

MAKE THE CALL — EAP IS THERE FOR YOU, SEE CENTERSPREAD

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22138, September 30, 2004

## OCTOBER IS NATIONAL STAMP COLLECTING MONTH

C L O U D S C A P E S



First Day of Issue: October 4, 2004

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



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

PB 22138: 7690-07-000-0122	PB 22130: 7690-07-000-0114	PB 22123: 7690-07-000-0107	PB 22116: 7690-05-000-5985
PB 22137: 7690-07-000-0121	PB 22129: 7690-07-000-0113	PB 22122: 7690-05-000-5991	PB 22115: 7690-05-000-5984
PB 22136: 7690-07-000-0120	PB 22128: 7690-07-000-0112	PB 22121: 7690-05-000-5990	PB 22114: 7690-05-000-5983
PB 22135: 7690-07-000-0119	PB 22127: 7690-07-000-0111	PB 22120: 7690-05-000-5989	PB 22113: 7690-05-000-5982
PB 22134: 7690-07-000-0118	PB 22126: 7690-07-000-0110	PB 22119: 7690-05-000-5988	PB 22112: 7690-05-000-5981
PB 22133: 7690-07-000-0117	PB 22125: 7690-07-000-0109	PB 22118: 7690-05-000-5987	PB 22111: 7690-05-000-5980
PB 22132: 7690-07-000-0116	PB 22124: 7690-07-000-0108	PB 22117: 7690-05-000-5986	PB 22110: 7690-05-000-5979

## USPSNEWS@WORK

### Potter to National Postal Forum: Bold action builds business

Postmaster General (PMG) Jack Potter told thousands of mailers attending the National Postal Forum that bold thinking and bold action by the Postal Service™ and its customers will keep the U.S. Mail a powerful medium that delivers value and transforms American business.

He told convention goers that he maintains the pledge made in 2002 that postage rates will remain stable until 2006. Potter also said postal reform legislation currently pending on Capitol Hill could determine the size of future rate increases.

The three-day, annual forum recently held at the Washington, DC, Convention Center gave the \$900 billion mail industry access to postal experts and the latest mail innovations to help improve profitability, security and efficiency.

“Think bold, take bold action and let’s build the business together,” Potter said, calling on the mailing industry to join in the effort to grow mail volume by not only making it easier to process and distribute the mail, but by spreading the word about the value of mail to small- and medium-sized business owners.

Without the mail, he said today’s specialty and general catalogs that are the direct descendants of major retail companies would not exist. From its earliest beginnings, he said mail helped build the airline industry, created ZIP Codes™ for targeted mailings, launched the direct mail industry and now links online businesses to the delivery network.

Potter described the efforts of the Postal Service to take costs out of the system, to work with mailers in introducing technology and streamlining the transportation and distribution networks. “We’ve made it easier for you to do business with us and now we are laying the groundwork for the Post Office of the 21st century,” he said.

The PMG encouraged mailers to “embrace the next generation of information-rich barcodes” that will allow them to track mail end-to-end and allow the Postal Service to increase the quality of sorting.

Potter committed to involve the mailers in the process. “Remember, this is a partnership. I fully intend to keep our partnership strong,” he said.

He called on the mailing industry to spread the word about the “real value in the mail — the mail offers the best choice to communicate. All of us have to spread a simple message: put the U.S. Mail to work for you,” said Potter.

### On solid footing: USPS finances continue to improve, rates to remain stable



Good news for the Postal Service — despite high fuel costs and declining First-Class Mail® volume, the financial outlook for fiscal year 2005 is very solid. That’s the

message Postmaster General Jack Potter and Chief Financial Officer Richard Strasser gave to the Board of Governors during their recent monthly meeting.

Potter credits aggressive cost cutting over the last three years for \$8.3 billion in expense savings — savings that allowed him to reiterate his commitment to maintain current postage rates until 2006.

“The Postal Service will continue to focus on the strategies identified in our *Transformation Plan*, and we will continue to deliver the plan’s commitments ahead of schedule,” said Potter.

Strasser said next year’s financial plan requires continuing cost reductions of \$1.4 billion, which include a reduction of 23 million workhours and a sixth straight year of increased productivity.

And you can’t get more productive than the Postal Service. Career postal employment today is virtually at the same level it was in 1984 — just over 700,000 — while mail volume has increased by 65 billion more pieces to an additional 48 million new addresses.

### Rollin’ rollin’ rollin’: My Post Office roll-in surpasses target



More than 8,000 Post Offices™ with two or more delivery routes are now connected to My Post Office.

The Office of the Consumer Advocate easily surpassed its goal of adding 5,008 Post Offices on the My Post Office network by mid-August.

The roll-in provided training, logistics and equipment for the 8,355 offices networked as of late August. Information Technology has purchased and installed more than 3,700 computers and peripheral equipment for Post Offices, and has 300 more My Post Office installations scheduled before the end of the year.

The Southeast Area was the first to roll-in all of its delivery Post Offices. Nationwide, 28 districts have all of their delivery offices connected.

My Post Office uses the Postal Service intranet to link more than 10,000 field units to the 800-ASK-USPS contact centers and USPS.com® — enabling customers to find local Post Office hours, put mail on hold and access other services.

Moving these simple transactions out of the Post Office reduces wait times, improves customer service and adds value to the mail through technology.

### **Battered, beaten but unbroken: USPS delivers during worst hurricane season in years**

When it's all said and done, the summer of 2004 will be one for the record books.

Not only for the storm damage inflicted throughout the southeast and gulf state areas, but for the character and determination of the thousands of USPS® employees who persevered, often at great personal sacrifice, during the past several weeks to get the mail through.

From the clerks who sorted the mail by flashlight and lights from generators, to the carriers who delivered it around an obstacle course of downed trees and debris ...

From the managers who worked round-the-clock staffing emergency operations centers and their own facilities, to the maintenance employees who delivered generators to hundreds of Post Offices ...

From employees across the country who willingly gave time and money to support relief efforts for those affected by the storms, to every employee in between — the efforts of the past few weeks to keep the mail moving were nothing less than heroic.

And the country noticed. Television stations, newspapers and other media outlets nationwide reported on the presence of USPS employees in storm-ravaged communities as early as the day after Ivan's latest effort. For many communities, USPS employees were some residents' only contact with the outside world as power outages limited access to news and information.

In Birmingham, AL, Fox News reporter Chris Montana, impressed that USPS employees were out delivering the mail just hours before the storm was due, interviewed Letter Carrier Mike Graham.

And as a Birmingham, AL, ABC 33 correspondent said during her live broadcast, "No one is out except me and the postman . . . through rain, snow ... Even a hurricane."

Exactly.

### **After the storm: EAP helps calm troubled waters**

Hurricanes, flooding and tornadoes cause more than just physical damage — they disrupt the lives of everyone affected by them. And while initial responses can be heroic, when calm finally returns, employees react differently to the sobering realities of their new existence. Some may be eager to work, while others may be angry, preoccupied or cry unexpectedly. Stress — and our reaction to it — varies from person to person.

That's one of the reasons the USPS Employee Assistance Program (EAP) is here. To help employees and family members cope with life-changing situations like the ones brought on by the hurricanes. EAP can help employees deal with the sense of being tugged in many different directions at the same time. And, even if you were not directly affected by the recent storms, someone in your life may have been — a friend, a colleague or a family member.

EAP is a counseling and referral service to help employees with personal, job or family problems. It's free, voluntary and confidential. EAP professional counselors have been very engaged in the wake of Charley, Frances and Ivan. And they're here for you now.

For information or assistance 24 hours a day, 7 days a week, call 800-EAP-4-YOU, (800-327-4968), TTY 877-492-7341 or visit the EAP Web site at [www.eap4you.com](http://www.eap4you.com). Find more information on the Postal Service Intranet at <http://blue.usps.gov/hrisp/wei/eaps.htm>.

And EAP is not the only help available. The Postal Employees Relief Fund (PERF) began as a way for USPS employees to help their fellow postal workers affected by major natural disasters such as the recent hurricanes. If you are an affected employee, write, call or send an e-mail to PERF:

PO BOX 34422  
WASHINGTON DC 20043-4422

Telephone: 202-408-1869  
E-mail: [perf9891@aol.com](mailto:perf9891@aol.com)

## Customer Relations

### Mail Alert

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Best Buy/October CSE Core	Standard/Letter	10/4/04–10/6/04	6.54	Nationwide	3/5-Digit, Car-Rt	Banta/ALG Direct
REI 2004 Fall Sale Flyer	Standard/Flat	10/4/04–10/7/04	2.65	Nationwide	3/5-Digit, Car-Rt	Quebecor World Color, Bensenville, IL
Seventh Avenue	Standard/Catalog	10/4/04–10/7/04	1.6	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Best Buy/October CSE CNC	Standard/Letter	10/11/04–10/13/04	1.54	Nationwide	3/5-Digit, Car-Rt	Banta/ALG Direct
Dr's Book of Food Remedies	Standard/Flat	10/11/04–10/13/04	1.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Grandpointe	Standard/Catalog	10/12/04–10/15/04	1.01	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Midnight Velvet	Standard/Catalog	10/12/04–10/15/04	1.1	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI

— *Business Service Network Integration, Service and Market Development, 9-30-04*

## Domestic Mail

### OBSOLETE FORM

### PS Form 3660-R, Combined Postage Statement for Single-Piece Manifest Mailings — Permit Imprint

Effective November 1, 2004, PS Form 3660-R, *Combined Postage Statement for Single-Piece Manifest Mailings — Permit Imprint*, will be obsolete. Starting November 1, 2004, mailers who previously recorded their mailings on PS Form 3660-R must instead record them on individual postage statements applicable to the class of mail and postage payment method.

However, the obsolescence of PS Form 3660-R does *not* change the standard that allows pieces reported on a mixed-class manifest to be counted in total toward the minimum pieces and/or pounds required for permit imprint mailings. Even though the mailing reported on an individual postage statement might not meet the minimum requirements, the Postal Service™ uses the total as shown on the manifest summary of a mixed-class manifest to validate that the mailer has met the minimum requirements.

PS Form 3660-R, which first appeared in 1997, allowed mailers to record single-piece manifest mailings for different classes of mail. However, since then, there have been changes in mailing options. For example, PS Form 3660-R does not support such items as parcel barcode discounts and special services.

References to PS Form 3660-R also appear in Publication 401, *Guide to the Manifest Mailing System*, and we will revise the text of future versions of Publication 401 to reflect the obsolescence of PS Form 3660-R.

— *Business Mail Acceptance, Service and Market Development, 9-30-04*

DMM REVISION

Firm Bundles of Periodicals Mail on Merged Pallets

Effective October 6, 2004, Domestic Mail Manual (DMM™) M930.1.4 and M940.1.4 are revised to exempt firm bundles of Periodicals (bundles of individual copies all for one delivery point) items from the 5 percent limitation imposed on 5-digit bundles merged with carrier route bundles on merged 5-digit scheme or merged 5-digit pallets, regardless of the sortation level claimed. Firm bundles are not opened and processed on flat sorting machines. Firm bundles are treated as carrier route mail during Postal Service™ processing; therefore, greater efficiency in postal operations will be gained by allowing more firm bundles on pallets with carrier route bundles.

Periodicals mailers must include all eligible 5-digit bundles on the same pallet as any firm bundles that are part of the same logical bundle as outlined in DMM M930.1.4 and M940.1.4. Mailers may begin using these new standards immediately and are required to use these standards effective April 15, 2005. Delivery unit managers are reminded to retain and sort locally all bundles received on merged pallets under M930 and M940 at their delivery units to ensure timely delivery.

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)

	*	*	*	*	*
<b>M</b>	<b>Mail Preparation and Sortation</b>				
	*	*	*	*	*
<b>M900</b>	<b>Advanced Preparation Options for Flats</b>				
	*	*	*	*	*
<b>M930</b>	<b>Merged Palletization of Bundles Using a 5% Threshold</b>				
<b>1.0</b>	<b>PERIODICALS</b>				
	*	*	*	*	*
<b>1.4</b>	<b>5% Threshold Standard</b>				
	*	*	*	*	*

[Redesignate current items a through f as new items b through g and current item g as new item a to read as follows:]

- a. Firm bundles claimed as one piece may be eligible for carrier route rates, 5-digit rates, or basic rates. Firm pieces (bundles), regardless of the rate claimed, are not subject to the 5% limit calculation. When firm bundles are placed on merged 5-digit scheme or merged 5-digit pallets, all eligible 5-digit bundles within the same logical bundle as the firm bundles must be merged, subject to the restrictions outlined in 1.4b through 1.4g, prior to merging any other 5-digit bundles.

\* \* \* \* \*

**M940 Merged Palletization of Bundles Using the City State Product and a 5% Threshold**

**1.0 PERIODICALS**

\* \* \* \* \*

**1.4 5% Threshold Standard**

[Redesignate current items a through f as new items b through g and current item g as new item a to read as follows:]

- a. Firm bundles claimed as one piece may be eligible for carrier route rates, 5-digit rates, or basic rates. Firm pieces (bundles), regardless of the rate claimed, are not subject to the 5% limit calculation. When firm bundles are placed on merged 5-digit scheme or merged 5-digit pallets, all eligible 5-digit bundles within the same logical bundle as the firm bundles must be merged, subject to the restrictions outlined in 1.4b through 1.4g, prior to merging any other 5-digit bundles.

\* \* \* \* \*

— Mailing Standards, Pricing and Classification, 9-30-04

DMM REVISION

## Experimental Outside-County Periodicals Co-Palletization Discounts for High-Editorial, Heavy-Weight, Small-Circulation Publications

Effective October 3, 2004, the Postal Service™ will implement a new experiment to test whether additional rate incentives would encourage the co-palletization and drop-shipment of currently sacked bundles of individual Periodicals publications that have high-editorial content, are heavier weight, and have small mailed circulation. This experiment will implement editorial per-pound discounts that are based on the entry points and zones skipped resulting from dropshipping and co-palletization. The editorial per-pound discounts would apply to pieces in bundles placed on sectional center facility (SCF) and area distribution center (ADC) pallets that are dropshipped to either a destination area distribution center (DADC) or a destination sectional center facility (DSCF). The experiment includes procedures for preparing and documenting co-palletized mailings and for requesting approval to participate in the experiment.

Co-palletization is designed to move publications, big and small, out of sacks and onto pallets with an additional advantage of mail being entered closer to destination for better service. Both of these changes are expected to make the processing of Periodicals mail more efficient and less expensive. This change is especially beneficial in the case of smaller publications that are prepared in smaller sacks largely entered at the origin.

On April 20, 2003, the Postal Service implemented the Experimental Outside-County Periodicals Co-Palletization Classification, which provided two additional per-piece discounts to co-palletized Periodicals that could not otherwise be palletized because they lacked sufficient volume and density (see *Postal Bulletin* 22099, pages 21–24). The experimental discounts are available for pieces in Periodicals mailings and mailing segments that would have otherwise been prepared in sacks but now may be prepared on ADC or SCF pallets and dropshipped to DADCs and DSCFs as a result of co-palletization.

While the initial experiment has been reasonably successful, current per-piece incentives are not sufficient to encourage co-palletization and dropshipment of publications with high editorial content. The additional co-palletization experiment provides additional per-piece incentives when mailers go through the extra step of combining their mailings to build pallets and dropship them to DADCs and DSCFs.

Mailers may apply to participate in the new experiment beginning September 1, 2004; if approved, they may begin mailing under the new procedures on October 3, 2004. The experiment is expected to last for 2 years.

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)

	*	*	*	*	*
<b>G</b>	<b>General Information</b>				
	*	*	*	*	*
<b>G900</b>	<b>Experimental Classification and Rate Filings</b>				
	*	*	*	*	*
<b>G990</b>	<b>Experimental Classifications and Rates</b>				
	*	*	*	*	*

[Renumber current 993 as new 994 and add new 993 to read as follows:]

### **G993 Outside-County Periodicals Co-Palletization Drop-Ship Discounts for High-Editorial, Heavy-Weight, Small-Circulation Publications**

#### **1.0 ELIGIBILITY**

##### **1.1 Description**

The standards in G993 apply to mailings that are produced by mailers and consolidators who are approved to use the outside-county Periodicals co-palletization drop-ship discounts for high-editorial, heavy-weight, small-circulation publications.

##### **1.2 Rate Application**

The outside-county co-palletization drop-ship per-pound discounts apply to pieces meeting the standards in G993.

##### **1.3 Basic Standards**

The basic standards for eligibility under G993 are as follows:

- a. The advertising content of the publication must be 15 percent or less.
- b. The weight per copy must be 9 ounces or more.
- c. The total mailed circulation must be 75,000 addressed pieces or less (including all editions, issues, and supplemental mailings).
- d. Each mailing must consist of at least two different Periodicals publications or two different editions, segments, or versions of a Periodicals publication. Each mailing must be presented with the correct postage statement(s) and register of mailing. Mailings consisting of different Periodicals publications must

be accompanied by separate postage statements for each publication. Mailings consisting of different editions or versions of the same Periodicals publication must be accompanied by one consolidated postage statement and a register of mailings.

- e. Each mailing must meet the documentation and postage payment standards outlined in 2.0 and P200.
- f. Each mailing must be entered, and postage must be paid, at the post office where consolidation takes place, except that postage for publications authorized under the Centralized Postage Payment (CPP) system may be paid to the New York Rates and Classification Service Center (RCSC). Each publication included in a mailing under these standards must be authorized for original entry or additional entry at the post office where the co-palletized mailing is entered.

#### 1.4 Discount Eligibility

To be eligible for the discounts, mailpieces must be:

- a. Part of a Periodicals mailing meeting the standards in M200, M820, or M900.
- b. Part of a mailing segment with less than 250 pounds per title or version per ADC destination, if independently presorted. This includes mail for an ADC service area that remains after finer levels of pallets are prepared.
- c. Prepared as packages on pallets under M041 and M045, or under M900.
- d. Prepared on either an ADC or SCF pallet of co-palletized pieces. Mailers may build on ADC or SCF pallets of 250 or more pounds prepared as part of the original presort. However, the pieces originally on these pallets (250 or more pounds per title or edition) do not qualify for the co-palletization discounts.

#### 2.0 DOCUMENTATION

Each mailing must be accompanied by documentation meeting the standards in P012, as well as any other mailing information requested by the USPS to support the postage claimed (e.g., advertising percentage and weight per copy). Documentation must be presented by title and version, segment, or edition; or by codes representing each title and version, segment, or edition included in the co-palletized mailing. In addition, documentation for the co-palletized mailing must:

- a. Include a detailed listing documenting the distribution of total advertising and editorial pounds to each zone “before” co-palletization, based on origin entry of the mail (i.e., entry at the plant or the local post office for the plant, where it is printed and presorted into bundles ready for co-palletization and mailing).

- b. Upon request, include presort reports showing how the pieces would have been prepared prior to co-palletization.
- c. Include presort and pallet reports showing how the co-palletized pieces are prepared and where they will be entered (DADC or DSCF).
- d. Distinguish publications or segments that do not qualify for the co-palletization discounts (e.g., because there are 250 or more pounds to an ADC destination) from those that do qualify for the discounts (e.g., existing per-piece co-palletization discounts and new per-pound discount).
- e. Allow easy reconciliation with reports prepared to reflect how mail would have been prepared prior to co-palletization if requested to verify compliance with standards for discount eligibility.

#### 3.0 DATA REPORTING

Each month, the mailer or consolidator must provide the following data via e-mail to [copal@usps.gov](mailto:copal@usps.gov) in spreadsheet format using the model spreadsheet and timelines provided by the USPS:

- a. Number of titles receiving the new co-palletization discounts for high editorial publications.
- b. Number of sacks that would have been prepared without co-palletization, as well as the total weight, the editorial weight, and the number of addressed pieces that would have been in these sacks, by destination ADC and destination SCF.
- c. Number of sacks prepared after co-palletization, as well as the weight and the number of addressed pieces in these sacks.
- d. Number of pallets containing mail qualifying for the ADC co-palletization discounts, as well as the weight and the number of addressed pieces receiving the ADC discount on these pallets. Pallets containing some bundles that use the per-piece discounts and some bundles that use the per-pound discount must be counted separately.
- e. Number of pallets containing mail qualifying for the SCF co-palletization discounts, as well as the weight and the number of addressed pieces receiving the SCF discount on these pallets. Pallets containing some bundles that use the per-piece discounts and some bundles that use the per-pound discount must be counted separately.

**4.0 DISCOUNTS**

**4.1 Basic Standards**

Pieces must be prepared on one of the following:

- a. An SCF or ADC pallet of 250 or more pounds drop shipped to the appropriate DADC.
- b. An SCF pallet of 250 or more pounds drop shipped to the appropriate DSCF.
- c. An overflow DSCF or DADC pallet drop shipped to the appropriate DSCF or DADC.
- d. An ADC pallet weighing between 100 and 250 pounds and drop shipped to the appropriate DADC.

**4.2 Discounts and Description**

The discounts in exhibit 4.2 are applicable to editorial pounds of the co-palletized pieces prepared on an ADC or SCF pallet and entered at the destination ADC and SCF. The discounts are dependent on the applicable zones that would have resulted from origin entry of the publications without co-palletization.

**Exhibit 4.2 Discounts for Co-Palletized Pieces Prepared on an ADC or SCF Pallet**

Origin Zone	DADC	DSCF
Zones 1 & 2	\$.008	\$.014
Zone 3	\$.013	\$.019
Zone 4	\$.028	\$.034
Zone 5	\$.050	\$.056
Zone 6	\$.073	\$.079
Zone 7	\$ .101	\$.107
Zone 8	\$.125	\$.131

**5.0 REQUEST TO PARTICIPATE**

A mailer or consolidator may request approval to use the outside-county Periodicals co-palletization drop-ship per-pound discounts by submitting a written request to the manager, Mailing Standards (see G043 for address). The request must be accompanied by the following:

- a. A completed application form (available from the manager, Mailing Standards).
- b. A process map and narrative demonstrating how and where presort and co-palletization reports (including “before” and “after” data) are created as they relate to mail movement and consolidation of packages to be co-palletized. The map and narrative must also describe mail movement from production through the co-palletization process including dispatch to destination entry Postal Service facilities.
- c. Samples of all required documentation that will be used to substantiate eligibility for the discounts, and of the documentation that must be provided at the time of mailing, including “before” and “after” reports

and postage statements. The sample reports must demonstrate:

- (1) How the co-palletized portion of the mailing is segregated from other mailing segments on the “before” reports.
  - (2) How mailing jobs, mailing segments, and containers will be identified in both “before” and “after” reports to allow reconciliation of the reports.
  - (3) How pieces appearing on the “after” reports that qualify for the co-palletization discounts (mailing segments with less than 250 pounds to an ADC) are differentiated from those that do not (mailing segments with 250 or more pounds to an ADC).
  - (4) How pieces receiving the per-pound discounts are differentiated from those receiving the per-piece discounts.
- d. A detailed listing documenting the distribution of total advertising and editorial pounds to each zone “before” co-palletization, based on origin entry of the mail (i.e., entry at the plant or the local post office for the plant, where it is printed and presorted into bundles ready for co-palletization and mailing).
  - e. An explanation of how data for mailings included under the co-palletization experiment will be collected and reported to the USPS, including whether the model spreadsheet provided by the USPS can be used.
  - f. A list of the publications to be included initially in the test and evidence that each publication has obtained the appropriate additional entry authorization at the office where mailings will be verified and postage paid. The list must indicate if the publications are authorized under the Centralized Postage Payment (CPP) system. If the applicant is not a printer and/or is consolidating publications for other printers, a list of those printers must be included with the application.

**6.0 DECISION ON REQUEST**

The manager, Mailing Standards, approves or denies a written request to use the experimental outside-county Periodicals co-palletization per-pound discounts. If the application is approved, the mailer or consolidator will be notified in writing by the manager, Mailing Standards. Initial approval is for a conditional 90-day period. When the mailer or consolidator has demonstrated the ability to prepare and enter mailings under the standards in G993, final authorization will be granted. If the application is denied, the mailer or consolidator may file at a later date or submit additional information needed to support the request.

**7.0 USPS SUSPENSION**

The manager, Mailing Standards, may suspend at any time an approval to use the per-pound discounts when there is an indication that Postal Service revenue is not fully protected. The manager will notify the participant in writing of

the decision. The suspension becomes effective upon the mailer's receipt of the notification.

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 9-30-04

*DMM REVISION*

**Destination Delivery Unit Entry — Carrier Route Periodicals Mail**

Effective October 14, 2004, *Domestic Mail Manual* (DMM™) M220 is amended to allow bedloading of individual carrier route bundles and carrier route rate "firm" bundles containing either Periodicals flats or Periodicals irregular parcels (publications exceeding the maximum 15-inch length or maximum 12-inch height for a flat), when entered at a destination delivery unit (DDU). This exception to sacking carrier route and (carrier route rate) firm bundles applies to mailers who prepare and enter mailings at the DDU discount under DMM E250.4.0, as well as mailers who enter carrier route and firm bundles at a DDU under an exceptional dispatch agreement (see DMM D210.3.0).

Also, new DMM E250.4.6 is added to clarify the standards for unloading all Periodicals mailings entered at a DDU. It contains essentially the same language that applies to DDU-entered mailings of other classes of mail.

Bedloaded bundles are not containerized (not placed in a sack or other container or on a pallet) but stacked directly onto the floor of the vehicle used to transport the mail.

Bedloaded bundles must be clearly labeled as carrier route or firm bundles, as appropriate, using the optional endorsement line information in DMM M013, or facing slips under DMM M020.3.0. Also, firm bundles can be labeled with blue barcoded presort label "F."

Some mailers may already have authorization from their local Post Office™ to enter bundles of Periodicals flats and irregular parcels without placing them in sacks. This revision is not intended to preclude any such arrangements already in place.

Carrier route rate eligibility is based on six or more addressed pieces to an individual carrier route, rural route, highway contract route, Post Office box section, or general delivery unit, as appropriate. Firm bundles (i.e., two or more copies prepared as one addressed piece) must be accompanied by, but be physically separate from, five (or more) other addressed pieces to the same route to be eligible for carrier route rate and DDU entry.

For scheduled arrivals at DDUs when Postal Service personnel might not be present, Periodicals bundles must

be unloaded and placed in a secure, dry location not subject to inclement weather conditions.

All Periodicals mailers entering DDU mail (whether the bundles are containerized or bedloaded) are reminded that the driver must unload the mail within 1 hour of arrival. When requested, the driver must unload the mail into containers as specified by the DDU and maintain separation of the carrier route and firm bundles by individual 5-digit ZIP Code or (if applicable) by 5-digit scheme as defined in DMM L001 for offices that serve more than one ZIP Code (see new DMM E250.4.6).

Mailers with questions should contact the Post Office where they enter their mailings. Postal Service employees with questions should contact their district manager of business mail entry.

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)**

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>	*	*	*	*
<b>E200</b>	<b>Periodicals</b>	*	*	*	*
<b>E250</b>	<b>Destination Entry</b>	*	*	*	*
<b>4.0</b>	<b>DESTINATION DELIVERY UNIT (DDU)</b>	*	*	*	*

[Add new 4.6 to read as follows:]

**4.6 Vehicle Unloading**

At destination delivery units (DDUs), the driver must unload all mail, whether bedloaded, sacked, or palletized (including pallet boxes on pallets) within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver

must unload, unstack, and unstrap them. If a mailer transports palletized mail (including sacks on pallets) to a DDU that cannot handle pallets, the driver must unload the pallets into a container specified by the DDU. The driver may be required to place bedloaded bundles prepared under M220.4.2 and sacks into containers provided by the DDU to maintain separation by 5-digit ZIP Code or 5-digit scheme (L001), as applicable, or to place containerized mail so as to maintain the separation of 5-digit ZIP Codes or 5-digit schemes. For scheduled arrivals at DDUs when USPS personnel may not be present, mail must be placed in a secure location protected from the weather.

\* \* \* \* \*

**M Mail Preparation and Sortation**

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

\* \* \* \* \*

**M220 Carrier Route Periodicals**

\* \* \* \* \*

**4.0 PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS**

[Revise 4.0 by redesignating current text as 4.1 and adding new 4.2, to read as follows:]

**4.1 Sacking and Labeling**

\* \* \* \* \*

**4.2 Exception to Sacking**

Sacking is not required for bundles that are prepared for and entered at a DDU. Firm bundles must be clearly labeled using optional endorsement lines under M013, or facing slips or barcoded presort labels under M020. Carrier route bundles must be clearly labeled using optional endorsement lines under M013 or facing slips under M020. Bedloaded bundles may weigh up to 40 pounds each.

\* \* \* \* \*

— Mailing Standards, Pricing and Classification, 9-30-04

*DMM REVISION*

**Negotiated Service Agreements — General Requirements**

Effective October 14, 2004, *Domestic Mail Manual* (DMM™) G911 is redesignated as G912 and new DMM G911 is added to define the general requirements and features that apply to any Negotiated Service Agreement (NSA) established between the United States Postal Service® (USPS®) and a mailer.

**Purpose of NSAs**

An NSA is a written contract between the Postal Service™ and a specific mailer (customer or organization) that provides the mailer with rates or service arrangements that differ from standard Postal Service offerings. By its very design, each NSA is unique to the mailer’s business requirements; however, some NSAs may be “functionally equivalent to” (i.e., similar to) other existing NSAs. An NSA could, for example:

- Customize particular rates, classifications, and service conditions.
- Modify existing Postal Service standards or create new standards for the preparation, presentation, acceptance, processing, transportation, or delivery of mailings.

Not only do mailers entering into NSAs benefit from these customized arrangements, but so do all other Postal Service customers because NSAs can increase

contribution by attracting new mail volumes and improving operational efficiencies.

Pricing innovations such as NSAs also help the Postal Service to maintain universal mail service at reasonable rates and support the continuing and viable role played by mail in commercial and personal communication. NSAs can help achieve these objectives by strengthening and increasing mail volume and by enhancing the value of mail to both sender and recipient. Customized pricing better allows the Postal Service to meet the needs of its customers and provide new sources of contribution to maintain the nation’s postal infrastructure. The establishment of NSAs also represents one of the important corporate goals articulated in the Postal Service *Transformation Plan*.

**Current NSA and New Filings**

The first authorized NSA, established with Capital One Services, Inc., and implemented on September 1, 2003, features discounts for First-Class Mail® volume exceeding an annual threshold of 1.225 billion pieces and the electronic return of undeliverable mail data using Address Change Service (ACS).

The volume incentives in this first NSA foster increased use of First-Class Mail by Capital One, which in turn helps pay overhead costs that support the entire mail system.

Further cost savings are achieved by this NSA because Capital One must use ACS for all solicitation mail sent as First-Class Mail covered by the NSA, and Capital One must update its address records more frequently than required under current mailing standards. The Capital One NSA will remain in force until September 1, 2006.

In the summer of 2004, the Postal Service filed requests concerning two additional NSAs considered functionally equivalent to the NSA with Capital One. The NSA filings are with two financial institutions — Bank One Corporation and Discover Financial Services, Inc. Moreover, the Postal Service identified in the filings the key elements of the proposed agreements, including their similarities and differences with the Capital One NSA.

### NSA Process

Once an agreement with a mailer has been reached, the Board of Governors of the Postal Service approves filing a case with the Postal Rate Commission requesting a recommended decision on the proposed rates and classifications from the Postal Rate Commission.

In general, the Postal Service expects that a customer entering into an NSA would participate in the Postal Rate Commission administrative process in support of the NSA filing, and assist in presenting the case to the commission. This support could include presenting documentation, testimony, and other evidence in support of the proposed rates and classifications. The regulatory process can take as long as 10 months and must be completed before the NSA can be implemented.

If the commission recommends rates and classifications associated with the NSA, the Governors of the Postal Service then approve or reject these rates and classifications, and the Board of Governors authorizes the implementation, as necessary.

### NSA Proposals

Mailers interested in pursuing an NSA can obtain more information by:

- Sending an e-mail inquiry to [NSA@usps.com](mailto:NSA@usps.com).
- Visiting [www.usps.com/nationalpremieraccounts/nsa](http://www.usps.com/nationalpremieraccounts/nsa).
- Calling Pricing Strategy at (202) 268-7284.
- Writing to Pricing Strategy, U.S. Postal Service, 475 L'Enfant Plaza SW, Room 3616, Washington, DC 20260-3616.

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

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)

	*	*	*	*	*
<b>G</b>	<b>General Information</b>				
	*	*	*	*	*
<b>G900</b>	<b>Experimental Classification and Rate Filings</b>				
	*	*	*	*	*

*[Redesignate current G911 as new G912; add new G911 to read as follows:]*

### G910 Negotiated Service Agreements (NSAs)

#### G911 General Requirements for NSAs

#### Summary

G911 describes the general requirements for negotiated service agreements (NSAs) and explains the purpose of such agreements, factors to be considered for such agreements, and the process for establishing these agreements.

### 1.0 BASIC INFORMATION

#### 1.1 Definition and Purpose

A negotiated service agreement (NSA) is a customized and mutually beneficial contractual agreement between the USPS and a specific mailer (customer or organization). An NSA provides for customized pricing, rates, and classifications under the terms and conditions established in the NSA and may include modifications to current mailing standards and other postal requirements. Any mailer may submit an application for an NSA if the mailer meets the requirements in 2.0 and follows the process in 3.0.

#### 1.2 Legal Framework

Terms and conditions of an NSA affecting rates or classifications require that the USPS request a recommended decision from the Postal Rate Commission before the USPS may approve and implement the NSA. NSAs must be recommended and approved under 39 U.S.C. 36 and the Postal Rate Commission's rules of practice and procedure.

### 2.0 CANDIDATE FACTORS AND REQUIREMENTS

#### 2.1 Factors

The USPS considers the following factors in evaluating any candidate's NSA proposal:

- a. Candidate's presentation of information as requested by the USPS to document the following:
  - (1) Current mailing systems, postage payment systems, and quality control procedures and programs.

- (2) Historical data showing mail volumes and use of specific mail services or mailpiece characteristics, as applicable. The candidate, as necessary, must also provide the effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events.
- b. Candidate's ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for an NSA.
- c. Candidate's ability to collect necessary data in an acceptable format to support an NSA.
- d. Candidate's willingness to establish and maintain electronic systems and quality control programs as specified by the USPS for paying postage and generating records to facilitate monitoring and reconciling mail volumes, rates, and fees, including volumes and postage paid by a mail preparation agent on behalf of the candidate.
- e. Candidate's production of mail using a formal system to ensure proper mail preparation and accurate postage calculations.
- f. Candidate's use or planned implementation of a Certified Mail preparation total quality program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment.

**2.2 General Requirements**

No proposed NSA may have an overall negative financial impact on the USPS. Any proposed NSA must also contain, at a minimum, the following general candidate requirements and conditions:

- a. The candidate must permit USPS inspection of mail content to determine rate eligibility.
- b. The candidate must prepare mail under current applicable mailing standards, unless they are to be modified under a proposed NSA.
- c. The candidate must meet and adhere to quality management standards for the classes of mail and rates claimed.
- d. The candidate must make available to the USPS necessary records and data related to the NSA in a form that facilitates monitoring of compliance with the terms and conditions of the NSA.
- e. The candidate must provide proper specified notice to cancel the NSA.
- f. The USPS has the right to cancel the NSA at any time with specified proper notice for any failure or, where appropriate, material failure of the mailer to:
  - (1) Use the NSA within the time period specified in the NSA.

- (2) Provide accurate data, present properly prepared and paid mailings, or comply with any other material term or condition in the NSA.
- g. The candidate must engage counsel and file testimony as necessary in support of the NSA before the Postal Rate Commission.

**3.0 APPLICATION PROCESS**

**3.1 Initial Proposal**

A mailer seeking to enter into an NSA with the USPS must submit a written proposal, with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see G043 for address). The proposal must contain the reasons for requesting the NSA along with a summary of the information responding to the applicable candidate features and general requirements described in 2.0. A nondisclosure agreement must be signed before any substantive discussion of the proposal.

**3.2 Negotiations and Contractual Agreement**

As a result of the proposal, the candidate and the USPS may enter into negotiations to establish an NSA, with terms and conditions specific to the candidate, that is either a functionally equivalent NSA (i.e., comparable to an existing baseline NSA) or a new baseline NSA (i.e., not comparable to an existing NSA). A candidate in the negotiation process may withdraw a proposal for an NSA at any time prior to the execution of the NSA. Once the NSA is executed, the NSA is controlled by its terms and conditions.

**3.3 Additional Consideration**

If the USPS decides to end negotiations with the candidate before reaching an agreement to enter into an NSA under 1.0, the manager of Pricing Strategy notifies the candidate in writing and gives the reasons for the decision. Within 15 days from the receipt of the written explanation, the candidate may ask for reconsideration of the manager's decision. The candidate's request for reconsideration must include additional information and reasons why negotiations for an NSA should be resumed. The candidate submits the request for reconsideration through the manager of Pricing Strategy to the vice president of Pricing and Classification (see G043 for address).

\* \* \* \* \*

— *Mailing Standards,  
Pricing and Classification, 9-30-04*

# STOP Redistributing the *Postal Bulletin* to CPUs — Decrease Your Subscription Accordingly

## Why?

We now have access to the master mailing list for contract postal units (CPUs), so we are mailing the *Postal Bulletin* directly to all CPUs. When you forward to CPUs using your own labels (see example below) the undeliverable copies of the *Postal Bulletin* are returned to us. We can't do anything to stop those shipments, because we didn't send them in the first place. We need you to stop redistributing them.

## 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.

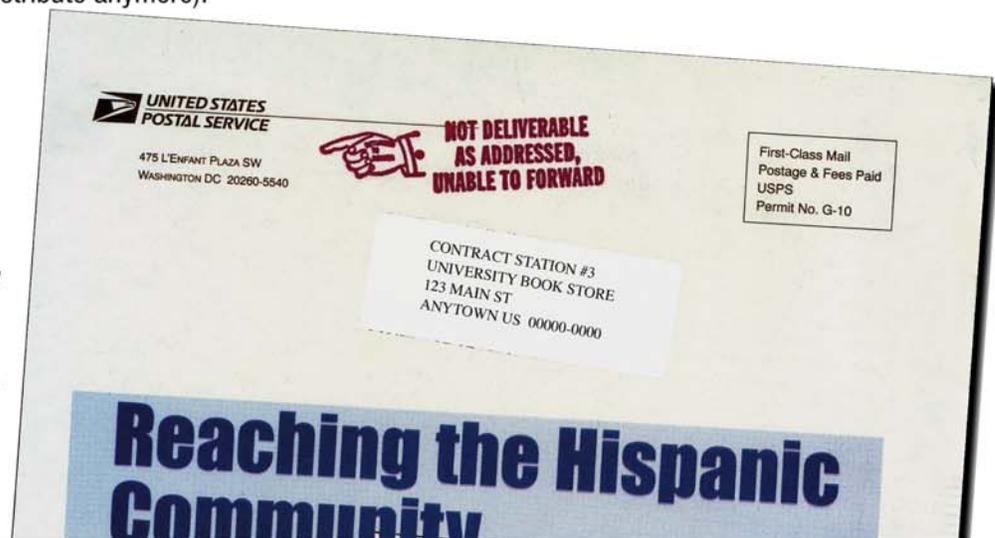
## How Do You Decrease Your Subscription?

Contact us to decrease your subscription, by sending us an e-mail or by calling us:

- Send an internal e-mail to *Postal Bulletin*.
- Call us at 703-292-3655.

— Information Policies and Procedures,  
Public Affairs and Communications, 9-30-04

*This is an example of an undeliverable copy of the Postal Bulletin that would be returned to us. But we would not have sent it in the first place, so we could not stop the shipment.*



# Employees

## ELM REVISION

### Pay for Performance

Effective September 30, 2004, *Employee and Labor Relations Manual* (ELM) 416, Pay for Performance (formerly Merit Pay), and 417.234, Higher Level Pay, are revised to replace Merit Pay policy with Pay for Performance policy. ELM 417.234 is also simplified to require only a 5-day waiting period, reflecting the standardization of the higher level pay policy for EAS employees.

We will incorporate these revisions into the next printed version of the ELM and also into the online version, available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Manuals*.

It is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

### Employee and Labor Relations Manual (ELM)

#### 4 Pay Administration

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

\* \* \* \* \*

[Revise the title and text of 416 to read as follows:]

#### 416 Pay for Performance Program

##### 416.1 Policy

EAS employees are eligible for an annual pay for performance (PFP) salary increase and/or lump sum payment based on a fiscal year performance evaluation. These evaluations are conducted in accordance with established performance appraisal instructions. PFP adjustments are made in accordance with guidelines issued annually.

##### 416.2 Eligibility Requirements

###### 416.21 General

To be eligible for a PFP adjustment, an employee must have an appointment that is not time-limited and receive a

performance rating warranting an adjustment as provided in the applicable PFP guidelines.

##### 416.22 Management Association Officials

Employees who are placed on leave without pay (LWOP) to devote full-time service as elected national officers of a recognized management association are eligible to have their salary of record adjusted to reflect annual PFP increases as if they were continuing in a pay status. The effective date of an employee’s adjustment is the same as it would be if the employee were in a pay status. The amount of such an adjustment is determined as follows:

- a. The percentage increase is equal to the average basic salary percentage increase for the employee’s grade. This is determined by Headquarters Human Resources and transmitted to the appropriate area office.
- b. The adjusted salary may not exceed the maximum of the range for the employee’s grade.
- c. The employee is not eligible for a PFP lump sum.

##### 416.23 Leave Without Pay

Employees who return to Postal Service duty following an absence for military duty are eligible for a PFP adjustment for time spent in a military LWOP status.

Employees who are on LWOP for other purposes during the year are eligible for a PFP adjustment subject to a prorated reduction for the LWOP hours according to the PFP guidelines issued annually.

##### 416.3 Simultaneous Personnel Actions

When a PFP increase and another personnel action are effective on the same date, the PFP increase is granted first.

\* \* \* \* \*

#### 417 Temporary Assignment to Nonbargaining Unit Positions (Career Employees)

\* \* \* \* \*

##### 417.2 Rates of Pay

\* \* \* \* \*

##### 417.23 Higher Grade

\* \* \* \* \*

**417.234 Higher Level Pay Conditions**

[Revise the text of 417.234 to read as follows:]

Conditions for higher level pay are as follows:

- a. *EAS Employees.* Higher level pay is authorized to eligible EAS employees during each temporary assignment to higher level EAS positions in Headquarters, Headquarters-related units, area offices, and field installations for all such service beginning after 5 consecutive workdays, excluding breaks for normal days off, and continuing for the duration of the assignment. Different employees are not to be assigned consecutively to the same vacancy solely to avoid the higher level pay requirements.

- b. *Bargaining Unit Employees.* Bargaining unit employees are authorized higher level pay for all time worked on higher level assignments. They receive certain bargaining unit pay premiums according to their bargaining unit agreement when temporarily assigned to a nonbargaining position. However, they are not also eligible for supervisory differential adjustment (SDA) or the Pay for Performance Program.

\* \* \* \* \*

— *Compensation,  
Employee Resource Management, 9-30-04*

*RURAL CARRIERS***Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective October 2, 2004 (pay period 22-04), the equipment maintenance allowance (EMA) will increase from 41.5 cents per mile to 41.0 cents per mile.

The EMA is 41.0 cents per mile, or a minimum of \$16.40 per day, whichever is greater.

**Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance**

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5, receive an EMA of 41.0 cents per mile or \$4.70 per hour, whichever is greater. This EMA should not exceed the amount provided in the special EMA for the route stops and miles.

**EMA Rate Schedule**

The EMA rate schedule on pages 17–18 supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration,  
Labor Relations, 9-30-04*





## Thrift Savings Plan Open Season and *PostalEASE*

The next Thrift Savings Plan (TSP) open season is October 15 through December 31, 2004. This TSP open season ends December 31, 2004, at 5:00 P.M. Central Time (CT). The following information is provided to assist personnel offices in conducting this open season.

The booklet TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees* (dated May 2001), provides a good overview of TSP. Newly eligible career employees receive a copy of TSPBK08 from Headquarters through a direct mailing. Offices can order additional copies of TSPBK08 from the Material Distribution Center (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 placing your first order.)

Use the following information to order TSPBK08:

**PSN:** 7530-03-000-9364  
**Unit of Measure:** EA  
**Bulk Pack Quantity:** 150  
**Price:** No cost

### TSP Open Season Dates

The dates of TSP open seasons are October 15 through December 31 and April 15 through June 30 (see TSP bulletin 02-12, dated May 2, 2002). The corresponding election periods are December and June. The “election period” is the earliest period during which a contribution election to start or to change the amount of contributions made during a TSP open season can become effective (see TSP bulletin 01-4, dated February 2, 2001).

Employees may change their fund investment choices (contribution allocations) both during and outside of the TSP open season. To make a fund investment choice, an employee must contact TSP directly, not *PostalEASE*. If employees do not contact TSP, their existing fund investment choice continues. The earnings statement (paycheck stub) shows the TSP contribution percentage or dollar amount, but the statement does not show the TSP fund investment detail.

Because the TSP has moved the open season election period to December, the increases in the TSP employee contribution limits become effective each December (see TSP bulletin 01-3, dated January 23, 2001). For example, during the October 15 through December 31, 2004, open season, employees covered by the Federal Employees Retirement System (FERS) will become eligible to contribute

up to 15 percent of basic pay in 2005 (the maximum was 14 percent for 2004). Eligible FERS employees still receive the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution of up to 4 percent from the Postal Service™ — these amounts have not changed. Employees covered by the Civil Service Retirement System (CSRS) and CSRS Offset employees will become eligible to contribute up to 10 percent of basic pay in 2005 (the maximum was 9 percent for 2004).

The limits for FERS, CSRS, and CSRS Offset employees will continue to increase by 1 percentage point per year through 2005. Then, in 2006, all participants will be eligible to contribute up to the Internal Revenue Service (IRS) annual deferral limit without any percentage limit. The IRS annual deferral limit for 2005 is \$14,000. This is scheduled to increase by \$1,000 each year through 2006 to \$15,000. (See table below.)

Year	IRS Deferral Limit	FERS	CSRS and CSRS Offset
2003	\$12,000	13%	8%
2004	13,000	14	9
2005	14,000	15	10
2006	15,000	Contribution limits will be lifted entirely (effective December 2005).	

A newly hired career employee may elect to participate in TSP until the 61st day after the date of hire and in every subsequent open season. The waiting period of one to two open seasons continues to apply to the Agency Automatic (1 percent) Contribution and the Agency Matching Contribution for FERS employees.

### Using *PostalEASE* for Enrollment

Employees must use the *PostalEASE* telephone system or the *PostalEASE* employee Web site to enroll, to make contribution elections, and to make cancellations. *PostalEASE*'s toll-free number is 877-4PS-EASE (877-477-3273). For Web access through the Postal Service Intranet, employees must go to <http://blue.usps.gov>; under “Employee Resources,” click on *Employee Self Service*, and then click on *PostalEASE*. Employees must have their Employee IDs (found on their earnings statements) and USPS personal identification numbers (PINs) to use *PostalEASE* (for information on PINs, see “USPS PIN” and “TSP PIN” below).

*Note:* Personnel and employing offices must not distribute Form TSP-1, *Thrift Savings Plan Election Form*, to employees for making TSP open season elections. TSP-1 is no longer stocked at the MDC.

## Contacting TSP to Make a Fund Investment Election

Employees have three methods to make a fund investment election as follows:

- Web site: Go to the TSP Web site at *www.tsp.gov*.
- Telephone: Call the TSP ThriftLine toll-free at 877-968-3778.
- Mail: Mail Form TSP-50, *Investment Allocation* (dated August 2002), to the TSP service office in New Orleans.

*Note:* Personnel offices must not accept and cannot process completed Forms TSP-50. Form TSP-50 is not available from the TSP Web site but only from the MDC. Personnel offices should maintain a supply of Form TSP-50. The relevant ordering information is as follows:

**PSN:** 7530-05-000-4305  
**Unit of Measure:** EA  
**Bulk Pack Quantity:** 3,800  
**Price:** No cost

The TSP Web site and ThriftLine are convenient methods for making fund investment elections. Employees' elections will take effect more quickly by using the TSP Web site and ThriftLine than by using Form TSP-50. To use the TSP Web site or TSP ThriftLine, participants must use their TSP PIN.

## Using PINs to Make TSP Elections

To make TSP elections, use two PINs: USPS PIN and TSP PIN.

### USPS PIN

The Postal Service maintains the USPS PIN. Employees must use their USPS PIN to (1) begin a contribution percentage or a dollar amount election, or (2) change their current TSP contribution percentage or dollar amount, or (3) cancel TSP participation via *PostalEASE*. If employees do not know their USPS PIN, they must contact *PostalEASE* at 877-4PS-EASE (877-477-3273) and do the following steps when prompted: (1) press 1 for *PostalEASE*; (2) enter their Employee ID (this number is found on their earnings statement); (3) when prompted to enter their PIN, pause and then press 2. Employees' USPS PIN will be mailed to their address of record, usually by the next business day.

*Note:* When an employee requests his or her USPS PIN, the USPS PIN does not change (unlike the TSP PIN). The employee's old USPS PIN remains valid. (The USPS PIN is the same PIN employees use for telephone bidding and computerized bidding.)

### TSP PIN

The TSP PIN is maintained by TSP. Employees must use their TSP PIN to make fund investment choices via the TSP Web site or the TSP ThriftLine. If employees are TSP participants and they do not know their TSP PIN, they have two methods for having a new TSP PIN mailed to their address of record:

1. Go to the TSP Web site at *www.tsp.gov* and select *Account Access*, or
2. Call the TSP ThriftLine or TSP service office toll-free at 877-968-3778, and then follow the instructions.

Once TSP has received an employee's TSP PIN request, his or her former TSP PIN is no longer valid.

## Direct Mailings to Employees

Headquarters will mail to career employees leaflet TSP1004, *TSP Open Season*, and *PostalEASE* instructions at their mailing address of record during October.

In addition to receiving TSP1004, newly eligible career employees receive from Headquarters a direct mailing of TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees*, as well as a cover letter and *PostalEASE* instructions at their mailing address of record soon after their accession PS Form 50, *Notification of Personnel Action*, is processed.

The return address for undeliverable TSP enrollment information for newly eligible employees is the employing office of record. The disposition of returned items is at the discretion of the district office or other administering office. When employees receive a forwarded enrollment package at their employing office of record, they should submit a correct PS Form 1216, *Employee's Current Mailing Address* (dated June 1993). (Employees with access to Web job bidding on the intranet should make address changes via the Web. Other employees should return a completed PS Form 1216 to their local personnel office.)

Personnel offices should maintain a supply of PS Form 1216. They may obtain it from the Postal Service PolicyNet Web site; go to *http://blue.usps.gov*; under "Essential Links," click on *Forms*. They may also order PS Form 1216 from the MDC using the following information:

**PSN** 7530-02-000-7354  
**Quick Pick Number:** 118  
**Unit of Measure:** SE  
**Bulk Pack Quantity:** 4,000  
**Price:** \$0.0171

**Eligibility**

All career employees are eligible to make employee contribution elections this open season (subject to financial hardship withdrawal and cancellation exclusions). FERS employees hired before June 1, 2004, receive Agency Automatic (1 percent) Contributions and Agency Matching Contributions (as appropriate) beginning in December 2004.

All employees who participated in TSP and cancelled their TSP contributions after June 30, 2004, are not eligible to participate in this TSP open season. They must wait for the TSP open season beginning April 15, 2005.

**Effective Dates**

*PostalEASE* automates the processing of TSP elections. The windows of opportunity for employees to make TSP open season elections and the resulting effective dates are as follows.

If the employee entered his or her TSP open season election via <i>PostalEASE</i> from...	Then effective date will be...
10-15-2004 00:01 A.M. through 12-21-2004 12:00 noon Central Time (CT)	12-11-2004 (pay period [PP] 27-2004)
12-21-2004 12:01 P.M. through 12-31-2004 5:00 P.M. CT	12-25-2004 (PP 01-2005)

Because *PostalEASE* provides employees the ability to complete a TSP open season election without contacting the local personnel office and automates the processing of such elections, using *PostalEASE* should minimize the use of PS Form 6886, *Thrift Savings Plan — Request for Retroactive Contributions*. PS Form 6886 is used to correct administrative errors for TSP open season elections.

Personnel offices have the authority to determine whether an administrative error has occurred. If an error has delayed a TSP open season election past the appropriate effective date, personnel offices and the employee must complete PS Form 6886 and submit it to the Eagan Accounting Service Center (ASC). The effective dates for employees' elections delayed due to an administrative error must be made retroactive to December 11 or December 25, 2004, depending on the date the employee would have otherwise entered his or her open season election via *PostalEASE*.

*Note:* PS Form 6886 must be reproduced locally as needed. See page 71 for a copy of PS Form 6886.

Personnel offices also have the authority to determine whether a belated open season election opportunity exists. In such instances, personnel must submit the employee's election to the Eagan ASC for processing, in accordance with administrative instructions provided to personnel of-

fices regarding *PostalEASE*. Belated open season elections are not retroactive in most circumstances.

*Note:* The processing dates and the closing dates of this TSP open season fall within a two pay-period time-frame, as indicated above.

**Open Season Materials**

In addition to the direct mailing of TSP information to employees, the MDC will automatically distribute residual supplies of the open season leaflet TSP1004, *TSP Open Season*, to Human Resources at district offices, area offices, processing and distribution centers/facilities (PDC/Fs), bulk mail centers (BMCs), airport mail centers/facilities (AMC/Fs), remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

**Non-Open Season Materials**

Most of the current TSP publications and forms have been revised for the new TSP record-keeping system, which was implemented in June 2003.

The MDC completed its automatic distribution of all non-open season items to Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units.

**Ordering TSP Items**

Offices may place orders for new or revised TSP forms and/or publications with the MDC on an as-needed basis. It is not necessary to maintain a large stock of TSPBK08 because Headquarters mails this booklet to each newly hired career employee and newly eligible employee. In all cases where the MDC will stock a new or revised TSP item, the MDC will make an initial distribution to Human Resources at installations as noted earlier. Offices may check the TSP Web site for new or revised items. *Note:* Form TSP-50 is not available from the TSP Web site.

**Participant Statements**

Each employee with a TSP account will receive a participant statement from the TSP service office in October 2004.

**Publicity**

Human Resources at district offices, area offices, PDC/Fs, BMCs, AMC/Fs, remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and selected Headquarters field units will receive a supply of posters this open season from the MDC.

Installations that receive the posters must widely distribute them and post them on bulletin boards.

To assist in publicizing this TSP open season, all offices must post (1) the open season notice provided on page 73 of this *Postal Bulletin* through December 31, 2004, and (2) the current TSP fact sheet on bulletin boards.

— *Compensation,  
Employee Resource Management, 9-30-04*

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## **Have a Heart — Knowing Heart Attack Warning Signs Could Save Your Life**

The life you save could be your own — and Safety Performance Management is ready to help with a new poster publicizing heart attack warning signs.

Developed as part of the national Safety Depends on Me employee awareness campaign, the “Heart Attack Warning” poster shows that heart disease is the nation’s number one killer — with half of those deaths caused by heart attacks.

Knowing the warning signs can be a life saver, because too many victims wait too long to seek help.

The signs can range from sweating and shortness of breath to chest discomfort, pressure, or burning. Others are discomfort or pain between the shoulder blades; chest or abdominal discomfort or pain spreading to the shoulders, neck, arm, or jaw; indigestion or gas-like pain; anxiety or nervousness; dizziness or fainting; or unexplained weakness or fatigue.

Warning signs can hit everyone differently, so don’t take any chances. If you are experiencing a warning sign, seek medical help immediately.

And share the information — the “Heart Attack Warning” poster (see page 23) is now available through the Material Distribution Center. It’s poster number 312, July 2004. Order number PSN 7690-07-000-0969.

Have a heart. Order one today.

— *Safety Performance Management,  
Employee Resource Management, 9-30-04*



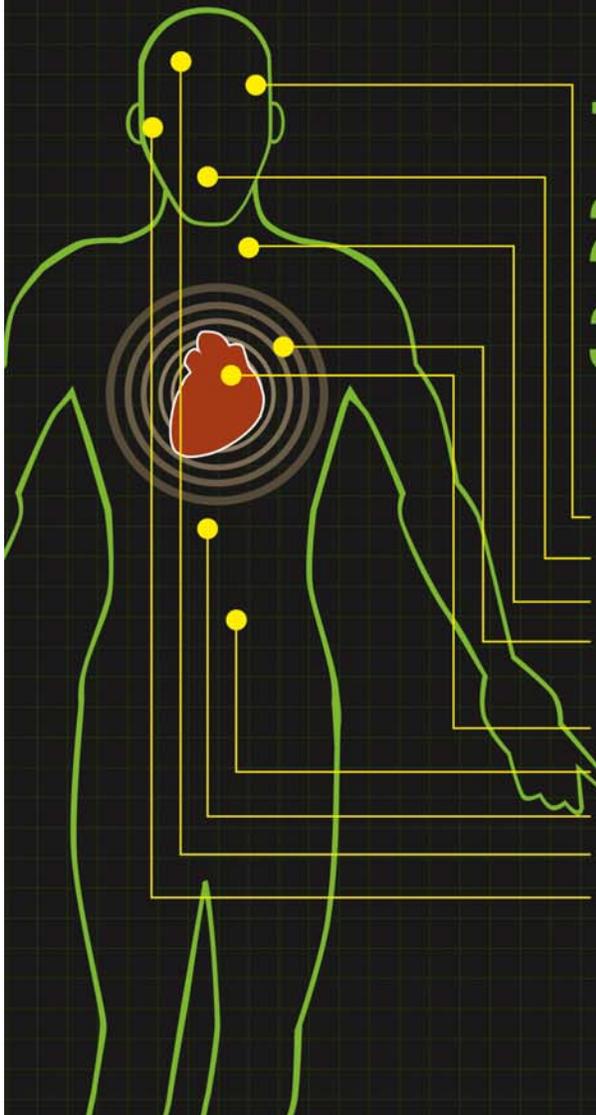
# Heart Attack Warning Signs That Could Save Your Life

## Three simple facts you should know:

- 1** Heart Disease is the nation's number one cause of death, half caused by a heart attack.
- 2** Half of all heart attack victims wait more than two hours before seeking help.
- 3** If you feel a warning sign(s), seek medical attention.

## Warning signs:

- Sweating
- Shortness of breath
- Discomfort or pain between the shoulder blades
- Chest or abdominal discomfort or pain spreading to the shoulders, neck, arm or jaw
- Chest discomfort, pressure or burning
- Indigestion or gas-like pain
- Anxiety or nervousness
- Dizziness or fainting
- Unexplained weakness or fatigue



## Finance

### ANNOUNCEMENT

#### Travelhelp Web site at <http://blue.usps.gov/travelhelp>

Do you need to know how to enter your per diem using eTravel or how to determine mileage for travel using a privately owned vehicle?

Now you can get answers to your travel questions quickly using the new travelhelp Web site. Travelhelp includes instructions for using eTravel as well as travel-related updates, forms, policies, and links to other travel tools, such as Trip Manager and travel policies in Handbook F-15.

You can access the Web site at <http://blue.usps.gov/travelhelp>.

The site includes the following:

- An easy-to-use directory that helps you find what you are looking for.
- A left screen navigation with links to information organized by user type — new users, web aliases, coordinators.

- Links to related Web sites and applications such as the following:
  - Trip Manager (for booking travel).
  - The eTravel login page (which takes you directly to the application).
  - The Accounting Services Web site.
  - The Postal Service Intranet.

Many eTravel users provided feedback through multiple surveys on the layout, design, and information to be accessed through the travelhelp Web site. Service Management in Eagan designed the site.

— National Accounting,  
Finance, 9-30-04

### HANDBOOK F-1 AND PS FORM 3544 REVISIONS

#### Revised PS Form 3544, USPS Receipt for Money or Service

The July 2004 edition of PS Form 3544, *USPS Receipt for Money or Service*, replaces the following:

- PS Form 1538, *Receipts for Post Office Box/Caller Service Fees*.
- PS Form 3544, *Post Office Receipt for Money* (edition dates up to May 1995).

*Note:* The revised form combines PS Forms 1538 and 3544 into one receipt.

#### Using Existing Stock

Upon arrival of the new version PS Form 3544, *USPS Receipt for Money or Service*, the Material Distribution Center (MDC) will destroy/recycle the previous editions of PS Forms 1538 and 3544 and instead will use the July 2004 edition of PS Form 3544, *USPS Receipt for Money or Service*.

All Post Offices™ and postal retail units should continue to use their existing supply of PS Forms 1538 and 3544.

#### Ordering the Revised Form

After exhausting the existing supply of PS Forms 1538 and 3544, Post Offices and postal retail units may order the

July 2004 edition of PS Form 3544, *USPS Receipt for Money or Service*, 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 placing your first order.)

Use the following ordering information to order the July 2004 edition of PS Form 3544:

<b>PSIN:</b>	7530-03-000-3768
<b>PSN:</b>	PS3544
<b>Unit of Measure:</b>	BK
<b>Minimum Order Quantity:</b>	1
<b>Quick Pick Number:</b>	176
<b>Bulk Pack Quantity:</b>	40
<b>Price:</b>	\$1.56

The July 2004 edition of PS Form 3544, *USPS Receipt for Money or Service*, is shown on page 25.



**USPS Receipt for Money or Services**

Post Office		Station		Receipt Number	
<input type="checkbox"/> <b>P.O. Receipt for Money</b>		Finance Number	Unit ID	<b>AIC Number</b>	
Receipt for: <i>(indicate purpose)</i>				Amount \$	
Received from: <i>(show address only when receipt is mailed)</i>			Permit Number or SSN <b>(Employees only)</b>		
<input type="checkbox"/> <b>P.O. Box/Caller Service Fees</b>		Information on your PS Form 1093, <i>Application for Post Office Box or Caller Service</i> , must be updated if it is changed. For regulations pertaining to P.O. Boxes, see rules for use of Post Office Boxes and Caller Service on PS Form 1093.			
Customer name:			Amount \$	<b>AIC Number</b>	
Box/Caller Number(s)	<input type="checkbox"/> For one semiannual payment period <b>(AIC 158)</b> <input type="checkbox"/> For annual payment period <b>(AIC 115)</b> <input type="checkbox"/> Reserved Number Fee <b>(AIC 115)</b> (Ending date / / ) (mm/dd/yyyy)			Postmark	
Certifying Signature					

PS Form **3544**, July 2004 (PSN: 7530-03-000-3768)

Distribution: Original - Customer; Duplicate - File with PS Form 1412

## Filling Out the Form

### For P.O. Receipt for Money

To issue a receipt for P.O. Receipt for Money, check the box and enter the following:

- Post Office name.
- Station name.
- Finance number.
- Unit ID.
- AIC number.
- Purpose for the receipt.
- Amount.
- Received from customer name.
- Permit number or Social Security number (SSN) (*Note:* Enter the SSN when an employee is creating a stamp credit overage/shortage, creating a salary advance, clearing stamp credits overage/shortage, clearing a salary advance).
- Certifying signature is the Retail associate completing this form.
- Postmark with office round date stamp.
- Receipt number block already has the numbers printed on the form.

### For P.O. Box/Caller Service Fees

To issue a receipt for P.O. box or caller service fees, check the box and enter the following:

- Customer name.
- Amount.
- AIC number (get the AIC # from the block you check as semiannual AIC 158 or annual or reserved number fee AIC 115).
- P.O. box/caller number(s).
- Certifying signature is the Retail associate completing this form.
- Postmark with office round date stamp.
- Receipt number block already has the numbers printed on the form.

*Note:* If a customer opens up a new P.O. box and gets keys, then both sections of this form must be completed.

## Distributing the Completed Form

After filling out PS Form 3544, distribute the copies as follows:

- Give the original copy to the customer.
- File the duplicate copy with the Retail associate's PS Form 1412.

## Updating Handbook F-1

We will incorporate these revisions into the next printed edition 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>.
- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Then click on *HBKs*.

## Handbook F-1, Post Office Accounting Procedures

### 1 General Information

\* \* \* \* \*

### 15 Protecting Accountable Papers and/or Items

\* \* \* \* \*

### 152 Controlling Accountable Receipts

#### 152.1 Defining

*[Revise the text of 152.1 to read as follows:]*

The receipt forms listed in the table below are controlled items. These receipt forms are available at the Material Distribution Center (MDC) in Topeka. Post Offices and postal retail units may order them from the MDC by calling 800-332-0317, Option 2. *Do not reproduce the forms locally.*

PS Form	Title
3544	USPS Receipt for Money or Service
3602-PO	Postage Collected Through Post Office Meter
3603	Receipt for Postage Meter Setting

*[Revise the title and text of 152.2 to read as follows:]*

#### 152.2 Recording by the Post Offices or Postal Retail Units

Post Offices and postal retail units must record accountable receipts as follows:

- 1> Assign serial numbers in sequential order for each book received from the MDC.
- 2> Verify continuity of the receipt serial number when books are issued.
- 3> Notify the local inspector-in-charge if the recipient reports missing numbers or pages.

[Revise title and text of 152.3 to read as follows:]

**152.3 Processing Spoiled or Voided Forms and Partially Used Books**

Post Offices and postal retail units must process spoiled or voided forms and partially used books as follows:

- 1> Staple together spoiled or voided forms, and maintain them at the office.
- 2> For partially used books, verify that no receipts are missing and maintain them at the office for 4 years.

\* \* \* \* \*

**7 Accounting for Nonstamp Revenue**

\* \* \* \* \*

**75 Post Office Box and Caller Service**

**751 Procedure References**

[Revise the text of 751 to read as follows:]

The *Domestic Mail Manual* (DMM) contains procedures for Post Office box and caller service in the following modules:

Procedure	DMM Module
Post Office box service	D910
Application for service	D910.2.1
Fees	D910.4.0, R900.20.0
Keys	D910.7.0
Locks	D910.7.0
Refunds	D910.6.0
Caller service	D920
Accelerated reply mail	D920.7.0
Application for service	D920.2.1
Fees	D920.4.0, R900.5.0
Refunds	D920.5.0
Reserved caller service number	D920.1.5
Reserved caller service number fee	D920.1.5

[Revise the title and text of 752 to read as follows:]

**752 Accepting Payments for Post Office Box Rents or Caller Service Fees**

- 1> Prepare PS Form 3544, *USPS Receipt for Money or Services*, in duplicate. Send the copies as follows:

When You Receive...	Send the...	To...
PS Form 3544	Original	Customer
	Duplicate	Support PS Form 1412, <i>Daily Financial Report</i>

- 2> Use the duplicate in updating box holder records with in the Post Office box section.

[Revise title and text of 753 to read as follows:]

**753 Reporting Post Office Box Rents or Caller Service Fees**

- >> Report revenue for box rent and caller service fee in AIC 115, Annual PO Box Rent/Caller Service Fees, and AIC 158, 6-Month PO Box Rent/Caller Service Fees.

[Revise title and text of 754 to read as follows:]

**754 Controlling PS Form 3544, USPS Receipt for Money or Services**

- >> After you have entered the amount in the unit PS Form 1412, file duplicate PS Forms 3544 in sequence for the required retention period. Investigate missing duplicates at once.

**755 Reporting Payments for Keys and Post Office Box Lock Replacement**

[Revise the text of 755 to read as follows:]

When You Receive...	Send the...	To...
PS Form 3544	Original	Customer
	Duplicate	Support PS Form 1412, <i>Daily Financial Report</i>

- 1> Record revenue for Post Office box key deposits in AIC 123, Lobby Services Revenue.
- 2> Record revenue for Post Office box key nonrefundable fee (each key issued after the first two) to AIC 123, Lobby Services Revenue.
- 3> Record revenue for Post Office box lock replacements or resetting of a Post Office box combination lock in AIC 123, Lobby Services Revenue.

**756 Refundable Fees and Keys**

[Revise the text of 756 to read as follows:]

- >> Record all refunds of refundable Post Office box fees and key deposits on PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*; and enter the amount in AIC 535, Refund of Fees — Retail Services.

\* \* \* \* \*

— Revenue and Field Accounting,  
Finance, 9-30-04

## HANDBOOK REVISIONS

**Travel Per Diem Rates — Handbooks F-15 and F-12**

Effective October 1, 2004, Handbook F-15, *Travel and Relocation*, Appendix A, is revised as follows to reflect changes in travel per diem rates. These per diem rates also apply to bargaining unit relocation benefits under Handbook F-12, *Relocation Policy*.

We will incorporate these revisions into the next printed edition of Handbook F-15 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

**Handbook F-15, *Travel and Relocation***

\* \* \* \* \*

**Appendix A Rates****A-1 Standard Mileage Rates****A-1.1 Mileage Rates**

Vehicle	Cents per mile (Including Alaska)
Privately owned automobile	37.5
Privately owned motorcycle	28.5
Privately owned airplane	99.5

**A-1.2 Reimbursement for Postal Supervisors**

Postal supervisors (see 5-5.2.1.2) will be reimbursed at the rate of \$6.00 per day or 37.5 cents per mile, whichever is greater, when a privately owned vehicle is used. Do *not* use the eTravel system when claiming the \$6.00 daily rate, because the excess of the daily rate over the actual mileage is taxable as compensation to the claimant. You should claim the \$6.00 daily rate by submitting PS Form 1164A, *Claim for Reimbursement for Postal Supervisors*, to the Scanning and Imaging Center.

Odometer readings are not required on the respective claim forms; the integrity of the claim is the responsibility of the traveler. However, should the approving official have reason to question the claim, the claimant must provide evidence that supports the claim of distance traveled.

**A-2 Travel Per Diem Rates****A-2.1 What Per Diem Includes**

The per diem allowance includes all charges for meals; laundry and cleaning expenses; all fees and tips to waiters, bellboys, and porters; and other similar expenses.

**A-2.2 Per Diem Calculation (See Chapter 7.)****A-2.3 Average Cost Localities**

Unless a city is listed in the table in A-2.4, High Cost Localities, the daily per diem rate is \$31.

**A-2.4 High Cost Localities**

The following key cities and/or areas are classified as localities with above-average lodging costs. The daily per diem rate applicable for each of these localities is indicated.

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>Alabama</b>		
Birmingham	Jefferson and Shelby	43
Gulf Shores	Baldwin	39
Huntsville	Madison and Limestone	39
Montgomery	Montgomery	43
Tuscaloosa	Tuscaloosa	35
<b>Arizona</b>		
Flagstaff/Kayenta	All points in Coconino County not covered under Grand Canyon per diem area, Navajo	39
Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	47
Phoenix and Scottsdale	Maricopa	47
Tucson	Pima	43
Yuma	Yuma	39
<b>Arkansas</b>		
Hot Springs	Garland	35
Little Rock	Pulaski	39
Denver	Denver, Adams, and Arapahoe	47
Durango	La Plata	43
Fort Collins	Larimer (except Loveland)	39
<b>California</b>		
Antioch/Brentwood/Lafayette/Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek	Contra Costa County	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Bakersfield/Delano	Kern, Naval Weapons Center and Ordinance Test Station, China Lake	43
Barstow/Ontario/Victorville	San Bernadino	43
Benicia/Dixon/Fairfield/Vacaville/Vallejo	Solano	47
Clearlake	Lake	35
Death Valley	Inyo	47
Fresno	Fresno	35
Los Angeles	Los Angeles, Orange, and Ventura; Edwards AFB (see Santa Monica)	51
Mammoth Lakes	Mono	47
Mill Valley/San Rafael/Novato	Marin	47
Modesto	Stanislaus	39
Monterey	Monterey	47
Napa	Napa	47
Oakhurst	Madera	43
Oakland	Alameda	43
Palm Springs	Riverside	47
Point Arena/Gualala	Mendocino	43
Redding	Shasta	35
Sacramento	Sacramento	47
San Diego	San Diego	51
San Francisco	San Francisco	51
San Luis Obispo	San Luis Obispo	43
San Mateo/Foster City/Belmont	San Mateo	47
Santa Barbara	Santa Barbara	43
Santa Cruz	Santa Cruz	47
Santa Monica	City limits of Santa Monica	43
South Lake Tahoe	El Dorado	47
Sunnyvale/Palo Alto/San Jose	Santa Clara	51
Tahoe City	Placer	47
Truckee	Nevada	47
Visalia/Lemoore	Tulare and Kings	43
West Sacramento	Yolo	35
Yosemite National Park	Mariposa	47
<b>Colorado</b>		
Aspen	Pitkin	47
Boulder/Broomfield	Boulder and Broomfield	47
Colorado Springs	El Paso	43
Cortez	Montezuma	35
Crested Butte	City limits of Crested Butte (Gunnison County)	47
Denver	Denver, Adams and Arapahoe, that portion of Westminster located in Jefferson County, and Lone Tree in Douglas County	47
Durango	La Plata	43

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Fort Collins	Larimer (except Loveland)	39
Glenwood Springs	Garfield	35
Grand Junction	Mesa	35
Gunnison	Gunnison (except Crested Butte)	39
Lakewood	Jefferson	39
Loveland	City limits of Loveland	35
Montrose	Montrose	39
Pueblo	Pueblo	39
Silverthorne/Breckenridge	Summit	43
Steamboat Springs	Routt	43
Telluride	San Miguel	47
Vail	Eagle	47
<b>Connecticut</b>		
Bridgeport/Danbury	Fairfield	43
Cromwell/Old Saybrook	Middlesex	35
Hartford	Hartford	43
Lakeville/Salisbury	Litchfield	43
New Haven	New Haven	39
New London/Groton	New London	39
Putnam/Danielson	Windham	35
Storrs/Mansfield	Tolland	35
<b>Delaware</b>		
Dover	Kent	39
Lewes	Sussex	43
Wilmington	New Castle	39
<b>District of Columbia</b>		
Washington, DC (also the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's County in Maryland) (see also Maryland and Virginia)		51
<b>Florida</b>		
Altamonte Springs	Seminole	43
Bradenton	Manatee	35
Cocoa Beach	Brevard	39
Daytona Beach	Volusia	43
Fort Lauderdale	Broward	47
Fort Myers	Lee	47
Fort Pierce	Saint Lucie	43
Fort Walton Beach	Okaloosa	43
Gainesville	Alachua	39
Gulf Breeze	Santa Rosa	43
Jacksonville/Mayport Naval Station/Fernadina Beach	Duval, City of Jacksonville, and Nassau	39
Key West	Monroe	47
Kissimmee	Osceola	39
Lakeland	Polk	39
Leesburg	Lake	35
Miami	Miami-Dade	47
Naples	Collier	43
Ocala	Marion	35
Orlando	Orange	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Palm Beach	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island, and West Palm Beach)	47
Panama City	Bay	43
Pensacola	Escambia	35
Punta Gorda	Charlotte	39
Sarasota	Sarasota	43
Sebring	Highlands	35
St Augustine	St Johns	43
Stuart	Martin	43
Tallahassee	Leon	39
Tampa/St. Petersburg	Pinellas and Hillsborough	43
Vero Beach	Indian River	35
<b>Georgia</b>		
Athens	Clarke	39
Atlanta/Stone Mountain/Smyrna	Fulton, DeKalb, and Cobb	43
Columbus	Muscogee	39
Conyers	Rockdale	39
Duluth/Norcross/Lawrenceville	Gwinnett	43
Savannah	Chatham	43
<b>Idaho</b>		
Boise	Ada	43
Coeur d'Alene	Kootenai	39
Ketchum	Blaine (except Sun Valley)	43
McCall	Valley	43
Sun Valley	City limits of Sun Valley	43
<b>Illinois</b>		
Aurora	Kane (except Elgin)	35
Chicago	Cook and Lake	51
Elgin	City Limits of Elgin	35
Oak Brook Terrace	Dupage	43
Rockford	Winnebago	35
<b>Indiana</b>		
Fort Wayne	Allen	35
Indianapolis/Carmel	Marion and Hamilton; Fort Benjamin Harrison	47
Lafayette	Tippecanoe	35
Michigan City	La Porte	39
Nashville	Brown	43
South Bend	St. Joseph	39
Valparaiso/Burlington Beach	Porter	39
<b>Iowa</b>		
Des Moines	Polk	35
<b>Kansas</b>		
Kansas City/Overland Park	Johnson and Wyandotte	43
Wichita	Sedgwick	43

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>Kentucky</b>		
Covington/Hebron/Florence/Newport	Kenton, Boone, and Campbell	43
Lexington	Fayette	35
Louisville	Jefferson	43
<b>Louisiana</b>		
Baton Rouge	East Baton Rouge Parish	43
Lake Charles	Calcasieu Parish	39
New Orleans	Orleans, St. Bernard, and Jefferson Parish	47
Shreveport	Caddo Parrish and Bossier Parrish	43
St. Francisville	West Feliciana Parish	43
<b>Maine</b>		
Bar Harbor	Hancock	43
Kennebunk/Kittery/Sanford	York	43
Portland	Cumberland, Sagadahoc, and Lincoln	43
Rockport	Knox	47
<b>Maryland</b>		
(For the counties of Montgomery and Prince George's, see District of Columbia)		
Aberdeen/Bel Air/Belcamp/Edgewood	Harford	43
Annapolis	Anne Arundel	47
Baltimore	Baltimore	47
Cambridge/St. Michaels	Dorchester and Talbot	47
Columbia	Howard	47
Frederick	Frederick	35
Lexington Park/Leonardtown/Lusby	St. Mary's and Calvert	39
Ocean City	Worcester	47
<b>Massachusetts</b>		
Andover	Essex	43
Boston	Suffolk	51
Cambridge	City limits of Cambridge	51
Falmouth	City limits of Falmouth	39
Hyannis	Barnstable	43
Lowell/Chelmsford/Tewksbury	Middlesex	39
Martha's Vineyard	Dukes	47
Nantucket	Nantucket	47
New Bedford	City limits of New Bedford	39
Northampton	Hampshire	39
Pittsfield	Berkshire	43
Plymouth	Plymouth	39
Quincy	Norfolk	43
Springfield	Hampden	39
Taunton	Bristol (except New Bedford)	35
Worcester	Worcester	39

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>Michigan</b>		
Ann Arbor	Washtenaw	43
Benton Harbor/St. Joseph/Stevensville	Berrien	35
Charlevoix	Charlevoix	43
Detroit	Wayne	51
East Lansing/Lansing	Ingham and Eaton	43
Frankenmuth	Saginaw	35
Frankfort	Benzie	35
Grand Rapids	Kent	39
Holland	Ottawa	39
Leland	Leelanau	39
Mackinac Island	Mackinac	47
Midland	Midland	39
Mt. Pleasant	Isabella	39
Muskegon	Muskegon	35
Ontonagon/Baraga/Houghton	Ontonagon/Baraga/Houghton	35
Petoskey	Emmet	43
Pontiac/Auburn Hills	Oakland	43
Sault Ste Marie	Chippewa	39
South Haven	Van Buren	39
Traverse City	Grand Traverse	47
Warren	Macomb	39
<b>Minnesota</b>		
Coon Rapids/Ramsey	Anoka	39
Eagan/Burnsville	Dakota	39
Duluth	St. Louis	43
Minneapolis/St. Paul	Hennepin and Ramsey	51
Rochester	Olmsted	39
<b>Mississippi</b>		
Biloxi/Gulfport	Harrison	43
Robinsonville	Tunica	35
<b>Missouri</b>		
Jefferson City	Cole	35
Kansas City	Jack,son, Clay, Cass, and Platte	47
Osage Beach	Camden and Miller	35
Springfield	Greene	35
St. Louis	St. Louis and St. Charles	51
St. Robert/Fort Leonardwood	Pulaski	35
<b>Montana</b>		
Big Sky	Gallatin (except West Yellowstone)	47
Polson/Kalispell	Lake and Flathead	35
West Yellowstone	City limits of West Yellowstone	39
<b>Nebraska</b>		
Omaha	Douglas	43
<b>Nevada</b>		
Incline Village/Crystal Bay	City limits of Incline Village and Crystal Bay	43
Las Vegas	Clark County	43
Stateline	Douglas	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>New Hampshire</b>		
Concord	Merrimack	39
Conway	Carroll	43
Durham	Strafford	35
Lebanon/Lincoln/Sunapee	Grafton and Sullivan	39
Laconia	Belknap	39
Manchester	Hillsborough	39
Portsmouth	Rockingham	43
<b>New Jersey</b>		
Atlantic City	Atlantic	47
Cape May	Cape May (except Ocean City)	47
Cherry Hill/Morrestown	Camden and Burlington	47
Eatontown/Freehold	Monmouth	43
Edison	Middlesex (except Piscataway)	35
Flemington	Hunterdon	39
Millville	Cumberland	35
Newark	Essex, Bergen, Hudson, and Passaic	47
Ocean City	City limits of Ocean City (Cape May County)	43
Parsippany	Morris	43
Piscataway/Belle Mead	Somerset and city limits of Piscataway	43
Princeton/Trenton	Mercer	47
Tom's River	Ocean	43
Springfield/Cranford	Union	43
<b>New Mexico</b>		
Albuquerque	Bernalillo	43
Los Alamos/Espanola	Los Alamos and Rio Arriba	39
Santa Fe	Santa Fe	47
<b>New York</b>		
Albany	Albany	47
The Bronx/Brooklyn/Queens/Staton Island	The boroughs of the Bronx, Brooklyn, Queens, and Richmond	47
Buffalo	Erie	43
Glens Falls	Warren	39
Ithaca	Tompkins	39
Kingston	Ulster	43
Lake Placid	Essex	43
Manhattan	The borough of Manhattan	51
Carle Place/Garden City/Glen Cove/Great Neck/Plainview/Rockville Centre/Syosset/Uniondale/Woodbury	Nassau	47
Niagara Falls	Niagara	39
Nyack/Palisades	Rockland	43
Owego	Tioga	35
Poughkeepsie	Dutchess	43
Rochester	Monroe	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Saratoga Springs/ Schenectady	Saratoga and Schenectady	43
Riverhead/Ron Kon Koma/ Melville	Suffolk	43
Syracuse	Onondaga	39
Tarrytown	Westchester (except White Plains)	47
Waterloo/Romulus	Seneca	35
West Point	Orange	39
White Plains	City limits of White Plains	47
<b>North Carolina</b>		
Atlantic Beach	Carteret	35
Chapel Hill	Orange	43
Charlotte	Mecklenburg	43
Cherokee	Swain	35
Durham	Durham	47
Greensboro	Guilford	43
Greenville	Pitt	35
Kill Devil	Dare	43
New Bern/Havelock	Craven	39
Raleigh	Wake	43
Wilmington	New Hanover	39
Winston-Salem	Forsyth	43
<b>Ohio</b>		
Akron	Summit	43
Bellevue	Huron	35
Cincinnati	Hamilton and Clermont	51
Cleveland	Cuyahoga	47
Columbus	Franklin	43
Dayton/Fairborn	Montgomery, Greene, Darke	35
Geneva	Ashtabula	39
Hamilton	Butler and Warren	39
Lancaster	Fairfield	35
Port Clinton	Ottawa	39
Sandusky	Erie	43
Toledo	Lucas	35
<b>Oklahoma</b>		
Oklahoma City	Oklahoma	43
<b>Oregon</b>		
Ashland	Jackson	47
Beaverton	Washington	43
Bend	Deschutes	43
Clackamas	Clackamas	39
Crater Lake	Klamath	35
Eugene	Lane (except Florence)	43
Florence	City limits of Florence	39
Gold Beach	Curry	35
Lincoln City	Lincoln	39
Portland	Multnomah	43
Seaside	Clatsop	39
<b>Pennsylvania</b>		
Allentown/Easton/Bethlehem	Lehigh and Northampton	35

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Chester/Radnor/Essington	Delaware	39
Erie	Erie	35
Gettysburg	Adams	39
Harrisburg	Dauphin (except Hershey)	47
Hershey	City limits of Hershey	43
King of Prussia/ Fort Washington/ Warminster	Montgomery and Bucks	47
Lancaster	Lancaster	43
Malvern/Frazer/Exton	Chester	43
Mechanicsburg	Cumberland	35
Philadelphia	Philadelphia	51
Pittsburgh	Allegheny	47
Reading	Berks	43
Scranton	Lackawanna	35
<b>Rhode Island</b>		
East Greenwich	Kent; Naval Construction Battalion Center, Davisville	43
Jamestown/Middletown/ Newport	Newport	47
Providence	Providence	47
<b>South Carolina</b>		
Charleston	Charleston, Berkeley, and Dorchester	43
Columbia	Richland	35
Greenville	Greenville	43
Hilton Head	Beaufort	47
Myrtle Beach	Horry	47
<b>South Dakota</b>		
Custer	Custer	35
Hot Springs	Fall River	35
Rapid City	Pennington	35
<b>Tennessee</b>		
Gatlinburg/Townsend	Sevier and Blount	43
Memphis	Shelby	43
Nashville	Davidson	47
Brentwood/Franklin	Williamson	35
<b>Texas</b>		
Amarillo	Potter	35
Arlington/Fort Worth	Tarrant	39
Austin	Travis	43
College Station	Brazos	39
Corpus Christi	Nueces	43
Dallas	City limits of Dallas and Dallas County	51
El Paso	El Paso	35
Galveston	Galveston	47
Grapevine	City limits of Grapevine	39
Houston	Montgomery, Fort Bend, Harris, and L.B. Johnson Space Center	47
Killeen	Bell	35

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Laredo	Webb	35
McAllen	Hidalgo	39
Plano	Collin	39
San Antonio	Bexar	47
South Padre Island	Cameron	39
Waco	McLennan	35
<b>Utah</b>		
Bullfrog	San Juan	35
Park City	Summit	47
Provo	Utah	43
Salt Lake City	Salt Lake and Tooele	39
<b>Vermont</b>		
Burlington/St. Albans	Chittenden and Franklin	39
Manchester	Bennington	47
Montpelier	Washington	35
White River Junction	Windsor	35
<b>Virginia</b>		
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia)		
Charlottesville	City of Charlottesville, Albermarle	47
Lynchburg <sup>4</sup>	Campbell	43
Manassas <sup>4</sup>	City of	39
Petersburg <sup>4</sup>	City of	35
Richmond <sup>4</sup>	Chesterfield, Goochland, Henrico, and the city of Richmond	43
Roanoke <sup>4</sup>	City limits of	39
Virginia Beach <sup>4</sup>	Cities of Virginia Beach (Norfolk, Portsmouth, Chesapeake) and Suffolk <sup>4</sup>	43
Wallops Island	Accomack	39
Williamsburg	Jame City, cities of Williamsburg, Pogooson, Hampton, and Newport News; York	43
Wintergreen	Nelson	47
Woodbridge	Prince William	39
<b>Washington</b>		
Anacortes/Camano Island/Coupeville	San Juan (except Friday Harbor), Skagit and Island	43
Bremerton	Kitsap	39
Everett	Snohomish (except Lynnwood)	43

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Friday Harbor <sup>4</sup>	City limits of	47
Lynnwood <sup>4</sup>	City limits of	39
Ocean Shores	Grays Harbor	43
Olympia/Tumwater	Thurston	43
Port Angeles <sup>4</sup>	City limits of	43
Port Townsend	Jefferson	39
Seattle	King	51
Sequim	Clallam (except Port Angeles)	39
Spokane	Spokane	43
Tacoma	Pierce	35
<b>West Virginia</b>		
Berkeley Springs	Morgan	39
Charleston	Kanawha	43
Martinsburg/Hedgesville	Berkley	35
Morgantown	Monongalia	39
Shepherdstown	Jefferson	39
Wheeling	Ohio	39
<b>Wisconsin</b>		
Brookfield	Waukesha	43
Green Bay	Brown	39
Lake Geneva	Walworth	43
Madison	Dane	43
Milwaukee	Milwaukee	47
Racine	Racine	35
Sheboygan	Sheboygan	35
Sturgeon Bay	Door	39
Wisconsin Dells	Columbia	43
<b>Wyoming</b>		
Cody	Park	35
Jackson	Teton	47

1 The per diem locality is defined as all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries.

2 Per diem localities with county definitions shall include all locations located within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties.

3 When military installations or government-related facilities (whether or not specifically named) are located partially within the city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates that apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

4 Denotes independent cities.

**A-2.5 Special Situations — Meal Reductions**

When meals are furnished at no charge or nominal fee by a federal government agency, private company, etc. at a temporary duty station, meeting, conference, or training session, the per diem will be appropriately reduced as follows.

Per Diem Rate	Breakfast	Lunch	Dinner
High Cost 51 per day	\$10	\$12	\$26
47 per day	\$9	\$11	\$24
High Cost 43 per day	\$9	\$9	\$22
High Cost 39 per day	\$8	\$8	\$20
High Cost 35 per day	\$7	\$7	\$18
Average Cost 31 per day	\$6	\$6	\$16
Norman, OK 31 per day	\$4	\$6	\$13
Alaska, Hawaii, Puerto Rico, U.S. Possessions 51 per day	\$10	\$12	\$26
International	15% of the applicable daily rate	25% of the applicable daily rate	40% of the applicable daily rate

\* \* \* \* \*

**Handbook F-12, Relocation Policy**

\* \* \* \* \*

**Appendix B Reimbursement Rates**

\* \* \* \* \*

**I. Mileage Rates**

**A. Standard mileage rates**

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

Vehicle	Cents per mile
Privately owned automobile	37.5
Privately owned motorcycle	28.5
Privately owned airplane	99.5

**B. Relocation-related advance round trip and/or en route to new duty station**

*[Revise the first sentence of item B to read as follows:]*

The allowable rate is 37.5 cents per mile.

\* \* \* \* \*

**C. High cost localities**

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

The following key cities and/or areas are classified as localities with above average lodging costs. The daily per diem rate applicable for each of these localities is indicated:

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>Alabama</b>		
Birmingham	Jefferson and Shelby	43
Gulf Shores	Baldwin	39
Huntsville	Madison and Limestone	39
Montgomery	Montgomery	43
Tuscaloosa	Tuscaloosa	35
<b>Arizona</b>		
Flagstaff/Kayenta	All points in Coconino County not covered under Grand Canyon per diem area, Navajo	39
Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	47
Phoenix and Scottsdale	Maricopa	47
Tucson	Pima	43
Yuma	Yuma	39
<b>Arkansas</b>		
Hot Springs	Garland	35
Little Rock	Pulaski	39
Denver	Denver, Adams, and Arapahoe	47
Durango	La Plata	43
Fort Collins	Larimer (except Loveland)	39
<b>California</b>		
Antioch/Brentwood/Lafayette/Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek	Contra Costa County	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Bakersfield/Delano	Kern, Naval Weapons Center and Ordinance Test Station, China Lake	43
Barstow/Ontario/Victorville	San Bernadino	43
Benicia/Dixon/Fairfield/Vacaville/Vallejo	Solano	47
Clearlake	Lake	35
Death Valley	Inyo	47
Fresno	Fresno	35
Los Angeles	Los Angeles, Orange, and Ventura; Edwards AFB (see Santa Monica)	51
Mammoth Lakes	Mono	47
Mill Valley/San Rafael/Novato	Marin	47
Modesto	Stanislaus	39
Monterey	Monterey	47
Napa	Napa	47
Oakhurst	Madera	43
Oakland	Alameda	43
Palm Springs	Riverside	47
Point Arena/Gualala	Mendocino	43
Redding	Shasta	35
Sacramento	Sacramento	47
San Diego	San Diego	51
San Francisco	San Francisco	51
San Luis Obispo	San Luis Obispo	43
San Mateo/Foster City/Belmont	San Mateo	47
Santa Barbara	Santa Barbara	43
Santa Cruz	Santa Cruz	47
Santa Monica	City limits of Santa Monica	43
South Lake Tahoe	El Dorado	47
Sunnyvale/Palo Alto/San Jose	Santa Clara	51
Tahoe City	Placer	47
Truckee	Nevada	47
Visalia/Lemoore	Tulare and Kings	43
West Sacramento	Yolo	35
Yosemite National Park	Mariposa	47
<b>Colorado</b>		
Aspen	Pitkin	47
Boulder/Broomfield	Boulder and Broomfield	47
Colorado Springs	El Paso	43
Cortez	Montezuma	35
Crested Butte	City limits of Crested Butte (Gunnison County)	47
Denver	Denver, Adams and Arapahoe, that portion of Westminster located in Jefferson County, and Lone Tree in Douglas County	47
Durango	La Plata	43

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Fort Collins	Larimer (except Loveland)	39
Glenwood Springs	Garfield	35
Grand Junction	Mesa	35
Gunnison	Gunnison (except Crested Butte)	39
Lakewood	Jefferson	39
Loveland	City limits of Loveland	35
Montrose	Montrose	39
Pueblo	Pueblo	39
Silverthorne/Breckenridge	Summit	43
Steamboat Springs	Routt	43
Telluride	San Miguel	47
Vail	Eagle	47
<b>Connecticut</b>		
Bridgeport/Danbury	Fairfield	43
Cromwell/Old Saybrook	Middlesex	35
Hartford	Hartford	43
Lakeville/Salisbury	Litchfield	43
New Haven	New Haven	39
New London/Groton	New London	39
Putnam/Danielson	Windham	35
Storrs/Mansfield	Tolland	35
<b>Delaware</b>		
Dover	Kent	39
Lewes	Sussex	43
Wilmington	New Castle	39
<b>District of Columbia</b>		
Washington, DC (also the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's County in Maryland) (see also Maryland and Virginia)		51
<b>Florida</b>		
Altamonte Springs	Seminole	43
Bradenton	Manatee	35
Cocoa Beach	Brevard	39
Daytona Beach	Volusia	43
Fort Lauderdale	Broward	47
Fort Myers	Lee	47
Fort Pierce	Saint Lucie	43
Fort Walton Beach	Okaloosa	43
Gainesville	Alachua	39
Gulf Breeze	Santa Rosa	43
Jacksonville/Mayport Naval Station/Fernadina Beach	Duval, City of Jacksonville, and Nassau	39
Key West	Monroe	47
Kissimmee	Osceola	39
Lakeland	Polk	39
Leesburg	Lake	35
Miami	Miami-Dade	47
Naples	Collier	43
Ocala	Marion	35
Orlando	Orange	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Palm Beach	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island, and West Palm Beach)	47
Panama City	Bay	43
Pensacola	Escambia	35
Punta Gorda	Charlotte	39
Sarasota	Sarasota	43
Sebring	Highlands	35
St Augustine	St Johns	43
Stuart	Martin	43
Tallahassee	Leon	39
Tampa/St. Petersburg	Pinellas and Hillsborough	43
Vero Beach	Indian River	35
<b>Georgia</b>		
Athens	Clarke	39
Atlanta/Stone Mountain/Smyrna	Fulton, DeKalb, and Cobb	43
Columbus	Muscogee	39
Conyers	Rockdale	39
Duluth/Norcross/Lawrenceville	Gwinnett	43
Savannah	Chatham	43
<b>Idaho</b>		
Boise	Ada	43
Coeur d'Alene	Kootenai	39
Ketchum	Blaine (except Sun Valley)	43
McCall	Valley	43
Sun Valley	City limits of Sun Valley	43
<b>Illinois</b>		
Aurora	Kane (except Elgin)	35
Chicago	Cook and Lake	51
Elgin	City Limits of Elgin	35
Oak Brook Terrace	Dupage	43
Rockford	Winnebago	35
<b>Indiana</b>		
Fort Wayne	Allen	35
Indianapolis/Carmel	Marion and Hamilton; Fort Benjamin Harrison	47
Lafayette	Tippecanoe	35
Michigan City	La Porte	39
Nashville	Brown	43
South Bend	St. Joseph	39
Valparaiso/Burlington Beach	Porter	39
<b>Iowa</b>		
Des Moines	Polk	35
<b>Kansas</b>		
Kansas City/Overland Park	Johnson and Wyandotte	43
Wichita	Sedgwick	43

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>Kentucky</b>		
Covington/Hebron/Florence/Newport	Kenton, Boone, and Campbell	43
Lexington	Fayette	35
Louisville	Jefferson	43
<b>Louisiana</b>		
Baton Rouge	East Baton Rouge Parish	43
Lake Charles	Calcasieu Parish	39
New Orleans	Orleans, St. Bernard, and Jefferson Parish	47
Shreveport	Caddo Parrish and Bossier Parrish	43
St. Francisville	West Feliciana Parish	43
<b>Maine</b>		
Bar Harbor	Hancock	43
Kennebunk/Kittery/Sanford	York	43
Portland	Cumberland, Sagadahoc, and Lincoln	43
Rockport	Knox	47
<b>Maryland</b>		
(For the counties of Montgomery and Prince George's, see District of Columbia)		
Aberdeen/Bel Air/Belcamp/Edgewood	Harford	43
Annapolis	Anne Arundel	47
Baltimore	Baltimore	47
Cambridge/St. Michaels	Dorchester and Talbot	47
Columbia	Howard	47
Frederick	Frederick	35
Lexington Park/Leonardtown/Lusby	St. Mary's and Calvert	39
Ocean City	Worcester	47
<b>Massachusetts</b>		
Andover	Essex	43
Boston	Suffolk	51
Cambridge	City limits of Cambridge	51
Falmouth	City limits of Falmouth	39
Hyannis	Barnstable	43
Lowell/Chelmsford/Tewksbury	Middlesex	39
Martha's Vineyard	Dukes	47
Nantucket	Nantucket	47
New Bedford	City limits of New Bedford	39
Northampton	Hampshire	39
Pittsfield	Berkshire	43
Plymouth	Plymouth	39
Quincy	Norfolk	43
Springfield	Hampden	39
Taunton	Bristol (except New Bedford)	35
Worcester	Worcester	39

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>Michigan</b>		
Ann Arbor	Washtenaw	43
Benton Harbor/St. Joseph/Stevensville	Berrien	35
Charlevoix	Charlevoix	43
Detroit	Wayne	51
East Lansing/Lansing	Ingham and Eaton	43
Frankenmuth	Saginaw	35
Frankfort	Benzie	35
Grand Rapids	Kent	39
Holland	Ottawa	39
Leland	Leelanau	39
Mackinac Island	Mackinac	47
Midland	Midland	39
Mt. Pleasant	Isabella	39
Muskegon	Muskegon	35
Ontonagon/Baraga/Houghton	Ontonagon/Baraga/Houghton	35
Petoskey	Emmet	43
Pontiac/Auburn Hills	Oakland	43
Sault Ste Marie	Chippewa	39
South Haven	Van Buren	39
Traverse City	Grand Traverse	47
Warren	Macomb	39
<b>Minnesota</b>		
Coon Rapids/Ramsey	Anoka	39
Eagan/Burnsville	Dakota	39
Duluth	St. Louis	43
Minneapolis/St. Paul	Hennepin and Ramsey	51
Rochester	Olmsted	39
<b>Mississippi</b>		
Biloxi/Gulfport	Harrison	43
Robinsonville	Tunica	35
<b>Missouri</b>		
Jefferson City	Cole	35
Kansas City	Jack,son, Clay, Cass, and Platte	47
Osage Beach	Camden and Miller	35
Springfield	Greene	35
St. Louis	St. Louis and St. Charles	51
St. Robert/Fort Leonardwood	Pulaski	35
<b>Montana</b>		
Big Sky	Gallatin (except West Yellowstone)	47
Polson/Kalispell	Lake and Flathead	35
West Yellowstone	City limits of West Yellowstone	39
<b>Nebraska</b>		
Omaha	Douglas	43
<b>Nevada</b>		
Incline Village/Crystal Bay	City limits of Incline Village and Crystal Bay	43
Las Vegas	Clark County	43
Stateline	Douglas	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
<b>New Hampshire</b>		
Concord	Merrimack	39
Conway	Carroll	43
Durham	Strafford	35
Lebanon/Lincoln/Sunapee	Grafton and Sullivan	39
Laconia	Belknap	39
Manchester	Hillsborough	39
Portsmouth	Rockingham	43
<b>New Jersey</b>		
Atlantic City	Atlantic	47
Cape May	Cape May (except Ocean City)	47
Cherry Hill/Morrestown	Camden and Burlington	47
Eatontown/Freehold	Monmouth	43
Edison	Middlesex (except Piscataway)	35
Flemington	Hunterdon	39
Millville	Cumberland	35
Newark	Essex, Bergen, Hudson, and Passaic	47
Ocean City	City limits of Ocean City (Cape May County)	43
Parsippany	Morris	43
Piscataway/Belle Mead	Somerset and city limits of Piscataway	43
Princeton/Trenton	Mercer	47
Tom's River	Ocean	43
Springfield/Cranford	Union	43
<b>New Mexico</b>		
Albuquerque	Bernalillo	43
Los Alamos/Espanola	Los Alamos and Rio Arriba	39
Santa Fe	Santa Fe	47
<b>New York</b>		
Albany	Albany	47
The Bronx/Brooklyn/Queens/Staton Island	The boroughs of the Bronx, Brooklyn, Queens, and Richmond	47
Buffalo	Erie	43
Glens Falls	Warren	39
Ithaca	Tompkins	39
Kingston	Ulster	43
Lake Placid	Essex	43
Manhattan	The borough of Manhattan	51
Carle Place/Garden City/Glen Cove/Great Neck/Plainview/Rockville Centre/Syosset/Uniondale/Woodbury	Nassau	47
Niagara Falls	Niagara	39
Nyack/Palisades	Rockland	43
Owego	Tioga	35
Poughkeepsie	Dutchess	43
Rochester	Monroe	47

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Saratoga Springs/Schenectady	Saratoga and Schenectady	43
Riverhead/Ron Kon Koma/Melville	Suffolk	43
Syracuse	Onondaga	39
Tarrytown	Westchester (except White Plains)	47
Waterloo/Romulus	Seneca	35
West Point	Orange	39
White Plains	City limits of White Plains	47
<b>North Carolina</b>		
Atlantic Beach	Carteret	35
Chapel Hill	Orange	43
Charlotte	Mecklenburg	43
Cherokee	Swain	35
Durham	Durham	47
Greensboro	Guilford	43
Greenville	Pitt	35
Kill Devil	Dare	43
New Bern/Havelock	Craven	39
Raleigh	Wake	43
Wilmington	New Hanover	39
Winston-Salem	Forsyth	43
<b>Ohio</b>		
Akron	Summit	43
Bellevue	Huron	35
Cincinnati	Hamilton and Clermont	51
Cleveland	Cuyahoga	47
Columbus	Franklin	43
Dayton/Fairborn	Montgomery, Greene, Darke	35
Geneva	Ashtabula	39
Hamilton	Butler and Warren	39
Lancaster	Fairfield	35
Port Clinton	Ottawa	39
Sandusky	Erie	43
Toledo	Lucas	35
<b>Oklahoma</b>		
Oklahoma City	Oklahoma	43
<b>Oregon</b>		
Ashland	Jackson	47
Beaverton	Washington	43
Bend	Deschutes	43
Clackamas	Clackamas	39
Crater Lake	Klamath	35
Eugene	Lane (except Florence)	43
Florence	City limits of Florence	39
Gold Beach	Curry	35
Lincoln City	Lincoln	39
Portland	Multnomah	43
Seaside	Clatsop	39
<b>Pennsylvania</b>		
Allentown/Easton/Bethlehem	Lehigh and Northampton	35

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Chester/Radnor/Essington	Delaware	39
Erie	Erie	35
Gettysburg	Adams	39
Harrisburg	Dauphin (except Hershey)	47
Hershey	City limits of Hershey	43
King of Prussia/Fort Washington/Warminster	Montgomery and Bucks	47
Lancaster	Lancaster	43
Malvern/Frazer/Exton	Chester	43
Mechanicsburg	Cumberland	35
Philadelphia	Philadelphia	51
Pittsburgh	Allegheny	47
Reading	Berks	43
Scranton	Lackawanna	35
<b>Rhode Island</b>		
East Greenwich	Kent; Naval Construction Battalion Center, Davisville	43
Jamestown/Middletown/Newport	Newport	47
Providence	Providence	47
<b>South Carolina</b>		
Charleston	Charleston, Berkeley, and Dorchester	43
Columbia	Richland	35
Greenville	Greenville	43
Hilton Head	Beaufort	47
Myrtle Beach	Horry	47
<b>South Dakota</b>		
Custer	Custer	35
Hot Springs	Fall River	35
Rapid City	Pennington	35
<b>Tennessee</b>		
Gatlinburg/Townsend	Sevier and Blount	43
Memphis	Shelby	43
Nashville	Davidson	47
Brentwood/Franklin	Williamson	35
<b>Texas</b>		
Amarillo	Potter	35
Arlington/Fort Worth	Tarrant	39
Austin	Travis	43
College Station	Brazos	39
Corpus Christi	Nueces	43
Dallas	City limits of Dallas and Dallas County	51
El Paso	El Paso	35
Galveston	Galveston	47
Grapevine	City limits of Grapevine	39
Houston	Montgomery, Fort Bend, Harris, and L.B. Johnson Space Center	47
Killeen	Bell	35

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Laredo	Webb	35
McAllen	Hidalgo	39
Plano	Collin	39
San Antonio	Bexar	47
South Padre Island	Cameron	39
Waco	McLennan	35
<b>Utah</b>		
Bullfrog	San Juan	35
Park City	Summit	47
Provo	Utah	43
Salt Lake City	Salt Lake and Tooele	39
<b>Vermont</b>		
Burlington/St. Albans	Chittenden and Franklin	39
Manchester	Bennington	47
Montpelier	Washington	35
White River Junction	Windsor	35
<b>Virginia</b>		
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia)		
Charlottesville	City of Charlottesville, Albermarle	47
Lynchburg <sup>4</sup>	Campbell	43
Manassas <sup>4</sup>	City of	39
Petersburg <sup>4</sup>	City of	35
Richmond <sup>4</sup>	Chesterfield, Goochland, Henrico, and the city of Richmond	43
Roanoke <sup>4</sup>	City limits of	39
Virginia Beach <sup>4</sup>	Cities of Virginia Beach (Norfolk, Portsmouth, Chesapeake) and Suffolk <sup>4</sup>	43
Wallops Island	Accomack	39
Williamsburg	Jame City, cities of Williamsburg, Pogooson, Hampton, and Newport News; York	43
Wintergreen	Nelson	47
Woodbridge	Prince William	39
<b>Washington</b>		
Anacortes/Camano Island/Coupeville	San Juan (except Friday Harbor), Skagit and Island	43
Bremerton	Kitsap	39
Everett	Snohomish (except Lynnwood)	43

State and Key City <sup>1</sup>	County and/or Other Defined Location <sup>2,3</sup>	Rate (\$)
Friday Harbor <sup>4</sup>	City limits of	47
Lynnwood <sup>4</sup>	City limits of	39
Ocean Shores	Grays Harbor	43
Olympia/Tumwater	Thurston	43
Port Angeles <sup>4</sup>	City limits of	43
Port Townsend	Jefferson	39
Seattle	King	51
Sequim	Clallam (except Port Angeles)	39
Spokane	Spokane	43
Tacoma	Pierce	35
<b>West Virginia</b>		
Berkeley Springs	Morgan	39
Charleston	Kanawha	43
Martinsburg/Hedgesville	Berkley	35
Morgantown	Monongalia	39
Shepherdstown	Jefferson	39
Wheeling	Ohio	39
<b>Wisconsin</b>		
Brookfield	Waukesha	43
Green Bay	Brown	39
Lake Geneva	Walworth	43
Madison	Dane	43
Milwaukee	Milwaukee	47
Racine	Racine	35
Sheboygan	Sheboygan	35
Sturgeon Bay	Door	39
Wisconsin Dells	Columbia	43
<b>Wyoming</b>		
Cody	Park	35
Jackson	Teton	47

1 The per diem locality is defined as all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries.

2 Per diem localities with county definitions shall include all locations located within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties.

3 When military installations or government-related facilities (whether or not specifically named) are located partially within the city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates that apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

4 Denotes independent cities.

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# Information Technology

HANDBOOK REVISION

## Handbook AS-885, *usps.com* Development Process and Standards

Effective September 30, 2004, Section 5-5.7 of Handbook AS-885, *usps.com Development Process and Standards*, is revised to provide Postal Service™ requirements on the use of exit pages related to *usps.com*.

We will incorporate this revision into the next printed version of the handbook and into the online version of Handbook AS-885, which is available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

### Handbook AS-885, *usps.com Development Process and Standards*

\* \* \* \* \*

#### 5 Phase III — Application and Technical Development

\* \* \* \* \*

#### 5.5 Development Standards

\* \* \* \* \*

#### 5-5.7 Exit Page Requirements

[Revise 5-5.7 to read as follows:]

Any link on *usps.com* that takes users out of the postal-controlled computing environment must display an exit page as required by this section (see Exhibit 5-5.7).

#### Exhibit 5-5.7 Exit Page Requirements

The Receiving Site	Further Defined As	Requires
Is substantially different from <i>usps.com</i>	Any Web page linked from <i>usps.com</i> that a reasonable person would determine possesses a substantially different look and feel, and that has a distinct URL separate and apart from the domain of <i>usps.com</i> .	No exit page.
Is in compliance with the Postal Service (IT) security and Privacy Policy or <i>usps.com</i>	Any Web page linked from <i>usps.com</i> that abides by the Postal Service (IT) security requirements, Privacy Policy, and Terms of Use of <i>usps.com</i>	No exit page.
Is similar to <i>usps.com</i>	Any web page linked from <i>usps.com</i> that might create a likelihood of confusion so that a person could reasonably believe that the site is under the operation and control of <i>usps.com</i> and/or operated in compliance with the policies of USPS. Examples of such confusion include, but are not limited to, sites that display the USPS logo or a deceptively similar logo, or where the URL and/or the look and feel of the pages are similar to that of <i>usps.com</i> .	An exit page with a reasonable means to return to <i>usps.com</i> ,  unless  such web page has adopted the Postal Service (IT) security requirements, Privacy Policy, and Terms of Use of <i>usps.com</i> pursuant to Section 2 of this handbook.  <i>Note:</i> See exit page content.

### 5-5.7.1 When Exit Pages Are Required

Any Web page linked from *usps.com* that is likely to lead people to believe, erroneously, that the site is under the operation and control of *usps.com* and/or operated in compliance with the policies of the Postal Service, must have an exit page unless it has adopted the Postal Service (IT) security requirements, Privacy Policy, and Terms of Use of *usps.com* pursuant to Section 2 of this handbook. Examples of such confusion include, but are not limited to, sites that display the USPS logo or a similar logo, or where the URL and/or the look and feel of the pages are similar to that of *usps.com*. In such cases, the exit page must provide the user with a reasonable means to return to *usps.com*.

All exit pages required by this section must contain the following language, unless otherwise approved by the Law Department:

## You Are Now Leaving USPS.com

Once you leave you will fall under the policies and procedures of the  
http:[insert top-level web address] Web site.

***Thanks for visiting. Please come again soon.***

### 5-5.7.2 When Exit Pages Are Not Required

#### **If a receiving site is substantially different from *usps.com*:**

Any Web page linked from *usps.com* that a reasonable person would determine possesses a substantially different look and feel, and that has a distinct URL separate and apart from the domain of *usps.com*, does not require an exit page.

#### **If a site is in compliance with Postal Service (IT) security and privacy policies or terms of use of *usps.com*:**

Any Web page linked from *usps.com* that abides by the Postal Service (IT) security requirements, Privacy Policy, and Terms of Use of *usps.com* pursuant to Section 2 of this handbook does not require an exit page.

\* \* \* \* \*

— Corporate Information Security Office,  
Vice President/Chief Technology Officer, 9-30-04

## HANDBOOK REVISION

### Handbook AS-805, Information Security

Effective September 30, 2004, chapters 12 and 13 and Appendix A of Handbook AS-805, *Information Security*, are revised as shown below.

We will incorporate these revisions into the next printed version of this handbook and into the online version, which is available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

Chapter 12, Business Continuity Management (BCM), establishes Postal Service BCM requirements. BCM applies to all Postal Service information and resources and facilities designated as major information technology sites. It is designed to minimize risk to and provide cost-effective protection for our corporate assets and to support continuity of business operations and recovery of information technology applications, resources, and services. BCM is not limited to information technology operations or functions.

Chapter 13, Incident Management, provides requirements related to information security incidents that threaten the integrity, availability, or confidentiality of Postal Service information resources.

Appendix A, Consolidated Roles and Responsibilities, is updated to reflect responsibilities related to the above referenced revisions.

The Glossary and Acronyms portions of Handbook AS-805, which relate to all information security related documents, are being updated and will be published on the IT Web site only under Corporate Information Security.

**Handbook AS-805, Information Security**

\* \* \* \* \*

*[Revise the title and text of chapter 12 to read as follows:]*

**12 Business Continuity Management**

**12-1 Policy**

The Postal Service, in continuing to meet its business continuity and contingency planning commitments, protect its personnel and assets, and reduce the likelihood and impact of a disruption to essential business functions for both itself and its customers, must implement the Business Continuity Management (BCM) program. BCM is a Postal Service program designed to minimize risk to and provide cost-effective protection for Postal Service assets and to support continuity of business operations and recovery of information technology applications, resources, and services.

**12-1.1 Scope**

BCM applies to Postal Service information resources and facilities designated by the vice president, Chief Technology Officer (VP/CTO), as major information technology (IT) sites. BCM is not limited to information technology operations or functions.

**12-1.2 What BCM Comprises**

BCM comprises Business Continuity Planning (BCP), as described in section 12-4, and Disaster Recovery Planning (DRP), as described in section 12-5 of this handbook.

*Note:* Federal agencies and the Postal Service are required to establish and maintain a viable Continuity of Operations Plan (COOP) capability to ensure that essential functions will still be performed during any emergency or situation that might interrupt normal business functions. COOP identifies essential business functions and consists of plans and procedures, alternate facilities, and alternate interoperable communications and data support systems reinforced by comprehensive training, orientation, and exercise programs.

**12-2 Roles and Responsibilities**

Specific Postal Service roles and responsibilities for BCM are defined in the sections below and are depicted in Exhibit 12.2.

**12-2.1 Chief Inspector**

The chief inspector is responsible for the physical protection of Postal Service facilities, assets, and personnel and for the information security program currently delegated to the VP/CTO.

*Note:* The Inspection Service has the autonomy to manage its own network and information technology infrastructure.

**12-2.2 Vice President, Emergency Preparedness**

The vice president, Emergency Preparedness, is responsible for the following:

- a. Developing, implementing, and coordinating emergency preparedness plans to protect Postal Service employees, customers, operations, and the mail during disasters and national emergencies.
- b. Functioning as the Postal Service emergency response coordinator.

**12-2.3 Vice President, Chief Technology Officer**

The VP/CTO is responsible for the following

- a. Identifying Postal Service facilities to be designated as major IT sites.
- b. Developing a BCM program for the Postal Service. This responsibility for the BCM program has been delegated to the manager, Corporate Information Security Office.

**12-2.4 Manager, Corporate Information Security Office**

The manager, Corporate Information Security Office, has delegated the responsibility for defining, planning, developing, implementing, managing, testing, exercising, and monitoring for compliance of a sustainable information technology BCM program for the Postal Service to the manager, BCM.

**12-2.5 Manager, Business Continuity Management**

The manager, BCM, is responsible for the following:

- a. Defining, planning, developing, implementing, managing, testing, exercising, and monitoring for compliance of a sustainable BCM program for the Postal Service.
- b. Ensuring that appropriate business continuity plans (which includes the incident management team, facility recovery, and workgroup recovery) are developed, tested, and exercised for business functions and information technology services.

- c. Ensuring appropriate application disaster recovery plans (ADRP) are developed and tested for all critical and business-controlled criticality information resources that support critical business functions and services.
- d. Developing and implementing lines of communication to the CTO organization, executive sponsors, and business units, and providing consulting services concerning matters of BCM.
- e. Providing BCM awareness and training for Postal Service personnel.
- f. Ensuring compliance with BCM and information security policies.
- g. Providing disaster recovery (DR) services and processes that enhance the ability of the Postal Service to reduce interruptions to IT services at major IT sites.

#### **12-2.6 Managers of Major Information Technology Sites**

Managers of major IT sites are responsible for the following:

- a. Functioning as the Incident Management Team (IMT) leader for their respective facilities.
- b. Identifying and training key technical personnel to provide support for the BCP and the DRP for their respective facilities and information resources housed in their facilities and at the alternate DR facilities.

#### **12-2.7 Manager, Telecommunications Services**

The manager, Telecommunications Services, is responsible for the following:

- a. Ensuring that recovery plans and sufficient capacity are in place for the recovery of the telecommunications infrastructure for the IT-supported Postal Service sites.
- b. Identifying and training key technical personnel to provide support in the BCP and the DRP for information resources housed in IT-supported Postal Service sites.

#### **12-2.8 Managers of Development Centers**

Managers of development centers are responsible for the following:

- a. Providing support services to the executive sponsor through the appropriate portfolio manager for all matters relating to BCM.
- b. Ensuring the development of ADPAs for applications developed at their respective sites or applications developed under their governance and ensuring that those ADPAs are tested in accordance with their application's designated criticality.

- c. Identifying and training key technical personnel to provide support in the exercise or testing of BCP plans for their respective facilities and ADPAs for applications developed at their sites, applications developed under their governance, and applications housed at their sites or alternate site facilities.
- d. Identifying and training alternate technical personnel to support critical and business-controlled criticality applications in case of disaster.

#### **12-2.9 Information Systems Security Officers**

Information systems security officers (ISSOs) are responsible for the following:

- a. Conducting a business impact assessment (BIA) on each information resource.
- b. Ensuring that the sensitivity and criticality designations and recovery time objectives (RTOs) are properly recorded in the Enterprise Information Repository (EIR).

#### **12-2.10 Portfolio Managers**

Portfolio managers are responsible for the following:

- a. Providing coordination and support to executive sponsors for all matters relating to DR processes, e.g., coordination and support for DR costing models.
- b. Functioning as the liaison between executive sponsors and DR service providers in planning and executing DR requirements.

#### **12-2.11 Executive Sponsors**

Executive sponsors are responsible for the following:

- a. Identifying essential business functions that support the mission of the Postal Service and determining the applications that are required to support these essential business functions.
- b. Ensuring the implementation of appropriate backup and backup verification of applications.
- c. Funding application recovery (including, but not limited to, hardware/software licenses required, ADP development, testing, and maintenance) for applications.

#### **12-2.12 All Managers**

Managers at all levels are responsible for the following:

- a. Ensuring the development, exercise, and maintenance of all BCP plans and ensuring that those plans are exercised yearly.
- b. Planning for the resumption of normal business functions when notified that their facility can be safely occupied again.
- c. Complying with emergency preparedness policies and processes.

- d. Participating in BCM awareness and training activities, testing, and exercises.
- e. Ensuring that their personnel participate in BCM awareness and training activities, testing, and exercising.
- f. Providing the funding, people (e.g., site facility recovery team manager, application testers), and time necessary to develop, exercise, and maintain the BCP and DRP plans.
- g. Ensuring the development, testing, and maintenance of all ADRPs and ensuring that those plans are tested as designated by their criticality.
- h. Ensuring that information resources under their control are available and that appropriate backups are maintained.
- i. Ensuring that operational workarounds for essential components of information resources under their control are developed, tested, and maintained for use in the event the RTO cannot be met.

Activity	Executive Sponsors	Portfolio Managers	All Managers	Managers of Major Information Technology Sites	Mangers of Development Centers	ISSOs	BCM Manager
Develop, maintain, and exercise IMT plans				X/F			C
Develop, maintain, and exercise FRPs				X/F			C
Develop, maintain, and exercise WRPs				X/F			C
Develop, maintain, and test ADRPs	X/F	L		C	C		X
Certify ADRP testing	X/F	L			X		X
Backup applications	X/F	L		X	X		C
Backup information resources other than applications			X/F				C
Develop & maintain operational workarounds (where necessary)	X/F	L					C
Develop, maintain, and exercise COOP plans			X/F				C
Ensure EIR is updated with application criticality & RTO					C	X	C

- X = Responsible for accomplishment
- F = Responsible for funding
- L = Liaison and coordinating support as required
- C = Consulting support as required

**Exhibit 12.2 Business Continence Management Responsibilities**

**12-3 Business Continence Management**

The BCM processes include, but are not limited to, the following:

- a. Business continuity planning.
- b. Disaster recovery planning.
- c. Relationship of criticality and RTO.
- d. Recovery testing for IT facilities.
- e. Backup of information resources.

- f. Operational workarounds.

**12-4 Business Continuity Planning**

BCP ensures a comprehensive business recovery strategy for Postal Service information technology sites through the development, implementation, exercising, and maintenance of emergency response and business continuity plans. BCP is implemented for business units, business functions, and facilities.

### 12-4.1 Scope

Postal Service facilities designated by the VP/CTO as major information technology sites must implement a comprehensive business recovery strategy consisting of three major components: an Incident Management Team (IMT) plan, a facility recovery plan (FRP), and a workgroup recovery plan (WRP) for business units housed at the site.

### 12-4.2 Business Continuity Planning Software

The Postal Service uses a BCP Web-based planning tool for developing recovery plans and providing a central recovery plan repository. The designated Postal Service BCP software will be used to develop and maintain IMT plans, FRPs, and WRPs.

### 12-4.3 Business Continuity Plan Requirements

All business continuity plans (IMT Plan, FRP, and WRP), whether for natural disasters, man-made hazards, or work stoppages, must do the following:

- a. Define essential business functions to be performed if operations are partially or completely shut down.
- b. Contain personnel contact information and incident notification procedures.
- c. Be maintained in the designated plan repository. (A hard copy must be stored at an accessible off-site location or in a fireproof container.)
- d. Be protected as restricted information. (This requirement applies to all copies.)
- e. Provide plan access to all individuals who have a need to know.
- f. Be reviewed and updated as necessary at least every 6 months.
- g. Be exercised yearly. The goal of the yearly exercise should be to test both the accuracy and completeness of the documentation as well as the reasonableness of the plan.
- h. Be revised in response to the Lessons Learned Report issued following an exercise.

### 12-4.4 Business Continuity Plans

#### 12-4.4.1 Incident Management Team Plan

An IMT plan must be developed for all Postal Service facilities designated by the VP/CTO as major information technology sites. The plan directs the management of the crisis.

The IMT plan designates an alternate site for the relocation of IMT members. From this location, the IMT will direct all emergency management functions during and following the emergency event. This site is not intended to function as an

alternate facility for the restoration of critical business functions or as a site to restore information processing for essential business functions.

The designated alternate site is used primarily for evaluation and containment at the affected facility, although it may later serve as the facility from which restoration coordination activities are conducted.

#### 12-4.4.2 Facility Recovery Plan

An FRP must be developed for Postal Service facilities designated by the VP/CTO as major information technology sites. The FRPs ensure that facility damage is appropriately assessed and repaired and that the resumption of business functions occurs safely.

An FRP describes the process of restoring a facility to a condition in which it meets appropriate personnel, business unit, and safety requirements and makes the facility ready to support business functions and programmatic activities. The FRP does not describe or authorize the resumption of business functions or programmatic activities that are to be conducted within the facility.

Each FRP must contain procedures for prioritizing the order of facility recovery, conducting safety reconnaissance, performing condition assessments, completing recovery operations, and determining facility readiness for reoccupancy.

#### 12-4.4.3 Workgroup Recovery Plan

WRPs must be developed for essential business functions housed in facilities designated by the VP/CTO as major IT facilities. WRPs define emergency procedures and the minimum acceptable recovery criteria, including hardware, software, and workspace for business units in the facility.

WRPs ensure the performance of essential business functions during any emergency or business interruption. Individual workgroup plans determine where and how business unit functions will be performed during the business interruption.

The plan must address the resumption of business functions or programmatic activities that are to be conducted by the business unit.

### 12-5 Disaster Recovery Planning

The DRP for Postal Service information technology operations and applications ensures that the Postal Service will be able to maintain or quickly resume essential information technology functions in the event of an unplanned interruption to normal business processes. DRP provides a comprehensive disaster recovery strategy through the development, implementation, testing, and maintenance of DR solutions and plans.

*(Article continued on page 75)*

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 500

Keep all foreign order notices for use as reference.

### Final Orders

#### Australia

BOYSTOWN AND  
MS TRACY ADAMS  
SUITE 5  
LANG BUSINESS CENTRE  
97 CASTLEMAINE STREET  
MILTON Q 4064  
AUSTRALIA

#### The Netherlands

WORLD EXPERT FUND  
PROCESSING CENTRE  
GELDERLANDPLEIN 75 L  
1082 LV AMSTERDAM  
THE NETHERLANDS

WORLD EXPERT FUND  
PROCESSING CENTRE  
PO BOX 10006  
NEDERLAND

GLOBAL SEARCH NETWORK  
AND WWE: GSN PROCESSING CENTER  
POSTBUS 232  
1180 AE AMSTELVEEN  
THE NETHERLANDS

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

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

Do not place any endorsement on the mail pieces themselves.

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

— Judicial Officer, 9-30-04

## Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
FL, Delray Beach 33484-3730	Larry Martin, 14545J Military Trail #156
IN, Indianapolis 46260-2103	City Wide Services, PMB 404, 1427 West 86th Street
MD, Baltimore 21222-2113	Any and All of Various Names, 1539 Merritt Blvd, PMB 212
MN, Minneapolis 55408-2614	Capital Asset Investors, Paul Jensen, 3010 Hennepin Avenue, South, Suite 561
MN, Saint Cloud 56301-3722	Paul, Capital Asset Investors, 56 33rd Avenue, South #258
MN, White Bear Lake 55110-4908	Capital Asset Investors, Inc. (Herb Minor), 2697 East County Road, E, Suite 411

— Judicial Officer, 9-30-04

## 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.

<b>005248</b>	022309	069222	094883	113616	152582	210636	282391	323099	334031	383144	480764	551101
005251	022389	069312	094925	113960	152625	210673	282767	323519	334035	392418	480816	551121
005416	027142	069837	094960	114329	152675	210821	282865	323559	334039	392708	480938	551130
005621	027320	069931	095451	114353	152790	210832	282903	324031	334047	<b>401032</b>	481001	551141
006680	027595	069936	095500	114626	152935	220260	283413	324074	334061	402211	481139	551142
006805	028029	070059	096262	115040	152954	220274	283531	326360	334100	402789	481151	551180
006809	028863	070294	096510	115091	154051	220281	283600	326502	335111	404600	481163	551274
007304	029773	070333	096746	115135	156075	220533	286146	326699	335196	405029	481392	551278
007370	029793	070432	097185	115266	156232	221001	287047	326765	335231	410024	481568	551302
008192	029814	070635	097552	115270	165047	221082	292227	327038	335606	410041	481569	551316
008251	029815	070963	097586	115314	165416	221088	292621	327470	336145	410114	481736	551372
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## Missing, Lost, or Stolen U.S. Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 504 1932 to 010 504 1999	025 729 1643 to 025 729 1799	041 803 6565 to 041 803 6599	273 070 8059 to 273 070 8099
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	273 775 7700 to 273 775 7899
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	302 000 0000 to 302 123 9999
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	349 746 2056 to 2099
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	350 518 7350 to 7374
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	360 011 1690 to 1699
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	046 800 9870 to 046 800 9899	360 168 6008 to 6099
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 352 4000 to 047 352 4099	360 173 8800 to 8899
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	047 552 4370 to 047 552 4399	360 324 2326 to 2399
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 383 7650 to 048 383 7659	362 861 3064 to 3099
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	048 396 3647 to 048 396 3699	373 006 2176 to 2199
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 774 8857 to 051 774 8899	374 768 2600 to 2699
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	051 781 2875 to 051 781 2885	375 169 4400 to 4599
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 187 3836 to 058 187 3899	375 829 3400 to 3499
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 591 1153 to 058 591 1299	375 851 9100 to 9199
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	058 895 3746 to 058 895 3799	376 196 0911 to 0999
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	059 986 0814 to 059 986 0899	378 085 3679 to 3699
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	060 406 7650 to 060 406 7699	378 351 1063 to 1099
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	065 392 6345 to 065 392 6399	379 843 5100 to 5199
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 787 3639 to 066 787 3699	380 093 9600 to 9699
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	066 845 7500 to 066 845 9999	380 165 1165 to 1199
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	071 386 3682 to 071 386 3699	381 325 4500 to 4599
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	072 045 9641 to 072 045 9699	381 604 2510 to 2699
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	077 999 4001 to 077 999 4090	381 645 9525 to 9599
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	210 221 0548 to 210 221 0599	383 314 3968 to 3999
		227 275 9400 to 227 275 9999	383 892 1000 to 1344
			383 892 1382 to 1399
			384 925 3641 to 3654
			385 568 2331 to 2399
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			385 774 2024 to 2099
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			389 696 2400 to 2799
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			389 846 3145 to 3195
			389 887 9211 to 9230
			389 887 9234 to 9299
			390 001 3182 to 3199
			390 001 3500 to 3699
			390 545 5974 to 5999
			391 104 6146 to 6199

391 574 1466 to	1499	<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999
391 783 3020 to	3599	410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499
391 792 6100 to	6199	410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899
392 668 2956 to	2999	410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499
392 854 8500 to	8899	410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399
393 584 7566 to	7699	410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499
393 650 0074 to	0099	411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895
393 838 8316 to	8499	411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499
393 893 6007 to	6099	412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199
394 126 6907 to	6999	412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499
394 189 0405 to	0599	412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699
394 822 3243 to	3278	412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699
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395 396 9649 to	9799	414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699
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	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999
<b>400 427 1051 to</b>	<b>1999</b>	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	<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
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406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
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407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
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469 658 1961 to	1999	484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399
469 666 9900 to	9999	484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099
469 678 1900 to	1999	484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399
469 781 4900 to	4999	485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099
469 947 6960 to	6999	486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299
<b>470 755 5800 to</b>	<b>5818</b>	486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299
471 918 0300 to	0999	486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198
471 985 2408 to	2419	488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799
472 191 6700 to	6799	488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799
472 270 2555 to	2599	488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999
472 987 0213 to	0241	488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999
472 987 0290 to	0299	488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099
473 151 2069 to	2199	489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599
473 666 9138 to	9199	489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699
473 952 3429 to	3499	489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599
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	<b>490 669 5850 to</b>	<b>6099</b>	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	<b>630 389 3056 to</b>	<b>3071</b>
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	<b>610 092 3200 to</b>	<b>3299</b>	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
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
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
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399

642 355 8094 to	8199	655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899
642 355 8308 to	8999	656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999
642 900 0018 to	0099	657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999
643 030 6254 to	6299	657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399
644 066 0882 to	0899	657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050
644 069 0600 to	0699	658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299
644 077 7506 to	7699	658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299
644 085 8157 to	8199	658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299
644 112 9839 to	9899	659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599
644 373 9083 to	9099	659 706 8113 to	8199	683 444 8159 to	8199	701 578 7460 to	7469
644 380 1460 to	1499	659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499
644 733 4715 to	4799	<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499
644 900 9712 to	9799	660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999
644 901 0109 to	1299	661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999
644 901 1325 to	1399	661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199
644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299
644 932 4655 to	4699	661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799
645 318 7240 to	7499	662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999
645 333 1766 to	1799	662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899
645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699
645 821 0657 to	0699	663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699
645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809
647 048 7035 to	7099	665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 846 6331 to	6399
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	702 848 3900 to	3999
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	702 857 7302 to	7499
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	702 878 0114 to	0199
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	703 364 1707 to	1799
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	<b>740 002 7710 to</b>	<b>7719</b>
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 241 9049 to	9099
648 892 3164 to	3199	<b>670 368 3400 to</b>	<b>3499</b>	691 664 1800 to	1999	740 255 1718 to	1799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 470 2420 to	2443
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 523 7432 to	7449
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 535 1555 to	1580
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	740 701 6105 to	6114
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 705 9790 to	9799
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 726 6400 to	6500
<b>650 114 7707 to</b>	<b>7719</b>	672 828 3410 to	3499	693 448 8500 to	8999	740 765 3306 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	<b>805 885 8411 to</b>	<b>8499</b>
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	806 087 1100 to	1499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	806 268 9275 to	9299
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	806 534 3400 to	3477
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	807 342 3283 to	3399
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	808 086 7100 to	7199
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	808 090 3440 to	3499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	808 325 5161 to	5699
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	808 784 8000 to	8299
652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	<b>830 125 0672 to</b>	<b>0699</b>
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	830 602 5800 to	5999
653 426 3300 to	3399	<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	830 610 3700 to	3799
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	830 983 3500 to	3599
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	830 983 3635 to	3699
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	831 354 1387 to	1399
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	831 815 8240 to	8299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	832 525 3810 to	3899

833 159 1884 to	1899	854 304 4089 to	4999	870 536 5820 to	5829	911 268 9077 to	9099
833 456 2567 to	2599	854 529 2200 to	2299	870 541 7167 to	7239	911 400 8948 to	8999
833 566 3015 to	3071	854 532 0000 to	2999	870 575 8155 to	8999	911 508 1620 to	1799
834 130 5200 to	5299	855 001 6204 to	6249	870 589 0485 to	0494	911 509 9310 to	9399
834 316 5444 to	5499	855 319 9364 to	9399	870 691 7060 to	7099	911 523 3000 to	3999
834 354 8747 to	8766	855 361 3390 to	3399	872 029 9306 to	9399	912 057 9922 to	9999
834 354 8824 to	8838	856 226 0490 to	0499	872 100 0445 to	0459	912 882 0563 to	0899
835 269 5700 to	5799	856 656 5800 to	5999	<b>900 556 4178 to</b>	<b>4199</b>	913 605 2218 to	2299
835 496 7303 to	7399	856 752 0200 to	0299	900 845 0044 to	0099	913 709 2429 to	2499
835 539 5200 to	5999	857 111 1352 to	1399	900 936 0217 to	0299	913 818 3501 to	3999
835 813 3015 to	3099	857 279 3450 to	3499	900 936 0435 to	0499	914 063 4300 to	4399
837 672 8967 to	8999	857 843 4000 to	4099	901 058 5255 to	5280	914 346 7621 to	7644
837 784 3282 to	3299	858 124 7644 to	7699	901 273 1082 to	1099	914 453 1366 to	1399
838 176 8377 to	8399	858 756 3111 to	3299	901 287 5143 to	5199	914 529 6185 to	6299
838 518 1257 to	1299	859 063 8200 to	8699	901 291 2789 to	2799	914 896 4658 to	4699
839 718 8257 to	8299	859 190 0600 to	0644	901 525 7122 to	7199	915 187 8774 to	8779
<b>840 323 0600 to</b>	<b>0699</b>	859 437 5538 to	5599	902 089 1253 to	1299	915 300 2783 to	2799
840 875 6235 to	6299	859 811 2888 to	2899	902 198 9769 to	9799	915 546 6822 to	6999
840 910 0900 to	0999	859 855 8873 to	8999	902 948 1269 to	1299	915 671 3963 to	3980
841 349 5000 to	5099	<b>860 240 8520 to</b>	<b>8599</b>	902 985 0833 to	0899	915 671 3982 to	3999
841 805 7747 to	7899	860 275 3900 to	3999	903 370 6934 to	6999	915 675 2217 to	2299
841 805 7944 to	8099	860 518 9629 to	9699	904 600 6523 to	6599	916 440 3377 to	3399
842 226 0685 to	0695	860 600 0021 to	0999	904 892 0378 to	0399	916 670 6352 to	6399
842 685 4600 to	4699	861 158 2350 to	2599	904 892 0648 to	1299	916 682 5300 to	5399
842 685 4742 to	4999	861 367 5400 to	5499	905 056 2216 to	2299	916 694 1414 to	1499
842 860 0300 to	0399	861 637 6010 to	6099	905 510 6647 to	6799	916 703 0802 to	0821
842 898 5582 to	5599	861 979 7292 to	7499	905 510 6900 to	7099	917 089 0709 to	0799
843 062 7100 to	7199	862 216 6100 to	6199	905 794 0000 to	0199	917 089 0842 to	0899
843 077 6288 to	6299	862 263 9213 to	9299	905 794 0288 to	0299	917 216 2928 to	2999
843 077 6378 to	6399	862 271 0800 to	0999	905 873 6900 to	6999	917 370 6300 to	6499
843 758 5769 to	5778	862 271 5000 to	5099	905 873 7100 to	7299	917 486 4900 to	4999
843 786 2554 to	2699	863 871 5138 to	5199	905 880 8900 to	8999	918 460 0602 to	0699
845 656 8165 to	8199	863 949 5300 to	5399	905 889 7100 to	7199	918 492 5200 to	5399
845 727 2100 to	2199	864 088 8200 to	8299	906 158 1508 to	1599	918 951 7231 to	7299
845 746 2618 to	2635	864 426 3972 to	3999	906 558 8812 to	8899	919 519 2786 to	2799
846 390 7531 to	7599	864 520 6117 to	6136	906 982 2214 to	2299	919 536 0770 to	0799
846 918 0572 to	0599	865 151 0526 to	0599	907 725 8500 to	8599	919 814 3095 to	3199
847 237 7690 to	7699	865 500 4034 to	4099	907 815 0216 to	0257	919 915 2774 to	2787
847 284 2481 to	2499	865 883 6082 to	6099	908 622 4225 to	4235	<b>920 155 4662 to</b>	<b>4687</b>
847 374 7055 to	7065	866 004 3000 to	3999	908 936 9254 to	9299	920 309 9039 to	9199
847 374 7055 to	7065	866 442 4100 to	4899	909 100 1787 to	1799	920 857 5500 to	5899
847 636 5304 to	5399	867 366 9108 to	9118	909 100 1900 to	2099	920 864 3480 to	3499
847 700 5447 to	5499	867 633 7403 to	7499	909 355 0422 to	0499	921 333 7400 to	7499
847 723 7500 to	7599	867 737 5623 to	5699	909 568 8900 to	9099	921 414 3762 to	3799
849 485 3427 to	3499	868 169 4529 to	4599	909 568 9300 to	9499	921 477 3762 to	3799
849 520 9850 to	9899	868 173 8400 to	8599	909 725 7307 to	7399	922 278 1048 to	1399
849 608 1357 to	1399	868 514 9000 to	9099	909 833 0947 to	0999	922 280 2019 to	2099
849 792 2600 to	2699	868 566 9200 to	9299	<b>910 219 8631 to</b>	<b>8699</b>	922 280 2233 to	2299
<b>850 546 1862 to</b>	<b>1899</b>	869 387 1150 to	1199	910 265 1100 to	1199	922 773 0459 to	0499
851 143 6826 to	6844	869 505 3500 to	3599	910 471 7273 to	7299	923 032 7000 to	7399
851 209 9880 to	9899	869 523 7033 to	7099	910 536 2505 to	2599	923 045 3630 to	3699
851 928 9221 to	9299	869 800 0000 to	999 9999	910 958 7499 to	7599	923 810 7800 to	8299
852 589 6560 to	6599	<b>870 054 4814 to</b>	<b>4899</b>	911 140 1000 to	2199	924 252 1200 to	1299
853 049 3646 to	3699	870 491 4812 to	4849	911 245 2545 to	2599	924 252 1400 to	1499

## Missing, Lost, or Stolen Canadian Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

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

<b>000 000 001 to 692 600 000</b>	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
<b>692 720 871 to 0 900</b>	702 128 306 to 8 400	709 733 281 to 3 580	<b>720 227 871 to 7 930</b>
692 876 955 to 7 050	702 179 891 to 9 900	<b>710 046 813 to 6 840</b>	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	714 442 952 to 2 980	723 331 081 to 1 110
696 870 601 to 0 650	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 047 501 to 7 600	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 052 101 to 2 350	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 217 251 to 7 400	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 249 952 to 50 050	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 414 886 to 4 900	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 469 606 to 9 700	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
697 850 401 to 0 750	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
698 098 446 to 8 550	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 300 251 to 0 300	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 504 383 to 4 650	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 533 927 to 4 200	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
698 562 268 to 2 400	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 090 686 to 0 750	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
699 752 699 to 2 850	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
<b>700 068 473 to 8 500</b>	706 638 211 to 8 420	717 083 841 to 3 960	725 738 581 to 8 730
700 161 501 to 1 650	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
700 202 522 to 2 700	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 290 275 to 0 300	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 465 730 to 5 750	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
700 561 444 to 1 550	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
701 423 101 to 3 150	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
701 625 469 to 5 550	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 643 829 to 3 850	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
701 945 451 to 5 500	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 033 701 to 4 050	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
702 051 501 to 1 750	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
702 053 601 to 3 800	709 222 591 to 2 920	718 795 881 to 6 000	726 626 356 to 6 370
	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

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
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	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	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	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	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
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
731 781 061	to	1 120	739 999 231	to	9 320	751 541 311	to	1 790	761 504 941	to	5 120
731 837 821	to	7 910	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	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	773 852 971	to	3 030	780 625 208	to	5 920	789 044 014	to	4 100
765 387 365	to	7 450	773 858 011	to	8 100	780 711 345	to	1 540	789 326 341	to	6 880
765 541 801	to	2 100	773 892 721	to	7 190	780 778 894	to	8 920	<b>790 209 421</b>	<b>to</b>	<b>9 480</b>
765 638 461	to	8 970	773 958 061	to	8 660	780 865 851	to	5 920	790 418 170	to	8 190
765 647 101	to	7 190	774 101 148	to	1 190	780 873 421	to	3 450	790 448 020	to	8 460
765 813 781	to	4 029	774 107 161	to	7 190	781 141 891	to	1 980	790 597 485	to	7 530
765 879 314	to	9 390	774 177 226	to	7 270	781 238 697	to	8 730	790 911 883	to	1 900
765 954 001	to	4 030	774 279 481	to	9 810	781 503 151	to	3 180	791 057 441	to	7 550
766 120 286	to	0 320	774 408 399	to	8 420	781 518 818	to	8 840	791 239 081	to	9 290
766 125 716	to	5 750	774 431 821	to	2 450	781 624 126	to	4 200	791 374 483	to	4 500
766 158 824	to	8 840	774 510 451	to	0 780	781 679 221	to	9 340	791 387 971	to	8 030
766 388 433	to	8 460	774 652 981	to	3 010	781 723 771	to	3 890	791 447 521	to	7 850
766 509 421	to	9 660	774 778 981	to	9 040	781 723 964	to	3 990	791 451 151	to	1 240
766 572 901	to	3 020	774 867 481	to	7 510	781 761 391	to	1 720	791 500 009	to	0 470
766 748 500	to	8 521	774 867 515	to	7 540	781 878 721	to	9 020	791 771 431	to	1 490
767 024 341	to	4 370	774 934 275	to	4 290	782 424 840	to	4 900	792 004 293	to	4 320
767 326 471	to	6 590	774 961 261	to	1 290	782 939 821	to	9 850	792 018 379	to	8 420
767 332 561	to	2 950	775 106 223	to	6 235	782 985 347	to	5 360	792 070 621	to	0 740
768 009 841	to	9 960	775 106 237	to	6 248	783 063 631	to	3 690	792 145 211	to	5 230
768 011 489	to	1 520	775 331 515	to	1 550	783 578 101	to	8 130	792 391 381	to	1 620
768 177 980	to	7 990	775 444 210	to	4 230	783 578 143	to	8 160	792 452 779	to	2 790
768 391 081	to	1 170	775 579 301	to	9 320	783 663 991	to	4 050	792 772 728	to	2 770
768 661 569	to	1 650	775 622 683	to	2 760	783 739 838	to	0 280	792 903 511	to	3 990
769 000 051	to	0 080	776 144 621	to	4 670	784 142 598	to	2 610	793 282 518	to	2 533
769 050 841	to	0 900	776 154 010	to	4 060	784 380 061	to	0 090	794 041 831	to	2 040
769 159 081	to	9 178	777 561 631	to	2 080	784 507 591	to	7 740	794 397 709	to	7 780
769 737 496	to	7 510	776 657 371	to	7 490	784 507 759	to	7 860	794 581 741	to	2 040
769 778 491	to	8 730	776 817 421	to	7 450	784 913 509	to	3 531	794 592 122	to	2 150
769 827 331	to	7 450	776 951 225	to	1 250	785 429 491	to	9 520	795 032 251	to	2 340
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	777 141 601	to	2 140	785 989 351	to	9 440	796 373 406	to	3 430
770 723 281	to	3 400	777 297 421	to	7 510	786 036 450	to	6 480	796 602 961	to	3 050
770 790 451	to	0 480	777 621 721	to	1 750	786 111 854	to	1 930	796 708 441	to	8 500
770 915 150	to	5 490	777 810 309	to	0 330	786 510 527	to	0 540	796 886 281	to	6 430
771 455 551	to	5 610	778 049 651	to	9 670	786 510 571	to	0 600	796 901 701	to	2 000
771 609 661	to	9 690	778 106 225	to	6 310	786 510 571	to	0 600	796 975 466	to	5 590
771 932 551	to	2 580	778 218 730	to	8 780	786 676 937	to	6 980	797 272 917	to	2 950
772 057 224	to	7 440	778 251 871	to	1 930	786 730 831	to	0 920	797 519 441	to	9 460
772 162 660	to	3 070	778 286 911	to	6 940	786 743 671	to	3 700	797 519 731	to	0 240
772 718 615	to	8 640	778 328 699	to	8 730	786 743 711	to	3 730	797 535 181	to	5 330
772 940 140	to	0 160	778 567 471	to	7 860	786 854 491	to	4 550	798 040 053	to	0 080
772 970 886	to	0 940	778 570 771	to	0 830	786 854 491	to	4 550	798 055 813	to	5 830
773 009 419	to	9 430	778 699 096	to	9 110	786 977 256	to	7 461	798 055 891	to	5 950
773 112 031	to	2 060	778 779 471	to	9 480	787 158 121	to	8 390	798 326 371	to	6 520
773 125 387	to	5 410	779 146 205	to	6 230	787 325 701	to	5 910	798 339 167	to	9 210
773 179 320	to	9 410	779 233 681	to	3 710	787 493 281	to	3 340	798 562 411	to	2 440
773 202 989	to	3 140	779 316 961	to	7 200	787 793 816	to	3 880	798 632 461	to	2 490
773 208 991	to	9 290	779 339 221	to	9 400	787 822 428	to	2 440	798 807 151	to	7 510
773 231 311	to	1 340	779 702 191	to	2 250	787 887 881	to	7 901	798 944 761	to	5 030
773 348 739	to	8 940	779 994 001	to	4 090	788 306 478	to	6.490	799 133 191	to	3 220
773 348 739	to	8 940	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	788 326 339	to	6 380	799 177 626	to	7 650
773 575 891	to	5 950	780 533 288	to	3 310	788 403 671	to	3 690	799 854 751	to	5 200
						788 815 771	to	5 860	<b>800 211 901</b>	<b>to</b>	<b>2 440</b>
									800 872 741	to	2 830

## 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, 9-30-04*

## 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, 9-30-04*

# Help Keep the Mail Safe

## Here's what we are doing:

- Our employees ask if you are mailing anything liquid, fragile, perishable or potentially hazardous. This helps ensure that items are mailed safely.



### Restricted & Hazardous\*

Do not send



### Fragile

Send with caution



### Perishable

Send with extra care

## Here's what you can do:

- Know the contents of your mail.
- Do not accept or mail items from strangers.
- Remove or completely mark-out any old labels/markings on reused boxes so they are not legible.



Incorrect



Correct

\*For additional information, please ask for a copy of the *Let's Keep the Mail Safe* (Notice 107) brochure or call 1-800-ASK-USPS.



**Rain, heat and snow?  
Bring them on.**

We may not be eager to encounter these challenges, but challenge us they do. Help is available should you face these or other difficulties.

The Employee Assistance Program (EAP) provides support and guidance in dealing with the emotional strains placed on us and our loved ones.

EAP is:

- > Confidential.
- > Staffed by professional counselors.
- > Provided free of charge.
- > Available to you and your family.
- > Open 24/7.

**Hurricanes, floods,  
tornados, wildfires  
and terrorist threats?  
Those are another  
story.**

**Make the call. 1-800-EAP-4YOU (800-327-4968)  
TTY 1-877-492-7341 and on the Web at [www.eap4you.com](http://www.eap4you.com).**

**Make the Call!**



# Are you in the convenience is key business?



Ship  
packages without leaving your  
office with **New Carrier Pickup.**  
See options at [usps.com/pickup](http://usps.com/pickup)



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

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52104-112-010-011  
Carrier Pickup Small Postal



### 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.

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	09100	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09007	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09009	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09229	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09012	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09013	A1-B-B1-C-D-U-Z1	09107	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09014	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09021	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09031	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09262	A1-B-B1-C-D-U		
09034	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U		
09042	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09265	A1-B-B1-C-D-N-U	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09046	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09053	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U			09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1
09054	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09056	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U			09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09059	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U			09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09063	A1-B-B1-C-D-L-U	09169	A1-B-B1-C-D-U			09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09067	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09069	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U			09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09074	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1		
09076	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09080	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U			09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09081	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09086	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U			09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09089	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09090	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U			09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09094	A1-B-B1-C-D	09211	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09095	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V			09340	A-A1-B-B1-C1-F-R-V
09096	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		
09098	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U			09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09099	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09345	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-B-V	09604	A1-B-B1-C-F-F1-U
09346	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-V	09609	A1-B-B1-C-F-U
09347	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	09504	A1-B-V	09610	A1-B-B1-C-F-U
09348	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09505	A1-B-V	09612	A1-B-B1-C-F-U
09351	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	09506	A1-B-V	09613	A1-B-B1-C-F-U-V
09352	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09507	A1-B-V	09617	A1-B-B1-C-F-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09508	A1-B-V	09618	A1-B-B1-C-F-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V	09619	A1-B-B1-C-F-U
09355	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	09510	A1-B-V	09620	A1-B-B1-C-F-U
09356	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	09511	A1-B-V	09621	A1-B-B1-C-F-U
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09517	A1-B-V	09622	A1-B-B1-C-F-U
09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09521	A1-B-V	09623	A1-B-B1-C-F-U
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09524	A1-B-V	09624	A1-B-B1-C-F-U
09360	A1-B-B1-V	09396	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09532	A1-B-V	09625	A1-B-B1-C-F-U
09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09397	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09534	A1-B-V	09626	A1-B-B1-C-F-U
09364	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09398	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09542	A1-B-V	09627	A1-B-B1-C-F-U
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09543	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09545	A1-B-V	09630	A1-B-B1-C-F-U-V
09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09420	A1-B-B1-C-C1-U	09549	A1-B-V	09631	A1-B-B1-C-F-U
09371	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09550	A1-B-V	09636	A1-B-B1-C-F-U
09373	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V	09554	A1-B-B1-V	09642	A1-B-B1-N-U
09374	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09556	A1-B-V	09643	A1-B-B1-U
09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09557	A1-B-V	09644	A1-B-B1-U
09378	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09564	A1-B-V	09645	A1-B-U
09379	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U	09565	A1-B-V	09647	A1-B-B1-N-U
09380	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09566	A1-B-V	09648	A1-B-B1-N-U-V-Z1
09381	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09567	A1-B-V	09649	A1-B-B1-U
		09468	A1-B-B1-C-C1-U	09568	A1-B-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09469	A1-B-B1-C-C1-U	09569	A1-B-V	09703	A1-B-B1-C-F1
		09470	A1-B-B1-C-C1-U	09570	A1-B-V	09704	A1-B-B1-C-D-V
		09494	A1-B-B1-C-C1-U	09573	A1-B-V	09705	A1-B-B1-U
		09496	A1-B-B1-C-C1-U-V	09574	A1-B-V	09706	A1-B-B1-C-U-V
		09498	A1-B-B1-C-C1-U	09575	A1-B-V	09707	A1-B-B1-C-N-U-V
		09499	A1-B-B1-C-C1-U	09576	A1-B-V	09708	A1-B-B1
		09501	A1-B-V	09577	A1-B-V	09709	A1-B-B1-F1
				09578	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
				09579	A1-B-V	09711	A1-B-B1-F1-Z1
				09581	A1-B-V	09713	A1-B-B1-C-F1
				09582	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
				09586	A1-B-V	09715	A1-B-B1-F1
				09587	A1-B-V	09716	A1-B-B1-C-D-N-U-V
				09588	A1-B-V	09717	A1-B-B1-M-W
				09589	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V
				09590	A1-B-V	09719	A1-B-B1-C-F1-V
				09591	A1-B-V	09720	A1-B-B1-U-V
				09593	A1-B-V	09721	A1-B-B1-N-U-V-Z1
				09594	A1-B-V	09722	A1-B-B1-C-D-N-U-V
				09595	A1-B-V	09723	A1-B-B1-N-U-V-Z1
				09596	A1-B-V		
				09599	A1-B-V		
				09601	A1-B-B1-C-F-F1-U		
				09602	A1-B-B1-C-F-F1-N-U		
				09603	A1-B-B1-C-F-F1-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09828	A1-B-N-V-Z1	34032	A1-B-M-N-V-Z1	96260	A-A1-B-B1-U
09725	A1-B-B1-C	09830	A1-B-B1-C-N-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96262	A-A1-B-B1-U
09726	A1-B-B1-N-U	09831	A1-B-B1-F-N-U-V-Z1	34034	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96266	A-A1-B-B1-U
09728	A1-B-B1-C-F1-U-V	09833	A1-B-B1-U1-V-Z1	34036	A1-B-M-N-V-Z1	96267	A-A1-B-B1-U-V
09729	A1-B-B1-N-U-V	09834	A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96269	A-A1-B-B1-U
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U
09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34039	A1-B-N-V-Z1	96275	A-A1-B-B1-V
09732	A1-B-B1-N-V-Z1	09837	A1-B-B1-V-Z1	34040	A1-B-V-Z1	96276	A-A1-B-B1
09733	A1-B-B1-V	09838	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96278	A-A1-B-B1-U
09735	A1-B-B1-N-V-Z1	09839	A-A1-B-B1-U-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96283	A-A1-B-B1-U
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09840	A-A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96284	A-A1-B-B1-U-V
09777	A-A1-B-B1-C-E1-N	09841	A-A1-B-B1-U-Z1	34050	A1-B-V	96297	A-A1-B-B1-U
09779	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1	34051	A1-B-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09780	A-A1-B-B1-F-R-V	09843	A-A1-B-B1-U-V-Z1	34053	A1-B-V-Z1	96309	A1-B-B1-M-V-W
09788	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34055	A1-B-N-V-Z1	96310	A1-B-B1-M-W
09789	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34058	A1-B-B1-V-Z1	96311	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z	96313	A1-B-B1-F-F1-F2-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W
09793	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09797	A1-B-B1-C-D-P-V	09865	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09868	A-A1-B-B1-U-V-Z1	34090	A1-B-V	96323	A1-B-B1-M-V-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34091	A1-B-V	96326	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34092	A1-B-V	96328	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V	96330	A1-B-B1-M-W
09807	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	34095	A1-B-V	96336	A1-B-B1-M-V-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34098	A1-B-V	96337	A1-B-B1-M-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-V	96338	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34002	A1-B-B1-N-U-Z1	96201	A-A1-B	96339	A1-B-B1-M-V-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96202	A-A1-B1-U-V	96343	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96203	A-A1-B	96347	A1-B-B1-F-F1-F2-M-W
09819	A-A1-B-F-P-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96204	A-A1-B-B1	96348	A1-B-B1-F-F1-F2-M-W
09821	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-V-Z1	96205	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W
09822	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1	96206	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W
09823	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96207	A-A1-B-B1-V	96351	A1-B-B1-F-F1-F2-M-W
09824	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96208	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W
09827	A-A1-B-F-Z1	34024	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
		34025	A1-B-B1-F-N-U-V-Z1	96213	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
		34030	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U	96368	A1-B-B1-M-W
		34031	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W
				96217	A-A1-B-B1-U-V	96372	A1-B-B1-M-W
				96218	A-A1-B-B1-U	96373	A1-B-B1-M-W
				96219	A-A1-B-B1-U-V	96374	A1-B-B1-M-W
				96220	A-A1-B-B1-U-V	96375	A1-B-B1-M-W
				96221	A-A1-B-B1-U-V		
				96224	A-A1-B-B1-U		
				96251	A-A1-B-B1-U		
				96257	A-A1-B-B1-U		
				96258	A-A1-B-B1-U		
				96259	A-A1-B-B1-U		

<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>
96376	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V	96604	A1-B-V	96657	A1-B-V
96377	A1-B-B1-M-W			96605	A1-B-O-V	96660	A1-B-V
96378	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V	96606	A1-B-V	96661	A1-B-V
96379	A1-B-B1-M-W	96534	A-A1-B-F	96607	A1-B-V	96662	A1-B-V
96384	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96608	A1-B-V	96663	A1-B-V
96386	A1-B-B1-M-W	96536	A1-B-B1-V	96609	A1-B-V	96664	A1-B-V
96387	A1-B-B1-M-W	96537	A1-B-B1-V	96610	A1-B-V	96665	A1-B-V
96388	A1-B-B1-M-W	96538	A1-B-B1-V	96611	A1-B-V	96666	A1-B-V
96401	A1-B-B1-F-N-V-Z1	96540	A1-B-B1-V	96612	A1-B-V	96667	A1-B-V
96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96541	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96668	A1-B-V
		96542	A1-B-B1-V			96669	A1-B-V
		96543	A1-B-B1-P-V				
96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96544	A1-B-F-U3-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96670	A1-B-V
		96546	A1-B-F-U3			96671	A1-B-V
		96548	A-A1-B-B1-H-M-U			96672	A1-B-V
96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96549	A-A1-B-B1-H-M-U	96615	A1-B-V	96673	A1-B-V
		96550	A-A1-B-B1-H-M-U	96616	A-A1-B-B1-V-Z1	96674	A1-B-V
		96551	A-A1-B-B1-H-M-U	96617	A1-B-V	96675	A1-B-V
96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96553	A-A1-B-B1-H-M-N-U-V	96619	A1-B-V	96677	A1-B-V
				96620	A1-B-V	96678	A1-B-V
96490	A1-B-B1-V	96554	A-A1-B-B1-H-M-U	96621	A1-B-V	96679	A1-B-V
96507	A-A1-B-F-V	96555	A1-B-B1-F-M-V	96622	A1-B-V	96681	A1-B-V
96511	A1-B-B1-I-N-V	96557	A1-B-B1-F-M-V	96623	A1-B-V	96682	A1-B-V
96515	A1-B-B1-F	96595	A1-B-B1-V	96624	A1-B-V	96683	A1-B-V
96517	A1-B-B1-F-U3-V	96598	A1-B-B1-V	96628	A1-B-V	96684	A1-B-V
96518	A1-B-B1-V	96599	A1-B-B1-V	96629	A1-B-V	96686	A1-B-V
96520	A1-B-F-U3-V	96601	A1-B-V	96634	A1-B-V	96687	A1-B-V
96521	A1-B-F-N	96602	A1-B-V	96635	A1-B-V	96698	A1-B-V
96522	A1-B-F-N-U	96603	A1-B-V	96643	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 mailable under DMM C021, are prohibited.

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

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

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

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

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

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

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

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

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

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

**Z.** No outside pieces (OSPs).

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

# Need to Manage Your Business Mail Better?



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SF04-FLZ-00-395 **UP** **DOWN**  
7/1/04 10/21/04

## 2004 International and Military Mail Christmas Mailing Dates

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last minute rush by bringing your mail to your Post Office™ by these suggested dates.

Military Mail Addressed To	Express Mail Military Service (EMMS) <sup>1/</sup>	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail (PAL) <sup>2/</sup>	Space Available Mail (SAM) <sup>3/</sup>	Parcel Post®
APO/FPO AE ZIPs 090–092	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIP 093	N/A	Dec 6	Dec 6	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIPs 094–098	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AA ZIPs 340	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AP ZIPs 962–966	Dec 20	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13

- 1/ EMMS: Express Mail Military Service is available to selected military post offices. Check with your local Post Office to determine if this service is available to your APO/FPO of address.
- 2/ PAL: A special service that provides air transportation for parcels on a space-available basis. PAL is available for Parcel Post items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid, in addition to the regular surface rate of postage for each addressed piece sent by PAL service.
- 3/ SAM: Parcels paid at Parcel Post postage rates are first transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds and 60 inches in length and girth combined.

International Mail Addressed to	Global Express Guaranteed® (GXG) <sup>4/</sup>	Global Express Mail™ (GEM) <sup>5/</sup>	Global Priority Mail® (GPM) <sup>5/</sup>	Global Airmail® Letters and Cards	Global Airmail Parcel Post	Global Economy (Surface)
Africa	Dec 20	Dec 11	Dec 16	Dec 6	Dec 6	Oct 14
Asia / Pacific Rim	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Oct 28
Australia / New Zealand	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Oct 28
Canada	Dec 21	Dec 18	Dec 16	Dec 13	Dec 13	Nov 19
Caribbean	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Nov 5
Central & South America	Dec 20	Dec 11	Dec 16	Dec 6	Dec 6	Oct 29
Mexico	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Nov 5
Europe	Dec 20	Dec 11	Dec 16	Dec 13	Dec 10	Nov 5
Middle East	Dec 20	Dec 17	Dec 16	Dec 13	Dec 13	Oct 21

- 4/ GXG: Global Express Guaranteed is available to more than 200 countries via a partnership with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details, visit <http://www.usps.com/global/globalexpressguaranteed.htm>. Some restrictions apply.
- 5/ GEM: Global Express Mail is available to most countries with delivery in 3 to 5 business days. See a retail associate at participating locations for a complete list of countries or visit [www.usps.com/global/globalexpressmail.htm](http://www.usps.com/global/globalexpressmail.htm). Some restrictions apply.
- 6/ GPM: Global Priority Mail is an accelerated airmail service available for items up to 4 pounds to 51 countries. The service is available in two attractive sized envelopes. Customers can also use their own packaging by adding the Global Priority Mail sticker. See a retail associate at participating locations for a complete list of countries or visit <http://www.usps.com/global/globalprioritymail.htm>. Some restrictions apply.

**PLEASE POST ON ALL BULLETIN BOARDS.**

— International Network Operations,  
Network Operations Management, 9-30-04

# Priority Mail® bundles



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and up

**1** with Delivery Confirmation™ service



**\$5.15**  
and up

**2** with Insurance\*



**\$5.60**  
and up

**3** with Insurance\* & Delivery Confirmation service



**\$5.65**  
and up

**4** with Signature Confirmation™ service\*\*

\*\*Signature Confirmation service does not include Insurance



**Thrift Savings Plan — Request for Retroactive Contributions**

Complete this form only when no deductions or underdeductions were taken as a result of an administrative error. In no other situation may contributions be made.

Personnel completes this form whenever a correction is processed involving underdeductions as a result of an administrative error.

Correct the administrative error as soon as it is discovered.

If the employee does NOT wish to have retroactive contributions withheld, file this form with the Thrift Savings Plan election form.

If the employee wishes to have retroactive contributions withheld, file a copy of this completed form with the Thrift Savings election form. Send the original to:

PAYROLL PROCESSING BRANCH  
MINNEAPOLIS POSTAL DATA CENTER  
TWIN CITIES AMF MN 55111-9630

Should the employee choose to terminate retroactive contributions after they have begun they must sign and date section 3 below. A copy is then sent to the PDC.

Name	Social Security No.	Finance No.
Pay Period(s) Error Occurred	Processed As:	Corrected To:

1.  I do NOT wish to have retroactive contributions withheld from my salary for deposit to my Thrift Savings Plan account.
2.  I wish to have retroactive contributions withheld from my salary for deposit to my Thrift Savings Plan account. (If you check this block, complete the following.)

Estimated Total Deduction
\$
Number of Pay Periods (This number may not exceed 4 times the number of pay periods over which the error occurred.)

I understand that no retroactive earnings will be posted to my Thrift Savings Plan account, and that once deductions for past due contributions have begun, they may be terminated. Once terminated they may never be restarted.

3.  I wish to terminate my deduction for past due contributions and understand that this decision is irrevocable.

Signature	Date
-----------	------

Should I leave the Postal Service prior to completing these deductions, I wish:

4.  Deductions to end
5.  The balance due to be taken from my final salary payment.

Employee's Signature	Date
----------------------	------

**NOTE: You must return this form to personnel within 30 days of receipt.**  
**The Following Section Is Completed by the Employing Office**

I certify that the above adjustment is the result of an administrative error.	Office Name	Date
-------------------------------------------------------------------------------	-------------	------

# Are you in the who, where, when business?

**4** Priority Mail<sup>®</sup>  
service with  
**Signature  
Confirmation<sup>™</sup>**  
service\*

**\$5.65**  
and up



\*Signature Confirmation service  
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SP14-CCP-MB-409-0  
Half Membership **UP** **DOWN**  
7/1/04 10/31/04

## Thrift Savings Plan Open Season and *PostalEASE*

<b>When and Who</b>	October 15 through December 31, 2004 — all career employees
<b>Contribution Limits for Calendar Year 2005</b>	<p>IRS Annual Deferral limit for 2005 is \$14,000.            FERS Contribution limit is 15% of basic pay for 2005.            CSRS &amp; CSRS Offset limit is 10% of basic pay for 2005.</p> <p><i>Reminder:</i> If you are age 50 or older during calendar year 2005, to participate in the TSP Catch-Up Contribution election you must have either a regular election on file to contribute the maximum percentage of basic pay, or an election on file where the maximum IRS elective deferral limit will be reached during the calendar year.</p>
<b>TSP Contribution Elections and Cancellations</b>	Use the <i>PostalEASE</i> telephone system or the <i>PostalEASE</i> employee Web site during TSP open season to begin contributing, to change contribution amount or percentage, or to cancel TSP contributions.
<b>(USPS PIN)</b>	<p>To use <i>PostalEASE</i>, you will need your Employee ID (this number is found on your earnings statement) and USPS personal identification number (PIN), available only from <i>PostalEASE</i>.</p> <p>Call toll free: <b>877-4PS-EASE (877-477-3273)</b>.</p> <p>Don't know your USPS PIN? Call <i>PostalEASE</i>; press 1; enter Employee ID (this number is found on your earnings statement); when prompted to enter PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record, usually by the next business day.</p> <p>Career employees who have trouble using <i>PostalEASE</i>, or who are unable to use a telephone, may contact local personnel office for help.</p>
<b>TSP Fund Investment Elections</b>	Contact TSP directly, during or outside TSP open season, to change investment of future TSP contributions or money already in account.
<b>(TSP PIN)</b>	<p>Go to the TSP Web site at <a href="http://www.tsp.gov">www.tsp.gov</a>, or call the TSP ThriftLine toll-free at 877-968-3778. Or mail TSP-50, <i>Investment Allocation</i>, to TSP, available from your local personnel office (election not effective as quickly).</p> <p>To use the TSP Web site or TSP ThriftLine, you must know your TSP PIN, available only from TSP.</p> <p>Don't know your TSP PIN? Request it from <a href="http://www.tsp.gov">www.tsp.gov</a> — choose <i>Account Access</i>. Or via TSP ThriftLine at or TSP Service Office at 877-968-3778. and then follow the instructions. Your new TSP PIN will be mailed to your address of record.</p>
<b>PostalEASE and TSP Information Mailed to Career Employees</b>	A TSP leaflet with <i>PostalEASE</i> instructions is mailed to all career employees. If you do not receive the mailing by mid-November, contact your local personnel office. In addition, a TSP Summary, cover letter, and <i>PostalEASE</i> instructions are mailed to all newly hired career employees soon after their accession PS Form 50 action is processed.
<b>Closing Date and Time</b>	<i>PostalEASE</i> closes 5:00 P.M. Central Time on December 31, 2004, for TSP open season elections.

**PLEASE POST ON ALL BULLETIN BOARDS**

(See article on page 19.)

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**work smarter  
 not harder**  
 business?



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## Information Technology (Continued)

### 12-5.2.2 Application Disaster Recovery Plan Requirements

ADRP must meet the following requirements:

- a. An ADRP must be developed, tested, and maintained for critical and business-controlled criticality applications.
- b. Completed ADPRs must be reviewed and accepted by Business Continuance Management before testing can be scheduled.
- c. The ADRP completion date and the scheduled ADRP test date must be documented in the EIR.

### 12-5.1 Scope

The DRP must be implemented for all critical and business-controlled criticality information resources.

### 12-5.2. Application Disaster Recovery Plan

An ADRP addresses the requirements for restoring the application at a facility other than the primary facility.

#### 12-5.2.1 Application Disaster Recovery Plan Templates

ADRP templates are available on the IT Web site, under *Support and Disaster Recovery Services*.

- d. The ADRP test must be certified by the development organization, the executive sponsor, and the BCM manager.
- e. At the completion of the ADRP testing cycle, the ADRP test completion date must be documented in the EIR.
- f. ADPRs for critical and business-controlled criticality applications must be tested within 180 days of going into production.
- g. Critical applications must complete a fully operational recovery test of the ADRP every 18 months.
- h. Business-controlled criticality applications must complete either a tabletop walkthrough to test the application or an operational recovery test of the ADRP every 36 months.
- i. ADPRs must be stored in the designated plan repository.
- j. A hard copy of each ADRP must be securely stored off-site with the facility recovery plan of the facility where the application is housed.
- k. All copies of ADPRs must be protected as restricted information.

### 12-6 Relationship of Criticality and Recovery Time Objective

The criticality of an application is determined during the Application BIA. The RTO, which is the maximum allowable downtime for an application, is determined for applications designated as critical or business-controlled criticality. The RTO must be commensurate with the level of criticality. If there is a significant mismatch between the RTO and the criticality designation, the RTO and criticality designation must be reviewed. As a general rule, the more critical the application the lower the RTO. A lower RTO often requires a larger investment in BCM resources, which, in turn, results in higher costs.

The EIR is updated with the criticality and RTO at the completion of the BIA process. The RTO may be adjusted later, in consultation with the DR service provider, as the DR strategy is defined. Also at this time, the data currency requirements/recovery point objective (RPO) will be determined. The DR service provider uses the EIR to identify which applications require the development and testing of an ADRP.

### 12-7 Mainframe Recovery Testing for Computer Operations Service Centers

Full recovery testing of mainframe applications for the IT Computer Operations Service Centers located at San Mateo, California, and Eagan, Minnesota, is required every 36 months. Testing requirements for critical and business-controlled criticality applications are unchanged by this requirement.

### 12-8 Backup of Information Resources

All information resources must implement backup procedures. The responsible Postal Service manager must define the appropriate backup media and frequency.

However, applications determined by the BIA to be critical or business-controlled criticality must implement backup and recovery strategies sufficient to meet the RTO and data currency requirements.

#### 12-8.1 What to Back Up

All essential components of an information resource required for continued operations must be backed up. Backups will include, but are not limited to, operating systems, configuration files, general utilities, application software, data, supporting files and tables, scripts, standard operating procedures, specialized equipment, and related documentation.

**12-8.2 Backup Schedules**

All essential components must be backed up on a schedule that is sufficient to meet the RTO and RPO of the application or information resource as defined by the executive sponsor that controls the essential component.

**12-8.3 Backup Inventory**

An inventory of critical and business-controlled criticality applications backup media and supporting materials must be maintained. A copy of the inventory must be securely stored off-site or stored in a fireproof container at the facility that hosts the application. An inventory of backup media and materials is recommended for all other information resources.

**12-8.4 Backup Storage Requirements**

Backup media must be stored in a secure location (such as a locked cabinet or room with controlled access).

**12-8.5 Off-Site Backup Storage Requirements**

Backup media for critical and business-controlled criticality applications must be stored off-site at a location that is not subject to the same threats as the original media. Off-site storage of backup media is recommended for all other information resources.

**12-8.6 Backup Verification**

Backup media for critical and business-controlled criticality applications must be verified to ensure that backups are complete and can be read. From time to time, the application and associated backup hardware and software should be tested with the backup media to ensure the application can be successfully restored and used. Verification of backup media is recommended for all other information resources.

**12-8.7 Backup Disposal**

All unneeded electronic backup media or hardware containing sensitive and business-controlled sensitivity electronic media must be erased using a method that complies with the most current Postal Service policy and processes on the disposal of sensitive and business-controlled sensitivity media.

**12-9 BCM Plan Maintenance and Testing Requirements Summary**

Plans/ Applications	Maintenance	Testing
IMT Plan	Reviewed and updated every 6 months	Yearly exercise
FRP	Reviewed and updated every 6 months	Yearly exercise
WRP	Reviewed and updated every 6 months	Yearly exercise

Plans/ Applications	Maintenance	Testing
ADRP	Reviewed and updated every 6 months	For critical applications, full operational recovery test within 180 days of going into production and every 18 months thereafter  For business-controlled criticality applications, full operational recovery test within 180 days of going into production and either a table top walk through exercise or a full operational recovery test every 36 months thereafter
IT Mainframe Applications @ San Mateo and Eagan	Covered by ADRP	Full recovery test every 36 months

**12-10 Operational Workarounds**

For essential components of an information resource, operational workaround procedures should be developed (where possible) for use whenever the RTO cannot be met for recovery of the application or information resource. If implemented, these manual workaround procedures will be sustained until the essential components are fully restored at the host facility.

**12-11 Continuity of Operations Planning**

It is the policy of the Postal Service to respond quickly at all levels in the event of an emergency or threat, including human, natural, technological, and other emergencies or threats, to continue critical operations. Each Postal Service organizational element must be prepared to continue to function and to resume critical operations efficiently and effectively if they are interrupted.

We must plan for meeting the demands of a wide spectrum of emergency scenarios to ensure the continuance and uninterrupted delivery of critical services to the public, other federal agencies, tenants, clients, and employees. Continuity of operations planning must be maintained at a high level of readiness, be capable of being activated both with and without warning, achieve operational status no later than 12 hours after activation, and maintain sustained operations for up to 30 days or until termination. COOP plans must be stored in the Postal Emergency Management System (PEMS). Contact the Office of Emergency Preparedness for additional information on COOP plans.

Each facility designated by the VP/CTO as a major information technology site must include COOP plan requirements in their IMT and FRP to provide the processes and guidance to ensure the safety of personnel and the continuance

of critical operations in the event of an emergency or threat of an emergency.

### 13 Incident Management

*[Revise text of chapter 13 to read as follows:]*

#### 13-1 Policy

Postal Service information resources must be protected against events that may jeopardize information security by contaminating, damaging, or destroying information resources. All information security incidents must be reported in accordance with the policies and procedures provided below regardless of whether or not damage appears to have been incurred.

#### 13-2 Roles and Responsibilities

Specific Postal Service roles and responsibilities for incident management are defined in the sections below and are depicted in Exhibit 13.2.

##### 13-2.1 Inspector General

The inspector general, Office of the Inspector General (OIG), is responsible for the following:

- a. Conducting independent financial audits and evaluations of the operation of the Postal Service to ensure that its assets and resources are fully protected.
- b. Preventing, detecting, and reporting fraud, waste, and program abuse.
- c. Investigating computer intrusions as per the designation of functions between the OIG and the Postal Service Inspection Service.
- d. Funding CISO investigative efforts outside of those normally required.

##### 13-2.2 Manager, Office of the Inspector General, Computer Crimes Unit

The manager, Office of the Inspector General (OIG), Computer Crimes Unit (CCU) is responsible for the following:

- a. Functioning as an ongoing liaison with the Computer Incident Response Team (CIRT).
- b. Serving as a point of contact between the CIRT and law enforcement agencies.
- c. Conducting criminal investigations of attacks upon Postal Service networks and computers.

##### 13-2.3 Chief Inspector

The chief inspector, Postal Inspection Service, is responsible for the following:

- a. Providing physical protection and incident containment assistance during the investigation of information security incidents, as appropriate.
- b. Investigating reported violations of security regulations.

- c. Conducting revenue/financial investigations of such crimes as theft, embezzlement, or fraudulent activity.
- d. Investigating information security incidents, as appropriate.
- e. Funding CISO investigative effort outside of that normally required.

#### 13-2.4 Manager, Corporate Information Security Office

The manager, Corporate Information Security Office (CISO), is responsible for the following:

- a. Ensuring that a process for managing information security incidents is implemented.
- b. Escalating information security incidents to executive management as appropriate.
- c. Ensuring that lessons learned from information security incidents are incorporated into ongoing computer security awareness and training programs.
- d. Providing support to the OIG and the Inspection Service as requested.
- e. Assessing and ensuring compliance with information security incident management policies through inspections, reviews, and evaluations.

#### 13-2.5 Managers, Computing Operations and Advanced Computing Environment Infrastructure

The managers, computing operations and advanced computing environment (ACE) infrastructure are responsible for the following:

- a. Creating and maintaining a timely patch management process.
- b. Deploying patches to resources under their control.
- c. Protecting information resources at risk during security incidents, if feasible.
- d. Implementing virus containment.
- e. Providing guidance and education on virus response.
- f. Assisting in restoring information resources following a virus attack.
- g. Reporting suspected information security incidents to the CIRT in a timely manner.
- h. Deploying anti-virus software and updates, as required.
- i. Deploying anti-virus pattern file updates, as required.
- j. Disseminating security awareness and warning advisories to local users.
- k. Ensuring the completion of a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.

### 13-2.6 Program Manager, Secure Infrastructure Services

The program manager, Secure Infrastructure Services (SIS), is responsible for the following:

- a. Providing security incident detection through perimeter virus scanning and intrusion detection services.
- b. Approving, managing, and ensuring appropriate perimeter virus scanning, penetration testing, and network vulnerability scans and testing.
- c. Managing the CIRT to assist the Postal Service to contain, eradicate, document, and recover following a computer security incident, and return to a normal operating state.
- d. Implementing necessary corrective measures learned from incidents or from other sources.
- e. Providing network intrusion detection services (IDS).
- f. Providing network vulnerability testing and analysis services.

### 13-2.7 Computer Incident Response Team

The CIRT is responsible for the following:

- a. Providing timely and effective response to computer security incidents as they occur based on an established priority for handling incidents.
- b. Working with an affected organization to contain, eradicate, document, and recover following a computer security incident.
- c. Engaging other Postal Service organizations including, but not limited to, the OIG and Inspection Service.
- d. Escalating information security issues up the management chain, as required.
- e. Conducting a post-incident analysis, where appropriate, and recommending preventive actions.
- f. Maintaining a system for tracking incidents until they are closed.
- g. Maintaining a repository for documenting and analyzing Postal Service-wide security incidents.
- h. Interfacing with other governmental agencies and private sector computer incident response organizations.
- i. Participating in and providing information for Postal Service security awareness.
- j. Providing support to the OIG and the Inspection Service, as requested.

### 13-2.8 Manager, Telecommunications Services

The manager, Telecommunications Services, is responsible for the following:

- a. Conducting perimeter scanning for viruses, malicious code, and usage of nonstandard network protocols and immediately reporting suspected information security incidents to the CIRT.
- b. Monitoring network traffic for anomalies and immediately reporting anomalies to the CIRT.
- c. Protecting information resources at risk during security incidents, if feasible.
- d. Providing support to the CIRT for incident containment and response, as requested.
- e. Ensuring the completion of a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.

### 13-2.9 Executive Sponsors

Executive sponsors are responsible for the following:

- a. Reporting suspected information security incidents to the CIRT in a timely manner.
- b. Protecting information resources at risk during security incidents, if feasible.
- c. Assisting in the containment of security incidents, as required.
- d. Following contingency plans for disruptive incidents.
- e. Assessing damage caused by the incident and taking corrective and preventive measures.
- f. Documenting conversations and actions taken to handle the incident.
- g. Ensuring the completion of a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.
- h. Providing resources to correct the damage and remove the vulnerability identified by the incident.

### 13-2.10 All Managers

Managers at all levels are responsible for the following:

- a. Reporting suspected information security incidents to the CIRT in a timely manner.
- b. Protecting information resources at risk during security incidents, if feasible.
- c. Assisting in the containment of security incidents, as directed by the CIRT.
- d. Following contingency plans for disruptive incidents.
- e. Assessing damage caused by the incident and taking appropriate corrective and preventive measures.
- f. Documenting conversations and actions taken to handle the incident.

- g. Ensuring the completion of PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.
- h. Participating on calls to the CIRT or designating a responsible party to call in.

### 13-2.11 Security Control Officers

Security control officers (SCOs) are responsible for the following:

- a. Reporting suspected information security incidents to the CIRT in a timely manner.
- b. Providing support to the CIRT for incident containment and response as requested.
- c. Ensuring the completion of a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.
- d. Responding to physical security incidents.
- e. Reporting physical security incidents to the Inspection Service.
- f. Interfacing with CIRT, Inspection Service, ISS, or OIG, as required.

### 13-2.12 System Administrators

System administrators, including network, firewall, and database administrators, are responsible for the following:

- a. Reviewing audit and operational logs and maintaining records of the reviews.
- b. Identifying anomalies and possible internal and external attacks on Postal Service information resources and immediately reporting them to the CIRT.
- c. Protecting information resources at risk during information security incidents, if feasible.
- d. Assisting in the containment of security incidents, as required.
- e. Taking action, as directed by the CIRT, to eradicate the incidents and recover from them.
- f. Participating in follow-up calls with the CIRT.
- g. Fixing issues identified following an incident.
- h. Initiating a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.
- i. Ensuring that security patches and bug fixes are updated and kept current for resources under their control.
- j. Ensuring that virus protection software and signature files are updated and kept current for resources under their control.

### 13-2.13 Managers, Help Desks

The managers, Help Desks, are responsible for the following:

- a. Creating the entry for the problem tracking management system for security incidents reported to the Help Desks.
- b. Providing technical assistance for responding to suspected virus incidents reported to the Help Desks.
- c. Escalating unresolved suspected virus events to the CIRT.

### 13-2.14 All Personnel

All personnel are responsible for the following:

- a. Protecting information resources at risk during security incidents, if feasible.
- b. Calling the appropriate Help Desk for technical assistance for response to suspected virus incidents.
- c. Reporting suspected information security incidents immediately to the CIRT, their immediate supervisor or manager, and system administrator.
- d. Taking action, as directed by the CIRT, to protect against information security incidents, to contain and eradicate them when they occur, and to recover from them.
- e. Documenting all conversations and actions regarding the security incident.
- f. Completing PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.

### 13-2.15 Business Partners

Business partners are responsible for the following:

- a. Protecting information resources at risk during security incidents, if feasible.
- b. Reporting suspected information security incidents promptly to the CIRT, the executive sponsor, and the information systems security officer (ISSO) assigned to their project.
- c. Taking action, as directed by the CIRT, to protect against information security incidents; to contain, eradicate, and document them when they occur; and to recover from them.
- d. Documenting all conversations and actions regarding the security incident.
- e. Completing PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.
- f. Maintaining information security "best practices" on all information resources connecting to the Postal Service infrastructure to include security patches and anti-virus pattern recognition files.

**Exhibit 13.2 Incident Management Responsibilities**

Activity	Chief Inspector	All Managers <sup>1</sup>	CISO <sup>2</sup>	Technical Resources <sup>3</sup>	All Personnel/ Business Partners	SCOs	Inspector General
Report incident	I	X	X	X/F	X	X	I/A
Protect information resource	X/I	X	C	X/F	X	X	I/A
Contain incident	X/I	X		X/F	X	X	II/A
Process incident report			X/F				A
Analyze incident reports			X/F				A

<sup>1</sup> Executive sponsors and all managers

<sup>2</sup> CISO and program manager, SIS

<sup>3</sup> Technical Resources: managers, computing operations and ACE infrastructure; manager, Telecommunications Services; and system administrators

- X = Responsible for accomplishment
- F = Responsible for funding
- C = Consulting support as required
- A = Independent audits, evaluations, and reviews
- L = Liaison and coordinating support as required

**Other managers and organizations with responsibilities for incident management include:** CIRT; OIG-CCU; business partners; and managers, Help Desks (see Appendix A, Consolidated Roles and Responsibilities, for details).

**13-3 Information Security Incidents**

**13-3.1 Overview**

Information security incidents are events, whether suspected or proven, deliberate or inadvertent, that threaten the integrity, availability, or confidentiality of information resources. The reporting of incidents enables the responsible organizations to review the security controls and procedures; establish additional, appropriate corrective measures, if required; and reduce the likelihood of recurrence. To protect the Postal Service computing environment, the manager, CISO, may get involved at any point on any level for information security related incidents impacting the Postal Service.

**13-3.2 Reportable Incidents**

Reportable incidents include, but are not limited to, the following:

- a. Physical loss, theft, or unauthorized destruction of Postal Service information resources; e.g., missing or damaged hardware, software, or electronic media.
- b. Unauthorized disclosure, modification, misuse, or inappropriate disposal of Postal Service information.
- c. Internal or external unauthorized access attempts to access information or the facility where it resides.
- d. Unauthorized activity or transmissions using Postal Service information resources.

- e. Internal or external intrusions or interference with Postal Service networks, such as denial-of-service attacks, unauthorized activity on restricted systems, unauthorized modification or deletion of files, or unauthorized attempts to control information resources.
- f. Information resources with system software that is not patched to the current level.
- g. Information resources with virus protection software that is not patched to the current level or is disabled.
- h. Information resources with virus pattern recognition files that are not current.
- i. Sudden unavailability of files or data normally accessible.
- j. Unexpected processes, such as e-mail transmissions, that start without user input.
- k. Files being modified, though no changes in them should have occurred.
- l. Files appearing, disappearing, or undergoing significant and unexpected changes in size.
- m. Systems displaying strange messages or mislabel files and directories.
- n. Systems becoming slow, unstable, or inaccessible (e.g., will not boot properly).
- o. Data altered or destroyed, or access denied outside of normal business procedures.
- p. Detection of unauthorized personnel in controlled information security areas.

- q. Security violation, suspicious actions, or suspicion or occurrence of embezzlement or other fraudulent activities.
- r. Suspected bribery, kickbacks, and conflicts of interest.
- s. Revenue loss involving an information system.
- t. Prohibited mass electronic mailings.
- u. Potentially dangerous activities or conditions.
- v. Illegal activities.
- w. Violation of Postal Service information security policies and procedures.

### 13-4 Incident Prevention

The following actions by Postal Service personnel can help prevent information security incidents:

- a. Display proper badge when in any Postal Service facility.
- b. Be aware of your physical surroundings, including weaknesses in physical security and the presence of any unauthorized visitor.
- c. Use only approved computer hardware and software with the latest patches installed.
- d. Install and maintain an updated virus protection software and pattern recognition files.
- e. Do not download, install, or run a program unless you know it to be authored by a person or company that you trust.
- f. E-mail users should be wary of unexpected attachments.
- g. E-mail users should be wary of URLs, because they can link to malicious content. A common social engineering technique known as phishing uses misleading URLs to entice users to visit malicious Web sites.
- h. Install a personal firewall.
- i. Use a strong password of at least eight characters composed of upper- and lower-case alphabetic, numeric, and special characters.
- j. Encrypt information physically removed from a Postal Service facility or transmitted over a non-secure network such as the Internet.
- k. Back up data stored on local workstation.
- l. Follow best practices, including the following:
  1. Be wary of unexpected attachments. Know the source of the attachment before opening it. Remember that many viruses originate from a familiar e-mail address.
  2. Be wary of URLs in e-mail or instant messages. URLs can link to malicious content that, in some cases, may be executed without your intervention.

3. Be wary of social engineering attempts to solicit restricted information, such as account numbers and passwords.
4. Users of technology such as instant messaging and file-sharing services should be careful of following links or running software sent by other users. These are commonly used methods among intruders attempting to build networks of distributed denial-of-service agents.
5. Use strong passwords of at least eight characters composed of upper- and lower-case alphabetic, numeric, and special characters.

### 13-5 Preliminary CIRT Activities

The following preliminary activities can improve the CIRT's ability to respond to information security incidents:

- a. Develop an incident response plan. Predetermine necessary actions and responses to specific classes of incidents to facilitate the making of decisions under pressure with minimal information.
- b. Implement secure connections to make Intrusion Detection System (IDS) policy changes and attack signature updates.
- c. Verify automated responses from IDS, etc.
- d. Conduct penetration testing at times known only to personnel with a need to know.
- e. Regularly review available information sources such as advisories and research findings to maintain currency.
- f. Notify management of potentially harmful events.
- g. Prioritize the severity of information security incidents.
- h. Document lessons learned to improve CIRT operations.

### 13-6 Incident Response

#### 13-6.1 Incident Reporting

Information security incidents must be immediately reported to the CIRT via telephone at 1-866-USPS-CIR(T) or 1-866-877-7247 or via an e-mail to [uspscirt@usps.gov](mailto:uspscirt@usps.gov). The CIRT telephone number is a 24 X 7 hotline. Do not dismiss a suspected incident or discount its seriousness.

In addition to the CIRT, the following personnel may be notified, as appropriate:

- a. Help Desk at 1-800-USPS-HELP or 1-800-877-7435.
- b. Immediate supervisor or manager.
- c. Local system administrator or local technical support.
- d. Corporate Information Security Office (CISO) at 1-919-501-9350.
- e. Security Control Officer (SCO).

- f. Inspection Service.
- g. Office of the Inspector General (OIG) at 1-888-877-7644.

A PS Form 1360 must be completed and submitted to the CIRT. An acceptable facsimile containing the same information required on the form may be submitted.

### 13-6.2 Information Resource Protection

When an information security-related situation or incident is suspected or discovered, personnel must take steps, as directed by the CIRT, to protect the information resource(s) at risk. Appropriate actions are:

- a. Do not shut down or power off a system after a computer incident occurs.
- b. Do not make any changes to the equipment or network in question without direction from the CIRT.
- c. Do not discuss or e-mail anyone about the situation or incident unless directed to do so by the CIRT.
- d. Follow CIRT instructions with regard to options and strategies for containment and recovery from the incident.
- e. Close and lock doors to protect unattended equipment.
- f. Turn off computer monitor so screen cannot be viewed.
- g. Challenge personnel without badges.

### 13-6.3 Incident Containment

Supervisors or managers who suspect, discover, or are notified of a security-related event must immediately notify the CIRT and initiate appropriate response procedures to contain the incident, protect the confidentiality and integrity of Postal Service information, and ensure business continuity. Appropriate actions following the identification of a security incident include, but are not limited to, the following:

- a. Notifying CIRT for assistance to contain, eradicate, and recover from the security incident.
- b. Notifying the Inspection Service of a physical security incident.
- c. Documenting in a journal or log all conversations and actions taken during the incident handling and response process and making this log available to management personnel on request.
- d. Ensuring personnel follow contingency plans for recovering from disruptive incidents.
- e. Ensuring the completion of a PS Form 1360.

### 13-6.4 Processing Incident Reports

The CIRT is responsible for the following:

- a. Logging and tracking security incident reports.

- b. Ensuring appropriate response and resolution of security incidents.
- c. Engaging appropriate organizational resources, such as the Virus Response Team (VRT), OIG, Inspection Service, etc.
- d. Evaluating and escalating incident reports requiring further action.
- e. Retaining incident reports, supporting evidence, and journals for 1 year or for a time period determined by the OIG.
- f. Providing Inspection Service and OIG access to all reported information security incidents.
- g. Complying with federal sector security incident reporting requirements.

### 13-6.5 Incident Investigation

A member of the OIG-CCU team is co-resident with the CIRT and investigates, along with the Inspection Service, violations of state and federal laws enacted to protect the authenticity, privacy, integrity, and availability of electronically stored and transmitted information.

### 13-6.6 Incident Analysis

The CIRT will analyze security incidents and prepare reports summarizing the causes, frequency, and damage assessments of information security incidents.

CIRT management will analyze the CIRT reports to improve the information security program and keep Postal Service executive management apprised as to the state of information security.

### 13-6.7 Incident Escalation

It may be necessary to escalate an individual incident up the management chain based on the following criteria:

- a. Number of sites and systems under attack.
- b. Type of data at risk.
- c. Severity of the attack.
- d. State of the attack.
- e. Source or target of the attack.
- f. Impact on the integrity of the infrastructure or cost of recovery.
- g. Attack on a seemingly "secure" information resource.
- h. Personnel awareness of the attack.
- i. New attack method use.

\* \* \* \* \*

## Appendix A, Consolidated Roles and Responsibilities

[Revise the text of Appendix A to read as follows:]

### 1 Chief Inspector

The chief inspector is the security officer for the Postal Service and has delegated authority for the information security program to the vice president, Chief Technology Officer. For a complete description of Postal Inspection Service responsibilities, see the *Administrative Support Manual*. The chief inspector is responsible for the following:

- a. Establishing policies and procedures for personnel security, including criteria for clearances and criteria and the identification of sensitive positions.
- b. Determining whether a position is sensitive.
- c. Establishing policies and procedures for physical and environmental security.
- d. Issuing security requirements for personnel, physical, and environmental security.
- e. Conducting background investigations and granting personnel clearances.
- f. Conducting site security reviews, surveys, and investigations of sites to evaluate all aspects of physical, environmental, and personnel security.
- g. Ensuring the physical security of facilities containing Postal Service computer and telecommunications equipment, and monitoring physical access as deemed necessary.
- h. Providing technical guidance on physical and environmental security activities that support information security, such as controlled areas, access lists, physical access control systems, and identification badges; providing protection of workstations, portable devices, and sensitive, critical, and business-controlled media.
- i. Directing the use of the Postal Service Security Force.
- j. Providing security consultation and guidance during system, application, and product development to assure that security concerns are addressed and information and/or evidence that may be needed for an investigation is retained by the information resource.
- k. Assisting the manager, Corporate Information Security Office (CISO), with reviews, as appropriate.
- l. Investigating reported violations of security regulations.
- m. Conducting revenue/financial investigations including theft, embezzlement, or fraudulent activity.
- n. Providing physical protection and containment assistance and investigating information security incidents as appropriate.
- o. Funding CISO investigative efforts outside of those normally required.
- p. Managing, securing, scanning, monitoring, and supporting the Inspection Service's own network and information technology (IT) infrastructure.

### 2 Vice President, Chief Technology Officer

The vice president, Chief Technology Officer (VP/CTO) is responsible for the following:

- a. Ensuring the implementation of information security assurance processes.
- b. Identifying and authorizing baseline information resource services for personnel.
- c. Ensuring that data is assigned to an organizational entity for stewardship.
- d. Ensuring that financial, personnel, and physical resources are available for completing security tasks.
- e. Ensuring the protection and secure implementation of the Postal Service information technology infrastructure.
- f. Together with the vice presidents of the functional business areas, accepting, in writing, residual risk of information resources and approving deployment.

### 3 Manager, Corporate Information Security Office

The chief inspector has delegated to the VP/CTO responsibility for the information security program. The VP/CTO, in turn, has delegated authority for development, implementation, and management of the information security program to the manager, CISO. The manager, CISO, is responsible for the following:

- a. Setting the overall strategic and operational direction of the Postal Service information security program and its implementation strategies.
- b. Engaging at any point on any level for issues related to information security that impact the Postal Service.
- c. Recommending members to the Information Security Executive Council.
- d. Developing information security policies, processes, and procedures.
- e. Managing the Information Security Assurance (ISA) process.

- f. Managing and providing guidance to the information systems security officers (ISSOs).
  - g. Reviewing ISA evaluation reports and documentation packages and forwarding both to the accreditors.
  - h. Maintaining an inventory of all information resources that have completed the ISA process.
  - i. Managing the network connectivity review process (see Handbook AS-805-D, *Information Security Network Connectivity Process*).
  - j. Designating chairpersons for the Network Connectivity Review Board (NCRB) and the Information Security Policy Review Board.
  - k. Ensuring secure and appropriate connectivity to the Postal Service intranet.
  - l. Conducting site security reviews, as requested, or providing support to the Postal Inspection Service during its site security reviews, as requested.
  - m. Providing consulting support regarding physical, administrative, and technical security controls and processes that safeguard the availability and integrity of the Postal Service intranet.
  - n. Providing consulting support for securing the network perimeter, infrastructure, integrity controls, asset inventory, identification, authentication, authorization, intrusion detection, penetration testing, and audit logs.
  - o. Designating the chairperson of the Network Connectivity Review Board (NCRB).
  - p. Providing leadership of the Security Forum for the Enterprise Architecture (EA) Forum.
  - q. Developing and implementing a comprehensive information security training and awareness program.
  - r. Serving as the central point of contact for all information security issues, and providing overall consultation and advice on information security policies, processes, requirements, controls, services, and issues.
  - s. Assessing the adequacy of information security processes in a changing information infrastructure and updating those processes as necessary.
  - t. Assessing the adequacy of physical, environmental, and administrative security controls in a changing information technology environment and recommending changes as necessary.
  - u. Providing guidance and oversight for information security architecture, technologies, procedures, and controls.
  - v. Establishing evaluation criteria and recommending security hardware, software, and audit tools.
  - w. Providing guidance and oversight on application security.
  - x. Approving the establishment of shared accounts.
  - y. Certifying the adequacy of security controls implemented on sensitive, critical, and business-controlled information resources developed for, endorsed by, or operated on behalf of the Postal Service.
  - z. Implementing a system for information security incident handling and reporting.
  - aa. Ensuring that a process for managing information security incidents is implemented.
  - ab. Incorporating lessons learned from information security incidents into ongoing computer security awareness and training programs.
  - ac. Ensuring compliance to information security policies through inspections, reviews, and evaluations.
  - ad. Providing support to the Office of the Inspector General and the Inspection Service during the conduct of investigative activities concerning information security, the computing infrastructure, and network intrusion, as requested.
  - ae. Providing support to the chief inspector during the conduct of facility/site security reviews, as requested.
  - af. Escalating security issues to executive management and promulgating security issues and recommended corrective actions across the Postal Service.
  - ag. Authorizing monitoring and surveillance activities of information resources.
  - ah. Authorizing (in case of threats to our infrastructure, network, or operations) appropriate actions that may include viewing and/or disclosing data to protect Postal Service resources or the nation's communications infrastructure.
  - ai. Confiscating and removing any information resource suspected of inappropriate use or violation of Postal Service information security policies to preserve evidence that might be used in forensic analysis of a security incident.
  - aj. Reviewing and approving information security policy for mail processing equipment / mail handling equipment.
- 4 Information Security Executive Council**
- The Information Security Executive Council consists of appropriate Postal Service representatives and serves as a steering committee advising the CISO on the following:
- a. Prioritizing security issues based on business requirements.
  - b. Funding information security programs.

- c. Promulgating information security throughout the Postal Service.

### 5 Vice Presidents, Functional Business Areas

The vice presidents of Postal Service functional business areas are responsible for the following:

- a. Approving and funding the development of information resources.
- b. Ensuring resources are available for completing information security tasks.
- c. Ensuring the security of all information resources within their organization.
- d. Together with the VP/CTO, accepting, in writing, residual risks associated with information resources under their control and approving deployment.
- e. Ensuring that contractual agreements require all contractors, vendors, and business partners to adhere to Postal Service information security policies.

### 6 Vice President, Emergency Preparedness

The vice president, Emergency Preparedness, is responsible for the following:

- a. Developing, implementing, and coordinating emergency preparedness plans to protect Postal Service employees, customers, operations, and the mail during disasters and national emergencies.
- b. Functioning as the Postal Service Emergency Response Coordinator.

### 7 Vice President, Engineering

The vice president, Engineering, is responsible for ensuring the security of information resources used in support of the mail processing environment and mail handling environment (MPE/MHE), including technology acquisition, development, and maintenance.

### 8 Vice President, Network Operations Management

The vice president, Network Operation Management, is responsible for the security of the mail and information resources utilized in support of MPE/MHE strategies and logistics.

### 9 All Officers and Managers

All officers, business and line managers, and supervisors, regardless of functional area, are responsible for the following:

- a. Implementing information security policies and ensuring compliance with information security policies by organizations and information resources under their direction.

- b. Ensuring that information security is a part of business decisions.
- c. Promptly elevating problems, requirements, and matters requiring establishment or refinement of information security policies to the level necessary for resolution.
- d. Identifying sensitive information positions in their organizations, ensuring that personnel occupying sensitive positions hold the appropriate level of clearance, and funding background investigations and clearances.
- e. Managing access authorizations and documenting information security responsibilities for all personnel under their supervision.
- f. Ensuring that personnel under their supervision who access information resources receive information security training commensurate with their position and responsibilities, including policies on acceptable use of information resources.
- g. Providing resources, including personnel, financial, and physical assets, to meet information security requirements.
- h. Promulgating information security awareness to all personnel under their supervision, ensuring that their personnel comply with Postal Service information security policies and procedures, and invoking user sanctions as required.
- i. Including employee information security performance in performance evaluations.
- j. Supervising the information security responsibilities of their contractor personnel in the absence of a contracting officer.
- k. Processing departing personnel appropriately and notifying the appropriate system and database administrators when personnel no longer require access to information resources.
- l. Initiating a written request for message and data content monitoring and send to the Chief Privacy Officer (CPO) for approval.
- m. Approving or denying requests, by personnel under their supervision, for access to information resources beyond baseline information resource services and reviewing those access authorizations on a semi-annual basis.
- n. Ensuring that all hardware and software are obtained in accordance with official Postal Service processes.
- o. Protecting information resources.
- p. Ensuring the development, exercise, and maintenance of all business continuity planning (BCP) plans and assuring those plans are exercised yearly.

- q. Planning for the resumption of their normal business functions when notified that the facility can be safely occupied.
- r. Complying with emergency preparedness policies and processes.
- s. Participating in and ensuring that their personnel participate in BCM awareness and training, testing, and exercising.
- t. Providing the funding, people (e.g., site facility recovery team manager, application testers), and time necessary to develop, exercise, and maintain the BCP and DRP plans.
- u. Ensuring the development, exercise, and maintenance of all ADPPs and assuring those plans are exercised as designated by their criticality.
- v. Ensuring information resources under their control are available and appropriate backups are maintained.
- w. Ensuring the development, testing, and maintenance of operational workarounds for essential components of an information resource under their control for use in the event that the RTO cannot be met.
- x. Ensuring compliance with Postal Service information security policy and procedures.
- y. Reporting suspected information security incidents to the CIRT in a timely manner, protecting information resources at risk during security incidents, containing the incident, and following contingency plans for disruptive incidents.
- z. Assessing damage caused by the incident and taking appropriate corrective and preventive measures.
- aa. Documenting conversations and actions taken to handle the incident and completing a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.
- ab. Participating on calls to the CIRT or designating a responsible party to call in.
- ac. Responding to, and complying with, audit findings in their areas of responsibility.
- b. Conducting a business impact assessment (BIA) to determine the sensitivity and criticality of each information resource under his or her control and to determine the potential consequences of information resource unavailability.
- c. Providing resources to ensure that security requirements are properly addressed.
- d. Ensuring completion of an information resource risk assessment for all sensitive, critical, and business-controlled information resources under their purview.
- e. Ensuring completion of a site security review, if the facility hosts a sensitive, critical, or business-controlled information resource.
- f. Ensuring that contract personnel under their supervision comply with Postal Service information security policies and procedures.
- g. Ensuring that all information security requirements are included in contracts and strategic alliances.
- h. Ensuring compliance with, and implementation of, the Postal Service privacy policy, data collection policy, and customer privacy statement.
- i. Appointing, in writing, an information systems security representative (ISSR).
- j. Ensuring completion of security-related activities throughout the application ISA life cycle.
- k. Ensuring that information resources within their purview are capable of enforcing appropriate levels of information security services to assure data integrity.
- l. Implementing encryption to protect restricted information, as required.
- m. Preventing residual data from being exposed to unauthorized users as information resources are released or reallocated.
- n. Authorizing access to the information resources under their control and reviewing those access authorizations on a semiannual basis.
- o. Ensuring information resource availability through planning for capacity, scalability, and redundancy.
- p. Maintaining an accurate inventory of Postal Service information resources and coordinating hardware and software upgrades.
- q. Implementing configuration management for information resources.
- r. Implementing hardware, software, and application security.
- s. Ensuring software is licensed and that information resources under their control are obtained in accordance with official Postal Service processes.

## 10 Executive Sponsors

Executive sponsors, as representatives of the vice president of the functional business area, are the business managers with oversight (funding, development, production, and maintenance) of the information resource and are responsible for the following:

- a. Consulting with the Chief Privacy Officer (CPO) on determining information sensitivity and Privacy Act applicability.

- t. Ensuring appropriate funding for proposed business partner connectivity, including costs associated with the continued support for the life of the connection.
- u. Initiating and complying with the network connectivity request requirements and process as documented in Handbook AS-805-D, *Information Security Network Connectivity Process*.
- v. Notifying the NCRB when the business partner trading agreement ends or when network connectivity is no longer required.
- w. Identifying essential business functions that support the mission of the Postal Service and determining the applications that are required to support these essential business functions.
- x. Ensuring the implementation of appropriate backup and backup verification of applications.
- y. Funding application recovery (including but not limited to hardware/software licenses required, ADRP development, testing, and maintenance) for applications.
- z. Protecting information resources.
- aa. Reporting suspected information security incidents to the CIRT in a timely manner, protecting information resources at risk during the security incident, containing the incident, and following contingency plans for disruptive incidents.
- ab. Assessing damage caused by the incident; documenting conversations and actions taken to handle the incident; completing a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile; and providing resources to correct the damage and remove the vulnerability identified by the incident.

## 11 Portfolio Managers

Portfolio managers are responsible for the following:

- a. Functioning as the liaison between executive sponsors and IT providers.
- b. Supporting the executive sponsor in the development of information resources and the ISA process, including the BIA, risk assessment, and BCM.
- c. Ensuring that the information resource is entered in the Enterprise Information Repository (EIR) and updated as required.
- d. Providing coordination and support to executive sponsors for all matters relating to disaster recovery (DR) processes, e.g., coordinate and support DR costing models.
- e. Functioning as the liaison between executive sponsors and DR service providers in the planning and execution of DR requirements.
- f. Functioning as an accreditor for information resources under his or her purview.

## 12 Managers of Major Information Technology Sites

Managers of major information technology sites are responsible for the following:

- a. Functioning as the Incident Management Team (IMT) leader for their facility.
- b. Identifying and training key technical personnel to provide support in BCP and DRP for their facility and information resources housed in their facility and the alternate DR facilities.

## 13 Installation Heads

Installation heads are in charge of Postal Service facilities or organizations, such as areas, districts, Post Offices, mail processing facilities, parts depots, vehicle maintenance facilities, computer service centers, or other installations. Installation heads are responsible for the following:

- a. Designating a security control officer (SCO) who will be responsible for both personnel and physical security at that facility, including the physical protection of computer systems, equipment, and information located therein.
- b. Implementing physical and environmental security support for information security, such as the protection of workstations, portable devices, and sensitive, critical, and business-controlled media.
- c. Controlling physical access to the facility, including the establishment and implementation of controlled areas, access lists, physical access control systems, and identification badges.
- d. Funding building security equipment and security-related building modifications.
- e. Maintaining an accurate inventory of Postal Service information resources at their facilities and implementing appropriate hardware security and configuration management.
- f. Maintaining and upgrading all security investigative equipment, as necessary.
- g. Ensuring completion of a site security review, providing assistance to the Inspection Service and ISSO as required, and accepting site residual risk.
- h. Ensuring that the Postal Service security policy, guidelines, and procedures are followed in all activities related to information resources (including procurement, development, and operation) at their facility.

- i. Ensuring that all employees who use or are associated with the information resources in the facility are provided information security training commensurate with their responsibilities.
- j. Taking appropriate action in response to employees who violate established security policy or procedures.
- k. Cooperating with the Inspection Service to ensure the physical protection of the network infrastructure located at the facility.
- l. Providing consulting support for information resource backup, providing facility recovery procedures to each of the site's business units, and supporting the development and maintenance of facility recovery plans (FRPs).
- m. Reporting information security incidents to the CIRT in a timely manner, containing the incident, and following contingency plans for disruptive incidents.
- n. Assessing damage caused by the incident, documenting conversations and actions taken to handle the incident, and completing a PS 1360, *Information Security Incident Report*, or an acceptable facsimile.

#### **14 Chief Privacy Officer**

The CPO is responsible for the following:

- a. Developing policy relating to defining information sensitivity and determining information sensitivity designations.
- b. Developing policy on Postal Service privacy issues.
- c. Providing guidance to ensure Postal Service compliance with the Privacy Act, Gramm-Leach-Bliley Act, Children's Online Privacy Protection Act, and Freedom of Information Act.
- d. Developing privacy compliance standards, customer privacy statement, and customer data collection standards, including cookies and Web transfer notifications.
- e. Approving requests for message and data content monitoring.
- f. Consulting on and reviewing the BIA during and following completion.
- g. Ensuring compliance with the determination of information resource sensitivity policy.
- h. Developing appropriate data record retention, disposal, and release guidelines.

#### **15 Inspector General**

The inspector general is responsible for the following (for a description of the Office of Inspector General responsibilities, see *Administrative Support Manual*, Chapter 2):

- a. Conducting independent financial audits and evaluation of the operation of the Postal Service to ensure that its assets and resources are fully protected.
- b. Preventing, detecting, and reporting fraud, waste, and program abuse.
- c. Promoting efficiency in the operation of the Postal Service.
- d. Investigating computer intrusions, as per the designation of functions between the OIG and the Postal Service Inspection Service.
- e. Funding CISO investigative efforts outside of those normally required.

#### **16 Manager, Office of the Inspector General, Technical Crimes Unit**

The manager, Office of the Inspector General (OIG), Technical Crimes Unit (TCU) is responsible for the following:

- a. Functioning as an ongoing liaison with the CIRT.
- b. Serving as a point of contact between the CIRT and law enforcement agencies.
- c. Conducting criminal investigations of attacks upon Postal Service networks and computers.

#### **17 Manager, Business Continuity Management**

The manager, BCM, is responsible for the following:

- a. Defining, planning, developing, implementing, managing, testing, exercising, and monitoring for compliance of a sustainable BCM Program for the Postal Service.
- b. Ensuring that appropriate business continuity plans (Incident Management Team, Facility Recovery, and Workgroup Response) are developed, tested, and exercised for business functions and information technology services.
- c. Ensuring that appropriate ADRPs are developed and tested for all critical and business-controlled criticality information resources that support critical business functions and services.
- d. Developing and implementing lines of communication to the Chief Technology Officer organization, executive sponsors, and business units, and providing consulting services concerning matters of BCM.
- e. Providing BCM awareness and training for Postal Service personnel.
- f. Ensuring compliance with BCM and information security policies.

- g. Providing DR services and processes that enhance the ability of the Postal Service to reduce interruptions to IT services at major IT sites.

### 18 Manager, Telecommunications Services

The manager, Telecommunications Services, is responsible for the following:

- a. Implementing and maintaining operational information security throughout the infrastructure.
- b. Managing network addressing and virtual private networks (VPNs).
- c. Recommending and deploying network hardware and software based on the Postal Service security architecture.
- d. Monitoring and tracking all physical connections between any component of the Postal Service telecommunications infrastructure and any associated information resource not under Postal Service control.
- e. Ensuring secure and appropriate management of the Postal Service intranet.
- f. Implementing security controls and processes that will safeguard the availability and integrity of the Postal Service intranet and will support the confidentiality of sensitive information.
- g. Implementing the network perimeter, including firewalls, demilitarized zones (DMZs), and secure enclaves.
- h. Implementing secure methods of remote access and appropriate remote access controls.
- i. Implementing strong authentication, digital certificates, digital signatures, biometrics, smart cards, tokens, and the associated infrastructure for network management.
- j. Implementing appropriate security administration and managing accounts appropriately.
- k. Maintaining the integrity of data and network information resources.
- l. Deploying and managing perimeter virus scanning.
- m. Maintaining an accurate inventory of Postal Service network information resources.
- n. Creating and maintaining a timely patch management process for network information resources.
- o. Deploying patches to information resources under his or her control.
- p. Implementing and managing wireless local area networks (WLANs) connectivity.
- q. Conducting capacity planning.

- r. Ensuring that recovery plans and sufficient capacity are in place for the recovery of the telecommunications infrastructure for the IT-supported Postal Service sites.
- s. Identifying and training key technical personnel to provide support in the BCP and DRP for information resources housed in IT-supported Postal Service sites.
- t. Conducting perimeter scanning for viruses, malicious code, and usage of nonstandard network protocols and immediately reporting suspected information security incidents to the CIRT.
- u. Monitoring network traffic for anomalies and immediately reporting anomalies to the CIRT.
- v. Protecting information resources at risk during security incidents, if feasible.
- w. Providing support for CIRT incident containment and response, as requested.
- x. Ensuring the completion of a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.

### 19 Managers, Computing Operations and ACE Infrastructure

The managers, computing operations and ACE infrastructure, are responsible for the following:

- a. Implementing and maintaining security throughout the mainframe and distributed infrastructure.
- b. Recommending and deploying mainframe and distributed hardware and software based on the Postal Service security architecture.
- c. Coordinating and implementing standard platform configurations based on the Postal Service security architecture.
- d. Creating and maintaining a timely patch management process and deploying patches to resources under their control.
- e. Maintaining an accurate inventory of Postal Service information resources, tracking and reacting to security vulnerability alerts, coordinating hardware and software upgrades, and maintaining appropriate records.
- f. Implementing information security policies, procedures, and hardening standards.
- g. Defining acceptable thresholds for anti-virus software and recognition patterns.
- h. Deploying and maintaining software to scan for malicious code and usage of nonstandard network protocols.

- i. Functioning as an accreditor for internally managed information resources.
- j. Ensuring that mainframe remote access is appropriately managed.
- k. Implementing appropriate security administration and ensuring that accounts are managed appropriately.
- l. Maintaining the integrity of data and information resources and ensuring the appropriate level of information resource availability.
- m. Ensuring information resource availability through planning for capacity, scalability, and redundancy.
- n. Ensuring the installation of the authorized internal warning banner.
- o. Ensuring the compliance with Postal Service information security policy and procedures.
- p. Protecting information resources at risk during security incidents and implementing virus containment.
- q. Providing guidance and education on virus response.
- r. Assisting in restoring information resources following a virus attack.
- s. Reporting suspected information security incidents to the CIRT in a timely manner.
- t. Distributing anti-virus software and updates, as required.
- u. Distributing anti-virus pattern file updates, as required.
- v. Disseminating security awareness and warning advisories to local users.
- w. Ensuring the completion of a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.

## 20 Managers of Development Centers

Managers of development centers shall be responsible for the following:

- a. Providing support services to the executive sponsor through the appropriate portfolio manager for all matters relating to BCM.
- b. Ensuring that ADRPs are developed for applications developed at their site or applications developed under their governance and that those ADRPs are tested in accordance with the application's designated criticality.
- c. Identifying and training key technical personnel to provide support in the testing of BCP plans for their facility and ADRPs for applications developed at their site, applications developed under their governance, and applications housed at their site or alternate site facilities.
- d. Identifying and training alternate technical personnel to support critical and business-controlled criticality applications in case of disaster.

## 21 Program Manager, Secure Infrastructure Services

The program manager, Secure Infrastructure Services (SIS), is responsible for the following:

- a. Defining the hardening standards for Postal Service information resources.
- b. Configuring and managing the implementation of personal firewalls on laptops and desktop workstations.
- c. Removing network connectivity from any computing device that does not meet the defined operating system and anti-virus software and recognition pattern thresholds.
- d. Providing consulting support regarding physical, administrative, and technical security controls and processes that safeguard the availability and integrity of the Postal Service intranet and support the confidentiality of information.
- e. Providing consulting support regarding secure connectivity to the Postal Service intranet.
- f. Providing consulting support regarding network services and protocols used by Postal Service information resources.
- g. Implementing and maintaining a secure Postal Service computing infrastructure by setting standards and developing the security processes and procedures.
- h. Implementing and maintaining operational information security throughout the infrastructure.
- i. Coordinating and approving standard configurations for devices.
- j. Recommending and deploying network hardware and software based on the Postal Service security architecture.
- k. Approving network services and protocols.
- l. Monitoring and tracking all physical connections between any component of the Postal Service telecommunications infrastructure and any other information resource not under Postal Service control.
- m. Ensuring secure and appropriate management of the Postal Service Managed Network Services (MNS).
- n. Implementing security controls and processes that will safeguard the availability and integrity of the MNS.
- o. Determining the standards and configuration for secure enclaves.

- p. Assessing information resources to determine the need for placement in a secure enclave.
- q. Ensuring that network services and protocols used by Postal Service information resources provide the appropriate level of security for the MNS.
- r. Implementing secure methods of remote access and appropriate remote access controls.
- s. Implementing secure identification and authentication mechanisms including strong authentication, digital certificates, digital signatures, biometrics, smart cards, tokens, and the associated infrastructure.
- t. Ensuring that only Postal Service–approved encryption products are used.
- u. Implementing appropriate security administration and managing accounts appropriately.
- v. Maintaining the integrity of data and information resources.
- w. Providing security incident detection through perimeter virus scanning and intrusion detection services.
- x. Approving, managing, and ensuring appropriate perimeter virus scanning, penetration testing, and network vulnerability scans and testing.
- y. Ensuring network perimeter security by implementing, approving, and managing firewalls, secure enclaves, proxy servers, intrusion detection services, and intrusion prevention services.
- z. Managing the CIRT to assist the Postal Service to contain, eradicate, document, recover following a computer security incident, and return to a normal operating state.
- aa. Implementing necessary corrective measures learned from incidents or from other sources.
- ab. Ensuring compliance with Postal Service computing infrastructure security standards, processes, and procedures.
- ac. Approving the use of networking monitoring tools, except those used by the OIG.
- ad. Providing support to the OIG during the conduct of investigative activities concerning information security, the computing infrastructures, and network intrusion as requested.
- ae. Monitoring all logs.
- af. Providing network intrusion detection services (IDS).
- ag. Providing network vulnerability testing and analysis services.

## 22 Network Connectivity Review Board

The NCRB is responsible for the following:

- a. Managing the Postal Service network connectivity process through the implementation of the Handbook AS-805-D, *Information Security Network Connectivity Process*.
- b. Developing system connectivity requirements for Postal Service connections to external systems, externally facing applications (e.g., FTP servers), and connections via the Internet to Postal Service development, production, and internal networks.
- c. Developing standard connectivity and documentation criteria to expedite approval of connectivity requests without additional board action.
- d. Requesting additional information, security reviews, or audits regarding proposed or approved connections, if deemed necessary.
- e. Evaluating connectivity and firewall change requests and approving or rejecting them based upon existing policy, best practices, and the level of risk associated with the request.
- f. Consulting with executive sponsors on network information security requirements.
- g. Assisting the requester in identifying alternative solutions for denied requests that are acceptable to the requester and the Postal Service.
- h. Reviewing new information resource, infrastructure, and network connections and their effects on overall Postal Service operations and information security.
- i. Approving network services and protocols.
- j. Recommending changes to the business partner (BP) network. In situations where high risk factors exist, issuing mitigating requirements for connectivity.
- k. Ordering the disabling of an information resource or network connection that does not comply with Postal Service policies, procedures, and standards or which is found to pose a significantly greater risk than when originally assessed.

## 23 Computer Incident Response Team

The CIRT is responsible for the following:

- a. Providing timely and effective response to computer security incidents as they occur.
- b. Working with an organization to contain, eradicate, document, and recover following a computer security incident.
- c. Engaging other Postal Service organizations including, but not limited to, the OIG and Inspection Service.

- d. Escalating information security issues to executive management as required.
- e. Conducting a post-incident analysis, where appropriate, and recommending preventive actions.
- f. Maintaining a system for tracking incidents until they are closed.
- g. Maintaining a repository for documenting and analyzing Postal Service-wide security incidents.
- h. Interfacing with other governmental agencies and private sector computer incident response centers.
- i. Participating in and providing information for Postal Service security awareness.
- j. Developing and documenting processes for incident reporting and management.
- k. Providing support to the OIG and the Inspection Service, as requested.

#### **24 Managers, Help Desks**

The managers, Help Desks, are responsible for the following:

- a. Creating the entry for the problem tracking management system for security incidents reported to the Help Desks.
- b. Providing technical assistance for responding to suspected virus incidents reported to the Help Desks.
- c. Escalating unresolved suspected virus events to the CIRT.

#### **25 Contracting Officers and Contracting Officer Representatives**

Contracting officers and contracting officer representatives are responsible for the following:

- a. Ensuring that information technology contractors, vendors, and business partners are contractually obligated to abide by Postal Service information security policies, standards, and procedures.
- b. Ensuring that all contracts and business agreements requiring access to Postal Service information resources identify sensitive positions, specify the clearance levels required for the work, and address appropriate security requirements.
- c. Ensuring that contracts and business agreements allow monitoring and auditing of any information resource project.
- d. Ensuring that the security provisions of the contract and business agreements are met.
- e. Confirming the employment status and clearance of all contractors who request access to information resources.

- f. Ensuring all account references, building access, and other privileges are removed for contractor personnel when they are transferred or terminated.

#### **26 General Counsel**

The general counsel is responsible for the following:

- a. Ensuring that information technology contractors, vendors, and business partners are contractually obligated to abide by Postal Service information security policies, standards, and procedures.
- b. Ensuring that contracts and agreements are in place that allow monitoring and auditing of any information resource project.

#### **27 Business Partners**

Business partners may request connectivity to Postal Service network facilities for legitimate business needs. Business partners requesting or utilizing connectivity to Postal Service network facilities are responsible for the following:

- a. Initiating a request for connectivity to the Postal Service executive who sponsors the request.
- b. Complying with Postal Service network connectivity request (see Handbook AS-805-D, *Information Security Network Connectivity Process*) requirements and process.
- c. Abiding by Postal Service information security policies regardless of where the systems are located or who operates them. This also includes strategic alliances.
- d. Protecting information resources at risk during security incidents, if feasible.
- e. Reporting information security incidents promptly to the CIRT, the executive sponsor, and the information systems security officer (ISSO) assigned to their project.
- f. Taking action, as directed by the CIRT, to eradicate the incident and recover from it.
- g. Documenting all conversations and actions regarding the security incident.
- h. Allowing site security reviews by the Postal Inspection Service and CISO.
- i. Allowing audits by the OIG.

#### **28 Project Managers**

Project managers for the information resource development, acquisition, or integration project are responsible for the following:

- a. Managing day-to-day development and implementation efforts for new information resources.

- b. Incorporating the appropriate security controls in all information resources.
- c. Updating the EIR on behalf of the portfolio manager.

### 29 Accreditors

For internally managed information resources, the accreditors are the portfolio manager and the manager, Host Computer Services. For externally managed information resources, the accreditor is the portfolio manager. Accreditors are responsible for the following:

- a. Reviewing the ISA evaluation report and documentation package.
- b. Recommending to the VP/CTO and the vice president of the functional business area that the Postal Service should accept residual risks associated with the information resource's existing security controls or require additional security controls.
- c. Writing and signing the letter of accreditation for submission to the VP/CTO and vice president of the functional business area.

### 30 Security Control Officers

SCOs ensure the general security of the facilities to which they are appointed, including the safety of on-duty personnel and the security of mail, Postal Service funds, property, and records entrusted to them (see ASM 271.3). SCOs are responsible for the following:

- a. Establishing and maintaining overall physical and environmental security at the facility, with technical guidance from the Inspection Service.
- b. Establishing controlled areas within the facility, where required, to protect sensitive, critical, or business-controlled information resources.
- c. Establishing and maintaining access control lists of people who are authorized access to specific controlled areas within the facility.
- d. Ensuring positive identification and control of all personnel and visitors in the facility.
- e. Ensuring the protection of servers, workstations, portable devices, and information located at the facility.
- f. Consulting on the facility COOP plans.
- g. Conducting annual facility security reviews using the site security survey provided by the Inspection Service.
- h. Reporting suspected information security incidents to the CIRT and ensuring the completion of a PS Form 1360, *Information Security Incident Report*, or acceptable facsimile.
- i. Providing support to the CIRT for incident containment and response, as requested.
- j. Responding to physical security incidents.

- k. Reporting physical security incidents to the Inspection Service.
- l. Interfacing with CIRT, Inspection Service, CISO, or OIG-CIU, as required.

### 31 Information Systems Security Officers

ISSOs are responsible for the following:

- a. Chairing the ISA team.
- b. Coordinating the completion of the BIA and ensuring that the sensitivity and criticality designations and RTO are properly recorded in the EIR.
- c. Providing advice and consulting support to executive sponsors regarding the security requirements and controls necessary to protect information resources, based on the resources' sensitivity and criticality designation.
- d. Providing guidance on potential threats and vulnerabilities to information resources, appropriate choice of countermeasures, and the ISA process.
- e. Conducting site security reviews or assisting the Inspection Service in conducting them.
- f. Reviewing the ISA documentation package.
- g. Preparing the evaluation report.

### 32 Information Systems Security Representatives

ISSRs are appointed in writing by the executive sponsors and are members of the information resource development or integration teams. The role of the ISSR can be an ad-hoc responsibility performed in conjunction with assigned duties. ISSRs are responsible for the following:

- a. Providing support to the executive sponsor and portfolio manager, as required.
- b. Promoting information security awareness on the project team.
- c. Ensuring security controls and processes are implemented.
- d. Notifying the executive sponsor and ISSO of any additional security risks or concerns that emerge during development or acquisition of the information resource.
- e. Developing or reviewing security-related documents required by the ISA process as assigned by the executive sponsor.
- f. Organizing the ISA documentation package and forwarding the package to the ISSO.

### 33 System Administrators

System administrators are technical personnel who serve as computer systems, network, firewall, and database administrators, whether the system management function is

centralized, distributed, subcontracted, or outsourced. System administrators are responsible for the following:

- a. Implementing information security policies and procedures for all information resources under their control, and also for monitoring the implementation for proper functioning of security mechanisms.
- b. Implementing appropriate platform security based on the platform-specific hardening guidelines for the information resources under their control.
- c. Complying with standard configuration settings, services, protocols, and change control procedures.
- d. Applying approved patches and modifications in accordance with policies and procedures established by the Postal Service. Ensuring that security patches and bug fixes are updated and kept current for resources under their control.
- e. Implementing appropriate security administration and ensuring that logon IDs are unique.
- f. Setting up and managing accounts for information resources under their control in accordance with policies and procedures established by the Postal Service.
- g. Disabling accounts of personnel whose employment has been terminated, who have been transferred, or whose accounts have been inactive for an extended period of time.
- h. Making the final disposition (e.g., deletion) of the accounts and information.
- i. Managing sessions and authentication and implementing account time-outs.
- j. Preventing residual data from being exposed to unauthorized users as information resources are released or reallocated.
- k. Testing information resources to ensure security mechanisms are functioning properly.
- l. Tracking hardware and software vulnerabilities.
- m. Maintaining an accurate inventory of Postal Service information resources under their control.
- n. Ensuring that audit and operational logs, as appropriate for the specific platform, are implemented, monitored, protected from unauthorized disclosure or modification, and are retained for the time period specified by Postal Service security policy.
- o. Reviewing audit and operational logs and maintaining records of the reviews.
- p. Identifying anomalies and possible internal and external attacks on Postal Service information resources.
- q. Reporting information security incidents and anomalies to their manager and the CIRT immediately upon detecting or receiving notice of a security incident.
- r. Protecting information resources at risk during security incidents and assisting in the containment of security incidents as required.
- s. Taking action as directed by the CIRT and initiating a PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.
- t. Participating in follow-up calls with the CIRT.
- u. Fixing issues identified following an incident.
- v. Ensuring that virus protection software and signature files are updated and kept current for resources under their control.
- w. Ensuring the availability of information resources by implementing backup and recovery procedures.
- x. Ensuring the compliance with Postal Service information security policy and procedures.
- y. Monitoring the implementation of network security mechanisms to ensure that they are functioning properly and are in compliance with established security policies.
- z. Assisting with periodic reviews, audits, troubleshooting, and investigations, as requested.
- aa. Maintaining a record of all monitoring activities for information resources under their control.

### 34 Database Administrators

Database administrators (DBAs) are responsible for the following:

- a. Implementing appropriate database security based on the platform-specific hardening guidelines for the information resources under their control.
- b. Implementing information security policies and procedures for all database platforms and monitoring the implementation of database security mechanisms to ensure that they are functioning properly and are in compliance with established policies.
- c. Applying approved patches and modifications, in accordance with policies and procedures established by the Postal Service.
- d. Maintaining an accurate inventory of Postal Service information resources under their control.
- e. Implementing appropriate database security administration and ensuring that logon IDs are unique.
- f. Setting up and managing accounts for systems under their control in accordance with policies and procedures established by the Postal Service.

- g. Disabling accounts of personnel that have been terminated, transferred, or have accounts that have been inactive for an extended period of time.
- h. Making the final disposition (e.g., deletion) of the accounts and information.
- i. Managing sessions and authentication and implementing account time-outs.
- j. Preventing residual data from exposure to unauthorized users as information resources are released or reallocated.
- k. Testing applications to ensure that security mechanisms are functioning properly.
- l. Tracking hardware and software vulnerabilities.
- m. Ensuring database logs are turned on, logging appropriate information, protected from unauthorized disclosure or modification, and retained for the time period specified.
- n. Reviewing audit logs and maintaining records of log reviews.
- o. Assisting with periodic reviews, audits, troubleshooting, and investigations, as requested.
- p. Ensuring the availability of databases by implementing database backup and recovery procedures.
- q. Identifying anomalies and possible attacks on Postal Service information resources.
- r. Reporting information security incidents and anomalies to their manager and the CIRT immediately upon detecting or receiving notice of a security incident.
- s. Taking action as directed by the CIRT and initiating a PS 1360 as required.

**35 All Personnel**

All personnel, including employees, consultants, subcontractors, business partners, customers who access non-publicly available Postal Service information resources (such as mainframes or the internal Postal Service network), and other authorized users of Postal Service information resources are responsible for the following:

- a. Complying with applicable laws, regulations, and Postal Service information security policies and procedures.
- b. Displaying proper identification while in any facility that provides access to Postal Service information resources.
- c. Being aware of their physical surroundings, including weaknesses in physical security and the presence of any authorized or unauthorized visitor.
- d. Protecting information resources, including workstations, portable devices, information, and media.

- e. Performing the security functions and duties associated with their job, including the safeguarding of their logon IDs and passwords.
- f. Changing their password immediately, if they suspect that the password has been compromised.
- g. Prohibiting any use of their accounts, logon IDs, passwords, personal information numbers (PINs), and tokens by another individual.
- h. Taking immediate action to protect the information resources at risk upon discovering a security deficiency or violation.
- i. Using licensed and approved hardware and software.
- j. Protecting intellectual property.
- k. Complying with Postal Service remote access information security policies, including those for virtual private networks (VPNs), modem access, dial-in access, secure telecommuting, and remote management and maintenance.
- l. Complying with acceptable use policies.
- m. Maintaining an accurate inventory of databases for which they are responsible.
- n. Protecting information resources against viruses and malicious code.
- o. Calling the appropriate Help Desk for technical assistance in response to suspected virus incidents.
- p. Promptly reporting to the CIRT and, as appropriate, to their immediate supervisor, manager, or system administrator, any suspected security incidents, including security violations or suspicious actions, suspicion or occurrence of any fraudulent activity; unauthorized disclosure, modification, misuse, or inappropriate disposal of Postal Service information; and potentially dangerous activities or conditions.
- q. Taking action, as directed by the CIRT, to protect against information security incidents, to contain and eradicate them when they occur, and to recover from them.
- r. Documenting all conversations and actions regarding the security incident.
- s. Completing PS Form 1360, *Information Security Incident Report*, or an acceptable facsimile.

\* \* \* \* \*

*[Delete the Glossary and Acronyms portions of the handbook.]*

— Corporate Information Security Office,  
Vice President/Chief Technology Officer, 9-30-04

# International Mail

## ASM REVISION

### Changes to Mail Security Regulations for International Mail

Effective August 9, 2004, the *Administrative Support Manual* (ASM) is revised to reflect changes in procedures for screening and search of international mail. These revisions are designed to harmonize the ASM with changes in statutory law; the reclassification of international postal services; the introduction of a new, international service; and the adoption of protocols for screening transit mail.

First, these revisions reflect changes in the nomenclature of international mail products, including the change from the former "LC" and "AO" distinctions to a new classification system that was replaced in January 2001 by a new product classification system. This change based the classification of mail mainly on the speed of service rather than on the contents of the mail.

Second, the changes reflect the introduction of Global Express Guaranteed® (GXG™) service, which provides high-speed time-definite service to certain destination countries.

Third, mail security regulations are amended to reflect changes by the Trade Act of 2002, which authorized customs authorities to conduct searches of outbound international mail.

Fourth, references to "Customs authorities" have been changed to refer to "Customs and Border Protection," because that agency was transferred to the Department of Homeland Security (DHS) and its name was changed.

Finally, the regulations are revised to reflect recent instructions provided to Customs and Border Protection officers. These officers have been authorized to conduct certain screening activities in connection with transit mail. Customs and Border Protection officers may now use non-intrusive means to screen transit mail for materials that pose a threat to persons and property and may take appropriate actions to render such materials harmless.

This section does not confer any substantive rights upon any other person or entity.

We will incorporate these revisions into the next printed version of the ASM and into the online version of the ASM available on the Postal Service™ PolicyNet Web site, which includes all updates since the last published version of the manual. The online version of the ASM is available as follows:

- Go to <http://blue.usps.gov>.

- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Click on *Manuals*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

### Administrative Support Manual (ASM)

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<b>27</b>					
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<b>274</b>					
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<b>274.2</b>					
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<b>274.23</b>					
<b>274.231</b>					
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### 274.231 Mail Sealed Against Inspection

The following terms and definitions apply:

\* \* \* \* \*

[Revise items b and c to read as follows, and delete item d.]

- b. The terms include First-Class Mail®, Priority Mail®, Express Mail® (domestic and international), Mailgram messages, Global Express Guaranteed® Document service, Global Priority Mail® service, International Priority Airmail™ service, international Letter Post Mail other than International Surface Air-lift® service and Publishers' Periodicals, and international transit mail. See the definition of Letter Post in the *International Mail Manual*.
- c. The terms exclude incidental First-Class Mail matter permitted to be enclosed in or attached to certain Periodicals, Standard Mail, and Package Services mailing (see DMM E070).

**274.232 Mail Not Sealed Against Inspection**

The following terms and definitions apply:

\* \* \* \* \*

[Revise item b to read as follows, and delete item c.]

- b. The terms include Periodicals, Standard Mail, Package Services, incidental First-Class attachments or enclosures mailed under DMM E070, and (as defined in the *International Mail Manual*) Global Express Guaranteed Non-Document service, international parcel post mail, International Surface Airlift service, and Publishers' Periodicals.

\* \* \* \* \*

**274.4 Mail Reasonably Suspected of Being Dangerous to Persons or Property**

**274.41 Screening of Mail**

[Replace "chief postal inspector" with "Chief Postal Inspector" throughout 274.41.]

\* \* \* \* \*

**274.8 International Transit Mail**

**274.81 Definitions**

\* \* \* \* \*

**274.813 À Découvert Letter Post Item**

[Revise 274.813 to read as follows:]

The term "à découvert letter post item" refers to any international letter post item as defined in the *International Mail Manual* that is addressed for delivery by a foreign postal administration and is passed to the Postal Service by a foreign postal administration in a bag or container, or mail that must be opened by the Postal Service under applicable postal treaties or conventions because it also contains items addressed for delivery by the Postal Service.

**274.82 Special Security Rules**

[Revise 274.82 to read as follows:]

International transit mail is entitled to freedom of transit. It must not be opened, seized, or searched. It is not subject to Agriculture inspection under 274.92, but is subject to screening by Customs and Border Protection officers under 274.913. In accordance with the Universal Postal Convention, any international transit mail consisting of closed mail, à découvert letter post items, and airmail correspondence must not be detained, but must instead be forwarded to the next foreign postal administration by the quickest routes that the Postal Service uses for mail sealed against inspection.

**274.9 Mail Security, Law Enforcement, and Other Government Agencies**

[Revise the heading and text of 274.91 to read as follows:]

**274.91 Customs and Border Protection**

**274.911 Inbound Mail**

Without a search warrant, but upon reasonable cause to suspect that the mail contains dutiable or prohibited items, designated Customs and Border Protection personnel may open or inspect the contents of mail in the customs inspection of mail (including APO and FPO mail) that originated outside the Customs Territory of the United States (CTUS) and is addressed for delivery either inside the CTUS or inside the customs district of the Virgin Islands, on the following terms and conditions:

- a. *Other Regulations.* Such inspections may be conducted only under the *International Mail Manual* (IMM) relating to cooperation with Customs and Border Protection on inspection of imports.
- b. *Privacy of Correspondence.* No Customs and Border Protection personnel may read, allow any other person to read, divulge, or transfer to any other person any correspondence contained in sealed mail; nor may Customs personnel divulge, allow any other person to read or listen to, transfer to any other person, or knowingly listen to any paper or recording that is correspondence for the blind contained in unsealed mail; nor may Customs and Border Protection personnel divulge, allow any other person to read, or transfer to any person correspondence of school children permitted transmission in unsealed mail, unless such action is authorized by a search warrant issued under Rule 41 of the Federal Rules of Criminal Procedure.
- c. *Search Warrant Required for Domestic and Certain International Mail.* No Customs and Border Protection personnel may, without a search warrant, open, inspect, read, or seize any mail in postal custody (including APO and FPO mail) that has not originated outside the CTUS, or that has diplomatic or consular immunity from Customs inspection (see IMM 711).
- d. *Controlled Delivery of Drugs in Sealed Mail.* When a postal inspector decides, at the request of a federal, military, state, or local narcotics agent, to make a controlled postal delivery of a sealed mail article that the Customs and Border Protection personnel have opened under 274.91, and that the Customs and Border Protection has determined through a reliable field test or reliable laboratory examination to contain illegal narcotics or dangerous drugs, the postal inspector may reopen the article without a search

warrant. The inspector may reopen the article without a warrant only to prepare the article for such a controlled delivery in such way or ways as lawfully and reasonably aid in the investigation of the crime of importing such substances through the mail. No correspondence inside such an article may be read or divulged without a search warrant as described in 274.6.

#### 274.912 Outbound Mail

- a. Designated Customs and Border Protection personnel may, as authorized by this section and without a search warrant, open and inspect the contents of mail originating inside the Customs Territory of the United States and addressed for delivery at a place outside the United States, its territories or possessions ("outbound international mail") for the purpose of ensuring compliance with the customs laws of the United States and other laws enforced by Customs and Border Protection.
  - b. Designated Customs and Border Protection personnel may search outbound international mail that is not sealed against inspection under the postal laws and regulations of the United States, outbound international mail which bears a customs declaration, and outbound international mail with respect to which the sender or addressee has consented in writing to search.
  - c. Designated Customs and Border Protection personnel may, without a search warrant, search outbound international mail that weighs more than 16 ounces and is sealed against inspection if there is reasonable cause to suspect that the mail contains one or more of the items listed in 19 U.S.C. 1583(c)(1). No one acting under the authority of this section shall read or authorize any other person to read any correspondence contained in mail sealed against inspection without a search warrant or the written consent of the sender or addressee.
  - d. Outbound international mail that weighs less than 16 ounces and is sealed against inspection may not be searched by Customs and Border Protection personnel without a search warrant.
- swabs, or other characteristics of the mail that can be sensed from the examination of the mail, including seeing or feeling exposed wires or leaking fluids, hearing ticking sounds, or smelling black powder.
- b. Screening of international transit mail may not disrupt the processing of that mail. Customs and Border Protection personnel will have a reasonable opportunity to perform screening of specifically identified mail, but may not prevent the Postal Service from forwarding the mail without delay by the quickest means it uses for United States mail unless the mail has been screened and the screening has detected, or appears to have detected, materials that pose a physical threat to persons or property including explosives, flammables, or other dangerous materials. International transit mail that has been screened and found to be free of materials that pose a physical threat to persons or property shall be returned to the Postal Service immediately.
  - c. Other than in cases of (1) exigent circumstances where the screening of the mail has disclosed the presence of materials that pose a physical threat to persons or property, (2) consent of the sender or addressee, or (3) waiver, no correspondence or other written or printed matter may be read, nor recorded matter listened to without a search warrant.
  - d. In the event that non-intrusive screening detects, or appears to detect, materials that pose a physical threat to persons or property, Customs and Border Protection personnel may open or take other actions with respect to the specific suspected mail to confirm the presence of material that poses a physical threat to persons or property and to eliminate or negate the danger, including seizure of the dangerous material. All such actions shall be coordinated with the Postal Inspection Service.
  - e. Paragraphs a through d above also apply to international transit mail that is handled by airlines or other carriers without the direct intervention by the Postal Service. Customs and Border Protection personnel shall have a reasonable opportunity to perform screening of specifically identified mail, but may not prevent the airlines or other carriers involved from forwarding the mail without delay unless the mail has been screened, and the screening has detected, materials that pose a physical threat to persons or property. International transit mail that has been screened and found to be free of materials that pose a physical threat to persons or property shall be returned to the carriers immediately, with no involvement by the Postal Service.

#### 274.913 International Transit Mail

- a. Designated Customs and Border Protection personnel may, without a search warrant, screen international transit mail to detect materials that pose a physical threat to persons or property, such as explosives, flammables, and other dangerous materials. Such screening must be done by non-intrusive means such as canines trained to detect explosives, radiation detection equipment, x-rays, explosive

\* \* \* \* \*

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# Philately

STAMP ANNOUNCEMENT 04-34

## Moss Hart Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent, *Moss Hart* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 457000), on October 25, 2004, in New York, New York. The stamp, designed by Ethel Kessler of Bethesda, Maryland, goes on sale nationwide October 26, 2004.

This stamp honors award-winning dramatist and director Moss Hart (1904–1961) on the 100th anniversary of his birth. A gifted playwright, Hart wrote a series of sparkling comedies in the 1930s with George S. Kaufman. A brilliant director, he staged one of the most dazzling musicals of his era, “My Fair Lady.” A witty and charming personality who embodied the glamour of Broadway, Hart penned what many consider the best theatrical memoir ever written, *Act One*.

The stamp art shows a painting by Tim O’Brien based on a photograph made by Alfred Eisenstaedt showing Hart in Times Square.

### 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](http://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:

MOSS HART STAMP  
SPECIAL EVENT UNIT  
421 8TH AVE RM 2029B  
NEW YORK NY 10199-9998

Issue:	<i>Moss Hart</i>
Item Number:	457000
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	October 25, 2004, New York, NY 10199
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Illustrator:	Tim O’Brien, Brooklyn, NY
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	45 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	PMS 2706 (Light Blue), Yellow, Magenta, Cyan, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	1.420 x 0.850 in./36.068 x 21.59 mm
Overall Size (w x h):	1.560 x 0.990 in./39.624 x 25.146 mm
Full Pane Size (w x h):	7.25 x 5.85 in./184.15 x 148.59 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	“V” followed by five (5) single digits
Marginal Markings:	“© 2003 USPS” • Price • Plate position diagram Plate numbers (4 per pane) • 4 Barcodes on back
Catalog Item Number(s):	457020 Block of 4 — \$1.48 457030 Block of 10 — \$3.70 457040 Full Pane of 20 — \$7.40 457061 First Day Cover — \$0.75 457093 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 November 24, 2004.

**How to Order 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 calling 800-STAMP-24 or writing to:

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

**Philatelic Products**

There are no philatelic products for this stamp issue.

**Distribution: Item 457000, 37-cent Moss Hart Commemorative Stamp**

Stamp distribution offices (SDOs) will receive approximately one-third 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-quarter their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before October 20, 2004.

**Philatelic Requirement**

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 10 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Moss Hart</i> Commemorative Stamp, Item 457000
1	20,000
2	20,000
3	40,000
4	40,000
5	60,000
6	60,000
8	80,000
9	100,000
12	120,000
13	140,000
16	160,000
19	200,000

**Additional Supply**

Post Offices requiring additional Item 457000 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 New York APD will receive 2,200,000 additional stamps; the Memphis and Chicago APDs will each receive 2,000,000 additional stamps; the San Francisco APD will receive 1,600,000 additional stamps; and the Denver APD will receive 600,000 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, 9-30-04

## 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 30 days.



September 11–12, 2004

*Ghost Bear Lodge*  
GHOST BEAR LODGE POW WOW STATION  
POSTMASTER  
101 MAIN ST  
TOPSHAM ME 04086-9998

The following cancellations have been extended for 60 days.



August 19, 2004

THE ART OF DISNEY FRIENDSHIP  
STAMPS STATION  
POSTMASTER  
PO BOX 9998  
FRESNO CA 93710-9998



September 11, 2004

*Mindoro Lions Club*  
SPANFERKEL STATION  
POSTMASTER  
PO BOX 9998  
MINDORO WI 54644-9998



October 2–3, 2004

*Old Home Week Committee*  
BRIDGE BUST STATION  
POSTMASTER  
PO BOX 9998  
COLUMBIA PA 17512-9998

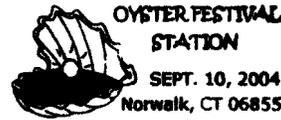
*Old Home Week Committee*  
BRIDGE BUST STATION  
POSTMASTER  
PO BOX 9998  
WRIGHTSVILLE PA 17368-9998

**American Indian Art Station**

August 23, 2004  
Postmaster  
La Jolla, CA  
92037-9998



August 23, 2004  
AMERICAN INDIAN STATION  
POSTMASTER  
PO BOX 9998  
LA JOLLA CA 92037



September 10-12, 2004  
Norwalk, CT, Stamp Club  
OYSTER FESTIVAL STATION  
POSTMASTER  
16 WASHINGTON ST  
NORWALK CT 06856-9998

**Decommissioning Station**



USS THORN DD-988  
August 25, 2004  
Norfolk, VA 23501

August 25 2004  
Postal Service  
DECOMMISSIONING STATION  
POSTMASTER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2504

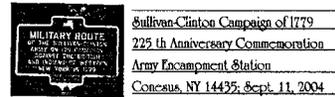


September 10-19, 2004  
York Fair Association  
YORK FAIR STATION  
POSTMASTER  
200 S GEORGE ST  
YORK PA 17403-9998



August 28, 2004  
Aumsville, OR 97325  
36<sup>th</sup> Annual Corn Festival Station

August 28, 2004  
36TH ANNUAL CORN  
FESTIVAL  
POSTMASTER  
PO BOX 9998  
AUMSVILLE OR 97325-9998



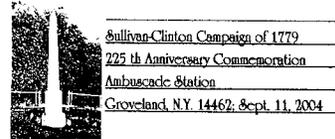
Sullivan-Clinton Campaign of 1779  
225<sup>th</sup> Anniversary Commemoration  
Army Encampment Station  
Conesus, NY 14435, Sept. 11, 2004

September 11, 2004  
Town of Springwater  
ARMY ENCAMPMENT  
STATION  
POSTMASTER  
PO BOX 9998  
CONESUS NY 14435-9998



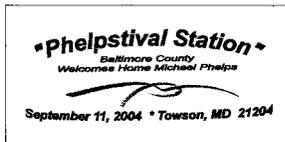
5<sup>th</sup> Annual Turn of the Century Day Station  
Kirkside Park  
September 5<sup>th</sup>, 2004  
Roxbury, NY 12474

September 5, 2004  
5TH ANNUAL TURN OF THE  
CENTURY DAY STATION  
POSTMASTER  
PO BOX 9998  
ROXBURY NY 12474-9998

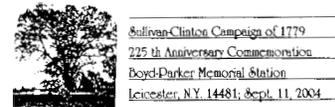


Sullivan-Clinton Campaign of 1779  
225<sup>th</sup> Anniversary Commemoration  
Ambuscade Station  
Groveland, NY 14462, Sept. 11, 2004

September 11, 2004  
Town of Graveland  
AMBUSCADE STATION  
POSTMASTER  
PO BOX 9998  
GROVELAND NY 14462-9998



September 11, 2004  
PHELPSTIVAL STATION  
POSTMASTER  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715

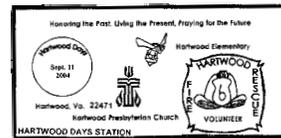


Sullivan-Clinton Campaign of 1779  
225<sup>th</sup> Anniversary Commemoration  
Boyd-Parker Memorial Station  
Leicester, NY 14481, Sept. 11, 2004

September 11, 2004  
Town of Springwater  
BOYD PARKER MEMORIAL  
STATION  
POSTMASTER  
130 MAIN ST  
LEICESTER NY 14481-9998

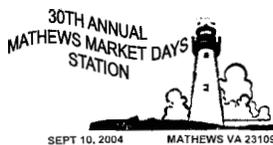


September 10, 2004  
Rhome Post Office  
JOHN WAYNE STATION  
POSTMASTER  
500 S MAIN ST  
RHOME TX 76068-9998



Hartwood Days Station  
Sept. 11, 2004  
Hartwood, Va. 22471  
Hartwood Presbyterian Church  
Hartwood Elementary  
HARTWOOD DAYS STATION

September 11, 2004  
Postal Service  
HARTWOOD DAYS STATION  
POSTMASTER  
PO BOX 9998  
HARTWOOD VA 22471-9998



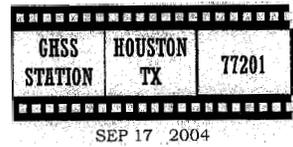
September 10-11, 2004  
Postal Service  
MATHEWS MARKET DAYS  
STATION  
POSTMASTER  
PO BOX 9998  
MATHEWS VA 23109-9998



September 11, 2004  
Lincoln County Fairs and  
Festivals, Inc.  
LINCOLN COUNTY FALL  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
HAMLIN WV 25523-9998



September 11, 2004  
 Postal Service  
 PATRIOTS DAY STATION  
 POSTMASTER  
 407 CORNELIA PLZ DR  
 CORNELIA GA 30531-9998



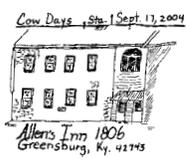
September 17-19, 2004  
 Houston Philatelic Society  
 GREATER HOUSTON STAMP  
 SHOW STATION  
 WINDOW UNIT STATION  
 MANAGER  
 401 FRANKLIN ST  
 HOUSTON TX 77201-9998



September 12, 2004  
 Maywood Bataan Day  
 Organization  
 62ND ANNUAL BATAAN DAY  
 STATION  
 POSTMASTER  
 415 S FIFTH AVE  
 MAYWOOD IL 60153-9998



September 18, 2004  
 Hummelstown Arts Festival  
 23RD ANNUAL STATION  
 HUMMELSTOWN ARTS  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 HUMMELSTOWN PA  
 17036-9998

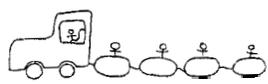


September 17, 2004  
 BRIDGES (Building Renewed  
 Interest in Downtown  
 Greensburg)  
 COW DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 GREENSBURG KY  
 42743-9998



September 18, 2004  
 Town of Caledonia  
 SESQUICENTENNIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 READFIELD WI 54969-9998

Hootin an Hollarin Station  
 Gainesville, MO 65655  
 September 17, 2004

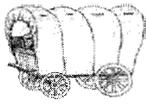


September 17, 2004  
 Hootin an Hollarin Festival  
 Committee  
 HOOTIN AN HOLLARIN  
 STATION  
 POSTMASTER  
 203 ELM ST  
 GAINESVILLE MO 65655-9998



September 18, 2004  
 National Convention Pony  
 Express Committee  
 NATIONAL CONVENTION  
 PONY EXPRESS STATION  
 POSTMASTER  
 PO BOX 9998  
 MARYSVILLE KS 66508-9998

JOHN WAYNE STATION  
 SEPTEMBER 17, 2004  
 SCURRY, TX 75158

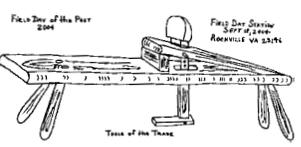


A PLACE WE CALL HOME!

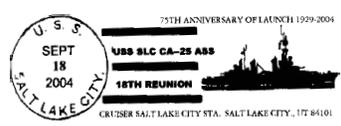
September 17, 2004  
 JOHN WAYNE STATION  
 POSTMASTER  
 PO BOX 9998  
 SCURRY TX 75158-9998



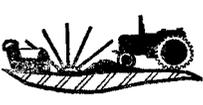
September 18, 2004  
 Postal Service  
 20TH ANNUAL WILD WEST  
 FESTIVAL STATION  
 POSTMASTER  
 225 BONNIE BELL LN  
 SPRINGTOWN TX 76082-9998



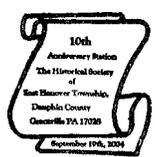
September 17-19, 2004  
 Postal Service  
 FIELD DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 ROCKVILLE VA 23146-9998



September 18, 2004  
 Les Gailey  
 CRUISER SALT LAKE CITY  
 STATION  
 POSTMASTER  
 230 WEST 200 S  
 SALT LAKE CITY UT  
 84101-9998



September 17-18, 2004  
 Murray County Antique Tractors  
 Association  
 MCATIA STATION  
 POSTMASTER  
 PO BOX 9998  
 SULPHUR OK 73086-9998



September 19, 2004  
 Grantville Historical Society  
 10TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 GRANTVILLE PA 17028-9998



September 19, 2004  
*St. Aldysius Historical Society*  
 GREENBUSH STATION  
 POSTMASTER  
 115 N SUMMIT  
 GIRARD KS 66743-9998



September 25, 2004  
*Komen Wichita Race for the Cure*  
 BREAST CANCER  
 AWARENESS STATION  
 POSTMASTER  
 7117 W HARRY ST  
 WICHITA KS 67276-9998



September 21, 2004  
 DATE MEETS ZIP STATION  
 POSTMASTER  
 PO BOX 9998  
 SAN DIEGO CA 92104-9998



September 25, 2004  
*Kern Valley Audubon*  
 KERN VALLEY VULTURE  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 WELDON CA 93283-9998



September 24, 2004  
 OKTOBERFEST STATION  
 La Crosse, WI 54601

September 24, 2004  
*La Crosse Festivals Committee*  
 OKTOBERFEST STATION  
 POSTMASTER  
 PO BOX 9998  
 LA CROSSE WI 54601-9998



September 25-26, 2004  
 FALLASBURG FALL FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LOWELL MI 49331-9998



September 24, 2004  
 DECOMMISSIONING STATION  
 POSTMASTER  
 PO BOX 9998  
 SAN DIEGO CA 92199-9998



September 25-October 2, 2004  
*Bloomsburg Fair Association*  
 BLOOMSBURG FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 BLOOMSBURG PA  
 17815-9998



Stanberry's Heritage Day Celebration Station  
 125 years of Progress  
 1879-2004  
 Stanberry, MO 64489  
 September 25, 2004

September 24-25, 2004  
*Stanberry's Heritage Day Committee*  
 STANBERRY'S HERITAGE DAY  
 CELEBRATION STATION  
 POSTMASTER  
 220 N PARK ST  
 STANBERRY MO 64489-9998



September 26, 2004  
*Batsto Citizen's Committee*  
 ANTIQUE SHOW STATION  
 POSTMASTER  
 114 S 3RD ST  
 HAMMONTON NJ 08037-9998



September 25, 2004  
*Postal Service*  
 ANDOVER BOROUGH  
 CENTENNIAL STATION  
 POSTMASTER  
 5 LENAPE RD  
 ANDOVER NJ 07821-9998



September 26, 2004  
*Postal Service*  
 FIRST UNITED METHODIST  
 CHURCH OF KNOX CITY  
 CENTENNIAL STATION  
 POSTMASTER  
 107 AVE A  
 KNOX CITY TX 79529-9998



Lions Club of Chili Sta.  
 North Chili, NY 14514  
 September 25, 2004

Still swinging into action  
 after 40 years....

September 25, 2004  
*Lions Club of Chili*  
 LIONS CLUB OF CHILI  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 NORTH CHILI NY 14514-9998



September 27, 2004  
*Union River Stamp Club*  
 WELCOME QM2 FOLIAGE  
 FESTIVAL STATION  
 POSTMASTER  
 55 COTTAGE ST  
 BAR HARBOR ME 04609-9998



**Norwalk Hispanic  
Heroes Station**  
Norwalk, CT 06851  
September 29, 2004

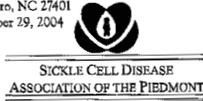
September 29, 2004  
*United Hispanic Action of  
Norwalk*  
NORWALK HISPANIC HEROES  
STATION  
POSTMASTER  
16 WASHINGTON ST  
NORWALK CT 06856-9998

Celebrating **75**   
**Years of Beauty**  
Oct. 1, 1929 - Oct. 1, 2004  
Diamond Anniversary Station  
Beauty Ky. 41203-9998

October 1, 2004  
*Beauty You Can Do*  
DIAMOND ANNIVERSARY  
STATION  
POSTMASTER  
PO BOX 9998  
BEAUTY KY 41203-9998



Sickle Cell Station  
Greensboro, NC 27401  
September 29, 2004



September 29, 2004  
SICKLE CELL STATION  
POSTMASTER  
PO BOX 9998  
GREENSBORO NC  
27401-9998



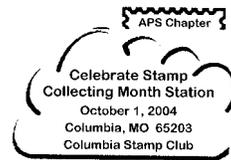
COUNTRY SCHOOL STATION  
PELLA IA 50219  
OCTOBER 1, 2004

October 1, 2004  
*Pella Historical Society*  
COUNTY SCHOOL STATION  
POSTMASTER  
801 FRANKLIN ST  
PELLA IA 50219-9998



SICKLE CELL AWARENESS  
STATION  
SEPTEMBER 30, 2004  
ALLENTOWN PA 18101

September 30, 2004  
*The Lehigh Valley Sickle Cell  
Support Group, Inc.*  
SICKLE CELL AWARENESS  
STATION  
POSTMASTER  
442 W HAMILTON ST  
ALLENTOWN PA 18101-9998



October 1, 2004  
*APS Chapter*  
CELEBRATE STAMP  
COLLECTING MONTH  
STATION  
POSTMASTER  
511 E WALNUT ST  
COLUMBIA MO 65201-9998



Decommissioning Station  
September 30, 2004  
USS TICONDEROGA CG-47

September 30, 2004  
DECOMMISSIONING STATION  
POSTMASTER  
911 JACKSON AVE  
PASCAGOULA MS  
39567-9998



October 1, 2004  
*Norman Stamp Club*  
NORMAN STAMP CLUB  
STATION  
POSTMASTER  
129 W GRAY ST  
NORMAN OK 73069-9998



SICKLE CELL DISEASE  
AWARENESS STATION  
SEPTEMBER 30, 2004  
NORMAN, OK 73069

September 30, 2004  
*Postal Service*  
SICKLE CELL DISEASE  
AWARENESS STATION  
POSTMASTER  
129 W GRAY ST  
NORMAN OK 73069-9998



OCTOBER 1, 2004  
CONCEPCION, TX  
78349

October 1, 2004  
*Fiesta del Rancho Organization*  
FIESTA DEL RANCHO  
STATION  
POSTMASTER  
PO BOX 9998  
CONCEPTION TX 78349-9998



UNVEILING  
SICKLE CELL STAMP  
STATION  
BREAK THE SICKLE CYCLE

September 30, 2004  
EXHIBITION STATION  
POSTMASTER  
202 E TRAVIS ST  
MARSHALL TX 75670-9998



October 1, 2004  
STATION  
16323

October 1-2, 2004  
*Franklin Area Chamber of  
Commerce*  
APPLEFEST STATION  
POSTMASTER  
1202 ELK ST  
FRANKLIN PA 16323-9998



Fall Foliage Station  
October 1, 2004  
Barnet, Vt. 05821

October 1, 2004  
*Postal Service*  
BARNET FALL FOLIAGE  
STATION  
POSTMASTER  
PO BOX 9998  
BARNET VT 05821-9998



October 1-2, 2004  
*Kentucky Apple Festival*  
42ND ANNUAL KENTUCKY  
APPLE FESTIVAL OF  
JOHNSON COUNTY STATION  
POSTMASTER  
PO BOX 9998  
PAINTSVILLE KY 41240-9998



October 1-3, 2004  
 Postal Service  
 OKTOBERFEST STATION  
 POSTMASTER  
 5610 BEAVER PIKE  
 BEAVER OH 45613-9998



October 2, 2004  
 Postal Service/Walt Disney Company  
 THE ART OF DISNEY FRIENDSHIP STATION  
 POSTMASTER  
 401 OGLETOWN RD  
 NEWARK DE 19711-9998



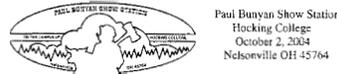
October 1-15, 2004  
 Griffith Centennial Celebration Committee  
 CENTENNIAL STATION  
 POSTMASTER  
 900 N BROAD ST  
 GRIFFITH IN 46319-9998



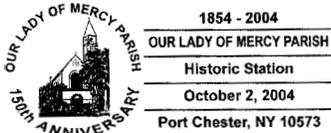
October 2, 2004  
 Mendota Fall Hawk Festival  
 MENDOTA FALL HAWK FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 MENDOTA VA 24270-9998



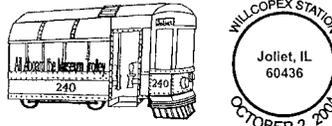
October 2, 2004  
 Postal Service  
 FALL FOLIAGE STATION  
 POSTMASTER  
 PO BOX 9998  
 GROTON VT 05046-9998



October 2, 2004  
 Hocking College  
 PAUL BUNYAN SHOW STATION  
 POSTMASTER  
 PO BOX 9998  
 NELSONVILLE OH 45764-9998



October 2, 2004  
 OUR LADY OF MERCY PARISH HISTORIC STATION  
 POSTMASTER  
 PO BOX 9998  
 PORT CHESTER NY 10573-9998



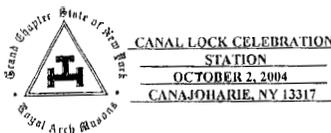
October 2, 2004  
 Philatelic Club of Will County  
 WILLCOPEX STATION  
 POSTMASTER  
 2000 MCDONOUGH ST  
 JOLIET IL 60436-9998



October 2, 2004  
 Austerlitz Historical Society  
 AUTUMN IN AUSTERLITZ STATION  
 POSTMASTER  
 6 E HILL RD  
 AUSTERLITZ NY 12017-9998



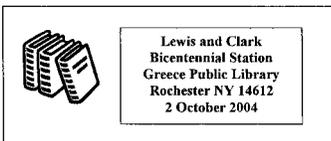
October 2, 2004  
 AUTUMN OF PARADE STATION  
 POSTMASTER  
 500 WASHINGTON ST  
 OREGON IL 61061-9998



October 2, 2004  
 Hiram Union Chapter No. 53 Royal Arch Masons  
 CANAL LOCK CELEBRATION STATION  
 POSTMASTER  
 50 W MAIN ST  
 CANAJOHARIE NY 13317-9998



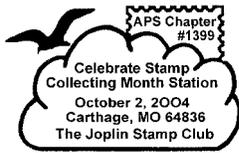
October 2, 2004  
 Melville Quin Historical Society  
 MELVILLE QULIN CENTENNIAL STATION  
 POSTMASTER  
 334 D ST  
 QULIN MO 63961-9998



October 2, 2004  
 LEWIS AND CLARK BICENTENNIAL STATION  
 PHILATELIC CLERK MAIN OFFICE WINDOWS  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



October 2, 2004  
 Living History Festival Committee  
 LIVING HISTORY STATION  
 POSTMASTER  
 305 E MECHANIC ST  
 HARRISONVILLE MO 64701-9998



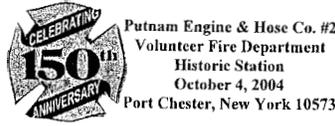
October 2, 2004  
 The Joplin Stamp Club  
 CELEBRATE STAMP  
 COLLECTING MONTH  
 STATION  
 POSTMASTER  
 226 W 3RD ST  
 CARTHAGE MO 64836-9998



October 3, 2004  
 Riverside Municipal Museum  
 RIVERSIDE MUNICIPAL  
 MUSEUM STATION  
 POSTMASTER  
 4150 CHICAGO AVE  
 RIVERSIDE CA 92507-9998



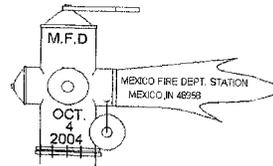
October 2, 2004  
 Glasco Fun Day Committee  
 FUN DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 GLASCO KS 67445-9998



October 4, 2004  
 PUTNAM ENGINE AND HOSE  
 CO NUMBER 2 VOLUNTEER  
 FIRE DEPARTMENT  
 HISTORIC STATION  
 POSTMASTER  
 PO BOX 9998  
 PORT CHESTER NY  
 10573-9998



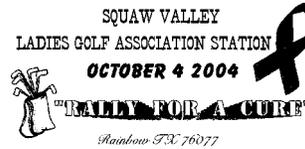
October 2, 2004  
 Postal Service  
 TEXAS RICE FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 WINNIE TX 77665-9998



October 4, 2004  
 Mexico Fire Department  
 MEXICO FIRE DEPT STATION  
 POSTMASTER  
 PO BOX 9998  
 MEXICO IN 46958-9998



October 2-3, 2004  
 Clifton Stamp Society, Inc.  
 STAMP SHOW STATION  
 POSTMASTER  
 1114 MAIN AVE  
 CLIFTON NJ 07015-9998



October 4, 2004  
 Squaw Valley Ladies Golf  
 Association  
 SQUAW VALLEY LADIES  
 GOLF ASSOCIATION  
 STATION  
 POSTMASTER  
 FM RD 200  
 RAINBOW TX 76077-9998



October 2-3, 2004  
 Norpex Committee  
 NORPEX STATION  
 POSTMASTER  
 PO BOX 9998  
 NORTH PLATTE NE  
 69101-9998



October 6, 2004  
 CFC Naval Support Activity  
 40TH ANNIVERSARY STATION  
 POSTMASTER  
 702 E SIMPSON ST  
 MECHANICSBURG PA  
 17055-9998



October 2, 2004  
 Centennial Station  
 Umatilla, FL 32784  
 1904-2004  
 Celebrating 100 Years of Hometown Pride

October 2, November 8, 18, and  
 27, 2004  
 City of Umatilla  
 CENTENNIAL STATION  
 POSTMASTER  
 315 N CENTRAL AVE  
 UMATILLA FL 32784-9998



October 6-9, 2004  
 Norsk Høstfest  
 NORSK HØSTFEST STATION  
 POSTMASTER  
 117 5TH AVE SW  
 MINOT ND 58701-9998



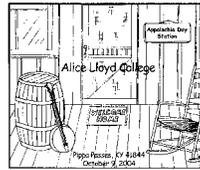
October 3, 2004  
 Postal Service  
 FALL FOLIAGE STATION  
 POSTMASTER  
 PO BOX 9998  
 ST JOHNSBURY VT  
 05819-9998



October 8, 2004  
 Fort Ligonier Days Committee  
 45TH FORT LIGONIER DAYS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LIGONIER PA 15658-9998



October 8-10, 2004  
**FARM FESTIVAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 RIO GRANDE OH 45674-9998



October 9, 2004  
**Appalachia Day Homecoming**  
**APPALACHIA DAY STATION**  
 POSTMASTER  
 PO BOX 9998  
 PIPPA PASSES KY  
 41844-9998



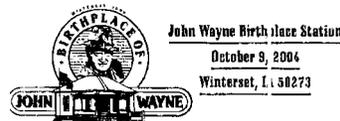
October 9, 2004  
**Lowell Historical Park**  
**AMERICAN TEXTILE HISTORY**  
**MUSEUM STATION**  
 POSTMASTER  
 PO BOX 9998  
 LOWELL MA 01853-9998



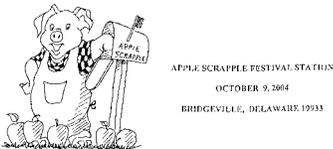
October 9, 2004  
**Enon Community Historical Society**  
**25TH APPLE BUTTER**  
**FESTIVAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 ENON OH 45323-9998



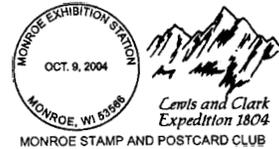
October 9, 2004  
**Lowell Historical Park**  
**LOWELL NATIONAL**  
**HISTORICAL PARK STATION**  
 POSTMASTER  
 PO BOX 9998  
 LOWELL MA 01853-9998



October 9, 2004  
**John Wayne Birthplace**  
**JOHN WAYNE BIRTHPLACE**  
**STATION**  
 POSTMASTER  
 PO BOX 9998  
 WINTERSSET IA 50273-9998



October 9, 2004  
**QWL/EI, South Jersey District**  
**APPLE SCRAPPLE FESTIVAL**  
**STATION**  
 POSTMASTER  
 300 WALNUT ST  
 BRIDGEVILLE DE 19933-9998



October 9, 2004  
**MONROE EXIBITION STATION**  
**POSTMASTER**  
 PO BOX 9998  
 MONROE WI 53566-9998



October 9, 2004  
**RACE FOR THE CURE**  
**STATION**  
 MANAGER MOWS  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



October 9, 2004  
**Valley Falls Chamber of Commerce**  
**SESQUICENTENNIAL**  
**STATION**  
 POSTMASTER  
 405 SYCAMORE ST  
 VALLEY FALLS KS  
 66088-9998



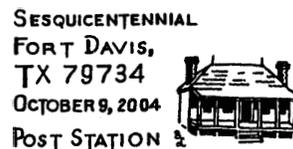
October 9, 2004  
**Typewater Stamp Club**  
**TOWN CHARTER 200TH**  
**ANNIVERSARY STATION**  
 POSTMASTER  
 303 S TALBOT ST  
 ST MICHAELS MD 21663-9998



October 9, 2004  
**Hedley Post Office**  
**COTTON FESTIVAL STATION**  
 POSTMASTER  
 200 MAIN ST  
 HEDLEY TX 79237-9998



October 9, 2004  
**Postal Service/Mobile Stamp Club**  
**STAMP SHOW STATION**  
 POSTMASTER  
 250 ST JOSEPH ST  
 MOBILE AL 36601-9998



October 9, 2004  
**Jeff Davis County**  
**POST STATION**  
 POSTMASTER  
 PO BOX 790  
 FORT DAVIS TX 79734-9998



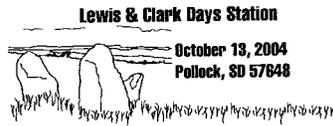
October 9-10, 2004  
*The CNY and Coin Club*  
 ONEIDA NATION STATION  
 POSTMASTER  
 133 FARRIER AVE  
 ONEIDA NY 13421-9998



October 10, 2004  
*Community Heritage Club*  
 IA STATE HAND  
 CORNHUSKING STATION  
 POSTMASTER  
 PO BOX 9998  
 KIMBALLTON IA 51543-9998



October 9-10, 2004  
*Wypex*  
 WYPEx 2004 STATION  
 POSTMASTER  
 4000 CONVERSE AVE  
 CHEYENNE WY 82009-9998



October 13, 2004  
*Postal Service*  
 LEWIS AND CLARK DAYS  
 STATION  
 POSTMASTER  
 POLLOCK SD 57648-9998



October 9-11, 2004  
*Arts Council for Wyoming County*  
 ANNUAL LETCHWORTH ARTS  
 AND CRAFTS SHOW  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 CASTILE NY 14427-9998



October 14, 2004  
*APS Chapter #207*  
 CELEBRATE STAMP  
 COLLECTING MONTH  
 STATION  
 PHILATELIC CLERK MAIN  
 OFFICE WINDOWS  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



October 10, 2004  
*Lowell Historical Park*  
 FAULKNER MILLS STATION  
 POSTMASTER  
 PO BOX 9998  
 NORTH BILLERICA MA  
 01862-9998



October 14, 2004  
*Postal Service*  
 CLOUDSCAPES STATION  
 POSTMASTER  
 7117 W HARRY ST  
 WICHITA KS 67276-9998

— Stamp Services,  
 Government Relations, 9-30-04

## Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close-of-business October 30, 2004, all Post Offices™, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, subchapter 45, Destroying Stamp Stock.

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below at retail counters and outlets after October 30, 2004, unless otherwise instructed. Items listed are also withdrawn from sale at Stamp Fulfillment Services.

Item Number	Description
<b>Stamp Issues: First Day Covers</b>	
454562	\$6.20 Arctic Tundra Full Pane First Day Cover
454564	\$6.20 Arctic Tundra Cancelled Full Pane
454661	75-cent Roy Acuff First Day Cover
454863	\$3 Early Football Heroes First Day Cover
455161	75-cent Korean War Veterans Memorial First Day Cover
455261	75-cent District of Columbia First Day Cover
671963	\$3 Mary Cassatt First Day Cover
672563	\$3 Antique Toys First Day Cover
<b>Stamp Issues:</b>	
454300	37-cent Louisiana Purchase Stamp
454315	\$7.40 Louisiana Purchase Pane
454393	\$8.15 Louisiana Purchase First Day Cover Set

— Stamp Services,  
 Government Relations, 9-30-04

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

— Mailing Standards, Pricing and Classification, 9-30-04

## 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	24-5419	01354	MA	Northfield	Franklin	Mount Herman	Community Post Office		This announcement changes the administrative office for this ZIP Code™ from Northfield MA to Turner Falls MA. Continue to use Gill MA 01354 as last line for addresses.
New	24-8228	01354	MA	Turner Falls	Franklin	Main Office	Post Office	10/01/2004	
Old	24-8228	01376	MA	Turner Falls	Franklin	Main Office	Post Office		Realign ZIP Code boundaries. Use Gill MA 01354 as last line of address for the deliveries previously in ZIP Code 01376.
New	24-8228	01354	MA	Turner Falls	Franklin	Main Office	Post Office	10/01/2004	
Old	26-3900	55036	MN	Grasston	Pine	Main Office	Post Office		This announcement expands the use of ZIP Code 55036 to include delivery.
New	26-3900	55036	MN	Grasston	Pine	Main Office	Post Office	12/31/2004	
Old	26-6760	55054	MN	New Market	Scott	Main Office	Post Office		This announcement expands the use of ZIP Code 55054 to include delivery.
New	26-6760	55054	MN	New Market	Scott	Main Office	Post Office	12/31/2004	
Old	26-2750	55931	MN	Eitzen	Houston	Main Office	Post Office		This announcement expands the use of ZIP Code 55931 to include delivery.
New	26-2750	55931	MN	Eitzen	Houston	Main Office	Post Office	12/31/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	26-0770	56658	MN	Bemidji	Koochiching	Main Office	Post Office		This announcement expands the use of ZIP Code 56658 to include delivery.
New	26-0770	56658	MN	Bemidji	Koochiching	Main Office	Post Office	12/31/2004	
Old	30-6585	68309	NE	Odell	Gage	Main Office	Post Office		This announcement expands the use of ZIP Code 68309 to include delivery.
New	30-6585	68309	NE	Odell	Gage	Main Office	Post Office	09/17/2004	
Old	30-1440	68380	NE	Burchard	Pawnee	Main Office	Post Office		This announcement expands the use of ZIP Code 68380 to include delivery.
New	30-1440	68380	NE	Burchard	Pawnee	Main Office	Post Office	09/17/2004	
Old	30-6600	68861	NE	Odessa	Buffalo	Main Office	Post Office		This announcement expands the use of ZIP Code 68861 to include delivery.
New	30-6600	68861	NE	Odessa	Buffalo	Main Office	Post Office	09/17/2004	
Old	30-9465	68068	NE	Washington	Washington	Main Office	Post Office		This announcement expands the use of ZIP Code 68068 to include delivery.
New	30-9465	68068	NE	Washington	Washington	Main Office	Post Office	09/17/2004	
Old	35-6520	13670	NY	Oswegatchie	Saint Lawrence	Main Office	Post Office	12/15/1993	Post Office™ discontinued. Retain ZIP Code. Establish a Community Post Office. Continue to use Oswegatchie NY 13670 as last line of address.
New	35-8165	13670	NY	Star Lake	Saint Lawrence	Oswegatchie	Community Post Office	01/03/2004	

— Address Management, Intelligent Mail and Address Quality, 9-30-04

#### MOVER'S GUIDE NEWS

### Spanish-Language Edition of Mover's Guide (Publication 75-S, La Mudanza) — October–December Version Now Available

The October–December edition of Publication 75-S, *La Mudanza* (the Spanish edition of Publication 75, *Mover's Guide*) is now available. **Please display *La Mudanza* next to the English edition of *Mover's Guide*.**

You may order a 3-month supply of the October–December 2004 edition of *La Mudanza* from the Material Distribution Center (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 placing your first order.)

Discard/recycle all copies of expired stock once you receive the October 2004 edition. Please order only enough copies to last from October through December. This ver-

sion is valid for only 3 months. At the end of December, order new *La Mudanzas* for January 2005.

Use the following information to order Publication 75-S from the MDC:

**PSIN:** PUB 75-S  
**PSN:** 7610-03-000-4096  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 125  
**Bulk Pack Quantity:** 125  
**Quick Pick Number:** N/A  
**Price:** No cost

— Address Management,  
Intelligent Mail and Address Quality, 9-30-04

## REMINDER

**Maintenance Stockrooms — Annual Inventory Review**

An annual review of all Maintenance stockrooms is required by Handbook MS-63, *Maintenance Operations Support* ("Reporting of Excess/Surplus Items"). Spare parts and supplies inventories in Maintenance stockrooms are Postal Service™ assets and are the responsibility of line management, including maintenance managers, plant managers, district managers, and area vice presidents.

Handbook MS-63, Part 751, "Yearly Review," states:

"Offices must review each item in the stockroom at least once a year to determine whether the item can be declared excess/surplus."

Use excess material before processing additional replenishment activities, or process the excess material in accordance with Handbook AS-701, *Material Management*, Chapter 6, "Asset Recovery: Redistribution, Recycling, and Disposal."

If you have not yet completed your 2004 review, complete it as soon as possible.

— *Maintenance Policies and Programs, Engineering, 9-30-04*

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## Retail

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## PASSPORT APPLICATION REVISIONS

**Search Fee Will Increase, and Issuance of a Passport to a Minor Will Require Notarization**

All Retail personnel must note the following important changes from the Department of State regarding issuances of passports:

- Effective October 1, 2004, the file search fee (to verify an applicant's U.S. citizenship) will increase from \$45 to \$60. This fee is noted on Form DS-11, *Application for a U.S. Passport or Registration*.
- Effective November 1, 2004, the Department of State will require that Form DS-3053, *Statement of Consent: Issuance of a Passport to a Minor Under Age 14*, or other paper with the same information that an applicant submits, must be notarized. The purpose of this change is to prevent forgery and ensure that the person signing the Statement has been properly identified. This change will further reduce the possibility of a U.S. passport being used in any effort to interfere with the custodial rights of non-applying parents (i.e., the parent or guardian who is not present at the time the applying parent or guardian submits the child's application).

*Note:* These changes become effective *before* the Department of State will distribute copies of revised Forms DS-11 and DS-3053, which it expects to do as soon as possible after January 1, 2005. In the meantime, to get up-to-date forms starting on the effective dates, customers may go online to the U.S. Department of State web site at [www.travel.state.gov](http://www.travel.state.gov); click on Passports, and under "Applications and Forms," click on the desired forms. Passport acceptance personnel should have this information available for verification (with customers) until the Department of State reprints the official forms. However, Passport acceptance personnel must *not* post this information in Retail lobbies but must post it only on employee bulletin boards.

— *In-Store Programs, Service and Market Development, 9-30-04*

# American Commemorative Collectibles...

## a wonderful gift idea for collectors of all ages!

**AMERICAN COMMEMORATIVE COLLECTION**

**Ernie Nevers**  
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EARLY FOOTBALL HEROES

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**MARY CASSATT** 0.37

**MARY CASSATT** 0.37

**MARY CASSATT** 0.37

**ACTIVE PANELS**

**Ohio Statehood**

**1803**

**ZORA NEALE HURSTON** 37

**UNITED STATES POSTAL SERVICE**

## Supply Management

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### GOODYEAR 5-DAY TIRE SALE FOR EMPLOYEES

#### Buy Tires at Goodyear Associate Prices — But for Only 5 Days!

If you are planning to purchase tires soon, here's an opportunity to save money. Twice a year, Goodyear Tire and Rubber Company offers its associates discounts on tires sold by its company-owned stores, including Just Tires. These prices are offered for only 5 days and are not extended to the general public.

Goodyear is now extending these special discounts by offering Postal Service™ employees and retirees up to 25 percent off the purchase of Goodyear brand auto and light truck tires October 14–18, 2004. Goodyear is also offering special pricing for tire balancing and installation. You can take advantage of these discounts at Goodyear's company-owned stores only (Goodyear Auto Service Centers or Just Tires). There are more than 700 locations in 40 states. To locate a participating store near you, call 888-439-7786.

If you don't have a Goodyear Auto Service Center or Just Tires near you, you can call 877-847-3728, option 1, and have the tires shipped directly to your home and installed at a place convenient for you. This isn't a 24-hour telephone line, so you may have to leave your telephone number and a message advising of your interest to purchase tires through the sale. Please use reference code USPS-2. The prices are too good to pass up, and all you need to receive the discount is a Postal Service photo ID or other proof of employment.

You can check out sale information on the Goodyear Employee Deal on the Postal Service intranet at <http://blue.usps.gov>; under "Employee Deals," click on *View More Deals*; then click on *Goodyear Employee VIP Program*.

— SCM Strategies,  
Supply Management, 9-30-04

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### REMINDER

#### Approval Authority and Off-Catalog Requisitions

This is a reminder that all Postal Service™ employees who create off-catalog requisitions through eBay must follow normal purchasing procedures, depending on the purchase value of the items. You must purchase locally if you are within that office's authority; otherwise, if you are not within that office's authority, forward the requisition to the correct category management center (CMC) or purchasing service center (PSC) for purchasing action.

If you receive an e-mail message stating that your requisition has been approved, but your office does not have the authority to make the purchase, then you must route the requisition to the appropriate CMC or PSC.

If you need to review the complete instructions outlining the off-catalog requisition process, go to [http://blue.usps.gov/purchase/ereq\\_homepage.htm](http://blue.usps.gov/purchase/ereq_homepage.htm). You should read *all* of the documents to fully understand the off-catalog requisition routing process.

If you need more information on unauthorized purchases, please refer to Management Instruction AS-710-1999-2, *Unauthorized Contractual Commitments*:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Click on *MI*s.

The direct URL for the MI is <http://blue.usps.gov/cpim/ftp/manage/a710992.pdf>.

— SCM Strategies,  
Supply Management, 9-30-04

## eFleet Offers More Advantages for You

On September 9, per user requests, Delivery Operations, Information Technology, and Supply Management teamed to make improvements to eFleet. The new enhancements will make eFleet a more effective system for vehicle maintenance, fuel reconciliation, and management for Post Offices™.

To access eFleet:

- Go to <http://blue.usps.gov>.
- Click on *My Work*.
- Under “General Tools,” click on *eFleet*.
- Click on *eFleet Account-Link*.

The new eFleet enhancements are:

- The Product Summary screen now displays a Mobile Refueling subtotal under the *Total Fuel* line when there are mobile refueling transactions. It appears only if you have mobile refueling transactions. If you do not have mobile refueling transactions, you will see no change to the Product Summary screen.
- You can now download data on many of the screens to Microsoft Excel. The screens that offer this capability (such as the Invoice Report) have an *Excel Download* button in the screen header. Just click on the button to download your data, which will then be displayed in an Excel spreadsheet. Click *File/Save As* to save the data and specify where you want it to be saved. Also, you must save it as a Microsoft Excel Workbook (\*.xls). Then just click on your browser’s *Back* button to return to the eFleet system.
- You can now view and display a report of reconciliation statistics for individual finance numbers.

For each station, you can create a report that shows:

- Total number of transactions.
- Total number of unreconciled transactions.
- Percentage of unreconciled transactions.
- Total dollar amount of all transactions.
- Total dollar amount of unreconciled transactions.

You can download the report to Microsoft Excel as follows:

- Go to the eFleet home page.
- Enter a finance number under the Finance View section (you must enter a finance number, not a budget authorization (BA) code, district, station, or location).
- Click on *Search*.
- Click on the finance number that you wish to report (“Finance Number” has no alpha-numeric suffixes).
- Click on the *Reconciliation Summary* that appears in the *Reports* box at the top right of the screen.
- Select a fiscal year (FY) and a beginning and ending month or accounting period (AP), and click *View*.

If you have questions about these enhancements or any other functionality with the eFleet system, contact Transportation Asset Management Purchasing Specialist Kimya Moore at 202-268-8525.

— *SCM Strategies,*  
*Supply Management, 9-30-04*

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