the claim.

2.10 Duplicate Claim

[Revise 2.10 to read as follows:]

A customer must file any duplicate claim no sooner than 30 days and no later than 60 days from the date the original claim was filed.

[Delete the table.]

* * * * *

2.14 Nonpayable Claims

[Revise introductory text to read as follows:]

Indemnity is not paid for Insured Mail, Registered Mail, COD, or Express Mail services in these situations:

* * * * *

[Add items ac through ah to read as follows:]

- ac. Mailer refuses to accept delivery of the parcel on return.
- ad. Mail not bearing the complete names and addresses of the sender and addressee, or that is undeliverable as addressed to either the addressee or sender.
- ae. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Express Mail service and the loss is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Express Mail offering selected.
- af. Software installed onto computers that have been lost or damaged.
- ag. Damaged articles not claimed within 30 days.
- ah. Personal time used to make hobby, craft, or similar handmade items.

* * * * *

3.0 PAYMENT
* * * * *

3.3 Dual Claim
[Revise 3.3 to read as follows:]
If the sender and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the sender unless the claim has already been paid to the addressee upon presentation of the original mailing receipt.
* * * * *

4.0 ADJUDICATION
4.1 Initial

[Revise 4.1 to read as follows:]
The St. Louis Accounting Service Center (ASC) adjudicates and pays or disallows all domestic claims except those appealed under 4.3.

4.2 Appeal
[Revise 4.2 to read as follows:]

A customer may appeal a claim decision by filing a written appeal within 60 days of the date of the original decision. The customer must send the appeal directly to Claims Appeals (see G043 for address).

4.3 Final USPS Decision
[Revise 4.3 to read as follows:]

If the manager of Claims Appeals at the St. Louis ASC sustains the denial of a claim, the customer may submit an additional appeal within 60 days for final review and decision to the Consumer Advocate, USPS Headquarters, who may waive the standards in S010 in favor of the customer.
[Delete 5.0. Sampling process will be discontinued with the implementation of CCRS.]
* * * * *

S900 Special Postal Services
S910 Security and Accountability
* * * * *

S913 Insured Mail
* * * * *

2.0 MAILING
* * * * *

2.7 Receipt
[Revise 2.7 to read as follows:]

For each Insured Mail article mailed, the mailer receives a USPS sales receipt and the appropriate postmarked (i.e., round date) Insured Mail form as follows:
a. Form 3813 when the insurance coverage is \$50 or less.
b. Form 3813-P when the insurance coverage is more than \$50.
* * * * *

S920 Convenience
S921 Collect on Delivery (COD) Mail

1.0 BASIC INFORMATION
[Insert text after first sentence to read as follows:]
The recipient has the option to pay the COD charges using either cash or personal check. Only one form of payment may be used for a single mailpiece.
* * * * *

3.0 MAILING
* * * * *

3.4 Indelible Ink, Mailer Errors
[Revise 3.4 to read as follows:]
The particulars required on the COD form must be handwritten with ink, typewritten, or computer-printed. The USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The mailer cannot stipulate "Cash Only" on the COD form.
* * * * *

Postal Operations Manual (POM)
[Replace all instances of the word "insured" with "Insured Mail," where it refers to a mail service, throughout the POM.]

1 Retail Management
* * * * *

14 Other Retail Services Management
* * * * *

147 Indemnity Claims

147.1 General Instructions for Filing Claims

147.11 How to File

147.111 Customer Action

[Revise 147.111 to read as follows:]

The following actions apply to customers who file indemnity claims for Insured Mail, Registered Mail with Postal Service insurance, COD, or Express Mail articles. (See Exhibit 147.11 and the IMM for international Insured Mail and Registered Mail claims.)

- a. *Claims for Loss.* Only the sender may file an indemnity claim for the complete loss of an unnumbered Insured Mail article. Either the sender or addressee, who is in possession of the mailing receipt, may file an indemnity claim for the complete loss of a numbered Insured Mail, Registered Mail with Postal Service insurance, COD, or Express Mail article by presenting evidence of insurance and evidence of value. (Proof of loss is not required for numbered Insured Mail, Registered Mail, COD, or Express Mail claims.)

Note: If the article was mailed with Express Mail COD or Registered Mail COD service, the claimant must provide the original COD receipt with either the Express Mail or the Registered Mail receipt.

- b. *Claims for Damage.* Either the sender or addressee may file a claim for damage or for missing contents by presenting evidence of insurance and evidence of value. The addressee must present the article, packaging, and container to the Postal Service for inspection. If the sender filed the claim, the St. Louis ASC will notify the addressee by letter to present the article, packaging, and container to the Postal Service for inspection.
- c. *Time Limits.* Claims for complete loss must be filed within the time frames prescribed in DMM S010.2.2. Claims for damage or missing contents must be filed no later than 60 days from the mailing date.
- d. *PS Form 1000.* The customer must complete the applicable spaces on PS Form 1000, *Domestic Claim or Registered Mail Inquiry*, for all domestic indemnity claims.

Exhibit 147.11

General Instructions for Filing Claims

[Revise Exhibit 147.11 to read as follows:]

ELIGIBLE TYPES OF MAIL SERVICES

Insured Mail (unnumbered/numbered), Registered Mail, COD, Express Mail, Express Mail COD, and Registered Mail COD

WHO MAY FILE

- Complete Loss — Sender or addressee who is in possession of the mailing receipt
- Unnumbered Insured Mail — Only Sender
- Damage or Loss of Contents — Sender or addressee

Filing Time Periods and Required Forms:

Claims for damage and missing contents must be filed immediately but no later than 60 days from the mailing date. Claims for total loss should follow the time frames below.

Type of Mail	After Mailing Date		
	No Sooner Than	No Later Than	Form
Insured Mail	21 days	180 days	1000
Registered Mail	15 days	180 days	1000
COD/Registered Mail COD	45 days	180 days	1000
Express Mail	7 days	90 days	1000
Express Mail COD	45 days	90 days	1000

* * * * *

DOCUMENTATION REQUIRED FROM CUSTOMER

A. Evidence of Insurance (at least one):

* * * * *

[Insert new item 3 to read as follows:]

- 3. The original sales receipt from the Postal Service listing the mailing receipt number and insurance amount, if the original mailing receipt is not available. Reproduced copies of the Postal Service sales receipt are not acceptable.

* * * * *

B. Evidence of Value (at least one):

* * * * *

[Revise item 4 to read as follows:]

- 4. For items valued up to \$100, customer's description of article, amount paid, where purchased, whether the item was new or used; or

* * * * *

[Insert new items 6 and 7 to read as follows:]

6. Copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid; or
7. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored-value account, a computer printout of an online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

[Revise heading C to read as follows:]

C. Proof of Loss (required for unnumbered Insured Mail only):

[Delete items 1 and 3, renumber current item 2 as new item 1 and revise to read as follows:]

1. Letter of nonreceipt from addressee, dated at least 21 days after the date of mailing.

* * * * *

147.112 Accepting Post Office

When accepting a customer's claim, handle it as follows:

* * * * *

[Revise item e to read as follows:]

- e. (For all claims) Detach copy 2 of PS Form 1000 and give it to the customer to retain until the claim is settled.

[Delete item f and reletter current item g as new item f.]

147.113 Claims and Inquiry Employee

[Revise 147.113 to read as follows:]

Detach copy 1 of PS Form 1000 and file it alphabetically by sender's name. Process the claim as explained in 147.12.

147.12 Processing Claims at the Post Office

[Revise title and text of 147.121 to read as follows:]

147.121 Loss of Unnumbered Insured Mail, Numbered Insured Mail, Registered Mail With Postal Service Insurance, COD, or Express Mail Items

Process the claims as follows:

When PS Form 1000 is presented at a Post Office for the purpose of filing a claim, check for completeness, customer signature, and supporting documentation.

Field personnel who have access to the Web should enter claims into the Customer Claims Response System (CCRS). For offices without Web access, the claims should

be mailed to the District Consumer Affairs Office for entry into CCRS. Claims must be entered into the system daily. Claims forms submitted with an APO/FPO mailing address must include the unit or ship designation.

* * * * *

[Delete Exhibit 147.12 (p. 1) and Exhibit 147.12 (p. 2).]

[Delete 147.122 through 147.124.]

147.125 Damage Claim Filed by Sender

[Revise 147.125 to read as follows:]

If the sender files a damage claim for an article still in the possession of the addressee, the St. Louis ASC will notify the addressee by letter to present the article, packaging, and container to the USPS for inspection. Failure to do so will result in denial of the claim.

Note: When the sender receives notification from the addressee of receipt of a damaged article, the sender must advise the addressee to await notification from the Postal Service to present the article, packaging, and container to the Postal Service for inspection if the sender selects to file the claim.

147.126 Damage Claim Filed by Addressee

[Revise 147.126 to read as follows:]

If the addressee files a damage claim, part B of PS Form 1000 must be completed to show that the damaged article and its wrapper and packaging were presented for inspection when the claim was filed. If additional space is needed, attach a separate sheet to the claim form describing the damage. The St. Louis ASC will make payment to the addressee if the mailing receipt was presented at the time of filing unless the sender filed a dual claim and presented proof of insurance and designated themselves as the payee, or to the addressee when designated by the sender as payee.

[Insert Exhibit 147.126.]

**Exhibit 147.126
Processing Claims for Damage or Partial Loss of Contents**

- All Claims for Damaged/Missing Contents**
- Complete PS Form 1000, part B, to show that the damaged article and its wrapper and packaging were presented for inspection when the claim was filed.
 - Attach a separate sheet to the claim form describing the damage.
 - If necessary, return the article to the customer so that an appraisal or estimate can be obtained.
 - Use PS Form 3831, *Receipt for Article(s) Damaged in Mails*, to give and take receipts for damaged articles. Note the condition of the form.

- Payment is made to the customer presenting the mailing receipt or to the addressee when designated by the sender as payee.
- **Exception:** (For numbered Insured Mail articles only) If the addressee paid for repair to partially damaged article and the endorsement on the wrapper shows that enough insurance was bought to cover the cost of repairs, payment will be made to the addressee unless a claim payment has already been made on the numbered Insured Mail article.
- If the article has no salvage value, allow the customer to keep it if the customer wants it; otherwise, destroy it.
- If the completely damaged Insured Mail, COD, or Express Mail article has salvage value, retain it for 90 days, and then forward it to the appropriate mail recovery center on the next weekly dispatch.
- For Registered Mail claims, retain the article and the packaging until released by notification from the St. Louis ASC.

[Delete 147.127 and 147.128.]

* * * * *

[Delete 147.13. Renummer current 147.14 as new 147.13.])

147.13 Inquiries and Duplicate Claims

* * * * *

147.133 Claim Form Copy Not on File

[Revise 147.133 to read as follows:]

If a copy of PS Form 1000 is not on file, advise the customer that no record exists. If the customer kept a copy of the claim form, ask the customer to bring or send a copy to the Post Office. If neither the customer nor the Post Office has a copy of the claim form, the customer must file an original claim on PS Form 1000. Ask the customer to come to the Post Office with the original mailing receipt. When the customer presents the mailing receipt and the receipt is annotated to show that a claim was filed, follow original claim procedures and attach a note to the claim indicating that a previous claim was filed.

147.134 Completing Duplicate Claims

[Revise 147.134 to read as follows:]

Complete these duplicate claims as follows:

Do not use a new PS Form 1000 when filing a duplicate claim. Use either a photocopy of the customer's copy or the Post Office's copy and mark "Duplicate" on the top left corner of the form immediately above the title. Process form as in 147.12.

[Delete 147.135.]

147.2 Reimbursements

147.21 Tendered

[Revise 147.21 to read as follows:]

If a customer reimburses the Postal Service for an incorrectly paid claim, Postal Service personnel must accept it and issue a receipt using PS Form 1096, *Receipt*. Annotate the receipt to indicate the form of payment received, that is, cash, personal check, money order, as so on, and record the number of any negotiable instrument received. If cash is received from the customer, issue a no-fee money order payable to the U.S. Postal Service for transmittal to the Eagan ASC. Do not send cash. Send all reimbursements to the Eagan ASC with all claim-identifying information to the following address:

DISBURSING BRANCH
2825 LONE OAK PKWY
EAGAN MN 55121-9600

Personal checks, money orders, or other negotiable instruments should be made payable to the U.S. Postal Service. If the instrument is made payable to the postmaster, the postmaster must sign and restrictively endorse it "Pay to U.S. Postal Service" and forward as above.

* * * * *

147.3 Disposition

147.31 Damaged Article

[Revise 147.31 to read as follows:]

For a completely damaged article with little or no salvage value, allow the customer to keep the article if the customer wants it; items that may be of a hazardous nature to employees must be destroyed. If the completely damaged Insured Mail, COD, or Express Mail article has salvage value, retain the article until the disposition of the claim is settled. Provide the customer with PS Form 3831, *Receipt for Article(s) Damaged in Mails*. The article is held until the claim is closed. The status of a claim can be obtained by logging on to the Customer Claims Response System or by calling the St. Louis ASC Help Desk at 866-974-2733. If the customer's claim is denied, return the article upon request. Notify the customer in writing, after the claim has been closed, that the claimant has 30 days from the date of decision to recover the article and that he/she has no recourse if, subsequently, the item is disposed of. Articles on which claims are paid, on which the customer has not filed an appeal, or on which the customer fails to recover after the final denial action, should be forwarded to the appropriate mail recovery center on the next weekly dispatch. Articles being

sent to the mail recovery center should not be stripped of the insured labels and must include a copy of the paid claim letter or notice that the item is ready for auction. For Registered Mail damage claims, retain the article and packaging at the Post Office until released by notification from the St. Louis ASC. Make sure the disposition of the damaged article is clearly annotated on PS Form 1000.

* * * * *

[Delete 147.4.]

* * * * *

Publication 122, Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries

[Replace all instances of the word “insured” with “Insured Mail” and “registered” with “Registered Mail” where it refers to a mail service throughout Publication 122.]

* * * * *

Who Can File?

[Revise text to read as follows:]

The sender or addressee may file a claim for damage or loss of contents of an Insured Mail, Registered Mail, COD, or Express Mail article. When the claim is for complete loss of an Insured Mail, Registered Mail, COD, or Express Mail article, whoever holds the original mailing receipt may file the claim.

Where to File

[Revise text to read as follows:]

Claims may be filed at any Post Office, station, or branch. Claims do not have to be filed at the Post Office where the article was mailed or at the delivery Post Office. Claims may also be initiated on the Internet at www.usps.com.

When to File

[Revise text to read as follows:]

File claims immediately but no later than 60 days from the mailing date when the contents of an Insured Mail or Registered Mail article are damaged or missing from the packaging. The addressee must present the contents, container, and packaging in order to process a claim for damage.

For a lost article, use the table below to see how much time to allow from the date you mailed the article before you initiate a claim.

How Long to Wait Before Filing for Loss

[Revise chart to read as follows:]

Type of Mail	When to File (From Mailing Date) Minimum/Maximum
Insured Mail	21 days/180 days
SAM or PAL Surface to APO, FPO, or outside contiguous 48 states	45 days/180 days 75 days/180 days
Registered Mail	15 days/180 days
Registered Mail COD	45 days/180 days
COD Mail	45 days/180 days
Express Mail	7 days/90 days
Express Mail COD	45 days/90 days

How To File

Step 1 — Evidence of Insurance

* * * * *

[Revise second paragraph to read as follows:]

Although it is better to submit the original mailing receipt if possible, the following are acceptable:

* * * * *

[Revise item b to read as follows:]

- b. The wrapper, showing the names and addresses of both the sender and addressee, along with the endorsement, tag, or label showing that the article was sent as an Insured Mail, Registered Mail, COD, or Express Mail article. If only the wrapper is submitted, indemnity may be limited to \$100 for Insured Mail, \$50 for COD mail, \$100 for Registered Mail, and \$100 for Express Mail items.

[Insert new item c to read as follows:]

- c. The original sales receipt from the Postal Service listing the mailing receipt number and insurance amount, only if the original mailing receipt is not available. Reproduced copies of the Postal Service sales receipt are not acceptable.

Step 2 — Evidence of Value

* * * * *

One or more of the following are acceptable:

* * * * *

[Revise item d to read as follows:]

- d. For items valued up to \$100, your own statement describing the lost or damaged article. Please include date and place of purchase, amount paid, and whether the item was new or used (only if a sales receipt or invoice is not available). If the article is a hobby, craft, or similar handmade item, include price of materials used in making the item. Describe the article in

sufficient detail so we can determine whether the value claimed is accurate.

* * * * *

Step 3 — Proof of Damage or Loss

* * * * *

[Revise the second paragraph to read as follows:]

If the article was damaged or if some or all of the contents were missing, the addressee must present the article, packaging, and container to the Post Office. Either the sender or addressee must file a claim within 60 days from the date of mailing.

* * * * *

[Revise the fourth paragraph to read as follows:]

If the article was lost, the sender must submit proof of the loss for unnumbered Insured Mail only.

[Revise the fifth paragraph to read as follows:]

For unnumbered Insured Mail articles only, the Postal Service accepts a letter or statement from the addressee, dated at least 21 days after the date the article was mailed, stating that the addressee did not receive the article. The statement, or a copy of it, must be attached to the claim.

* * * * *

Step 4 — The Claim Form

* * * * *

When to Expect Payment

[Revise text to read as follows:]

A properly completed and supported claim is usually processed within 10 business days.

If you have not heard anything within 15 business days, you can check the status online via www.usps.com, call the St. Louis Accounting Service Center Help Desk at 866-974-2733, or ask your Post Office to inquire on the status of your claim.

* * * * *

[Revise the title to read as follows:]

Postal Service Insurance Coverage

[Revise the first paragraph to read as follows:]

Insurance is automatically provided with Express Mail. Insurance can be purchased separately for Insured Mail, Registered Mail, and COD articles.

* * * * *

[Revise the title to read as follows:]

What To Check Off When Filing

[Revise chart to read as follows:]

Action	Type of Mail				
	Insured Mail	COD	Registered Mail	Express Mail	Express Mail COD
Form to fill out	1000	1000	1000	1000	1000
File within 60 days from date of mailing for damage claims	√	√	√	√	√
Minimum days to file from Mailing date	21	45	15	7	45
Except: SAM or PAL	45				
Surface to APO, FPO, or outside 48 contiguous states					
Maximum time to file from mailing date	180	180	180	90	90
File at any Post Office	√	√	√	√	√
File for complete loss*	√	√	√	√	√
File for damage or partial loss**	√	√	√	√	√
Submit original mailing receipt	√	√	√	√	√
Submit evidence of cost or value	√	√	√	√	√
Submit proof of loss	For Unnumbered Insured Mail only				

Action	Type of Mail				
	Insured Mail	COD	Registered Mail	Express Mail	Express Mail COD
Submit item, container, wrapper, and packaging for damage or partial loss	√	√	√	√	√

* Sender or addressee may file the claim, whoever holds the original mailing receipt. However, for unnumbered insured mail, only the sender may file.

** Sender or addressee may file

* * * * *

Express Mail Payable Claims

In addition to the types of claims listed on pages 7 and 10, the following are also payable:

[Revise item a to read as follows:]

- a. For Express Mail Insurance, nonnegotiable documents are insured against loss, damage, or rifling while in transit. Coverage is limited to \$100 per piece (the unit on which postage is paid), subject to a maximum limit per occurrence as provided in paragraph a.4, below. Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. For this standard, *while in transit* begins when the Postal Service receives custody of the insured material and ends when the material is delivered to the addressee or, if undeliverable, when the sender receives the material on return. Nonnegotiable documents include audit and business records, commercial papers, and such other written instruments for the conduct and operation of banks and banking institutions that have not been

made negotiable or cannot be negotiated or converted into cash without forgery. Nonnegotiable documents can be hard copy, disk, tape, microfilm, or other forms of data storage. Articles such as artwork, collector or antique items, books, pamphlets, reader's proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:

* * * * *

[Revise item a.4 to read as follows:]

- 4. Catastrophic loss for multiple Express Mail items, such as major fire, limited to \$5,000, regardless of the number of Express Mail items, or the identity or number of customers involved. Each claim resulting from a catastrophic loss is first adjudicated individually. If the preliminary adjudication exceeds \$5,000, the percentage of the sum represented by each individual settlement is applied to the \$5,000 to determine each claimant's pro rata share of the final settlement, not to exceed \$100 per piece.

[Revise item b to read as follows:]

- d. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to \$100. (Additional insurance, up to a maximum liability of \$5,000, may be purchased for merchandise valued at more than \$100.)

* * * * *

— Revenue and Field Accounting,
Finance, 8-21-03

UPDATE

Electronic Mailing Addresses for Post Offices and Facilities

This article updates the article "Electronic Mailing Addresses for Post Offices and Facilities" in Postal Bulletin 22102 (5-15-03, page 34).

Effective immediately, the following policy and procedural change will occur concerning the electronic mailing address for Post Offices and facilities.

Each facility that submits a PS Form 1412 must have an e-mail account. This account can be a managed account or a distribution list. The e-mail directory uses the following typical naming convention for managed accounts and distribution lists:

- **Managed account:** [~ZIP Code] then [City], [State Abbreviation] (e.g., ~33611 Tampa, FL)
- **Distribution list:** [~ZIP Code] then [City], [State Abbreviation] – [Facility] (e.g., ~97214 Portland, OR – TIGARD BRANCH)

Local Information System (IS) offices have previously created these accounts, which can be located in the e-mail directory by searching by [~ zipcode.]

The accounting service centers (ASCs) will no longer support electronic mailing addresses that contain a specific individual name in the address. All current electronic mail-

ing addresses that correspond to the above naming standard will remain the same. Those with specific names in the address must be changed.

This policy change is necessary to ensure that reports are distributed to the proper facilities and to reduce the maintenance of the electronic mailing addresses for these

facilities. This change will be implemented as districts are migrated to the ASCs.

— Finance Business System Portfolio,
Information Technology, and
Revenue and Field Accounting, Finance, 8-21-03

Field Financial Reporting Changes for PFY 2004

The new Postal Fiscal Year (PFY) 2004 begins on October 1, 2003. For the first time in Postal Service™ history, all financial data will be transmitted electronically. In addition, all Postal Service business will be reported each business day, eliminating the need for some forms that have been in existence for many years. Additionally:

- Standard Accounting for Retail (SFAR) will be fully implemented.
- All unit data will be transmitted electronically.
- The Standard Field Accounting System (SFAS) and Postmaster Accounting (PMA) System will be retired.
- Accountbooks and Statements of Accounts (SOAs) will be discontinued.
- We will be changing from the current 28-day reporting cycle to monthly accounting periods.

Electronic Transmission of Financial Data

All offices that do not report through Point of Service (POS) ONE or Integrated Retail Terminal (IRT) terminals are required to complete a PS Form 1412-A, *Daily Financial Form*, or PS Form 1412-B, *Daily Financial Report*, to support daily electronic transmission. The data from the PS Forms 1412 must be entered into the Small Post Office Reporting Tool (SPORT) application daily. The forms with supporting documentation should be kept in the offices. Offices designated to use the automated systems are as follows:

- MOVES — Offices currently using MOVES will continue to use it, along with PS Form 1412-A, for their daily transmission. Contract Postal Units (CPUs) will continue to forward their PS Form 1412-A to the host Post Office for transmission.
- SPORT — Stations and branches not currently using MOVES will use this application along with PS Form 1412-B for their daily transmission. PS Form 1412-B, April 2003 version, is specifically designed for ease of use by SPORT offices.

We recently revised both forms (PS Form 1412-A in August 2003 and PS Form 1412-B in April 2003).

You may obtain both forms online from the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click

on *Postal Forms*. You may also order them from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry (TTOE):** 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 placing your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or 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 DRIVE
TOPEKA KS 66624-9702

Use the following information to order PS Form 1412-A:

PSIN: PS1412A
NSN: 7530-01-000-9295
Unit of Measure: PD
Minimum Order Quantity: 1
Bulk Pack Quantity: 40
Quick Pick Number: 124
Price: \$1.7681
Edition Date: 08/03

Use the following information to order PS Form 1412-B:

PSIN: PS1412B
NSN: 7530-01-000-9296
Unit of Measure: PD
Minimum Order Quantity: 2
Bulk Pack Quantity: 60
Quick Pick Number: 125
Price: \$1.0428
Edition Date: 04/03

Accountbooks and Statement of Accounts

Accountbooks and SOAs will be discontinued as of the beginning of PFY 2004. The electronic transmission of daily financial data by all units eliminates the need for accountbooks. Continue to maintain all previous account-

books and SOAs in accordance with established retention periods.

— *Revenue and Field Accounting,
Finance, 8-21-03*

International Mail

IMM AND PUBLICATION 51 REVISION

International Mail — Global Express Mail Service to Finland, Greece, and Ireland

Effective September 6, 2003, the Postal Service™ is expanding its agreement with Royal Mail Group's Pan-European parcel delivery company, General Logistics System (GLS), for delivery of Global Express Mail™ (EMS) items to include Finland, Greece, and Ireland. With these additions, the contractor will deliver EMS items to the following countries:

- Austria
- Belgium
- Denmark
- Finland
- France
- Germany
- Greece
- Ireland
- Italy
- Liechtenstein
- Luxembourg
- Malta
- Monaco
- Netherlands
- San Marino
- Sweden
- Switzerland
- Vatican City

(The contractor also delivers Global Airmail™ Parcel Post (air parcels) to these countries plus Andorra, Gibraltar, Portugal, and Spain.)

Accordingly, certain requirements for EMS items sent to Finland, Greece, and Ireland will change effective September 6, 2003. Depending on the destination country, these changes may include the maximum size and weight, return receipt service, and the need to provide commercial invoices with shipments.

In addition, for the other countries to which the contractor delivers EMS items, we are revising text in the *International Mail Manual* (IMM) to clarify information regarding required customs forms/endorsements, as well as a few other items as noted in this article.

For more information on EMS service to Europe provided by this contractor, see the GEM Field Information Kit in this issue of the *Postal Bulletin*.

We will incorporate these revisions into the printed version of IMM 30 and into the next printed version of Publication 51, *International Postal Rates and Fees*, and also into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
220	Global Express Mail				
221	Description				
	*	*	*	*	*

221.4 Return Receipt Service

Return Receipt service is available for Global Express Mail items *only* to the following countries at no additional charge (see 340 for preparation procedures):

[Revise the list in 221.4 to read as follows (remove Greece):]

Argentina
Australia
Bahrain
Guinea-Bissau
Hong Kong
Korea, Republic of (South)

Kuwait
 Pakistan
 Qatar
 Singapore
 South Africa
 Taiwan
 Tunisia

telephone number for addressee should be provided if possible.

* * * * *

Individual Country Listings

* * * * *

Austria

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	

[Revise the text of the third row in the table to read as follows:]

Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
---	---

Notes:

[Revise the text for the "Notes" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Austria.
4. Express Mail shipments must have a street address. Post office box addresses cannot be used. A local

Belgium

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	

[Revise the text of the third row in the table to read as follows:]

Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
---	---

Notes:

* * * * *

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Denmark

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted * * * * *	Required Customs Form/Endorsement
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

Notes:

[Revise the text for the "Notes" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Denmark.
4. Express Mail shipments must have a street address. Post office box addresses cannot be used. A local telephone number for addressee should be provided if possible.

* * * * *

Finland

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted * * * * *	Required Customs Form/Endorsement
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

* * * * *

Notes:

[Revise the text for "Notes" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Finland.
4. Express Mail shipments must have a street address. Post office box addresses cannot be used. A local telephone number for addressee should be provided if possible.

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France

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
* * * * *	

Notes:

[Revise the text for the second "Note" to read as follows:]

2. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Germany

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

[Revise the text for "Return Receipt Service" to read as follows:]

Return Receipt Service (221.4) NOT Available

Notes:

[Revise the text for the first and second "Notes" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.

* * * * *

Greece

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Global Express Mail (EMS) (220)

[In the Global Express Mail table, revise the last line to read "Weight Limit: 70 lbs."]

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	

[Revise the text of the third row in the table to read as follows:]

Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
---	---

Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

[Revise the text for "Return Receipt Service" to read as follows:]

Return Receipt Service (221.4) NOT Available

[Revise the heading and text for "Note" to read as follows:]

Notes:

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Greece.
4. Express Mail shipments must have a street address. Post office box addresses cannot be used. A local telephone number for addressee should be provided if possible.

* * * * *

Ireland

* * * * *

Global Express Mail (EMS) (220)

[In the Global Express Mail table, revise the last line to read "Weight Limit: 70 lbs."]

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	

[Revise the text of the third row in the table to read as follows:]

Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
---	---

Size Limits (223.2)

[Revise the text for "Size Limits" to read as follows:]

Maximum length: 79 inches

Maximum length and girth combined: 108 inches

* * * * *

Notes:

[Revise the text for "Notes" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
2. Arms, weapons, and human remains are prohibited.
3. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Ireland.
4. Express Mail shipments must have a street address. Post office box addresses cannot be used. A local telephone number for addressee should be provided if possible.
5. All items must have both the county and city in the address.

* * * * *

Italy

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Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Liechtenstein

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Luxembourg

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Malta

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	

[Revise the text of the third row in the table to read as follows:]

Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
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* * * * *

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Netherlands

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Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	

[Revise the text of the third row in the table to read as follows:]

Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
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* * * * *

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

San Marino

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
* * * * *	

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Sweden

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Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
* * * * *	

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Switzerland

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	
<i>[Revise the text of the third row in the table to read as follows:]</i>	
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
* * * * *	

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Vatican City

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Insurance (221.3)

* * * * *

Articles Admitted	Required Customs Form/Endorsement
* * * * *	

[Revise the text of the third row in the table to read as follows:]

Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Declaration and Dispatch Note CP 72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP 91</i> . An invoice, in duplicate, is required for all commercial shipments regardless of value and all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.
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* * * * *

Notes:

[Revise the text for the first "Note" to read as follows:]

1. An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more. The invoices must be either affixed to the outside of the parcel or enclosed in PS Form 2976-E with the customs declaration.

* * * * *

Publication 51, International Postal Rates and Fees

* * * * *

Country Listing

[In the Country Listing, revise the entries for Greece and Ireland to read as follows:]

Country	EMS Rate Group	EMS Max. Weight Limit (lb.)	Airmail Parcel Post Rate Group	Economy (Surface) Parcel Post Rate Group	Parcel Post Max. Weight Limit (lb.)	Parcel Post Insurance Indemnity Limit (\$)	Letter-post Rate Group *	GXG Rate Group
* * * * *								
Greece	7	70	6	6	70 Air 44 Econ.	5000 Air 500 Econ.	3	6
* * * * *								
Ireland	6	70	6	6	70 Air 66 Econ.	5000 Air 1425 Econ.	3*	3

* * * * *

Global Express Mail — Single-Ply Label Web Tool

Effective August 22, 2003, the United States Postal Service® will launch a new Postal Service™ Web Tool that provides customers who use the Internet with the ability to generate and print Global Express Mail™ labels from their personal computers. This new application program interface (API) will produce a single-ply, black-and-white Global Express Mail label with both a label barcode and a customs form barcode. This label conforms to the format for Postal Service standard shipping labels and thus eliminates the need to have a separate customs form for mailing. See page 132 for a sample of a Global Express Mail label with the integrated customs declaration form and barcode.

Initially, this new API will be available on a beta-test basis only. Mailers who would like more information on this new online Global Express Mail API should e-mail their request to webtools@usps.com.

The single-ply Global Express Mail label is available on the Postal Service Internet, through the Click-N-Ship™ Web site at <http://sss-web.usps.com>, and through the Web Tools Web site at www.uspswebtools.com. Users must pay postage for single-ply Global Express Mail labels by adhesive stamps, meter stamps, postage validation imprinter (PVI), or PC Postage®. At this time, the Postal Service does not allow customers to pay through Express Mail Corporate Accounts (EMCAs).

Service Standards

The basic service criteria and delivery of the mail remain unchanged for the single-ply Global Express Mail label. For additional information on Global Express Mail service, visit our Web site at www.usps.com/global/globalexpressmail.htm.

Acceptance

The acceptance criteria for shipments with single-ply Global Express Mail labels are similar to the current multi-ply Global Express Mail labels. Customers can deposit items weighing less than 1 pound in an Express Mail collection box; customers can present items of any weight at a designated Postal Service facility, or leave them for pick-up by a carrier or Postal Service employee. *International Mail Manual* (IMM) 220 lists the requirements for acceptance.

POS ONE/IRT offices process Global Express Mail items with the single-ply label the same way as they process current multi-ply Global Express Mail labels. If prompted for a customs form, POS ONE sites must scan the customs declaration number barcode at the left of the label rather than using a separate customs form. The Online form now has two barcodes. There is no Finance Copy to file or Customer Copy attached to the label. The Postal Service has developed a daily log form to allow manual offices (non-POS ONE/IRT sites) to record the Global Express Mail acceptance information and send it to the district Express Mail Office for data entry. These forms are automatically distributed to all offices.

To support the implementation of this program, the Postal Service has slightly modified the standard operating procedures for retail acceptance and handling of short-paid items. Retail Operations will distribute the new procedures to the field, beginning August 15, 2003.

— *International Product Development,
Product Development, 8-21-03*



U.S. POSTAGE
REQUIRED

Customs Declaration Number
 CP 610 000 576 US

FROM: JOHN DOE
10 ELM STREET
ANYTOWN ST 01234-5678
USA

SENDER'S INSTRUCTION
If Undeliverable Return To: Sender

TO: WALTER C. BROWN
49 FEATHERSTONE STREET
LONDON EC1Y8SY
GREAT BRITAIN AND NORTHERN IRELAND

CUSTOMS DECLARATION			WEIGHT	5 LBS	8 OZS
No	Qty	Itemized Contents	Value (USD)	Country of Origin	
1	1	Policy guidelines document	\$55.00	US	
2	500	Corporate Letterhead	\$37.00	Canada	
I certify that the particulars given are correct and that this item does not contain any dangerous article prohibited by postal regulations.			Total Value (USD)	\$92.00	
Signature of Sender:			Date:		



EC 103 001 060 US

✂ ————— Cut on dotted line. —————

Instructions

1. Use Global Express Mail or Express Mail packaging or stickers.
2. Sign the label. Your signature is regarded as a guarantee that the particulars given are correct and that the package does not contain any dangerous substance or article prohibited by postal regulation.
3. Securely adhere shipping label to package with tape or glue. DO NOT TAPE OVER BARCODES. Be sure all edges are secure. Self-adhesive labels are recommended.
4. Place label so it does not wrap around the edge of the package.
5. Affix Global Express Mail postage.
6. International packages weighing 16oz. or more may not be placed in Postal Service collection boxes. They must either be deposited through a Postal Service Sales and Service Associate in a Post Office or given to a Postal Service carrier.
7. Each shipping label number is unique and can be used only once. DO NOT PHOTOCOPY.
8. Please use this shipping label on the "Ship Date" selected when you requested the label.
9. If a mailing receipt is required, present this article and Online Label Record at a Post Office for a date stamp.

Customer Online Label Record

Global Express Mail™ Number:
EC 103 001 060 US

Print Date: 08/01/03 Ship Date: 08/01/03
 Shipment Weight: 5 lbs. 8 ozs.
 Global Express Mail postage: \$41.75

From:
 JOHN DOE
 10 ELM STREET
 ANYTOWN ST 01234-5678
 USA

USPS
Date Stamp
Here

To: WALTER C. BROWN
 49 FEATHERSTONE STREET
 LONDON EC1Y8SY
 GREAT BRITAIN AND NORTHERN IRELAND

Customs Declaration Number:
CP 610 000 576 US

UNITED STATES POSTAL SERVICE Thank you for shipping with the United States Postal Service!
 Check the status of your shipment on the Track & Confirm page at www.usps.com.

Support Wildlife



Buy a Duck Stamp

This is the Migratory Bird Hunting and Conservation Stamp, not a postage stamp. When you purchase this stamp, you're helping add acres to the 100-year-old National Wildlife Refuge System. The stamp can be used to gain free admission to National Refuges. Approximately 98% of every purchase goes directly toward protecting habitats for wildlife in those refuges. For more information, visit <http://duckstamps.fws.gov>

Partners in conservation for 70 years:



**UNITED STATES
POSTAL SERVICE.**

www.usps.com



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CENTURY
OF CONSERVATION

On sale starting July 1, 2003

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SF03-BLZ-PL-610
Cmg



ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 5 ICM updates appear here.

On May 5, 2003, the Postal Service™ entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** January 1, 2003, through December 31, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS.
- f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On July 22, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 5, 2003, through August 4, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$60,000 in postage for EMS.
- f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On July 23, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 6, 2003, through August 5, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$20,000 in postage for EMS.
- f. **Worksharing:** The Mailer has agreed to:

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

Exhibit 1

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

On October 28, 2002, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** November 12, 2003, through November 11, 2003.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS.
- f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 - 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.
- g. Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

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

On July 24, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 7, 2003, through August 6, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS or \$20,000 in postage for EMS.
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.

2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

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

Exhibit 1

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

— Pricing Strategy,
Pricing and Classification, 8-21-03

FIELD INFORMATION KIT

Global Express Mail (GEM) European Expansion

This Global Express Mail™ (GEM™) Service European Expansion Field Information Kit contains the following items:

- Fact Sheet
- Mailing Tips
- Frequently Asked Questions — General
- Frequently Asked Questions — Retail Associates
- Rates, Fees, and Requirements

This kit replaces the information published in *Postal Bulletin* 22098 (3-20-03, pages 21–31).

Fact Sheet*Overview*

Effective September 6, 2003, the Postal Service is expanding its agreement with Royal Mail Group's Pan-European parcel delivery company, General Logistics System (GLS), for delivery of Global Express Mail (GEM) to Europe to include Finland, Greece, and Ireland. This brings the total number of countries served by this advanced delivery system to 18.

With these additions, GEM through GLS now serves the following European countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Malta	Switzerland
Denmark	Ireland	Monaco	Vatican City
Finland	Italy	Netherlands	
France	Liechtenstein	San Marino	

GLS also delivers Global Airmail™ Parcel Post (air parcels) to these countries plus Andorra, Gibraltar, Portugal, and Spain. The postal administrations in Andorra, Gibraltar, Portugal, and Spain will continue to deliver GEM items in those countries.

Customer Opportunities

The agreement with Royal Mail/GLS will provide improved service, delivery times, and track and trace capabilities at no extra cost to the mailer. All GEM items delivered by GLS can be tracked online at www.usps.com. Just click on *Track & Confirm* and then enter the label number.

A discount program is available for Express Mail Corporate Account (EMCA) holders. All EMCA holders will

receive a minimum 5 percent discount off GEM rates. Mailers who ship at least 600 pieces or spend \$12,000 in annual postage are eligible for greater discounts.

All GEM items delivered by GLS are automatically insured against loss, damage, or rifling for up to \$100 at no extra cost. Additional merchandise insurance is available up to \$5,000 in value (\$1.00 for each additional \$100 or fraction thereof).

GEM Highlights

GEM service is designed to be delivered in 3 to 5 business days, depending on origin and destination, to more than 190 countries, with prices to Europe starting at \$17.00.

Online options enable customers to print labels, pay postage, arrange pick-up service, and order supplies. For more information, visit www.usps.com (just click on *Send Mail & Packages*, then *International Delivery Options*, then *Go* under either "Send Mail" or "Send Packages," and then *Global Express Mail*), or call 800-222-1811.

Customs, Fees, and Taxes

Each destination country charges customs and administrative fees on shipments containing dutiable items. General customs information is available online at www.usps.com/global/customs.htm. For information about specific destination countries, go to www.wcoomd.org, or go to the destination country web site. For Postal Service customs information, refer to *International Mail Manual (IMM)*, Section 123.

Mailing Tips*List of Countries That General Logistics System (GLS) Serves*

GLS currently delivers GEM items to Austria, Belgium, Denmark, France, Germany, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, San Marino, Sweden, Switzerland, and Vatican City.

The three additional countries to which GLS will deliver GEM pieces effective September 6, 2003, are Finland, Greece, and Ireland.

GLS does not deliver GEM pieces to Andorra, Gibraltar, Portugal, and Spain. The postal administrations in those countries will deliver GEM items.

P.O. Box Delivery

GLS cannot deliver to P.O. boxes. Therefore, items addressed to P.O. boxes for any country listed above cannot be accepted. Please note that the Spanish notation for post office boxes is "Apartado." Those items destined for Spain with "Apartado" included in the address cannot be delivered by GLS.

Addressing

To ensure address verification and delivery coordination, the recipient's telephone number should always be included on the GEM label.

Special Services

Return receipt service for GEM items is not available to European countries served by GLS, even if the item is insured.

Weight

The weight limit for GEM items to the 18 countries served by GLS is 70 pounds.

Postage

Postage covers delivery only. Additional charges, such as duties, fees, and taxes, may be charged in the foreign country, payable by the recipient.

Customs

The destination country, not the Postal Service, determines what duties, fees, and taxes will be charged for all incoming shipments. Foreign customs have the authority to open the package and validate the customs form with the articles inside.

- Global Airmail™ Parcel Post and GEM shipments mailed by consumers and valued under €45 Euros (\$50.89 as of August 4, 2003) (note that "€" is the sign for Euros) are not assessed customs duties, taxes, or an administrative fee.
- Global Airmail Parcel Post and GEM shipments mailed by consumers and valued at €45 and up to but not including €350 (\$395.78 as of August 4, 2003) are assessed a combined customs duty and tax of 13.5 percent plus an administrative fee of €9.50 (\$10.74 as of August 4, 2003).
- Global Airmail Parcel Post and GEM shipments valued at €350 or more are assessed as if the parcel were mailed by a business. For additional information on customs requirements and fees, visit www.usps.com/global/customs.htm and www.wcoomd.org.

If the shipment is valued at more than \$300, the mailer must place two copies of an invoice inside PS Form 2976-E, *Dispatch Note Envelope*, containing PS Form 2976-A, *Customs Declarations and Dispatch Note CP 72*. A customer who does not have an invoice must write "Pro Forma Invoice" on the customs form.

Postage Payment

Encourage customers to retain their receipts. If the receipt does not contain the custom form number, Postal Service personnel should record the GEM number and customs barcoded number on the receipt.

Frequently Asked Questions — General

What's New With GEM?

Effective September 6, 2003, the Postal Service is expanding its agreement with Royal Mail Group's Pan-European parcel delivery company, General Logistics System (GLS), for delivery of Global Express Mail Service (GEM) items to include Finland, Greece, and Ireland, bringing the total number of European countries served by this transportation system to 18.

When Did the Postal Service Initially Enter Into Agreement for the Delivery of Airmail Parcels and GEM in Europe?

On October 31, 2001, the Postal Service entered into an agreement with the Royal Mail Group for the delivery of GEM in 6 countries in Europe and delivery of Global Air Parcel in 22 countries in Europe. GLS, a wholly owned subsidiary of the Royal Mail Group, makes the actual deliveries.

What Have Been the Benefits of the Agreement?

The Postal Service's agreement with GLS offers a better combination of service, price, and tracking capability to customers mailing packages to Europe. The agreement provides an integrated network for the delivery of GEM and Air Parcels in Europe and for the first time offers the ability to track and trace air parcels in addition to GEM.

How Does the Delivery Network Work?

The Postal Service transports all parcels from the United States to GLS's hub in Neuenstein, Germany. From there, GLS distributes the parcels to network countries in Europe for delivery.

What Countries Are Now Serviced by This Agreement?

The countries covered by the agreement are as follows:

- **GEM:** Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, San Marino, Sweden, Switzerland, and Vatican City.
- **Global Airmail Parcel Post:** Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Gibraltar, Greece, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Portugal, San Marino, Spain, Sweden, Switzerland, and Vatican City.

Why Did My Recipient Have to Pay to Get the Package/Letter I Sent?

All items entering a foreign country are subject to customs inspection and assessment of duties, taxes, and fees in accordance with that country's national laws. This is not new. Customs duties and taxes are assessed, generally, if the item sent is dutiable and if the value of the item is above the threshold set by the country's laws. Each country assesses customs, duties, and taxes. Check www.wcoomd.org for general information, or visit the web site of that country's customs service. In addition, GLS can charge administrative fees to facilitate customs inspection and deliveries. It is important to understand that, if duties and taxes are assessed on an item mailed via the Postal Service, they are collected from the recipient. Postage is charged to cover the cost of delivery only. Postage does not cover charges assessed by customs in the destination country.

What Can You Tell Me About the Standard Customs, Duties, and Taxes?

Consumer air parcels delivered by GLS to European countries in the European Union (EU) are subject to the following standards:

- Airmail Parcel Post and GEM shipments mailed by consumers valued under €45 (\$50.89 as of August 4, 2003) are not assessed customs duties, taxes, or an administrative fee.
- Global Airmail Parcel Post and GEM shipments mailed by consumers valued at €45 and up to but not including €350 (\$395.78 as of August 4, 2003) are assessed a combined customs duty and tax of approximately 13.5 percent plus an administrative fee of €9.50 (\$10.74 as of August 4, 2003) for customs clearance.

- Global Airmail Parcel Post and GEM shipments mailed by consumers valued at €350 or more are assessed as if the parcel were mailed by a business.

Shipments worth more than \$300 must have a commercial invoice, in duplicate, just like business shipments.

Each destination country charges customs and administrative fees on shipments containing dutiable items. General customs information is available online at www.usps.com/global/customs.htm. For information about specific destination countries, go to www.wcoomd.org, or go to the destination country website. For Postal Service customs information, refer to *International Mail Manual (IMM)*, Section 123, Individual Country Listings.

For Malta and Switzerland, countries that are not members of the EU, all items enter as high value and may be assessed duties and taxes.

What Is an Administrative Fee?

For most countries, if duties or taxes are assessed, there also is an administrative fee, in addition to duties and taxes, that is collected from the recipient to cover the costs of clearing the item through customs.

How Do Consumers in Europe Initiate a Claim or Inquiry?

In order for recipients in European countries served by GLS to initiate a claim or inquiry, they must contact the mailer, who will initiate an inquiry, and, if required, a claim.

What Is a Customs Declaration Form?

The mailer is responsible for completing the appropriate customs declaration. It is essential that mailers using PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*, properly complete it. The customs declaration form is used by foreign authorities to clear mail for entry into their country and, when appropriate, assess duties and taxes. Failure to fully and accurately complete the customs declaration form may result in the delay of the mail, inconvenience to the recipient, or the incorrect assessment of duties and taxes.

All business air parcels must include a commercial invoice, in duplicate, in addition to the postal customs declaration form. The mailer must place this invoice inside PS Form 2976-E, *Dispatch Note Envelope*, with the customs declaration. Shipments not having commercial invoices may be delayed or returned to the mailer.

Frequently Asked Questions — Retail Associates

With the Expansion of GEM, How Is This Going to Affect Me in Terms of Current Retail Acceptance Procedures?

Return receipt service for GEM items is no longer available to Finland, Greece, and Ireland. Depending on the country, the maximum size and weight dimensions may have changed. We will provide service descriptions and postage rates for these new countries through POS and IRT and through *International Mail Manual* (IMM) updates and *Postal Bulletin* announcements. The administrative fee for GEM items delivered into Finland, Greece, and Ireland will be €9.50 (\$10.74 as of August 4, 2003), the same as other European countries covered under the GLS agreement.

Also, it is important to remind customers to read and complete the customs declaration form, and that applicable duties and fees are assessed by customs in the destination country and are due at delivery.

What Benefits Have Customers Experienced With the Expansion of the GLS Contract?

Customers have experienced more reliable and consistent service. They now also have the ability to track GEM items delivered by GLS at www.usps.com. Just click on *Track & Confirm* and then enter the label number.

What Countries Are Now Included in the Agreement With GLS?

- **GEM:** Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, San Marino, Sweden, Switzerland, and Vatican City.
- **Global Airmail Parcel Post:** Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Gibraltar, Greece, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Portugal, San Marino, Spain, Sweden, Switzerland, and Vatican City.

What Special Services Are Available With GEM?

Each GEM item is insured against loss, damage, or rifling for up to \$100 at no extra cost. Customers can purchase additional merchandise insurance up to a maximum value of \$5,000 (the cost is \$1.00 for each \$100 or fraction thereof above the first \$100 in value), but document reconstruction insurance above \$100 is not available. No return receipt service is offered to the 18 European countries served by GLS.

Will Retail Associates Be Required to Go Online to Check Status of Packages for Customers?

No.

Will There Be Any Changes to the Current Dispatch Procedures for GEM? Will Global Mail Now Have to Be Separated From Domestic Express Mail at Retail Units?

No.

Can GEM Be Mailed to P.O. Boxes?

GEM can be delivered to P.O. boxes in all countries except those served by GLS. GLS is a postal delivery agent and as such cannot deliver to P.O. boxes. Only postal administrations can deliver to P.O. boxes. Please note that the Spanish notation for post office boxes is "Apartado." Those items destined for Spain with "Apartado" included in the address cannot be delivered by GLS.

What Are the Delivery Standards for GEM? Is the Service Now Guaranteed?

GEM service is designed to be delivered in 3 to 5 business days, depending on origin and destination. GEM Service is not guaranteed.

Will There Be a Price Increase on GEM Items Delivered by GLS?

There will be no rate changes for GEM items delivered by GLS.

Will There Be Other Service Changes?

The weight limit for GEM items to all 18 European countries served by GLS will be 70 pounds.

What Other International Mail Will Be Delivered by GLS? Will There Be Changes to Other International Mail Because of the New Transportation Agreement?

GLS is delivering only GEM and Global Airmail Parcels.

Are GEM Discounts Available to Volume Mailers?

Customers with an Express Mail Corporate Account (EMCA) receive 5 percent off postage on all GEM shipments paid by their EMCA. With the Global Package Discount Program, mailers who ship at least 600 pieces or \$12,000 in postage annually might be eligible for even higher discounts. Customers can get more information at 800-843-8777 (800-THE-USPS), ext. GD2449.

Rates, Fees, and Requirements

Requirements for All Countries

- Weight limit: 70 pounds

- Maximum length: 79 inches
- Maximum length and girth combined: 108 inches
- Delivery cannot be made to P.O. boxes.
- A local telephone number for the addressee should be provided.
- An invoice, in duplicate, is required for all commercial shipments regardless of value and for all personal shipments valued at \$300 or more.
- The mailer must affix an invoice to the outside of the parcel or enclose it in PS Form 2976-E with the customs declaration.

Changes and Additions

- Depending on the country, maximum size and weight dimensions and the need for commercial invoices may have changed.
- Return receipt service for GEM items is no longer available to Finland, Greece, and Ireland.

Rate Group 6

Countries: France, Ireland, and Luxembourg.

Global Express Mail (See IMM 220)

Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate
0.5	\$17.00	6	\$34.95	12	\$53.55
1	19.15	7	38.05	13	56.65
2	21.65	8	41.15	14	59.75
3	24.95	9	44.25	15	62.85
4	28.15	10	47.35	16	65.95
5	31.85	11	50.45	17	69.05

For each additional pound or fraction add: \$3.10
Weight Limit: 70 lbs.

Rate Group 7

Countries: Austria, Belgium, Denmark, Finland, Germany, Greece, Italy, Liechtenstein, Malta, Netherlands, San Marino, Sweden, Switzerland, and Vatican City.

Global Express Mail (See IMM 220)

Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate	Weight Not Over (lbs.)	Rate
0.5	\$23.00	6	\$41.20	12	\$60.40
1	26.00	7	44.40	13	63.60
2	29.00	8	47.60	14	66.80
3	32.00	9	50.80	15	70.00
4	35.00	10	54.00	16	73.20
5	38.00	11	57.20	17	76.40

For each additional pound or fraction add: \$3.20
Weight Limit: 70 lbs.

For detailed information for GEM service for each country, see the Individual Country Listing in the IMM.

— *International Marketing, International Business, 8-21-03*

Licensing

UPDATE

USPS Official Licensed Product Manufacturers and Distributors

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

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

USPS Promotional Products

Licensee	Products	Where Can I Buy These?	Other Sources
4IMPRINT 101 COMMERCE ST OSHKOSH WI 54901-4864	Imprinted promotional items, including pens, tote bags, attaché cases, Polo shirts, office supplies, umbrellas, and drinkware.	Telephone: 920-236-7222 Fax: 920-236-7260	
AD PLANET 3952 MAIN ST BOX 115 MANCHESTER VT 05254-0115	Gift and promotional items incorporating actual stamps and reproductions of stamps including framed collectible stamp sets, mugs, key rings, mouse pads, tote bags, magnets, bookmarks, and lapel pins.	Web: www.adplanet.net Telephone: 800-288-7678 Fax: 800-434-3738 E-mail: postal@adplanet.net	
AWARDS.COM 927 FERN ST STE 2000 ALTAMONTE SPRINGS FL 32701-2733	Corporate gifts, awards, and recognition items (nonapparel products only), including desk accessories, writing instruments, luggage and travel accessories, key rings, mugs, travel cups, and picture frames.	Web: www.awards.com Telephone: 866-768-8741 Fax: 407-571-2669	USPS promotional events, direct mail, Kinkos, and Postmark America store.
B AND K SPECIALTIES 1030 N STATE ST APT 39H CHICAGO IL 60610-7815	Collectibles, giveaways, and employee recognition gifts.	Telephone: 312-664-5010 Fax: 312-664-0873	For USPS promotional use only.
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser-engraved glass, belt buckles, and Americana products.	Web: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	For USPS promotional use only.
CWS AWARDS 4709 23RD AVE SW SEATTLE WA 98106-1315	Awards including jeweled pins, standard pins, medallions, lapel pins, rings, plaques, and trophies.	Telephone: 206-270-0923 Fax: 206-933-9608	For USPS promotional use only.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> note cards, pins, key rings, mugs, magnets, T-shirts, and canvas prints of stamps.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	For USPS promotional use only.
FAITHFUL IMPRESSIONS DBA WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, pen stands, first day of issue covers, and bookmarks with or without attached emblems.	Telephone: 818-718-1191 Fax: 818-700-9778	For USPS promotional use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts and promotional products.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional use only.
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts, promotional products, lapel pins, mugs, key rings, and caps.	Telephone: 401-467-3178 Fax: 401-467-3570	For USPS promotional use only.
GARY MANDEL PROMOTIONAL PRODUCTS 1202 OLYMPIC BLVD SANTA MONICA CA 90404-3722	Promotional products.	Telephone: 310-392-4070 Fax: 310-392-4467	For USPS promotional use only.
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Logo watches, corporate gifts, and promotional products.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog.	For USPS promotional use only.

Licensee	Products	Where Can I Buy These?	Other Sources
HIGHLAND GLEN MANUFACTURING INC PO BOX 294 BUFFALO NY 14213-2028	Key rings and key accessories.	Telephone: 716-883-1110 Fax: 716-885-0243	For USPS promotional use only.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Drivers, iron sets, putter, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brush, and golf umbrella.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hlp golf.com	For USPS promotional use only.
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers.	Telephone: 440-232-8227 Fax: 440-232-8227	For USPS promotional use only.
JIM PROMOTIONS INC 3639 NEW GETWELL RD STE 15 MEMPHIS TN 38118-6047	Mugs, key rings, magnets, watches, clocks, umbrellas, desk accessories, pens, patches, and lapel pins.	Web: www.jimpromotions.com Telephone: 800-897-9036 Fax: 901-795-7437 E-mail: jimpromo@bellsouth.net	For USPS promotional use only.
JONATHAN GREY AND ASSOCIATES 920 CALLE NEGOCIO STE B SAN CLEMENTE CA 92673-6207	Lapel pins, awards, teddy bears and framed sets of advertising specialty products. <i>Heroes of 2001</i> products: framed canvas reproductions, key chains, framed sets, and ornaments.	Web: www.jgrey.com Telephone: 949-498-2515 Fax: 949-298-2830 E-mail: raquel@jgrey.com	For USPS promotional use only.
LANDS END 6 LANDS END LN DODGEVILLE WI 53595-6001	Embroidered bags, incentives, and gifts.	Telephone: 800-497-6570 Fax: 800-297-2606	For USPS promotional use only.
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips. <i>Heroes of 2001</i> products: lapel pins, magnets, key chains, money clips, marble paperweights, 2-D holiday ornaments, and framed pins.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	For USPS promotional use only.
NATIONAL DESIGN CORPORATION 16885 VIA DEL CAMPO CT STE 300 SAN DIEGO CA 92127-4120	Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.	Telephone: 858-674-6040 Fax: 858-674-4120	For USPS promotional use only.
PIONEER BALLOON AND PIONEER NATIONAL LATEX 5000 E 29TH ST N WICHITA KS 67220-2111	Latex and foil balloons.	Telephone: 316-685-2266 Fax: 316-685-0187	For USPS promotional use only.
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Employee recognition gifts, collectibles, giveaways, and marketing items.	Telephone: 800-229-4500 E-mail: tomr@postalproducts.com	Mainly for USPS promotional use only, with the exception of the commemorative rings.
POSTALSTUFF LLC 2699 HARRISON RD COLUMBUS OH 43204-3591	Embroidered attaché cases, duffels, portfolios and general promotional products, and awards featuring the USPS corporate signature.	Web: www.postalstuff.com Telephone: 800-877-7492 Fax: 614-276-9726 E-mail: sales@postalstuff.com	For USPS promotional use only.
PRO PACIFIC CORPORATION 300 CONTINENTAL BLVD STE 120 EL SEGUNDO CA 90245-5045	Custom collectible mint tins. Mints available in various shapes and sizes.	Web: www.postalmints.com Telephone: 310-765-4555 Fax: 310-662-1615 E-mail: dave@propacific.com	For USPS promotional use only. Not for resale in Postal Service stores except through OLRP program.
PROFORMA CENTURY PROMOTIONS 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078	Promotional products, corporate gifts, and recognition and safety awards.	Web: www.proforma.com/century Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional use only.

Licensee	Products	Where Can I Buy These?	Other Sources
ROYEL MARKETING 50 PARK PL STE 810 NEWARK NJ 07102-4305	Assorted ad specialties, apparel, employee incentives, awards, and promotional products.	Web: www.royelideas.com Telephone: 973-624-5599 Fax: 973-624-6664	For USPS promotional use only.
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, and <i>Heroes of 2001</i> products.	Web: www.usstamppins.com Telephone: 800-996-8655 Fax: 707-996-9957	For USPS promotional use only.
US ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	<i>Greetings From America, Neuter or Spay, Teddy Bear, Love, and Heroes of 2001</i> lapel pins, postcards, mugs, magnets, key chains, tote bags, and stationery.	Web: www.ipledge.com Telephone: 800-327-1402 Fax: 800-622-8212	For USPS promotional use only.
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM RD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk Telephone: 818-281-8899 Fax: 818-888-9189 E-mail: samsonchow@aol.com	For USPS promotional use only.
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Watches, mugs, clocks, and pens.	Web: www.shopwonderland.com Telephone: 888-876-2451 Fax: 847-425-1551	For USPS promotional use only.

USPS Corporate Apparel

Licensee	Products	Where Can I Buy These?	Other Sources
5 STAR MARKETING 4005 W GREEN TREE RD MILWAUKEE WI 53209-3034	Polo shirts, long-sleeved shirts, jackets, hats, and bags.	Telephone: 414-351-6212 Fax: 414-351-1336	For USPS promotional and personal use only.
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo, Mr. Zip, Pony Express, and <i>Classic Collections</i> caps.	Telephone: 847-215-0011 Fax: 847-215-0013	For USPS promotional and personal use only.
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> Polo shirts and T-shirts.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	For USPS promotional and personal use only.
FAITHFUL IMPRESSIONS DBA WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Earrings and necklaces.	Telephone: 818-718-1191 Fax: 818-700-9778	For USPS promotional and personal use only.
FIF MARKETING 41 E MAIN ST STE 112 LAKE ZURICH IL 60047-3413	Corporate gifts, promotional products, and logo apparel.	Web: www.fifmarketing.com Telephone: 847-540-0611 Fax: 847-540-0613	For USPS promotional and personal use only.
FREEDMAN AND COMPANY 77 SAINT JOHNS RD CAMP HILL PA 17011-6940	T-shirts, sweatshirts, and tote bags.	Telephone: 800-392-1066 Fax: 717-761-5276	For USPS promotional and personal use only.
GIFTPRENEURS 640 S GRAND AVE STE 106 SANTA ANA CA 92705-4156	Jackets, shirts, sweaters, and carrying cases.	Telephone: 800-500-5574 Fax: 714-542-1896 *Call for catalog.	For USPS promotional and personal use only.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Golf apparel and equipment.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hlp golf.com	For USPS promotional and personal use only.
JIM PROMOTIONS INC 3639 NEW GETWELL RD STE 15 MEMPHIS TN 38118-6047	Logo apparel and postal inspector raid jackets.	Web: www.jimpromotions.com Telephone: 800-897-9036 Fax: 901-795-7437 E-mail: jimpromo@bellsouth.net	For USPS promotional use only.
LANDS END 6 LANDS END LN DODGEVILLE WI 53595-6001	Men's and women's embroidered apparel, bags, incentives, and gifts.	Telephone: 800-497-6570 Fax: 800-297-2606	For USPS promotional and personal use only.

Licensee	Products	Where Can I Buy These?	Other Sources
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print <i>Heroes of 2001</i> and <i>Breast Cancer Awareness</i> T-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	For USPS promotional and personal use only.
POSTAL PRODUCTS UNLIMITED 500 W OKLAHOMA AVE MILWAUKEE WI 53207-2649	Commemorative rings, sportswear, and assorted gear.	Telephone: 800-229-4500 E-mail: tomr@postalproducts.com	For USPS promotional and personal use only.
POSTALSTUFF LLC 2699 HARRISON RD COLUMBUS OH 43204-3591	Screen printed and embroidered apparel.	Web: www.postalstuff.com Telephone: 800-877-7492 Fax: 614-276-9726 E-mail: sales@postalstuff.com	For USPS promotional and personal use only.
PROFORMA CENTURY PROMOTIONS 457 FARNSWORTH CIRCLE BARRINGTON IL 60010-1078	Logo apparel for men, women, and children. T-shirts, golf shirts, jackets, and caps.	Web: www.proforma.com/century Telephone: 847-639-4259 Fax: 847-639-4260	For USPS promotional and personal use only.
ROYEL MARKETING 50 PARK PL STE 810 NEWARK NJ 07102-4305	Men's and women's apparel.	Telephone: 973-624-5599 Fax: 973-624-6664	For USPS promotional and personal use only.
VEER RIGHT 3705 AIRPORT CIR NW STE I WILSON NC 27896-8631	Men's and women's apparel (Cutter & Buck), accessories, and gifts.	Telephone: 252-237-5900 Fax: 252-237-8004	For USPS promotional and personal use only.
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Youth and adult jackets, shirts, sweaters, and watches.	Web: www.shopwonderland.com Telephone: 888-876-2451 Fax: 847-425-1551	For USPS promotional and personal use only.

Commercial Apparel and Jewelry

Licensee	Products	Where Can I Buy These?	Other Sources
AMERICAN NEEDLE 1275 BUSCH PKWY BUFFALO GROVE IL 60089-4545	Postal Service logo, Mr. Zip, Pony Express, and <i>Classic Collections</i> caps.	Telephone: 847-215-0011 Fax: 847-215-0013	
CIZNA INC 45 E 25TH ST APT 11D NEW YORK NY 10010-2941	Mr. Zip T-shirts.	Currently available only in Japan.	
CORNING MUSEUM OF GLASS 1 MUSEUM WAY CORNING NY 14830-2253	T-shirts.	Web: www.cmog.com Telephone: 607-974-8835 Fax: 607-974-7365	Corning Museum gift shop.
CRANSTON CONSUMER PRODUCTS DBA CRANSTON PRINT WORKS CO 469 7TH AVE NEW YORK NY 10018-7605	Bolts of fabric featuring USPS stamp designs.	Sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.).	
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> Polo shirts and T-shirts.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
FAITHFUL IMPRESSIONS DBA WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Earrings and necklaces.	Telephone: 818-718-1191 Fax: 818-700-9778	
FINANCIAL INNOVATIONS INC 1 WEINGEROFF BLVD CRANSTON RI 02910-4019	Corporate gifts and promotional products.	Telephone: 401-467-3178 Fax: 401-467-3570	CVS, K-Mart, and Kroger.
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Golf apparel and equipment.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hlp golf.com	Ask for color catalog.

Licensee	Products	Where Can I Buy These?	Other Sources
JER SPORTS 1604 A STREET WEST BABYLON NY 11704-5074	Men's, women's, and children's slippers; sandals; canvas, synthetic, and leather footwear and boots.	Telephone: 631-587-1705 Fax: 631-422-4119	
KAHALA 424 SUMMER ST HONOLULU HI 96817-5607	Hawaiian shirts with stamp images.	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii.
LOGOTEL 9005 RED BRANCH RD COLUMBIA MD 21045-2110	100% cotton screen print <i>Heroes of 2001</i> and <i>Breast Cancer Awareness</i> T-shirts.	Telephone: 410-772-5623 Fax: 410-740-8978	
MALAMA PONO LTD 1401 MAULHARDT AVENUE OXNARD CA 93030-7966	100% cotton T-shirts featuring the <i>Duke Kahanamoku</i> stamp.	Telephone: 310-576-2444 Fax: 310-576-2440	
MUSEUM COMPANY 695 ROUTE 46 W STE 400 FAIRFIELD NJ 07004-1592	Women's sleep shirt with <i>Love</i> stamp image.	Telephone: 973-244-4300 Fax: 973-244-4281	

Posters and Enlargements

Licensee	Products	Where Can I Buy These?	Other Sources
ABSOLUTE FULFILLMENT CORPORATION 196 CLOVE RD CONGERS NY 10920-1002	Matted reproductions of stamps or Postal Service imagery with a cachet.	Web: http://shop.usps.com Telephone: 845-638-4686 Fax: 845-638-4686	Not for resale in Postal Service stores except through OLRP program.
AMERICAN STAMP COLLECTIBLES INC RR 12 BOX 180 DONOHOE RD GREENSBURG PA 15601-9812	Matted and/or framed elements consisting of some or all of the following: U.S. semipostal <i>Heroes of 2001</i> stamp and other printed images.	Telephone: 724-837-8810 Fax: 724-837-0444	Not for resale in Postal Service stores except through OLRP program.
ANNIN AND COMPANY 1 ANNIN DR ROSELAND NJ 07068-1801	United States and celebratory flags.	Telephone: 973-228-9400 Fax: 973-228-4905	
ARTSELECT 300 W LOWE AVE FAIRFIELD IA 52556-2455	Framed posters.	Web: www.postalartgallery.com Telephone: 641-472-1495 Fax: 641-472-2761	
CHIMERA PUBLISHING 719 ARENA DR HAMILTON NJ 08610-3405	11" x 32" posters of the <i>Space Discovery</i> and <i>Space Fantasy</i> stamps.	Telephone: 800-448-0295 Fax: 609-888-1802	
CLASSIC EDITIONS DBA TIMEFRAMED 645 GRISWOLD ST STE 3700 DETROIT MI 48226-4219	Two-dimensional reproductions of USPS stamp and historic/nostalgic items including photographs, letters, manuscripts, notes, sketches, diaries, maps, plans, legal documents, news clippings, advertisements, and operating manuals.	Telephone: 313-963-2242 Fax: 313-963-2252	
CREATIVE FRAMING 525-M E MARKET ST LEESBURG VA 20176-4171	Framed and matted stamps and reproductions of stamps. Enlarged reproductions of stamp art.	Web: www.stampframing.com Telephone: 703-771-6354 Fax: 703-771-6398	Not for resale in Postal Service stores except through OLRP program.
D AND P CREATIONS INC 2177 N BATAVIA ST STE BORANGE CA 92865-3110	Framed and matted stamps and reproductions of stamps. Enlarged reproductions of stamp art.	Web: www.dpcreations.com Telephone: 714-974-0905 Fax: 714-974-1147 E-mail: dpcreations@earthlink.net	Not for resale in Postal Service stores except through OLRP program.

Licensee	Products	Where Can I Buy These?	Other Sources
DODGE COLOR 4827 RUGBY AVE BETHESDA MD 20814-3040	Transparencies, negatives, reproductions, and reprints of framed and unframed stamp designs.	Web: www.dodgecolor.com Telephone: 301-656-0025 Fax: 301-656-0025	Products can only be sold to (1) USPS personnel for corporate use and (2) USPS licensees.
FAITHFUL IMPRESSIONS DBA WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Framed stamp pins, emblems, and cachets with stamp art reproductions.	Telephone: 818-718-1191 Fax: 818-700-9778	Not for resale in Postal Service stores except through OLRP program.
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
KOOL COLLECTIBLES AND GRAPHICS INC 6741 DALLAS-CHERRYVILLE HWY BESSEMER CITY NC 28016-7608	Round, rectangular, and arrow-shaped metals signs.	Web: www.koolcollectibles.com Telephone: 704-445-3171 Fax: 704-445-3175	
PAPER TIGER 335 JEFFERSON AVE CRESSKILL NJ 07626-1211	33¢ <i>Ayn Rand</i> stamp poster.	Web: www.papertig.com Telephone: 201-567-5620 Fax: 201-541-9529	
WESTERN METAL DECORATING 8875 INDUSTRIAL LANE CUCAMONGA CA 91730-4529	Posters and clips made of metal materials in all sizes.	Telephone: 909-987-2506 Fax: 909-483-6096 E-mail: nwriting@gte.net	Not for resale in Postal Service stores except through OLRP program.

Toys and Games

Licensee	Products	Where Can I Buy These?	Other Sources
ADVENTURE GAMES 104 COLONIAL AVE NORTH ANDOVER MA 01845-6349	Risky Business, a board game which recreates the company start-up experience.	Web: www.adventuregamesinc.com Telephone: 978-258-9467 Fax: 978-258-9468	
ATHEARN INC 19010 LAUREL PARK RD COMPTON CA 92064-6091	Model railroad rolling stock, locomotives, passenger cars, flat cars featuring tractor trailer trucks, billboards, mailboxes, buildings and other accessories common to the category and in keeping with licensors trademark equities subject to licensors prior written approval.	Telephone: 310-631-3400 Fax: 310-885-5296	
BOSLEY BOBBERS PO BOX 95974465 LOUISVILLE ST CANTON OH 44705-4847	Bobble head dolls of USPS letter carriers, lunch boxes sold with or without insulated beverage containers, and toy banks.	Telephone: 330-453-0285 Fax: 425-799-0070	
BUILD A BEAR WORKSHOP INC 1954 INNERBELT BUSINESS CENTER DR SAINT LOUIS MO 63114-5760	T-shirt featuring <i>Teddy Bear</i> stamp images on plush animals.	Telephone: 314-423-8000 Fax: 314-423-8188	
COOL THINGS BY ADRIAN 470 GRANDVIEW AVE APT 8 WOONSOCKET RI 02895-2737	Handcrafted wooden U.S. Mail trucks 16" long, 6.5" high, and 5.5" wide.	Telephone: 401-767-8717 Fax: 401-767-3674	
FIRST GEAR INC 8668 KAPP DR PEOSTA IA 52068-9568	Die-cast model '37 Chevrolet U.S. Mail delivery truck.	Telephone: 888-771-5576 Fax: 319-582-2415 E-mail: consumerservices@1st-gear.com	Tradeshows.

Licensee	Products	Where Can I Buy These?	Other Sources
FUNKO INC 1221 MADRONA DR SNOHOMISH WA 98290-2488	Mr. Zip bobble head dolls.	Telephone: 425-783-3616 Fax: 425-252-2454	
GOLDEN WHEEL DIE CASTING UNIT 408-409 62 MODY RD TSIMSHATSI EAST KOWLOON HONG KONG	Postal Service vehicle and airplane die-cast replicas.	Telephone: 852-2412-2339 Fax: 852-2412-7986 (Hong Kong)	Request catalog.
HASBRO INC 443 SHAKER RD EAST LONGMEADOW MA 01028-3149	Jigsaw puzzles.	Telephone: 413-526-2340 Fax: 413-526-4127	
LIBERTY CLASSICS 235 PETERSON RD LIBERTYVILLE IL 60048-1005	Free-wheeling die-cast vehicles in 1:24 and 1:64 scale with plastic and rubber components.	Telephone: 847-367-1288 Fax: 847-367-1295	
MAY CHEONG TOY PRODUCTS FTY LTD DBA MAISTO INTERNATIONAL INC 7751 CHERRY AVE FONTANA CA 92336-4002	Die-cast vehicle replicas in 1:64, 1:43, 1:32, and 1:100 scales and die-cast airplane replicas in 7-inch scale.	Telephone: 909-357-7988 Fax: 909-357-2020	
MBI INC 47 RICHARDS AVE NORWALK CT 06857-0001	Die-cast metal vehicles.	Telephone: 203-853-2000 Fax: 203-853-0647	Direct mail with Danbury Mint and Postal Commemoratives Society.
MY US POST OFFICE.COM INC DBA MY SURF STUDIO 607 HUBER DRIVE SAINT PAUL MN 55120-1916	Educational and edutainment software using USPS corporate signature, USPS Post Office, and Mr. Zip.	Telephone: 651-687-0028 Fax: 651-688-7863	
PACE PRODUCTS 333 SEMORAN PLACE APOPKA FL 32703-4670	Children's stamp collecting educational kit with <i>Greetings From America</i> theme.	Telephone: 407-880-4670 Fax: 407-880-3467	
PATRIOTIC CHALLENGE 23353 SAINT ANDREWS MISSION VIEJO CA 92692	Educational trivia board game featuring stamp images.	Telephone: 949-837-7444 Fax: 949-837-7446	
PETER PARKER PUZZLES 363 WESTLAND AVE COLUMBUS OH 43209-1663	Stamp art jigsaw puzzles.	Telephone: 800-232-4FUN Fax: 614-258-3588	Direct mail catalog, toy stores, and novelty gift shops.
RACING CHAMPIONS ERTL INC 800 ROOSEVELT RD BLDG C GLEN ELLYN IL 60137-5835	Wooden play sets and wooden vehicle replicas.	Telephone: 630-790-3507 Fax: 630-790-9474	
SPEC-CAST 428 6TH AVE NW DYERSVILLE IA 52040-1129	Die-cast model trucks and planes.	Web: www.speccast.com Telephone: 563-875-8706 Fax: 563-875-8056	
TEAM CALIBER 235-10 ROLLING HILLS RD MOORESVILLE NC 28117-6825	1:64 and 1:24 scale die-cast vehicle replicas, sold as banks and models.	Telephone: 704-660-3654 Fax: 704-633-1965	
TIMELESS TOYS 23757 CABOT STE 215 HAYWARD CA 94545-1657	Plush teddy bears, made of velour, velboa, or acrylic, embroidered with a stamp image with an actual USPS postage stamp affixed.	Web: www.timeless-toys.com Telephone: 510-732-1960 Fax: 510-732-6190	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM RD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk Telephone: 818-281-8899 Fax: 818-888-9189 E-mail: samsonchow@aol.com	
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Teddy bears wearing T-shirts that feature <i>Greetings from America</i> , <i>Special Olympics</i> , <i>United We Stand</i> , <i>Spay or Neuter</i> , and other stamp images.	Web: www.shopwonderland.com Telephone: 888-876-2451 Fax: 847-425-1551	

Commercial Novelty

Licensee	Products	Where Can I Buy These?	Other Sources
1ST LOOK INTERACTIVE 15825 AVENIDA VENUSTO SAN DIEGO CA 92128-3319	Cookies packaged in boxes, tins, or jars featuring images of stamp art and Postal Service imagery.	Telephone: 858-673-8404 Fax: 858-673-8404	
ABSOLUTE FULFILLMENT CORPORATION 196 CLOVE RD CONGERS NY 10920-1002	Matted reproductions of stamps or Postal Service imagery with a cachet.	Web: http://shop.usps.com Telephone: 845-638-4686 Fax: 845-638-4686	Not for resale in Postal Service stores except through OLRP program.
ACTION TAPES DBA GREAT NOTIONS 2751 ELECTRONIC LN DALLAS TX 75220-1217	Computer embroidery systems.	Telephone: 214-352-6940 Fax: 214-352-7249	
AMERICAN EAGLE ASSOCIATES ELM STREET CROSSING MONROE CT 06468-2254	Coins, medallions, philatelic numismatic first day of issue covers, and philatelic cachets.	Telephone: 203-268-0832 Fax: 203-452-9845	
ANNIN AND COMPANY 1 ANNIN DR ROSELAND NJ 07068-1801	United States and celebratory flags.	Telephone: 973-228-9400 Fax: 973-228-4905	
BRADFORD EXCHANGE 9333 N MILWAUKEE AVE NILES IL 60714-1303	Plates, plaques, and/or plate-like objects made out of cold-cast resin or porcelain.	Telephone: 847-966-2770 Fax: 847-966-3121	
CASE STATIONARY CO 179 SAW MILL RIVER RD YONKERS NY 10701-6616	Metal boxes featuring <i>Looney Toons</i> stamp characters.	Telephone: 800-431-2422 Fax: 914-965-2362	Request full-color catalog.
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851-4414	Key chains, lapel pins, laser-engraved glass, belt buckles, and Americana products.	Web: www.uspsproducts.com Telephone: 800-553-9824 Fax: 203-750-6057	Specialty stores.
CRANSTON CONSUMER PRODUCTS DBA CRANSTON PRINT WORKS CO 469 7TH AVE NEW YORK NY 10018-7605	Bolts of fabric featuring <i>Heroes of 2001</i> , <i>Celebrate the Century</i> , and other stamp designs.	Sells only to retailers (Wal-Mart, JoAnn Fabrics, etc.).	
DATA SOLUTIONS AND TECHNOLOGY INC 3300 75TH AVE STE 110 LANDOVER MD 20785-1501	<i>EID</i> note cards, pins, key rings, mugs, magnets, T-shirts, and canvas prints of stamps.	Web: www.dstincorporated.com Telephone: 301-583-3500 Fax: 301-583-3512	
DELUXE FINANCIAL SERVICES INC 3680 VICTORIA ST N SHOREVIEW MN 55126-2906	Personal checks, vinyl and leather checkbook covers, and messages.	Telephone: 651-483-7734 Fax: 651-787-1703	
DESERT VOYAGERS LLC 2505 N BRIMHALL MESA AZ 85203-1005	Internet greetings.	Telephone: 480-998-7296 Fax: 480-998-7296	
DESPERATE ENTERPRISES 728 E SMITH RD MEDINA OH 44256-2662	<i>I Love Lucy</i> stamp tin sign.	Web: www.desperate.com Telephone: 800-732-4859 x10 Fax: 330-725-0150	Direct mail.
DIRECT CHECKS UNLIMITED LLC 8245 N UNION BLVD COLORADO SPRINGS CO 80920-4456	Bank checks, return address labels, and checkbook covers.	Telephone: 719-531-3954 Fax: 719-548-9604	Call to get order forms.
DMC CORPORATION 10 PORT KEARNY BLDG 10A SOUTH KEARNY NJ 07032	Needle work media based on USPS stamp designs. Needle work media includes kits and printed designs on canvas or in charted form for booklets.	Telephone: 973-589-0606 Fax: 973-589-8931	
FAITHFUL IMPRESSIONS DBA WINCO INTERNATIONAL 9019 OSO AVENUE STE F CHATSWORTH CA 01311-4117	Lapel pins, key chains, magnets, ornaments, earrings, necklaces, pen stands, paperweights, framed stamp pins/emblems with stamp art reproductions, stamps and/or first day covers and bookmarks with or without attached emblems.	Telephone: 818-718-1191 Fax: 818-700-9778	

Licensee	Products	Where Can I Buy These?	Other Sources
GODINGER SILVER ART COMPANY LTD 6315 TRAFFIC AVE RIDGWOOD NY 11385-2629	Silver-plated lead crystal giftware.	Telephone: 212-685-5843 x201 Fax: 212-545-0793	Gift stores.
HALLMARK GROUP LTD 8403 GALVESTON RD SILVER SPRING MD 20910-5307	Engraved ingots, minted in precious metal (gold-plated silver) to be sold separately or as part of a 24-piece set.	Web: www.unitedwestandcollection.com Telephone: 800-876-6468 Fax: 800-452-6468 E-mail: gailemorrell@mris.com	
HE HARRIS AND COMPANY INC 3101 CLAIRMONT RD NE ATLANTA GA 30329-1015	Stamp collecting albums and kits.	Web: www.heharris.com Telephone: 404-214-4300 Fax: 404-214-4390	eBay store.
HERITAGE COLLECTIONS LTD 6647 KERNS RD FALLS CHURCH VA 22042-4231	Holiday ornaments made with actual stamps.	Telephone: 703-533-7800 Fax: 703-533-7801	
HIGHLANDER LOGO PRODUCTS CORP 7200 STATE ROUTE 88 RAVENNA OH 44266-9190	Drivers, iron sets, putters, head covers, golf bags, golf travel bags, golf towels, golf gloves, golf balls, golf tees, tool packets, divot repair tools, golf shoe brushes, and golf umbrellas.	Telephone: 800-334-2230 Fax: 866-666-4525 E-mail: tom@hlp golf.com	Ask for color catalog.
HY KO PRODUCTS 7370 NORTHFIELD RD WALTON OH 44146-6106	Key chains, key rings, key fobs, key accessories, and bottle openers.	Telephone: 440-232-8227 Fax: 440-232-8227	
ILIAD INC 144 2ND AVE N NASHVILLE TN 37201-1936	Music compilations using Postal Service stamp artwork.	Telephone: 615-244-9305 Fax: 615-244-9366	
KAHALA 424 SUMMER ST HONOLULU HI 96817-5607	Hawaiian shirts with <i>Duke Kahanamoku</i> stamp image.	Telephone: 808-523-7873 Fax: 808-521-6413	Retail stores in Hawaii.
KENNEDY MINT INC 12102 PEARL RD STRONGSVILLE OH 44136-3398	Framed collections of stamps and coins.	Web: www.kennedymint.com Telephone: 440-572-3222 Fax: 440-572-3692	Direct mail.
KOOL COLLECTIBLES AND GRAPHICS INC 6741 DALLAS CHERRYVILLE HWY BESSEMER CITY NC 28016-7608	Round, rectangular, and arrow-shaped metals signs.	Web: www.koolcollectibles.com Telephone: 704-445-3171 Fax: 704-445-3175	
KURT S ADLER INC 1107 BROADWAY NEW YORK NY 10010-2872	Holiday ornaments.	Telephone: 212-924-0900 Fax: 212-807-0575	
MARCH COMPANY 3815 ACADEMY PKWY NE ALBUQUERQUE NM 87109-4408	Stamp design lapel pins, key chains, and money clips. <i>Heroes of 2001</i> products: lapel pins, magnets, key chains, money clips, marble paperweights, 2-D holiday ornaments, and framed pins.	Web: www.marchco.com Telephone: 800-336-2724 Fax: 505-345-0407	
MBI INC DBA POSTAL COMMEMORATIVES SOCIETY 47 RICHARDS AVE NORWALK CT 06857-0001	22K gold replica collection of USPS stamp images.	Telephone: 800-641-8026 Fax: 203-853-0647	Direct mail with Danbury Mint and Postal Commemoratives Society.
MID THUMB COMMODITIES 3410 HYDE RD CARSONVILLE MI 48419-9331	Light reflectors.	Telephone: 810-657-9372 Fax: 810-657-9373	
NATIONAL DESIGN CORPORATION 16885 VIA DEL CAMPO CT STE 300 SAN DIEGO CA 92127-4120	Desk caddy, memo cubes, magnets, mugs, pens, pencils, twist up crayons, and flashlight key rings.	Telephone: 858-674-6040 Fax: 858-674-4120	
PIONEER BALLOON AND PIONEER NATIONAL LATEX 5000 E 29TH ST N WICHITA KS 67220-2111	Latex and foil balloons.	Telephone: 316-685-2266 Fax: 316-685-0187	

Licensee	Products	Where Can I Buy These?	Other Sources
PRO PACIFIC CORPORATION 300 CONTINENTAL BLVD STE 120 EL SEGUNDO CA 90245-5045	Custom collectible mint tins. Mints available in various shapes and sizes.	Web: www.postalmints.com Telephone: 310-765-4555 Fax: 310-662-1615 E-mail: dave@propacific.com	For USPS promotional use only. Not for resale in Postal Service stores except through OLRP program.
SIMPKINS SOUVENIRS LLC 8809 SUMMER MEADOW DR SANDY UT 84093-1492	Series of five ceramic souvenir mini mugs, sold as a set or individually.	Telephone: 801-255-8444 Fax: 801-255-8544	
SONOMA PINS 677 1ST STREET W SONOMA CA 95467-7003	Stamp lapel pins, key chains, dog tags, and <i>Heroes of 2001</i> products.	Web: www.favoriteline.com/heroes Telephone: 800-996-8655 Fax: 707-996-9957	
SRM CONSULTING 2835 AEGEAN PLACE CASTRO VALLEY CA 94546-3242	Travel and bike bags made of nylon, polyester, and neoprene.	Web: www.srm-consult.com/usps/ Telephone: 510-889-9752 E-mail: stephen@muc.de	
SUMMERFIELD FOODS INC 1305 N DUTTON AVE STE 100 SANTA ROSA CA 95401-4609	Butter cookies.	Telephone: 707-579-3938 Fax: 707-579-8442	
TE NEUES PUBLISHING COMPANY 16 W 22ND STREET 11TH FLR NEW YORK NY 10010-5803	Wall calendars featuring various stamp designs.	Telephone: 212-627-9090 Fax: 212-627-9534	Stationery stores, gift retailers, bookstores, and Postmark America store.
TECHNI PRODUCTS 15811 BURLINGAME DR HUNTERSVILLE NC 28078-4801	Limited-use hot and cold pack.	Telephone: 704-894-9292 Fax: 704-892-5998	
TECHNICRAFT INDUSTRIES INC DBA BLANKETS ONLINE 11 IRON FORGE RD PAXTON MA 01612-1523	<i>Heroes of 2001</i> cotton and acrylic throw blankets, pillows, and tote bags.	Telephone: 508-792-9065	
TIMELESS TOYS 23757 CABOT STE 215 HAYWARD CA 94545-1657	Plush teddy bears, made of velour, velboa, or acrylic, embroidered with a stamp image with an actual USPS postage stamp affixed.	Web: www.timeless-toys.com Telephone: 510-732-1960 Fax: 510-732-6190	
US ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	<i>Greetings From America</i> , <i>Spay or Neuter</i> , <i>Teddy Bear</i> , <i>Love</i> , and <i>Heroes of 2001</i> lapel pins, postcards, mugs, magnets, key chains, tote bags, and stationery.	Web: www.ipledge.com Telephone: 800-327-1402 Fax: 800-622-8212	
VELTEC SPORTS INC 1793 CATALINA ST SAND CITY CA 93955-3746	CicloSport HAC 4-cycle computer bearing, and/or marketed in conjunction with, one or more licensed products.	Telephone: 831-394-7114 Fax: 831-393-8498 E-mail: al@veltec sports.com	
WEI KEE PLASTIC INDUSTRIAL LTD 92 POKFULAM RD FLAT B1 LA CLARE MANSION HONG KONG	Miniature plastic mailboxes.	Web: www.postbox.com.hk Telephone: 818-281-8899 Fax: 818-888-9189 E-mail: samsonchow@aol.com	
WESTERN METAL DECORATING 8875 INDUSTRIAL LANE CUCAMONGA CA 91730-4529	Posters and clips made of metal materials in all sizes.	Telephone: 909-987-2506 Fax: 909-483-6096 E-mail: nwriting@gte.net	
WONDERLAND MARKETING 1718 SHERMAN AVE STE 311 EVANSTON IL 60201-5609	Watches, mugs, clocks, throw blankets, and pens.	Web: www.shopwonderland.com Telephone: 888-876-2451 Fax: 847-425-1551	

Promotion. Postal Service Official Licensed Products

Blankets Online

- Great Gifts for the Holidays
- 100% cotton
- Free Shipping
- Mail Check or MO

PO BOX 20587
WORCESTER MA
01602-0587

Blankets \$49.95
Tote Bags & Pillows \$25/ea



Blankets \$49.95



Blankets \$49.95
Tote Bags & Pillows \$25/ea

www.blanketsonline.com

These products are not for resale in Postal Service lobbies.

Promotion. Postal Service Official Licensed Products

ROYEL MARKETING

www.royelideas.com



AN OFFICIAL LICENSED
PRODUCT OF THE UNITED
STATES POSTAL SERVICE.

SPORTS WATCH



Great for:

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



Navy blue "tube" packaging

- Choice of navy or black strap
- Minimum order: 5 watches
- Free shipping on orders of 10 or more watches

CALL TOLL-FREE 800-952-7340

ORDER FORM

Local Post Office: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Payment: Visa Mastercard Amex Money Order

Card number: _____ Expiration date: _____

Purchaser: _____ Signature: _____

Telephone: _____ Fax: _____ E-mail: _____

Quantity (minimum 5 watches): _____ Strap color: _____

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

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

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

Promotion. Postal Service Official Licensed Products



Logotel, Inc. has officially licensed the now world-famous *Breast Cancer Awareness* stamp on a beautifully colored silk screen T-shirt. This shirt comes in a basic white T-shirt, a black baby doll, and front and back in a light blue scoop neck, sizes M-XXL.

M-XL = \$8.00

XXL = \$9.00

Orders of 10 or more — FREE shipping

Contact: Tina Arthur at Logotel, Inc

Toll Free: 800-237-8544 x3042

E-mail: tarthur@logotel.com

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Promotion. Postal Service Official Licensed Products

Sonoma Pins etc.

not just pins



1 ¼" pin Item#5 453504 1 ¼" pin Item#5 453503 1 ¼" pin Item#5 453501



2" dogtag Item#5 PO2017d



1 ¼" pin Item#5 939



1 ¼" pin Item#5 56252 1 ¼" pin Item#5 56253 1 ¼" pin Item#5 56254 1 ¼" pin Item#5 56251



1 ¼" keychain Item#5 939k



1 ¼" pin Item#5 02017



1 ¼" pin Item#5 1013



1 ¼" pin Item#5 4507

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

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Philately

Pictorial Cancellations Announcement

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

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

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

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

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

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.



July 30, 2003
THE NATIONAL POSTAL MUSEUM
STATION
POSTMASTER
3300 V ST NE
WASHINGTON DC 20018-9998



August 2, 2003
American Legion 359r
POST 359 SYLVAN STATION
POSTMASTER
PO BOX 9998
SYLVAN GROVE KS 67481-9998



Purple Heart
PowWow Station
August 2, 2003
White Cloud MI 49349

August 2, 2003
PURPLE HEART POW WOW STATION
POSTMASTER
PO BOX 9998
WHITE CLOUD MI 49349-9998



August 2, 2003
Fish and Wildlife Service and National Eagle Center
UPPER MISSISSIPPI RIVER NATIONAL
WILDLIFE AND FISH REFUGE STATION
POSTMASTER
PO BOX 9998
WABASHA MN 55981-9998

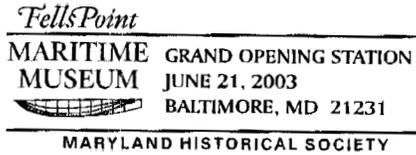


August 2, 2003
Chamber of Commerce
GREAT ARKANSAS PIG OUT STATION
POSTMASTER
PO BOX 9998
MORRILTON AR 72110-9998



August 2, 2003
White River Water Carnival
WATER CARNIVAL STATION
POSTMASTER
PO BOX 9998
BATESVILLE AR 72501-9998

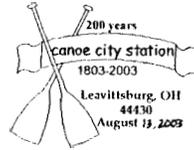
The following cancellations have been extended for 60 days.



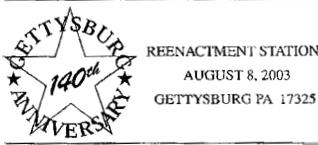
June 21, 2003
 FELLS POINT MARITIME MUSEUM
 GRAND OPENING STATION
 POSTMASTER
 900 EAST FAYETTE ST
 BALTIMORE MD 21233-9998



August 6-17, 2003
Lions Club
 GA MOUNTAIN FAIR STATION
 POSTMASTER
 118 NORTH MAIN ST
 HIWASSEE GA 30546-9998



August 13, 2003
Downtown Leavittsburg Improvement Association
 CANOE CITY STATION
 POSTMASTER
 3825 WEST MARKET ST
 LEAVITTSBURG OH 44430-9998



August 8-10, 2003
Gettysburg Anniversary Committee
 REENACTMENT STATION
 POSTMASTER
 115 BUFORD AVE
 GETTYSBURG PA 17325-9998



August 13-16, 2003
Ford Dealers of Iowa
 KNOXVILLE NATIONALS
 STATION
 POSTMASTER
 201 EAST MARION
 KNOXVILLE IA 50138-9998



American Legion Station
 August 9, 2003
 Utica, NY 13502

August 9, 2003
Utica American Legion
 AMERICAN LEGION STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



August 15, 2003
Postal Service
 CALIFORNIA STATE FAIR 150
 YEAR EXTRAVAGANZA
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 10, 2003
The Village of Sylvan Beach
 CANAL FEST STATION
 POSTMASTER
 PO BOX 9998
 SYLVAN BEACH NY 13157-9998



August 15, 2003
Universal Ship Cancellation Society, Stephen Decatur Chapter No. 4
 USCGC EAGLE WIX 327
 STATION
 POSTMASTER
 316 MARKET ST
 PHILADELPHIA PA 19106-9998



54TH ANNUAL
 MAGNOLIA FAIR
 Purple Heart Station
 August 11, 2003
 Matewan, WV 25678

August 11-16, 2003
Rotary Club of Matewan
 PURPLE HEART STATION
 POSTMASTER
 PO BOX 9998
 MATEWAN WV 25678-9998



August 16, 2003
Postal Service
 ASIAN PACIFIC ISLANDER DAY
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



Funny Clide Station
 August 13, 2003
 Saratoga Springs, NY 12866

August 13, 2003
Sackatoga Stable Inc.
 FUNNY CLIDE STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY
 12866-9998



August 16, 2003
Excelsior-Lake Minnetonka Historical Society, The Excelsior Sesquicentennial Committee, and Postal Service
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 EXCELSIOR MN 55331-9998



August 16, 2003
 ANTIQUE VILLAGE STATION
 POSTMASTER
 PO BOX 9998
 WEST BRANCH MI 48661-9998



August 19, 2003
Postal Service
 CANINE CAVALCADE STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



99TH ANNUAL
 OLD SETTLER'S PICNIC STATION
 AUGUST 16, 2003
 SHELDON MO 64784

August 16, 2003
Sheldon Picnic Association
 99TH ANNUAL OLD SETTLERS
 PICNIC STATION
 POSTMASTER
 300 MAIN ST
 SHELDON MO 64784-9998



August 20, 2003
Postal Service
 OPENING DAY AT THE RACES
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 16-23, 2003
 37TH WORLD GYMNASTICS
 CHAMPIONSHIP STATION
 POSTMASTER
 701 NORTH LOARA ST
 ANAHEIM CA 92803-9998

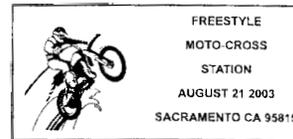


2003 OMAHA STAMP SHOW STATION
 OMAHA, NE 68152
 AUGUST 30, 2003

August 20, 30, September 1, 2003
Omaha Philatelic Society
 2003 OMAHA STAMP SHOW
 STATION
 PHILATELIC WINDOW
 1124 PACIFIC ST
 OMAHA NE 68108-9998



August 17, 2003
Postal Service
 9-11-01 REMEMBER STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 21, 2003
Postal Service
 FREESTYLE MOTO-CROSS
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 18, 2003
Postal Service
 VIETNAM VETERANS
 MEMORIAL STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 21, 2003
 37TH WORLD GYMNASTICS
 CHAMPIONSHIP STATION
 POSTMASTER
 701 NORTH LOARA ST
 ANAHEIM CA 92803-9998



August 18-23, 2003
Harford Agricultural Society
 HARFORD FAIR STATION
 POSTMASTER
 PO BOX 9998
 SOUTH MONTROSE PA
 18843-9998



August 22, 2003
Postal Service
 SIDESHOWS AT THE FAIR
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 18-24, 2003
 37TH WORLD GYMNASTICS
 CHAMPIONSHIP STATION
 POSTMASTER
 701 NORTH LOARA ST
 ANAHEIM CA 92803-9998



August 22, 2003
CRIM 2003
 CRIM 2003 STATION
 POSTMASTER
 PO BOX 9998
 FLINT MI 48502-9998



August 22-24, 2003
 THE NATIONAL FOLK FESTIVAL
 STATION
 POSTMASTER
 966 MAIN RD
 HOLDEN ME 04429-9998



August 23, 2003
Discover Downsville Committee
 DISCOVER DOWNSVILLE
 STATION
 POSTMASTER
 PO BOX 9998
 DOWNSVILLE WI 54735-9998



August 22-28, 2003
Centre County Grange Fair
 GRANGE FAIR STATION
 POSTMASTER
 PO BOX 9998
 CENTRE HALL PA 16828-9998



August 23, 2003
Boy Scouts of America Allegheny Highlands Council, Inc.
 CAMP STATION
 POSTMASTER
 200 NORTH MECHANIC ST
 SMETHPORT PA 16749-9998



August 23, 2003
Postal Service
 NATIVE AMERICAN POW WOW
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 23, 2003
 NAVESINK TWIN LIGHTS
 STATION
 POSTMASTER
 170 BAY AVE
 HIGHLANDS NJ 07732-9998



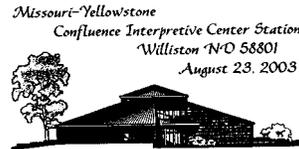
August 23, 2003
 MITCHELL CENTENARY
 STATION
 POSTMASTER
 PO BOX 9998
 RACINE WI 53403-9998



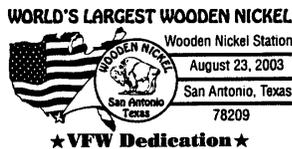
August 23, 2003
Jean C. Kibler
 COOK OFF STATION
 POSTMASTER
 600 EAST LIVE OAK
 MERIDIAN TX 76665-9998



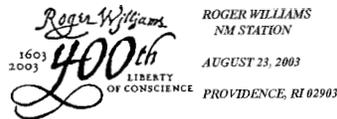
August 23, 2003
 37TH WORLD GYMNASTICS
 CHAMPIONSHIP STATION
 POSTMASTER
 701 NORTH LOARA ST
 ANAHEIM CA 92803-9998



August 23, 2003
Williston Lewis and Clark Bicentennial Committee
 MISSOURI YELLOWSTONE
 CONFLUENCE INTERPRETIVE
 STATION
 POSTMASTER
 PO BOX 9998
 WILLISTON ND 58801-9998



August 23, 2003
The Wooden Nickel Museum
 WOODEN NICKEL STATION
 POSTMASTER
 10410 PERRIN BEITEL RD
 SAN ANTONIO TX 78284-9998



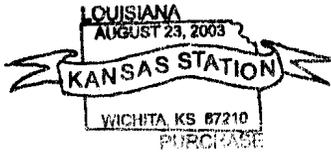
August 23, 2003
Postal Service
 ROGER WILLIAMS NM STATION
 POSTMASTER
 24 CORLISS ST
 PROVIDENCE RI 02904-9998



August 23, 2003
Village of Middleville
 MIDDLEVILLE STATION
 POSTMASTER
 PO BOX 9998
 MIDDLEVILLE NY 13406-9998



August 23, 2003
 AIR CAPITAL STATION
 POSTMASTER
 7117 WEST HARRY ST
 WICHITA KS 67276-9998



August 23, 2003
 KANSAS STATION
 POSTMASTER
 7117 WEST HARRY ST
 WICHITA KS 67276-9998



August 24, 2003
 AIR CAPITAL STATION
 POSTMASTER
 7117 WEST HARRY ST
 WICHITA KS 67276-9998



August 23, 2003
Friends of The Light House
 ADMIRALTY HEAD STATION
 POSTMASTER
 201 NW COVELAND ST
 COUPEVILLE WA 98239-9998



August 24, 2003
Postal Service
 HISPANIC DAY STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



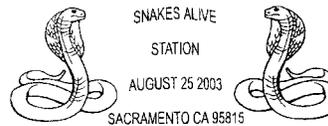
August 23, 2003
Half-Shire Historical Society
 HISTORIC LACONA DEPOT
 STATION
 POSTMASTER
 PO BOX 9998
 LACONA NY 13083-9998



August 24, 2003
Port Byron Historical Society
 175 YEARS
 CENTESEPTQUINARY
 STATION
 POSTMASTER
 PO BOX 9998
 PORT BYRON IL 61275-9998



August 23-24, 2003
Schenectady County Airport
 ESAM AIRSHOW STATION
 POSTMASTER
 29 JAY ST
 SCHENECTADY NY 12305-9998



August 25, 2003
Postal Service
 SNAKES ALIVE STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 23-30, 2003
Du Quoin State Fair Committee
 DU QUOIN STATE FAIR
 STATION
 POSTMASTER
 655 EXECUTIVE DR
 DU QUOIN IL 62832-9998



August 26, 2003
Postal Service
 SUPER PORK STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



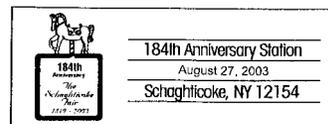
August 23-September 1, 2003
Nebraska State Fair
 NEBRASKA STATE FAIR
 STATION
 PHILATELIC CLERK
 700 R ST
 LINCOLN NE 68501-9804



August 27, 2003
Postal Service
 CATTLEMENS CELEBRATION
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



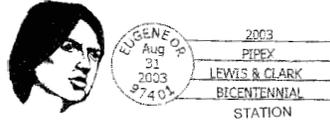
August 24, 2003
Postal Workers Breast Cancer Coalition and Susan G. Komen Foundation
 PONY EXPRESS 2003 STATION
 POSTMASTER
 PO BOX 9998
 HUNTINGTON STATION NY 11746-9998



August 27-September 1, 2003
The Schaghticoke Fair Association
 184TH STATION
 POSTMASTER
 172 MAIN ST
 SCHAGHTICOKE NY 12154-9998



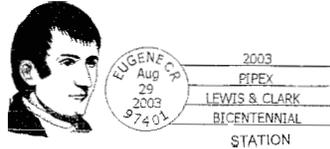
August 28, 2003
 Postal Service
 INSECT PAVILION STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 29-31, 2003
 NW Federation of Stamp Clubs
 and Greater Eugene Stamp
 Society
 LEWIS AND CLARK
 BICENTENNIAL STATION
 POSTMASTER PHILATELIC
 SERVICES
 520 WILLAMETTE ST
 EUGENE OR 97401-9998



August 28, 2003
 Seward Centennial Committee
 FOUNDERS DAY STATION
 POSTMASTER
 PO BOX 9998
 CRAIG AK 99664-9998



August 29-31, 2003
 NW Federation of Stamp Clubs
 and Greater Eugene Stamp
 Society
 LEWIS AND CLARK
 BICENTENNIAL STATION
 POSTMASTER/PHILATELIC
 SERVICES
 520 WILLAMETTE ST
 EUGENE OR 97401-9998



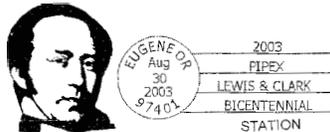
August 29, 2003
 Postal Service
 WINE COMPETITION THE
 GRAND DADDY OF THEM ALL
 STATION
 AUGUST 29 2003
 SACRAMENTO CA 95815



August 29-31, 2003
 Merchantville Stamp Club
 MERPEX STATION
 POSTMASTER
 1175 MARKKRESS RD
 CHERRY HILL NJ 08034-9998



August 29, 2003
 Postal Service
 OLD THRESHERS REUNION
 STATION
 POSTMASTER
 200 NORTH JEFFERSON
 MT PLEASANT IA 52641-9998



August 29-31, 2003
 NW Federation of Stamp Clubs
 and Greater Eugene Stamp
 Society
 LEWIS AND CLARK
 BECENTENNIAL STATION
 POSTMASTER/PHILATELIC
 SERVICES
 520 WILLAMETTE ST
 EUGENE OR 97401-9998



August 29, 2003
 Vermont State Fair
 STATE FAIR STATION
 POSTMASTER
 151 WEST ST
 RUTLAND VT 05701-9998



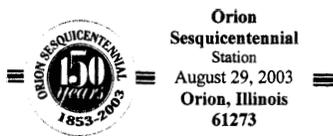
August 30, 2003
 Postal Service
 BLACK CULTURE DAY STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 29-30, 2003
 Chamber of Commerce Trufaut
 Jubilee
 STUMP FENCE CAPITAL
 STATION
 POSTMASTER
 PO BOX 9998
 TRUFAUT MI 49347-9998



August 30, 2003
 City of Bandera, TX
 COWBOY CAPITAL OF THE
 WORLD STATION
 POSTMASTER
 130 HIGHWAY 173 NORTH
 BANDERA TX 78003-9998



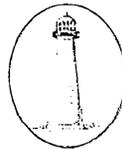
August 29-30, 2003
 Main Street Orion
 ORION SESQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 ORION IL 61273-9998



August 30, 2003
 Bandy Community Center
 HOMECOMING STATION
 POSTMASTER
 PO BOX 9998
 BANDY VA 24602-9998

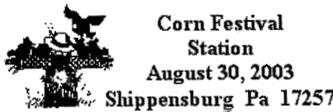


August 30, 2003
 Dismal Swamp Canal Visitor Ct.
 DISMAL SWAMP STATION
 POSTMASTER
 PO BOX 9998
 SOUTH MILLS NC 27976-9998



GULFPEX Station
 August 30, 2003
 Biloxi, MS 39531

August 30-31, 2003
 GULFPEX STATION
 POSTMASTER
 135 MAIN ST
 BILOXI MS 39530-9998



August 30, 2003
 Quality Work Life, Postal Service
 CORN FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 SHIPPENSBURG PA
 17257-9998



August 30-31, 2003
 The Fair at New Boston
 THE FAIR AT NEW BOSTON
 STATION
 POSTMASTER
 150 NORTH LIMESTONE ST
 SPRINGFIELD OH 45501-9998



August 30, 2003
 Town of Corn
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 CORN OK 73024-9998



August 31, 2003
 Postal Service
 CAMP SMOKEY STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 30, 2003
 Alta Centennial Committee
 QUASQUICENTENNIAL
 STATION
 POSTMASTER
 106 SOUTH CHEROKEE ST
 ALTA IA 51002-9998



August 31, 2003
 Postal Service
 61ST ANNUAL WHITMER
 HORTON HOME COMING
 STATION
 POSTMASTER
 PO BOX 9998
 WHITMER WV 26296-9998



August 30, 2003
 Shawnee Homecoming Station
 2003
 SHAWNEE HOME COMING
 STATION 2003
 POSTMASTER
 PO BOX 9998
 SHAWNEE OH 43782-9998



PRESIDENT'S OVAL OFFICE
 STATION
 SEPTEMBER 1 2003
 SACRAMENTO CA 95815

September 1, 2003
 Postal Service
 PRESIDENTS OVAL OFFICE
 STATION
 POSTMASTER
 2000 ROYAL OAKS DR
 SACRAMENTO CA 95813-9998



August 30, 2003
 Postal Service
 MATADOR CATTLE CO STATION
 POSTMASTER
 716 DUNDEE ST
 MATADOR TX 79244-9998

UNVEILING OF PA HISTORICAL MARKER
 HONORING JOHN SINEY
 NATIONAL LABOR LEADER
 1831-1890
 John Siney Station
 September 1, 2003
 Saint Clair, Pa. 17970



September 1, 2003
 Dave Silcox (SC151-div. of St.
 Clair Historical Society)
 JOHN SINEY STATION
 POSTMASTER
 10 WEST CARROLL ST
 SAINT CLAIR PA 17970-9998



August 30-31, 2003
 Greenhills Ballooning Association
 HOT AIR STATION
 POSTMASTER
 607 PERSHING DR
 LACLEDE MO 64551-9998



September 1, 2003
 125th Anniversary Committee
 125TH ANNIVERSARY
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 PALMER KS 66962-9998



September 1, 2003
Batsto Citizens Committee
 LABOR DAY STATION
 POSTMASTER
 114 SOUTH 3RD ST
 HAMMONTON NJ 08037-9998



PROPRIETARY
 HOUSE
 STATION
 September
 3
 2003
 Perth Amboy
 NJ
 08861

September 3, 2003
 PROPRIETARY HOUSE
 STATION
 POSTMASTER
 205 JEFFERSON ST
 PERTH AMBOY NJ 08861-9998



September 1, 2003
Labor Day Station Committee
 107TH ANNUAL CELEBRATION
 LABOR DAY STATION
 POSTMASTER
 PO BOX 9998
 HOISINGTON KS 67548-9998



September 3, 2003
 MORGANS STATION
 POSTMASTER
 316 MAIN ST
 WILKESVILLE OH 45695-9998



September 2, 2003
Postal Service
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 MANCHESTER CENTER VT
 05255-9998



September 4, 2003
Postal Service
 200TH BICENTENNIAL STATION
 POSTMASTER
 110 MARKET ST
 GEORGETOWN PA 15043-9998



September 3, 2003
Postal Service
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 NORTH TROY VT 05859-9998



September 4, 2003
 WMU STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998

— Stamp Services,
 Government Relations, 8-21-03

STAMP ANNOUNCEMENT CORRECTION

Roy Acuff Commemorative Stamp — Postmark Date

The article titled “Stamp Announcement 03-23: Roy Acuff Commemorative Stamp” in *Postal Bulletin* 22108 (8-7-03, pages 72–73) incorrectly stated that all first day of issue postmark orders must be postmarked by December 12, 2003. Since customers have 30 days to obtain the first

day of issue postmark by mail, **the correct postmark date is October 13, 2003.**

— Stamp Services,
 Government Relations, 8-21-03

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
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, 8-21-03*

Post Offices

MOVER'S GUIDE NEWS

Important Delivery Information

To deliver the September 2003 edition of Publication 75, *Mover's Guide*, to all facilities on time, we will be sending some direct-ship offices half of their September distribution during the second and third weeks of August. They will receive the rest of their distribution within 30 days of the initial delivery. If a facility will be receiving two shipments, we will mark each box in the first shipment to show that it is the first shipment of two. The second shipment will also be labeled accordingly.

— *Address Management,
Intelligent Mail and Address Quality, 8-21-03*

Supply Management

ORDERING INSTRUCTIONS

POW-MIA Flags



We're in the annual cycle of displaying the POW-MIA flag at Postal Service™ facilities on the following 6 specific days:

- Armed Forces Day, the third Saturday in May
- Memorial Day, the last Monday in May
- Flag Day, June 14
- Independence Day, July 4
- National POW-MIA Recognition Day, the third Friday in September
- Veterans Day, November 11

Note: If any of these days fall on a nonbusiness day, Postal Service facilities are required to display the POW-MIA flag on the last business day before the designated day.

The flag and its display at our facilities honor the sacrifices made by members of the armed forces held as prisoners of war or missing in action. Use the information below to order POW-MIA flags.

Ordering Instructions

In compliance with the law requiring the display of POW-MIA flags, the Material Distribution Center offers the following sizes of flags, which it orders from the General Services Administration.

Order a POW-MIA flag based on the size of your United States flag.

If using this size U.S. flag:	Order this size POW-MIA flag:	Use this POW-MIA flag NSN:
5' x 9' 6" or larger	4' x 6'	8345-01-452-6283
3' 6" x 6' 7-3/4"	3' x 5'	8345-01-452-8114
2' 4-7/16" x 4' 6"	2' x 3'	8345-01-452-8111

You can order a POW-MIA flag by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, select 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 placing 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 *mcustomerservice@email.usps.gov*.
- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

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

You also can order the POW-MIA flag through the Postal Products Unlimited, Inc., catalog on eBay at <http://ebuy.usps.gov/jsp/co/Login.jsp> (URL is case-sensitive).

POSTAL SERVICE EMPLOYEES

Sprint PCS Agreement

Thanks to a new agreement, you can receive a 15% discount on new and existing Sprint PCS accounts. The discount applies to both business and personal accounts.

To take advantage of the agreement, call 866-782-USPS to ensure that you receive the discount and that your account will be moved over to the "Official USPS Billing Cycle." This change may cause your bill to be prorated.

A 15% discount on equipment and accessories is also available. All orders will be shipped via Postal Service™ Priority Mail® service.

Please note that these discounts are available only through the toll-free number provided above, at Sprint PCS retail stores, or through corporate sales representatives that come directly to Postal Service facilities. The discounts are not available through kiosks or any other sales agents.

For more information, visit the Postal Service intranet blue page at <http://blue.usps.gov>, and click on *Wireless Deals* under the "Employee Deals" section. If you have questions about equipment and service, contact the Sprint PCS provider.

The contracting officer for this agreement is Larry Jones, Supply Management, 202-268-2354.

— SCM Strategies,
Supply Management, 8-21-03

Javits-Wagner-O'Day Act (JWOD) Program

Do you wonder why the Postal Service™ uses so many SKILCRAFT® pens and pencils? Is the acronym JWOD a mystery to you? When you purchase a SKILCRAFT product or service, you support the Javits-Wagner-O'Day (JWOD) Program, which provides employment opportunities for over 36,000 Americans who are blind or have other severe disabilities.

The JWOD program began with the Wagner-O'Day Act of 1938 (the Act), which provided employment opportunities for the blind. In 1971 the Act (renamed Javits-Wagner-O'Day), was amended to include people with severe disabilities. The Act requires government agencies, including the U.S. Postal Service®, to purchase selected products and services through the JWOD program, enabling JWOD employees to lead more productive, independent lives.

When you order from the Boise Office Products national contract you can be assured that you are in compliance with the Act because Boise fills your order with selected products from the National Industries for the Blind or NISH.

For a list of these selected products (also referred to as ETS "Essentially the Same" Commercial Products) see page 19 of *Material Logistics Bulletin MLB-CO-00-002*. To view the MLB, go to <http://blue.usps.gov/purchase/material/pmsc/windsor/boise.htm>, and click on *Office Supplies MLB*.

If you do not have access to a computer, you can obtain the MLB by calling Topeka Operations and Materials Customer Service at 800-332-0317; select the option for "Operations and Materials Customer Service."

JWOD items are coded as such in the Boise Office Products catalog and on eBay.



— SCM Strategies,
Supply Management, 8-21-03

National Contracts for Custodial Rental Items

If you placed eBuy orders with Cintas Corporation or UniFirst Corporation for quantities of custodial rental items that will be exhausted by the end of fiscal year 2003 (September 5), you must immediately place new orders for fiscal year 2004.

Your delivery likely will not be interrupted; however, if you do not place the new order in a timely manner, both suppliers will have to expend additional resources to re-establish the invoice process. Please make this a priority and contact Cintas (800-795-7368) or UniFirst (800-480-5432) to provide the new eBuy requisition number once you have received funding approval. If your facility has already placed orders for the 2-year period (as required by the contract), you do not have to place a new order.

Both suppliers have requested the assistance of the contract management team in converting all existing customers to the new national contract. Therefore, it is extremely important that existing customers of UniFirst or Cintas (i.e., Postal Service facilities with previous agreements or contracts with these suppliers) place their eBuy catalog orders immediately.

If your facility is located in one of the following states and you currently do not have service with Cintas or UniFirst, you should remain with your current custodial rental item supplier until you receive a firm commitment from Cintas or UniFirst to begin delivery to your location:

- Alaska
- Hawaii
- Idaho
- Kansas
- Montana
- Nebraska
- Nevada
- North Dakota
- Oregon
- South Dakota
- Utah
- Washington

If you have any questions about product delivery in your area or about placing your eBuy order, contact the contract management team at our e-mail address, *Help, Custodial*.

— *SCM Strategies,
Supply Management, 8-21-03*



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

A black and white advertisement for the DMM 200-A guide. The background features a blurred office scene with a man in a suit and glasses in the foreground. An inset image shows a person at a counter with a USPS logo. The text is overlaid on the image.

*A Guide to Mailing for
Businesses and Organizations*

**DMM 200-A
A Guide to Mailing for
Businesses and Organizations**

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**Helping our business customers
make mailing fast and easy!**

THEIR BUSINESS IS OUR BUSINESS