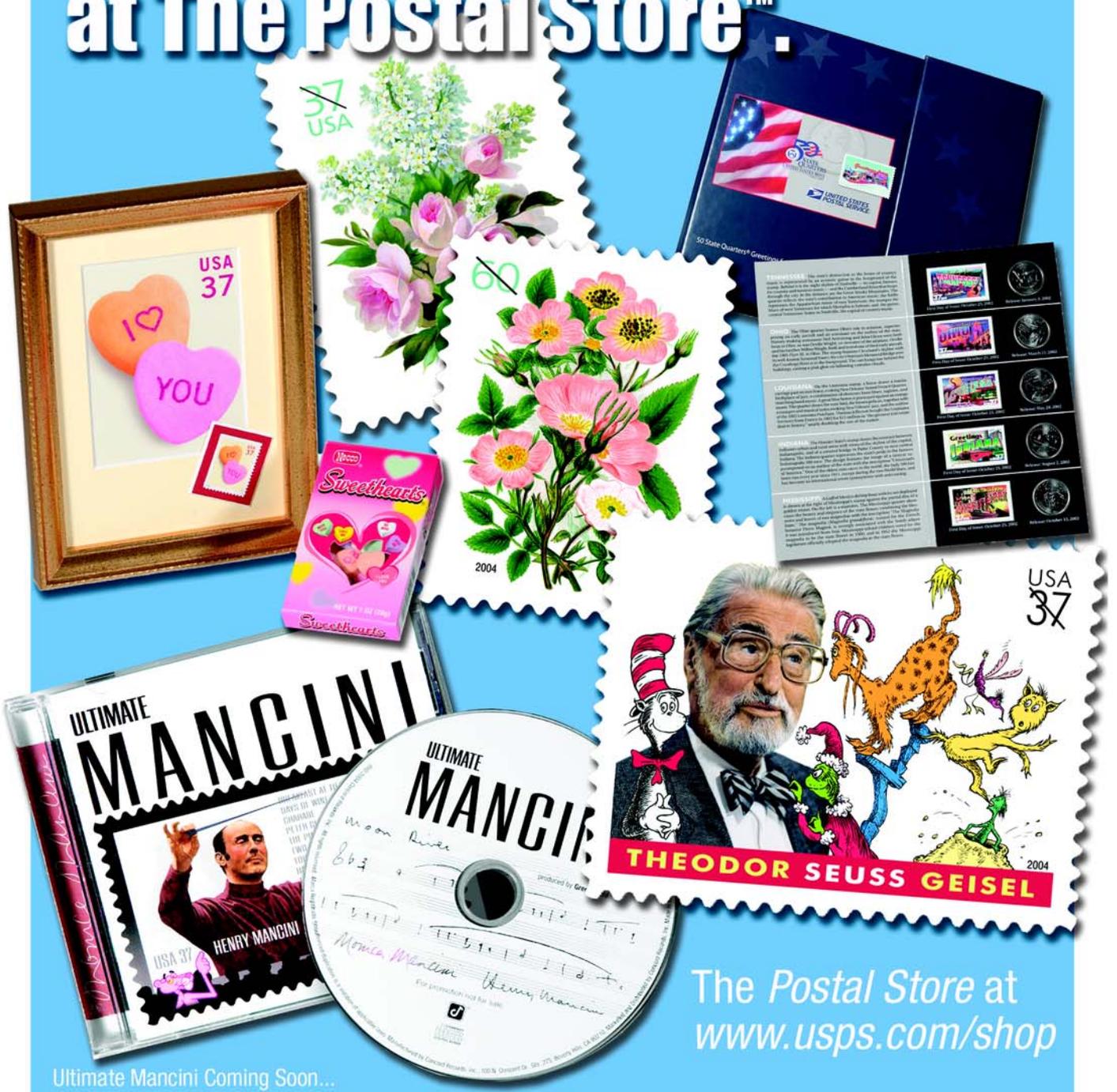


POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22124, March 18, 2004

There's always more at The Postal Store™.



Ultimate Mancini Coming Soon...

The Postal Store at www.usps.com/shop

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| PB 22123: 7690-07-000-0107 | PB 22115: 7690-05-000-5984 | PB 22108: 7690-05-000-5977 | PB 22101: 7690-05-000-5970 |
| PB 22122: 7690-05-000-5991 | PB 22114: 7690-05-000-5983 | PB 22107: 7690-05-000-5976 | PB 22100: 7690-05-000-5969 |
| PB 22121: 7690-05-000-5990 | PB 22113: 7690-05-000-5982 | PB 22106: 7690-05-000-5975 | PB 22099: 7690-05-000-5968 |
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| PB 22118: 7690-05-000-5987 | PB 22110: 7690-05-000-5979 | PB 22103: 7690-05-000-5972 | PB 22096: 7690-05-000-5965 |

USPSNEWS@WORK

AFCS LEARNS TO READ: Upgrade allows cancelers to sort mail

For years now, the Advanced Facer Canceler System (AFCS) has been the backbone of letter processing, allowing mail to be postmarked and properly oriented for automation processing.

Now, thanks to funding approved by the Postal Service™ Board of Governors, the 1,086 AFCSs in operation will receive an optical character reader (OCR) computer “upgrade” allowing them to scan and sort letter mail in addition to their regular duties.

The enhancements provide technology to replace 646 multi-line optical character readers (MLOCs) with 395 new machines. Placing OCR technology into AFCSs allows them to bypass the MLOC operation so letter mail can be sorted sooner.

The upgrades will be added to existing cancellation equipment and to some new OCR/barcode sorters with expanded sort capability. Reduced handlings and significant savings are expected in 2006 and 2007 when fully deployed.

In the past five years, investing in letter automation technology has helped USPS® avoid \$3.9 billion in processing and delivery costs. We’re reducing costs and improving service — two key objectives of the *Transformation Plan*.

THE RIGHT STUFF: Labor Scheduler expands to 90 processing facilities

Getting the right people at the right place at the right time — that’s what Labor Scheduler is helping USPS do. The Board of Governors approved expansion of the Web-based tool to 90 processing facilities nationwide.

The application — officially known as Labor Force Schedule Optimizer System — considers each plant’s operating plan, network responsibilities, mail-processing equipment and specific mail flows. It even incorporates all scheduling requirements of Postal Service employee labor agreements.

Labor Scheduler will help USPS reduce costs and increase efficiencies — two goals of the *Transformation Plan*.

FEWER SACKS A GOOD THING: USPS encourages mailers to use pallets

“Put your publications on pallets and save money.” That’s the message the Postal Service is sending to publishers.

In a new filing with the Postal Rate Commission, USPS is offering mailers pricing incentives to switch to pallets and stop using costly mail sacks. Pallets are more cost-efficient because they hold more volume than sacks and are easier to transport.

The current experiment focuses on smaller-circulation publications of average weight and considerable advertising content. The filing proposes an expansion that would provide incentives for heavier publications with high editorial content, specifically publications weighing more than nine ounces with less than 15 percent advertising content.

DOIS TRANSITION: IT support for DOIS being shifted to USPS employees

Need to talk to a techie about the Delivery Operations Information System (DOIS)? The in-house experts will handle it. Information Technology (IT) employees are in the process of assuming DOIS support duties that had been provided by a contractor.

DOIS currently is deployed to more than 7,600 locations. It’s used by delivery unit supervisors to help manage delivery routes and other activities. District, area and headquarters managers also rely on DOIS information.

The transition to in-house support for DOIS is scheduled to be completed by March 31. IT is working with the Delivery System Support group to make it happen.

Go to the redesigned Delivery Helper Web site at <http://deliveryhelper> for DOIS information and related delivery links. A new feature is a *Tips* window, which is your access to frequently asked questions, suggestions and general tips.

REASONABLE ACCOMMODATION: Revised publications now available

A Human Resources kit has all the information you need to know about reasonable accommodation.

The kit features two recently revised publications — Handbook EL-307, *Reasonable Accommodation, An Interactive Process*, and Publication 317, *Manager’s Guide to Reasonable Accommodation*.

USPSNEWS@WORK

New to the kit are Poster 315, *The Reasonable Accommodation Process*, and Publication 316, *Reasonable Accommodation in the U.S. Postal Service: A Guide for Employees and Applicants*.

These products are available online and also can be ordered from the Material Distribution Center.

The Rehabilitation Act prohibits discrimination against qualified employees and job applicants with disabilities and places an obligation on the Postal Service to find reasonable ways to accommodate them. The kit has been designed to help explain the Rehabilitation Act and ensure that we comply with it.

HAPPY ANNIVERSARY: Ethics in Government Act celebrates its 25th

Got a situation where ethics laws or regulations apply? Not sure? Let the USPS Law department help you make the right decision.

This year marks the 25th anniversary of the Ethics in Government Act of 1978 (it wasn't enacted until the following year). To celebrate the milestone, the Law Department is reminding postal employees about the importance of observing high ethical standards. Ethics are essential to our overall effectiveness, and they promote public confidence in the integrity of the Postal Service.

For answers to your ethics questions, go to the Law department Web site at <http://blue.usps.gov/uspslaw/Headquarters/Civil/EthicsInfo> (note that this URL is case sensitive) or call the ethics hotline at 202-268-6346.

ARE YOU COVERED: Car insurance on official travel

The next time you lease or rent a car for official travel, keep these things in mind. The Postal Service doesn't reimburse travelers for collision or personal accident insurance. Vehicles leased for use on official Postal Service travel are covered by the military's Surface Deployment and Distribution Command — a service provided to all federal agencies. To ensure coverage, leased or rented vehicles must meet the following criteria:

- Vehicle must be leased from a participating leasing company. Leasing companies accessed through Omega are all participating companies.
- Rental cost must be paid with a government travel card.
- Vehicle must be rented at a government rate.
- Vehicle type must be: compact, mid-size, full, mini-van, 15-passenger van or SUV (no trucks).
- Damage sustained must not be the result of operator negligence or conduct.

Need to know more? See Handbook F-15, *Travel and Relocation*, Section 5-6.3, Reimbursement for Insurance.

SELL, SELL, SELL: Sales launches online training courses

The USPS Sales group has launched a series of online training courses available through the Customer Connection Web site. Offerings include the first customized sales course — Selling USPS Package Services — and other essential sales skills courses.

To take an online sales course, go to <http://blue.usps.gov/customerconnection> and click on the *Training* link in the left column.

Help Us Help You Save Time and Money

Stop Redistributing the *Postal Bulletin* to CPUs, and Decrease Your Subscription Accordingly.

Why?

We now have access to the master mailing list for contract postal units (CPUs). Effective with this issue of the *Postal Bulletin*, we are mailing the *Postal Bulletin* directly to all CPUs.

What Does This Mean for You?

Less work.

Since we are mailing the *Postal Bulletin* directly to CPUs, you won't have to spend your time and energy doing it. We'll do it for you.

You must do the following if you are redistributing to CPUs:

- Immediately stop redistributing.
- As soon as possible, contact us to decrease your subscription (since you won't need those extra copies to redistribute anymore).

Example:

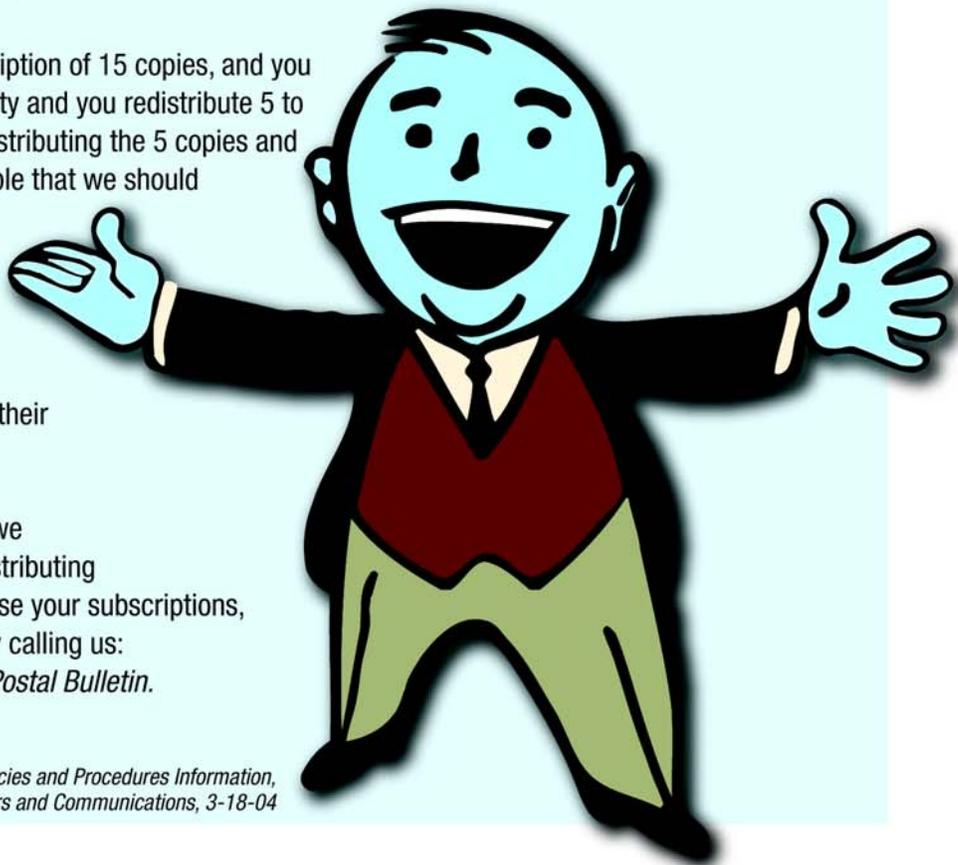
If you currently have a subscription of 15 copies, and you usually keep 10 for your facility and you redistribute 5 to CPUs, you'll need to stop redistributing the 5 copies and let us know as soon as possible that we should decrease your subscription from 15 to 10.

How Do You Decrease Your Subscription?

We have the list of CPUs and their mailing lists, but we don't know how many you are forwarding to your CPUs. So we need your help. If you're redistributing to CPUs, contact us to decrease your subscriptions, by sending us an e-mail or by calling us:

- Send an internal e-mail to *Postal Bulletin*.
- Call us at 202-268-5776.

— Policies and Procedures Information,
Public Affairs and Communications, 3-18-04



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 Week 8 Billion \$ Jewelry | Standard/Flat and Letter | 3/20/04–3/23/04 | 6.4 | Nationwide | Car-Rt | Harte-Hanks |
| Williams Sonoma | Standard/Flat | 3/22/04–3/23/04 | 3.6 | Nationwide | 3/5-Digit, Car-Rt | Quad Graphics, Hartford, WI |
| Pottery Barn Kids | Standard/Flat | 3/22/04–3/25/04 | 4.2 | Nationwide | 3/5-Digit, Car-Rt | Quad Graphics, Hartford, WI |
| Seventh Avenue | Standard | 3/22/04–3/25/04 | 1.2 | Nationwide | Barcoded, Basic, 3/5-Digit, Car-Rt | Quad Graphics, Lomira, WI |
| The Sportsman's Guide, April Main | Standard/Catalog | 3/22/04–3/26/04 | 1.1 | Nationwide | 3/5-Digit, Car-Rt | RR Donnelley, Lynchburg, VA |
| JCP JB 04 Jewelry Catalog | Standard/Postcard | 3/25/04–3/27/04 | 1.8 | Nationwide | Car-Rt | Harte-Hanks |
| JCP Acquisition Version | Standard/Catalog | 3/26/04–3/29/04 | 1.0 | Nationwide | Car-Rt | Quebecorworld |
| JCP March On-Trend | Standard/Catalog | 3/26/04–3/29/04 | 2.9 | Nationwide | Car-Rt | Quebecorworld |
| JCP Home Decorating Sale | Standard/Catalog | 3/27/04–4/1/04 | 10.0 | Nationwide | Car-Rt | Quebecorworld |
| JCP Week 9 Sweet Sale | Standard/Postcard | 3/29/04–3/31/04 | 10.3 | Nationwide | Car-Rt | Harte-Hanks |

— Business Service Network Integration,
Service and Market Development, 3-18-04

PUBLICITY KIT

National Card and Letter Writing Month — Send Mail They'll Treasure

April is National Card and Letter Writing Month (NCLWM). The 2004 theme is “send mail they'll treasure.” This year, NCLWM celebrates writing and sending cards and letters to family, teachers, friends, and neighbors; to fellow students; and to movie characters Shrek and Donkey. NCLWM encourages sending greetings at Easter and other times throughout the month.

The Postal Service™ has partnered with DreamWorks to use the Shrek and Donkey images to help promote NCLWM. Images will be used on various Point of Purchase items (April 1–June 30) to promote the release of the movie *Shrek 2* on May 21. Additionally, the Postal Service has approved a special cancellation die hub with the Shrek image that will be used to postmark mail at Processing and Distribution Centers during this same period.

Postmasters and customer service managers are encouraged to help promote NCLWM by taking advantage of the DreamWorks partnership and by implementing one or more of the ideas in this kit or by developing a unique activity of their own. All employees are encouraged to participate.

National Card and Letter Writing Month Activity Ideas*Send Cards at Easter and Other Times Throughout the Month*

Many individuals living in nursing homes or assisted living facilities have few, if any, people visit or send them mail. Participating Post Offices™ can host letter writing projects encouraging schoolchildren to send cards to the residents at Easter and throughout the month. Partner with local nursing homes and assisted living facilities to provide stamps for the students' letters. Give recognition to the participating schools and nursing homes, such as a National Card and Letter Writing Month “Certificate of Appreciation” signed by the local postmaster.

Give Thanks Week to Week

To keep the NCLWM momentum going throughout the month, announce to local customers that each week will be an opportunity to give thanks to a special person by writing and sending cards and letters. Here's a sample schedule that could be used for the month of April:

- April 5–9, “Give Thanks to Family” week
- April 12–16, “Give Thanks to Teachers” week

- April 19–23, “Give Thanks to Friends” week
- April 26–30, “Give Thanks to Neighbors” week

Write a Letter or Card to a Classmate (“What I like about you is...”)

Participating Post Offices can work with local elementary schools to organize a card writing project among classmates. Partner with one or two schools and suggest 5th and 6th graders for this project. Postmasters should contact greeting card publishers in their community, using the Yellow Pages or the attached Greeting Card Association (GCA) membership list (see page 12) to ask for free blank greeting cards. Start with the public relations or marketing department when telephoning and mention to them that — because of the GCA's “Greeting Cards for Kids” program — you hope to obtain a certain number of blank greeting cards and to have them join as a partner in this community outreach project.

You can also access the GCA membership list online at <http://www.greetingcard.org/members.html>. Click on *Cards for Kids Program* to learn more or see the attached summary of the program on page 30.

Have each student prepare cards for two different classmates using the theme “What I like about you is... .” Suggest some positive phrases to the participating students. Examples include:

- “What I like about you is you always speak to me in the mornings.”
- “What I like about you is you always call me when I am out to make sure I know about the homework.”
- “What I like about you is you always make me laugh.”

Be sure to encourage student creativity. The cards should be addressed to the individual students at school and distributed by teachers to student mailboxes. If students don't have mailboxes, you can create a row of brown paper bags with student names on a wall in the classrooms. School personnel can ask the school's Parent Teachers' Association for help in purchasing stamps for this project.

Have students read the cards in the classroom and vote on the best three cards. A possible prize could be a certificate announcing the winner of the What I Like About You contest, signed by the principal and the postmaster.

Work with community newspapers to have the letters published.

Write a Letter of Thanks to Shrek and Donkey

Many elementary school children have seen *Shrek* at least twice. *Shrek* sends a great message of accepting people for who they are. Post Offices can work with one to two elementary schools in their community (suggest 3rd and 4th graders) to host a letter writing project in which students would prepare a letter to Shrek and Donkey thanking them for a great movie and sharing the most important lesson they learned from the movie in 50 words or less.

Have letters sent to the English and Reading departments of the participating school and give prizes for the best letters. Letters can be judged by a committee of parents, teachers, or high school English students. Possible prizes could be boxes of stationery and panes of current commemorative stamps or movie tickets to the upcoming *Shrek 2* movie (call local theaters to ask for donated movie tickets).

Other Activity Ideas

- Work with a local school (suggest 5th and 6th graders) to encourage vacationing students to send cards to classmates. Have students bring in all cards received to share with classmates. Students who have visited the most interesting places could receive a prize, such as a philatelic item. Let students decide the most interesting places.
- Work with a local school to initiate a writing project encouraging students to write letters or send cards to a favorite author. Suggest that they write and send a book review to the author or send ideas for a sequel to their favorite book. Many English teachers are looking for ways to help teach students how to enhance their writing and persuasion skills.
- Work with community newspapers and schools to initiate writing letters of appreciation to local police or firefighters and have local newspapers publish the letters.
- Work with a local school to initiate a writing project encouraging students to write and exchange letters with senior citizens from a nearby retirement center. Suggest a field trip to the center after the letter exchange. This will provide a chance for the new "pen pals" to meet, take photos, and build friendships.

- Work with a local library to initiate a letter-writing workshop and/or contest. Give a presentation on the history of letter writing (and share some famous letters), the Postal Service, or postage stamps, and encourage attendees to write about these subjects.

Be sure to publicize your community's, school's, or library's participation in NCLWM by using the materials in this kit. If you have questions or need assistance with publicity, please contact your area's Public Affairs and Communications manager.

Area Public Affairs and Communications Managers

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

CESTA AYERS
ACTING MANAGER
PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHWEST AREA US POSTAL SERVICE
7800 N STEMMONS FREEWAY STE 450
DALLAS TX 75247-4220
Telephone: 214-819-8710

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

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

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

DON SMERALDI
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
PACIFIC AREA US POSTAL SERVICE
7001 S CENTRAL AVE RM 364A
LOS ANGELES CA 90052-9641
Telephone: 323-586-1212

Publicity Kit

National Card and Letter Writing Month — Send Mail They'll Treasure

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MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
EASTERN AREA US POSTAL SERVICE
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PHILADELPHIA PA 19197-0593
Telephone: 215-931-5054

DEBORAH YACKLEY
PUBLIC AFFAIRS AND COMMUNICATIONS
CAPITOL METRO OPERATIONS
16501 SHADY GROVE
GAITHERSBURG MD 20898-9998
Telephone: 301-548-1465

DIANE TODD
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
NY METRO AREA US POSTAL SERVICE
421 EIGHTH AVE RM 5114
NEW YORK NY 10199-9681
Telephone: 212-330-3118

SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR**[INSERT DATE]****[INSERT NAME, TITLE]****[INSERT NAME OF NEWSPAPER]****[INSERT ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[INSERT TITLE AND NAME]:**

April 2004 has been designated National Card and Letter Writing Month by the U.S. Postal Service®. The theme for 2004 is "Send mail they'll treasure."

National Card and Letter Writing Month is an opportunity to raise awareness of the importance and historical significance of card and letter writing. Writing, sending and receiving letters, postcards and greeting cards is a tradition that preserves our nation's history and changes lives. There's nothing like a personal letter to share hopes, challenges, emotions, good news and memories. Unlike other communications, card and letter writing is timeless, personal and immediately tangible.

I am sure that you — and many readers of your newspaper — appreciate letter writing. Your "Letters to the Editor" section — and others like it — remain a popular forum for the public voice and have done much to enhance this fine art.

Card and letter writing also helps improve literacy and promotes creativity among our youth. That is why the **[INSERT CITY NAME]** Post Office is joining Post Offices™ across the country in the National Card and Letter Writing Month celebration by sponsoring the following activities:

[BRIEFLY DESCRIBE ACTIVITIES AND LIST ANY PARTNER ORGANIZATIONS.]

The public is welcome to join the fun.

Help us ensure that the art of card and letter writing continues to have a place of honor in American culture. Thank you for supporting National Card and Letter Writing Month.

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

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Publicity Kit

National Card and Letter Writing Month — Send Mail They'll Treasure

**POSTAL NEWS**FOR IMMEDIATE RELEASE
[INSERT DATE]Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com**[INSERT CITY] POST OFFICE INVITES COMMUNITY TO CELEBRATE NATIONAL
CARD AND LETTER WRITING MONTH****Shrek Character Helps USPS Announce NCLWM**

[INSERT YOUR CITY, STATE] — April is National Card and Letter Writing Month and **[INSERT CITY]** postmaster **[INSERT NAME]** is inviting everyone to participate in fun and educational activities planned for the community. The theme this year is “send mail they’ll treasure.”

Writing, sending and receiving letters, postcards and greeting cards is a tradition that preserves our nation’s history and changes lives. “There’s nothing like a personal letter to share hopes, challenges, emotions, good news and memories,” said **[INSERT POSTMASTER’S LAST NAME]**. “Unlike other communications, card and letter writing is timeless, personal and immediately tangible. It’s a wonderful way to keep in touch.”

To help celebrate National Card and Letter Writing Month, the **[INSERT CITY]** Post Office™ invites everyone to **[INSERT DETAILS OF ANY LOCAL EVENTS OR ACTIVITIES]**.

For more information on the U.S. Postal Service®, visit www.usps.com.

#

Greeting Card Association (GCA) Membership List**Abbey Press**

Hill Drive
St. Meinrad, IN 47577
Telephone: (812) 357-8228
Fax: (812) 357-8388
Telephone: 800-621-1588
E-mail: slueken@abbeypress.com

Acrostics Ltd. Co.

900 N. Butternut Avenue
Broken Arrow, OK 74012
Telephone: (918) 294-1617
E-mail: vford38@cox.net

Alef Judaica, Inc.

8440 Warner Drive
Culver City, CA 90232
Telephone: (310) 202-0024
Fax: (310) 202-0940
Toll-free telephone: 800-262-ALEF (2533)
Toll-free fax: 800-775-ALEF (2533)
E-mail: sales@alefjudaica.com

Alfred Mainzer, Inc.

27-08 40th Avenue
Long Island City, NY 11101
Telephone: (718) 392-4200
Fax: (718) 392-2681
Toll-free telephone: 800-22-CARDS (2737)
E-mail: greetingcd@aol.com

Ali Greeting Cards

244 Fifth Avenue, Suite A253
New York, NY 10001
Telephone: (212) 726-8145
Fax: (704) 563-1449
E-mail: ali@aligreetingcards.com

Alice Briggs Illustration

11 Possum Hollow Lane
Natick, MA 01760
Telephone: (508) 651-1607
Fax: (508) 647-0090
E-mail: alice_briggs_illustration@hotmail.com

A.L.L.'S. WELL & CO., Inc.

94 N. Rockledge Drive
Livingston, NJ 07039-1121
Telephone: (973) 994-0740
Fax: (973) 535-0777
E-mail: allswel359@aol.com

Amazing Card Company, LLC

419 N. Larchmont Blvd., Suite 83
Los Angeles, CA 90004
Telephone: (323) 935-4819
Fax: (323) 935-9947
Toll-free telephone: 866-257-7775
E-mail: tsimar@aol.com

Amber Lotus Publishing

Strawberry Creek Design Center
1250 Addison Street, Studio 214
Berkeley, CA 94702
Telephone: (510) 225-0149
Fax: (510) 665-6083
Toll-free telephone: 800-326-2375
E-mail: info@amberlotus.com

American Artists Group, Inc.

PO Box 49313
Athens, GA 30604
Telephone: (706) 227-0708
Toll-free telephone: (888) 520-1315
Toll-free fax: 866-520-1315
E-mail: service@americanartistsgroup.com

American Greetings Corp.

One American Road
Cleveland, OH 44144
Telephone: (216) 252-7300
Fax: (216) 252-6777
Toll-free telephone: 800 321-3040
E-mail: info@americangreetings.com

Ancient Images® Greeting Cards

690 S. Main St., Box 1086
Moab, UT 84532
Telephone: (435) 259-4087
Fax: (435) 259-6635
Toll-free telephone: 800-891-6635
Toll-free fax: 800-891-6635
E-mail: sales@ancientimagescards.com

Angel Canyon Enterprises

PO Box 123
 Kanab, UT 84741
 Telephone: (435) 644-3004
 Fax: (435) 644-8900
 Toll-free telephone: 888-644-3803
 E-mail: janad@xpressweb.com

Anna Griffin, Inc.

733 Lambert Drive
 Atlanta, GA 30324
 Telephone: (404) 817-8170
 Fax: (404) 817-0590
 Toll-free telephone: 888-817-8170
 E-mail: annagriffin@mindspring.com

Anne Taintor, Inc.

PO Box 9
 Youngsville, NM 87064
 Telephone: (505) 638-5919
 Fax: (505) 638-5819
 E-mail: info@annetaintor.com

Ariana Box Company/Montages by Michele

PO Box 305
 Valley Cottage, NY 10989
 Telephone: (845) 358-7571
 Fax: (845) 358-5892
 E-mail: michele.miller5@verizon.net

Arizona CD Greeting Cards

1495 Copper Basin Road
 Prescott, AZ 86303-6037
 Telephone: (928) 443-0340
 Fax: (928) 771-9926
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 Toll-free fax: 800-762-2426
 E-mail: sales@marianheath.com

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 E-mail: masterpiecestudios@masterpiecestudios.com

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 Phoenix, AZ 85034
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 Toll-free fax: 877-975-5700
 E-mail: info@maxandlucy.com

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 Seattle, WA 98112
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 Fax: (216) 464-2668
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From the Greeting Card Association (GCA)

Cards for Kids Program

Fellow Greeting Card Publishers: Help us create a new generation of greeting card customers!

The concept is simple: introduce children to the joys of sending and receiving cards and reinforce the concept at varying times during their childhood. The result will be adults who purchase cards and then share with their children the joys of card sending.

The first phase of this program will focus on donations to local elementary schools. Everyone wins!

- Your company wins by cleaning out obsolete inventory, enjoying a business income tax deduction, and basking in good publicity.
- The school wins because you provide a media they do not often get to use and students are able to do work outside the norms of the classroom.
- Society wins as well, because the schools can use the cards as part of a social studies lesson when the cards are sent to nursing homes, shelters, or senior centers.

We look forward to your participation in this endeavor. Don't forget to keep the GCA office informed about how you use this program and what its results are. Be sure to forward copies of newspaper articles and response letters so we can track the nationwide progress of Greeting Cards for Kids.

Operational Plan: Corporate Donations to Schools

Donating cards to schools is very rewarding, but remember there is some work involved. Schools will want to have the product close to the actual holiday date, so a storage area will be needed for the cards you are donating.

Schools will be mindful of the religious holidays and the living situations of their students, so someone from either the school or the local community should come in and pick out the cards. We will quickly review the steps to take:

- 1. Assign an area and an individual within your company to handle the donations.** Choose someone who has an interest in the idea, or the program will not succeed. Make space available for card storage. Indicate the importance of this program for your company and unit consumption of greeting cards.

2. **Decide what type of cards (everyday, seasonal, both) you want to offer the school.** It will be easier for you if this decision is yours.
3. **Contact the superintendent for the school system or principals of local schools.** If the school system is large you may choose to go directly to the principal of an elementary school. In some cities, the mayor is the head of the school system and you must contact his or her office to begin the process.

When speaking with school representatives, you will be offering the donation of the cards, and you may also offer the lesson plans. The town/school will then appoint someone to work with you. Their point person will supply the necessary paperwork for any allowable tax deduction (consult your tax advisor).

4. **A press release should go out** while the lesson plans are being conducted or after the lesson if the release includes pictures. This is an important step both to create positive publicity for both your company and to create additional impetus for the program.

GCA's Mission

The GCA celebrates, promotes, and protects the tradition and cultural values of exchanging greeting cards.

. . . and its principle objectives are:

- To promote the tradition of sending greeting cards with the consumer on a national basis.
- To represent the industry before government and regulatory agencies.
- To serve as a membership service center.
- To monitor trends and developments that may impact the industry.

History

In 1941, a small group of greeting card publishers under the leadership of George Burkhardt of Burkhardt-Warner established the Greeting Card Industry, predecessor of today's Greeting Card Association. Formed in response to a War Department order to reduce paper use by 25%, the organization successfully fought the possible elimination of paper used for greeting cards during World War II by launching "Defense Stamp Christmas Cards" and V-Mail greeting cards to help promote defense stamps and war bonds. Another effort named "Greeting Cards in Wartime" showed how greeting cards helped keep families in touch and boost the morale of soldiers fighting abroad. The association — via the Red Cross — provided millions of greeting cards to wounded servicemen.

Domestic Mail

DMM REVISION

Labeling List Changes

Effective March 18, 2004, *Domestic Mail Manual* (DMM™) L001, L007, and L606 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than May 30, 2004.

We will incorporate these revisions 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)

* * * * *

L Labeling Lists

L000 General Use

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

* * * * *

| Column A | Column B |
|-----------------------|------------------------|
| Destination ZIP Codes | Label Container To |
| Change From: | |
| 32502, 73-76, 89-98 | PENSACOLA FL 32502 |
| 32504, 14, 24, 34 | PENSACOLA FL 32504 |
| 32561, 62, 66 | GULF BREEZE FL 32561 |
| 32570-72, 83 | MILTON FL 32570 |
| 33702, 16, 42 | ST PETERSBURG FL 33702 |
| 33705, 12, 15 | ST PETERSBURG FL 33705 |
| 33707, 11, 37, 47 | ST PETERSBURG FL 33707 |
| 33709, 10, 43 | ST.PETERSBURG FL 33709 |
| 33713, 14, 84 | ST PETERSBURG FL 33713 |
| 33755, 57, 69 | CLEARWATER FL 33755 |
| 33770, 71, 74, 79 | LARGO FL 33770 |
| 33772, 73, 75-78 | SEMINOLE FL 33772 |
| 85206, 12, 16 | MESA AZ 85206 |
| 85255, 62 | SCOTTSDALE AZ 85255 |
| 85285, 87, 89 | TEMPE AZ 85285 |
| 85374-76, 78, 79, 87 | SUN CITY AZ 85374 |
| 86426, 29, 30, 39, 42 | BULLHEAD CITY AZ 86442 |
| Change To: | |
| 32502, 91 | PENSACOLA FL 32502 |
| 32504, 24 | PENSACOLA FL 32504 |
| 32561-63 | GULF BREEZE FL 32561 |
| 32570, 72, 83 | MILTON FL 32570 |
| 33702, 16 | ST PETERSBURG FL 33702 |
| 33705, 15 | ST PETERSBURG FL 33705 |
| 33707, 11 | ST PETERSBURG FL 33707 |
| 33709, 10 | ST PETERSBURG FL 33709 |
| 33713, 14 | ST PETERSBURG FL 33713 |
| 33755, 57 | CLEARWATER FL 33755 |
| 33770, 71, 73, 78, 79 | LARGO FL 33770 |
| 33772, 74-77 | SEMINOLE FL 33772 |
| 85206, 07 | MESA AZ 85206 |

| Column A | Column B |
|-----------------------|------------------------|
| Destination ZIP Codes | Label Container To |
| 85255, 62, 63 | SCOTTSDALE AZ 85255 |
| 85285, 89 | TEMPE AZ 85285 |
| 85374, 78, 79, 87 | SURPRISE AZ 85374 |
| 86439, 42 | BULLHEAD CITY AZ 86442 |
| Add: | |
| 32514, 34 | PENSACOLA FL 32514 |
| 33758, 59, 65, 66 | CLEARWATER FL 33758 |
| 33760, 62, 64 | CLEARWATER FL 33760 |
| 33761, 63 | CLEARWATER FL 33761 |
| 85208, 12 | MESA AZ 85208 |
| 85205, 15, 77 | MESA AZ 85215 |
| 85264, 68, 69 | SCOTTSDALE AZ 85268 |
| 85363, 73 | SUN CITY AZ 85373 |
| 85375, 76 | SUN CITY WEST AZ 85375 |
| 86426, 27, 29, 30 | FORT MOHAVE AZ 86426 |
| 86440, 46 | MOHAVE VALLEY AZ 86440 |
| Delete: | |
| 22191-94 | WOODBIDGE VA 22191 |
| 33701, 31 | ST PETERSBURG FL 33701 |
| 33703, 32 | ST PETERSBURG FL 33703 |
| 33704, 34 | ST PETERSBURG FL 33704 |
| 33706, 36, 40, 41 | ST PETERSBURG FL 33706 |
| 33708, 38 | ST PETERSBURG FL 33708 |
| 33730, 33 | ST PETERSBURG FL 33730 |
| 33759, 60, 62, 64 | CLEARWATER FL 33762 |
| 33761, 63, 65 | CLEARWATER FL 33765 |
| 85205, 07, 15, 77 | MESA AZ 85205 |
| 85259, 63, 64, 68, 69 | SCOTTSDALE AZ 85259 |
| 85363, 73 | YOUNGTOWN AZ 85363 |

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L007 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Packages

* * * * *

| Column A | Column B |
|-----------------------------------|-----------------------|
| Destination ZIP Codes | Label Container To |
| Change From: | |
| 22041-44 | FALLS CHURCH VA 22041 |
| 22150-53 | SPRINGFIELD VA 22150 |
| 22306, 08, 11, 12 | ALEXANDRIA VA 22306 |
| 33586, 33611, 16, 81 | TAMPA FL 33611 |
| 33760, 62 | CLEARWATER FL 33760 |
| 33763, 65 | CLEARWATER FL 33763 |
| 33770, 71, 73, 79 | LARGO FL 33770 |
| 33772, 74-78 | SEMINOLE FL 33772 |
| 86426, 27, 29, 30, 39, 40, 42, 46 | FORT MOHAVE AZ 86426 |
| Change To: | |
| 22041, 43 | FALLS CHURCH VA 22041 |
| 22150, 53 | SPRINGFIELD VA 22150 |
| 22306, 08 | ALEXANDRIA VA 22306 |
| 33611, 16, 81, 86 | TAMPA FL 33611 |
| 33760, 62, 64 | CLEARWATER FL 33760 |
| 33761, 63 | CLEARWATER FL 33763 |
| 33770, 71, 73, 78, 79 | LARGO FL 33770 |

| Column A | Column B |
|---|-------------------------|
| Destination ZIP Codes | Label Container To |
| 33772, 74-77 | SEMINOLE FL 33772 |
| 86426, 27, 29, 30 | FORT MOHAVE AZ 86426 |
| Add: | |
| 22040, 46 | FALLS CHURCH VA 22040 |
| 22102, 03 | MC LEAN VA 22102 |
| 22181, 83 | VIENNA VA 22181 |
| 22311, 12 | ALEXANDRIA VA 22311 |
| 33755, 57 | CLEARWATER FL 33755 |
| 33758, 59, 65, 66 | CLEARWATER FL 33758 |
| 85205, 15, 77 | MESA AZ 85215 |
| 85264, 68, 69 | SCOTTSDALE AZ 85268 |
| 85303, 05, 07, 09, 11 | GLENDALE AZ 85303 |
| 85304, 06, 12 | GLENDALE AZ 85304 |
| 85363, 73 | SUN CITY AZ 85373 |
| 86440, 46 | MOHAVE VALLEY AZ 86440 |
| 86439, 42 | BULLHEAD CITY AZ 86442 |
| 89701-05 | CARSON CITY NV 89701 |
| 89706, 21 | CARSON CITY NV 89706 |
| Delete: | |
| 17313, 25, 31, 56, 62 | HANOVER PA 17331 |
| 17512, 22, 43, 45, 52 | LITITZ PA 17543 |
| 17501, 17, 20, 27, 38, 40, 47, 51, 54, 57, 66, 79, 84 | NEW HOLLAND PA 17557 |
| 22030-32, 38 | FAIRFAX VA 22030 |
| 22101-03 | MC LEAN VA 22101 |
| 22180-83 | VIENNA VA 22180 |
| 22192, 93 | WOODBIDGE VA 22192 |
| 22310, 14, 15 | ALEXANDRIA VA 22314 |
| 60010, 47 | BARRINGTON IL 60010 |
| 60014, 48 | CRYSTAL LAKE IL 60014 |
| 60015, 35 | DEERFIELD IL 60015 |
| 60016, 17 | DES PLAINES IL 60016 |
| 60018, 19 | DES PLAINES IL 60018 |
| 60025, 45 | GLENVIEW IL 60025 |
| 60031, 73, 84 | GURNEE IL 60031 |
| 60013, 50 | MCHENRY IL 60050 |
| 60053, 69 | MORTON GROVE IL 60053 |
| 60056, 70 | MOUNT PROSPECT IL 60056 |
| 60046, 61 | VERNON HILLS IL 60061 |
| 60022, 62 | NORTHBROOK IL 60062 |
| 60067, 74, 78 | PALATINE IL 60067 |
| 60060, 68 | PARK RIDGE IL 60068 |
| 60076, 77 | SKOKIE IL 60076 |
| 60089, 91 | BUFFALO GROVE IL 60089 |
| 60030, 90 | WHEELING IL 60090 |
| 60044, 93 | WINNETKA IL 60093 |
| 60002, 98 | WOODSTOCK IL 60098 |
| 85206, 12, 16 | MESA AZ 85206 |
| 85207, 15, 77 | MESA AZ 85207 |
| 85259, 64, 68, 69 | FORT MCDOWELL AZ 85264 |
| 85301, 03, 05, 07, 09, 11 | GLENDALE AZ 85301 |
| 85302, 04, 06, 12 | GLENDALE AZ 85302 |
| 85363, 73 | YOUNGTOWN AZ 85363 |

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(Domestic Mail section continues on page 63.)

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 494

Keep all foreign order notices for use as reference.

Tentative Orders

Australia

MILLIONAIRE MAKERS ACADEMY
(MMA)
GPO BOX 5248
SYDNEY NSW 2001
AUSTRALIA

MILLIONAIRE MAKERS ACADEMY
(MMA)
GPO BOX 3260
SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN INTERNATIONAL WINNERS
GROUP (A.I.W.G.)
RESERVATIONS DEPARTMENT
GPO 4808
SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN INTERNATIONAL WINNERS
GROUP (A.I.W.G.)
BOX 1467
GPO SYDNEY NSW 2001
AUSTRALIA

Netherlands

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

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

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

Do not place any endorsement on the mail pieces themselves.

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

— Judicial Officer, 3-18-04

Withholding of Mail Orders

Withholding of mail orders are enforced by the postmasters at the cities listed below.

| State/City/ZIP Code | Names and Addresses Covered |
|---------------------------|--|
| CA, Hazard 90063-2422 | Any and all Names Except Arlene Lira and Sam Tessier, 104 South Eastman Avenue |
| CA, La Mesa 91941-6435 | DC Electronics, CJ Electronics and All Other Names, 8030 La Mesa Boulevard, PMB 258 and 271 |
| KS, Moundridge 67107-7124 | Any and All of Various Names Other Than the Name Michele Montana and/or The Surnames of Whetstine and/or Chapin, 117 17th Avenue |

— Judicial Officer, 3-18-04

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.

| | | | | | | | | | | | | |
|---------------|--------|--------|--------|--------|--------|---------------|--------|---------------|---------------|--------|---------------|--------|
| 005097 | 018229 | 026006 | 055007 | 077510 | 094965 | 100037 | 114525 | 180083 | 275029 | 314953 | 334066 | 402180 |
| 005117 | 018318 | 026174 | 055111 | 077782 | 095276 | 100080 | 114630 | 180089 | 275062 | 315028 | 335020 | 402235 |
| 005387 | 018365 | 026589 | 055236 | 078425 | 095533 | 100170 | 115096 | 180096 | 275201 | 319156 | 335042 | 402236 |
| 005407 | 018567 | 026620 | 060052 | 079022 | 095600 | 100190 | 115184 | 180100 | 275205 | 320141 | 335229 | 402260 |
| 005505 | 018591 | 028022 | 060231 | 079027 | 095830 | 100193 | 115309 | 180104 | 276083 | 320877 | 335249 | 402281 |
| 005831 | 018839 | 028636 | 060369 | 079057 | 096104 | 100224 | 115315 | 183005 | 277075 | 321050 | 335260 | 402621 |
| 006175 | 019263 | 028659 | 060371 | 079200 | 096274 | 100249 | 115576 | 184013 | 278023 | 321090 | 335264 | 402661 |
| 006346 | 019365 | 029053 | 060385 | 080002 | 096342 | 100250 | 115583 | 184033 | 278078 | 321235 | 335350 | 402711 |
| 006626 | 019370 | 029126 | 060925 | 080010 | 096393 | 100283 | 115833 | 184037 | 278208 | 322100 | 335691 | 402771 |
| 006654 | 019407 | 029132 | 060929 | 080023 | 096467 | 100291 | 117042 | 185700 | 281145 | 322317 | 335922 | 402825 |
| 006864 | 019489 | 029146 | 061250 | 080151 | 096481 | 100366 | 117150 | 191174 | 282540 | 322533 | 335930 | 403005 |
| 006961 | 019870 | 029167 | 061589 | 080191 | 096624 | 101515 | 117274 | 192436 | 283269 | 322762 | 336082 | 404700 |
| 007070 | 019957 | 029168 | 063145 | 080220 | 096649 | 101548 | 117304 | 192836 | 284032 | 323056 | 336139 | 405168 |
| 007110 | 020238 | 029257 | 063318 | 080356 | 096681 | 101737 | 117311 | 192847 | 286116 | 323176 | 336377 | 405209 |
| 007136 | 021005 | 029274 | 064131 | 080523 | 096754 | 101952 | 117337 | 192888 | 292636 | 326268 | 336455 | 405800 |
| 007281 | 021073 | 029301 | 064152 | 080713 | 096886 | 101977 | 117372 | 192899 | 293227 | 326726 | 337033 | 421022 |
| 008011 | 021094 | 029351 | 065943 | 085581 | 096938 | 102047 | 117391 | 193106 | 296516 | 327825 | 337082 | 424013 |
| 008295 | 021113 | 029367 | 065986 | 088007 | 097061 | 102060 | 117397 | 193587 | 300102 | 327854 | 338069 | 427025 |
| 008382 | 021216 | 029369 | 067132 | 088062 | 097076 | 102269 | 117902 | 193727 | 300168 | 327876 | 338344 | 431032 |
| 008524 | 021297 | 029398 | 067226 | 088153 | 097121 | 102618 | 118009 | 196086 | 300404 | 328987 | 339332 | 432106 |
| 008658 | 021379 | 029423 | 067372 | 088560 | 097282 | 102711 | 118056 | 198014 | 300671 | 329009 | 339614 | 432144 |
| 008697 | 021382 | 029426 | 068013 | 089296 | 097287 | 103409 | 118255 | 200925 | 300834 | 329065 | 340002 | 432424 |
| 008860 | 021423 | 029450 | 068070 | 089727 | 097496 | 103425 | 118877 | 206142 | 300928 | 329429 | 340008 | 432813 |
| 008874 | 021506 | 029482 | 068415 | 089728 | 097732 | 104099 | 119337 | 208388 | 300933 | 329495 | 340117 | 439712 |
| 009009 | 021649 | 029505 | 068460 | 090603 | 097733 | 104126 | 119507 | 208482 | 300990 | 330001 | 340165 | 439713 |
| 009082 | 021753 | 029540 | 068639 | 091476 | 097752 | 104420 | 120298 | 210024 | 301182 | 330096 | 340174 | 441125 |
| 009262 | 021831 | 029580 | 069283 | 091497 | 097789 | 104454 | 123155 | 210148 | 301212 | 330134 | 340481 | 441256 |
| 009307 | 021913 | 029589 | 069299 | 091636 | 097960 | 104515 | 139101 | 210331 | 301221 | 330233 | 340562 | 441335 |
| 009608 | 021918 | 029599 | 069321 | 091677 | 098167 | 104628 | 142027 | 210526 | 301302 | 330282 | 340620 | 441449 |
| 009758 | 021926 | 029654 | 069579 | 092070 | 098177 | 105297 | 142174 | 210528 | 301324 | 330332 | 340694 | 441559 |
| 009932 | 022043 | 029733 | 069687 | 092429 | 098280 | 105340 | 142463 | 210585 | 301414 | 330374 | 340771 | 441630 |
| 010322 | 022053 | 029764 | 069983 | 092670 | 098302 | 107326 | 142519 | 210812 | 301520 | 330513 | 340805 | 441748 |
| 010577 | 022135 | 029784 | 070088 | 092680 | 098322 | 108326 | 146608 | 210818 | 301913 | 330612 | 340949 | 441923 |
| 010677 | 022153 | 029800 | 070613 | 093047 | 098336 | 108500 | 150222 | 210834 | 301939 | 330682 | 344011 | 443003 |
| 010722 | 022259 | 029802 | 070772 | 093222 | 098343 | 108736 | 151074 | 210838 | 301963 | 330782 | 344037 | 443034 |
| 011101 | 022311 | 029803 | 071299 | 093290 | 098346 | 108770 | 151207 | 220086 | 301983 | 330788 | 344063 | 443138 |
| 012177 | 022323 | 029928 | 071417 | 093427 | 098392 | 108778 | 152113 | 220675 | 302108 | 330803 | 344153 | 443211 |
| 012302 | 022340 | 029933 | 071442 | 093589 | 098480 | 108842 | 152447 | 220836 | 302275 | 330901 | 344158 | 443335 |
| 012311 | 022386 | 029934 | 071505 | 093719 | 098489 | 109950 | 152465 | 221089 | 302408 | 331140 | 349019 | 445121 |
| 014023 | 022429 | 029960 | 071589 | 094048 | 098495 | 110061 | 152579 | 221107 | 302479 | 331681 | 349511 | 447006 |
| 014424 | 022441 | 029965 | 071923 | 094103 | 098528 | 110065 | 152808 | 221243 | 302933 | 332048 | 349587 | 447131 |
| 014897 | 022482 | 029980 | 075134 | 094112 | 098608 | 110886 | 152903 | 221338 | 303903 | 332053 | 349818 | 450180 |
| 014939 | 022527 | 030468 | 075267 | 094282 | 098644 | 110891 | 165050 | 222084 | 305023 | 332084 | 351026 | 452237 |
| 015291 | 022529 | 033242 | 075573 | 094372 | 098647 | 111359 | 165078 | 222297 | 305034 | 332827 | 352271 | 452262 |
| 015300 | 022572 | 037009 | 075820 | 094387 | 098683 | 111719 | 165246 | 223146 | 305042 | 332937 | 361343 | 452410 |
| 015441 | 022608 | 038097 | 075945 | 094430 | 098715 | 113006 | 165316 | 227100 | 305069 | 332950 | 381507 | 452698 |
| 015573 | 022635 | 038422 | 076008 | 094546 | 098817 | 113159 | 170340 | 235272 | 306253 | 332986 | 382033 | 454748 |
| 015671 | 022776 | 039001 | 076082 | 094572 | 098825 | 113605 | 171200 | 235316 | 306485 | 332989 | 383145 | 458097 |
| 015720 | 022831 | 041174 | 076229 | 094634 | 098867 | 113718 | 171334 | 254009 | 311033 | 333064 | 387020 | 458101 |
| 016123 | 023174 | 044058 | 076354 | 094653 | 098872 | 113906 | 180018 | 272041 | 311125 | 333148 | 388077 | 461097 |
| 016197 | 023482 | 047304 | 076395 | 094710 | 098905 | 114225 | 180022 | 272150 | 311284 | 333473 | 392707 | 462031 |
| 016650 | 023564 | 049081 | 076640 | 094787 | 098937 | 114243 | 180033 | 272326 | 311372 | 333646 | 401010 | 462080 |
| 018018 | 023614 | 050068 | 077400 | 094956 | 098949 | 114259 | 180061 | 274313 | 314360 | 333899 | 402151 | 462728 |
| 018105 | 025482 | 054011 | 077406 | 094964 | 098967 | 114517 | 180066 | 275007 | 314383 | 333910 | 402176 | 462796 |

| | | | | | | | | | | | | |
|--------|---------------|---------------|---------------|--------|---------------|--------|---------------|--------|--------|--------|--------|--------|
| 462852 | 481980 | 531658 | 604855 | 730661 | 770165 | 807020 | 853422 | 900537 | 907186 | 915341 | 945560 | 968269 |
| 462931 | 481984 | 531764 | 605027 | 731048 | 770224 | 809023 | 853484 | 901001 | 907187 | 915401 | 945816 | 968321 |
| 464050 | 481991 | 531800 | 605040 | 731750 | 770266 | 809071 | 853490 | 901193 | 907193 | 915451 | 945914 | 968416 |
| 464052 | 482186 | 532393 | 605072 | 740131 | 770354 | 811001 | 853534 | 902141 | 907218 | 915504 | 945941 | 968477 |
| 464100 | 482227 | 532574 | 605076 | 740968 | 770383 | 812008 | 853543 | 902169 | 907264 | 915525 | 946230 | 968719 |
| 464153 | 482258 | 532891 | 605163 | 740997 | 770423 | 812037 | 853556 | 902207 | 907317 | 915575 | 946375 | 968863 |
| 465072 | 482288 | 537216 | 605209 | 741017 | 770519 | 814031 | 853573 | 902593 | 907350 | 915631 | 946452 | 968911 |
| 465114 | 482421 | 537356 | 605798 | 741513 | 770554 | 814212 | 853589 | 903283 | 907352 | 915643 | 946595 | 969085 |
| 468112 | 482473 | 537414 | 606222 | 741551 | 770822 | 815094 | 853601 | 903458 | 907353 | 915696 | 947118 | 969093 |
| 468404 | 482481 | 541230 | 606378 | 741789 | 771756 | 816180 | 853634 | 903632 | 907403 | 915705 | 948099 | 970242 |
| 469104 | 482519 | 544047 | 606417 | 741895 | 771953 | 816253 | 853690 | 903781 | 907419 | 917495 | 948225 | 970761 |
| 469112 | 482527 | 545007 | 606448 | 744095 | 772552 | 827104 | 853728 | 904161 | 907424 | 917714 | 948332 | 970795 |
| 469124 | 482537 | 549189 | 606577 | 744118 | 772924 | 827106 | 853737 | 906014 | 907448 | 918171 | 948406 | 970810 |
| 469188 | 482591 | 549211 | 606611 | 745009 | 774319 | 827351 | 853763 | 906046 | 907468 | 921038 | 948522 | 970916 |
| 469189 | 482597 | 551009 | 606735 | 747020 | 775026 | 837130 | 853764 | 906076 | 907469 | 921336 | 948599 | 970930 |
| 469200 | 482678 | 551016 | 607117 | 750217 | 778003 | 837132 | 853775 | 906078 | 907470 | 921384 | 949512 | 970971 |
| 473155 | 482684 | 551099 | 607332 | 750226 | 778307 | 840556 | 853776 | 906088 | 907491 | 921448 | 949632 | 972202 |
| 477162 | 482712 | 551162 | 607417 | 750232 | 782516 | 841194 | 853782 | 906092 | 907541 | 921461 | 950944 | 972284 |
| 477175 | 482730 | 551187 | 607831 | 750375 | 782945 | 841283 | 853785 | 906114 | 907590 | 921959 | 951004 | 972296 |
| 480035 | 482764 | 551224 | 607835 | 750396 | 785411 | 841296 | 853790 | 906143 | 907610 | 921960 | 951019 | 972376 |
| 480181 | 482770 | 551322 | 611111 | 750433 | 785525 | 841981 | 853801 | 906144 | 907629 | 921970 | 951139 | 972669 |
| 480793 | 482779 | 551994 | 618042 | 750442 | 785533 | 846065 | 853806 | 906172 | 907645 | 924088 | 951381 | 972769 |
| 480811 | 482818 | 559051 | 618111 | 750459 | 785545 | 846190 | 853808 | 906176 | 907646 | 926130 | 951786 | 972868 |
| 481121 | 482866 | 563052 | 627040 | 750471 | 786100 | 850005 | 853812 | 906182 | 907661 | 926342 | 951834 | 973115 |
| 481122 | 482950 | 563053 | 628014 | 750479 | 787062 | 850064 | 856030 | 906188 | 907730 | 926545 | 952236 | 974110 |
| 481142 | 482985 | 570005 | 628139 | 750486 | 787689 | 850285 | 856075 | 906191 | 907771 | 927026 | 952282 | 974150 |
| 481148 | 482987 | 573001 | 631174 | 750497 | 791119 | 850344 | 856102 | 906214 | 907777 | 927701 | 952324 | 980298 |
| 481153 | 483317 | 581011 | 631524 | 750500 | 797165 | 850514 | 856126 | 906315 | 907800 | 928408 | 952343 | 981955 |
| 481372 | 483341 | 591280 | 641112 | 750574 | 799004 | 850749 | 856150 | 906396 | 907817 | 928418 | 953240 | 982422 |
| 481417 | 483425 | 598652 | 641133 | 750640 | 799134 | 852315 | 856155 | 906412 | 907825 | 928461 | 953259 | 982474 |
| 481430 | 483839 | 598659 | 641246 | 750650 | 800079 | 852439 | 856156 | 906414 | 907878 | 930394 | 953282 | 982479 |
| 481440 | 483873 | 600074 | 641370 | 750996 | 800526 | 852593 | 856193 | 906416 | 907881 | 931013 | 953348 | 985056 |
| 481598 | 484002 | 600197 | 641402 | 751024 | 800555 | 852610 | 856246 | 906440 | 907926 | 931230 | 953362 | 992371 |
| 481623 | 485243 | 600302 | 641644 | 752009 | 801285 | 852646 | 856252 | 906545 | 907945 | 931919 | 953372 | 992413 |
| 481641 | 485317 | 600337 | 641996 | 752060 | 801311 | 852675 | 856274 | 906551 | 907987 | 932823 | 954148 | 992520 |
| 481642 | 485331 | 600357 | 652415 | 752063 | 801473 | 852677 | 856284 | 906639 | 910209 | 933207 | 954435 | 992559 |
| 481646 | 488009 | 600408 | 658208 | 752405 | 801593 | 852734 | 856304 | 906644 | 910399 | 934268 | 958713 | 992690 |
| 481703 | 488020 | 600638 | 660613 | 752412 | 801606 | 852798 | 856425 | 906811 | 910405 | 935242 | 958860 | 992736 |
| 481716 | 489228 | 600885 | 662165 | 752417 | 801716 | 852857 | 856478 | 906821 | 911301 | 935271 | 958883 | 992744 |
| 481728 | 489244 | 601106 | 662287 | 752421 | 801764 | 852903 | 856508 | 906822 | 912389 | 936102 | 958897 | 992767 |
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| 481746 | 489419 | 601268 | 662507 | 752531 | 802250 | 852911 | 856585 | 906835 | 913059 | 939128 | 958915 | 995267 |
| 481757 | 490554 | 601271 | 672050 | 752574 | 802260 | 852954 | 860085 | 906899 | 913076 | 940050 | 958920 | 995337 |
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| 481848 | 494066 | 602614 | 711016 | 752857 | 802850 | 853273 | 891788 | 907031 | 914287 | 940456 | 958974 | |
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| 481974 | 531512 | 604750 | 730537 | 763021 | 805591 | 853397 | 900302 | 907179 | 915227 | 945286 | 968155 | |

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.

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|---------------------------------|---------------------------------|------------------------------------|---|---------------------|
| 010 504 1932 to 010 504 1999 | 025 729 1643 to 025 729 1799 | 041 803 6565 to 041 803 6599 | 374 768 2600 to 375 169 4400 to | 2699 4599 |
| 011 582 1889 to 011 582 1899 | 026 492 3180 to 026 492 3199 | 043 205 5922 to 043 205 5999 | 375 829 3400 to 375 851 9100 to | 3499 9199 |
| 011 588 2900 to 011 588 3099 | 027 361 0430 to 027 361 0499 | 044 087 3457 to 044 087 3499 | 376 196 0911 to 378 085 3679 to | 0999 3699 |
| 012 579 5675 to 012 579 5699 | 027 369 4482 to 027 369 4495 | 044 087 4000 to 044 087 4099 | 378 351 1063 to 379 843 5100 to | 1099 5199 |
| 013 289 6176 to 013 289 6199 | 027 671 8762 to 027 671 8776 | 045 524 4121 to 045 524 4298 | 380 093 9600 to 380 165 1165 to | 9699 1199 |
| 013 610 0014 to 013 610 0099 | 027 787 9886 to 027 787 9899 | 046 800 9870 to 046 800 9899 | 381 325 4500 to 381 604 2510 to | 4599 2699 |
| 014 932 1000 to 014 932 1099 | 027 965 9487 to 027 965 9499 | 047 352 4000 to 047 352 4099 | 381 645 9525 to 383 314 3968 to | 9599 3999 |
| 014 972 0800 to 014 972 0899 | 028 191 1852 to 028 191 1999 | 047 552 4370 to 047 552 4399 | 383 892 1000 to 383 892 1382 to | 1344 1399 |
| 015 363 0007 to 015 363 0099 | 028 850 3000 to 028 850 3199 | 048 396 3647 to 048 396 3699 | 384 925 3641 to 385 568 2331 to | 3654 2399 |
| 017 028 3200 to 017 028 3299 | 029 510 1500 to 029 510 1599 | 051 774 8857 to 051 774 8899 | 385 599 7554 to 385 774 2024 to | 7575 2099 |
| 018 569 5333 to 018 569 5399 | 030 687 0903 to 030 687 0999 | 051 781 2875 to 051 781 2885 | 386 624 1412 to 386 883 8936 to | 1599 8999 |
| 018 986 5264 to 018 986 5299 | 030 701 3442 to 030 701 3499 | 058 187 3836 to 058 187 3899 | 387 314 5574 to 387 837 6300 to | 5599 6399 |
| 019 518 2814 to 019 518 2899 | 031 077 4507 to 031 077 4799 | 058 591 1153 to 058 591 1299 | 388 828 0656 to 389 696 2400 to | 0699 2799 |
| 020 698 5159 to 020 698 5199 | 032 295 7500 to 032 295 9999 | 060 406 7650 to 060 406 7699 | 389 846 3104 to 389 846 3145 to | 3135 3195 |
| 020 844 7307 to 020 844 7399 | 034 394 1000 to 034 394 1099 | 065 392 6345 to 065 392 6399 | 389 887 9211 to 389 887 9234 to | 9230 9299 |
| 020 972 8948 to 020 972 8999 | 034 943 0400 to 034 943 0799 | 077 999 4001 to 077 999 4090 | 390 001 3182 to 390 001 3500 to | 3199 3699 |
| 022 021 9110 to 022 021 9181 | 035 035 4337 to 035 035 4399 | 210 221 0548 to 210 221 0599 | 390 545 5974 to 391 104 6146 to | 5999 6199 |
| 022 037 1411 to 022 037 1499 | 037 706 9578 to 037 706 9599 | 227 275 9400 to 227 275 9999 | 391 574 1466 to 391 783 3020 to | 1499 3599 |
| 022 527 9201 to 022 527 9210 | 037 805 3677 to 037 805 3699 | 273 070 8059 to 273 070 8099 | 391 792 6100 to 392 668 2956 to | 6199 2999 |
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| 024 380 4100 to 024 380 4199 | 040 024 3901 to 040 024 3999 | 302 000 0000 to 302 123 9999 | 393 650 0074 to 393 838 8316 to | 0099 8499 |
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| 025 092 0987 to 025 092 0999 | 040 688 8816 to 040 688 8899 | 360 011 1690 to 360 168 6008 to | 394 189 0405 to 394 822 3243 to | 6999 0599 |
| 025 369 5535 to 025 369 5599 | 041 299 6752 to 041 299 6799 | 360 173 8800 to 360 324 2326 to | 394 990 1810 to 395 343 3264 to | 3278 1899 |
| 025 729 1151 to 025 729 1199 | 041 623 8889 to 041 623 8899 | 362 861 3064 to 373 006 2176 to | 395 373 3035 to 399 373 3035 to | 3299 3099 |

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| 395 970 3240 to 3299 | 414 640 0757 to 0799 | 434 968 3076 to 3092 | 457 729 1767 to 1777 |
| 397 622 4054 to 4099 | 414 965 1727 to 1799 | 435 303 1831 to 1842 | 457 937 8615 to 8699 |
| 397 819 8902 to 8999 | 417 302 8104 to 8199 | 435 303 1986 to 1999 | 458 028 9810 to 9899 |
| 398 149 7200 to 7699 | 417 387 6532 to 6599 | 435 666 6092 to 6399 | 458 057 2712 to 2999 |
| 399 070 0872 to 0899 | 417 496 6800 to 6999 | 436 082 6400 to 6899 | 458 069 9537 to 9599 |
| 399 156 7119 to 7199 | 417 871 9250 to 9299 | 436 160 6441 to 6499 | 458 069 9665 to 9699 |
| 399 203 5064 to 5099 | 417 930 9533 to 9599 | 437 316 7115 to 7199 | 458 337 5222 to 5299 |
| 399 296 9910 to 9999 | 418 164 6500 to 6799 | 437 427 0500 to 3499 | 458 354 7653 to 7999 |
| 399 396 8935 to 8999 | 418 423 9863 to 9899 | 439 179 2300 to 2399 | 458 671 8678 to 8699 |
| 399 792 7775 to 7799 | 418 633 5922 to 5999 | 439 310 0458 to 0499 | 458 671 8721 to 8798 |
| 399 792 8300 to 8399 | 418 719 8520 to 8599 | 440 698 1947 to 1999 | 458 847 5044 to 5999 |
| 400 427 1051 to 1999 | 418 744 2235 to 2299 | 440 858 6300 to 6399 | 459 274 7624 to 7699 |
| 401 045 1505 to 1549 | 418 962 2848 to 2899 | 440 858 6420 to 7299 | 459 365 5432 to 5499 |
| 401 045 1571 to 1599 | 419 543 0286 to 0299 | 441 199 1655 to 1699 | 459 378 5764 to 5799 |
| 401 294 2700 to 2799 | 419 730 0300 to 0399 | 443 127 3648 to 3699 | 459 472 4816 to 4999 |
| 401 310 9505 to 9599 | 420 277 0015 to 0049 | 443 127 4000 to 4099 | 460 349 6878 to 6899 |
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| 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 |
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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 |
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| 406 009 4587 to 4599 | 422 587 7024 to 7099 | 451 115 4127 to 4199 | 463 945 7400 to 7899 |
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| 407 594 0412 to 0599 | 424 641 8500 to 8599 | 452 509 1169 to 1199 | 465 743 7745 to 7799 |
| 407 692 9100 to 9299 | 424 871 6600 to 6699 | 452 855 6471 to 6499 | 466 798 6056 to 6067 |
| 407 959 2190 to 2199 | 425 298 2352 to 2399 | 452 890 4679 to 4799 | 467 147 4300 to 4399 |
| 408 265 2275 to 2288 | 425 418 4269 to 4299 | 452 900 8215 to 8238 | 468 079 5782 to 5799 |
| 408 499 7700 to 7799 | 425 418 4405 to 4499 | 453 117 9146 to 9199 | 469 067 2817 to 2899 |
| 408 499 7900 to 7999 | 426 547 4566 to 4599 | 453 334 3631 to 3699 | 469 127 8000 to 8199 |
| 408 682 8484 to 8599 | 427 412 6337 to 6499 | 453 603 7841 to 7891 | 469 213 0359 to 0399 |
| 408 698 7015 to 7099 | 427 481 0900 to 0999 | 453 650 1140 to 1199 | 469 213 0500 to 0599 |
| 409 072 3941 to 3999 | 428 027 2742 to 2752 | 453 741 1300 to 1399 | 469 561 8011 to 8099 |
| 410 491 2311 to 2399 | 429 474 4172 to 4199 | 454 013 2919 to 2999 | 469 658 1961 to 1999 |
| 410 694 8400 to 8599 | 429 889 2900 to 2999 | 454 186 2411 to 2499 | 469 666 9900 to 9999 |
| 410 775 1500 to 1599 | 430 150 4401 to 4599 | 454 268 4883 to 4899 | 469 678 1900 to 1999 |
| 410 795 7927 to 7999 | 430 172 9800 to 9899 | 454 302 5400 to 5499 | 469 781 4900 to 4999 |
| 410 867 0917 to 0966 | 430 177 1900 to 2099 | 454 490 8300 to 8399 | 469 947 6960 to 6999 |
| 410 867 0970 to 0999 | 430 444 9500 to 9699 | 454 547 7434 to 7499 | 470 755 5800 to 5818 |
| 411 868 1023 to 1199 | 430 664 4070 to 4099 | 454 922 4867 to 4895 | 471 918 0300 to 0999 |
| 411 922 2322 to 2399 | 432 168 8419 to 8499 | 455 221 1348 to 1499 | 471 985 2408 to 2419 |
| 412 193 0900 to 0999 | 432 708 6800 to 6999 | 455 364 2147 to 2199 | 472 191 6700 to 6799 |
| 412 395 8599 to 8699 | 432 744 1544 to 1599 | 455 399 5400 to 5499 | 472 270 2555 to 2599 |
| 412 485 6500 to 6599 | 432 995 9775 to 9799 | 455 476 0676 to 0699 | 472 987 0213 to 0241 |
| 412 485 6610 to 6699 | 433 003 5800 to 5899 | 455 543 0618 to 0699 | 472 987 0290 to 0299 |
| 412 885 5953 to 5999 | 433 757 3047 to 3099 | 456 410 9006 to 9099 | 473 151 2069 to 2199 |
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| 414 193 3677 to 3699 | 434 482 7060 to 7199 | 456 619 4460 to 4499 | 473 952 3429 to 3499 |

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| 474 108 5402 to | 5499 | 489 318 6200 to | 6300 | 608 727 7100 to | 7199 | 628 226 3100 to | 3199 |
| 474 356 5193 to | 5299 | 489 384 0027 to | 0099 | 608 727 7273 to | 7599 | 628 814 4702 to | 4799 |
| 474 949 3366 to | 3399 | 489 427 0658 to | 0899 | 608 813 9950 to | 9999 | 628 851 9689 to | 9699 |
| 475 134 9362 to | 9399 | 489 997 5252 to | 5299 | 609 067 5325 to | 5399 | 629 510 7200 to | 7299 |
| 475 167 9667 to | 9699 | 490 669 5850 to | 6099 | 609 067 5488 to | 5499 | 629 964 4200 to | 4294 |
| 475 319 3415 to | 3499 | 490 717 7080 to | 7099 | 609 067 5600 to | 5699 | 630 389 3056 to | 3071 |
| 475 319 3649 to | 3799 | 490 721 6000 to | 6099 | 609 289 6123 to | 6199 | 630 463 0588 to | 0599 |
| 475 340 6400 to | 6599 | 490 793 1500 to | 2099 | 609 438 4400 to | 4499 | 631 459 9117 to | 9199 |
| 475 424 8410 to | 8499 | 490 886 8171 to | 8199 | 609 493 1100 to | 1199 | 631 762 9325 to | 9399 |
| 475 629 9156 to | 9199 | 490 977 9221 to | 9240 | 609 766 8091 to | 8999 | 632 217 4933 to | 4999 |
| 475 850 6101 to | 6199 | 491 258 8100 to | 9099 | 609 825 4100 to | 4115 | 632 500 0000 to | 599 9999 |
| 475 875 2500 to | 2599 | 491 567 1376 to | 1399 | 609 884 2981 to | 2999 | 633 110 4165 to | 4199 |
| 476 169 8264 to | 8299 | 492 254 4800 to | 4899 | 609 893 1000 to | 1099 | 633 110 4303 to | 4499 |
| 476 189 3000 to | 3499 | 492 283 5100 to | 5199 | 610 092 3200 to | 3299 | 633 438 6429 to | 6599 |
| 476 331 2480 to | 2499 | 492 610 6813 to | 6899 | 610 582 4200 to | 4299 | 633 588 7173 to | 7182 |
| 477 289 8601 to | 8699 | 493 394 5568 to | 5599 | 611 879 6939 to | 6999 | 634 725 0700 to | 0799 |
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| 478 010 4243 to | 4268 | 493 473 7700 to | 7799 | 612 751 5171 to | 5199 | 634 807 2474 to | 2499 |
| 478 010 4270 to | 4291 | 493 716 2153 to | 2199 | 612 751 5226 to | 5299 | 634 827 5900 to | 5999 |
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| 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 |
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| 483 632 2600 to | 2799 | 601 928 1600 to | 1699 | 621 648 8500 to | 8599 | 641 378 6500 to | 6999 |
| 483 849 1615 to | 1699 | 602 512 2972 to | 2999 | 621 904 8351 to | 8599 | 641 383 8739 to | 8799 |
| 484 174 4803 to | 5299 | 602 555 2400 to | 2799 | 621 916 1978 to | 1989 | 641 877 3187 to | 3299 |
| 484 323 8900 to | 9199 | 602 829 7061 to | 7099 | 622 989 8032 to | 8099 | 641 877 3310 to | 3399 |
| 484 680 5000 to | 5038 | 603 483 9572 to | 9599 | 623 076 9300 to | 9399 | 642 355 8094 to | 8199 |
| 484 680 5040 to | 5074 | 603 490 7200 to | 7299 | 623 819 5006 to | 5099 | 642 355 8308 to | 8999 |
| 484 680 5077 to | 5099 | 603 678 7100 to | 7199 | 623 895 8200 to | 8399 | 642 900 0018 to | 0099 |
| 485 029 4913 to | 4999 | 603 678 7662 to | 7699 | 623 917 0000 to | 0099 | 643 030 6254 to | 6299 |
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| 486 559 7555 to | 7599 | 603 678 8418 to | 8499 | 624 468 5288 to | 5299 | 644 069 0600 to | 0699 |
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| 489 311 1930 to | 1999 | 607 728 1276 to | 1299 | 627 776 2500 to | 2599 | 644 901 1325 to | 1399 |

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| 647 437 3000 to 4999 | 666 696 2209 to 2299 | 690 904 1300 to 1599 | 740 241 9049 to 9099 |
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| 648 892 3164 to 3199 | 670 368 3400 to 3499 | 691 664 1800 to 1999 | 740 701 6105 to 6114 |
| 649 100 3989 to 3999 | 670 369 7336 to 7399 | 691 664 2400 to 2499 | 740 705 9790 to 9799 |
| 649 647 0370 to 0399 | 670 750 7169 to 7199 | 692 727 9362 to 9399 | 740 726 6400 to 6500 |
| 649 647 0522 to 0599 | 671 046 6200 to 6399 | 692 798 1800 to 1899 | 740 765 3306 to 3399 |
| 649 647 5237 to 5399 | 671 251 5448 to 5499 | 693 249 0779 to 0799 | 805 885 8411 to 8499 |
| 649 647 9100 to 9299 | 671 926 5600 to 5799 | 693 249 0877 to 1699 | 806 087 1100 to 1499 |
| 649 666 7800 to 8299 | 672 444 2000 to 2999 | 693 445 0566 to 0999 | 806 268 9275 to 9299 |
| 650 114 7707 to 7719 | 672 828 3410 to 3499 | 693 448 8500 to 8999 | 806 534 3400 to 3477 |
| 650 130 3400 to 3599 | 673 167 5776 to 5799 | 693 645 9583 to 9599 | 807 342 3283 to 3399 |
| 650 213 0406 to 0499 | 675 464 3700 to 3799 | 693 965 4200 to 4299 | 808 086 7100 to 7199 |
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| 650 564 1900 to 1999 | 676 365 5958 to 5999 | 695 947 8518 to 8599 | 808 325 5161 to 5699 |
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| 650 736 2043 to 2099 | 677 126 6734 to 6799 | 697 447 8285 to 8296 | 830 125 0672 to 0699 |
| 650 739 1540 to 1699 | 677 333 9979 to 9999 | 698 042 4816 to 4899 | 830 602 5800 to 5999 |
| 651 741 4415 to 4499 | 677 466 1088 to 1099 | 698 131 2138 to 2157 | 830 610 3700 to 3799 |
| 651 882 2800 to 2899 | 678 071 4500 to 4799 | 698 227 0000 to 0099 | 830 983 3500 to 3599 |
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| 653 131 4945 to 4999 | 679 909 2578 to 2599 | 700 065 4800 to 4899 | 831 354 1387 to 1399 |
| 653 426 3300 to 3399 | 680 112 9565 to 9599 | 700 190 3350 to 3359 | 831 815 8240 to 8299 |
| 653 455 4874 to 4899 | 680 244 0903 to 0999 | 700 228 6048 to 6099 | 832 525 3810 to 3899 |
| 654 238 0000 to 0399 | 680 412 6046 to 6099 | 700 650 0452 to 0499 | 833 159 1884 to 1899 |
| 654 404 3065 to 3092 | 680 761 6800 to 6899 | 700 666 1323 to 1349 | 833 456 2567 to 2599 |
| 654 962 2900 to 3199 | 681 677 0540 to 0699 | 700 786 9106 to 9142 | 833 566 3015 to 3071 |
| 655 103 5081 to 5199 | 682 070 1029 to 1099 | 700 859 0744 to 0758 | 834 130 5200 to 5299 |
| 655 523 2600 to 2999 | 682 956 6280 to 6299 | 701 028 6780 to 6899 | 834 316 5444 to 5499 |
| 656 305 2448 to 2499 | 682 956 6490 to 6599 | 701 213 3900 to 3999 | 834 354 8747 to 8766 |
| 657 347 4438 to 4999 | 682 956 6700 to 6799 | 701 267 2000 to 3999 | 834 354 8824 to 8838 |
| 657 710 8100 to 8999 | 682 965 1178 to 1199 | 701 335 7312 to 7399 | 835 269 5700 to 5799 |
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| 658 586 1400 to 1499 | 683 118 2389 to 2399 | 701 499 2260 to 2299 | 835 539 5200 to 5999 |
| 658 877 8000 to 8199 | 683 378 2000 to 2099 | 701 503 2247 to 2299 | 835 813 3015 to 3099 |
| 658 880 8000 to 8199 | 683 378 2117 to 2299 | 701 541 2271 to 2299 | 837 672 8967 to 8999 |
| 659 398 7300 to 7399 | 683 415 1200 to 1499 | 701 553 6557 to 6599 | 837 784 3282 to 3299 |
| 659 706 8113 to 8199 | 683 444 8159 to 8199 | 701 601 3457 to 3499 | 838 176 8377 to 8399 |
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| 660 510 4100 to 4199 | 685 297 7645 to 7699 | 701 695 5913 to 3999 | 839 718 8257 to 8299 |
| 660 673 0400 to 0599 | 685 623 5264 to 5299 | 701 695 3982 to 4199 | 840 323 0600 to 0699 |
| 661 488 5000 to 5099 | 685 650 9487 to 9499 | 701 695 4148 to 4299 | 840 875 6235 to 6299 |
| 661 609 9100 to 9199 | 685 669 4200 to 4299 | 701 708 1741 to 1799 | 840 910 0900 to 0999 |

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|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|
| 841 349 5000 to | 5099 | 857 279 3450 to | 3499 | 870 541 7167 to | 7239 | 910 219 8631 to | 8699 |
| 841 805 7747 to | 7899 | 857 843 4000 to | 4099 | 870 575 8155 to | 8999 | 910 265 1100 to | 1199 |
| 841 805 7944 to | 8099 | 858 124 7644 to | 7699 | 870 589 0485 to | 0494 | 910 471 7273 to | 7299 |
| 842 226 0685 to | 0695 | 858 756 3111 to | 3299 | 870 691 7060 to | 7099 | 910 536 2505 to | 2599 |
| 842 685 4600 to | 4699 | 859 063 8200 to | 8699 | 872 100 0445 to | 0459 | 910 958 7499 to | 7599 |
| 842 685 4742 to | 4999 | 859 190 0600 to | 0644 | 900 556 4178 to | 4199 | 911 140 1000 to | 2199 |
| 842 860 0300 to | 0399 | 859 437 5538 to | 5599 | 900 845 0044 to | 0099 | 911 245 2545 to | 2599 |
| 842 898 5582 to | 5599 | 859 811 2888 to | 2899 | 900 936 0217 to | 0299 | 911 268 9077 to | 9099 |
| 843 062 7100 to | 7199 | 859 855 8873 to | 8999 | 900 936 0435 to | 0499 | 911 400 8948 to | 8999 |
| 843 077 6288 to | 6299 | 860 240 8520 to | 8599 | 901 058 5255 to | 5280 | 911 508 1620 to | 1799 |
| 843 077 6378 to | 6399 | 860 275 3900 to | 3999 | 901 273 1082 to | 1099 | 911 509 9310 to | 9399 |
| 843 758 5769 to | 5778 | 860 518 9629 to | 9699 | 901 287 5143 to | 5199 | 911 523 3000 to | 3999 |
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| 845 727 2100 to | 2199 | 861 367 5400 to | 5499 | 902 198 9769 to | 9799 | 913 605 2218 to | 2299 |
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| 846 390 7531 to | 7599 | 861 979 7292 to | 7499 | 902 985 0833 to | 0899 | 913 818 3501 to | 3999 |
| 846 918 0572 to | 0599 | 862 216 6100 to | 6199 | 903 370 6934 to | 6999 | 914 063 4300 to | 4399 |
| 847 237 7690 to | 7699 | 862 263 9213 to | 9299 | 904 600 6523 to | 6599 | 914 346 7621 to | 7644 |
| 847 284 2481 to | 2499 | 862 271 0800 to | 0999 | 904 892 0378 to | 0399 | 914 529 6185 to | 6299 |
| 847 374 7055 to | 7065 | 862 271 5000 to | 5099 | 904 892 0648 to | 1299 | 915 546 6822 to | 6999 |
| 847 374 7055 to | 7065 | 863 871 5138 to | 5199 | 905 056 2216 to | 2299 | 915 671 3963 to | 3980 |
| 847 636 5304 to | 5399 | 863 949 5300 to | 5399 | 905 510 6647 to | 6799 | 915 671 3982 to | 3999 |
| 847 700 5447 to | 5499 | 864 088 8200 to | 8299 | 905 510 6900 to | 7099 | 915 675 2217 to | 2299 |
| 847 723 7500 to | 7599 | 864 426 3972 to | 3999 | 905 794 0000 to | 0199 | 916 440 3377 to | 3399 |
| 849 485 3427 to | 3499 | 864 520 6117 to | 6136 | 905 794 0288 to | 0299 | 916 670 6352 to | 6399 |
| 849 520 9850 to | 9899 | 865 151 0526 to | 0599 | 905 873 6900 to | 6999 | 916 682 5300 to | 5399 |
| 849 608 1357 to | 1399 | 865 500 4034 to | 4099 | 905 873 7100 to | 7299 | 916 694 1414 to | 1499 |
| 849 792 2600 to | 2699 | 865 883 6082 to | 6099 | 905 880 8900 to | 8999 | 916 703 0802 to | 0821 |
| 850 546 1862 to | 1899 | 866 004 3000 to | 3999 | 905 889 7100 to | 7199 | 917 089 0709 to | 0799 |
| 851 143 6826 to | 6844 | 866 442 4100 to | 4899 | 906 158 1508 to | 1599 | 917 089 0842 to | 0899 |
| 851 209 9880 to | 9899 | 867 366 9108 to | 9118 | 906 558 8812 to | 8899 | 917 370 6300 to | 6499 |
| 851 928 9221 to | 9299 | 867 633 7403 to | 7499 | 906 982 2214 to | 2299 | 917 486 4900 to | 4999 |
| 852 589 6560 to | 6599 | 867 737 5623 to | 5699 | 907 725 8500 to | 8599 | 918 460 0602 to | 0699 |
| 853 049 3646 to | 3699 | 868 169 4529 to | 4599 | 907 815 0216 to | 0257 | 918 951 7231 to | 7299 |
| 854 304 4089 to | 4999 | 868 173 8400 to | 8599 | 908 622 4225 to | 4235 | 919 519 2786 to | 2799 |
| 854 529 2200 to | 2299 | 868 514 9000 to | 9099 | 908 936 9254 to | 9299 | 919 536 0770 to | 0799 |
| 854 532 0000 to | 2999 | 868 566 9200 to | 9299 | 909 100 1787 to | 1799 | 919 915 2774 to | 2787 |
| 855 001 6204 to | 6249 | 869 387 1150 to | 1199 | 909 100 1900 to | 2099 | 920 155 4662 to | 4687 |
| 855 319 9364 to | 9399 | 869 505 3500 to | 3599 | 909 355 0422 to | 0499 | 920 309 9039 to | 9199 |
| 855 361 3390 to | 3399 | 869 523 7033 to | 7099 | 909 568 8900 to | 9099 | 920 857 5500 to | 5899 |
| 856 226 0490 to | 0499 | 869 800 0000 to | 999 9999 | 909 568 9300 to | 9499 | 920 864 3480 to | 3499 |
| 856 656 5800 to | 5999 | 870 054 4814 to | 4899 | 909 725 7307 to | 7399 | 921 333 7400 to | 7499 |
| 856 752 0200 to | 0299 | 870 491 4812 to | 4849 | 909 833 0947 to | 0999 | 923 032 7000 to | 7399 |
| 857 111 1352 to | 1399 | 870 536 5820 to | 5829 | | | | |

— Group2—Internal and External Investigations,
Postal Inspection Service, 3-18-04

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.

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

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| 727 481 431 | to | 1 460 | 735 783 961 | to | 3 990 | 744 234 751 | to | 4 780 | 756 371 565 | to | 1 580 |
| 727 749 241 | to | 9 780 | 735 803 401 | to | 3 430 | 744 499 591 | to | 9 680 | 756 876 031 | to | 6 120 |
| 728 382 331 | to | 2 480 | 736 005 420 | to | 5 440 | 744 626 901 | to | 6 910 | 756 876 151 | to | 6 240 |
| 728 702 338 | to | 2 400 | 736 366 021 | to | 6 110 | 745 388 794 | to | 8 910 | 756 970 129 | to | 0 140 |
| 728 915 371 | to | 5 850 | 736 624 456 | to | 4 500 | 746 446 806 | to | 6 820 | 757 059 613 | to | 9 630 |
| 728 953 141 | to | 3 410 | 736 670 851 | to | 1 060 | 746 818 351 | to | 8 410 | 757 078 540 | to | 8 560 |
| 728 954 280 | to | 4 310 | 736 767 061 | to | 7 090 | 747 245 266 | to | 5 280 | 757 086 209 | to | 6 240 |
| 729 169 081 | to | 9 140 | 736 767 093 | to | 7 120 | 747 364 813 | to | 4 830 | 757 240 591 | to | 0 650 |
| 729 363 841 | to | 3 870 | 736 982 191 | to | 2 370 | 747 501 434 | to | 1 450 | 757 277 371 | to | 7 700 |
| 729 682 891 | to | 3 190 | 736 982 551 | to | 2 730 | 747 739 891 | to | 0 070 | 757 291 591 | to | 2 730 |
| 729 838 940 | to | 9 070 | 737 110 141 | to | 0 170 | 748 148 649 | to | 8 760 | 757 964 251 | to | 4 280 |
| 729 839 101 | to | 9 130 | 737 185 501 | to | 5 710 | 748 259 960 | to | 9 970 | 758 067 001 | to | 7 090 |
| 730 077 683 | to | 7 840 | 737 317 321 | to | 7 350 | 748 565 162 | to | 5 280 | 758 105 221 | to | 5 250 |
| 730 109 847 | to | 9 880 | 737 517 781 | to | 7 840 | 748 874 988 | to | 5 030 | 758 324 941 | to | 5 000 |
| 730 373 761 | to | 3 850 | 737 628 181 | to | 8 210 | 749 137 381 | to | 7 410 | 758 593 628 | to | 3 650 |
| 730 501 951 | to | 2 130 | 737 634 258 | to | 4 270 | 749 190 192 | to | 0 210 | 758 709 038 | to | 9 060 |
| 730 519 379 | to | 9 470 | 738 361 971 | to | 1 980 | 749 685 421 | to | 5 450 | 758 744 101 | to | 4 160 |
| 730 569 278 | to | 9 360 | 738 447 601 | to | 7 660 | 749 846 791 | to | 6 850 | 758 850 883 | to | 0 900 |
| 730 711 711 | to | 1 740 | 738 648 355 | to | 8 450 | 749 993 131 | to | 3 580 | 758 860 951 | to | 1 550 |
| 730 722 991 | to | 3 230 | 738 849 811 | to | 9 900 | 750 071 587 | to | 1 610 | 759 152 851 | to | 2 880 |
| 730 845 970 | to | 5 990 | 738 892 270 | to | 2 290 | 750 408 167 | to | 8 183 | 759 740 941 | to | 1 090 |
| 730 888 291 | to | 8 320 | 738 997 259 | to | 7 380 | 750 438 421 | to | 8 501 | 760 004 596 | to | 4 610 |
| 730 927 591 | to | 7 680 | 739 161 451 | to | 1 540 | 750 743 911 | to | 4 030 | 760 118 191 | to | 8 250 |
| 731 307 914 | to | 7 930 | 739 219 381 | to | 9 440 | 750 779 118 | to | 9 400 | 760 155 001 | to | 5 090 |
| 731 402 431 | to | 2 460 | 739 740 151 | to | 0 180 | 750 910 981 | to | 1 010 | 760 378 002 | to | 8 020 |
| 731 407 232 | to | 7 320 | 739 793 491 | to | 3 520 | 750 960 841 | to | 0 900 | 760 692 722 | to | 2 749 |
| 731 588 301 | to | 8 340 | 739 793 527 | to | 3 550 | 751 296 211 | to | 6 240 | 761 055 460 | to | 5 480 |
| 731 767 273 | to | 7 320 | 739 942 621 | to | 2 650 | 751 539 121 | to | 9 180 | 761 169 781 | to | 9 810 |
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| 731 837 821 | to | 7 910 | 740 011 517 | to | 1 530 | 751 757 641 | to | 7 700 | 761 516 836 | to | 6 910 |
| 731 841 377 | to | 1 450 | 740 030 701 | to | 0 970 | 751 936 951 | to | 7 010 | 761 613 588 | to | 3 600 |
| 732 018 481 | to | 8 600 | 740 261 740 | to | 1 820 | 751 951 861 | to | 1 890 | 761 688 631 | to | 8 690 |
| 732 067 972 | to | 8 370 | 740 265 811 | to | 6 290 | 751 999 021 | to | 9 110 | 761 805 199 | to | 5 240 |
| 732 188 649 | to | 8 670 | 740 299 111 | to | 9 170 | 752 139 516 | to | 9 570 | 761 826 106 | to | 6 120 |
| 732 193 460 | to | 3 470 | 740 299 231 | to | 9 260 | 752 182 892 | to | 2 950 | 761 881 171 | to | 1 560 |
| 732 201 241 | to | 1 390 | 740 329 266 | to | 9 320 | 752 206 861 | to | 7 100 | 761 975 641 | to | 5 670 |
| 732 220 431 | to | 0 440 | 740 889 081 | to | 9 090 | 752 295 241 | to | 5 600 | 761 975 886 | to | 5 895 |
| 732 355 201 | to | 5 380 | 741 010 421 | to | 0 530 | 752 731 351 | to | 1 410 | 762 304 144 | to | 4 170 |
| 732 472 320 | to | 2 560 | 741 113 041 | to | 3 370 | 752 767 441 | to | 7 470 | 762 324 931 | to | 4 960 |
| 732 541 605 | to | 1 620 | 741 373 891 | to | 4 340 | 753 008 941 | to | 9 030 | 762 439 261 | to | 9 290 |
| 732 572 221 | to | 2 490 | 741 452 369 | to | 2 490 | 753 194 311 | to | 4 370 | 762 524 158 | to | 4 220 |
| 732 586 479 | to | 6 710 | 741 492 991 | to | 3 140 | 753 620 378 | to | 0 400 | 762 584 872 | to | 4 970 |
| 732 994 037 | to | 4 080 | 741 553 460 | to | 3 470 | 754 013 917 | to | 3 940 | 762 593 431 | to | 3 460 |
| 733 163 449 | to | 3 460 | 741 764 431 | to | 4 520 | 754 161 061 | to | 1 120 | 763 155 160 | to | 5 180 |
| 733 297 171 | to | 7 290 | 742 178 834 | to | 8 880 | 754 358 445 | to | 8 610 | 763 178 631 | to | 8 660 |
| 733 446 631 | to | 7 110 | 742 325 500 | to | 5 520 | 754 410 451 | to | 0 660 | 763 506 001 | to | 6 060 |
| 733 474 665 | to | 4 770 | 742 325 668 | to | 5 700 | 754 438 393 | to | 8 410 | 763 522 141 | to | 2 470 |
| 733 704 482 | to | 4 570 | 742 408 771 | to | 8 830 | 754 493 109 | to | 3 130 | 763 717 694 | to | 7 800 |
| 733 751 041 | to | 1 130 | 742 512 120 | to | 2 150 | 754 664 182 | to | 4 220 | 763 826 461 | to | 6 520 |
| 734 009 101 | to | 9 130 | 742 684 849 | to | 4 890 | 754 816 377 | to | 6 470 | 763 900 460 | to | 0 471 |
| 734 290 759 | to | 0 770 | 742 839 553 | to | 9 630 | 755 487 421 | to | 7 600 | 763 900 479 | to | 0 530 |
| 734 389 273 | to | 9 290 | 742 913 668 | to | 3 700 | 755 592 901 | to | 3 140 | 763 917 271 | to | 7 750 |
| 734 440 031 | to | 0 111 | 742 917 287 | to | 7 296 | 755 790 020 | to | 0 030 | 764 125 801 | to | 5 860 |
| 734 797 201 | to | 7 320 | 742 921 891 | to | 1 980 | 755 791 730 | to | 1 800 | 764 284 525 | to | 4 560 |
| 734 939 611 | to | 9 640 | 742 983 631 | to | 3 810 | 755 926 951 | to | 7 070 | 764 526 241 | to | 6 330 |
| 734 950 111 | to | 0 170 | 743 020 021 | to | 0 170 | 755 934 332 | to | 4 510 | 764 601 421 | to | 1 600 |
| 735 120 331 | to | 0 840 | 743 206 491 | to | 6 500 | 755 957 701 | to | 8 000 | 764 650 231 | to | 0 470 |
| 735 283 008 | to | 3 020 | 743 235 992 | to | 6 050 | 755 962 981 | to | 3 280 | 764 984 371 | to | 4 850 |
| 735 293 131 | to | 3 220 | 743 940 631 | to | 0 900 | 756 035 371 | to | 5 490 | 765 003 667 | to | 3 680 |
| 735 635 010 | to | 5 040 | 743 978 011 | to | 8 070 | 756 301 257 | to | 1 290 | 765 042 517 | to | 2 540 |

| | | | | | | | | | | | |
|--------------------|-----------|--------------|-------------|----|-------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 765 194 728 | to | 4 970 | 773 208 991 | to | 9 290 | 778 779 471 | to | 9 480 | 786 743 711 | to | 3 730 |
| 765 387 365 | to | 7 450 | 773 231 311 | to | 1 340 | 779 146 205 | to | 6 230 | 786 854 491 | to | 4 550 |
| 765 541 801 | to | 2 100 | 773 348 739 | to | 8 940 | 779 233 681 | to | 3 710 | 786 977 256 | to | 7 461 |
| 765 638 461 | to | 8 970 | 773 575 891 | to | 5 950 | 779 316 961 | to | 7 200 | 787 158 121 | to | 8 390 |
| 765 647 101 | to | 7 190 | 773 852 971 | to | 3 030 | 779 339 221 | to | 9 400 | 787 325 701 | to | 5 910 |
| 765 813 781 | to | 4 029 | 773 858 011 | to | 8 100 | 779 702 191 | to | 2 250 | 787 493 281 | to | 3 340 |
| 765 879 314 | to | 9 390 | 773 892 721 | to | 7 190 | 779 994 001 | to | 4 090 | 787 793 816 | to | 3 880 |
| 765 954 001 | to | 4 030 | 773 958 061 | to | 8 660 | 780 103 591 | to | 3 650 | 787 822 428 | to | 2 440 |
| 766 120 286 | to | 0 320 | 774 101 148 | to | 1 190 | 780 533 288 | to | 3 310 | 787 887 881 | to | 7 901 |
| 766 125 716 | to | 5 750 | 774 107 161 | to | 7 190 | 780 625 208 | to | 5 920 | 788 306 478 | to | 6.490 |
| 766 158 824 | to | 8 840 | 774 177 226 | to | 7 270 | 780 711 345 | to | 1 540 | 788 326 339 | to | 6 380 |
| 766 388 433 | to | 8 460 | 774 279 481 | to | 9 810 | 780 778 894 | to | 8 920 | 788 403 671 | to | 3 690 |
| 766 509 421 | to | 9 660 | 774 408 399 | to | 8 420 | 780 865 851 | to | 5 920 | 788 815 771 | to | 5 860 |
| 766 572 901 | to | 3 020 | 774 431 821 | to | 2 450 | 780 873 421 | to | 3 450 | 789 044 014 | to | 4 100 |
| 766 748 500 | to | 8 521 | 774 510 451 | to | 0 780 | 781 141 891 | to | 1 980 | 789 326 341 | to | 6 880 |
| 767 024 341 | to | 4 370 | 774 652 981 | to | 3 010 | 781 238 697 | to | 8 730 | 790 209 421 | to | 9 480 |
| 767 326 471 | to | 6 590 | 774 778 981 | to | 9 040 | 781 503 151 | to | 3 180 | 790 418 170 | to | 8 190 |
| 767 332 561 | to | 2 950 | 774 867 481 | to | 7 510 | 781 518 818 | to | 8 840 | 790 448 020 | to | 8 460 |
| 768 009 841 | to | 9 960 | 774 867 515 | to | 7 540 | 781 624 126 | to | 4 200 | 790 597 485 | to | 7 530 |
| 768 011 489 | to | 1 520 | 774 934 275 | to | 4 290 | 781 679 221 | to | 9 340 | 790 911 883 | to | 1 900 |
| 768 177 980 | to | 7 990 | 774 961 261 | to | 1 290 | 781 723 771 | to | 3 890 | 791 057 441 | to | 7 550 |
| 768 391 081 | to | 1 170 | 775 106 223 | to | 6 235 | 781 723 964 | to | 3 990 | 791 239 081 | to | 9 290 |
| 768 661 569 | to | 1 650 | 775 106 237 | to | 6 248 | 781 761 391 | to | 1 720 | 791 374 483 | to | 4 500 |
| 769 000 051 | to | 0 080 | 775 331 515 | to | 1 550 | 781 878 721 | to | 9 020 | 791 387 971 | to | 8 030 |
| 769 050 841 | to | 0 900 | 775 444 210 | to | 4 230 | 782 424 840 | to | 4 900 | 791 447 521 | to | 7 850 |
| 769 159 081 | to | 9 178 | 775 579 301 | to | 9 320 | 782 939 821 | to | 9 850 | 791 451 151 | to | 1 240 |
| 769 737 496 | to | 7 510 | 775 622 683 | to | 2 760 | 782 985 347 | to | 5 360 | 791 500 009 | to | 0 470 |
| 769 778 491 | to | 8 730 | 776 144 621 | to | 4 670 | 783 063 631 | to | 3 690 | 791 771 431 | to | 1 490 |
| 769 827 331 | to | 7 450 | 776 154 010 | to | 4 060 | 783 578 101 | to | 8 130 | 792 004 293 | to | 4 320 |
| 770 216 071 | to | 6 100 | 777 561 631 | to | 2 080 | 783 578 143 | to | 8 160 | 792 018 379 | to | 8 420 |
| 770 723 281 | to | 3 400 | 776 657 371 | to | 7 490 | 783 663 991 | to | 4 050 | 792 070 621 | to | 0 740 |
| 770 790 451 | to | 0 480 | 776 817 421 | to | 7 450 | 783 739 838 | to | 0 280 | 792 145 211 | to | 5 230 |
| 770 915 150 | to | 5 490 | 776 951 225 | to | 1 250 | 784 142 598 | to | 2 610 | 792 391 381 | to | 1 620 |
| 771 455 551 | to | 5 610 | 777 141 601 | to | 2 140 | 784 380 061 | to | 0 090 | 792 452 779 | to | 2 790 |
| 771 609 661 | to | 9 690 | 777 297 421 | to | 7 510 | 784 507 591 | to | 7 740 | 792 772 728 | to | 2 770 |
| 771 932 551 | to | 2 580 | 777 621 721 | to | 1 750 | 784 507 759 | to | 7 860 | 792 903 511 | to | 3 990 |
| 772 057 224 | to | 7 440 | 777 810 309 | to | 0 330 | 784 913 509 | to | 3 531 | 793 282 518 | to | 2 533 |
| 772 162 660 | to | 3 070 | 778 049 651 | to | 9 670 | 785 429 491 | to | 9 520 | 794 041 831 | to | 2 040 |
| 772 718 615 | to | 8 640 | 778 106 225 | to | 6 310 | 785 989 351 | to | 9 440 | 794 581 741 | to | 2 040 |
| 772 940 140 | to | 0 160 | 778 218 730 | to | 8 780 | 786 036 450 | to | 6 480 | 794 592 122 | to | 2 150 |
| 772 970 886 | to | 0 940 | 778 251 871 | to | 1 930 | 786 111 854 | to | 1 930 | 796 373 406 | to | 3 430 |
| 773 009 419 | to | 9 430 | 778 286 911 | to | 6 940 | 786 510 527 | to | 0 540 | 796 602 961 | to | 3 050 |
| 773 112 031 | to | 2 060 | 778 328 699 | to | 8 730 | 786 510 571 | to | 0 600 | 796 708 441 | to | 8 500 |
| 773 125 387 | to | 5 410 | 778 567 471 | to | 7 860 | 786 676 937 | to | 6 980 | 796 886 281 | to | 6 430 |
| 773 179 320 | to | 9 410 | 778 570 771 | to | 0 830 | 786 730 831 | to | 0 920 | 796 901 701 | to | 2 000 |
| 773 202 989 | to | 3 140 | 778 699 096 | to | 9 110 | 786 743 671 | to | 3 700 | 796 975 466 | to | 5 590 |

— Group2—Internal and External Investigations,
Postal Inspection Service, 3-18-04

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—Internal and External Investigations,
Postal Inspection Service, 3-18-04*

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—Internal and External Investigations,
Postal Inspection Service, 3-18-04*

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 09317 | Activate | Immediately | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 |
| APO AE 09383 | Close | Immediately | |
| APO AA 34005 | Activate | Immediately | A-A1-B-B1-F1-V-Z1 |
| APO AA 34006 | Activate | Immediately | A-A1-B-B1-F1-V-Z1 |
| APO AP 96447 | Activate | 1 April 2004 | A-A1-B-B1-F-U3-V-Z1 |

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

APO/FPO Table

| APO/FPO | See Restrictions | APO/FPO | See Restrictions | APO/FPO | See Restrictions | APO/FPO | See Restrictions |
|---------|-------------------|---------|------------------|---------|------------------|--------------|--|
| 09003 | A1-B-B1-C-D-P-U-V | 09089 | A1-B-B1-C-D-U | 09172 | A1-B-B1-C-D-U | 09301 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09007 | A1-B-B1-C-D-U | 09090 | A1-B-B1-C-D-U | 09173 | A1-B-B1-C-D-U | 09302 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09009 | A1-B-B1-C-D-U | 09094 | A1-B-B1-C-D | 09175 | A1-B-B1-C-D-U | 09304 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09012 | A1-B-B1-C-D-U | 09095 | A1-B-B1-C-D-U | 09177 | A1-B-B1-C-D-U | 09305 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09013 | A1-B-B1-C-D-U-Z1 | 09096 | A1-B-B1-C-D-U | 09180 | A1-B-B1-C-D-U | 09306 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09014 | A1-B-B1-C-D-U | 09098 | A1-B-B1-C-D-U | 09182 | A1-B-B1-C-D-U | 09307 | A1-B-B1-V-Z1 |
| 09021 | A1-B-B1-C-D-U | 09099 | A1-B-B1-C-D-U | 09183 | A1-B-B1-C-D-U | 09308 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09028 | A1-B-B1-C-D-U | 09100 | A1-B-B1-C-D-U | 09185 | A1-B-B1-C-D-U | 09309 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09031 | A1-B-B1-C-D-U | 09102 | A1-B-B1-C-D-U | 09186 | A1-B-B1-C-D-U | 09310 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09033 | A1-B-B1-C-D-U | 09103 | A1-B-B1-D-U | 09211 | A1-B-B1-C-D-U | 09311 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09034 | A1-B-B1-C-D-U | 09104 | A1-B-B1-C-D-U | 09212 | A1-B-B1-C-D-U-V | 09312 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09036 | A1-B-B1-C-D-U | 09107 | A1-B-B1-C-D-U | 09213 | A1-B-B1-C-D-U | 09313 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09042 | A1-B-B1-C-D-U | 09110 | A1-B-B1-C-D-U | 09214 | A1-B-B1-C-D-U | 09315 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09045 | A1-B-B1-C-D-U | 09112 | A1-B-B1-C-D-U | 09225 | A1-B-B1-C-D-U | 09316 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09046 | A1-B-B1-C-D-U | 09114 | A1-B-B1-C-D-U | 09226 | A1-B-B1-C-D-U | 09317 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 |
| 09050 | A1-B-B1-C-D-U | 09123 | A1-B-B1-C-D-U | 09227 | A1-B-B1-C-D-U | | |
| 09053 | A1-B-B1-C-D-U | 09126 | A1-B-B1-C-D | 09229 | A1-B-B1-C-D-U | | |
| 09054 | A1-B-B1-C-D-U | 09128 | A1-B-B1-C-D-U | 09237 | A1-B-B1-C-D-U-V | | |
| 09056 | A1-B-B1-C-D-U | 09131 | A1-B-B1-C-D-U | 09244 | A1-B-B1-C-D-U | | |
| 09058 | A1-B-B1-C-D-U | 09136 | A1-B-B1-C-D | 09245 | A1-B-B1-C-D-U | | |
| 09059 | A1-B-B1-C-D-U | 09137 | A1-B-B1-C-D-U | 09250 | A1-B-B1-C-D-U | | |
| 09060 | A1-B-B1-C-D-U | 09138 | A1-B-B1-C-D-U | 09252 | A1-B-B1-C-D-U | | |
| 09063 | A1-B-B1-C-D-L-U | 09139 | A1-B-B1-C-D-U | 09261 | A1-B-B1-C-D-U | | |
| 09067 | A1-B-B1-C-D-U | 09140 | A1-B-B1-C-D-U | 09262 | A1-B-B1-C-D-U | | |
| 09069 | A1-B-B1-C-D-U | 09142 | A1-B-B1-C-D-U | 09263 | A1-B-B1-C-D-U | | |
| 09074 | A1-B-B1-C-D-U | 09143 | A1-B-B1-C-D-U | 09264 | A1-B-B1-C-D-U | | |
| 09076 | A1-B-B1-C-D-U | 09154 | A1-B-B1-C-D-U | 09265 | A1-B-B1-C-D-N-U | | |
| 09080 | A1-B-B1-C-D-U | 09165 | A1-B-B1-C-D-U | 09266 | A1-B-B1-C-D-U | | |
| 09081 | A1-B-B1-C-D-U | 09166 | A1-B-B1-C-D-U | 09267 | A1-B-B1-C-D-U | | |
| 09086 | A1-B-B1-C-D-U | 09169 | A1-B-B1-C-D-U | | | | |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|--|-------------|---------------------------------------|-------------|---------------------|-------------|---------------------|
| 09318 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09358 | A-A1-B-B1-E2-F-H1-N-R-V-Z1 | 09420 | A1-B-B1-C-C1-U | 09575 | A1-B-V |
| 09320 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09359 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09421 | A1-B-B1-C-C1-U | 09576 | A1-B-V |
| 09321 | 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 | 09577 | A1-B-V |
| 09322 | 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 | 09578 | A1-B-V |
| 09323 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09363 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09456 | A1-B-B1-C-C1-U | 09579 | A1-B-V |
| 09324 | 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 | 09581 | A1-B-V |
| 09325 | 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 | 09582 | A1-B-V |
| 09327 | 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 | 09463 | A1-B-B1-C-C1-U | 09586 | A1-B-V |
| 09328 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09373 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09464 | A1-B-B1-C-C1-U | 09587 | A1-B-V |
| 09330 | 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 | 09588 | A1-B-V |
| 09331 | 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 | 09589 | A1-B-B1-V |
| 09332 | 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 | 09590 | A1-B-V |
| 09333 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09378 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09494 | A1-B-B1-C-C1-U | 09591 | A1-B-V |
| 09334 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09379 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09496 | A1-B-B1-C-C1-U-V | 09593 | A1-B-V |
| 09335 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09381 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09498 | A1-B-B1-C-C1-U | 09594 | A1-B-V |
| 09336 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09384 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09499 | A1-B-B1-C-C1-U | 09595 | A1-B-V |
| 09337 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09385 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09501 | A1-B-V | 09596 | A1-B-V |
| 09338 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09386 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09502 | A1-B-V | 09599 | A1-B-V |
| 09339 | 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-U2-V-Z1 | 09503 | A1-B-V | 09601 | A1-B-B1-C-F-F1-U |
| 09340 | A-A1-B-B1-C1-F-R-V | 09388 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09504 | A1-B-V | 09602 | A1-B-B1-C-F-F1-N-U |
| 09342 | A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1 | 09389 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09505 | A1-B-V | 09603 | A1-B-B1-C-F-F1-U |
| 09344 | A-A1-B-B1-C1-E2-F-H1-M-I-R-R1-V-Z-Z1 | 09390 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09506 | A1-B-V | 09604 | A1-B-B1-C-F-F1-U |
| 09346 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09391 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09507 | A1-B-V | 09609 | A1-B-B1-C-F-U |
| 09347 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09392 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09508 | A1-B-V | 09610 | A1-B-B1-C-F-U |
| 09348 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09393 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09509 | A1-B-V | 09612 | A1-B-B1-C-F-U |
| 09349 | A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1 | 09394 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09510 | A1-B-V | 09613 | A1-B-B1-C-F-U-V |
| 09351 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09396 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 09511 | A1-B-V | 09617 | A1-B-B1-C-F-U |
| 09353 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09399 | A-A1-B-B1-C-F-M-V-Z1 | 09517 | A1-B-V | 09618 | A1-B-B1-C-F-U |
| 09354 | 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 | 09619 | A1-B-B1-C-F-U |
| 09355 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | | | 09524 | A1-B-V | 09620 | A1-B-B1-C-F-U |
| 09356 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | | | 09532 | A1-B-V | 09621 | A1-B-B1-C-F-U |
| 09357 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | | | 09534 | A1-B-V | 09622 | A1-B-B1-C-F-U |
| | | | | 09542 | A1-B-V | 09623 | A1-B-B1-C-F-U |
| | | | | 09543 | A1-B-V | 09624 | A1-B-B1-C-F-U |
| | | | | 09545 | A1-B-V | 09625 | A1-B-B1-C-F-U |
| | | | | 09549 | A1-B-V | 09626 | A1-B-B1-C-F-U |
| | | | | 09550 | A1-B-V | 09627 | A1-B-B1-C-F-U |
| | | | | 09554 | A1-B-B1-V | 09628 | A1-B-B1-C-F-F1-U-V |
| | | | | 09556 | A1-B-V | 09630 | A1-B-B1-C-F-U-V |
| | | | | 09557 | A1-B-V | 09631 | A1-B-B1-C-F-U |
| | | | | 09564 | A1-B-V | 09636 | A1-B-B1-C-F-U |
| | | | | 09565 | A1-B-V | 09642 | A1-B-B1-N-U |
| | | | | 09566 | A1-B-V | 09643 | A1-B-B1-U |
| | | | | 09567 | A1-B-V | 09644 | A1-B-B1-U |
| | | | | 09568 | A1-B-V | 09645 | A1-B-U |
| | | | | 09569 | A1-B-V | 09647 | A1-B-B1-N-U |
| | | | | 09570 | A1-B-V | 09648 | A1-B-B1-N-U-V-Z1 |
| | | | | 09573 | A1-B-V | 09649 | A1-B-B1-U |
| | | | | 09574 | A1-B-V | 09701 | A1-B-B1-C-V-Z1 |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|--------------------------------------|-------------|--------------------------------------|--------------|-----------------------------------|-------------|---------------------|
| 09702 | A1-B-B1-C-V-Z1 | 09803 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 09889 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 34098 | A1-B-V |
| 09703 | A1-B-B1-C-F1 | 09806 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09890 | A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1 | 34099 | A1-B-V |
| 09704 | A1-B-B1-C-D-V | 09807 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09892 | A-A1-B-B1-F-N-R-R1-V-Z1 | 96201 | A-A1-B |
| 09705 | A1-B-B1-U | 09808 | A-A1-B-B1-C-C1-F-I-V-Z-Z1 | 09898 | A1-B-B1-E2-F-H1-R-R1-U2-V-Z1 | 96202 | A-A1-B1-U-V |
| 09706 | A1-B-B1-C-U-V | 09809 | A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1 | 34002 | A1-B-B1-N-U-Z1 | 96203 | A-A1-B |
| 09707 | A1-B-B1-C-N-U-V | 09811 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 34004 | A1-B-B1-D-F-M-N-V-Z1 | 96204 | A-A1-B-B1 |
| 09708 | A1-B-B1 | 09812 | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1 | 34005 | A-A1-B-B1-F1-V-Z1 | 96205 | A-A1-B-B1-U |
| 09709 | A1-B-B1-F1 | 09814 | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1 | 34006 | A-A1-B-B1-F1-V-Z1 | 96206 | A-A1-B-B1-U |
| 09710 | A1-B-B1-C-C1-F1-M-R-R1-U | 09819 | A-A1-B-F-P-V-Z1 | 34020 | A1-B-B1-M-N-V-Z1 | 96207 | A-A1-B-B1-V |
| 09711 | A1-B-B1-F1-Z1 | 09821 | A-A1-B-F-V-Z1 | 34021 | A1-B-M-N-V-Z1 | 96208 | A-A1-B-B1-U |
| 09713 | A1-B-B1-C-F1 | 09822 | A-A1-B-F-V-Z1 | 34022 | A1-B-B1-D-F-M-N-V-Z1 | 96212 | A-A1-B-B1-U |
| 09714 | A1-B-B1-C-C1-F1-M-R-R1-U | 09823 | A-A1-B-F-V-Z1 | 34023 | A1-B-B1-M-N-V-Z1 | 96213 | A-A1-B-B1-U |
| 09715 | A1-B-B1-F1 | 09824 | A-A1-B-F-V-Z1 | 34024 | A1-B-B1-M-N-V-Z1 | 96214 | A-A1-B-B1-U |
| 09716 | A1-B-B1-C-D-N-U-V | 09827 | A-A1-B-F-Z1 | 34025 | A1-B-B1-F-N-U-V-Z1 | 96215 | A-A1-B-B1-U-V |
| 09717 | A1-B-B1-M-W | 09828 | A1-B-N-V-Z1 | 34030 | A1-B-B1-M-N-V-Z1 | 96217 | A-A1-B-B1-U-V |
| 09718 | A1-B-B1-F-I-N-U-V | 09830 | A1-B-B1-C-N-V-Z1 | 34031 | A1-B-B1-M-N-V-Z1 | 96218 | A-A1-B-B1-U |
| 09719 | A1-B-B1-C-F1-V | 09831 | A1-B-B1-F-N-U-V-Z1 | 34032 | A1-B-M-N-V-Z1 | 96219 | A-A1-B-B1-U-V |
| 09720 | A1-B-B1-U-V | 09832 | A-B-B1-U1-V-Z1 | 34033 | A1-B-C-F-M-N-V-Z1 | 96220 | A-A1-B-B1-U-V |
| 09721 | A1-B-B1-N-U-V-Z1 | 09833 | A1-B-B1-U1-V-Z1 | 34034 | A1-B-B1-M-N-V-Z1 | 96221 | A-A1-B-B1-U-V |
| 09722 | A1-B-B1-C-D-N-U-V | 09834 | A1-B-B1-V-Z1 | 34035 | A1-B-B1-H-M-N-V-Z1 | 96222 | A-A1-B-B1-U |
| 09723 | A1-B-B1-N-U-V-Z1 | 09835 | A-A1-B-B1-V-Z1 | 34036 | A1-B-M-N-V-Z1 | 96251 | A-A1-B-B1-U |
| 09724 | A1-B-B1-C-C1-F1-M-R-R1-U | 09836 | A-A1-B-B1-C-F-M-V-Z1 | 34037 | A1-B-B1-C-F-H-I-M-N-V-Z-Z1 | 96257 | A-A1-B-B1-U |
| 09725 | A1-B-B1-C | 09837 | A1-B-B1-V-Z1 | 34038 | A1-B-B1-M-N-V-Z1 | 96258 | A-A1-B-B1-U |
| 09726 | A1-B-B1-N-U | 09838 | A1-B-B1-V-Z1 | 34039 | A1-B-N-V-Z1 | 96259 | A-A1-B-B1-U |
| 09727 | A1-B-B1-C-V-Z1 | 09839 | A-A1-B-B1-U-V-Z1 | 34040 | A1-B-V-Z1 | 96260 | A-A1-B-B1-U |
| 09728 | A1-B-B1-C | 09841 | A-A1-B-B1-U-Z1 | 34041 | A1-B-B1-M-N-U-V-Z1 | 96264 | A-A1-B-B1-U |
| 09729 | A1-B-B1-N-U-V | 09842 | A-A1-B-B1-Z1 | 34042 | A1-B-B1-D-F-M-N-V-Z1 | 96266 | A-A1-B-B1-U |
| 09730 | A1-B-B1-C-V-Z1 | 09844 | A-A1-B-B1-U-V-Z1 | 34043 | A1-B-B1-D-F-M-N-V-Z1 | 96267 | A-A1-B-B1-U-V |
| 09731 | A1-B-B1-C-V-Z1 | 09852 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 34049 | A1-B-V | 96269 | A-A1-B-B1-U |
| 09732 | A1-B-B1-N-V-Z1 | 09853 | A1-B-B1-E2-F-H1-R-R1-U2-V-Z1 | 34051 | A1-B-V-Z1 | 96271 | A-A1-B-B1-U |
| 09733 | A1-B-B1-V | 09855 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 34053 | A1-B-V-Z1 | 96275 | A-A1-B-B1-V |
| 09735 | A1-B-B1-N-V-Z1 | 09858 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 34055 | A1-B-N-V-Z1 | 96276 | A-A1-B-B1 |
| 09777 | A-A1-B-B1-C-E1-N | 09865 | A-A1-B-B1-V-Z1 | 34058 | A1-B-B1-V-Z1 | 96278 | A-A1-B-B1-U |
| 09788 | A-A1-B-B1-F-R-V | 09868 | A-A1-B-B1-U-V-Z1 | 34071 | A1-B-I-M-N-V-Z | 96283 | A-A1-B-B1-U |
| 09779 | A-A1-B-B1-F-R-V | 09871 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1 | 34076 | A1-B-B1-F1-N-V-Z1 | 96284 | A-A1-B-B1-U-V |
| 09780 | A-A1-B-B1-F-R-V | 09880 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1 | 34078 | A1-B-B1-F1-N-V-Z1 | 96297 | A-A1-B-B1-U |
| 09789 | A-A1-B-B1-F-R-V | | | 34079 | A1-B-B1-F1-N-V-Z1 | 96306 | A1-B-B1-F-F1-F2-M-W |
| 09790 | A-A1-B-B1-C1-F-R-V | | | 34090 | A1-B-V | 96309 | A1-B-B1-M-V-W |
| 09791 | A-A1-B-B1-C1-E1-F-M-N-R-V | | | 34091 | A1-B-V | 96310 | A1-B-B1-M-W |
| 09793 | A-A1-B-B1-F-R-V | | | 34092 | A1-B-V | 96311 | A1-B-B1-M-W |
| 09797 | A1-B-B1-C-D-P-V | | | 34093 | A1-B-V | 96313 | A1-B-B1-F-F1-F2-M-W |
| 09801 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | | | 34095 | A1-B-V | 96319 | A1-B-B1-M-W |
| 09802 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1 | | | | | 96321 | A1-B-B1-F-F1-F2-M-W |
| | | | | | | 96322 | A1-B-B1-F-F1-F2-M-W |
| | | | | | | 96323 | A1-B-B1-M-V-W |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---------------------|--------------|---|-------------|---|-------------|---------------------|
| 96326 | A1-B-B1-M-W | 96387 | A1-B-B1-M-W | 96549 | A-A1-B-B1-H-M-U | 96624 | A1-B-V |
| 96328 | A1-B-B1-M-W | 96388 | A1-B-B1-M-W | 96551 | A-A1-B-B1-H-M-U | 96628 | A1-B-V |
| 96330 | A1-B-B1-M-W | 96401 | A1-B-B1-F-N-V-Z1 | 96553 | A-A1-B-B1-H-M-N-U-V | 96629 | A1-B-V |
| 96336 | A1-B-B1-M-V-W | 96426 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 | 96554 | A-A1-B-B1-H-M-U | 96634 | A1-B-V |
| 96337 | A1-B-B1-M-W | | | 96555 | A1-B-B1-F-M-V | 96635 | A1-B-V |
| 96338 | A1-B-B1-M-W | 96427 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 | 96557 | A1-B-B1-F-M-V | 96643 | A1-B-V |
| 96339 | A1-B-B1-M-V-W | | | 96595 | A1-B-B1-V | 96657 | A1-B-V |
| 96343 | A1-B-B1-M-W | | | 96598 | A1-B-B1-V | 96660 | A1-B-V |
| 96347 | A1-B-B1-F-F1-F2-M-W | 96447 | A-A1-B-B1-F-U3-V-Z1 | 96599 | A1-B-B1-V | 96661 | A1-B-V |
| 96348 | A1-B-B1-F-F1-F2-M-W | 96490 | A1-B-B1-V | 96601 | A1-B-V | 96662 | A1-B-V |
| 96349 | A1-B-B1-F-F1-F2-M-W | 96507 | A-A1-B-F-V | 96602 | A1-B-V | 96663 | A1-B-V |
| 96350 | A1-B-B1-F-F1-F2-M-W | 96511 | A1-B-B1-I-N-V | 96603 | A1-B-V | 96664 | A1-B-V |
| 96351 | A1-B-B1-F-F1-F2-M-W | 96515 | A1-B-B1-F | 96604 | A1-B-V | 96665 | A1-B-V |
| 96362 | A1-B-B1-F-F1-F2-M-W | 96517 | A1-B-B1-F-U3-V | 96605 | A1-B-O-V | 96666 | A1-B-V |
| 96365 | A1-B-B1-M-V-W | 96518 | A1-B-B1-V | 96606 | A1-B-V | 96667 | A1-B-V |
| 96367 | A1-B-B1-L-M-W | 96520 | A1-B-F-U3-V | 96607 | A1-B-V | 96668 | A1-B-V |
| 96368 | A1-B-B1-M-W | 96521 | A1-B-F-N | 96608 | A1-B-V | 96669 | A1-B-V |
| 96370 | A1-B-B1-F-F1-F2-M-W | 96522 | A1-B-F-N-U | 96609 | A1-B-V | 96670 | A1-B-V |
| 96372 | A1-B-B1-M-W | 96530 | A-A1-B-B1-H-M-N-U-V | 96610 | A1-B-V | 96671 | A1-B-V |
| 96373 | A1-B-B1-M-W | 96531 | A1-B-B1-H-M-U-V | 96611 | A1-B-V | 96672 | A1-B-V |
| 96374 | A1-B-B1-M-W | 96534 | A-A1-B-F | 96612 | A1-B-V | 96673 | A1-B-V |
| 96375 | A1-B-B1-M-W | 96535 | A-A1-B-B1-F-V | 96613 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 | 96674 | A1-B-V |
| 96376 | A1-B-B1-M-W | 96536 | A1-B-B1-V | | | 96675 | A1-B-V |
| 96377 | A1-B-B1-M-W | 96537 | A1-B-B1-V | 96614 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 | 96677 | A1-B-V |
| 96378 | A1-B-B1-M-W | 96538 | A1-B-B1-V | | | 96678 | A1-B-V |
| 96379 | A1-B-B1-M-W | 96540 | A1-B-B1-V | 96615 | A1-B-V | 96679 | A1-B-V |
| 96384 | A1-B-B1-M-W | 96541 | A1-B-B1-V | 96617 | A1-B-V | 96681 | A1-B-V |
| 96386 | A1-B-B1-M-W | 96542 | A1-B-B1-V | 96619 | A1-B-V | 96682 | A1-B-V |
| | | 96543 | A1-B-B1-P-V | 96620 | A1-B-V | 96683 | A1-B-V |
| | | 96544 | A1-B-F-U3-V | 96621 | A1-B-V | 96684 | A1-B-V |
| | | 96546 | A1-B-F-U3 | 96622 | A1-B-V | 96686 | A1-B-V |
| | | 96548 | A-A1-B-B1-H-M-U | 96623 | A1-B-V | 96687 | A1-B-V |
| | | | | | | 96698 | A1-B-V |

RESTRICTIONS

LEGEND

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

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

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *Domestic Mail Manual*
- 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 available under DMM C021, are prohibited.

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

Z1. The 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.



WALK RIGHT

**Make
Safety
Happen.**



ALWAYS BE CAREFUL WHEN WALKING. NEVER RUN. USE STAIRS IN LOADING DOCK AREA. ALWAYS USE HANDRAILS. CLEAN UP STRAPS AND SPILLS SO SOMEONE ELSE WON'T TRIP. DO NOT FINGER PAPER OR MAIL WHILE WALKING ON ICE. WEAR US/SRA SHOES. BE EXTRA CAREFUL IN BAD WEATHER. SHORTEN STRIDE AND MOVE CAREFULLY IN A DRAG-AND-SHOVE SHUFFLE IN SNOW AND ICY CONDITIONS.

SAFETY DEPENDS ON ME.

We revised this poster, which we originally published in the *Postal Bulletin*, to align with our current policy requirements. The poster now includes the following: "Do not finger paper or mail while walking on ice."

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released March 3, 2004, 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 |
|----------------|--------|--------|----------------|--------|---------------------|----------|---------------------------|----------|------------------|
| 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 |
| 2003 | 4.11 | 4.11 | 4.10 | 28.54 | 28.69 | 42.92 | 43.84 | 37.94 | 38.59 |

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

| 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 |
|----------------------|-------------|-------------|----------------|--------------|---------------------|--------------|---------------------------|-------------|------------------|
| 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 |
| Aug. | 0.40 | .73 | .66 | 1.94 | 1.95 | 4.12 | 4.19 | 2.39 | 2.41 |
| Sept. | 0.40 | 2.68 | 2.65 | -1.14 | -1.06 | -1.35 | -1.24 | 3.08 | 3.08 |
| Oct. | 0.30 | -1.00 | -0.93 | 5.68 | 5.66 | 7.65 | 7.62 | 6.06 | 6.23 |
| Nov. | 0.30 | 0.30 | 0.24 | 0.91 | 0.88 | 3.47 | 3.42 | 2.22 | 2.22 |
| Dec. | 0.49 | 1.01 | 1.02 | 5.24 | 5.24 | 2.04 | 2.08 | 7.68 | 7.81 |

| 2004 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. | 0.29 | 0.80 | 0.80 | 1.80 | 1.84 | 3.53 | 3.58 | 1.32 | 1.41 |
| Feb. | 0.39 | 1.09 | 1.08 | 1.35 | 1.39 | 1.78 | 1.75 | 2.22 | 2.31 |
| LAST 12 MONTHS | 4.13 | 4.52 | 4.54 | 38.31 | 38.52 | 58.27 | 58.99 | 52.67 | 53.58 |

| 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.

Priority Mail® bundles

1 with
Delivery
Confirmation™
service

from
\$4.30



2 with
Insurance*

from
\$5.15



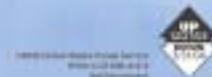
3 with
Insurance*
& Delivery
Confirmation™
service

from
\$5.60



usps.com

*Prices reflect insurance for packages up to 1 lb. and \$50 of coverage



March 2004

Have You Seen Any of These Missing Children?

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



Calletana Tamayo
 Born: 7-15-87
 Date Missing: 2-7-04
 Missing From: Newport, OR



Reena Smith
 Born: 9-30-88
 Date Missing: 8-11-03
 Missing From: Suisun City, CA



Maria Sanchez
 Born: 4-26-91
 Date Missing: 10-3-03
 Missing From: Arlington, VA



Rose Ruiz
 Born: 7-27-93
 Date Missing: 9-1-95
 Missing From: Houston, TX



Sophia Ruiz
 Born: 4-10-91
 Date Missing: 9-1-95
 Missing From: Houston, TX



Isely Pereira
 Age progression to 7 years
 Born: 3-12-96
 Date Missing: 12-15-98
 Missing From: Alhambra, CA

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

Missing Children Poster Display Instructions

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

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

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

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

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

March 2004

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Alexis Patterson
 Born: 4-4-95
 Date Missing: 5-3-02
 Missing From: Milwaukee WI



Vanessa Mohamed
 Born: 11-13-94
 Date Missing: 4-12-02
 Missing From: Statesville, NC



Ingrid Martinez
 Born: 3-15-88
 Date Missing: 2-17-04
 Missing From: Stuart, FL



Shawn Hornbeck
 Born: 7-17-91
 Date Missing: 10-6-02
 Missing From: Richwoods, MO



Lacy Fisher
 Born: 2-11-89
 Date Missing: 2-13-04
 Missing From: Aurora, CO



Mai Chee Yang
 Born: 9-23-85
 Date Missing: 8-11-01
 Missing From: Minneapolis, MN

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Cameron Anderson
 Age progression to 14 years
 Born: 3-4-88
 Date Missing: 4-11-00
 Missing From: Fulton, MS



Kyle Anderson
 Age progression to 11 years
 Born: 12-11-90
 Date Missing: 4-11-00
 Missing From: Fulton, MS



Rachel Anderson
 Age progression to 16 years
 Born: 5-9-86
 Date Missing: 4-11-00
 Missing From: Fulton, MS



Abdul Aziz Al-Arifi
 Age progression to 7 years
 Born: 6-2-95
 Date Missing: 8-15-00
 Missing From: Terre Haute, IN



Rosemary Al-Arifi
 Age progression to 12 years
 Born: 4-11-90
 Date Missing: 8-15-00
 Missing From: Terry Haute, IN



Sarah Al-Arifi
 Age progression to 11 years
 Born: 8-4-91
 Date Missing: 8-15-00
 Missing From: Terre Haute, IN

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 Hot Line 1-800-843-5678
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March 2004

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Chandler Clark
 Age progression to 14 years
 Born: 8-19-87
 Date Missing: 2-10-95
 Missing From: Albuquerque,
 NM



Hayden Clark
 Age progression to 12 years
 Born: 11-21-89
 Date Missing: 2-10-95
 Missing From: Albuquerque,
 NM



Rebekah Clark
 Age progression to 9 years
 Born: 9-25-92
 Date Missing: 2-10-95
 Missing From: Albuquerque,
 NM

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Domestic Mail (Continued)

L600 Standard Mail and Package Services

* * * * *

L606 5-Digit Scheme—Standard Mail and Package Services Parcels

* * * * *

| Column A | Column B |
|---------------------------------------|----------------------------|
| Destination ZIP Codes | Label Container To |
| Change From: | |
| 20004, 45 | WASHINGTON DC 20004 |
| 20024, 26 | WASHINGTON DC 20024 |
| 47546, 47 | JASPER IN 47546 |
| 48843, 44, 63 | HOWELL MI 48843 |
| 48901, 15, 33 | LANSING MI 48901 |
| 48906, 09, 13, 19, 24, 30, 37, 56, 80 | LANSING MI 48924 |
| 49301, 55, 57 | ADA MI 49301 |
| 49440-43 | MUSKEGON MI 49440 |
| 49505, 15, 25 | GRAND RAPIDS MI 49505 |
| 60120-22 | ELGIN IL 60120 |
| 60153, 55 | MAYWOOD IL 60153 |
| 60192, 95 | HOFFMAN ESTATES IL 60195 |
| 60117, 99 | CAROL STREAM IL 60199 |
| 60431, 35 | JOLIET IL 60431 |
| 60432-34, 36 | JOLIET IL 60432 |
| 60453, 54, 59 | OAK LAWN IL 60453 |
| 60415, 55-58 | BRIDGEVIEW IL 60455 |
| 61602, 03, 05 | PEORIA IL 61602 |
| 61612-15 | PEORIA IL 61612 |
| Change To: | |
| 20004, 05, 45 | WASHINGTON DC 20004 |
| 20003, 24 | WASHINGTON DC 20024 |
| 47546, 47, 49 | JASPER IN 47546 |
| 48843, 44, 55, 63 | HOWELL MI 48843 |
| 48901, 33 | LANSING MI 48901 |
| 48909, 13, 19, 24, 30, 37, 56, 80 | LANSING MI 48924 |
| 49301, 55-57 | ADA MI 49301 |
| 49440, 41 | MUSKEGON MI 49440 |
| 49505, 15 | GRAND RAPIDS MI 49505 |
| 60120, 21 | ELGIN IL 60120 |
| 60153-55 | MAYWOOD IL 60153 |
| 60179, 92, 95 | HOFFMAN ESTATES IL 60195 |
| 60116, 17, 22, 25, 28, 32, 97, 99 | CAROL STREAM IL 60199 |
| 60431, 34, 35 | JOLIET IL 60431 |
| 60432, 33, 36 | JOLIET IL 60432 |
| 60453, 59 | OAK LAWN IL 60453 |
| 60415, 54-58 | BRIDGEVIEW IL 60455 |
| 61602, 03 | PEORIA IL 61602 |
| 61612-16 | PEORIA IL 61612 |
| Add: | |
| 12533, 40, 70 | HOPEWELL JUNCTION NY 12533 |
| 20036, 37 | WASHINGTON DC 20036 |
| 20601-03 | WALDORF MD 20601 |
| 20645, 82 | ISSUE MD 20645 |

| Column A | Column B |
|------------------------------|---------------------------|
| Destination ZIP Codes | Label Container To |
| 20704, 05 | BELTSVILLE MD 20704 |
| 20703, 06 | LANHAM MD 20706 |
| 20707, 08, 23, 24 | LAUREL MD 20707 |
| 20715, 20, 21 | BOWIE MD 20715 |
| 20716, 17 | MITCHELLVILLE MD 20716 |
| 20740, 41 | COLLEGE PARK MD 20740 |
| 20731, 43 | CAPITOL HEIGHTS MD 20743 |
| 20744, 49 | FORT WASHINGTON MD 20744 |
| 20745, 50 | OXON HILL MD 20745 |
| 20746, 52 | SUITLAND MD 20746 |
| 20747, 53 | DISTRICT HEIGHTS MD 20747 |
| 20748, 57 | TEMPLE HILLS MD 20748 |
| 20768, 70 | GREENBELT MD 20770 |
| 20772, 73 | UPPER MARLBORO MD 20772 |
| 20774, 92 | LARGO MD 20774 |
| 20737, 81-84 | HYATTSVILLE MD 20782 |
| 22040, 46 | FALLS CHURCH VA 22040 |
| 32221, 54 | JACKSONVILLE FL 32221 |
| 47801, 05, 08, 09, 11, 12 | TERRE HAUTE IN 47801 |
| 48817, 41, 67 | OWOSSO MI 48867 |
| 48915, 17 | LANSING MI 48915 |
| 49423, 24 | HOLLAND MI 49423 |
| 49428, 29 | JENISON MI 49428 |
| 49504, 14 | GRAND RAPIDS MI 49504 |
| 54220, 21 | MANITOWOC WI 54220 |
| 54301, 02, 11 | GREEN BAY WI 54301 |
| 54303, 04, 13 | GREEN BAY WI 54303 |
| 60187, 89 | WHEATON IL 60187 |
| 86312, 14 | PRESCOTT VALLEY AZ 86314 |
| Delete: | |
| 12533, 40, 70 | LAGRANGEVILLE NY 12540 |
| 22030, 38 | FAIRFAX VA 22030 |
| 22040, 43, 46 | FALLS CHURCH VA 22043 |
| 22102, 03 | WEST MCLEAN VA 22102 |
| 22180, 82, 83 | VIENNA VA 22180 |
| 48605, 48710 | SAGINAW MI 48605 |
| 48801, 02 | ALMA MI 48801 |
| 48809, 87 | BELDING MI 48809 |
| 48907, 08, 17 | LANSING MI 48907 |
| 49418, 28, 29 | GRANDVILLE MI 49418 |
| 49422-24 | HOLLAND MI 49422 |
| 49504, 14, 44 | GRAND RAPIDS MI 49544 |
| 60103, 33 | BARTLETT IL 60103 |
| 61413, 68 | ALPHA IL 61413 |
| 92704, 07 | SANTA ANA CA 92704 |

* * * * *

— Logistics,
Network Operations Management, 3-18-04

DMM REVISION

Insured Mail, Return Receipt, and Restricted Delivery — Eligible Matter

Effective April 1, 2004, *Domestic Mail Manual* (DMM™) S913.1.2, S915.1.2, and S916.1.2 are revised to clarify what types of mail matter are eligible for Insured Mail, return receipt, and restricted delivery services. These revisions do not change the requirements; rather, they make the text clearer.

We will incorporate these revisions 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)

* * * * *

S Special Services

* * * * *

S900 Special Postal Services

S910 Security and Accountability

* * * * *

S913 Insured Mail

1.0 BASIC INFORMATION

* * * * *

1.2 Eligible Matter

[Revise 1.2 to read as follows:]

The following types of mail matter may be insured:

- a. First-Class Mail® pieces (including Priority Mail® pieces), if they contain matter that may be mailed as Standard Mail® pieces or Package Services pieces.
- b. Standard Mail pieces subject to the residual shape surcharge (bulk insurance only).
- c. Package Services pieces.
- d. Official government mail endorsed “Postage and Fees Paid.”

* * * * *

S915 Return Receipt

1.0 BASIC INFORMATION

* * * * *

1.2 Eligible Matter

[Revise 1.2 to read as follows:]

Return receipt service is available for:

- a. Express Mail® pieces.
- b. First-Class Mail pieces (including Priority Mail pieces), when purchased at the time of mailing with Certified Mail™, COD, Insured Mail (for more than \$50), or Registered Mail™ service.
- c. Standard Mail pieces subject to the residual shape surcharge, when bulk insurance (for more than \$50) is purchased at the time of mailing.
- d. Package Services pieces, when purchased at the time of mailing with COD or insurance (for more than \$50) service.

* * * * *

S916 Restricted Delivery

1.0 BASIC INFORMATION

* * * * *

1.2 Eligible Matter

[Revise 1.2 to read as follows:]

Restricted Delivery service is available for:

- a. First-Class Mail pieces (including Priority Mail pieces), when purchased at the time of mailing with Certified Mail, COD, Insured Mail (for more than \$50), or Registered Mail service.
- b. Standard Mail pieces subject to the residual shape surcharge, when bulk insurance (for more than \$50) service is purchased at the time of mailing.
- c. Package Services pieces, when purchased at the time of mailing with COD or insurance (for more than \$50) service.

* * * * *

DMM REVISION

Presort Destination Package Labels — September 1 Effective Date

Effective March 18, 2004, Domestic Mail Manual (DMM™) M020.1.3 is revised to extend the permissible use of nonbarcoded pressure-sensitive presort destination package labels (stickers) until September 1, 2004. Beginning on that date, the new barcoded format for these labels must be used instead of the older, nonbarcoded labels.

This 5-month extension should ensure that Post Offices™ and all mailers have the labels by the time the fall mailing season begins. Mailers are encouraged, however, to start using the new barcoded package labels as soon as possible.

Information on the new labels, along with the supporting changes to the Domestic Mail Manual, appeared in the article “Presort Destination Package Labels — New Barcoded Format” in Postal Bulletin 22114 (10-30-03, pages 10–26).

Label Availability

Managers of business mail entry, working with their staffs, must ensure that all Post Offices within the service area of their district have access to the new barcoded pressure-sensitive package labels as needed.

The new barcoded labels are available from the Material Distribution Center in Topeka, Kansas. Orders placed for labels will be fulfilled only with the new barcoded labels. Ordering instructions appeared in the article “Barcoded Presort Destination Package Labels — Ordering Instructions” in Postal Bulletin 22123 (3-4-04, page 36).

Effective September 1, 2004, mailers not using OELs will be required to use only the barcoded pressure-sensitive package labels rather than the nonbarcoded labels. Mailers with questions about the use or availability of the new labels should contact the local district manager of business mail entry.

Mailers needing to find the address and telephone number of the appropriate business mail entry unit should see DMM G042 or go to <http://pe.usps.gov>; click on Postal Links in the upper left corner, then on Business Mail Entry under Postal Locator.

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)

| | | | | | |
|-------------|---------------------------------------|---|---|---|---|
| | * | * | * | * | * |
| M | Mail Preparation and Sortation | | | | |
| M000 | General Preparation Standards | | | | |
| | * | * | * | * | * |
| M020 | Packages | | | | |
| 1.0 | BASIC STANDARDS | | | | |
| | * | * | * | * | * |
| 1.3 | Labeling | | | | |

[Change “April 1, 2004” to “September 1, 2004” in the last sentence of the introductory paragraph to read as follows:]

***The following colors and presort characters apply to package labels (nonbarcoded labels, including red Label D and tan Label MXD, may be used until September 1, 2004):

| | | | | |
|---|---|---|---|---|
| * | * | * | * | * |
|---|---|---|---|---|

— Mailing Standards, Pricing and Classification, 3-18-04

REMINDER

Over-the-Road Containers to Be Used in a Closed Loop

Effective March 18, 2002, we transferred control of Bulk Mail Center (BMC) over-the-road containers (OTRs) from the Mail Transport Equipment Service Center (MTESSC) network to the BMC network. The MTESSC network is still responsible for repairing OTRs. All processing operations must red-tag all damaged and unsafe OTRs in accordance with Postal Operations Manual 583.11. In addition, no empty equipment may be placed in the OTRs.

When imbalances in the number of OTRs at each facility occur, the BMC network will be responsible for relocating OTRs from oversupplied areas to areas with fewer OTRs, preferably by moving mail with existing transportation in the BMC network. See poster on page 67.

— Mail Transport Equipment, Network Operations Management, 3-18-04



Do **NOT send Over the Road (OTR) containers, full or empty, to the Mail Transport Equipment Service Centers (MTESCs).***



OTRs are for Bulk Mail Center **USE ONLY.**

*The only exception is red tagged Over the Road (OTR) containers needing repair.

EIRS 69/69H

— Mail Transport Equipment, Network Operations Management, 3-18-04

NOW YOU SEE THEM. NOW YOU DON'T.



Children are like that. One minute they're playing in the yard.
The next minute they're chasing a ball into the street.
Or playing hide-and-seek around your vehicle.
Or trying to hitch a ride on your bumper.
Don't count on children or pedestrians to be
watching for you.
Be on the lookout for them.

LOOK. LISTEN. LOOK AGAIN. DRIVE DEFENSIVELY.

**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE

PROCESSING FACILITIES USING MSP AIRPORT

Air Transportation Surcharge for Live Animals Transported From Minneapolis/St. Paul Airport

Effective immediately, the surcharge for live animals (including day-old poultry) transported by air from Minneapolis/St. Paul (MSP) Airport to a destination city in Zones 4–8 is now \$1.00 per pound (or fraction thereof). This surcharge is in addition to the normal postage that retail associates collect.

If your processing facility uses the MSP Airport for air transportation of live animals (including day-old poultry), assign the “L” alpha code mail class designator in the Distribution and Routing (D & R) tag. Follow this procedure for all mail classes transported from MSP.

— Commercial Air Operations,
Network Operations Management, 3-18-04

POM REVISION

INTELPOST Service

Effective March 18, 2004, the *Postal Operations Manual* (POM) is revised to reflect that INTELPOST (international electronic post) service is no longer available.

We will incorporate this revision into the next printed version of the POM and into the online update of the POM available via the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, then *Manuals*.

Postal Operations Manual (POM)

* * * * *

| | | | | | | |
|-----------|---|---|---|---|---|---|
| 1 | Retail Management | * | * | * | * | * |
| 14 | Other Retail Services Management | * | * | * | * | * |
| | <i>[Delete 143. Renumber current 144 through 147 as new 143 through 146, respectively.]</i> | * | * | * | * | * |

— Retail Operations,
Delivery and Retail, 3-18-04

NOTICE

Political Campaign Mail

Political campaign mailings will enter the mailstream throughout 2004, in advance of primary elections and the November 2, 2004, presidential/general election. This can be a hectic time for political candidates, campaign committees, and committees of political parties, as well as Postal Service™ employees and managers who handle and process this mail. Assisting our customers in planning and preparing their mailings correctly can help to ensure that the Postal Service can do what it does best, *deliver the mail!*

Political campaign mailings should not be confused with official mailings by members of Congress under congressional franking privileges. The requirements for political campaign mailings are contained in *Postal Operations Manual* part 492, Political Campaign Mail. These provisions are accessible on the Postal Service PolicyNet Web

site at <http://blue.usps.gov>; click on *More References*; then *Manuals*.

The Postal Service is responsible for providing information to assist in knowledgeably preparing and depositing political campaign mailings, as well as for properly accepting, processing, delivering, and recording these mailings. When accepting, handling, or processing political campaign mail, please keep in mind that the mailings are made up by individual candidates and their campaign organizations, as well as by local, state, and national committees of political parties. Some organizations rely on campaign volunteers for political campaign mail preparation and deposit. These volunteers may have little or no experience in preparing mailings of this nature and will need your patience and assistance.

Provide equal assistance to all committees of political parties, candidates, and candidates' campaign committees, including those that do not represent major parties. You must assist mailers to identify problems in mail preparation and sack or tray labeling before they deposit mailings. Also, emphasize the need to deposit mailings at the earliest possible date before the election date.

All managers involved in processing and delivering political campaign mailings must ensure that each mailing is handled promptly and with equal care and attention. Mailers attempting to deposit political campaign mailings that may be too late for delivery by the election date must be informed of the potential for late delivery. Give immediate attention to any reported delay in processing or delivering political campaign mailings. Fully document inquiries made concerning delayed political campaign mail and subsequent action taken. Detailed records can help to provide the basis for a documented and factual explanation of any complaints alleging improper handling of political campaign mailings.

To assist in your preparation for political campaign mailings, the table below provides the 2004 congressional primary dates by state and territory and, where applicable, primary runoff dates.

Note: Some of the congressional primaries already have occurred.

| State | Primary Date | Runoff Date |
|----------------------|--------------|-------------|
| Alabama | 6/1/04 | 6/29/04 |
| Alaska | 8/24/04 | |
| American Samoa | 11/2/04 | 11/16/04 |
| Arizona | 9/7/04 | |
| Arkansas | 5/18/04 | 6/8/04 |
| California | 3/2/04 | |
| Colorado | 8/10/04 | |
| Connecticut | 8/10/04 | |
| Delaware | 9/11/04 | |
| District of Columbia | 9/14/04 | |
| Florida | 8/31/04 | |
| Georgia | 7/20/04 | 8/10/04 |
| Guam | 9/4/04 | |
| Hawaii | 9/18/04 | |

| State | Primary Date | Runoff Date |
|----------------|--------------|-------------|
| Idaho | 5/25/04 | |
| Illinois | 3/16/04 | |
| Indiana | 5/4/04 | |
| Iowa | 6/8/04 | |
| Kansas | 8/3/04 | |
| Kentucky | 5/18/04 | |
| Louisiana | 11/2/04 | 12/4/04 |
| Maine | 6/8/04 | |
| Maryland | 3/2/04 | |
| Massachusetts | 9/14/04 | |
| Michigan | 8/3/04 | |
| Minnesota | 9/14/04 | |
| Mississippi | 3/9/04 | 3/30/04 |
| Missouri | 8/3/04 | |
| Montana | 6/8/04 | |
| Nebraska | 5/11/04 | |
| Nevada | 9/7/04 | |
| New Hampshire | 9/14/04 | |
| New Jersey | 6/8/04 | |
| New Mexico | 6/1/04 | |
| New York | 9/14/04 | |
| North Carolina | 7/20/04 | 8/17/04 |
| North Dakota | 6/8/04 | |
| Ohio | 3/2/04 | |
| Oklahoma | 7/27/04 | 8/24/04 |
| Oregon | 5/18/04 | |
| Pennsylvania | 4/27/04 | |
| Puerto Rico | 11/9/03 | |
| Rhode Island | 9/14/04 | |
| South Carolina | 6/8/04 | 6/22/04 |
| South Dakota | 6/1/04 | 6/15/04 |
| Tennessee | 8/5/04 | |
| Texas | 3/9/04 | 4/13/04 |
| Utah | 6/22/04 | |
| Vermont | 9/14/04 | |
| Virginia | 6/8/04 | |
| Virgin Islands | 9/11/04 | 9/25/04 |
| Washington | 9/14/04 | |
| West Virginia | 5/11/04 | |
| Wisconsin | 9/14/04 | |
| Wyoming | 8/17/04 | |

— Government Relations, 3-18-04

Click-N-Ship Week Is March 22–26, 2004

The Postal Service™ is setting aside March 22–26, 2004, as Click-N-Ship® Week to increase awareness and use of Click-N-Ship service among employees and customers. Each day of the week will focus on the shipping needs of different customer groups, including small businesses, online auction sellers, and households. Here are some facts about the use and benefits of Click-N-Ship service.

- Click-N-Ship service allows users to prepare and print shipping labels online, with or without postage,

for Priority Mail®, Express Mail®, Global Express Mail™, and Global Express Guaranteed® services.

- Customers can use Click-N-Ship labels to send packages to all 50 states, Guam, the U.S. Virgin Islands, Puerto Rico, and 200 countries and territories. (At this time, customers cannot use Click-N-Ship service to mail packages to or from APOs or FPOs.)

- Click-N-Ship customers also receive *free* electronic Delivery Confirmation™ service and a reduced rate on Signature Confirmation™ service for Priority Mail shipments. Other value-added Click-N-Ship features include an online address book for frequently used addresses, credit card storage of up to three credit card numbers to speed Click-N-Ship transactions, and e-mail notification to inform the recipient of the label number and ship date of the package.
- New features coming in March are “Shipping Cart,” which allows a customer to print and pay for up to 10 shipments with a single credit card transaction; “Shipping History,” which provides reports on postage-paid labels for the past 6 months; and “My Account,” which accesses online profiles, address books, and other information.
- Click-N-Ship service offers customers many ways to ship items: customers can drop them off at a local Post Office™ facility, hand them to their carrier at the time of regular mail delivery, or schedule a special pickup through the Postal Service’s Carrier Pickup service, which notifies the local Post Office facility of pending shipments. (Carrier Pickup service is not available in all areas.)

- Customers may deposit a package with an online label in a blue collection box if the package has a domestic Express Mail or Priority Mail label with PC Postage service (paid with a credit card), has a return address, and fits into the collection box opening.
- When using Click-N-Ship service for stamped items and international mailpieces, customers must follow existing requirements for deposit and acceptance.
- As of January 2004, there were 165,925 registered users of Click-N-Ship service. More than 13 million labels have been printed since May 2002.
- On December 15, 2003 — the busiest shipping day of the past year — an average of 100 Click-N-Ship labels were printed per minute for 6 1/2 hours.

For more information, see the Click-N-Ship publicity kit in *Postal Bulletin* 22123 (3-4-04, pages 9–23), or visit the Click-N-Ship web site at www.usps.com/clicknship.

— *Implementation and Outreach, Pricing and Classification, 3-18-04*

Finance

HANDBOOK F-1 REVISION

International Reply Coupons

Effective March 1, 2004, all stations, branches, and Post Offices™ must submit exchanged foreign-issued and U.S.-issued refunded international reply coupons (IRCs) to their servicing stamp distribution office or stamp services center by the end of February of each fiscal year. Stamp distribution offices and stamp services centers receive the returned IRCs at the value claimed by the submitting office on PS Form 17, *Stamp Requisition/Stamp Return*. Stamp distribution offices and stamp services centers must consolidate the IRCs and ship the coupons to the Eagan Accounting Service Center by the end of March.

Stamp distribution offices and stamp services centers are to mail IRCs to the following address:

EAGAN ASC FINANCE BRANCH
 FINANCIAL REPORTING
 2825 LONE OAK PKWY
 EAGAN MN 55121-9617

We will incorporate these revisions into the next printed version of Handbook F-1 and into the next update of the online version accessible on the Postal Service™ PolicyNet

Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

Handbook F-1, Post Office Accounting Procedures

| | | | | | |
|------------|---|---|---|---|---|
| | * | * | * | * | * |
| 4 | Managing Accountable Paper | | | | |
| | * | * | * | * | * |
| 42 | Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability | | | | |
| | * | * | * | * | * |
| 426 | Handling Stamp Credits | | | | |
| | * | * | * | * | * |

426.9 Handling International Reply Coupons

426.91 General

[Revise 426.91 to read as follows:]

For definitions of international reply coupon (IRC) categories, see sections 437.31 and 447.31. Other financial procedures are contained in the *International Mail Manual* (IMM), Part 372.

- 1> Foreign-issued IRCs are exchanged at U.S. Post Offices as specified in the IMM, section 372.3b. (Foreign-issued IRCs dated prior to January 1, 1975, are obsolete and cannot be exchanged at domestic Post Offices. Customers possessing these coupons may return them to the sender for replacement from the selling office.)
- 2> Do not commingle exchanged foreign-issued IRCs with unused U.S.-issued refunded IRCs (those with the U.S. selling price on them that were returned for refund by customers). U.S.-issued refunded IRCs may be exchanged at local Post Offices as specified in the IMM, section 372.3a.
- 3> Treat U.S.-issued refunded IRCs as nonsalable stock and dispose of them as outlined herein. (When rates change, special instructions will be provided in the *Postal Bulletin*.)

[Revise the title and text of 426.92 to read as follows:]

426.92 Retail Associates

- 1> Return all exchanged foreign-issued and U.S.-issued refunded IRCs with a PS Form 17 to the unit reserve stock custodian.
- 2> Record the total amount of the foreign-issued and U.S.-issued refunded IRCs to AIC 848 on PS Form 1412-A, *Daily Financial Report*, or PS Form 1412-B, *Daily Financial Report – SPORT Offices*.

426.93 Unit Reserve

[Revise 426.93 to read as follows:]

- >> Upon receipt of exchanged foreign-issued and U.S.-issued refunded IRCs, enter the amount in the unit reserve stock.

[Delete 426.94 and renumber existing 426.95 as new 426.94 as follows:]

426.94 Annual Submission to the SDO/SSC

[Revise the introductory paragraph to read as follows:]

All stations, branches, and Post Offices must submit exchanged foreign-issued and U.S.-issued refunded IRCs accepted through December 31 each year to their servicing SDO or SSC before the end of February. Follow the steps below.

* * * * *

[Delete item 6; revise existing item 7 and renumber as new item 6; revise existing item 8 and renumber as new item 7 to read as follows:]

- 6> Units record shipped IRCs to AIC 848, Stock Returned. Make this entry when you ship the IRCs to the SDO or SSC.
- 7> Ship exchanged foreign-issued and U.S.-issued refunded IRCs, original memorandums, and PS Form 17 to the SDO or SSC.

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43 Managing Accountable Paper at a Stamp Distribution Office

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437 Handling Accountable Paper Returns

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[Revise the title of 437.3 to read as follows:]

437.3 Handling International Reply Coupons at the SDO

* * * * *

437.33 Defining an Exchanged IRC

[Revise the text of 437.33 to read as follows:]

An exchanged IRC is a coupon that is sold in a foreign country and exchanged at a U.S. Post Office for postage. See IMM, Part 372, for the current exchange rate.

Note: Foreign-issued IRCs dated before January 1, 1975, are not exchangeable in U.S. Post Offices.

437.34 Accounting for Returned IRCs at the SDO

[Revise 437.34 to read as follows:]

The SDO sends exchanged foreign-issued and U.S.-issued refunded IRCs accepted in U.S. Post Offices through December 31 of each year to the Eagan ASC at the end of March. The SDO supervisor must do the following:

- 1> Issue a notice, before the end of December, to all units and offices with instructions to internally recall all exchanged foreign-issued and U.S.-issued refunded IRCs into the unit reserve stock. The notice must include batching instructions (PS Form 17 is required for exchanged foreign-issued and U.S.-issued refunded IRCs, sorted by denominations) and a time period for unit reserve stock custodians to return the IRCs to the SDO.
- 2> Upon receipt of the exchanged foreign-issued and U.S.-issued refunded IRCs, enter the total amount to "Stock Received from Other USPS Sites, IMOD Code 2" in the Stamp Services System at the value reported on PS Form 17.

- 3> Enter the total amount of exchanged foreign-issued and U.S.-issued refunded IRCs to "Stock Returned to Supplier, IMOD Code 9" in the Stamp Services System at the value reported on PS Form 17.
- 4> Batch exchanged foreign-issued and U.S.-issued refunded IRCs separately and mail them to the Eagan ASC at the end of March to the following address:

EAGAN ASC FINANCE BRANCH
 FINANCIAL REPORTING
 2825 LONE OAK PKWY
 EAGAN MN 55121-9617

* * * * *

44 Managing Accountable Paper at a Stamp Services Center

* * * * *

447 Handling Accountable Paper Returns

* * * * *

[Revise the title of 447.3 to read as follows:]

447.3 Handling International Reply Coupons at the SSC

* * * * *

447.33 Exchanged IRC Definition

[Revise 447.33 to read as follows:]

An exchanged IRC is a coupon that is sold in a foreign country and exchanged at a U.S. Post Office for postage. See IMM, Part 372, for the current exchange rate.

Note: Foreign-issued IRCs dated before January 1, 1975, are not exchangeable in U.S. Post Offices.

447.34 Accounting for Returned IRCs at the SSC

[Revise 447.34 to read as follows:]

The SSC sends exchanged foreign-issued and U.S.-issued refunded IRCs accepted in U.S. Post Offices through

December 31 of each year to the Eagan ASC at the end of March. The SSC manager must do the following:

- 1> Issue a notice, before the end of December, to all units and offices with instructions to internally recall all exchanged foreign-issued and U.S.-issued refunded IRCs into the unit reserve stock. The notice must include batching instructions (PS Form 17 is required for exchanged foreign-issued and U.S.-issued refunded IRCs, sorted by denomination) and a time period for unit reserve stock custodians to return the IRCs to the SSC.
- 2> Upon receipt of the exchanged foreign-issued and U.S.-issued refunded IRCs, enter the total amount to "Stock Received from Other USPS Sites, IMOD Code 2" in the Stamp Services System at the value reported on PS Form 17.
- 3> Enter the total amount of exchanged foreign-issued and U.S.-issued refunded IRCs to "Stock Returned to Supplier, IMOD Code 9" in the Stamp Services System at the value reported on PS Form 17.
- 4> Batch exchanged foreign-issued and U.S.-issued refunded IRCs separately and mail them to the Eagan ASC at the end of March to the following address:

EAGAN ASC FINANCE BRANCH
 FINANCIAL REPORTING
 2825 LONE OAK PKWY
 EAGAN MN 55121-9617

* * * * *

— Revenue and Field Accounting,
 Finance, 3-18-04

HANDBOOK F-1 REVISION

Bird Stamps Destruction

Effective March 1, 2004, Handbook F-1, *Post Office Accounting Procedures*, is revised to update the procedures for submitting bird stamps for destruction. Offices will continue to send bird stamps to the stamp destruction committee through the office's designated stamp distribution office or stamp services center. At the time of shipment, offices record the financial transaction in AIC 848, Stock Returned.

Upon receipt of the destruction shipment, the stamp distribution office makes entries to "Redeemed Migratory Bird Stamps, Item Number 339100" in the Stamp Services System, awaiting the destruction process by the stamp

destruction committee. The stamp services center makes entries to "Stock Received from other USPS Sites, IMOD Code 2" in the Stamp Services System, awaiting the destruction by the stamp destruction committee. After the stamp destruction committee destroys the stock, the stamp distribution office or stamp services center makes entries into the "Stock Destruction by Committee, IMOD Code 8" account.

Offices must stop using PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*, and PS Form 17-T, *Accountable Items Returned Stamp Distribution Network*. Instead, offices must use PS Form 17, *Stamp Requisition/Stamp Return* (June 2002).

We will incorporate these revisions into the next printed version of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

Handbook F-1, Post Office Accounting Procedures

* * * * *

4 Managing Accountable Paper
* * * * *

42 Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability
* * * * *

427 Handling Migratory Bird Hunting and Conservation Stamps

[Revise 427 to read as follows:]

- >> Requisition bird stamps before July 1 each year. Report them separately from postage stock in the unit reserve stock. Show bird stamps and postage stock accountability on PS Form 1412 as one amount. Before the close of April, return bird stamps to the unit reserve. No later than the close of May, submit them to the stamp destruction committee or SSC stamp stock return committee using PS Form 17.

* * * * *

427.4 Unsold Bird Stamps
* * * * *

427.42 Submitting Unsold Bird Stamps

[Revise 427.42 to read as follows:]

Offices Serviced by SDOs

Post Offices must follow these procedures:

- 1> Retail associate must submit unsold bird stamps to the unit reserve before the close of April. The unit reserve must submit unsold bird stamps to the SDO prior to the close of May.
- 2> Prepare an original and four copies of PS Form 17. Mark the forms as “Returned for Destruction” and as “Bird Stamps.”
- 3> Submit to the SDO the original PS Form 17 in an envelope taped to the outside of the box and identify the box as “Bird Stamps Returned for Destruction.” Ensure three copies of PS Form 17 are inside with the bird stamps and file the fourth copy locally. Do not commingle bird stamps returned for destruction with return stock.

Note: Shipments without the original PS Form 17 taped to the outside of the package will not be processed and will be returned to sender.

- 4> Record bird stamps shipped to AIC 848 on the office PS Form 1412 on the date of dispatch to the SDO.

Offices Serviced by SSCs

Offices must submit unsold bird stamps to the SSC before the close of May. Post Offices must follow these procedures:

- 1> Prepare an original and four copies of PS Form 17. Mark the forms as “Returned for Destruction” and as “Bird Stamps.”
- 2> Submit to the SSC the original PS Form 17 in an envelope taped to the outside of the box and identify the box as “Bird Stamps Returned for Destruction.” Ensure three copies of PS Form 17 are inside with the bird stamps and file the fourth copy locally. Do not commingle bird stamps returned for destruction with return stock.

Note: Shipments without the original PS Form 17 taped to the outside of the package will not be processed and will be returned to sender.

- 3> Record bird stamps shipped to AIC 848 on the date of dispatch to the SSC.

* * * * *

43 Managing Accountable Paper at a Stamp Distribution Office
* * * * *

437 Handling Accountable Paper Returns
* * * * *

[Revise the title of 437.2 to read as follows:]

437.2 Handling Migratory Bird Stamps
* * * * *

437.22 Disposing of Unsold Bird Stamps

[Revise 437.22 to read as follows:]

Postal retail units must withdraw bird stamps for sale by the end of April of each fiscal year. The SDO supervisor is responsible for issuing a notice to all:

Offices

- >> Instruct postal retail offices to recall bird stamps internally and place them in the unit reserve stamp stock. The notice must include a time period for the office to return bird stamps to the SDO for destruction using PS Form 17. Report the return in AIC 848.

Consignee of Bird Stamps

- >> Instruct postal retail units to return unsold bird stamps to the SDO or, if appropriate, to the postal retail unit that created the consignment.

Note: You must process unsold bird stamps for return, except those retained in philatelic units, before the close of May of each fiscal year.

437.23 Accounting for Unsold Bird Stamps

[Revise 437.23 to read as follows:]

The SDO must do the following:

- 1> Record bird stamps returned from stations and branches and Post Offices.
- 2> Submit the bird stamps to the SDC with the two copies of PS Form 17.

Upon receiving the certified copies of PS Form 17 from the SDC, the SDO must do the following:

- 1> Process IMOD Code 8, which records the destruction to bird stamps on PS Form 3958.
- 2> Keep the signed original PS Form 17 with PS Form 3958 on file at the SDO.

* * * *

44 Managing Accountable Paper at a Stamp Services Center

* * * *

447 Handling Accountable Paper Returns

* * * *

[Revise the title of 447.2 to read as follows:]

447.2 Handling Migratory Bird Stamps

* * * *

447.22 Disposing of Unsold Bird Stamps

[Revise 447.22 to read as follows:]

Postal retail units must withdraw bird stamps for sale by the end of April each fiscal year. The SSC manager is responsible for issuing a notice to all units.

Units

- >> Instruct postal retail units to recall bird stamps internally and place them in the unit reserve stamp stock. The notice must include a time period for the unit to return bird stamps to the SSC using PS Form 17. Report the return in AIC 848.

Note: The SSC must process all unsold bird stamps for “In-House Destruction,” except those retained in philatelic units, before the close of May of each fiscal year.

447.23 Accounting for Unsold Bird Stamps

[Revise 447.23 to read as follows:]

SSC

- 1> Makes entries to “Stock Received from other USPS Sites, IMOD Code 2” in the SSS, and awaits the destruction.
- 2> Submits the bird stamps and PS Form 17 to the stamp stock return committee.

Stamp Stock Return Committee

- 1> Certifies the bird stamps for destruction and signs all copies of PS Form 17.
- 2> Enters the certified amount from PS Form 17 into the SSS.

SDO

- 1> Destroys the bird stamps and submits PS Form 17 to the SSC manager or designee.
- 2> Notifies the SSC manager when there will be a time lag in destroying stock and when the stock will be finally destroyed.

SSC Manager

- 1> Records the entries into the “Stock Destruction by Committee, IMOD Code 8” account. If there is a time lag before destruction, records the stock in a log as *pending destruction*.
- 2> Keep the signed PS Form 17 on file.

* * * *

Promotion. Postal Service Official Licensed Products

WWW.POSTALSTUFF.COM

**SMART SOLUTIONS FOR COOL
SPRING DAYS AHEAD!**



**Featuring Highly Reflective,
Full Body Safety Piping.**

The *Express* features a shell constructed of windproof/water resistant heavyweight 100% nylon oxford and 6 oz. lightweight polyester/cotton blend gray jersey lining. Features two side pockets, one inner right chest pocket with zipper and inner right side cell phone pocket with Velcro® closure. Also constructed with a full storm flap, full-length zipper, outer flap with snap closure, adjustable Velcro® cuffs and adjustable draw cords with cord locks at the hood and bottom. Features embroidered USPS® left chest logo.

#A208990

Sizes: **XS-4XL***
Colors: Navy, Royal,
Red and Black

\$49.95 Reg. \$59.95

**Running on the job or
off...the nicest "Packable"
jacket we've found.**

The *Alumni* is a "jacket in a pouch" that can be easily folded into its over-sized front pocket for easy traveling. This pullover features a shell constructed of water resistant polyurethane-coated medium-weight Taffeta nylon and is fully lined with 100% white cotton flannel for added warmth on cool, windy days. Additional features include packable pocket with Velcro® closure, two side pockets and 1/4 length zipper neck opening. Elastic cuffs, drawstring waist closure and hood with drawstrings and cord locks complete this practical and affordable pull-over. Features Embroidered USPS® left chest logo.

Prices good through
04-17-04

ORDER YOURS TODAY
VISIT US ONLINE
WWW.POSTALSTUFF.COM
800-877-7492



Custom Options

- Personalizations
- Facility or Location
- Department
- Job Title

Sizes: **XS-6XL***
Color: Navy
\$32.95 Reg. \$38.95

*Larger Sizes please add: \$2.00(2XL);
\$3.50(3XL); \$5.00(4XL); \$6.50(5XL); \$7.50(6XL)

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#A139006

\$16.95

**High Quality,
Patriotic Headwear!**

- 6 Panel, Low Profile
- 100% Brushed Cotton Twill
- Red/White Sandwich Bill
- Velcro® Closure



#A203000

Matching pants also available.

POSTALSTUFF, LLC
2699 HARRISON RD
COLUMBUS OH 43204-3591
614-276-9717 FAX 614-276-9726



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. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products

WONDERLAND™
M A R K E T I N G

Official USPS Licensee

Woman-Owned Small Business



Find them a home!



**Only \$5.00
per piece**

Order now
while supplies last.



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

7" Cat or Dog cost: \$5.00. Any 4-piece minimum. Please allow 1 week for delivery.
Shipping & Handling: \$7.95 - Priority Mail® Delivery Confirmation™ for minimum quantity. Payment: Visa, Mastercard, Discover.

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.

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Promotion. Postal Service Official Licensed Products

**WE'D LIKE TO SHOW YOU OUR
NEW USPS COLORS,
BUT IT'S A BLACK-AND-WHITE AD.**



For a free catalog, call your USPS consultant at Lands' End at 800-497-6570.

Black Forest, French Blue, and dozens of other popular Lands' End® fabric colors have just been approved for the USPS® Dress Program. But you'll need our catalog to see them! Call **800-497-6570** today for your copy.

We're the friendly Lands' End folks you may know from home, with a twist: we embroider apparel and personalize gifts with company logos, efficiently outfitting organizations everywhere with a variety of time-saving business services.

Highlights of the USPS® Dress Program...

- Lands' End is the first official licensee of USPS logo'd apparel.
- Some logos can be customized with your department, location, or district name.
- You'll receive a 10% discount on goods embroidered with a USPS logo.
- Everything we sell is Guaranteed. Period.®

The USPS® Dress Program from Lands' End is not to be associated with the USPS Uniform Program. Items offered in our Dress Program are for personal casual wear only and are not to be purchased with USPS employee uniform allowance purchase cards and/or worn as "official" uniform items.

LANDS' END
DIRECT MERCHANTS
**BUSINESS
OUTFITTERS**

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. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Philately

STAMP ANNOUNCEMENT 04-06

Henry Mancini Commemorative Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *Henry Mancini* commemorative stamp (Item 455800) in a pressure-sensitive adhesive (PSA) pane of 20 on April 13, 2004, in Los Angeles, California. The stamp, designed by Carl T. Herrman of Carlsbad, California, goes on sale nationwide April 14, 2004.

This stamp honors Henry Mancini, one of the most successful music composers in the history of television and film as well as a popular pianist and concert conductor. Mancini left a rich legacy of catchy television themes, hit songs, and unforgettable film scores, such as “Peter Gunn,” “Moon River,” and *The Pink Panther*, respectively. He won many awards, including 20 Grammys and 4 Oscars, and his albums have sold more than 30 million copies.

The stamp features a painting by artist Victor Stabin showing Mancini conducting as the titles of some of his most popular film and television projects appear to scroll over a screen behind him. An image of the Pink Panther in the lower left is a further reminder of one of Mancini’s popular works.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their

choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

HENRY MANCINI COMMEMORATIVE STAMP
 MARKETING DEPARTMENT
 US POSTAL SERVICE
 7001 S CENTRAL AVE RM 338
 LOS ANGELES CA 90052-9996

| | |
|-------------------------------|--|
| Issue: | <i>Henry Mancini</i> |
| Item Number: | 455800 |
| Denomination & Type of Issue: | 37-cent commemorative |
| Format: | Pane of 20 (1 design) |
| Series: | N/A |
| Issue Date & City: | April 13, 2004, Los Angeles, CA 90052 |
| Designer: | Carl T. Herrman, Carlsbad, CA |
| Engraver: | Armotek Industries |
| Artist: | Victor Stabin, Jim Thorpe, PA |
| Art Director: | Carl T. Herrman, Carlsbad, CA |
| Typographer: | Carl T. Herrman, Carlsbad, CA |
| Modeler: | Donald Woo |
| Manufacturing Process: | Gravure |
| Printer: | Sennett Security Products (SSP) |
| Printed at: | American Packaging Corporation, Columbus, WI |
| Press Type: | Rotomec 4 |
| Stamps per Pane: | 20 |
| Print Quantity: | 80 million stamps |
| Paper Type: | Prephosphored, Type I |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Unique Binders, Fredericksburg, VA |
| Colors: | Pink, Magenta, Cyan, Black, PMS 430 (Gray) |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | 1.41 x 0.84 in./35.81 x 21.33 mm |
| Overall Size (w x h): | 1.56 x 0.99 in./39.21 x 25.14 mm |
| Full Pane Size (w x h): | 7.25 x 5.94 in./184.15 x 150.87 mm |
| Plate Size: | 360 stamps per revolution |
| Plate Numbers: | “S” followed by five (5) single digits |
| Marginal Markings: | © 2003 USPS • Price • Plate numbers in four corners • Plate position diagram • Barcodes on four corners on back of pane • Informational text on back of each stamp |
| Catalog Item Number(s): | 455820 Block of 4 — \$1.48 455830 Block of 10 — \$3.70 455840 Full Pane of 20 — \$7.40 455861 First Day Cover — \$0.75 455891 Ceremony Keepsake — \$13.95 455893 Full Pane w/FDC — \$8.15 |

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 12, 2004.

How to Order the First Day Covers

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

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

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

Philatelic Products

There is a philatelic product for this stamp issue. The Ceremony Keepsake (Ceremony Program with pane of stamps), Item 455891, sells for \$13.95 and is available in Postal Retail Stores, online at www.usps.com, and by telephone at 800-STAMP-24.

Distribution: 37-cent *Henry Mancini* Commemorative Stamp, Item 455800

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half of their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before April 9, 2004.

Philatelic Requirement

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

| SDOs That Serve This Many Philatelic Windows... | Will Receive This Quantity of the <i>Henry Mancini</i> Commemorative Stamp, Item 455800 |
|---|---|
| 1 | 12,000 |
| 2 | 24,000 |
| 3 | 36,000 |
| 4 | 48,000 |
| 5 | 60,000 |
| 6 | 72,000 |
| 8 | 96,000 |
| 9 | 108,000 |
| 12 | 144,000 |
| 13 | 156,000 |
| 16 | 192,000 |
| 19 | 228,000 |

Additional Supply

Post Offices requiring additional quantities of Item 455800 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 1,800,000 additional stamps; the New York APD will receive 1,400,000 additional stamps; the Chicago APD and the Memphis APD will each receive 1,200,000 additional stamps; and the Denver APD will receive 800,000 additional stamps.

Sales Policy

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

— Stamp Services,
Government Relations, 3-18-04

Pictorial Cancellations Announcement

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

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

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

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

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

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

The following cancellation has been extended for 60 days.



January 31, 2004
Postal Service Caribbean District
 30TH ANNIVERSARY STATION
 POSTMASTER
 PICTORIAL CANCELLATION
 COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



March 3, 2004
 READS ACROSS AMERICA
 STATION
 POSTMASTER
 616 GLOVER AVE
 ENTERPRISE AL 36330-9998

The following cancellations have been extended for 30 days.



February 11, 2004
Postal Service Caribbean District
 75 ANIVERSARIO DE EL
 CAPITOLIO STATION
 POSTMASTER
 PICTORIAL CANCELLATION
 COORDINATOR
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



February 25, 2004
City of Atlanta
 GREATER ATLANTA POSTAL
 CUSTOMER COUNCIL MAILERS
 SEMINAR AND TRADE SHOW
 STATION
 POSTMASTER
 3900 CROWN RD RM 2400
 ATLANTA GA 30304-9998

*Eddie Mae Steward
 Dedication Station
 February 17, 2004
 Jacksonville, FL 32206*

February 17, 2004
Postal Service
 EDDIE MAE STEWARD
 DEDICATION STATION
 POSTMASTER
 1100 KINGS RD
 JACKSONVILLE FL 32203-9998

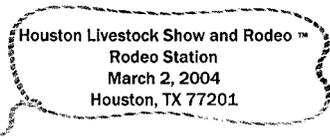


February 27, 2004
Atlanta City Hall & NAACP
 HERITAGE CELEBRATION
 STATION
 POSTMASTER
 3900 CROWN RD RM 2400
 ATLANTA GA 30304-9998



February 28, 2004
 Houston Livestock Show and Rodeo
 HOUSTON LIVESTOCK SHOW AND RODEO STATION
 WINDOW UNIT STATION MANAGER
 401 FRANKLIN ST
 HOUSTON TX 77201-9998

March 15, 2004
 Postal Service
 SPRING LOVE STATION
 POSTMASTER PHILATELIC SERVICES
 PO BOX 9998
 BRIDAL VEIL OR 97010-9998



March 2-21, 2004
 Houston Livestock Show and Rodeo
 HOUSTON LIVESTOCK SHOW AND RODEO STATION
 WINDOW UNIT STATION MANAGER
 401 FRANKLIN ST
 HOUSTON TX 77201-9998



March 17, 2004
 Postal Service
 HONORING OUR TROOPS STATION
 POSTMASTER
 PO BOX 9998
 HITCHCOCK SD 57348-9998

LIBRARY STATION



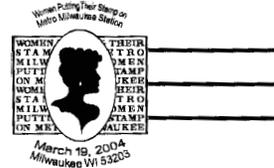
March 3, 2004
 Library for the Blind
 LIBRARY STATION
 POSTMASTER
 500 BILL FRANCE BLVD
 DAYTONA BEACH FL 32114-9998



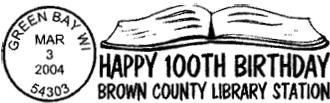
March 17-20, 2004
 National Junior College Athletic Association
 CHAMPIONSHIP STATION
 MANAGER
 12433 ANTIOCH RD
 SHAWNEE MISSION KS 66213-9998



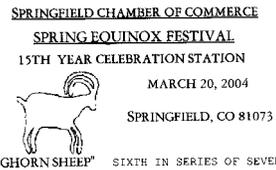
March 3, 2004
 Postal Service
 SPRINGFIELD MA 01101
 CELEBRATES DR SEUSS STATION
 POSTMASTER
 1883 MAIN ST
 SPRINGFIELD MA 01101-9998



March 19, 2004
 Postal Service
 METRO MILWAUKEE STATION
 POSTMASTER
 PO BOX 9998
 MILWAUKEE WI 53201-9998



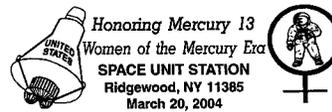
March 3, 2004
 BROWN COUNTY LIBRARY STATION
 POSTMASTER
 PO BOX 9998
 GREEN BAY WI 54303-9998



March 19-21, 2004
 Springfield Chamber of Commerce
 SPRINGFIELD EQUINOX FESTIVAL STATION
 POSTMASTER
 188 E 9TH AVE
 SPRINGFIELD CO 81073-9998



March 8, 2004
 Postal Service
 CAT RESCUE STATION
 FINANCE SUPERVISOR
 135 NORTH CENTER ST
 MESA AZ 85201-6626



March 20, 2004
 SPACE UNIT STATION
 POSTMASTER
 41-65 MAIN ST
 FLUSHING NY 11355-9998



March 14, 2004
 Chamber of Commerce
 WISTARIA FESTIVAL 2004
 SIERRA MADRE STATION
 POSTMASTER
 61 SOUTH BALDWIN AVE
 SIERRA MADRE CA 91024-9998



March 20, 2004
 Williamstown Historical Society
 200TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 WILLIAMSTOWN NY 13493-9998



Maple Weekend Station
March 20, 2004
Harpersfield, NY 13786

March 20, 2004
Shaver-Hill Farm
MAPLE WEEKEND STATION
POSTMASTER
COL HARPER DR
HARPERSFIELD NY 13786-9998



March 27, 2004
City of South Charleston
SPRING PRACTICE STATION
2004
POSTMASTER
400 D ST
SO CHARLESTON WV
25303-9998



March 20, 2004
Tidewater Stamp Club
TIDEWATER STAMP SHOW
STATION
US POSTAL SERVICE
116 E DOVER ST
EASTON MD 21601-9998



March 27, 2004
Community Foundation
COMMUNITY FOUNDATION
STATION
POSTMASTER
301 W MAIN AVE
GASTONIA NC 28052-9998



March 20, 2004
Chamber of Commerce
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
RIPON WI 54971-9998



March 27, 2004
CNY Maple Festival Committee
MAPLE FESTIVAL STATION
POSTMASTER
12 E MAIN ST
MARATHON NY 13803-9998



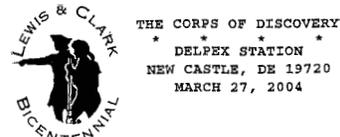
March 20, 2004
The Murie Centre
2ND ANNUAL CHOCOLATE
MOOSE FESTIVAL STATION
POSTMASTER
PO BOX 9998
MOOSE WY 83012-9998



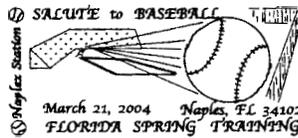
March 27, 2004
Redlands Post Office
BIKE RACE STATION
POSTMASTER
404 NEW YORK ST
REDLANDS CA 92373-9998



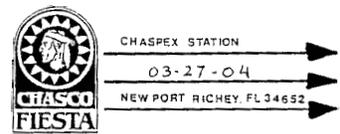
March 20, 2004
Amity Schools
AMITY DAFFODIL FESTIVAL
STATION
POSTMASTER PHILATELIC
SERVICES
PO BOX 9998
AMITY OR 97101-9998



March 27-28, 2004
Delaware Postal Exchange
DELPEX STATION
POSTMASTER
501 DELAWARE ST
NEW CASTLE DE 19720-9998



March 20-21, 2004
NAPLEX STATION SALUTE TO
BASEBALL
POSTMASTER
800 GOODLETTE RD
NAPLES FL 34101-9998

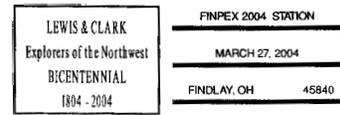


March 27-28, 2004
CHASPEX STATION
POSTMASTER
PO BOX 9998
NEW PORT RICHEY FL
33890-9998



Garfield-Perry Honors
Purple Heart Recipients

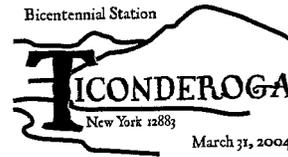
March 26-28, 2004
Garfield-Perry Stamp Club
MARCH PARTY STATION
ATTN: MARKETING SPECIAL
CANCELS
2200 ORANGE AVE NO 206
CLEVELAND OH 44101-9998



March 27-28, 2004
Ft Findlay Stamp Club
FINPEX 2004 STATION
POSTMASTER
PO BOX 9998
FINDLAY OH 45840-9998



March 29, 2004
 CAPE CANAVERAL STATION
 POSTMASTER
 PO BOX 9998
 CAPE CANAVERAL FL
 32920-9998



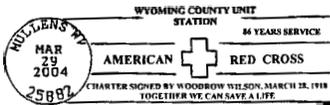
March 31, 2004
 Town of Ticonderoga's 2004
 Bicentennial Committee
 BICENTENNIAL STATION
 POSTMASTER
 169 CHAMPLAIN AVE
 TICONDEROGA NY 12883-9998



March 29, 2004
 Seneca County Bicentennial
 SENECA COUNTY
 BICENTENNIAL STATION
 POSTMASTER
 7161 MAIN ST
 OVID NY 14521-9998



April 1, 2004
 Postal Service
 100TH YEAR ANNIVERSARY
 STATION
 POSTMASTER
 PO BOX 9998
 ROZET WY 82727-9998



March 29, 2004
 American Red Cross
 WYOMING COUNTY UNIT
 STATION
 POSTMASTER
 PO BOX 9998
 MULLENS WV 25882-9998

— Stamp Services,
 Government Relations, 3-18-04

CORRECTION

United States Air Force Academy Commemorative Stamp

In the article "Stamp Announcement 04-05, *United States Air Force Academy Commemorative Stamp*," in *Postal Bulletin* 22123 (3-4-04, page 73), the information about the manufacturing process (listed in the technical details table) incorrectly lists only "Gravure." The manufacturing process should have been listed as "Gravure with Scrambled Indicia" because Scrambled Indicia was used in the stamp's manufacturing process.

The first day of issue postmark address in that article also was incorrect. The first day of issue postmark address should have been listed as follows:

UNITED STATES AIR FORCE ACADEMY
 COMMEMORATIVE STAMP
 POSTMASTER
 5136 COMMUNITY CENTER DR
 USAF ACADEMY CO 80840-9998

— Stamp Services,
 Government Relations, 3-18-04

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

— Mailing Standards, Pricing and Classification, 3-18-04

Post Offices

Post Office Changes

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|-------------|----------------|-------------|-------|----------------|-------------------|-------------------------|-----------------------|-------------------|---|
| Old | 04-0819 | 72515 | AR | Bexar | Fulton | Main Office | Post Office | 01/28/2000 | Post Office™ discontinued. Retain ZIP Code™. Establish a place name. Continue to use Bexar AR 72515 as last line of address. |
| New | 04-7839 | 72515 | AR | Salem | Fulton | Bexar | Place Name | 12/27/2003 | |
| Old | 18-6696 | 51349 | IA | Ocheyedan | Osceola | May City | Community Post Office | 03/31/2001 | Community Post Office and ZIP Code discontinued. Establish a place name. May City IA becomes an acceptable last line for use with ZIP Code 51354. |
| New | 18-6696 | 51354 | IA | Ocheyedan | Osceola | May City | Place Name | 09/29/2002 | |
| Old | 18-9621 | 52657 | IA | West Point | Lee | Saint Paul | Community Post Office | 01/03/2003 | Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Saint Paul IA 52657 as last line of address. |
| New | 18-9621 | 52657 | IA | West Point | Lee | Saint Paul | Place Name | 12/06/2003 | |
| Old | 18-0135 | 50043 | IA | Alden | Hardin | Buckeye | Community Post Office | 08/23/2002 | Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Buckeye IA 50043 as last line of address. |
| New | 18-0135 | 50043 | IA | Alden | Hardin | Buckeye | Place Name | 12/06/2003 | |
| Old | 18-2916 | 52226 | IA | Elwood | Clinton | Main Office | Post Office | 03/02/1999 | Post Office and ZIP Code discontinued. Establish a place name. Elwood IA becomes an acceptable last line for use with ZIP Code 52254. |
| New | 18-5319 | 52254 | IA | Lost Nation | Clinton | Elwood | Place Name | 12/27/2003 | |
| Old | 18-6300 | 52642 | IA | Mount Pleasant | Henry | Rome | Community Post Office | 07/31/2003 | Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Rome IA 52642 as last line of address. |
| New | 18-6300 | 52642 | IA | Mount Pleasant | Henry | Rome | Place Name | 01/31/2004 | |
| Old | 35-8560 | 13056 | NY | Truxton | Cortland | East Homer | Community Post Office | 03/28/2003 | Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use East Homer NY 13056 as last line of address. |
| New | 35-8560 | 13056 | NY | Truxton | Cortland | East Homer | Place Name | 12/20/2003 | |
| Old | 39-6391 | 74009 | OK | Pawhuska | Osage | Bowring | Community Post Office | 08/12/2002 | Community Post Office and ZIP Code discontinued. Establish a place name. Bowring OK becomes an acceptable last line for use with ZIP Code 74056. |
| New | 39-6391 | 74056 | OK | Pawhuska | Osage | Bowring | Place Name | 12/05/2003 | |

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|-------------|----------------|-------------|-------|---------------|-------------------|-------------------------|-------------|-------------------|--|
| Old | 48-6900 | 76867 | TX | Pear Valley | McCulloch | Main Office | Post Office | 01/05/2001 | Post Office and ZIP Code discontinued. Establish a place name. Pear Valley TX becomes an acceptable last line for use with ZIP Code 76852. |
| New | 48-5260 | 76852 | TX | Lohn | McCulloch | Pear Valley | Place Name | 01/03/2004 | |
| Old | 51-9960 | 23191 | VA | Zanoni | Gloucester | Main Office | Post Office | 04/26/1996 | Post Office and ZIP Code discontinued. Establish a place name. Zanoni VA becomes an acceptable last line for use with ZIP Code 23061. |
| New | 51-3612 | 23061 | VA | Gloucester | Gloucester | Zanoni | Place Name | 12/20/2003 | |
| Old | 51-3342 | 24437 | VA | Fort Defiance | Augusta | Main Office | Post Office | 08/30/1991 | Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Fort Defiance VA 24437 as the last line of address. |
| New | 51-6192 | 24437 | VA | Mount Sidney | Augusta | Fort Defiance | Place Name | 12/20/2003 | |
| Old | 51-0666 | 23017 | VA | Bellamy | Gloucester | Main Office | Post Office | 02/28/1997 | Post Office and ZIP Code discontinued. Establish a place name. Bellamy VA becomes an acceptable last line for use with ZIP Code 23061. |
| New | 51-3612 | 23061 | VA | Gloucester | Gloucester | Bellamy | Place Name | 12/20/2003 | |

— Address Management,
Intelligent Mail and Address Quality, 3-18-04

HANDBOOK M-32 REVISION/CORRECTION

MODS Operation Numbers

The *Postal Bulletin* article titled “Handbook M-32 Revision: MODS Operation Numbers” in *Postal Bulletin* 22120 (1-22-04, pages 80–95) contained errors and omissions in the acronym key and the table of MODS operation numbers. The omitted or corrected acronym definitions and operation numbers appear below.

We will incorporate these revisions into the next printed edition of Handbook M-32 and also into the online version of the handbook, which is accessible at the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

Handbook M-32, Management Operating Data System

* * * * *

Appendix A MODS Operation Numbers

Acronym Key

[Insert the following acronym definitions into the acronym key:]

CMU/CFS = Central Markup/Computerized Forwarding System

CS-UFSM = Customer Services Upgraded Flats Sorting Machine

[Insert the following omitted or corrected MODS numbers, descriptions, and labor distribution codes into the table of MODS operation numbers:]

| MODS Numbers | Description | Labor Distribution Codes | |
|---|---|--------------------------|----------------|
| | | Supervisory | Nonsupervisory |
| Mail Processing (Function 1) | | | |
| 002C | Composite Presort | | 17 |
| 010C | Composite Mail Preparation — Stamped | | 17 |
| 033C | Composite Manual Letter International | | 14 |
| 140C | Composite MPFSM | | 12 |
| 251 | Mail Cartridge System | | 11 |
| 331 | AFSM100 — Outgoing Primary | | 12 |
| 332 | AFSM100 — Outgoing Secondary | | 12 |
| 333 | AFSM100 — Managed Mail | | 12 |
| 334 | AFSM100 — Incoming SCF Primary | | 12 |
| 335 | AFSM100 — Incoming Primary | | 12 |
| 336 | AFSM100 — Incoming Secondary | | 12 |
| 337 | AFSM100 — Box Section | | 12 |
| 338 | AFSM100 — Incoming Non-scheme | | 12 |
| 346 | SPBS International Export | | 13 |
| 347 | SPBS International Import | | 13 |
| 618C | Composite Mechanized Tray Sorter | | 13 |
| 840C | Composite MLOCR BMM | | 11 |
| 850C | Composite MPBCS BMM | | 11 |
| 860C | Composite BCS on OCR | | 11 |
| 960C | Composite FMBCR | | 12 |
| 970C | Composite BCS-OSS | | 11 |
| Customer Services (Function 4) | | | |
| 410C | Composite CS-UFSM 1000 OCR | | 42 |
| 411 | CS-UFSM 1000 OCR — Outgoing Primary | | 42 |
| 412 | CS-UFSM 1000 OCR — Outgoing Secondary | | 42 |
| 413 | CS-UFSM 1000 OCR — Managed Mail | | 42 |
| 414 | CS-UFSM 1000 OCR — Incoming SCF | | 42 |
| 415 | CS-UFSM 1000 OCR — Incoming Primary | | 42 |
| 416 | CS-UFSM 1000 OCR — Incoming Secondary | | 42 |
| 417 | CS-UFSM 1000 OCR — Box Section | | 42 |
| 791 | CFS — Delivery Unit Nixies | | 49 |
| 792 | CFS — Return to Sender | | 49 |
| 800C | Composite FSM — Station/Branch | | 42 |
| 823 | DIOSS/MPBCS — Reserved | | 41 |
| 824 | DIOSS/MPBCS — Incoming SCF Primary | | 41 |
| Finance (Function 5) | | | |
| 704 | Revenue Assurance | | 56 |
| Customer Services Support (Function 7) | | | |
| 001 | Platform Acceptance and Weighers Unit | 70 | 79 |
| Administration (Function 8) | | | |
| 626 | Stewards' Duty — Postal Police Officers | | 82 |

* * * * *

— Operations Technical Support,
Network Operations Management, 3-18-04

HANDBOOK M-39 REVISION

Collection Test Frequency

Effective immediately, Handbook M-39, *Management of Delivery Services*, is revised to reflect the use of scanning devices to identify collection activities. The reason for the change is that the information collected by these devices assists the Postal Service™ in monitoring the collection boxes. District managers should be sure all delivery unit managers know of these changes.

We will incorporate these revisions into the next printed edition of Handbook M-39 and into the online version available via the Postal Service PolicyNet Web site at <http://blue.usps.gov>; click on *More References*; then *Manuals*.

Handbook M-39, Management of Delivery Services

| | | | | | | |
|------------|--|---|---|---|---|---|
| 1 | Administration of City Delivery Service | * | * | * | * | * |
| 13 | Analyzing Operations | * | * | * | * | * |
| 133 | Collection Service | * | * | * | * | * |

133.2 Tests

* * * * *

133.22 Frequency

[Revise text to read as follows:]

133.221 Quarterly collection test requirements will be administered as follows:

- a. City delivery locations where all collection points are routinely scanned every day may, at management's option, suspend all manual collection test procedures as long as the daily scanning of these points continues. The daily scanner history detail report will serve as supporting documentation in place of the manual tests.
- b. City delivery locations where all collection points are not routinely scanned every day must continue to conduct the quarterly collection tests as outlined in sections 133.222 through 133.282.

* * * * *

— *Delivery Support,
Delivery and Retail, 3-18-04*

POM REVISION

Employee Overtime Utilization

Effective immediately, the *Postal Operation Manual* (POM) is revised to incorporate the pivoting language below that had been inadvertently omitted during the last printing (POM 9, July 2002). District managers should be sure all delivery unit managers know of these changes.

We will incorporate these revisions into the printed version of POM 10 and into the online update available via the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*, then *Manuals*.

Postal Operations Manual (POM)

| | | | | | | |
|-----------|------------------------------|---|---|---|---|---|
| 6 | Delivery Services | * | * | * | * | * |
| 64 | City Delivery Service | * | * | * | * | * |

646 Management

[Revise 646 to read as follows:]

646.1 Pivoting Definition

Pivoting is a method of utilizing the overtime of one or several carriers to perform duties on a temporary vacant route or to cover absences. Nonpreferential mail may be curtailed within delivery time standards on the vacant route and/or on the route of the carriers being pivoted.

646.2 Pivoting Usage

Pivoting is not limited to periods when mail volume is light and when absences are high, but also can be utilized throughout the year for maintaining balanced carrier workloads.

* * * * *

— *Delivery Support,
Delivery and Retail, 3-18-04*

Retail

POM REVISION

Discontinuance of Post Offices

Effective March 18, 2004, the *Postal Operations Manual* (POM) is revised to include recent policy changes related to ZIP Code™ retention at discontinued facilities, approval/disapproval authority for Post Office™ closing final determinations, and revisions to emergency suspension procedures.

We will incorporate these revisions into the printed version of the POM Issue 10 and 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*.

Postal Operations Manual (POM)

| | | | | | | |
|---------------|--|---|---|---|---|---|
| 1 | Retail Management | * | * | * | * | * |
| 12 | Retail Facility Management | * | * | * | * | * |
| 123 | Post Offices, Stations, Branches, Contract Postal Units, and Nonpersonnel Units | * | * | * | * | * |
| 123.6 | Discontinuation of Post Offices | * | * | * | * | * |
| 123.62 | Preservation of Community Address | * | * | * | * | * |

123.622 ZIP Code Assignment

[Revise text to read as follows:]

The ZIP Code for each address formerly served from the discontinued Post Office should be kept, wherever practical. In some cases, the ZIP Code originally assigned to the discontinued Post Office may be changed, if the responsible district manager, Customer Service and Sales, submits a request with justification to the appropriate vice president, Area Operations, before the proposal to discontinue the Post Office is posted.

- In a consolidation, the ZIP Code for the replacement community Post Office, station, or branch is the ZIP Code originally assigned to the discontinued Post Office.

- If the ZIP Code is changed and the parent Post Office covers several ZIP Codes, the ZIP Code must be that of the delivery area in which the facility is located.

* * * * *

123.63 Initial Proposal

* * * * *

123.634 Preparation of Written Proposal

* * * * *

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

- If a final determination is made to close or consolidate this Post Office, after public comments on this proposal are received and taken into account, a notice of final determination will be posted in this Post Office.

* * * * *

123.65 Consideration of Public Comments and Final Recommendation

* * * * *

123.652 Reevaluation of Proposal

* * * * *

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

- Forward the revised proposal and the entire record to the vice president, Delivery and Retail, for final review.

* * * * *

123.66 Postal Service Decision

123.661 General

[Revise 123.661 to read as follows:]

The vice president, Delivery and Retail, or a designee, must review the proposal of the district manager, Customer Service and Sales. This review and the decision on the proposal must be based on and supported by the record developed by the district manager. The vice president, Delivery and Retail, can instruct the district manager to provide more information to supplement the record. Each such instruction and the response must be added to the record. The decision on the proposal of the district manager, which must also be added to the record, may approve or

disapprove the proposal, or return it for further action as set forth below.

123.662 Approval

[Revise the first sentence of 123.662 to read as follows:]

The vice president, Delivery and Retail, or a designee, may approve the proposal of the district manager, Customer Service and Sales, with or without further revisions.***

* * * * *

123.663 Disapproval

[Revise the first sentence of 123.663 to read as follows:]

The vice president, Delivery and Retail, or a designee, may disapprove the proposal of the district manager, Customer Service and Sales, and return it and the record to the manager with written reasons for disapproval.***

123.664 Return for Further Action

[Revise the first sentence of 123.664 as follows:]

The vice president, Delivery and Retail, or a designee may return the proposal of the district manager, Customer Service and Sales, with written instructions to give additional consideration to matters in the record, or to obtain additional information.***

* * * * *

123.67 Implementation of Final Determination

123.671 Notice of Final Determination to Discontinue Post Office

* * * * *

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

***The district manager, Customer Service and Sales, must notify the vice president, Delivery and Retail, in writing of the date of posting.

* * * * *

123.672 Implementation of Determinations Not Appealed

[Revise the second sentence of 123.672 to read as follows:]

A district manager, Customer Service and Sales, may request a different date for official discontinuance in the Post Office change announcement document submitted to the vice president, Delivery and Retail.

123.673 Actions During Appeal

* * * * *

[Revise the first sentence of 123.673a to read as follows:]

- a. *Implementation of Discontinuance.* If an appeal is filed, only the vice president, Delivery and Retail, may direct a discontinuance.***

* * * * *

123.674 Actions Following Appeal Decision

* * * * *

[Revise item 4b to read as follows:]

Determination Returned for Further Consideration. If the Commission returns the matter for further consideration, the vice president, Delivery and Retail, must direct either (1) notice to be provided under 123.663 that the proposed discontinuance is determined not to be warranted or (2) the matter to be returned to an appropriate stage under these regulations for further consideration following such instructions as the vice president may provide.

123.7 Emergency Suspension of Service

123.71 Authority and Conditions

[Revise the last sentence of 123.71 to read as follows:]

***The district manager must provide written notice of any suspension by fax to the vice president, Delivery and Retail.

[Renumber current 123.72 as new 123.73.]

[Add new 123.72 to read as follows:]

123.72 Suspension Review Team

When a district manager, Customer Service and Sales, suspends operations at a Post Office, a suspension review team must be formed to review the decision. The suspension review team members must include the district Post Office review coordinator; the manager of Post Office operations or his/her designee; state presidents of each postmaster organization or their designees; and a representative from the facility services office (FSO) or administrative services office.

- a. The suspension review team must conduct an onsite visit to the suspended Post Office.
- b. Within 10 business days of the onsite visit, the suspension review team must notify the district manager, Customer Service and Sales; the national postmaster organizations; and the vice president, Delivery and Retail, of its recommendation to suspend or not suspend the office.
- c. If the suspension team recommends suspension, the formal discontinuance process should be initiated.
- d. If the suspension team finds that there is insufficient justification to suspend the office, the office should be reopened.

* * * * *

123.8 Station, Branch, and Community Post Office Discontinuance

123.81 Notice to Postal Officials

[Revise text to read as follows:]

If a district manager, Customer Service and Sales, determines that it is necessary to discontinue a classified station, classified branch, contract postal unit, or contractor-operated community Post Office administratively attached to a Post Office, the manager must provide immediate written notice with the reasons for the proposed discontinuance to the vice president, Delivery and Retail.

123.82 Authorization

[Revise text to read as follows:]

The vice president, Delivery and Retail, or a designee, may approve the discontinuance or may disapprove it for insufficient justification. No final action on a proposed discontinuance may be taken without approval of the vice president, Delivery and Retail.

* * * * *

— Retail Operations,
Delivery and Retail, 3-18-04

CORRECTION

Confirmation Services Certification Process Change

Effective immediately, the article "Confirmation Services Certification Process Change" published in *Postal Bulletin* 22123 (3-4-04, page 83) is revoked. All Confirmation Ser-

vices certification processes will be followed according to Publication 91, *Confirmation Services Technical Guide*.

— Product Information Requirements,
Product Development, 3-18-04

ALL IRT AND TRANZ 380 DEBIT/CREDIT CARD OFFICES

Setting Clocks for Daylight Saving Time

Managers must ensure that before opening for business on Monday, April 5, 2004, the clocks in all integrated retail terminals (IRTs) and debit/credit card terminals under their control are set *forward* (in most locations) 1 hour to reflect the change to Daylight Saving Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 A.M. start time, Sunday, April 4, 2004.

The correct system time in IRTs is critical since their internal clocks are used to verify Express Mail® and Global Express Guaranteed™ acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time as this will help reduce the possibility of accepting an expired debit/credit card.

IRTs

On the UNISYS III Supervisor Disk, select menu item 11, Set System Date and Time, from the Control menu, and perform the following steps:

1. Observe that the date appears.
2. Press the ENTER key to accept the current date. The time appears.

3. Press the CE key to clear the time.
4. Enter correct Daylight Saving Time in military format (examples: 8 A.M. = 0800, 1:30 P.M. = 1330).
5. Press the ENTER key to save the corrected time. The Control menu appears.
6. Observe that the corrected time is displayed in the upper right-hand corner of the screen.

Tranz 380 Debit/Credit Card Terminals

For Tranz 380 debit/credit card terminals, follow these steps:

| Display | Action |
|---------------------|---|
| U.S. Postal Service | Press the (*) key and the (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.) |
| Diagnostics | Press ALPHA key. |
| Year | Key in the current year (4 digits). Press ENTER key. |
| Month | Key in a number (1–12) for current month. Press ENTER key. |
| Date | Key in a number (1–31) for current date. Press ENTER key. |
| Hour | Key in a number (1–24) for current hour. Press ENTER key. |

| Display | Action |
|---------|---|
| Minutes | Key in number of minutes (0–59). Press ENTER key. |
| Seconds | Key in number of seconds or press ENTER key to bypass. |

You must make an entry for each selection, even if the display is correct.

Note: The date and time of Tranz 380s located in Europe should be set to Eastern (New York) time. The date and time of Tranz 380s located in the Pacific should be set to Pacific (San Francisco) time.

Displaying the Clock and Calendar

To verify the existing date and time of the clock in the terminal, follow these steps:

| Display | Action |
|---------------------|--------------------|
| U.S. Postal Service | Press ENTER key. |
| Function | Press the (4) key. |
| Day, Date, Time | |
| Exit | Press CLEAR key. |
| <US Postal Service> | |

Retail Consolidation Unit (RCU)

The time for the RCU/CONA will be updated automatically by the Raleigh Distributed Systems Service Center, Operations and Support Services. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, April 5, 2004, and notify Raleigh if the time and date are incorrect.

Mobile Data Collection Devices (MDCDs)

The Delivery Confirmation™ handheld scanners will automatically change to Daylight Saving Time. No manual changes are necessary.

IBM and NCR POS ONE Terminals

The IBM and NCR POS ONE terminals will automatically change to Daylight Saving Time. No manual changes are necessary.

— Customer Service Systems Support,
Delivery and Retail, 3-18-04

Supply Management

Auction for Surplus Computer Equipment

The Advanced Computing Environment (ACE) project is well under way and generating thousands of pieces of surplus computer equipment that require proper disposal. All district material management specialists (DMMSs) must arrange to transport ACE-replaced computer equipment from their district to the Material Distribution Center (MDC), located in Topeka, Kansas.

MDC personnel will cleanse or destroy the equipment hard drives in accordance with Handbook AS-701, *Material Management*, and Handbook AS-805, *Information Security*. No surplus computer equipment will be reused within the Postal Service™.

National Supply Management Programs (NSMP) has recently implemented an investment recovery method consisting of a live webcast auction for selling surplus electronic equipment. DoveBid, Inc., held the pilot auction on November 6, 2003, and it was quite profitable for the Postal Service. Gross auction proceeds totaled \$260,538 for the sale of approximately 12 percent of the projected surplus computer equipment resulting from the ACE project.

The NSMP recently entered a contractual agreement with DoveBid, Inc., to perform more auctions for selling Postal Service surplus equipment. DoveBid, Inc., provided value-added services such as equipment-sorting methods and technical assistance in accelerating processes. In addition, the DoveBid, Inc., pilot auction helped the Postal Service realize a significant increase in recovering sales dollars for like items when compared with previous disposal method results.

DoveBid, Inc.'s, next auction will be held March 24, 2004, from 12:00 p.m. to 8:00 p.m. Eastern Standard Time (EST). A list of available assets is available on the DoveBid, Inc., Web site at www.dovebid.com. Scroll about halfway down the page, and in the center click on *IT Exchange #32* to see the color brochure for complete asset listing and sale information. Postal Service employees may bid on all items listed in these sales.

— SCM Strategies,
Supply Management, 3-18-04

Ricoh Toner Recycling Program

The U.S. Postal Service® and Ricoh have come together to develop a recycling solution for select Ricoh toner cartridges. Ricoh is a long-time supporter of environmental awareness and has received several awards for creating and promoting environmentally friendly products and processes. The Ricoh philosophy is "Our earth, Our tomorrow."

If your office has one of the following Ricoh copiers, you can take advantage of this program by returning your toner cartridges to Ricoh for recycling.

| Cartridge Model | Ricoh Item Number |
|-----------------|-------------------|
| Aficio 150 | 410302 |
| Aficio 180 | 410302 |
| Bizworks | 401125 |

You can return cartridges to Ricoh by using the postage paid Merchandise Return Label found on the Postal Service™ Intranet at <http://blue.usps.gov/purchase/material/pmsc/windsor/copylabel.doc>.

Ricoh disassembles the returned cartridges, uses the reusable parts to make new cartridges, and sends the unusable parts to material recovery partners.

By using this Ricoh Toner Recycling Program you are not only helping the environment, but also generating revenue for the Postal Service by using the Merchandise Return Label paid for by Ricoh.

If you have any questions, call Ricoh Customer Service at 800-432-6973.



RICOH



— SCM Strategies,
Supply Management, 3-18-04

USPS/GSA SmartPay Purchase Card Program Web-Based Training (WBT) Course

We have just simplified International Merchant Purchase Authorization Card (I.M.P.A.C.) training. The new USPS®/General Services Administration (GSA) SmartPay Purchase Card Program WBT course (course number 34Q01-22) is now available to all cardholders and credit card approving officials (CCAOs) with access to the Postal Service™ Intranet. The primary purpose of this course is twofold:

- To introduce prospective cardholders and CCAOs to the policies and procedures of the USPS/GSA SmartPay Purchase Card Program.
- To provide training on the proper use of the credit card using Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*, and the *Administrative Support Manual (ASM)*, Chapter 7, Section 722.

Cardholders and CCAOs may take the online I.M.P.A.C. training at <http://blue.usps.gov/purchase/infrastructure/wbt.htm>; under "Direct Access to Web-based Training Courses," click on *USPS/GSA SmartPay Purchase Card Program (IMPAC)*. This training will take the place of the self-study training, which requires cardholders

and CCAOs to watch the purchase card videotape, review Handbook AS-709, and review general ethics information. Employees who do not have Internet access may continue to use the self-study training.

If you are a Postal Service career employee designated as a cardholder or CCAO and have access to the Postal Service Intranet:

1. You must complete the online training before submitting a request to your Agency Program Coordinator (APC) for cardholder or CCAO account set-up. The training consists of five lessons and a short exam to be completed at the end of the fifth lesson.
2. After you complete the exam with a passing grade, you will be prompted to print a certificate of completion.
3. You must attach a copy of this certificate to your cardholder or CCAO set-up form and forward it to your APC.
4. You should submit another copy to your training coordinator so that you can receive four hours of Voice of the Employee (VOE) credit.

Information about the course (including course name, course number, and contact information) can be found at <http://blue.usps.gov/purchase/infrastructure/wbt.htm>; under "Course Information and Updates," click on *USPS/GSA SmartPay Purchase Card Program (IMPAC)*.

APCs will also benefit from taking this course as it includes all revisions made to the purchase card program. We encourage current cardholders and CCAOs to complete the course as a refresher.

If you have questions about the course, please contact Mini Moy at 202-268-4975 or Shelita Taylor at 202-268-4327, both of whom are in National Supply Management Programs.

— *SCM Strategies,
Supply Management, 3-18-04*

Mass Cancellation of Motorist Mail Chute Backorders

Effective March 16, 2004, backorders for Motorist Mail Chutes (PSIN 1177) have been cancelled. The cancellation affects backorders processed before January 1, 2004. Before you place a new order for the total quantity needed, you must verify current field requirements. All backorders dated this year will remain active until the Material Distribution Center (MDC) fulfills them. We expect that the MDC will begin shipping the Motorist Mail Chutes this month.

Canceling backorders will reduce the number of unwanted Motorist Mail Chutes shipped to the field due to extremely old backorders, and it will reduce the number of Requests for Return Authorization. This Motorist Mail Chute is used with the Collection Box (PSIN 1170K) and the Collection Box, Express Mail (1170EXP).

You can order Motorist Mail Chute Assembly from the MDC by using 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 you place your first order).

The relevant ordering information for Motorist Mail Chute Assembly is as follows:

| | |
|--------------------------------|------------------|
| PSIN: | 1177 |
| PSN: | 7110-01-364-3433 |
| Unit of Measure: | EA |
| Minimum Order Quantity: | 1 |
| Bulk Pack Quantity: | NA |
| Quick Pick Number: | 710 |
| Price: | \$111.50 |

— *SCM Strategies,
Supply Management, 3-18-04*



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