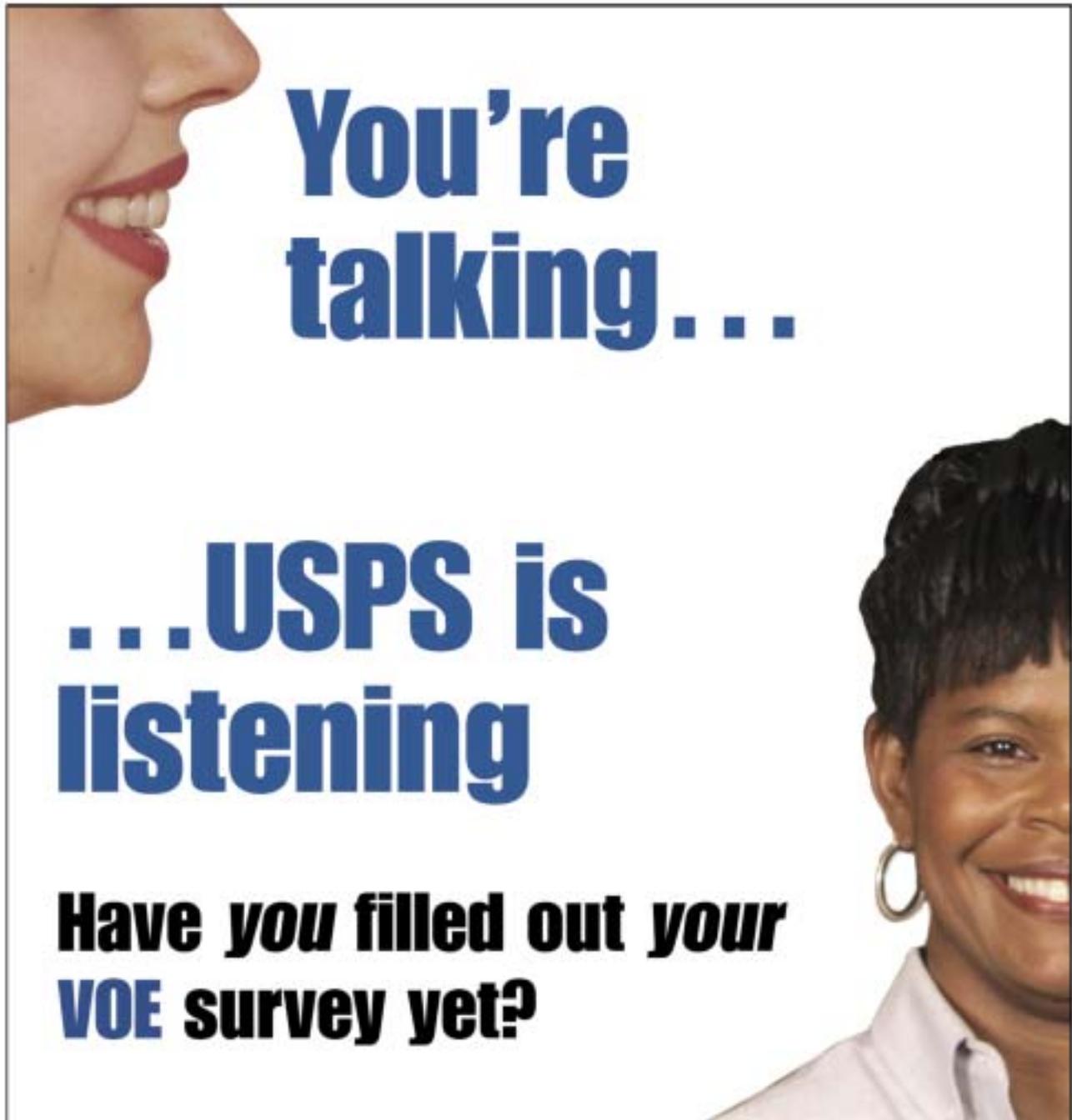


POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22160, August 4, 2005



**You're
talking...**

**...USPS is
listening**

**Have *you* filled out *your*
VOE survey yet?**

Surveys due Aug. 31



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

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The *Postal Bulletin* is published biweekly; information is effective for 1 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 22160: 7690-08-000-1103	PB 22152: 7690-08-000-0910	PB 22144: 7690-07-000-0128	PB 22137: 7690-07-000-0121
PB 22159: 7690-08-000-1102	PB 22151: 7690-07-000-0135	PB 22143: 7690-07-000-0127	PB 22136: 7690-07-000-0120
PB 22158: 7690-08-000-1101	PB 22150: 7690-07-000-0134	PB 22142: 7690-07-000-0126	PB 22135: 7690-07-000-0119
PB 22157: 7690-08-000-1100	PB 22149: 7690-07-000-0133	PB 22141: 7690-07-000-0125	PB 22134: 7690-07-000-0118
PB 22156: 7690-08-000-1099	PB 22148: 7690-07-000-0132	PB 22140: 7690-07-000-0124	PB 22133: 7690-07-000-0117
PB 22155: 7690-08-000-1098	PB 22147: 7690-07-000-0131	PB 22139: 7690-07-000-0123	PB 22132: 7690-07-000-0116
PB 22154: 7690-08-000-1005	PB 22146: 7690-07-000-0130	PB 22138: 7690-07-000-0122	PB 22131: 7690-07-000-0115
PB 22153: 7690-08-000-0915	PB 22145: 7690-07-000-0129		

USPSNEWS@WORK

Wanted — your vision, your voice: VOE surveys are in the mail



Hey, you. Got something to say? Here's your chance to say it loud and clear. The quarter 4 Voice of the Employee (VOE) survey has been mailed.

The survey is quick, easy and you can do it on the clock. Your feedback is critical to the Postal Service's™ continued success. Every career employee has an opportunity to take the survey once during the year. So if you haven't gotten one so far, it's your turn to participate.

If you receive one this time around, take the time to fill it out. It only takes about 15 minutes. When it's completed, you can return it to your survey administrator or mail it back yourself in the envelope provided.

Be sure to have your survey in the mail in time to make the Aug. 31 deadline.

Tag. You're It! Carrier Pickup Tag Team Tagline Contest



The Carrier Pickup Online Notification contest is open now through Aug. 18. Go to [LiteBlue \(liteblue.usps.gov\)](http://liteblue.usps.gov) and submit your best tagline —

one that will make customers want to be part of the Carrier Pickup™ tag team.

We're looking for taglines of 15 words or less that promote Carrier Pickup service with creativity, humor and an upbeat theme with wide audience appeal.

You'll have a chance to help choose the best tagline via online voting, Sept. 6–15. Results will be combined with input from an expert panel of judges.

Link and LiteBlue will announce 30 finalists in September. One grand prize winner announced Sept. 26 will receive an Apple iPod Shuffle, plus the finalist prize — a USPS® prize pack of stamp art and other Postal Service items.

Go to LiteBlue to enter by Aug. 18. Have your employee ID and USPS PIN ready. If you don't know your PIN, visit *PostalEASE* online or call *PostalEASE* at 877-4PS-EASE (877-477-3273).

All about the customer: Strategic Transformation Plan 2006–2010 introduced

It's a competitive world out there and our customers have more choices than ever. So we have to make sure that mail delivers for them — better than it ever has.

That's what transformation is all about — changing to meet the changing needs and demands of our customers. We're more focused than ever on service. Record customer satisfaction scores tell us they appreciate that. At the same time, we're more efficient than ever. That helps keep costs down and customers coming back.



Combine the three — service, satisfaction and price — and they add up to value. Making mail work harder for customers and making it easier than ever for them to do business with us only increases that value. With 700,000 employees focused on performance, the Postal Service has an edge no one else can match.

Look for the new *Strategic Transformation Plan 2006–2010* by the end of September. We're still working out the details, but you can be sure of one thing — it's all about the customer.

A gem of a guarantee: Global expedited service enhanced in Pacific Rim



USPS Network Operations VP Paul Vogel, right, joins representatives of five Pacific Rim postal administrations at the enhanced Global Express Mail launch this week. Photo by news.gov.hk.

In what's being hailed as "an historic agreement," USPS has joined the postal administrations of Australia, China, Hong Kong, Japan and the Republic of South Korea to offer enhanced Global Express Mail® (GEM®) service.

GEM provides day-certain guaranteed delivery to the Pacific Rim and United States — without hidden surcharges. It's available at all Post Offices™ in all 50 states, Puerto Rico and the U.S. Virgin Islands. Customers can track a shipment online at usps.com or by calling 800-222-1811.

Bright lights, big stars: “We Deliver for You” is Walk of Fame nominee

Letter carriers know that when it rains, it pours. Retail associates will sell no stamp before its time. Our customers will even tell you that a day without the Postal Service is like a day without sunshine.

And now, Madison Avenue thinks that our “We Deliver for You” slogan is worthy of its Walk of Fame. That's why the slogan has been nominated as one of 26 to compete in the 2005 Madison Avenue Advertising Walk of Fame.

You deserve a break today — go to the site, click on “Slogan” and vote for “We deliver for you.” Vote now through Sept. 23 at http://advertising.yahoo.com/advertisingweek_05/.

Value of the work: USPS, a “Best place to work” for IT professionals

USPS has made Computerworld's list of the “100 Best Places to Work in IT” for the second year in a row.

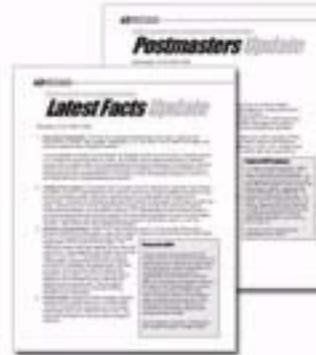
About a quarter of the 1,200 IT employees at USPS completed a 100-question survey and rated the Postal Service on things such as salary and bonus increases, promotions, staff turnovers, training and development, percentages of women and minorities on staff, rewarding outstanding performance, retention programs and benefits.

USPS moved up in the rankings — placing 65th on the list of 100 companies. Last year it was 93rd on the list.

Go to www.computerworld.com for more information on its survey.



USPS communications plan recognized as one of “Top 100 Case Studies in PR”



A leading public relations magazine, *PR News*, includes a USPS communications plan in the 2005 edition of its book, *Top 100 Case Studies in PR*.

The book includes the communications plan related to the anthrax attacks of 2001, created to protect USPS employees and restore public confidence in the U.S. Mail®. And, the case study says the plan did just that.

“After deploying its crisis communications plan,” the book states, “the Postal Service now has a better reputation than it did before the term ‘powdery substance’ took on a whole new meaning.”

“After deploying its crisis communications plan,” the book states, “the Postal Service now has a better reputation than it did before the term ‘powdery substance’ took on a whole new meaning.”

Finding future leaders: Corporate Succession Planning open season, Sept. 6–Oct. 14



See yourself being postmaster general one day? How about chief marketing officer or district manager? Any officer or PCES executive will tell you it takes planning, development and goal setting to achieve that level of success — but it is achievable.

Programs like Corporate Succession Planning (CSP), the Web-based leadership development tool for PCES and EAS-22 and above employees, can help you advance your USPS career.

To learn more, go to the Postal Service Intranet at blue.usps.gov. Under “Hot Topics,” click on *Corporate Succession Planning*.

Open season for CSP is Sept. 6–Oct. 14. After that, you'll have to wait until 2007. Don't miss out!

Administrative Services

ASM REVISION

Mail Addressed to Santa Claus or the North Pole

Effective August 4, 2005, the *Administrative Support Manual* (ASM) is revised to allow the Postal Service™ or an authorized party to open, read, and respond to or contact the sender of mail addressed to Santa Claus or the North Pole, or similar seasonal characters or destinations, and which would otherwise be undeliverable as addressed. This provision is consistent with prior orders and regulations, such as Postmaster General Order no. 6690 from 1912, which authorized postmasters to deliver letters addressed to Santa Claus to responsible institutions to use for philanthropic purposes, and former *Domestic Mail Manual* section 159.412Q (issue 118, 1987), which contained similar instructions. The regulation further gives effect to long-standing practices by local postmasters regarding such letters.

We will incorporate these revisions into the next printed version of the ASM, 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, under “Policies,” click on *PolicyNet*.
- Click on *Manuals*.

Administrative Support Manual (ASM)

* * * * *

2 Audits and Investigations

* * * * *

27 Security

* * * * *

274 Mail Security

* * * * *

274.5 Disclosure of Information Collected From Mail Sent or Received by Customers

***Only under the following conditions may an employee disclose information while performing official duties:

* * * * *

[Revise item k and add item l to read as follows:]

- k. The Postal Service or authorized third party may open, read, and respond to mail, or contact the sender, regarding correspondence that is addressed to “Santa Claus,” “the North Pole,” or similar seasonal characters or destinations and which would otherwise be undeliverable as addressed.
- l. If otherwise permitted by law.

* * * * *

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-2225 at least 1 month preceding the requested delivery dates. The Postal Service™

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Catherine's Fall Top 10	Standard/ Letter	8/5/05–8/10/05	1.2	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
Seventh Avenue	Standard/ Catalog	8/8/05–8/11/05	5.71	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Nordstrom Fall Launch '05	Standard/ Flat	8/10/05–8/12/05	1.98	Nationwide	3/5-Digit	Arandell
Life Line Screening purple artery photo and repositionable note	Standard/ Letter	8/10/05–8/15/05	1.66	Nationwide	3/5-Digit	Mail America, Forest, VA
Draper's and Damon's — Fall II	Standard/ Flat	8/11/05–8/13/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Arandell Corporation, Wisconsin
JCP Week 28 Customer Appreciation Cat PC	Standard/ Letter	8/11/05–8/13/05	9.6	Nationwide	Car-Rt	Harte-Hanks
JCP All Day — Every Day	Standard/ Catalog	8/12/05–8/15/05	3.0	Nationwide	Car-Rt	RR Donnelley
Catherine's Fall Top 10 Reminder	First-Class/ Letter	8/12/05–8/17/05	1.2	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
JCP Week 29 HSOTA	Standard/ Flat	8/15/05–8/17/05	15.3	Nationwide	Car-Rt	Harte-Hanks
Midnight Velvet	Standard/ Catalog	8/15/05–8/18/05	4.1	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Martinsburg, WV
Monroe & Main	Standard/ Catalog	8/15/05–8/18/05	1.71	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	RR Donnelley, Warsaw, IN

— Business Service Network Integration, Customer Service, 8-4-05

*REMINDER***Incorrectly Addressed Mail**

The following reiterates long-standing Postal Service™ policy on delivery of incorrectly addressed mail. All Post Offices™ should follow the policy.

Delivery

Deliver mail to established delivery points based on the address on each mailpiece. If the address is incorrect and a Post Office knows the correct delivery location, deliver the mailpiece to the correct address, regardless of mail class. If the Post Office does not know the correct delivery location, there is no obligation to deliver. Return or dispose of the mailpiece according to the class of mail or endorsement.

Information That May Be Provided to the Mailer for Returned Mail

For undeliverable First-Class Mail® items, provide the mailer with a reason for nondelivery. For Standard Mail® items properly endorsed, provide the mailer with the reason for nondelivery.

Do not provide address change information to the mailer unless there is a proper endorsement on the mailpiece and there is a change-of-address (COA) order on file. Providing address information in response to ancillary service endorsements should occur only when there is a COA order on file. Do not provide other address corrections to mailers

(such as a PO Box number or “courtesy” address corrections).

For example, a customer receives delivery through a PO Box, but a mailpiece addressed to his or her street address is received with an ancillary service endorsement. If street delivery is not possible and you know the correct PO Box, redirect the mailpiece to the PO Box section. Do not provide the mailer with the PO Box number unless there is an active COA order on file from the street address to the PO Box. If the PO Box number is not known, handle the mailpiece as undeliverable.

See *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 507 for information on endorsements. Assess fees for information based on the guidelines in the DMM.

Note: Customers should be advised to use their PO Box addresses if delivery is desired to the PO Box, or if only PO Box delivery is available at that Post Office. If a dual address format is used, under DMM 602, deliver the piece to the address appearing directly above the city, state, and ZIP Code™ line.

— *Consumer Advocate, 8-4-05*

PUBLICITY KIT

Let's Dance/Bailemos Commemorative Stamps

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*Let's Dance/Bailamos Commemorative Stamps**Publicity Kit*

July 2005

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES
POSTMASTERS

SUBJECT: *Let's Dance/Bailamos* Commemorative Stamps

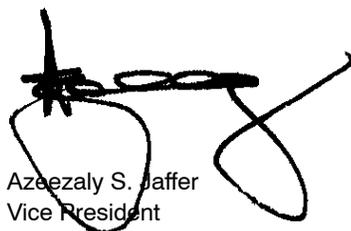
Hispanic Americans have long played a vital role in the development of this great nation, and the Postal Service is proud to honor that role. This year, as part of National Hispanic Heritage Month, we are celebrating the unique contributions of Latin American culture, with a focus on popular dances and music through the intricate imagery of our four new *Let's Dance/Bailamos* commemorative stamps. The Salsa, Cha-cha-chá, Mambo, and Merengue dance stamps — each designed by a talented Hispanic artist — will be dedicated on September 17, 2005, during first day-of-issue ceremonies in New York City and Miami.

People in the United States were first exposed to the music and dance depicted on these colorful stamps at the turn of the century. Today, these delightful and fun dances continue to be performed throughout U.S. dance clubs by professionals and amateurs alike.

This field publicity kit will help you implement *Let's Dance/Bailamos* commemorative stamp events in your community by providing you with planning ideas, organization contacts, talking points, news releases, and Public Affairs and Communications and Government Relations contacts. Be sure to call upon the expertise of these two teams as well as your district Diversity Development and Hispanic program specialists as you develop and plan local events.

The *Let's Dance/Bailamos* commemorative postage stamps are part of our 2005 stamps program, a program that celebrates the people, events, and history of our nation. Many people are inspired to find out more about the stamp subjects they see on their letters and packages, and thousands more become collectors every year.

As we make plans to raise awareness by promoting the *Let's Dance/Bailamos* commemorative stamps, we want to take this opportunity to thank you for your support. Promoting the Postal Service's stamp program provides us with a unique way to gain community support for the Postal Service, promote important themes, and strengthen our ties with the communities we serve.



Azeezaly S. Jaffer
Vice President
Public Affairs and Communications



Susan M. LaChance
Vice President
Employee Development and Diversity

cc: Vice Presidents, Area Operations

Let's Dance Stamps



An electronic version of this *Let's Dance/Ballemos* commemorative stamps publicity kit is available on the *Postal Bulletin* Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click *References*.
- Under "References" in the right-hand column, click *Postal Bulletin*.

(The direct URL is <http://www.usps.com/cpim/ftp/bulletin/pb.htm>.)

The electronic version makes it easy to complete the fill-in-the-blank materials included in the kit.

Publicity Ideas to Interest Media

There are many ways to interest your local media about an unveiling prior to the stamp issuance or the *Let's Dance/Ballemos* commemorative stamp dedication events. Here are some suggestions to capture media attention.

- Look for Latin American events, festivals, and celebrations already planned. If there is a large event in your area prior to the first day of issue, contact the organization and offer cross-promotional opportunities for an unveiling. If the event is after September 17th, offer opportunities for a second-day-of-sale event.
- Hold salsa, merengue, cha-cha-chá, and/or mambo dance classes/sessions to encourage employees

and their families to learn more about Hispanic-American heritage and culture. Encourage any employees with dance knowledge to share it with their colleagues.

- National Hispanic Month is celebrated from September 15 to October 15. Throughout this time, tune into radio stations playing Latin American dance music in local Post Offices™ to strike interest and get people talking about the upcoming stamps. Also don't forget Hispanic-American holidays throughout the year (i.e., Cinco de Mayo).
- Hold dance (salsa, cha-cha-chá, mambo, and merengue) classes/contests.
- Host a cook-off or potluck meal with various Hispanic-American dishes.
- Honor a different stamp each week of Hispanic Heritage month, September 15 through October 15 (i.e., week one honor salsa, week two honor merengue, etc.), and, if possible, invite a well-known Hispanic-American figure (singer, dancer, actress, etc.) to participate.
- Encourage writing contests for school-age children (i.e., "What Singing/Dancing Means to Me").
- Use a dance studio to hold an event and incorporate dancers into the program.
- Look for opportunities to partner with local dance schools to showcase stamps and products.
- Look for opportunities to partner with local philatelic organizations that may be sponsoring exhibits or other events. Contact the League of United Latin American Citizens (LULAC), the World Salsa Federation (WSF), the Association of Hispanic Arts, and the Salsa Congress (see list on page 12). Offer to speak, conduct workshops, or organize volunteers from your staff to help.
- Inform customers that passports will be necessary when traveling to and from the Caribbean, effective January 2006. Show customers how easy it is to apply for a passport at the Postal Service™.
- Help after-school programs set up stamp collecting clubs and share Hispanic-American history. Ask local stamp collectors to set up a display of stamp collecting tools and philatelic materials, such as tongs, magnifier, perforation gauge, albums, first-day covers, and so on. Go to the American Philatelic

Society's Web site at www.stamps.org to find local chapters.

- Promote the Postal Service's "Sure Money" program, branded in retail as *Dinero Seguro*®, available in select retail locations since 1996. It's a quick, economic, convenient, and safe way for customers to wire money internationally, especially to family members. This service is available in Latin America, Argentina, Colombia, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Nicaragua, Peru, and Mexico. For more information, from the blue page, visit: <http://blue.usps.gov/marketing/retail/suremoney/welcome.htm>.

- Order Publication 295, *Honoring Latin American Culture and History*.

You can order Publication 295 from the Material Distribution Center (MDC) and use 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 Publication 295:

PSIN:	PUB295
NSN:	7610-03-000-9507
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	200
Quick Pick Number:	N/A
Price:	\$0.5636
Edition Date:	09/03

- Send information to both English and Spanish media channels and have materials translated into Spanish as well.

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

Let's Dance Throughout the Year! Hispanic-American Events to Promote USPS *Let's Dance* Commemorative Stamp and Consumer Products

Listed below are a number of events taking place across the United States. Please check your local entertainment calendars for more event listings and information, as some organizations have not confirmed dates or locations.

Please note the number in parentheses is the expected attendance.

August:

- Carifete Caribbean American Festival, Chicago, IL
- Festival Puertorriqueno de Boston, Aug. 5-7, Boston, MA
- 4th Annual International Miami Salsa Congress, Aug. 18-21, Miami, FL
- Caribbean American Festival, Aug. 20, Chicago, IL
- Peachtree Latino Festival, Aug. 28, Atlanta, GA
- Viva! Chicago Latin Music Festival, Aug. 28-29, (160K+), Chicago, IL

September:

- Hispanic Heritage Festival, ALL month, (150K+), Miami, FL
- Fiesta de Septiembre, Los Angeles, CA
- New York Salsa Congress, Sept. 2-4
- Diez y Seis celebration, Sept. 4, San Antonio, TX
- Expo Tu Casa (Agile events), Sept. 9-11, Houston, TX
- Fiestas Patrias California Santa Ana, Sept. 10-11, (50K+), Santa Ana, CA
- LA Fiesta del Pueblo, Sept. 10-19, (50K+), Raleigh, NC
- Mexican Independence Day Parade, Sept. 11 (300K+), Chicago, IL
- U.S. Hispanic Chamber of Commerce 26th Annual National Convention and Business Expo, Sept. 14-17, Milwaukee, WI
- Boston Salsa Congress, Sept. 15-17
- World Music Festival: Chicago 2005, Sept. 16-21, Chicago, IL

- Seattle Fiestas Patrias, Sept. 17–18, (100K+), Seattle, WA.
- Fiestas Patrias Parade and Festival, Sept. 17–18, (200K+), Houston, TX
- Fiestas Indianapolis, Sept. 18, Indianapolis, IN
- Viva la Musica, Sept. 25–26, Orlando, FL
- Houston Salsa Congress, Sept. 29–Oct. 1
- Hispanic Heritage Festival, Sept. 29, Miami, FL

October:

- Off the Main Art Festival, Oct. 6–9, New York, NY
- Mensaje Latin Festival, Oct. 14–16 and Oct. 21–23, New Orleans, LA
- Latino History Parade, Oct. 15, Pasadena, CA
- Atlanta Salsa Congress, Oct. 21–23
- Latino Book and Family Festival, Oct. 22–23, Los Angeles, CA
- Festival Calle Orange, Oct. 24, (100K+), Orlando, FL
- WSF World Salsa Championships, Oct. 28, Miami, FL

November:

- Latin Grammys, Nov. 3, Miami, FL
- Los Angeles International Tamale Festival and Carnival, Nov. 11–13, Los Angeles, CA
- 3rd National Summit of Hispanic State Legislators, Nov. 11–13, Washington, DC
- Cuatro Festival Puerto Rico 2005, Nov. 11, Chicago, IL
- San Francisco Salsa Congress, Nov. 18–20

Suggested Participating Organizations and Contact Information

The information below is a suggested listing of participants for *Let's Dance* commemorative stamp dedications.

**LEAGUE OF UNITED LATIN AMERICAN CITIZENS
NATIONAL OFFICE (LULAC)**
2000 L ST NW STE 610
WASHINGTON DC 20036-4917

Telephone: 202-833-6130
www.lulac.org

WORLD SALSA FEDERATION INC
8080 SW 81 DR
MIAMI FL 33143-6609

Telephone: 305-271-0606/ 888-825-7768
www.worldsalsafederation.com

ASSOCIATION OF HISPANIC ARTS
250 W 26TH ST 4TH FL
NEW YORK NY 10001-6737

Telephone: 212-727-7227
www.latinoarts.org

EL MUSEO LATINO
4701 S 25TH ST
OMAHA NE 68107-2728

Telephone: 402-731-1137
www.elmuseolatino.org

CONGRESSIONAL HISPANIC CAUCUS
WASHINGTON DC OFFICE
328 CANNON HOUSE OFFICE BLDG
WASHINGTON DC 20515-0001

Telephone: 202-225-6161
www.chci.org

DANCE ART MUSEUMS OF THE AMERICAS
BOX 118
SANTA FE NM 87504-0118

Telephone: 505-466-2891
www.danceartmuseum.com

HISPANIC SOCIETY OF AMERICA
AUDUBON TERRACE
613 W 155TH ST
NEW YORK NY 10032-7501

Telephone: 212-926-2234
www.hispanicsociety.org

CUBAN AMERICAN NATIONAL COUNCIL
WASHINGTON DC OFFICE
1444 I ST NW STE 800
WASHINGTON DC 20005-6543

Telephone: 202-898-4880
www.cnc.org

US HISPANIC CHAMBER OF COMMERCE
2175 K ST NW STE 100
WASHINGTON DC 20037-1863

Telephone: 202-842-1212
www.usbcc.com

NATIONAL COUNCIL OF LA RAZA (NCLR)
1126 16TH ST NW 6TH FL
WASHINGTON DC 20036-4804

Telephone: 202-785-1670
www.nclr.org

HISPANIC YEARBOOK
6718 WHITTIER AVE STE 130
MCLEAN VA 22101-4531

Telephone: 703-734-1632
www.anuariohispano.com
(for Hispanic media, organizations, federal agencies, embassies, and consulates in your district)

You may also contact your local public libraries, schools of dance, and Latin American bookstores for participation in the events.

Event Planning Checklist

When planning the *Let's Dance/Ballemos* commemorative stamp events, keep the following suggestions in mind:

- Begin planning immediately.
- Contact your nearest Hispanic-American organizations such as the Hispanic Chamber of Commerce, the League of United Latin American Citizens (LULAC), the World Salsa Federation (WSF), the Association of Hispanic Arts, the Salsa Congress, dance studios, etc.
- Set a date.
- Secure participants.
- Order enlargements of the stamp image, flyers, and other supplies for the event.
- Prepare a special pictorial postmark, if applicable (announcement form on page 14).
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium sign and banners.
- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booth, bag stuffers, etc.).
- Prepare ceremony programs and invitations.
- Contact your district Diversity Development and Hispanic program specialists (<http://blue.usps.gov/diversitynet/dir.htm>).

Pictorial Postmarks

As a pictorial postmark has not been produced at the national level, Post Offices planning events may design their own special pictorial postmark. As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial postmarks must be reported to Stamp Development 3 weeks prior to local events. Please use the announcement form on the following page to report your use of a postmark.

Guidelines for Finalizing Let's Dance/Ballemos Commemorative Stamps Pictorial Postmark Art

To finalize the *Let's Dance/Ballemos* commemorative stamps pictorial postmark art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch.

Second-Day Postmarks

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



Pictorial Postmark Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL POSTMARK PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 1735 NORTH LYNN ST STE 5016 ARLINGTON VA 22209-6432</p>	<p><i>Insert pictorial postmark Copy here</i> (Camera-ready or reproducible) No larger than 4" horizontal x 2" vertical</p>
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Postal Service Contact (name, address, telephone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4 code	

Mail Postmark Requests to:

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

Stamp Enlargements and Reproductions

To obtain enlargements of stamp images for local dedication ceremonies or for reproductions of stamp images — including digital files, prints, and transparencies, contact:

VICTOR PULUPA
 DODGE COLOR
 4827 RUGBY AVE STE 100
 BETHESDA MD 20814-3028
 e-mail: victor@dodgecolor.com
 Phone: 301-656-0025 x212
 Fax: 301-656-0435

Please plan ahead and allow enough time for production and shipping.

Products and Licensing

- First-Day Cover (Set of 4) — Item 457763, \$3.00
- Stamped Postal Cards — Item 457766, \$9.75
- Digital Color Postmark (Set of 4 first-day covers) — Item 457768, \$6.00
- Set of 4 Prints (Double Sided — English/Spanish) — Item 457788, \$14.95
- Postmark Keepsake (Pane of stamps and 4 first-day covers) — Item 457793, \$10.40

Licensing and Use of Let's Dance/Ballemos Commemorative Stamp Images

Listed below are the licensees that can create products featuring the *Let's Dance/Ballemos* commemorative stamps. Please call the company directly to order.

US ALLEGIANCE INC 63004 LAYTON AVE BEND OR 97701-3735	Lapel pins, postcards, mugs, tote bags, t-shirts, mouse pads, and magnets	Web: www.ipledge.com Telephone: 800-327-1402 Fax: 800-622-8212
CONCORD INDUSTRIES 19 WILLARD RD NORWALK CT 06851	Key chains, letter openers, pens, light-up pens, and paperweights.	Telephone: 800-553-9824

For additional information about licensing and use of the *Let's Dance/Ballemos* commemorative stamp images, please contact Licensing@usps.com.

Suggested Public Relations Timeline

Note: If you have questions or need assistance with any of these items, please contact the Public Affairs and Communications representative serving your area. (See attached list.)

Action:	Suggested Timing:
1. Send invitations to local and area dignitaries.	A few weeks before event.
2. Send announcement and invitations to employees.	A few weeks before event.
3. Distribute public service announcement to radio/TV.	A few weeks before event.
4. Distribute news release.	A few weeks before event.
5. Distribute media advisory to newspapers, radio/TV.	One week before event.
6. Remind invited dignitaries about event via telephone.	Five days before event.
7. Redistribute media advisory to all news media.	One to two days before event.
8. Make follow-up calls to local news media.	One day before event.
9. Distribute day-of-issuance news release.	Day of event.
10. Send letter to newspaper editor thanking community.	One day after event's completion.
11. Send newspaper clippings and "media successes" summary to area Public Affairs manager or fax to 202-268-4925.	Within one week after event.

Participation of Public Officials

The issuance of the *Let's Dance/Bailemos* commemorative stamps offers a perfect opportunity to involve elected public officials — especially those with Hispanic-American heritage, those who represent Hispanic-American communities, or members of the Congressional Hispanic Congress. They are likely to have a keen interest in the event, as it provides a chance to interact with constituents in a friendly civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local officials. Government Relations representatives are available to assist you in coordinating their involvement and would be pleased to help in any way. Please contact them for guidance.

This publicity kit contains simple guidelines, sample letters, a suggested invitation list, and the names and telephone numbers of your Government Relations contacts.

Before the Event

- **Send a written invitation** 4 to 6 weeks before the event to your two U.S. senators, your congressional representatives, the governor of your state, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.
- **Follow up** the written invitation with a telephone call to the official's scheduler within a week if you have not received a reply. You may need to call more than once.
- **Keep in touch** with all officials who respond. If asked, provide updated information to the official's staff as it becomes available (e.g., who else is participating, where and when to meet, what his or her role

will be, etc.) Stress that remarks should be brief and limited to the unveiling of the *Let's Dance/Bailemos* commemorative stamps and recognition of the role the U.S. Postal Service® continually plays in recognizing social awareness with stamps.

- **Include names** of all participating officials on the "official program" as honored guests, and mention them in all media advisories, if applicable.
- **Provide a courtesy copy** of the program to the official in advance.

After the Event

- **Send a written thank you** letter to all officials who participated in the ceremony, expressing your appreciation.
- **Provide copies** to their offices of any newspaper articles about the event. Even though they might see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.
- **Provide a supply of extra cachet envelopes** with the special postmark, if applicable, to officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event.
- **Obtain and frame a photo** of the official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.
- **Keep in touch** with your officials. Good relationships are built over time.

Sample Invitation to Public Officials

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

Employees of the [INSERT NAME] Post Office invite you to be an honored guest at a special ceremony celebrating Hispanic-American heritage and dance on [DATE] at [TIME]. During our ceremony, the Postal Service will dedicate the *Let's Dance/Ballemos* commemorative stamps. This year, we are celebrating the unique contributions of Latin art to American culture, specifically popular dances and music from the Caribbean, through the brilliant images of our four new *Let's Dance/Ballemos* commemorative stamps.

The Postal Service values its role as a community leader, and we believe that our stamp program gives us an opportunity to connect with those we serve in a very personal and informative way. During our ceremony, children and adults alike will have an opportunity to learn about the history of Hispanic-American culture, specifically the art of dancing, that is celebrated on these stamps.

At the stamp ceremony, you will be invited to say a few words about the *Let's Dance/Ballemos* commemorative stamps and any comments you may have about Hispanic-American culture. We expect significant press coverage of the ceremony and a good-sized crowd, including families, schools, and civic organizations.

We hope you will join us for this special stamp dedication. Please confirm your participation by calling [NAME OF CONTACT] at [TELEPHONE NUMBER] as soon as possible.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Let's Dance Stamp Dedication Speech

The following suggested speech may be used at local ceremonies and events to support and promote the Let's Dance/Bailemos commemorative stamps. Feel free to customize it to fit your local event and community.

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

I'm **[INSERT NAME OF POSTMASTER/DISTRICT MANAGER/MC]** and it's a tremendous honor for me to represent the Postal Service™ today as we **[DEDICATE/UNVEIL]** the *Let's Dance/Bailemos* commemorative stamps.

We are proud to add the *Let's Dance/Bailemos* commemorative stamps to our stamp program. For over 150 years, the Postal Service has issued special stamps to celebrate the unique American experience. It is an experience that includes stories from our shared heritage, one that is richer because of its diversity.

The *Let's Dance/Bailemos* commemorative stamps will honor the contributions of Latin American art to culture through dance traditions. Four different Hispanic-American artists have created designs that express their personal interpretations of the merengue, salsa, cha-cha-chá, and mambo.

The stamps make you want to put on your dancing shoes, take hold of a partner, and move to the beat of singing trombones and trumpets, drums, saxophones and timbales, and guitars and maracas.

A body swaying to the left and right, colors and imagery accenting moves and punctuating rhythm on the dance floor. The dramatic colors and flowing shapes on the stamps capture the energy generated by dancers moving to the beat.

As Agnes De Mille, another dancer we featured on a stamp not long ago once said, "The truest expression of a people is in its dances and its music. Bodies never lie."

She was right! These stamps are nothing but the truth!

Culture and tradition certainly have influenced these dance styles, making them wildly popular around the world.

Just ask the artists who have captured the freedom of movement on these stamps. They drew on their personal expertise on the dance floor and from family gatherings full of music and dancing to reproduce an energetic blend of some distinguishing steps in Latin American dance.

At the Postal Service, we understand the power our stamps have in telling the story of America. With stamps like these, we are showing that the Postal Service does more than just deliver the mail — the real power of the Postal Service is our ability to connect people.

So, with these new stamps, in this small way, we have created a lasting tribute to Latin American art and dance traditions. I'm looking forward to seeing these four stamps perform on letters and packages to every single household and business in America and around the world. They will have us all moving to their beat.

Now, on behalf of the Postal Service, I would like to ask **[INSERT NAMES OF UNVEILING PARTICIPANTS IF APPLICABLE]** to join me in officially **[DEDICATING/UNVEILING]** the *Let's Dance/Bailemos (Let Us Dance)* commemorative stamps!

Let's Dance/Ballemos Commemorative Stamps Facts and Suggested Talking Points

For use when talking to media and customers.

The Postal Service will honor the contributions of Latin American art through the issuance of four stamps celebrating Latin dance traditions.

- The stamps feature the merengue, salsa, cha-cha-chá, and mambo.
- The featured dances have become very popular in the United States and around the world.
- The stamps were designed by Ethel Kessler and feature original works by four different Hispanic-American artists.
- Four different artists created the four individual designs and never saw each other's work — yet all four of the stamps meld together. Under Kessler's direction were Edel Rodriguez of Mt. Tabor, New Jersey, who created the Cha-cha-chá stamp; Rafael Lopez of San Diego, California, who created the Merengue stamp; Jose Ortega of New York City and Toronto, Canada, who created the Salsa stamp, and Sergio Baradat of New York and Miami, who created the Mambo stamp.
- The stamps depict dancers performing a different dance on each stamp.
- Information about the dances is printed on the back of each stamp (English and Spanish):

Merengue

A blend of European- and African-derived styles, merengue, with its cross-class appeal, is the national dance of the Dominican Republic.

Salsa

Popularized in the 1960s by New York Puerto Rican musicians, salsa integrates rhythm and blues and jazz into Afro-Cuban rhythms.

Cha-cha-chá

Derived from Cuba's danzón and taking its name from the last three beats in its 1-2, 1-2-3 rhythm, cha-cha-chá became a dance craze in the 1950s.

Mambo

An elaboration of the lively rhythms added to the Cuban son and danzón, mambo became an international dance craze in the 1950s.

Danzón is an elegant European salon-style and romantic Cuban dance popular in Caribbean Latin America. The cha-cha-chá is slower and more constrained than the up-tempo moves of its sister, the mambo.

Cuban son is the backbone for contemporary salsa.

How This Subject Was Selected to Be on a Stamp

- As with all of our stamp subjects, the ideas and suggestions for stamps come in to the Citizens' Stamp Advisory Committee (CSAC) from American citizens. CSAC carefully reviews every one of the 50,000 recommendations it receives each year against a long list of criteria. The subjects they select then go to the postmaster general for final selection.
- The Postal Service is interested in providing a diverse stamp program to the American public that appeals to a wide audience of varied interests and best represents the people, events, and accomplishments that have shaped our nation.
- Stamp collecting is a fun activity for the entire family that helps children learn about the world they live in.
- Customers can get information about stamps and other Postal Service products by calling 800-STAMP-24 or by going to our Web site at www.usps.com.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

SAMPLE MEDIA ADVISORY

U.S. Postal Service Honors Latin Dances With New Postage Stamps in [INSERT CITY]

EVENT: Dedication of the *Let's Dance/Ballemos* commemorative 37-cent U.S. postage stamp

WHO: [List only dignitaries, key postal officials, and any well-known special guests participating and/or attending event]

WHAT: [Describe what makes event newsworthy — list any entertainment, refreshments, sales, etc.]

WHEN: [Insert TIME, day, date]

WHERE: [Insert exact location of event]

BACKGROUND: Honoring the contributions of Latin American art to American culture, the U.S. Postal Service® is issuing four stamps featuring dances that trace their roots to the Caribbean islands. Showcasing one of four popular dances on each stamp, Hispanic-American artists have created designs that express their personal interpretations of merengue, salsa, cha-cha-chá, and mambo, using vivid colors and sinuous shapes to capture the energy generated by dancers moving to the beat.

Merengue
A blend of European- and African-derived styles, merengue, with its cross-class appeal, is the national dance of the Dominican Republic.

Salsa
Popularized in the 1960s by New York Puerto Rican musicians, salsa integrates rhythm and blues and jazz into Afro-Cuban rhythms.

Cha-cha-chá
Derived from Cuba's danzón and taking its name from the last three beats in its 1-2, 1-2-3 rhythm, cha-cha-chá became a dance craze in the 1950s.

Mambo
An elaboration of the lively rhythms added to the Cuban son and danzón, mambo became an international dance craze in the 1950s.

Danzón is an elegant European salon-style and romantic Cuban dance popular in Caribbean Latin America. The cha-cha-chá is slower and more constrained than the up-tempo moves of its sister, the mambo.

Cuban son is the backbone for contemporary salsa.

CONTACT: [List area Public Affairs and Communications representative or customer relations coordinator if applicable and phone number]

###

*Let's Dance/Ballemos Commemorative Stamps**Publicity Kit***POSTAL NEWS**FOR IMMEDIATE RELEASE
[INSERT DATE]Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com***PUBLIC SERVICE ANNOUNCEMENT FOR RADIO*****Public Invited to Join in Celebration of Latin American Heritage and Dedication of
*Let's Dance/Ballemos Commemorative U.S. Postage Stamps***

[INSERT CITY] postmaster [INSERT NAME] invites everyone to [INSERT LOCATION] to participate in activities surrounding the Postal Service's™ unveiling of the 2005 *Let's Dance/Ballemos* commemorative stamps featuring four Latin American dances: the salsa, cha-cha-chá, mambo and merengue, on [INSERT DAY AND DATE] from [INSERT TIME] to [INSERT TIME].

On this day, children and adults will learn more about the Hispanic culture and Latin dances featured on the stamps. Activities include [DESCRIBE ACTIVITIES].

Come take a moment to celebrate Hispanic heritage with these four stamps. It's an educational way to learn about the history of Hispanic music, dance and culture honored on U.S. postage stamps.

#

Publicity Kit

Let's Dance/Ballemos Commemorative Stamps**POSTAL NEWS**

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

PRE-PUBLICITY NEWS RELEASE

**The Salsa, Cha-cha-chá, Mambo and Merengue Twirl Their Way Onto
New U.S. Postage Stamps**

[INSERT NAME OF YOUR CITY] — To recognize multicultural heritage, the Postal Service™ and [INSERT ORGANIZATION/SPECIAL GUEST] will dedicate the *Let's Dance/Ballemos* commemorative postage stamps honoring Hispanic-American heritage during a ceremony at [INSERT LOCATION] on [INSERT DATE]. The 37-cent *Let's Dance/Ballemos* commemorative stamps will be available nationwide on September 17, 2005.

[INSERT CITY] Postmaster [INSERT POSTMASTER'S NAME] will dedicate the stamps as part of National Hispanic Heritage month, Sept. 15 — Oct. 15, through the dances and music originating in the Caribbean islands.

Scheduled to join [INSERT POSTMASTER'S LAST NAME] at the ceremony will be [INSERT CELEBRITY OR LOCAL/AREA DIGNITARIES].

[INSERT OTHER NOTABLE HAPPENINGS AT EVENT.]

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

Showcasing one of four popular dances on each stamp, Latin American artists have created designs that express their personal interpretations of merengue, salsa, cha-cha-chá and mambo, using vivid colors and sinuous shapes to capture the energy generated by dancers moving to the beat. These dances and their music originated in the Caribbean islands and were first introduced to American soldiers during the war in Cuba in 1898. They achieved popularity in the United States during the 20th century, and have been continually performed throughout the United States by Latin American artists and amateurs in our country's hundreds of dance clubs.

As in all cultural developments, music and dance draw on the styles around them as they evolve. Perhaps that is most true with salsa, which built on a foundation of Afro-Cuban music and dance and New York Puerto Rican, other Latino, and Anglo musicians, whose influences included jazz and rhythm and blues. It was adapted and reworked with the Cuban styles, such as mambo and cha-cha-chá, to create a distinctly New York sound in 1960. Since then, salsa has traveled very well. Musicians around the world reinterpret salsa and blend in the flavors of their homeland. The arrival of Dominicans in New York since the mid-1960s brought merengue into the mix of Latin American music and dance. With its cross-class appeal, this national dance of the Dominican Republic has also made its way around the world.

Capturing the famous cha-cha-chá in a vivid stamp is a native of El Gabríel, Cuba, artist Edel Rodríguez, who resides in Mt. Tabor, New Jersey. Perceived as more sophisticated and more like the European salon-style danzón, the cha-cha-chá is slower and more constrained than the up-tempo moves of its sister, the mambo.

The Mambo stamp was created by Sergio Baradat who, as a young child, left Cuba with his parents and immigrated to the United States. Known for its up-tempo beat, fast footwork, and sensuous body language, mambo laid the groundwork for its offshoots: cha-cha-chá and salsa.

Salsa stamp creator, artist José Ortega, of New York City and Toronto, was born in Ecuador, grew up in New York City, and currently owns a salsa club in Toronto. Salsa is a nighttime pursuit, danced at the close of day, when cares are left behind and it's okay to live only in the moment.

To complete the Latin dance stamp series, the merengue was captured by freelance illustrator Rafael López of San Diego. The merengue is a mix of European- and African-derived styles, slowly descending from upper-class to peasant population, but re-emerging in the first half of the 20th century to become the national dance of the Dominican Republic.

To see the *Let's Dance/Ballemos* commemorative stamps and other images from the 2005 Commemorative Stamp Program, visit the Postal Store at www.usps.com/shop and click on *Release Schedule* in the Collectors Corner.

Current U.S. stamps, as well as a free comprehensive catalog, are available by toll-free phone order at 800-STAMP-24. A wide selection of stamps and other philatelic items is also available at the Postal Store at www.usps.com/shop. Beautifully framed prints of original stamp art for delivery straight to the home or office are available at www.postalartgallery.com.

Since 1775, the Postal Service has connected friends, families, neighbors and businesses by mail. It is an independent federal agency that visits 142 million homes and businesses every day and is the only service provider delivering to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$69 billion, it is the world's leading provider of mailing and delivery services, offering some of the most affordable postage rates in the world. The Postal Service delivers more than 46 percent of the world's mail volume — some 206 billion letters, advertisements, periodicals and packages a year — and serves 7 million customers each day at its 37,000 retail locations nationwide.

#

Sample Letter to Local Newspaper Editor Thanking Residents for Support

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT NAME OF PUBLICATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

I want to thank the citizens of [INSERT CITY NAME] for their enthusiasm and support in making yesterday's *Let's Dance/Bailamos* commemorative stamps celebration such a successful event for our community and for the Postal Service™.

The Postal Service continues its commitment to honoring the cultures of the communities it serves, honoring Hispanic-American heritage on a variety of stamps. Past stamps have celebrated Hispanic culture by highlighting people and events such as Cinco de Mayo, Cesar Chavez, Roberto Clemente, and Desi Arnaz.

Our nation's stamp program has been developed through the participation of the American people. Their stamp ideas and suggestions are instrumental in helping the Postal Service honor some of the most beautiful arts that have influenced American culture.

Again, thanks to everyone in our community who participated in our *Let's Dance/Bailamos* commemorative stamps celebration. We hope everyone enjoyed celebrating Hispanic heritage with these cultural stamps.

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Sample Thank You Letter to Public Officials/Participating Organizations

[INSERT DATE]

[INSERT NAME]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

On behalf of the Postal Service™, I want to thank you for joining us during our special ceremony celebrating the dedication of the *Let's Dance/Ballemos* commemorative postage stamps. It was a wonderful event for [INSERT NAME OF COMMUNITY], and your participation helped make it a success.

All of us in the Postal Service are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places, and events that have made our country great. The stamp dedication ceremony was a wonderful way for us to share Hispanic-American heritage on stamps with our friends, neighbors, children, and customers here in [INSERT NAME OF COMMUNITY]. I am enclosing 10 copies of our special postmark [IF APPLICABLE] for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event [IF APPLICABLE].

I look forward to working with you on future community events. If I can be of assistance with any postal matter, please contact me at [TELEPHONE NUMBER].

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Press Kit Information

National Postal Facts

Learn more about it . . .

Universal Access. Universal Service.

We deliver to every household and business in the United States. Every American has access to our services and pays the same postage rate regardless of geographic location. We...

- Deliver mail to over **142 million** homes, businesses, and Post Office™ boxes in every state, city, and town in the country, including Puerto Rico, Guam, the American Virgin Islands, and American Samoa.
- Add **1.8 million** new addresses each year to our delivery network.
- Serve over **7 million** customers daily at nearly **38,000** Post Offices.
- Have annual operating revenue of **\$69 billion**.
- Deliver more than **206 billion** pieces of mail per year.
- Collect mail from every delivery point we serve.
- Pay nearly **\$2 billion** in employee salaries and benefits every 2 weeks.
- Employ more than **700,000** career employees.
- Have the world's largest intranet to communicate with our employees.
- Provide alternative access for our customers to purchase stamps at more than **27,500** vending machines; nearly **25,000** commercial retail outlets such as supermarkets, convenience, drug, and gift stores; nearly **19,000** banking and credit union automated teller machines; and **2,500** automated postal centers located across the country.

- Do not receive tax dollars from the federal government for operating expenses. We use the revenue from sales of postage-related products to pay these expenses.

Quick, Easy and Convenient

- Click-N-Ship® service lets customers print shipping labels with or without postage for Priority Mail®, Express Mail®, Global Express Guaranteed® and Global Express Mail® services from their computers and printers.
- Netpost Mailing Online™ lets mailers create newsletters and other correspondence and submit them, along with mailing lists, to www.usps.com. Electronic files are then printed, inserted into envelopes with postage, addressed, and taken to the nearest Post Office for mailing.
- With Carrier Pickup Online Notification, customers can go to www.usps.com to request package pickup at no extra charge. The letter carriers make the requested pickups on their routes the next delivery day.

Delivering Our Best

- On-time delivery of overnight-committed First-Class Mail® items is at a record **96** percent.

Satisfying Customers

- We delivered for our customers, and they noticed. Independently measured customer satisfaction scores show that **93** percent of residential customers rate their experience with the Postal Service as excellent, very good, or good.

For additional postal facts, visit the Postal Facts page on the Postal Service Web site at www.usps.com/communications/organization/postalfacts.htm.

U.S. Postal Service Area Public Affairs and Communications Managers

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

PAUL SMITH
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
EASTERN AREA US POSTAL SERVICE
 PO BOX 40593
 PHILADELPHIA PA 19197-0593
 215-931-5054

DARLA STAFFORD
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
SOUTHWEST AREA US POSTAL SERVICE
 7800 N STEMMONS FREEWAY STE 450
 DALLAS TX 75247-4220
 214-819-8748

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

SCOTT BUDNY
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
WESTERN AREA US POSTAL SERVICE
 1745 STOUT ST STE 1075
 DENVER CO 80299-7500
 303-313-5125

DEBORAH YACKLEY
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
CAPITAL METRO US POSTAL SERVICE
 16501 SHADY GROVE
 GAITHERSBURG MD 20898-9998
 301-548-1465

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

MONICA HAND
 MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS
NY METRO AREA US POSTAL SERVICE
 421 EIGHTH AVE RM 5114
 NEW YORK NY 10199-9681
 212-330-3167

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

U.S. Postal Service Employee Development and Diversity Staff

District	Name	Telephone
Capital Metro		
Baltimore	Elaine Smith	410-347-4265
Capital	Benita Hunt	202-636-1270
Northern Virginia	Andrea Bufford	703-698-6614
Richmond	Doreen Williams	804-775-6362
Eastern		
Appalachian	Lora M. Moles	304-561-1269
Central Pennsylvania	Bobbi Reid	717-257-5380
Cincinnati	Jo Ann Hutton	513-684-5250
Columbus	Deborah Y. O'Neal	614-722-9649
Erie	Wendy Nelson-Smith	814-836-7209
Greater South Carolina	Mary Ellen Padin	803 926-6429
Greensboro	Patricia H. Gray	336-668-1268
Kentuckiana	Chester A. Hutson	502-454-1732
Mid-Carolinas	Susan McHenry	704-393-4502
Northern Ohio	Gloria M. Jennings	216-443-4235
Philadelphia Metro	Belinda Kelley	215-895-8040
Pittsburgh	Kellee Herbster	412-359-7510
South Jersey	Oneida Rivera-Lopez	856-933-4283

Publicity Kit

Let's Dance/Ballemos Commemorative Stamps

District	Name	Telephone
Great Lakes		
Central Illinois	Sharon Murphy	708-563-7343
Chicago	Esmeralda H. Dominguez	312-983-8014
	Iloma M. Perkins	312-983-8039
Detroit	Alzana Braxton	313-226-8131
Gateway	Glenda Fields	314-436-3868
Greater Indiana	Patricia Proctor	317-870-8562
Greater Michigan	Susan Pfeifer	616-776-1156
Lakeland	Linda Brantley	414-287-2577
Northern Illinois	Miguel Angel Rios	630-260-5213
	Efren Z. Anguiano	630-260-5203
Southeast Michigan	Debra A. Pummer	248-546-1599
Headquarters		
Affirmative Employment Programs	Chester S. Cross, Jr.	202-268-7456
Affirmative Employment Programs	Jacqueline Padron	202-268-6446
Headquarters and Field Programs	Lolita Mancheno-Smoak	202-268-6610
Headquarters and Field Programs	Manuel (Manny) Vasquez	202-268-5134
New York Metro		
Caribbean	Lourdes V. Lopez	787-622-1807
Central New Jersey	Jaya Bhambhwani	732-819-3675
Long Island	Betsy Diaz-Konstanzer	631-582-7478
New York	Evette Corchado	212-330-3935
Northern New Jersey	Florina Cordero	973-468-7203
Triboro	Judith N. Matzio	718-321-5081
	Zaidee Vasquez	718-321-5857
Westchester	Enid M. Samuels	914-697-7102
Northeast		
Albany	Josephine Grimes	518-452-2219
Boston	Lillian J. Buckley	617-654-5933
Connecticut	Kathleen Felsted	203-949-3129
	Juan Cruz	860-285-7227
Maine	Debbie Woods	207-828-8400
Massachusetts	Dale Stafford	508-795-3786
New Hampshire/Vermont	Harry Figueroa	603-644-3890
Southeast New England	Mary Hahnen	401-276-6905
Western New York	Mary A. Quinn	716-846-2484
Pacific		
Arizona	Aida Murrieta-Penn	602-225-5451
	Pascual J Torres	602-223-3636
Bay Valley	Elmira A. Walton	510-874-8665
	Kelly M. Sotelo	510-874-8646
Los Angeles	Guadalupe Casarez	323-586-1330
Nevada Sierra	Magdalena Lara	702-361-9586
Sacramento	Diana M. Glover	916-373-8116
	Yolanda Marquez	916-373-8115
San Diego	Edward G. Carmona	858-674-2659
	Hector Baca	858-674-0256
San Francisco	Jose Nuno	415-550-5710
Santa Ana	Christina Sandoval	626-855-6351
	Norma Diaz	626-855-6354
Van Nuys	Tyrone (Tippy) D. Washington	661-775-7055
	Alex Hernandez	661-775-7056

District	Name	Telephone
Southeast		
Alabama	Sandra Scott	205-521-0256
Atlanta	Barbara Danzy	770-717-2992
Central Florida	Annie P. Seabrooks	407-333-4892
Mississippi	Kathryn Worthy	601-351-7251
North Florida	Mary L. Alston	904-858-6575
South Florida	Dorothy (Dottie) Johnson	305-470-0622
	Jacinto Acebal	305-470-0619
South Georgia	Donna Ricks	478-752-8494
Suncoast	Regla M. Watts	813-354-6023
Tennessee	Yvonne Walker	615-872-5693
Southwest		
Albuquerque	Ana M. DeAntonio	505-346-8817
	Lori L. Foster	505-346-8786
Arkansas	Judy E. Gurkin	501-228-4263
Dallas	Gail Lofton	972-393-6665
	Martina Jubera	972-393-6185
Fort Worth	Lenore Falcon	817-317-3311
	Arlene Sanchez	817-317-3333
Houston	Cynthia Chester	713-226-3938
	John L. Martinez	713-226-3186
Louisiana	Hedy H. Duplessis	504-589-1283
Oklahoma	Eugene Talley	405-553-6217
Rio Grande	Alice A. Orta	210-368-5563
	Maricela Garcia Rivas	210-368-5512
Western		
Alaska	Dolores B. Barry	907-273-5817
Big Sky	Leslie L. Denny	406-657-5660
Central Plains	Ellen Fischman	402-255-3898
Colorado/Wyoming	Corally Power Brugueras	303-853-2116
	Roger R. Ramirez	303-853-2118
Dakotas	Erin M. Dimick	605-333-2658
Hawkeye	Pauline Bauer	515-251-2124
Mid-America	Rita A. Hamilton	816-374-9131
Northland	Andrew Fisher	651-293-3716
Portland	Eugenia Parker	503-294-2392
Salt Lake City	Pania Heimuli	801-974-2922
Seattle	Carol Peoples-Procter	206-442-6293
	Eric Colon	206-442-6203
Spokane	Gail Meredith	509-626-6714

Government Relations Contacts

We can help! Your Government Relations representatives are here to serve you. We can assist you in contacting and inviting officials to participate in your event — please let us know.

Alphabetical State/Representative Listing

Area code and prefix for all extensions is 202-268-XXXX

Alabama	Laurie Solnik	x 3743
Alaska	Linda Macasa	x 3750
American Samoa	Linda Macasa	x 3750
Arizona	Gerald Kreienkamp	x 3744
Arkansas	Jeanne Gray	x 7217
California	Bill Weagley	x 3745

Publicity Kit

Let's Dance/Ballemos Commemorative Stamps

Connecticut	Jo Waterman	x 6748
Colorado	Gerald Kreienkamp	x 3744
Delaware	Jo Waterman	x 6748
District of Columbia	Rebecca Sumner	x 3755
Florida	Laurie Solnik	x 3743
Georgia	Bill Weagley	x 3745
Guam	Linda Macasa	x 3750
Hawaii	Linda Macasa	x 3750
Idaho	Linda Macasa	x 3750
Illinois	Talaya Simpson	x 7839
Indiana	Annie Kennedy	x 7505
Iowa	Annie Kennedy	x 7505
Kansas	Gerald Kreienkamp	x 3744
Kentucky	Paul Harrington	x 6029
Louisiana	Gerald Kreienkamp	x 3744
Maine	Kathy Sitterle	x 6027
Maryland	Rebecca Sumner	x 3755
Massachusetts	Jo Waterman	x 6748
Michigan	Talaya Simpson	x 7839
Minnesota	Annie Kennedy	x 7505
Mississippi	Laurie Solnik	x 3743
Missouri	Annie Kennedy	x 7505
Montana	Linda Macasa	x 3750
Nebraska	Gerald Kreienkamp	x 3744
Nevada	Linda Macasa	x 3750
New Hampshire	Jo Waterman	x 6748
New Jersey	Jo Waterman	x 6748
New Mexico	Gerald Kreienkamp	x 3744
New York	Kathy Sitterle	x 6027
North Carolina	Bill Weagley	x 3745
North Dakota	Annie Kennedy	x 7505
Ohio	Laurie Solnik	x 3743
Oklahoma	Jeanne Gray	x 7217
Oregon	Linda Macasa	x 3750
Pennsylvania	Rebecca Sumner	x 3755
Puerto Rico	Kathy Sitterle	x 6027
Rhode Island	Jo Waterman	x 6748
South Carolina	Linda Macasa	x 3750
South Dakota	Annie Kennedy	x 7505
Tennessee	Linda Macasa	x 3750
Texas	Jeanne Gray	x 7217
Utah	Gerald Kreienkamp	x 3744
Vermont	Kathy Sitterle	x 6027
Virgin Islands	Kathy Sitterle	x 6027
Virginia	Paul Harrington	x 6029
Washington	Linda Macasa	x 3750
West Virginia	Paul Harrington	x 6029
Wisconsin	Talaya Simpson	x 7839
Wyoming	Gerald Kreienkamp	x 3744

Domestic Mail

DMM REVISION

Labeling List Changes

Effective August 4, 2005, *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) Labeling Lists L001, L002, L004, L005, L007, L008, L009, L011, L606, and L801 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than October 16, 2005.

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

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

* * * * *

Index and Appendices

* * * * *

Labeling Lists

L000 General Use

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

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
85208, 12	MESA AZ 85208
85374, 78, 79, 87	SURPRISE AZ 85374
Change To:	
85208, 09, 12	MESA AZ 85208
85374, 78, 79, 87, 88	SURPRISE AZ 85374
Add:	
72113-20, 24, 90, 99	NORTH LITTLE ROCK AR 72114
Delete:	
72113-20, 24, 90, 99	NORTH LITTLE ROCK AR 72113

* * * * *

L002 3-Digit ZIP Code Prefix Matrix

* * * * *

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destination Label to
Change From:			
158	DU BOIS PA 158	DU BOIS PA 158	DU BOIS PA 158 ^D
163	OIL CITY PA 163	OIL CITY PA 163	OIL CITY PA 163 ^D
167	BRADFORD PA 167	BRADFORD PA 167	BRADFORD PA 167 ^D
Change To:			
158	JOHNSTOWN PA 158	JOHNSTOWN PA 158	SCF JOHNSTOWN PA 159
163	ERIE PA 163	ERIE PA 163	SCF ERIE PA 164
167	ERIE PA 167	ERIE PA 167	SCF ERIE PA 164

* * * * *

L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From:	
460-462, 465-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
463, 464, 606-608	(FCM only) ADC CHI IRVING PK IL 607
463, 464, 606-608	(PER, STD, and BPM only) ADC CHICAGO IL 606
Change To:	
460-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
606-608	(FCM only) ADC CHI IRVING PK IL 607
606-608	(PER, STD, and BPM only) ADC CHICAGO IL 606

* * * * *

L005 3-Digit ZIP Code Prefix Groups—SCF Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From:	
155, 157, 159	SCF JOHNSTOWN PA 159
164, 165	SCF ERIE PA 164
Change To:	
155, 157-159	SCF JOHNSTOWN PA 159
163-165, 167	SCF ERIE PA 164
Delete:	
158	DU BOIS PA 158 ^S
163	OIL CITY PA 163 ^S
167	BRADFORD PA 167 ^S

* * * * *

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

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
33612, 13, 82	TAMPA FL 33612
33614, 34, 84	TAMPA FL 33614
33617, 37, 87	TAMPA FL 33617
37922, 30, 31, 33	KNOXVILLE TN 37922
49501, 03, 07, 23, 55, 99	GRAND RAPIDS MI 49501
49504, 05, 14, 15, 25, 44	GRAND RAPIDS MI 49504
49508, 09, 12, 19	GRAND RAPIDS MI 49508
85374, 78, 79, 87	SURPRISE AZ 85374

Column A Destination ZIP Codes	Column B Label Container To
90503, 05, 07-10	TORRANCE CA 90503

Change To:	
33612, 82	TAMPA FL 33612
33614, 84	TAMPA FL 33614
33617, 37	TAMPA FL 33617
37922, 30, 31, 33, 34	KNOXVILLE TN 37922
49501, 03, 07, 10, 23, 55, 99	GRAND RAPIDS MI 49501
49504, 05, 14, 15, 25, 34, 44	GRAND RAPIDS MI 49504
49508, 09, 12, 19, 28, 88	GRAND RAPIDS MI 49508
85374, 78, 79, 87, 88	SURPRISE AZ 85374
90503, 10	TORRANCE CA 90503

Add:	
33629, 90	TAMPA FL 33629
61109, 12	ROCKFORD IL 61109
85208, 09, 12	MESA AZ 85208
90504, 06	TORRANCE CA 90504
90507-09	TORRANCE CA 90507

Delete:	
14424, 25, 50	FAIRPORT NY 14450
14411, 20, 45, 56, 68	GENEVA NY 14456
14526, 27, 34, 64	PITTSFORD NY 14534
14513, 59, 80, 86	WEBSTER NY 14580
14603, 08, 14	ROCHESTER NY 14603
14604, 13, 15, 25	ROCHESTER NY 14604
14606, 09	ROCHESTER NY 14609
14612, 16, 26	ROCHESTER NY 14612
14617, 21, 22	ROCHESTER NY 14617
14605, 07, 10, 20	ROCHESTER NY 14620
14618, 23	ROCHESTER NY 14623
14611, 19, 24	ROCHESTER NY 14624
33609, 29, 79, 90	TAMPA FL 33609
60527, 61	WILLOWBROOK IL 60527
61101, 08	ROCKFORD IL 61101
61102, 07	ROCKFORD IL 61102
61104, 09, 12	ROCKFORD IL 61104
61111, 14, 15	LOVES PARK IL 61111
90501, 02, 04, 06	TORRANCE CA 90501

* * * * *

L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

* * * * *

Column A Destination ZIP Codes	Column B Label Bundle To
Delete:	
045, 048	PORTLAND ME 045

L009 Mixed ADCs—Periodicals Flats and Irregular Parcels, Standard Mail and Package Services Flats, Standard Mail Irregular Parcels (of uniform thickness)

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From:	
460-462, 465-469, 472-475, 478, 479 (PER only)	MXD INDIANAPOLIS IN 460
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	MXD IRVING PARK RD IL 607
Change To:	
460-469, 472-475, 478, 479 (PER only)	MXD INDIANAPOLIS IN 460
530-532, 534, 535, 537-539, 600-611, 613 (PER only)	MXD IRVING PARK RD IL 607
Add:	
463, 464, 530-532, 534, 535, 537-539, 600-611, 613 (STD and PKG SVCS only)	MXD IRVING PARK RD IL 607

* * * * *

L011 Non-BMC/ASF Entry—Periodicals and Standard Mail Letters

* * * * *

Column A Originating ZIP Codes	Column B Label to
Change From:	
460-462, 465-469, 472-475, 478, 479	MXD INDIANAPOLIS IN 460
463, 464, 606-608	MXD CHICAGO IL 606
Change To:	
460-462, 465-469, 472-475, 478, 479	(STD only) MXD INDIANAPOLIS IN 460
463, 464, 606-608	(STD only) MXD CHICAGO IL 606

Column A Originating ZIP Codes	Column B Label to
Add:	
460-469, 472-475, 478, 479	(PER only) MXD INDIANAPOLIS IN 460
606-608	(PER only) MXD CHICAGO IL 606

* * * * *

L600 Standard Mail and Package Services

* * * * *

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

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Add:	
68335, 68452	DAVENPORT NE 68335
Delete:	
68436, 52	SHICKLEY NE 68436
90041, 42, 50	LOS ANGELES CA 90041
94109, 64	SAN FRANCISCO CA 94109

* * * * *

L800 Automation Rate Mailings

L801 AADCs—Letter-Size Mailings

* * * * *

Column A Destination ZIP Codes	Column B Label to
Change From:	
465-469, 472-475, 478, 479	AADC INDIANAPOLIS IN 460
463, 464, 606-608	AADC CHICAGO IL 606
Change To:	
463-469, 472-475, 478, 479	AADC INDIANAPOLIS IN 460
606-608	AADC CHICAGO IL 606

* * * * *

Employees

NOTICE

Changes to Internal Revenue Service Regulations Concerning Form W-4

The Internal Revenue Service (IRS) has recently changed their regulations concerning employer reporting of certain Forms W-4, *Employee's Withholding Allowance Certificate*, received from their employees. Previously, under section 31.3402(f)(2)-1(a-g) of the Internal Revenue Code, every employer was required to submit a copy of any W-4 on which an employee had claimed more than 10 withholding exemptions. With the change in regulation, employers (including the Postal Service™) are no longer required to send these W-4s to the IRS; however, employers must still submit a copy of any W-4 if directed to do so by a written notice from the IRS.

Unless written instructions from the IRS have been received by the Postal Service, withholdings will be based upon the information provided on the W-4 completed by each employee. However, in instances when the IRS has provided a written notice to the Postal Service, we must withhold based upon the number of allowances specified in the IRS notice. All specifications provided by the IRS concerning employee withholding remain in effect until a new IRS notice supercedes the original instructions. Both the

IRS and the Postal Service will send a copy of all notifications directly to the employee's address of record.

Following receipt of these IRS instructions, any employees wishing to claim either complete exemption or more withholding exemptions than stipulated by the IRS *must submit their written request directly to the IRS*. The updated regulations have removed the option of having an employee send a request to an employer for subsequent forwarding to the IRS. Any new Forms W-4 or subsidiary materials from impacted employees will not be acted upon or forwarded to the IRS by the Postal Service. Employees may still change their withholding exemptions to less than the maximum number specified in the IRS notice. For example, if the IRS letter specifies "Single, 2" and an employee wishes to voluntarily change to "Single, 1" or "Single, 0", the employee will be able to reduce the number of withholdings.

— Payroll Accounting,
Finance, 8-4-05

Finance

NOTICE

Implementation of New Accounts Payable System

Effective August 15, 2005, Finance is implementing a new accounts payable system. The accounts payable system processes the Postal Service's™ non-payroll-related payments — about \$13 billion annually. The new system replaces the Accounts Payable and Reporting System (APARS) that has operated since the early 1990s.

As always, all offices are encouraged to use eBuy and the I.M.P.A.C. credit card for applicable purchases and local buys. The established payment preference hierarchy remains unchanged (see *Administrative Support Manual* 722.631):

1. eBuy.
2. I.M.P.A.C. credit card.
3. PS Form 8230, *Authorization for Payment*.

Background

The new system is a commercial off-the-shelf (COTS) product that the Postal Service is using to modernize its financial systems. Accounts Payable is one component of this financial suite, which includes the General Ledger and Property and Equipment Accounting modules that have already been implemented.

The changes in accounts payable processing do not affect most Postal Service employees. Representatives from the various functional organizations that feed data into the accounts payable system, as well as other stakeholders, have been working on the system development team for more than a year to ensure a smooth transition to the new system.

Changes

The conversion period will be August 11 through August 14. Suppliers, purchase orders, contracts, and invoices will be converted from APARS to the new system. To minimize the impact of the conversion on the receipt of payments to suppliers and payees, postmasters and other field units must comply with existing policy to submit invoices as they are received. Payments scheduled through August 21 will be processed before conversion; therefore, some suppliers will receive their payments earlier than normal.

In addition, during the conversion period (August 11–14), the Accounting Data Mart (ADM), which is the Accounting view of the Enterprise Data Warehouse (EDW), will not be updated with any financial data. After the accounts payable system conversion is completed, the

ADM will be updated with all financial transactions (revenue, expenses, and commitments) that occurred during the conversion period. Those transactions will be reflected in the ADM Financial Performance Reports.

Beginning August 15, 2005, details of the various payment transactions processed through the new accounts payable system will be available and retrievable in the ADM. Authorized users of the ADM will be able to view a variety of new reports that display invoice, payment, commitment, and supplier details. Additional information will be available on the ADM Web site at adm.usps.gov.

Beginning with Calendar Year 2005 and forward, Form 1099, *Miscellaneous Income*, data reported to suppliers and the Internal Revenue Service (IRS) will be consolidated for the entire Postal Service, rather than by the Accounting Service Center (ASC), as in the past. Form 1099 reports for 2005 will reflect payments made both in APARS and the new accounts payable system.

Postmasters and Supervisors

The changes in accounts payable processing do not affect postmasters and supervisors. However, postmasters and supervisors may receive inquiries from their suppliers concerning the appearance of the check or remittance information. In the new system, only one supplier name will be associated with each taxpayer identification number (TIN). Therefore, the supplier's name that appears on the remittance and check received may appear different from those received through APARS.

For example, with the old system, Bob's Auto (TIN 112222222) could be listed as Bob's Auto, Bobs Auto, Bobs Automobile Repair, Roberts Quality Auto Care, etc., all with the identical TIN of 112222222. The Postal Service utilized a series of business rules to select the supplier name associated with each TIN in the new system, so that only one name, Bob's Auto, is associated with TIN 112222222.

The other potential change for suppliers is that multiple payments going to the same supplier, at the same remittance address, on the same day, and processed by the same ASC, will be consolidated into one check. With APARS, suppliers may have received multiple checks.

To assist suppliers in understanding these potential differences, a note will accompany checks and remittances generated by the new system. The note describes the changes and provides the Accounting Help Desk telephone

number if the supplier has questions on the payment. See "Note to Suppliers" on this page for an example of the note.

The San Mateo ASC will process all contract cleaner and local cleaning agreement payments. Previously both the St. Louis ASC and the San Mateo ASC had processed these transactions. Effective August 8, 2005, offices must now forward contract cleaner documentation (previously mailed to the St. Louis ASC) to the San Mateo ASC at the following address:

CONTRACT CLEANER UNIT
SAN MATEO ACCOUNTING SERVICE CENTER
2700 CAMPUS DR
SAN MATEO CA 94497-9426

There is no change to the process of payments to contract cleaners via PS Form 8230. Offices should continue to send the PS Forms 8230 to the Scanning and Imaging Center.

Requests for contract cleaner service contracts of \$10,000 or more for an individual, and \$2,500 or more per year for a service firm, will continue to be processed by the Environmental and MRO Category Management Center in Dallas. Properly completed eBuy requisitions must be submitted to the following address:

JANITORIAL SERVICES
US POSTAL SERVICE
PO BOX 667190
DALLAS TX 5266-7190

Summary of Major Changes for All Postal Service Personnel

- The St. Louis and San Mateo ASCs' APARS vendor master files will be merged into a single accounts payable supplier master file.
- Each supplier name and TIN combination will be in the system only once.
- The San Mateo ASC will process all updates to the supplier master file, as well as all contract cleaner payments. All references to the St. Louis ASC regarding contract cleaner payments must be changed to the San Mateo ASC.

Additional Information

If you have a question regarding the new accounts payable system, call the Accounting Help Desk at 866-974-2733.

Note to Suppliers

The following note will accompany supplier checks and remittances mailed for the first several weeks after implementation of the new accounts payable system.

To All Postal Suppliers:

Effective August 15, 2005, the Postal Service implemented a new accounts payable system.

The changes that suppliers will see as a result of implementation of the new system are minor, primarily associated with the appearance of their check and accompanying remittance information. In the new system, only one supplier name is associated with each taxpayer identification number (TIN). As a result, the supplier name that appears on payments made through the new system may appear different from previously issued payments.

For example, in the old system, Bob's Auto (TIN 112222222) could be listed as Bob's Auto, Bobs Auto, Bobs Automobile Repair, Robert's Quality Auto Care, etc., all with the identical TIN (112222222). The Postal Service used a series of business rules to select the supplier name associated with each TIN, so that only one name, Bob's Auto, is associated with TIN 112222222.

The other change suppliers may see is that multiple payments made to the same supplier, at the same address, and on the same day, will be consolidated into one check. A list of the invoice numbers being paid is included on the remittance document provided with the check. With the former system, the supplier may have received multiple checks and remittances.

Although we expect that the changes resulting from our new payables system will not present any problems to you, if you have any questions, please contact our Accounting Help Desk at 866-974-2733.

USPS Accounting
August 2005

— National Accounting,
Finance, 8-4-05

NOTICE

Fiscal Year Closing Guidance*Message From the Controller*

I ask that each of you continue your efforts to control expenses. It is important that we carry this effort through to the end of the fiscal year, September 30. We must also control discretionary activity. This does not mean curtailing business, but it does mean making prudent choices by deferring or eliminating noncritical activity, and purchasing goods or services throughout the year rather than at the end of the fiscal year simply because there are available budget funds. I ask that you encourage your contractors to bill us in a timely manner for goods received and services rendered so we can recognize the expense prior to the close of the fiscal year. Additionally, I ask that you process accruals for goods received and services rendered but not invoiced. Please note the minimum expense accrual is \$20,000.

The following instructions will assist you, when appropriate, in helping the Postal Service™ close its financial books in a timely and efficient manner.

Lynn Malcolm

Vice President, Controller

I. Instructions for Fiscal Year Closing

All organizations are requested to limit their expenditures to essential spending. Accordingly, all vice presidents should review discretionary spending to ensure the Postal Service attains its financial target for this fiscal year (FY).

The instructions and reporting dates in this *Postal Bulletin* supplement procedures followed during the normal monthly or quarterly reporting schedule.

II. Fiscal Year

The Postal Service prepares its annual reports on a government FY basis which comprises 365 days (366 in leap years), always ending on September 30.

III. Capital and Expense Commitment or Accrual Activities*A. Capital/Expense*

Supply Management will not accept capital and expense requisitions and requests for contract modifications after September 9, unless work is currently under way on advance requirements or the buying manager grants an exception. Supply Management will accept capital purchase card transactions through September 16. Also, organizations should limit capital commitments, particularly Postal Service support equipment, to essential needs. The schedule for Supply Management processing is as follows:

- For requisitions received on or before September 9, Supply Management will attempt to issue the required contract/modification in time for the San Mateo Accounting Service Center (ASC) to process against FY2005 funds.
- Requisitions received after September 9 and before September 30 that require issuance of a solicitation or negotiation with vendors and/or modification *may not be issued in time for processing against FY2005 funds* depending on workload, etc.
- Requisitions received on or after October 1 will be processed against FY2006 funds.

Organizations must forward commitment documents with award dates on or before September 30 to reach the San Mateo ASC no later than October 3. Appropriate receiving reports or certified invoices for goods and services received by September 30 must be forwarded to the San Mateo ASC for receipt no later than October 3. Please expedite processing of receiving reports and certified invoices as these documents are used to charge costs to the proper FY. Additionally, review contracts to ensure sufficient funds are available to process invoices and PS Form 8163, *Request for Fiscal Year Expense Accrual*.

Supply Management will process all requisitions for the issuance of contracts against FY2005 funds according to the following priorities:

Priority 1 — Capital commitment requisitions

Priority 2 — Expense commitment requisitions

B. Unpaid Expenses or Accruals for Goods and Services Received on or Before September 30 (expense accrual minimum for FY2005 is \$20,000)

If it is impossible to furnish a receiving report or certified invoice in time to reach the San Mateo ASC by September 30, and the expense per contract sequence number or miscellaneous (noncommitment) purchase or service is \$20,000 or more, accrue the expense.

Complete PS Form 8163, a copy of which is found on page 40 of this *Postal Bulletin*. Attach supporting documentation to the form (see PS Form 8163 for examples of proper vendor documentation). Documents received at the San Mateo ASC pertaining to activities occurring October 1 and later will be recorded in FY2006.

IV. Liquidation of Accruals

When submitting an actual certified invoice to liquidate an accrual, include the statement "Accrued to FY2005" on the face of the document. Do not mail to the Scanning and Imaging Center, mail these invoices directly to:

MANAGER
ACCOUNTING SERVICE CENTER
2700 CAMPUS DR
SAN MATEO CA 94497-9401

Liquidate accruals as soon as possible. Offices must monitor their accruals and payments to ensure that the accruals are properly liquidated. All FY2005 accruals processed by the San Mateo ASC that are not liquidated by the close of November 2005 (FY2006) will be reversed to a service-wide finance number as a prior-year credit. Subsequent payments will be charged to the appropriate budget finance number as a FY2006 expense.

V. Submission Schedules

Please use the following schedules relating to FY2005 closing:

- Schedule I — Accrual Processing Information (see item A below).
- Schedule II — Submission Processing (see item B on page 41).

A. Schedule I — Accrual Processing Information

The following are examples of items that may be accrued using PS Form 8163 if goods or services have been received on or before September 30:

- You have not received a receiving report.
- The dollar amount of service rendered is \$20,000 or more.
- You will not get an invoice to certify for payment by September 30.

Document calculation of accrual on PS Form 8163 or on a copy of a previous month's invoice. You may also use an adding machine tape as proof of the accrual calculation.

Service Maintenance Contract — Copier

Review the last invoice processed to determine the amount to accrue from the service ending date through September 30.

To estimate the accrual amount, perform the following calculation:

- Calculate number of days to accrue (count from the first day of the next billing cycle through September 30).

Example:

Billing period last invoice = 8/19–9/17

Number of days to accrue = 13 (9/18–9/30)

- Calculate the daily rate.

Divide the last invoice amount by the number of days in the billing period to determine a daily rate.

Example:

Invoice amount = \$60,000

Billing period = 30 days (8/19–9/17)

Daily rate = \$2,000 (\$60,000 / 30 days)

- Calculate the accrual amount.
Multiply the daily rate calculated by the number of days that will be accrued.

Example:

Accrual amount = \$2,000 x 13 = \$26,000

Utility Billing Accrual — Natural Gas/Electricity

- Use the accrual amount calculation for service maintenance as shown above.

Note: No utility accruals should be made unless there are less than 12 monthly payments. If there are less than 12 payments, you should accrue for the missing invoices.

Other Goods or Services Accrual — Consultant Contract

- Calculate the accrual amount.

Check with the vendor to validate the cost of goods or services received during the unbilled period ending September 30 and obtain the necessary supporting documentation.

Note: Do not accrue if the amount is less than \$20,000.

The following items may not be accrued on PS Form 8163:

Basic Pricing Agreements (BPAs)

Bulk fuel deliveries, oil purchases, and vehicle parts

Capital

Carrier drive-outs

Credit card purchases*

Direct Vendor Delivery (DVD) and eBuy purchases

FEDSTRIPs*

Gasoline credit card (fleet card) purchases

Government Printing Office (GPO) printings

Government Travel Accounts (GTAs)

Imprest funds

Incentive awards

Inventory

Nonpostal training

Nonmetered fuel

Telecommunications (Raleigh)*

Relocation Management Firm (RMF) services*

Tort claims

Travel

Uniform allowances

Vehicle repairs on PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*

*Items that will be accrued by Corporate Financial Reporting or the San Mateo ASC



Request for Fiscal Year Expense Accrual

Office Name

The following information is for processing fiscal year end accruals. These goods and/or services *have been received* during the period ending September 30, _____, and a *certified invoice or receiving report has not been submitted for payment*. All required vendor documentation to substantiate the accrual is attached. **Vendor documentation may include a letter from the vendor indicating unbilled charges, a copy of a previous bill where the billing amount is consistent, or a signature by a vendor representative in the vendor concurrence block.**

Offices should review their contracts to ensure sufficient funds are available for their access.

Vendor Information

Vendor Name

Contract/Task Order Number
(If applicable)

Complete the Information Below

Field Accrual (Check if payment for accrual will be processed by San Mateo ASC.)

Sequence Number (If applicable)			
Amount (Per sequence, if applicable)			
Budgetary Finance Number			
General Ledger Account Number			

Direct Questions Regarding This Accrual to the Following Postal Contact:

Name

Telephone Number (include area code)

Authorization

Authorizing Postal Official's Name

Title

Authorizing Postal Official's Signature

Date

Office Name

Telephone Number (include Area Code)

Vendor Concurrence Signature

Date

Send To:

MANAGER
ACCOUNTING SERVICE CENTER
2700 CAMPUS DR
SAN MATEO CA 94497-9401

ASC USE ONLY

Vendor Number

Input By

Batch Number

B. Schedule II — Submission Processing

Form #	Item	Submit by	Submit to	Rec'd by Date
	Back pay awards	All offices	Eagan ASC	Aug 1
PS 7381	Requisition for Supplies, Services, or Equipment	All offices	Supply Management Headquarters	Sept 12
PS 17	Stamp Requisition/Stamp Return	Field offices	SSC/SDO	Sept 12
PS 1727	Award Recommendation/Authorization (Quality Step Increase)	All offices	eAwards	Sept 28
PS 1727	Contract Occupational Health Nurse (COHN) Award	All offices	eAwards	Sept 28
PS 1270	Idea Proposal	All offices	eAwards	Sept 28
	Award Report	All offices	eAwards	Sept 28
	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	All offices	eAwards	Sept 28
	Individual EAS Recognition/Awards Program Authorization	All offices	eAwards	Sept 28
	EAS Team Recognition Authorization	All offices	eAwards	Sept 28
RHD	Right-Hand Drive Vehicle Incentive Award	All offices	Eagan ASC	Sept 23
PS 1839	Payment Record for Carrier Drive-Out Agreements	Field offices	Scanning and Imaging Center	Sept 12
PS 1164-A	Claim for Reimbursement for Postal Supervisors	Field offices	Scanning and Imaging Center	Sept 12
	Inspection Service/Office of Inspector General Award Forms	Field offices	Eagan ASC	Sept 23
	Commercial Bank Reconciliations	US Bank, JP Morgan Chase, and Citibank	Eagan ASC	Oct 14
	BPA cover sheets	All offices	San Mateo ASC	Oct 3
	Capital and expense receiving report	All offices	San Mateo ASC	Oct 3
	Certified invoices — supplies and services, bulk fuel and oil purchases, motor vehicle parts, nonmetered heating fuel	All offices	San Mateo ASC	Oct 3
PS 1782	Training Request and Authorization	All offices	San Mateo ASC	Oct 3
PS 8163	Request for Fiscal Year Expense Accrual	All offices	San Mateo ASC	Oct 3
PS 8230	Authorization for Payment	All offices	Scanning and Imaging Center	Oct 3
	Tort claims	All offices	Scanning and Imaging Center	Oct 3
	eTravel (Approving Official)	All offices	St. Louis ASC	Oct 3
	eTravel (Receipts)	All offices	Back Office	Oct 3
PS 1129	Cashier Reimbursement Voucher and/or Accountability Report (imprest fund)	All offices (imprest)	San Mateo ASC	Oct 3
	Project facility system	Facilities	St. Louis ASC	Oct 3
	Money order vouchers	Field offices	St. Louis ASC	Oct 3
PS 3637-G	Batch Header for Official Mail	Field offices	Scanning and Imaging Center	Oct 3
PS 4541	Order-Invoice for Vehicle Repair (commercial work order)	Field offices	Support VMF	Oct 3
PS 835	Quarterly Report of Originating Registered and C.O.D. Transactions	Field offices	District Statistical Programs	Oct 3
PS 7370	Request for Funds Transfer	Field offices	District Budget Office	Oct 3
PS 8049	Vehicle Hire Pay Adjustment	Field offices	St. Louis ASC	Oct 3
	Vehicle hire payment certification reports	Field offices	Support VMF	Oct 3
SF 97	The U.S. Government Certificate of Release of a Motor Vehicle	Field offices	San Mateo ASC	Sept 30
	Government bills of lading	National Traffic Service	San Mateo ASC	Oct 3
	Capital contracts (CAMS)	Supply Management Headquarters	San Mateo ASC	Sept 28
	Government Printing Office	Supply Management Headquarters	San Mateo ASC	Sept 26
	Telecommunications	Raleigh Network Operations	San Mateo ASC	Oct 3
	Government Travel Account (GTA)	St. Louis ASC	San Mateo ASC	Oct 3
	Gasoline Credit Card (fleet card) payment and accrual	U.S. Bank	San Mateo ASC	Oct 3

Form #	Item	Submit by	Submit to	Rec'd by Date
	Direct Vendor Delivery (DVD) and eBuy**	Topeka MDC	San Mateo ASC	Oct 3
	U.S. Bank VISA accrual tape	U.S. Bank	San Mateo ASC	Oct 3
	Relocation Management Firm (RMF) accruals	Accounting, Headquarters	San Mateo ASC	Oct 3
	eBuy utilities	All Offices	eBuy Post/Certify Module	Oct 3

****Do not place orders for DVD or eBuy purchases from October 1 through October 5, 2005, except for critical needs.**

Address questions concerning these instructions to the appropriate servicing Finance office.

— National Accounting, Finance, 8-4-05

NOTICE

Disbursement of Injury Compensation Settlement Funds Involving Third-Party Liability

Effective August 4, 2005, each district Injury Compensation office must follow the new procedures on the disbursement of injury compensation settlements from third-party payments.

We will incorporate these revisions into the next online update of the *Postmaster/Field Guide* available on Finance's Web site on the Postal Service™ Intranet:

- Go to <http://blue.usps.gov>.
- Click on the *Inside USPS* tab.
- Under "Finance" in the center column, click on *Accounting Center Support*.
- Under "What's New with Accounting Services" in the center column, click on *Postmaster/Field Guide*.

(The direct URL for the *Postmaster/Field Guide* is <http://acs.usps.gov/pubs/currentPMGuide.pdf>.)

Postmaster/Field Guide

* * * * *

Policies and Procedures

* * * * *

Disbursement of Injury Compensation Settlement Funds Involving Third-Party Liability (P&P 46)

* * * * *

Procedure

[Revise the procedure to read as follows:]

Disbursement of injury compensation settlements from third-party payments are processed as follows:

1. If the third-party check is made payable to the Office of Workers' Compensation Programs (OWCP) and includes only the OWCP payment:
 - Injury Compensation sends the check and OWCP Form EN-1108, *Long Form Statement of Recovery*, or Form EN-1122, *Short Form Statement of Recovery*, as applicable, directly to the appropriate OWCP lockbox address.
2. If the check is made payable to the Postal Service disbursement is as follows:
 - Injury Compensation sends the third-party check to the Disbursing Branch in Eagan, MN, with a cover letter indicating the office Finance number. Annotate general ledger account (GLA) 51208 on the check and mail it to the following address:

DISBURSING OFFICER
UNITED STATES POSTAL SERVICE
2825 LONE OAK PKWY
EAGAN MN 55121-9640
 - The Disbursing Branch in Eagan, MN, deposits the third-party check and credits GLA 51208, Workers Compensation.
 - Injury Compensation mails the original Form EN-1108, *Long Form Statement of Recovery*, or Form EN-1122, *Short Form Statement of Recovery*, directly to the OWCP central mailroom.
 - Injury Compensation completes a separate PS Form 8230, *Authorization for Payment*, for each disbursement (OWCP, employee, and attorney)

and attaches a copy of the Form EN-1108 and EN-1122 to each PS Form 8230 as the invoice. Injury Compensation does the following to prepare the PS Form 8230:

- a. Identifies the address of each payee on separate PS Forms 8230 (OWCP payment to OWCP lockbox address).
- b. Annotates the third party, the claim number, and check recipient (OWCP, Emp, or Atty) in Item 6, Vendor Invoice, of the PS Form 8230. This information appears on the remittance advice.
- c. Sends PS Forms 8230 to the Scanning and Imaging Center at the following address:
 USPS SCANNING AND IMAGING CENTER
 PO BOX 9000
 SIOUX FALLS SD 57117-9000
- d. If the third party is paying by installment, forwards checks as received to the Disbursing

Branch in Eagan, MN, with a cover letter identifying the finance number to credit and GLA 51208. Once the recovery is final, complete the appropriate PS Forms 8230 for disbursement, as indicated above, and forward to the Scanning and Imaging Center.

- 3. The San Mateo Accounting Service Center (ASC) processes the payment to OWCP and other payees, as identified, on PS Forms 8230. The information in Item 6, Vendor Invoice, of the PS Form 8230 must appear on the remittance advice. The ASC debits GLA 51208 for this transaction.

* * * * *

— *Revenue and Field Accounting,
Finance, 8-4-05*

Information Technology

REVISED HANDBOOK

Handbook AS-805, Information Security

Effective August 4, 2005, Handbook AS-805, *Information Security*, is revised as follows to update the requirement for labeling computer screen displays.

We will incorporate these revisions into the next online update of Handbook AS-805 available on the 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, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs*.

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

Handbook AS-805, Information Security

* * * * *

3 Information Designation and Control

* * * * *

3-5 Handling Information and Media

* * * * *

3-5.1 Labeling of Information and Media

3-5.1.1 Sensitive Information

[Revise text to read as follows:]

Sensitive information included in electronic media (e.g., disks, diskettes, tapes) and hardcopy output (e.g., printouts, screen prints, architecture drawings, and engineering layouts) must be legibly and durably labeled as “RESTRICTED INFORMATION.”

On applications processing sensitive information, the following statement must be prominently displayed on the login/password screen or the welcome screen:

“Information within this application is designated sensitive and should be properly protected from unauthorized access or disclosure.”

3-5.1.2 Business-Controlled Sensitivity Information

[Revise text to read as follows:]

Business-controlled sensitivity information included in electronic media and hardcopy output must be legibly and durably labeled as “RESTRICTED INFORMATION.”

On applications processing business-controlled sensitive information, the following statement must be prominently displayed on the login/password screen or the welcome screen:

“Information within this application is designated business-controlled sensitive and should be properly protected from unauthorized access or disclosure.”

* * * * *

— *Corporate Information Security, Information Technology, 8-4-05*

*EXTRA SERVICES***Reduction in Online Retention Period**

On August 1, 2005, we will reduce the online retention period for records for most extra services products in the Product Tracking System from 90 days to 60 days. We are implementing this change to improve system performance and response time.

Please note the following exceptions to the 60-day online retention period for records for extra services products:

- The online retention period for domestic Express Mail®, Global Express Mail®, and Global Express Guaranteed® records will remain at 90 days.
- Online records for inbound international records will remain in the Product Tracking System database for 270 days.

We will continue to observe the full retention period for all records. After the online retention period has expired, we will store (archive) records in offline files for the remainder of the full retention period. (For specific retention periods,

see Handbook PO-610, *Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures*, section 4.5.)

Customers and Postal Service™ personnel can restore archived information by accessing the Track & Confirm Web page at www.usps.com (click on *Track & Confirm*) or by calling Customer Service at 800-222-1811. (Postal Service personnel can also restore archived information by accessing the Track & Confirm Intranet Web page at <http://blue.usps.gov>; click on *My Work*; then, under "Moving the Mail Tools," click on *Track and Confirm*.) Following a restoration request, all event information is restored, usually within 2 to 4 hours (although on rare occasions the restoration process may take up to 24 hours).

— *Product Information Requirements,
Product Development, 8-4-05*

International Mail

IMM AND PUBLICATION 51 REVISIONS

Global Express Mail With Guarantee Service

Effective August 4, 2005, the *International Mail Manual* (IMM) and Publication 51, *International Postal Rates and Fees*, are revised to reflect a service enhancement to Global Express Mail® service. The enhancement — Global Express Mail with Guarantee service — offers a date-certain, money-back guarantee for items sent to five Pacific Rim countries and territories: Australia, China, Hong Kong, Japan, and Korea, Republic of (South Korea). Global Express Mail with Guarantee service provides delivery within 5–7 days depending on the destination. The money-back guarantee provides a postage refund when the mailpiece is not delivered by the date-certain time provided at the time of acceptance.

For more information on the service enhancement, see the article titled “Field Information Kit: Global Express Mail With Guarantee Service,” starting on page 48 in this issue of the *Postal Bulletin*.

We will incorporate these revisions into the printed version of IMM 32 and into the next printed version of Publication 51, and also into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer® at <http://pe.usps.gov>.

International Mail Manual (IMM)

	*	*	*	*	*
2	Conditions for Mailing				
	*	*	*	*	*
220	Global Express Mail				
221	Description				
221.1	General				

[Revise the second sentence so that paragraph reads as follows, reflecting the service enhancement of Global Express Mail with Guarantee service (the revised text appears in bold merely for emphasis):]

Global Express Mail® (EMS®) is a reliable high-speed mail service available to certain countries (see Individual Country Listings for service availability). **Global Express Mail with Guarantee service — which offers a date-certain, money-back guarantee — is available only to Australia, China, Hong Kong, Japan, and Korea, Republic of (South Korea).** Global Express Mail is available at

designated Postal Service facilities authorized to accept domestic Express Mail.

* * * * *

Individual Country Listings

* * * * *

Australia

* * * * *

Global Express Mail (EMS) (220)

* * * * *

[For the section titled “Note,” revise the heading, add numbering to the entries, and add a second item to read as follows (indicating that Global Express Mail with Guarantee service is available to Australia):]

Notes:

1. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Australia.
2. Global Express Mail with Guarantee service — which offers a date-certain, money-back guarantee — is available to Australia.

* * * * *

China

* * * * *

Global Express Mail (EMS) (220)

* * * * *

[For the section titled “Note,” revise the heading, add numbering to the entries, and add a second item to read as follows (indicating that Global Express Mail with Guarantee service is available to China):]

Notes:

1. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to China.

- 2. Global Express Mail with Guarantee service — which offers a date-certain, money-back guarantee — is available to China.

* * * * *

Hong Kong

* * * * *

Global Express Mail (EMS) (220)

* * * * *

[For the section titled “Note,” revise the heading, add numbering to the entries, and add a second item to read as follows (indicating that Global Express Mail with Guarantee service is available to Hong Kong):]

Notes:

- 1. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to Hong Kong.
- 2. Global Express Mail with Guarantee service — which offers a date-certain, money-back guarantee — is available to Hong Kong.

* * * * *

Japan

* * * * *

Global Express Mail (EMS) (220)

* * * * *

Publication 51, International Postal Rates and Fees

* * * * *

Categories of International Mail

* * * * *

Global Express Mail (EMS)

* * * * *

[Revise the second paragraph by replacing the last sentence to read as follows, reflecting the service enhancement of Global Express Mail with Guarantee service, (the revised text appears in bold merely for emphasis):]

EMS shipments are insured against loss, damage, or rifling up to \$100.00 at no additional cost. Optional insurance

Notes:

* * * * *

[Add a third item to read as follows (indicating that Global Express Mail with Guarantee service is available to Japan):]

- 3. Global Express Mail with Guarantee service — which offers a date-certain, money-back guarantee — is available to Japan.

* * * * *

Korea, Republic of (South Korea)

* * * * *

Global Express Mail (EMS) (220)

* * * * *

[For the section titled “Note,” revise the heading, add numbering to the entries, and add a second item to read as follows (indicating that Global Express Mail with Guarantee service is available to the Republic of Korea):]

Notes:

- 1. Coins; banknotes; currency notes (paper money); securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments to the Republic of Korea.
- 2. Global Express Mail with Guarantee service — which offers a date-certain, money-back guarantee — is available to the Republic of Korea.

* * * * *

coverage for shipments above \$100.00 is available for merchandise items only. The insurance fee is \$1.00 for each \$100.00 or fraction thereof up to a maximum indemnity limit of \$5,000.00. Document reconstruction insurance above \$100.00 is not available to any country. **Global Express Mail with Guarantee service — which offers a date-certain, money-back guarantee — is available to select destinations; check the International Mail Manual (IMM) 220 and the individual country listings in the IMM to determine the availability of such service.**

* * * * *

— International Product Development,
Product Development, 8-4-05

FIELD INFORMATION KIT

Global Express Mail With Guarantee Service

This information kit is designed to inform Postal Service™ employees about a service enhancement to Global Express Mail® service. This enhancement — Global Express Mail with Guarantee service (also called “GEM® with Guarantee service”) — offers a date-certain, money-back guarantee for items sent to five Pacific Rim countries and territories: Australia, China, Hong Kong, Japan, and the Republic of Korea (South Korea). This kit contains the following materials:

- Briefing Article.
- Fact Sheet.
- Talking Points.
- Frequently Asked Questions.
- Stand-Up Talk for Retail Associates.
- Refund Procedures.

Briefing Article

On July 26, 2005, the Postal Service began a service enhancement to Global Express Mail service. This enhancement — Global Express Mail with Guarantee service (also called “GEM with Guarantee service”) — offers a date-certain, money-back guarantee for items sent to five Pacific Rim countries and territories: Australia, China, Hong Kong, Japan, and the Republic of Korea (South Korea). GEM with Guarantee service provides delivery within 5–7 days depending on the destination. The money-back guarantee provides a postage refund when the mailpiece is not delivered by the date-certain time provided at the time of acceptance.

This new offering provides global mailers with one more choice in the suite of international expedited products offered by the Postal Service. Depending on need, international mailers can choose from these options for sending their important documents and packages:

- *Fastest:* Global Express Guaranteed® (GXG™) in 1–3 days with date-certain, money-back delivery guarantee to major metropolitan areas worldwide.
- *Faster:* Global Express Mail (GEM) in 3–5 days to Canada and Western Europe, and 5–7 days to Pacific Rim countries and territories.
- *Fast:* Global Priority Mail® (GPM).

Adding GEM with Guarantee service to the international product line is another way the Postal Service is working to

provide easy and convenient solutions to meet customer needs.

Fact Sheet

Service Start Date

GEM with Guarantee service became available beginning July 26, 2005, at Post Office™ locations with POS ONE and IRT systems.

Service Description

GEM with Guarantee service provides a date-certain, money-back guarantee for expedited service to five Pacific Rim countries and territories: Australia, China, Hong Kong, Japan, and the Republic of Korea (South Korea). The service is available from all origin points within the 50 United States, Puerto Rico, and the U.S. Virgin Islands. It is *not* available from APOs/FPOs, Guam, and other Pacific territories and possessions. GEM with Guarantee service is an expedited service that includes tracking. Additional available services include Carrier Pickup™ service and insurance.

Service Guarantee

GEM with Guarantee service provides that the customer may be eligible for a postage refund if a mailpiece is not delivered by the date guaranteed at the time of acceptance.

Refunds

Customers seeking refunds must have either the POS ONE receipt or a copy of the Express Mail® label as proof of purchase. To get information on how to request a refund, customers should call the USPS® call center at 800-222-1811 (for easy reference, the call center’s phone number is printed at the bottom of the label). The call center issues a refund form for the customer to complete and mail back for payment. Local Post Offices will *not* issue any postage refunds for GEM with Guarantee service.

Talking Points

Use the following talking points to promote GEM with Guarantee service to potential customers.

- Six of the world’s leading postal services have formed an integrated network that offers a date-certain, affordable, international express service linking Australia, China, Hong Kong, Japan, the Republic

of Korea, and the United States. The product offering from the United States Postal Service® is Global Express Mail with Guarantee service (also called “GEM with Guarantee service”).

- The six postal services (Australia Post, China Post, Hongkong Post, Japan Post, Korea Post, and the United States Postal Service) offer their customers a powerful shipping alternative for their express package needs.
- Among the six postal services, this new level of express service provides enhanced reliability and convenience that links 261 million delivery points, including businesses and households.
- Reliability is the basis for this network. All six postal services have committed to strict quality control to provide a united “single” network. This provides peace of mind to customers and seamless package delivery.
- Customers can track their shipments’ progress — from origin to destination — online through a Web site link or by contacting a customer service hotline.
- The integrated network offers proof of delivery for shipments of documents, merchandise, or other packages.
- “Pick up” service, whether scheduled or on-demand, is available.
- With extensive network coverage in these key international marketplaces, no other delivery company in Asia today can match this capacity or expertise.
- The price for GEM with Guarantee service offered by the Postal Service is competitive and generally lower than the competition’s products and includes no hidden surcharges. GEM with Guarantee service is expected to particularly help business customers expand locally and globally by providing one of the most reliable, professional, and cost-effective services to Pacific Rim countries and territories.

Frequently Asked Questions

1. What is Global Express Mail with Guarantee service?

Global Express Mail with Guarantee service (also called “GEM with Guarantee service”) is a service enhancement to Global Express Mail service. The Postal Service is now offering a date-certain, money-back guarantee for Global Express Mail pieces sent to the following five destinations:

- Australia.
- China.

- Hong Kong.
- Japan.
- Republic of Korea (South Korea).

2. What does the guarantee mean?

If a GEM with Guarantee item isn’t delivered by the guaranteed date, the customer may be eligible for a postage refund.

3. How do customers get a postage refund?

At the end of a GEM with Guarantee transaction to Australia, China, Hong Kong, Japan, or the Republic of Korea, the retail associate should advise the customer to hold on to the mailing receipt as proof of purchase and to contact the number printed at the bottom of the receipt to obtain information on postage refunds (if needed).

Note: A customer who seeks a refund for GEM with Guarantee service to Australia, China, Hong Kong, Japan, or the Republic of Korea should call the USPS call center at 800-222-1811. The call center will issue a refund form for the customer to complete and mail back for payment. Local Post Offices will *not* issue any postage refunds for GEM with Guarantee service.

4. Why can’t customers collect their postage refund for GEM with Guarantee service at local Post Offices?

Customers must contact the USPS call center at 800-222-1811 because the call center will verify whether the item was delivered late and whether the customer is entitled to a refund.

The Postal Service needs to account for GEM with Guarantee refund payments separately. The agreement with the participating postal administrations allows the Postal Service to be reimbursed for a certain number of refunds. To receive reimbursement from the other postal administrations, the Postal Service must be able to identify refunds that relate to a service failure for GEM with Guarantee items in order to submit them for reimbursement.

This refund process has advantages for the customer, too. The accounting process is structured to pay the refund to the customer within 7 business days after the Postal Service has received the completed documents from the customer. It also allows the Postal Service to keep refund costs low because reimbursements from the other postal administrations pay for some of the refunds.

5. How do retail associates know whether a GEM with Guarantee transaction to the five destinations is guaranteed?

When a retail associate sells GEM with Guarantee service to Australia, China, Hong Kong, Japan, or the Republic of Korea, the POS program guides them through the transaction. POS asks the retail associate to enter the postal code of the city to which the mailpiece is addressed. This information allows POS to determine whether the transaction is guaranteed. For most destinations, POS provides a guaranteed delivery date, but there are a few destinations (mainly in the very rural parts of China) for which a guarantee is not available. In those cases, POS indicates that a guarantee is not available but offers the retail associate the opportunity to proceed with the transaction as a regular GEM transaction without a guarantee. There should be very few transactions for which POS does not return a guaranteed delivery date for GEM with Guarantee service to the five countries and territories.

On POS, for all GEM with Guarantee transactions, the guaranteed date is printed on the mailing receipt. If any U.S. or foreign holidays occur during the delivery time frame, the receipt indicates how the delivery date is affected. This information is helpful to the customer and the retail associate.

6. Can customers track their GEM with Guarantee packages?

Yes, customers can find the delivery status of GEM with Guarantee items either by going online to www.usps.com or by calling the USPS call center at 800-222-1811.

7. What does "date-certain" mean?

"Date-certain" means delivery on or before the specific date provided at the time of acceptance.

8. What makes GEM with Guarantee service different from the existing Global Express Mail service still available to many locations?

Tracking, reliability, and a money-back guarantee are the key features that distinguish GEM with Guarantee service from Global Express Mail service.

9. Is Carrier Pickup service available for GEM with Guarantee service?

Yes, Carrier Pickup service is available for GEM with Guarantee service.

10. What benefits would customers receive from using GEM with Guarantee service?

For customers, GEM with Guarantee service is easy, reliable, and cost effective. The service offers proof of delivery, and both the shipper and the recipient know where the

item is throughout the delivery process from origin to destination. Customers are able to track their packages either by going online to www.usps.com or by calling the USPS call center at 800-222-1811.

11. What is the value to a customer for using GEM with Guarantee service compared with a commercial carrier?

By using GEM with Guarantee service, businesses can save as much as 60 percent of their courier costs.

12. Is there an extra charge for tracking GEM with Guarantee items?

No, tracking is included in the price for GEM with Guarantee service. Customers are able to track their packages either by going online to www.usps.com or by calling the USPS call center at 800-222-1811.

Stand-Up Talk for Retail Associates

On July 26, 2005, the Postal Service began a service enhancement to Global Express Mail service. This enhancement — Global Express Mail with Guarantee service (also called "GEM with Guarantee service") — offers a date-certain, money-back guarantee for items sent to five Pacific Rim countries and territories: Australia, China, Hong Kong, Japan, and the Republic of Korea (South Korea). GEM with Guarantee service provides delivery within 5–7 days depending on the destination. The money-back guarantee provides a postage refund when the mailpiece is not delivered by the date-certain time provided at the time of acceptance.

At POS ONE and IRT sites, GEM with Guarantee service is available to the five Pacific Rim countries and territories from all origins within the 50 United States, Puerto Rico, and the U.S. Virgin Islands. The service is *not* available from APOs/FPOs or from Guam and other Pacific territories and possessions.

When a GEM with Guarantee transaction, including Collection Mode transactions, to the five countries and territories is initiated, the POS ONE system automatically accesses the GEM with Guarantee Web site, which uses the originating ZIP Code™ and destination postal code to calculate the transit time and generate the guaranteed delivery date. The guaranteed date is printed on the mailing receipt. If any U.S. or foreign holidays occur during the delivery time frame, the information printed on the receipt indicates how the delivery date is affected.

At the end of a GEM with Guarantee transaction to Australia, China, Hong Kong, Japan, or the Republic of Korea, the retail associate should advise the customer to hold on to the mailing receipt as proof of purchase and to

contact the number printed at the bottom of the receipt to obtain information on postage refunds (if needed).

The price for GEM with Guarantee service is generally lower than our competition's products and includes no hidden surcharges. Our product offering is expected to particularly help business customers expand locally and globally by providing one of the most reliable, professional, and cost-effective services to the five Pacific Rim countries and territories.

Adding GEM with Guarantee service to our international product line is another way the Postal Service is working to provide easy and convenient solutions to meet customer needs.

Refund Procedures

This section presents general information on handling refunds.

1. To request a refund, the customer calls the USPS call center at 800-222-1811.
2. The call center agent asks the customer for the GEM with Guarantee item number (the barcode number on the GEM label).
3. Based on the GEM number, the agent researches the delivery status of the package. If the package was delivered late and for reasons outside the control of the Postal Service (natural disasters or packages being held (and delayed) in foreign Customs), the agent issues a refund form and mails it to the customer.

4. Upon receiving the refund form, the customer signs the refund form, attaches either the POS mailing receipt or GEM label to the form, and mails it to the address on the refund form.
5. The scanning center transmits the electronic file (a picture of the refund form and receipt) to the Accounting Service Center in San Mateo, CA.
6. If the Accounting Service Center verifies the information, it authorizes payment and sends an authorization file to the Accounts Payable/Accounts Receivable System (APARS) and to the Kahala Post Group Refund Reconciliation System (KPGRRS).
7. APARS receives the payment information and issues a check for the postage to the customer. APARS submits an electronic file with the payment information to KPGRRS, which reconciles the information from APARS and the Accounting Service Center to ensure that the proper amount is refunded to the customer and to provide the Postal Service the opportunity to seek reimbursement from other postal administrations.
8. As per the Kahala agreement, the Postal Service is required to process and pay a postage refund within 7 business days after receiving the refund form from the customer.

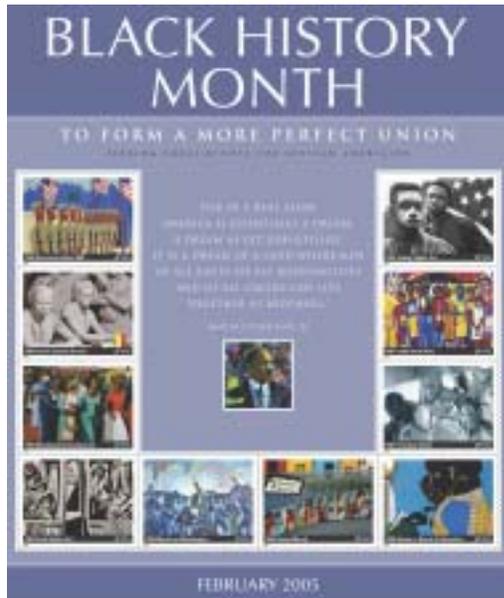
For all refund-related questions, the retail associate should instruct the customer to call the USPS call center at 800-222-1811.

— *International Product Development,
Product Development, 8-4-05*

Philately

STAMP ANNOUNCEMENT 5-23

To Form a More Perfect Union Souvenir Sheet



Copyright USPS 2004

The Postal Service™ will issue a souvenir sheet of 37-cent, *To Form a More Perfect Union* commemorative stamps in 10 designs in a pressure-sensitive adhesive (PSA) souvenir sheet of 10 stamps (Item 567100), on August 30, 2005, in the following locations:

- Greensboro, NC 27420
- Jackson, MS 39205
- Little Rock, AR 72202
- Memphis, TN 38101
- Montgomery, AL 36119
- Selma, AL, 36703
- Topeka, KS 66603
- Washington, DC 20066

The stamps designed by Ethel Kessler of Bethesda, Maryland, go on sale nationwide August 30, 2005. This \$3.70 souvenir sheet may not be split, and the stamps may not be sold individually. All sales should be recorded under account identifier code (AIC) 092.

The U.S. Postal Service® recognizes the courage and achievements of the men and women who, during the years of the civil rights movement, struggled to bring the vi-

sion of the nation's founders closer to reality. Stamp designer Ethel Kessler of Bethesda, Maryland, used details from contemporary artworks to comment on all of the 10 historical events commemorated on this souvenir sheet.

Issue:	<i>To Form a More Perfect Union</i>
Item Number:	567100
Denomination & Type of Issue:	37-cent Commemorative
Format:	Souvenir Sheet of 10 (ten designs)
Series:	N/A
Issue Date:	August 30, 2005 (Nationwide)
Cities:	Greensboro, NC 27420 Jackson, MS 39205 Little Rock, AR 72202 Memphis, TN 38101 Montgomery, AL 36119 Selma, AL 36703 Topeka, KS 66603 Washington, DC 20066
Designer:	Ethel Kessler, Bethesda, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Greg Berger, Bethesda, MD
Existing Art by:	Various Artists
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 74
Stamps per Pane:	10
Print Quantity:	50 million stamps
Paper Type:	0 PMU Paper, Block tagged
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 297 (Blue) PMS 535 (Gray)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 1.085 in./36.068 x 27.559 mm
Overall Size (w x h):	1.56 x 1.225 in./39.624 x 31.115 mm
Full Pane Size (w x h):	7.25 x 6.25 in./184.15 x 158.75 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	N/A

(Article continued on page 77.)

Fraud Alert

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
CA, Sebastopol 95473-2035	Work From Home, P. O. Box 2035	A work-at-home, envelope stuffing scheme.

— Judicial Officer, 8-4-05

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
CA, Beverly Hills 90211-3302	Any and All of Various Names Including A. Edward Finley and Alexander Finley, 264 S. La Cienega Boulevard, PMB 124
CA, Los Angeles 90010-1134	Any and All of Various Names Including A. E. Finley and Alexander Finley, 3010 Wilshire Boulevard, PMB 445
FL, Orlando 32822-5657	Any and All of Various Names Other Than the Name/Surname Nathalie Desir, 7462 Kalani Street
GA, Carlton 30627-2308	Ian Howard, 293 Veribest Enterprise Road
MD, Lutherville 21094-4125	U.R. Publishing, P. O. Box 4125

— Judicial Officer, 8-4-05

Postal Service PolicyNet

UNITED STATES POSTAL SERVICE

Postal Service PolicyNet

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Manuals HBKs MIs PUBs MOPs Posters Notices Kits VMOs VMBs

Postal policies and procedures are an essential part of every business process. They tell customers how to do business with us, and they give employees information they need to do their jobs. Policies and procedures impact the bottom line of the Postal Service in four ways:

Productivity -- When a task is done correctly, it prevents rework and saves workhours.
 Revenue -- When we charge customers the correct amount, we make money.
 Legal Liability -- When we comply with federal and state laws and regulations, we avoid fines and penalties.
 Customer Service -- When we give correct and consistent answers, our customers are happier.

Defining Policies and Procedures

Policies are:

- Statements of the Postal Service position on an issue.
- Interpretations of how the Postal Service complies with federal, state, and local laws.
- Specific guidelines or standards which must be followed.
- Designed to influence decisions and actions.

Procedures are:

- The official way business is done in the Postal Service.
- A set of established methods of how a task is performed.

This collection is updated when new information becomes available.

Signs | Labels | Airmail | Wizard

Please send a ccmail message to #policynet with any questions or comments.

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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.

005187	012163	055012	075774	104592	129941	207832	300095	328054	331649	335473	432224	532232
005491	012306	056019	076137	105264	134023	207890	300515	328088	331658	336111	432593	537327
005566	014039	058032	076161	105855	134056	208186	300911	328125	331733	336963	432917	549201
005568	014240	058042	076530	105989	142084	208310	300957	328134	331837	337032	441116	551227
006666	014472	060039	077111	106370	142183	208498	301285	328199	331839	339078	441120	551369
006719	014517	060069	077122	106483	142689	208673	301411	328611	331938	340081	441122	551414
006721	015346	060199	078161	106577	146032	210148	301938	328782	331953	340239	441317	553923
006955	015471	060308	079352	108485	146188	210159	302834	328822	331958	340529	441544	553999
007174	015632	060312	080338	108619	150144	210423	303963	329026	332033	340537	441646	554018
008047	015685	060602	080341	108642	152485	210800	305598	329028	332039	340579	443110	554569
008122	016285	061209	080345	108874	152581	210824	306168	329103	332043	340600	447001	554740
008132	018031	061395	080388	108893	152781	220199	306553	329120	332045	340723	450090	554789
008143	018064	061667	085280	108937	152910	220300	306554	329144	332080	340862	452021	567001
008145	018154	062043	088398	109501	152961	220602	306840	329194	332123	340920	452251	571002
008163	018372	062057	088602	109630	170193	220665	307023	329281	332131	344016	452867	573019
008174	018485	062107	088752	109725	170331	221187	311035	329309	332205	347020	454391	573046
008183	018685	064136	089320	110177	171274	221244	311501	329396	332228	347022	454665	599502
008190	018834	064487	090660	110684	171318	221256	312508	329657	332284	347132	454681	600040
008205	018842	064684	091501	111578	171319	221260	314395	329660	332285	349006	461102	600103
008252	018846	064951	091532	111903	171320	221281	320017	329695	332289	349013	462019	600578
008328	018860	065150	091738	112241	171321	221450	320820	330034	332308	349015	462566	601003
008363	018861	065209	092567	112926	171326	221502	321029	330049	332342	349021	462707	601033
008370	018930	065415	092626	113179	171327	221510	321157	330145	332360	349022	462993	601208
008374	019300	066262	092870	113237	172068	222015	321243	330199	332443	349096	466609	601350
008405	019429	066315	093190	113519	175095	222300	322015	330234	332475	349307	468299	601419
008586	019990	067022	093301	113750	180114	223088	322076	330250	332545	349447	471041	601661
008595	021410	067177	094239	113955	182002	224001	322230	330259	332584	349490	477153	601818
008616	022940	067192	094266	114476	183008	232368	322544	330297	332610	349637	480085	601966
008635	023345	067410	094286	115076	183030	232382	322784	330313	332637	349644	480566	601969
008653	023591	068016	094383	115146	184055	235360	322917	330341	332709	349683	480808	601979
008665	025250	068114	094963	115234	187024	235418	323576	330346	332825	352344	480842	601982
008683	025322	068201	095281	115932	191068	235552	324029	330392	332869	352778	480870	601986
008698	025365	068493	095979	117169	192099	253062	325024	330477	332880	352814	481177	602011
008703	027426	068498	096134	117176	192515	254008	325332	330561	332914	352818	482413	602033
008741	027776	068507	097012	117243	192717	254029	325368	330619	332938	358064	482644	602100
008794	028004	069221	097281	117295	192826	255043	325493	330620	332999	361011	482952	602341
008816	028041	069225	097705	117327	192975	270077	325785	330703	333001	361136	483397	602640
008878	028054	069293	097739	117346	193582	272055	326293	330819	333006	361155	483417	604237
008910	028080	069307	097797	117507	193613	272188	326318	330926	333074	362069	483422	604507
008944	028979	069739	097919	117740	195054	272368	326513	330954	333460	372019	483767	605091
008969	030342	069900	098632	118168	196170	273054	327020	330980	333526	374155	486324	605677
008981	031268	069982	098677	118237	198257	274312	327032	331002	333632	378147	489212	606046
008983	032019	070006	098868	118841	198268	280047	327035	331132	333695	381998	489473	606093
009198	037010	070040	098887	119095	200094	283390	327561	331137	333726	388076	489489	606185
009361	038113	070046	100048	119378	200370	285032	327566	331178	333790	402043	490688	606230
009406	038124	070308	100467	119580	200561	286081	327706	331204	333802	402150	494127	606493
009512	043300	070552	101665	120338	200720	294341	327793	331230	334020	402158	495456	606504
009680	044168	070585	102543	121253	200763	294470	327819	331333	334027	402362	495487	606617
010570	045309	070593	102586	124140	200963	294524	328002	331430	334089	402802	496188	606767
010603	048051	070652	103439	125088	206162	294546	328033	331436	334213	402848	497235	607412
011217	054022	070700	103445	125312	207258	295070	328035	331553	334332	405013	503002	607567
011229	054081	070718	103447	125443	207306	295467	328044	331582	334347	424049	531303	607650
011340	054154	071088	103541	125488	207563	296227	328045	331625	334464	430168	531768	607653
011362	054289	071108	103995	128115	207732	296438	328049	331637	334896	430178	531805	607812

607844	672365	761033	787846	833404	853451	883101	904162	907619	921361	932769	941891	958964
607988	672376	761059	790007	837143	853458	891335	904176	907634	921422	932821	943018	958975
608043	672404	761095	790019	837321	853602	891396	904207	907640	921423	933309	943038	967174
608272	672446	761150	790056	840287	853610	891456	904216	907712	921564	933409	945951	968296
608288	672500	761753	791171	840485	853642	891637	904352	907808	921741	933452	946406	968573
608308	675024	762030	794004	840610	853661	891716	904468	910013	921939	934017	946419	968925
616141	679021	763139	794038	841116	853671	891918	904502	910016	921993	935005	946467	969034
627116	680068	768001	794318	841120	853672	895258	904624	910327	922139	937579	948331	969142
629044	681318	770322	794472	841251	853703	898097	904637	910383	924224	940165	948396	970171
629048	681326	770389	797017	841278	853715	900004	904674	911025	924292	940181	948539	970579
629096	686006	770408	799008	841738	853740	900429	904700	911083	924614	940305	948629	970803
629116	701254	770564	799010	841806	853745	900437	904727	911264	924687	940320	949061	970853
631351	701302	770724	799012	843080	853752	900455	904732	913072	926082	940361	949075	970868
631564	701986	770731	799014	844169	853762	900466	904779	913473	926272	940397	949460	972921
631615	719035	770741	799016	844199	853772	900478	904787	914297	926278	940420	949622	975014
631822	721036	770761	799189	846003	853807	900985	904788	914882	926375	940474	949635	980698
631843	727063	770796	801049	850040	853833	901924	904789	914884	926425	940560	950008	982063
631982	730080	770804	801248	850457	853841	901938	906008	915005	926555	941119	950061	982258
633018	730086	770816	801419	850530	853843	902006	906013	915286	926879	941139	950074	982282
641155	730294	770872	802111	850996	853845	902033	906151	915349	926906	941146	950549	982449
641855	731359	770903	802121	852331	856093	902120	906275	915418	927196	941282	950564	982527
658107	731368	771040	802232	852355	856102	902146	906319	915479	927300	941292	950953	982557
660096	735083	771492	802256	852437	856168	902211	906350	915560	927376	941388	950970	982567
660620	741206	771496	802267	852520	856178	902290	906359	915686	927448	941504	951527	983097
662096	741577	771682	802382	852547	856236	902340	906471	915689	927473	941508	951693	992672
662175	746016	771826	802384	852591	856296	902400	906560	915706	927642	941537	951826	992691
662200	750013	771925	802390	852705	856348	902411	906613	917065	928123	941538	951908	995499
662203	750032	771966	805211	852760	856431	902519	906624	917152	928146	941541	951995	995769
662218	750195	772391	805275	852806	856440	902539	906642	917434	928797	941566	954166	995910
662537	750212	773027	805290	852890	856470	902641	906911	917575	930003	941569	954353	997245
662652	750247	775024	805401	852932	856478	902654	906918	917751	930222	941588	954473	
671017	750363	775038	805495	852975	856572	902810	906922	918016	930268	941597	954483	
671021	750383	775336	806092	853013	860098	902898	907048	920029	931064	941653	958103	
672025	752067	775387	810015	853040	871009	902986	907066	920039	931258	941672	958118	
672033	752072	782125	811050	853073	871049	903213	907374	920057	931437	941681	958128	
672074	752334	782868	815118	853265	871658	903594	907379	920244	931616	941748	958252	
672234	752571	785538	820620	853308	871664	903846	907497	921089	931925	941777	958668	
672235	760127	787124	833270	853381	871676	904025	907579	921157	932566	941805	958683	

— Product Information Requirements, Product Development, 8-4-05

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	1999	043 205 5922 to	5999	375 169 4400 to	4599	397 819 8902 to	8999
011 582 1889 to	1899	044 087 3457 to	3499	375 829 3400 to	3499	398 149 7200 to	7699
011 588 2900 to	3099	044 087 4000 to	4099	375 851 9100 to	9199	399 070 0872 to	0899
012 579 5675 to	5699	045 524 4121 to	4298	376 196 0911 to	0999	399 156 7119 to	7199
013 289 6176 to	6199	046 800 9870 to	9899	378 085 3679 to	3699	399 203 5064 to	5099
013 610 0014 to	0099	047 352 4000 to	4099	378 351 1063 to	1099	399 296 9910 to	9999
014 932 1000 to	1099	048 383 7650 to	7659	379 843 5100 to	5199	399 396 8935 to	8999
014 972 0800 to	0899	048 396 3647 to	3699	380 093 9600 to	9699	399 792 7775 to	7799
015 363 0065 to	0099	051 774 8857 to	8899	380 165 1165 to	1199	399 792 8300 to	8399
017 028 3200 to	3299	051 781 2875 to	2885	381 325 4500 to	4599	400 427 1051 to	1999
018 569 5333 to	5399	051 977 7010 to	7023	381 604 2510 to	2699	401 045 1505 to	1549
018 986 5264 to	5299	057 670 0563 to	0599	381 645 9525 to	9599	401 045 1571 to	1599
019 518 2814 to	2899	058 187 3836 to	3899	383 314 3968 to	3999	401 294 2700 to	2799
020 698 5159 to	5199	058 591 1153 to	1299	383 892 1000 to	1344	401 310 9505 to	9599
020 844 7307 to	7399	058 895 3746 to	3799	383 892 1382 to	1399	401 382 5312 to	5399
020 972 8948 to	8999	059 986 0814 to	0899	384 925 3641 to	3654	402 578 7876 to	7899
022 021 9110 to	9181	060 406 7650 to	7699	385 568 2331 to	2399	403 125 6744 to	6799
022 037 1411 to	1499	064 091 4500 to	4599	385 599 7554 to	7575	403 260 7000 to	7499
022 527 9201 to	9210	065 392 6345 to	6399	385 774 2024 to	2099	403 280 6470 to	6499
023 637 7169 to	7199	066 099 2014 to	2099	386 624 1412 to	1599	403 685 8600 to	8699
024 380 4100 to	4199	066 648 2880 to	2899	386 883 8936 to	8999	404 003 0300 to	0399
024 496 6870 to	6896	066 787 3639 to	3699	387 314 5574 to	5599	404 041 8838 to	8899
025 092 0987 to	0999	066 845 7500 to	9999	387 837 6300 to	6399	404 071 4268 to	4299
025 369 5535 to	5599	067 093 3869 to	3899	388 828 0656 to	0699	404 347 5356 to	5399
025 729 1151 to	1199	067 324 9756 to	9799	389 696 2400 to	2799	404 347 5548 to	5599
025 729 1643 to	1799	068 895 0334 to	0399	389 846 3104 to	3135	404 726 4500 to	4599
026 492 3180 to	3199	070 724 4488 to	4499	389 846 3145 to	3195	404 961 5001 to	5199
027 361 0430 to	0499	070 841 9181 to	9199	389 887 9211 to	9230	405 325 0188 to	0198
027 369 4482 to	4495	070 844 2546 to	2599	389 887 9234 to	9299	406 009 4587 to	4599
027 671 8762 to	8776	071 179 9800 to	9899	390 001 3182 to	3199	406 260 6830 to	6899
027 787 9886 to	9899	071 386 3682 to	3699	390 001 3500 to	3699	406 459 6641 to	6999
027 965 9487 to	9499	072 045 9641 to	9699	390 545 5974 to	5999	406 733 3000 to	3999
028 191 1852 to	1999	072 675 8287 to	8299	391 104 6146 to	6199	407 545 1557 to	1599
028 850 3000 to	3199	077 617 5481 to	5499	391 574 1466 to	1499	407 594 0412 to	0599
029 510 1500 to	1599	077 999 4001 to	4090	391 783 3020 to	3599	407 692 9100 to	9299
030 687 0903 to	0999	078 250 4756 to	4799	391 792 6100 to	6199	407 959 2190 to	2199
030 701 3442 to	3499	079 807 2342 to	2399	392 668 2956 to	2999	408 265 2275 to	2288
031 077 4507 to	4799	210 221 0548 to	0599	392 854 8500 to	8899	408 499 7700 to	7799
032 295 7500 to	9999	227 275 9400 to	9999	393 584 7566 to	7699	408 499 7900 to	7999
034 394 1000 to	1099	273 070 8059 to	8099	393 650 0074 to	0099	408 682 8484 to	8599
034 943 0400 to	0799	273 775 7700 to	7899	393 838 8316 to	8499	408 698 7015 to	7099
035 035 4337 to	4399	302 000 0000 to	9999	393 893 6007 to	6099	409 072 3941 to	3999
037 706 9578 to	9599	349 746 2056 to	2099	394 126 6907 to	6999	410 491 2311 to	2399
037 805 3677 to	3699	350 518 7350 to	7374	394 189 0405 to	0599	410 694 8400 to	8599
037 909 5490 to	5499	360 011 1690 to	1699	394 822 3243 to	3278	410 775 1500 to	1599
040 024 3901 to	3999	360 168 6008 to	6099	394 990 1810 to	1899	410 795 7927 to	7999
040 674 7100 to	7199	360 173 8800 to	8899	395 343 3264 to	3299	410 867 0917 to	0966
040 688 8816 to	8899	360 324 2326 to	2399	395 373 3035 to	3099	410 867 0970 to	0999
041 299 6752 to	6799	362 861 3064 to	3099	395 396 9649 to	9799	411 868 1023 to	1199
041 623 8889 to	8899	373 006 2176 to	2199	395 970 3240 to	3299	411 922 2322 to	2399
041 803 6565 to	6599	374 768 2600 to	2699	397 622 4054 to	4099	412 193 0900 to	0999

412 395 8599	to	8699	432 744 1544	to	1599	455 399 5400	to	5499	472 270 2555	to	2599
412 485 6500	to	6599	432 995 9775	to	9799	455 476 0676	to	0699	472 987 0213	to	0241
412 485 6610	to	6699	433 003 5800	to	5899	455 543 0618	to	0699	472 987 0290	to	0299
412 885 5953	to	5999	433 757 3047	to	3099	456 410 9006	to	9099	473 151 2069	to	2199
414 193 3608	to	3674	433 765 4003	to	4099	456 470 4146	to	4299	473 666 9138	to	9199
414 193 3677	to	3699	434 482 7060	to	7199	456 619 4460	to	4499	473 952 3429	to	3499
414 411 7348	to	7399	434 513 2386	to	2399	457 333 2686	to	2699	474 108 5402	to	5499
414 640 0757	to	0799	434 968 3076	to	3092	457 729 1767	to	1777	474 356 5193	to	5299
414 965 1727	to	1799	435 303 1831	to	1842	457 937 8615	to	8699	474 949 3366	to	3399
417 302 8104	to	8199	435 303 1986	to	1999	458 028 9810	to	9899	475 134 9362	to	9399
417 387 6532	to	6599	435 666 6092	to	6399	458 057 2712	to	2999	475 167 9667	to	9699
417 496 6800	to	6999	436 082 6400	to	6899	458 069 9537	to	9599	475 319 3415	to	3499
417 871 9250	to	9299	436 160 6441	to	6499	458 069 9665	to	9699	475 319 3649	to	3799
417 930 9533	to	9599	437 316 7115	to	7199	458 337 5222	to	5299	475 340 6400	to	6599
418 164 6500	to	6799	437 427 0500	to	3499	458 354 7653	to	7999	475 424 8410	to	8499
418 423 9863	to	9899	439 179 2300	to	2399	458 671 8678	to	8699	475 629 9156	to	9199
418 633 5922	to	5999	439 310 0458	to	0499	458 671 8721	to	8798	475 850 6101	to	6199
418 719 8520	to	8599	440 698 1947	to	1999	458 847 5044	to	5999	475 875 2500	to	2599
418 744 2235	to	2299	440 858 6300	to	6399	459 274 7624	to	7699	476 169 8264	to	8299
418 962 2848	to	2899	440 858 6420	to	7299	459 365 5432	to	5499	476 189 3000	to	3499
419 543 0286	to	0299	441 199 1655	to	1699	459 378 5764	to	5799	476 331 2480	to	2499
419 730 0300	to	0399	443 127 3648	to	3699	459 472 4816	to	4999	477 289 8601	to	8699
420 277 0015	to	0049	443 127 4000	to	4099	460 349 6878	to	6899	477 681 5206	to	5299
420 599 0734	to	0798	443 673 7900	to	7999	460 550 1909	to	1999	478 010 4243	to	4268
420 661 4115	to	4199	443 800 9335	to	9399	460 997 5234	to	5299	478 010 4270	to	4291
420 758 9500	to	9699	444 382 8822	to	8899	461 973 6443	to	6499	478 450 5071	to	5099
420 969 3951	to	3971	444 390 1667	to	1699	462 152 0107	to	0299	478 469 7838	to	7858
420 969 3973	to	3999	444 457 3854	to	3899	462 274 1072	to	1099	478 469 7883	to	7899
421 116 3565	to	3599	450 048 4173	to	4199	462 277 8373	to	8399	479 280 9800	to	9899
421 130 9300	to	9399	450 048 4442	to	4699	462 554 6051	to	6099	479 365 9116	to	9176
421 313 4500	to	4999	450 560 5173	to	5199	463 011 5529	to	5540	479 412 9900	to	9999
421 364 5537	to	5599	450 620 3077	to	3099	463 176 4115	to	4199	479 667 6190	to	6199
421 656 2609	to	2699	450 620 3135	to	3199	463 176 4229	to	4299	479 748 9680	to	9699
421 988 9700	to	9799	450 780 2716	to	2799	463 185 2600	to	2799	479 860 7000	to	7199
422 172 4667	to	4699	450 801 2700	to	2799	463 227 7711	to	7799	480 526 2000	to	2099
422 484 4212	to	4299	451 109 2967	to	2984	463 414 4869	to	4899	480 640 6330	to	6399
422 556 1270	to	1299	451 115 4110	to	4125	463 808 3484	to	3499	480 658 0568	to	0599
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422 819 7533	to	7599	451 746 0700	to	0799	464 629 9000	to	9399	481 072 9463	to	9499
422 842 5073	to	5087	452 265 0074	to	0099	464 711 4332	to	4399	481 673 0074	to	0095
422 907 7563	to	7599	452 265 0246	to	0299	465 692 3963	to	3999	482 527 1500	to	1599
424 500 6050	to	6099	452 265 0335	to	0999	465 698 8300	to	8599	482 541 5255	to	5299
424 641 8500	to	8599	452 509 1169	to	1199	465 743 7745	to	7799	482 729 6800	to	6899
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425 298 2352	to	2399	452 890 4679	to	4799	467 147 4300	to	4399	483 402 2356	to	2399
425 418 4269	to	4299	452 900 8215	to	8238	468 079 5782	to	5799	483 486 5100	to	5199
425 418 4405	to	4499	453 117 9146	to	9199	469 067 2817	to	2899	483 632 1521	to	1599
426 547 4566	to	4599	453 334 3631	to	3699	469 127 8000	to	8199	483 632 2600	to	2799
427 412 6337	to	6499	453 603 7841	to	7891	469 213 0359	to	0399	483 849 1615	to	1699
427 481 0900	to	0999	453 650 1140	to	1199	469 213 0500	to	0599	484 174 4803	to	5299
428 027 2742	to	2752	453 741 1300	to	1399	469 561 8011	to	8099	484 323 8900	to	9199
429 474 4172	to	4199	454 013 2919	to	2999	469 658 1961	to	1999	484 680 5000	to	5038
429 889 2900	to	2999	454 186 2411	to	2499	469 666 9900	to	9999	484 680 5040	to	5074
430 150 4401	to	4599	454 268 4883	to	4899	469 678 1900	to	1999	484 680 5077	to	5099
430 172 9800	to	9899	454 302 5400	to	5499	469 781 4900	to	4999	485 029 4913	to	4999
430 177 1900	to	2099	454 490 8300	to	8399	469 947 6960	to	6999	486 176 0600	to	0699
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432 168 8419	to	8499	455 221 1348	to	1499	471 985 2408	to	2419	488 173 7900	to	7999
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488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
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489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
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489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071	645 821 0657 to	0699
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490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999	646 798 4000 to	4999
491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199	647 048 7035 to	7099
492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499	647 049 2900 to	2999
492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599	647 398 8300 to	8399
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493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799	647 437 3000 to	4999
493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299	647 811 2188 to	2199
493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499	648 009 6057 to	6099
493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999	648 163 5300 to	5499
494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499	648 722 5283 to	5299
494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499	648 892 3164 to	3199
494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299	649 100 3989 to	3999
495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042	649 647 0370 to	0399
496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299	649 647 0522 to	0599
496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899	649 647 5237 to	5399
496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699	649 647 9100 to	9299
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497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199	650 114 7707 to	7719
498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499	650 130 3400 to	3599
498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299	650 213 0406 to	0499
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499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999	650 564 1900 to	1999
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499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299	650 736 2043 to	2099
500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799	650 739 1540 to	1699
500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199	651 741 4415 to	4499
600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799	651 882 2800 to	2899
601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599	652 754 6317 to	6399
601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999	653 131 4945 to	4999
601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499	653 426 3300 to	3399
601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199	653 455 4874 to	4899
601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999	654 238 0000 to	0399
602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799	654 404 3065 to	3092
602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299	654 962 2900 to	3199
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603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199	655 523 2600 to	2999
603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999	656 305 2448 to	2499
603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099	657 347 4438 to	4999
603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299	657 710 8100 to	8999
603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899	657 780 0985 to	0999
603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699	658 586 1400 to	1499
603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699	658 877 8000 to	8199
604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199	658 880 8000 to	8199
604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899	659 398 7300 to	7399

659 706 8113	to	8199	683 444 8159	to	8199	701 578 7460	to	7469	834 354 8747	to	8766
659 846 7837	to	7899	685 154 7780	to	7789	701 578 7475	to	7499	834 354 8824	to	8838
660 510 4100	to	4199	685 297 7645	to	7699	701 601 3457	to	3499	835 269 5700	to	5799
660 673 0400	to	0599	685 623 5264	to	5299	701 605 5913	to	5999	835 496 7303	to	7399
661 488 5000	to	5099	685 650 9487	to	9499	701 695 3982	to	3999	835 539 5200	to	5999
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661 716 9420	to	9499	685 757 8452	to	8499	701 695 4227	to	4299	837 672 8967	to	8999
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662 021 8332	to	8399	686 176 3333	to	3354	701 736 3966	to	3999	838 176 8377	to	8399
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662 553 0774	to	0799	686 644 5879	to	5899	701 941 0600	to	0699	839 718 8257	to	8299
663 078 7034	to	7099	686 899 1371	to	1399	702 171 1603	to	1699	840 323 0600	to	0699
663 763 5300	to	5399	686 931 7636	to	7699	702 195 5109	to	5199	840 875 6235	to	6299
663 883 7039	to	7499	687 601 0973	to	0999	702 254 9300	to	9399	840 910 0900	to	0999
663 938 9200	to	9299	687 614 6774	to	6799	702 264 7569	to	7599	841 349 5000	to	5099
664 253 8000	to	8499	688 120 9000	to	9999	702 519 0513	to	0524	841 805 7747	to	7899
664 656 3055	to	3099	688 314 3107	to	3191	702 713 1800	to	1809	841 805 7944	to	8099
665 174 6400	to	6499	690 291 1361	to	1371	702 821 5730	to	5799	842 226 0685	to	0695
665 274 8208	to	8299	690 788 2877	to	2899	702 821 5805	to	5899	842 685 4600	to	4699
665 669 5400	to	5499	690 893 5344	to	5399	702 844 6975	to	6994	842 685 4742	to	4999
666 132 8226	to	8299	690 893 5512	to	5599	702 846 6331	to	6399	842 860 0300	to	0399
666 696 2209	to	2299	690 904 1300	to	1599	702 848 3900	to	3999	842 898 5582	to	5599
666 696 2309	to	2399	690 941 6000	to	6199	702 857 7302	to	7499	843 062 7100	to	7199
667 032 9300	to	9399	691 313 6383	to	6399	702 878 0114	to	0199	843 077 6288	to	6299
667 729 5529	to	5599	691 313 6600	to	6699	703 364 1707	to	1799	843 077 6378	to	6399
668 383 8400	to	8699	691 582 8003	to	8099	740 002 7710	to	7719	843 758 5769	to	5778
670 368 3400	to	3499	691 664 1800	to	1999	740 241 9049	to	9099	843 786 2554	to	2699
670 369 7336	to	7399	691 664 2400	to	2499	740 255 1718	to	1799	845 656 8165	to	8199
670 750 7169	to	7199	692 727 9362	to	9399	740 374 7416	to	7499	845 727 2100	to	2199
671 046 6200	to	6399	692 798 1800	to	1899	740 470 2420	to	2443	845 746 2618	to	2635
671 251 5448	to	5499	693 249 0779	to	0799	740 523 7432	to	7449	846 390 7531	to	7599
671 926 5600	to	5799	693 249 0877	to	1699	740 535 1555	to	1580	846 918 0572	to	0599
672 444 2000	to	2999	693 445 0566	to	0999	740 701 6105	to	6114	847 237 7690	to	7699
672 828 3410	to	3499	693 448 8500	to	8999	740 705 9790	to	9799	847 284 2481	to	2499
673 167 5776	to	5799	693 645 9583	to	9599	740 726 6400	to	6500	847 374 7055	to	7065
675 464 3700	to	3799	693 965 4200	to	4299	740 765 3306	to	3399	847 374 7055	to	7065
675 464 4000	to	4199	695 741 2906	to	2999	740 774 8434	to	8499	847 636 5304	to	5399
676 365 5958	to	5999	695 947 8518	to	8599	740 917 7490	to	7499	847 700 5447	to	5499
676 669 1024	to	1099	696 662 8247	to	8299	805 885 8411	to	8499	847 723 7500	to	7599
677 126 6734	to	6799	697 447 8285	to	8296	806 087 1100	to	1499	849 485 3427	to	3499
677 333 9979	to	9999	698 042 4816	to	4899	806 268 9275	to	9299	849 520 9850	to	9899
677 466 1088	to	1099	698 131 2138	to	2157	806 534 3400	to	3477	849 608 1357	to	1399
678 071 4500	to	4799	698 227 0000	to	0099	807 342 3283	to	3399	849 792 2600	to	2699
678 096 7531	to	7599	700 065 2570	to	2599	808 086 7100	to	7199	850 546 1862	to	1899
679 909 2578	to	2599	700 065 4800	to	4899	808 090 3440	to	3499	851 143 6826	to	6844
680 112 9565	to	9599	700 190 3350	to	3359	808 325 5161	to	5699	851 209 9880	to	9899
680 244 0903	to	0999	700 228 6048	to	6099	808 784 8000	to	8299	851 928 9221	to	9299
680 412 6046	to	6099	700 650 0452	to	0499	830 125 0672	to	0699	852 589 6560	to	6599
680 761 6800	to	6899	700 666 1323	to	1349	830 602 5800	to	5999	853 049 3646	to	3699
681 677 0540	to	0699	700 786 9106	to	9142	830 610 3700	to	3799	854 304 4089	to	4999
682 070 1029	to	1099	700 859 0744	to	0758	830 983 3500	to	3599	854 529 2200	to	2299
682 956 6280	to	6299	701 028 6780	to	6899	830 983 3635	to	3699	854 532 0000	to	2999
682 956 6490	to	6599	701 213 3900	to	3999	831 354 1387	to	1399	855 001 6204	to	6249
682 956 6700	to	6799	701 267 2000	to	3999	831 815 8240	to	8299	855 319 9364	to	9399
682 965 1178	to	1199	701 335 7312	to	7399	832 525 3810	to	3899	855 361 3390	to	3399
682 965 1201	to	1299	701 369 2005	to	2050	833 159 1884	to	1899	856 226 0490	to	0499
683 118 2389	to	2399	701 499 2260	to	2299	833 456 2567	to	2599	856 656 5800	to	5999
683 378 2000	to	2099	701 503 2247	to	2299	833 566 3015	to	3071	856 752 0200	to	0299
683 378 2117	to	2299	701 541 2271	to	2299	834 130 5200	to	5299	857 111 1352	to	1399
683 415 1200	to	1499	701 553 6557	to	6599	834 316 5444	to	5499	857 279 3450	to	3499

857 843 4000	to	4099	870 054 4814	to	4899	908 936 9254	to	9299	917 089 0709	to	0799
858 124 7644	to	7699	870 491 4812	to	4849	909 100 1787	to	1799	917 089 0842	to	0899
858 756 3111	to	3299	870 536 5820	to	5829	909 100 1900	to	2099	917 216 2928	to	2999
859 063 8200	to	8699	870 541 7167	to	7239	909 355 0422	to	0499	917 370 6300	to	6499
859 190 0600	to	0644	870 575 8155	to	8999	909 568 8900	to	9099	917 486 4900	to	4999
859 437 5538	to	5599	870 589 0485	to	0494	909 568 9300	to	9499	918 460 0602	to	0699
859 811 2888	to	2899	870 691 7060	to	7099	909 725 7307	to	7399	918 492 5200	to	5399
859 855 8873	to	8999	872 029 9306	to	9399	909 833 0947	to	0999	918 951 7231	to	7299
860 240 8520	to	8599	872 100 0445	to	0459	910 219 8631	to	8699	919 519 2786	to	2799
860 275 3900	to	3999	900 556 4178	to	4199	910 265 1100	to	1199	919 536 0770	to	0799
860 518 9629	to	9699	900 845 0044	to	0099	910 471 7273	to	7299	919 814 3095	to	3199
860 600 0021	to	0999	900 936 0217	to	0299	910 536 2505	to	2599	919 915 2774	to	2787
861 158 2350	to	2599	900 936 0435	to	0499	910 958 7499	to	7599	920 155 4662	to	4687
861 367 5400	to	5499	901 058 5255	to	5280	911 140 1000	to	2199	920 309 9039	to	9199
861 637 6010	to	6099	901 273 1082	to	1099	911 245 2545	to	2599	920 771 5321	to	5399
861 979 7292	to	7499	901 287 5143	to	5199	911 268 9077	to	9099	920 857 5500	to	5899
862 216 6100	to	6199	901 291 2789	to	2799	911 400 8948	to	8999	920 864 3480	to	3499
862 263 9213	to	9299	901 525 7122	to	7199	911 508 1620	to	1799	920 963 4567	to	4599
862 271 0800	to	0999	902 089 1253	to	1299	911 509 9310	to	9399	921 333 7400	to	7499
862 271 5000	to	5099	902 198 9769	to	9799	911 523 3000	to	3999	921 477 3762	to	3799
863 871 5138	to	5199	902 948 1269	to	1299	912 057 9922	to	9999	922 278 1048	to	1399
863 949 5300	to	5399	902 985 0833	to	0899	912 882 0563	to	0899	922 280 2019	to	2099
864 088 8200	to	8299	903 370 6934	to	6999	913 605 2218	to	2299	922 280 2233	to	2299
864 426 3972	to	3999	904 600 6523	to	6599	913 709 2429	to	2499	922 773 0459	to	0499
864 520 6117	to	6136	904 892 0378	to	0399	913 818 3501	to	3999	923 032 7000	to	7399
865 151 0526	to	0599	904 892 0648	to	1299	914 063 4300	to	4399	923 045 3630	to	3699
865 500 4034	to	4099	905 056 2216	to	2299	914 346 7621	to	7644	923 493 9403	to	9599
865 883 6082	to	6099	905 510 6647	to	6799	914 453 1366	to	1399	923 493 9681	to	9699
866 004 3000	to	3999	905 510 6900	to	7099	914 529 6185	to	6299	923 810 7800	to	8299
866 442 4100	to	4899	905 794 0000	to	0199	914 896 4658	to	4699	924 252 1200	to	1299
867 366 9108	to	9118	905 794 0288	to	0299	915 187 8774	to	8779	924 252 1400	to	1499
867 633 7403	to	7499	905 873 6900	to	6999	915 300 2783	to	2799	924 533 2343	to	2399
867 737 5623	to	5699	905 873 7100	to	7299	915 546 6822	to	6999	924 533 2428	to	2499
868 169 4529	to	4599	905 880 8900	to	8999	915 671 3963	to	3980	924 685 1957	to	1999
868 173 8400	to	8599	905 889 7100	to	7199	915 671 3982	to	3999	925 333 5900	to	6099
868 514 9000	to	9099	906 158 1508	to	1599	915 675 2217	to	2299	925 336 2300	to	2399
868 566 9200	to	9299	906 558 8812	to	8899	916 440 3377	to	3399	926 432 5907	to	5999
869 387 1150	to	1199	906 982 2214	to	2299	916 670 6352	to	6399	926 436 3600	to	3699
869 505 3500	to	3599	907 725 8500	to	8599	916 682 5300	to	5399			
869 523 7033	to	7099	907 815 0216	to	0257	916 694 1414	to	1499			
869 800 0000	to	999 9999	908 622 4225	to	4235	916 703 0802	to	0821			

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 8-4-05

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.

719 869 731 to 9 760	727 749 241 to 9 780	734 290 759 to 0 770	741 373 891 to 4 340
720 227 871 to 7 930	728 382 331 to 2 480	734 389 273 to 9 290	741 452 369 to 2 490
720 227 949 to 7 960	728 702 338 to 2 400	734 440 031 to 0 111	741 492 991 to 3 140
720 368 543 to 8 570	728 915 371 to 5 850	734 797 201 to 7 320	741 553 460 to 3 470
720 392 151 to 2 570	728 953 141 to 3 410	734 939 611 to 9 640	741 764 431 to 4 520
720 556 491 to 6 640	728 954 280 to 4 310	734 950 111 to 0 170	742 178 834 to 8 880
720 558 621 to 8 650	729 169 081 to 9 140	735 120 331 to 0 840	742 325 500 to 5 520
720 575 361 to 5 570	729 363 841 to 3 870	735 283 008 to 3 020	742 325 668 to 5 700
720 590 152 to 0 179	729 682 891 to 3 190	735 293 131 to 3 220	742 408 771 to 8 830
721 638 331 to 9 170	729 838 940 to 9 070	735 635 010 to 5 040	742 512 120 to 2 150
721 815 391 to 5 420	729 839 101 to 9 130	735 783 961 to 3 990	742 684 849 to 4 890
721 969 713 to 9 740	730 077 683 to 7 840	735 803 401 to 3 430	742 839 553 to 9 630
722 072 137 to 2 160	730 109 847 to 9 880	736 005 420 to 5 440	742 913 668 to 3 700
722 378 265 to 8 280	730 373 761 to 3 850	736 366 021 to 6 110	742 917 287 to 7 296
722 413 990 to 4 004	730 501 951 to 2 130	736 624 456 to 4 500	742 921 891 to 1 980
722 764 948 to 4 980	730 519 379 to 9 470	736 670 851 to 1 060	742 983 631 to 3 810
722 825 840 to 5 889	730 569 278 to 9 360	736 767 061 to 7 090	743 020 021 to 0 170
723 153 841 to 3 850	730 711 711 to 1 740	736 767 093 to 7 120	743 206 491 to 6 500
723 237 616 to 7 630	730 722 991 to 3 230	736 982 191 to 2 370	743 235 992 to 6 050
723 331 081 to 1 110	730 845 970 to 5 990	736 982 551 to 2 730	743 940 631 to 0 900
723 496 443 to 6 470	730 888 291 to 8 320	737 110 141 to 0 170	743 978 011 to 8 070
723 967 291 to 7 320	730 927 591 to 7 680	737 185 501 to 5 710	744 234 751 to 4 780
724 655 196 to 5 340	731 307 914 to 7 930	737 317 321 to 7 350	744 499 591 to 9 680
724 711 441 to 1 500	731 402 431 to 2 460	737 517 781 to 7 840	744 626 901 to 6 910
724 711 538 to 1 560	731 407 232 to 7 320	737 628 181 to 8 210	745 388 794 to 8 910
724 793 221 to 3 250	731 588 301 to 8 340	737 634 258 to 4 270	746 446 806 to 6 820
724 908 109 to 8 120	731 767 273 to 7 320	738 361 971 to 1 980	746 818 351 to 8 410
724 937 461 to 7 670	731 781 061 to 1 120	738 447 601 to 7 660	747 245 266 to 5 280
725 163 118 to 3 151	731 837 821 to 7 910	738 648 355 to 8 450	747 364 813 to 4 830
725 202 735 to 2 750	731 841 377 to 1 450	738 849 811 to 9 900	747 501 434 to 1 450
725 398 591 to 8 800	732 018 481 to 8 600	738 892 270 to 2 290	747 739 891 to 0 070
725 464 591 to 4 920	732 067 972 to 8 370	738 997 259 to 7 380	748 148 649 to 8 760
725 475 321 to 5 330	732 188 649 to 8 670	739 161 451 to 1 540	748 259 960 to 9 970
725 711 057 to 1 070	732 193 460 to 3 470	739 219 381 to 9 440	748 565 162 to 5 280
725 738 581 to 8 730	732 201 241 to 1 390	739 740 151 to 0 180	748 874 988 to 5 030
725 981 311 to 1 430	732 220 431 to 0 440	739 793 491 to 3 520	749 137 381 to 7 410
725 987 835 to 7 880	732 355 201 to 5 380	739 793 527 to 3 550	749 190 192 to 0 210
726 060 811 to 0 900	732 472 320 to 2 560	739 942 621 to 2 650	749 685 421 to 5 450
726 391 970 to 2 520	732 541 605 to 1 620	739 999 231 to 9 320	749 846 791 to 6 850
726 484 771 to 4 800	732 572 221 to 2 490	740 011 517 to 1 530	749 993 131 to 3 580
726 493 351 to 5 300	732 586 479 to 6 710	740 030 701 to 0 970	750 071 587 to 1 610
726 504 031 to 4 063	732 994 037 to 4 080	740 261 740 to 1 820	750 408 167 to 8 183
726 504 070 to 4 090	733 163 449 to 3 460	740 265 811 to 6 290	750 438 421 to 8 501
726 504 331 to 4 390	733 297 171 to 7 290	740 299 111 to 9 170	750 743 911 to 4 030
726 563 701 to 4 060	733 446 631 to 7 110	740 299 231 to 9 260	750 779 118 to 9 400
726 599 371 to 9 460	733 474 665 to 4 770	740 329 266 to 9 320	750 910 981 to 1 010
726 626 356 to 6 370	733 704 482 to 4 570	740 889 081 to 9 090	750 960 841 to 0 900
727 182 271 to 2 510	733 751 041 to 1 130	741 010 421 to 0 530	751 296 211 to 6 240
727 416 181 to 6 240	734 009 101 to 9 130	741 113 041 to 3 370	751 539 121 to 9 180
727 481 431 to 1 460			

751 541 311 to 1 790	760 004 596 to 4 610	767 024 341 to 4 370	792 903 511 to 3 990
751 757 641 to 7 700	760 118 191 to 8 250	767 326 471 to 6 590	793 282 518 to 2 533
751 936 951 to 7 010	760 155 001 to 5 090	767 332 561 to 2 950	794 041 831 to 2 040
751 951 861 to 1 890	760 378 002 to 8 020	768 009 841 to 9 960	794 397 709 to 7 780
751 999 021 to 9 110	760 692 722 to 2 749	768 011 489 to 1 520	794 581 741 to 2 040
752 139 516 to 9 570	761 055 460 to 5 480	768 177 980 to 7 990	794 592 122 to 2 150
752 182 892 to 2 950	761 169 781 to 9 810	768 391 081 to 1 170	795 032 251 to 2 340
752 206 861 to 7 100	761 504 941 to 5 120	768 661 569 to 1 650	795 796 291 to 6 350
752 295 241 to 5 600	761 516 836 to 6 910	769 000 051 to 0 080	796 070 139 to 0 160
752 731 351 to 1 410	761 613 588 to 3 600	769 050 841 to 0 900	796 143 151 to 3 630
752 767 441 to 7 470	761 688 631 to 8 690	769 159 081 to 9 178	796 159 725 to 9 740
753 008 941 to 9 030	761 805 199 to 5 240	769 737 496 to 7 510	796 169 306 to 9 340
753 194 311 to 4 370	761 826 106 to 6 120	769 778 491 to 8 730	796 373 406 to 3 430
753 620 378 to 0 400	761 881 171 to 1 560	769 827 331 to 7 450	796 602 961 to 3 050
754 013 917 to 3 940	761 975 641 to 5 670	770 216 071 to 6 100	796 708 441 to 8 500
754 161 061 to 1 120	761 975 886 to 5 895	770 723 281 to 3 400	796 886 281 to 6 430
754 358 445 to 8 610	762 304 144 to 4 170	770 790 451 to 0 480	796 901 701 to 2 000
754 410 451 to 0 660	762 324 931 to 4 960	770 915 150 to 5 490	796 975 466 to 5 590
754 438 393 to 8 410	762 439 261 to 9 290	771 455 551 to 5 610	797 272 917 to 2 950
754 493 109 to 3 130	762 524 158 to 4 220	771 609 661 to 9 690	797 519 441 to 9 460
754 664 182 to 4 220	762 584 872 to 4 970	771 932 551 to 2 580	797 519 731 to 0 240
754 816 377 to 6 470	762 593 431 to 3 460	772 057 224 to 7 440	797 535 181 to 5 330
755 487 421 to 7 600	763 155 160 to 5 180	772 162 660 to 3 070	798 040 053 to 0 080
755 592 901 to 3 140	763 178 631 to 8 660	772 718 615 to 8 640	798 055 813 to 5 830
755 790 020 to 0 030	763 506 001 to 6 060	772 940 140 to 0 160	798 055 891 to 5 950
755 791 730 to 1 800	763 522 141 to 2 470	772 970 886 to 0 940	798 326 371 to 6 520
755 926 951 to 7 070	763 717 694 to 7 800	773 009 419 to 9 430	798 339 167 to 9 210
755 934 332 to 4 510	763 826 461 to 6 520	773 112 031 to 2 060	798 562 411 to 2 440
755 957 701 to 8 000	763 900 460 to 0 471	773 125 387 to 5 410	798 632 461 to 2 490
755 962 981 to 3 280	763 900 479 to 0 530	773 179 320 to 9 410	798 807 151 to 7 510
756 035 371 to 5 490	763 917 271 to 7 750	773 202 989 to 3 140	798 944 761 to 5 030
756 301 257 to 1 290	764 125 801 to 5 860	773 208 991 to 9 290	799 118 616 to 8 640
756 371 565 to 1 580	764 284 525 to 4 560	773 231 311 to 1 340	799 133 191 to 3 220
756 876 031 to 6 120	764 526 241 to 6 330	773 348 739 to 8 940	799 177 626 to 7 650
756 876 151 to 6 240	764 526 241 to 6 330	773 348 739 to 8 940	799 854 751 to 5 200
756 970 129 to 0 140	764 601 421 to 1 600	773 575 891 to 5 950	800 044 320 to 4 410
757 059 613 to 9 630	764 650 231 to 0 470	773 852 971 to 3 030	800 211 901 to 2 440
757 078 540 to 8 560	764 984 371 to 4 850	789 257 191 to 7 250	800 427 530 to 7 540
757 086 209 to 6 240	765 003 667 to 3 680	790 448 020 to 8 460	800 872 741 to 2 830
757 240 591 to 0 650	765 042 517 to 2 540	790 597 485 to 7 530	801 349 801 to 9 830
757 277 371 to 7 700	765 194 728 to 4 970	790 911 883 to 1 900	801 676 681 to 7 100
757 291 591 to 2 730	765 387 365 to 7 450	791 057 441 to 7 550	802 967 821 to 7 940
757 964 251 to 4 280	765 541 801 to 2 100	791 239 081 to 9 290	803 217 601 to 7 780
758 067 001 to 7 090	765 541 801 to 2 100	791 374 483 to 4 500	803 729 731 to 9 850
758 105 221 to 5 250	765 638 461 to 8 970	791 387 971 to 8 030	803 747 402 to 7 520
758 324 941 to 5 000	765 647 101 to 7 190	791 447 521 to 7 850	804 138 181 to 8 420
758 593 628 to 3 650	765 813 781 to 4 029	791 451 151 to 1 240	804 682 411 to 2 710
758 709 038 to 9 060	765 879 314 to 9 390	791 451 151 to 1 240	805 272 525 to 2 540
758 744 101 to 4 160	765 954 001 to 4 030	791 500 009 to 0 470	805 523 445 to 3 460
758 850 883 to 0 900	766 120 286 to 0 320	791 771 431 to 1 490	805 745 704 to 5 730
758 860 951 to 1 550	766 125 716 to 5 750	792 004 293 to 4 320	806 452 907 to 2 980
759 152 851 to 2 880	766 125 716 to 5 750	792 018 379 to 8 420	806 744 781 to 4 850
759 740 941 to 1 090	766 158 824 to 8 840	792 070 621 to 0 740	807 764 791 to 4 910
	766 388 433 to 8 460	792 145 211 to 5 230	808 089 931 to 9 960
	766 509 421 to 9 660	792 391 381 to 1 620	
	766 572 901 to 3 020	792 452 779 to 2 790	
	766 748 500 to 8 521	792 772 728 to 2 770	

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-Mail Theft, Violent Crimes,
and Narcotics Investigations,
Postal Inspection Service, 8-4-05*

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-Mail Theft, Violent Crimes,
and Narcotics Investigations,
Postal Inspection Service, 8-4-05*

Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO Table below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09012	Add F,F1	Immediately	A1-B-B1-C-D-F-F1-U
APO AE 09013	Add F,F1	Immediately	A1-B-B1-C-D-F-F1-U-Z1
APO AE 09069	Add A	Immediately	A-A1-B-B1-C-D-U
APO AE 09094	Add F,F1	Immediately	A1-B-B1-C-D-F-F1
APO AE 09308	Add I	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1
APO AE 09316	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09323	Delete U2	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09344	Delete I	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09352	Delete M	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-V-Z1
APO AE 09361	Add M	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
APO AE 09375	Add I	Immediately	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1
APO AE 09380	Add U2 Delete M	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09399	Delete A,M	Immediately	A1-B-B1-C-F-V-Z1
APO AE 09456	Add H,H1,M,Z1 Delete U	Immediately	A1-B-B1-C-C1-H-H1-M-Z1
FPO AE 09501	Add B1	Immediately	A1-B-B1-V
FPO AE 09502	Add B1	Immediately	A1-B-B1-V
FPO AE 09503	Add B1	Immediately	A1-B-B1-V
FPO AE 09504	Add B1	Immediately	A1-B-B1-V
FPO AE 09505	Add B1	Immediately	A1-B-B1-V
FPO AE 09506	Add B1	Immediately	A1-B-B1-V
FPO AE 09507	Add B1	Immediately	A1-B-B1-V
APO AE 09703	Add U	Immediately	A1-B-B1-C-F1-U
FPO AP 96510	Activate	Immediately	A1-B-B1-I-N-V
APO AP 96531	Add A	Immediately	A-A1-B-B1-H-M-U-V

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

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09021	A1-B-B1-C-D-U	09045	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09028	A1-B-B1-C-D-U	09046	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09031	A1-B-B1-C-D-U	09050	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U
09012	A1-B-B1-C-D-F-F1-U	09033	A1-B-B1-C-D-U	09053	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-F-F1-U-Z1	09034	A1-B-B1-C-D-U	09054	A1-B-B1-C-D-U	09069	A-A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09036	A1-B-B1-C-D-U	09056	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U
		09042	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09080	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U	09329	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1
09081	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U			09364	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1
09086	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1
09089	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1
09090	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U	09332	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09094	A1-B-B1-C-D-F-F1	09265	A1-B-B1-C-D-N-U	09333	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1
09095	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09096	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U	09336	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09372	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09099	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09100	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09338	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09375	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z1
09102	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09103	A1-B-B1-D-U	09305	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09340	A-A1-B-B1-C1-F-R-V	09379	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09104	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09342	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1
09107	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1	09344	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09110	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z1	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
09112	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09346	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1
09114	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
09123	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09348	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
09126	A1-B-B1-C-D	09314	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09350	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-Z- Z1
09128	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09352	A-A1-B-B1-C1-E2-F- H1-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
09131	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09353	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
09136	A1-B-B1-C-D	09317	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09354	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
09137	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1
09138	A1-B-B1-C-D-U	09319	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09139	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1
09140	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09358	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
09142	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09399	A1-B-B1-C-F-V-Z1
09143	A1-B-B1-C-D-U	09323	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09409	A1-B-B1-C-C1-U-V
09154	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09361	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1		
09165	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09362	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1		
09166	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1				
09169	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1				
09172	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1				
09173	A1-B-B1-C-D-U						
09175	A1-B-B1-C-D-U						
09177	A1-B-B1-C-D-U						
09180	A1-B-B1-C-D-U						
09182	A1-B-B1-C-D-U						
09183	A1-B-B1-C-D-U						
09185	A1-B-B1-C-D-U						
09186	A1-B-B1-C-D-U						
09211	A1-B-B1-C-D-U						
09212	A1-B-B1-C-D-U-V						
09213	A1-B-B1-C-D-U						
09214	A1-B-B1-C-D-U						
09225	A1-B-B1-C-D-U						
09226	A1-B-B1-C-D-U						
09227	A1-B-B1-C-D-U						
09229	A1-B-B1-C-D-U						
09237	A1-B-B1-C-D-U-V						
09244	A1-B-B1-C-D-U						
09245	A1-B-B1-C-D-U						
09250	A1-B-B1-C-D-U						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09420	A1-B-B1-C-C1-U	09578	A1-B-V	09708	A1-B-B1	09797	A1-B-B1-C-D-P-V
09421	A1-B-B1-C-C1-U	09579	A1-B-V	09709	A1-B-B1-F1	09801	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1
09447	A1-B-B1-C-C1-U-V	09581	A1-B-V	09710	A1-B-B1-C-C1-F1-M- R-R1-U	09802	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z1
09454	A1-B-B1-C-C1-U-V	09582	A1-B-V	09711	A1-B-B1-F1-Z1	09803	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1
09456	A1-B-B1-C-C1-H-H1- M-Z1	09586	A1-B-V	09713	A1-B-B1-C-F1	09804	A-A1-B-B1-F-Z1
09459	A1-B-B1-C-C1-U	09587	A1-B-V	09714	A1-B-B1-C-C1-F1-M- R-R1-U	09806	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1
09461	A1-B-B1-C-C1-U	09588	A1-B-V	09715	A1-B-B1-F1	09807	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1
09463	A1-B-B1-C-C1-U	09589	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V	09808	A-A1-B-B1-C-C1-F-I- V-Z1
09464	A1-B-B1-C-C1-U	09590	A1-B-V	09717	A1-B-B1-M-W	09811	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1
09468	A1-B-B1-C-C1-U	09591	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09812	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1
09469	A1-B-B1-C-C1-U	09593	A1-B-V	09719	A1-B-B1-C-F1-V	09814	A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z1
09470	A1-B-B1-C-C1-U	09594	A1-B-V	09720	A1-B-B1-U-V	09815	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1
09494	A1-B-B1-C-C1-U	09595	A1-B-V	09721	A1-B-B1-N-U-V-Z1	09816	A-A1-B-B1-B2-C-C1- D-F-I-L-M-N-Q-R-R1- T-V-Z1
09496	A1-B-B1-C-C1-U-V	09596	A1-B-V	09722	A1-B-B1-N-U-V-Z1	09817	A-A1-B-B1-B2-C-C1- D-E2-E3-F1-G-H-H1- I-M-N-R-R1-T-V-Z1
09498	A1-B-B1-C-C1-U	09599	A1-B-V	09723	A1-B-B1-N-U-V-Z1	09819	A-A1-B-F-P-V-Z1
09499	A1-B-B1-C-C1-U	09601	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M- R-R1-U	09821	A-A1-B-F-V-Z1
09501	A1-B-B1-V	09602	A1-B-B1-C-F-F1-N-U	09725	A1-B-B1-C	09822	A-A1-B-F-V-Z1
09502	A1-B-B1-V	09603	A1-B-B1-C-F-F1-U	09726	A1-B-B1-N-U	09823	A-A1-B-F-V-Z1
09503	A1-B-B1-V	09604	A1-B-B1-C-F-F1-U	09727	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09824	A-A1-B-F-V-Z1
09504	A1-B-B1-V	09609	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V	09825	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1
09505	A1-B-B1-V	09610	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09827	A-A1-B-B1-F-F1
09506	A1-B-B1-V	09612	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09828	A1-B-N-V-Z1
09507	A1-B-B1-V	09613	A1-B-B1-C-F-U-V	09731	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09830	A1-B-B1-C-N-V-Z1
09508	A1-B-V	09617	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09831	A1-B-B1-F-N-U-V-Z1
09509	A1-B-V	09618	A1-B-B1-C-F-U	09733	A1-B-B1-V	09832	A-B-B1-U1-V-Z1
09510	A1-B-V	09619	A1-B-B1-C-F-U	09734	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09833	A1-B-B1-U1-V-Z1
09511	A1-B-V	09620	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09834	A1-B-B1-V-Z1
09517	A1-B-V	09621	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09835	A-A1-B-B1-V-Z1
09521	A1-B-V	09622	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09836	A-A1-B-B1-C-F-M-V- Z1
09522	A1-B-V	09623	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09837	A1-B-B1-V-Z1
09524	A1-B-V	09624	A1-B-B1-C-F-U	09739	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1	09838	A1-B-B1-V-Z1
09532	A1-B-V	09625	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	09839	A-A1-B-B1-U-V-Z1
09534	A1-B-V	09626	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V	09840	A-A1-B-B1-V-Z1
09542	A1-B-V	09627	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V	09841	A-A1-B-B1-U-Z1
09543	A1-B-V	09628	A1-B-B1-C-F-F1-U-V	09788	A-A1-B-B1-F-R-V	09842	A-A1-B-B1-Z1
09545	A1-B-V	09630	A1-B-B1-C-F-U-V	09789	A-A1-B-B1-F-R-V	09843	A-A1-B-B1-U-V-Z1
09549	A1-B-V	09631	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V	09844	A-A1-B-B1-U-V-Z1
09550	A1-B-V	09636	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1
09554	A1-B-B1-V	09642	A1-B-B1-N-U				
09556	A1-B-V	09643	A1-B-B1-U				
09557	A1-B-V	09644	A1-B-B1-U				
09564	A1-B-V	09645	A1-B-U				
09565	A1-B-V	09647	A1-B-B1-N-U				
09566	A1-B-V	09648	A1-B-B1-N-U-V-Z1				
09567	A1-B-V	09649	A1-B-B1-U				
09568	A1-B-V	09701	A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z1				
09569	A1-B-V	09703	A1-B-B1-C-F1-U				
09570	A1-B-V	09704	A1-B-B1-C-D-V				
09573	A1-B-V	09705	A1-B-B1-U				
09574	A1-B-V	09706	A1-B-B1-C-N-U-V				
09575	A1-B-V	09707	A1-B-B1-C-N-U-V				
09576	A1-B-V						
09577	A1-B-V						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W	96507	A-A1-B-F-V
09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W	96510	A1-B-B1-I-N-V
09856	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W	96511	A1-B-B1-I-N-V
09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34090	A1-B-V	96326	A1-B-B1-M-W	96515	A1-B-B1-F
09865	A-A1-B-B1-V-Z1	34091	A1-B-V	96328	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V
09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V	96330	A1-B-B1-M-W	96518	A1-B-B1-V
09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34093	A1-B-V	96336	A1-B-B1-M-V-W	96520	A1-B-F-U3-V
09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96337	A1-B-B1-M-W	96521	A1-B-F-N
09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34098	A1-B-V	96338	A1-B-B1-M-W	96522	A1-B-F-N-U
09892	A-A1-B-B1-F-N-R-R1-V-Z1	34099	A1-B-V	96339	A1-B-B1-M-V-W	96530	A-A1-B-B1-H-M-N-U-V
09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B	96343	A1-B-B1-M-W	96531	A-A1-B-B1-H-M-U-V
34002	A1-B-B1-N-U-Z1	96202	A-A1-B1-U-V	96347	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-F
34006	A-A1-B-B1-C1-F1-N-V-Z1	96203	A-A1-B	96348	A1-B-B1-F-F1-F2-M-W	96535	A-A1-B-B1-F-V
34007	A-A1-B-B1-C1-F1-V-Z1	96204	A-A1-B-B1	96349	A1-B-B1-F-F1-F2-M-W	96536	A1-B-B1-V
34008	A-A1-B-B1-C1-F1-V-Z1	96205	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96537	A1-B-B1-V
34019	A-B-M-N-V-Z1	96206	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V
34020	A1-B-B1-M-N-V-Z1	96207	A-A1-B-B1-V	96362	A1-B-B1-F-F1-F2-M-W	96540	A1-B-B1-V
34021	A1-B-M-N-V-Z1	96208	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96541	A1-B-B1-V
34022	A1-B-B1-D-F-M-N-V-Z1	96212	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96542	A1-B-B1-V
34023	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U	96368	A1-B-B1-M-W	96543	A1-B-B1-P-V
34024	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W	96544	A1-B-F-N-U3-V
34025	A1-B-B1-F-N-U-V-Z1	96215	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96546	A1-B-F-U3
34030	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U
34031	A1-B-B1-M-N-V-Z1	96218	A-A1-B-B1-U	96374	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U
34032	A1-B-M-N-V-Z1	96219	A-A1-B-B1-U-V	96375	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V
34033	A1-B-C-F-M-N-V-Z1	96220	A-A1-B-B1-U-V	96376	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U
34034	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V	96377	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V
34035	A1-B-B1-H-M-N-V-Z1	96222	A-A1-B-B1-U	96378	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U
34036	A1-B-M-N-V-Z1	96224	A-A1-B-B1-U	96379	A1-B-B1-M-W	96555	A1-B-B1-F-M-V
34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96251	A-A1-B-B1-U	96384	A1-B-B1-M-W	96557	A1-B-B1-F-M-V
34038	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U	96386	A1-B-B1-M-W	96561	A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z1
34039	A1-B-N-V-Z1	96258	A-A1-B-B1-U	96387	A1-B-B1-M-W	96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z1
34040	A1-B-V-Z1	96259	A-A1-B-B1-U	96388	A1-B-B1-M-W	96595	A1-B-B1-V
34041	A1-B-B1-M-N-U-V-Z1	96260	A-A1-B-B1-U	96401	A1-B-B1-M-W	96598	A1-B-B1-N-V
34042	A1-B-B1-D-F-M-N-V-Z1	96262	A-A1-B-B1-U-V	96424	A-A1-B-B1-F-N-V-Z1	96599	A1-B-B1-V
34043	A1-B-B1-D-F-M-N-V-Z1	96264	A-A1-B-B1-U	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96601	A1-B-V
34050	A1-B-V	96266	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96602	A1-B-V
34055	A1-B-N-V-Z1	96267	A-A1-B-B1-U-V	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	96603	A1-B-V
34058	A1-B-B1-V-Z1	96269	A-A1-B-B1-U	96490	A1-B-B1-V	96604	A1-B-V
34071	A1-B-I-M-N-V-Z	96271	A-A1-B-B1-U			96605	A1-B-O-V
		96275	A-A1-B-B1-V			96606	A1-B-V
		96276	A-A1-B-B1			96607	A1-B-V
		96278	A-A1-B-B1-U			96608	A1-B-V
		96283	A-A1-B-B1-U			96609	A1-B-V
		96284	A-A1-B-B1-U-V			96610	A1-B-V
		96297	A-A1-B-B1-U			96611	A1-B-V
		96306	A1-B-B1-F-F1-F2-M-W			96612	A1-B-V
		96309	A1-B-B1-M-V-W				
		96310	A1-B-B1-M-W				
		96311	A1-B-B1-M-W				
		96313	A1-B-B1-F-F1-F2-M-W				
		96319	A1-B-B1-M-W				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96623	A1-B-V	96664	A1-B-V	96677	A1-B-V
		96624	A1-B-V	96665	A1-B-V	96678	A1-B-V
96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96628	A1-B-V	96666	A1-B-V	96679	A1-B-V
		96629	A1-B-V	96667	A1-B-V	96681	A1-B-V
96615	A1-B-V	96634	A1-B-V	96668	A1-B-V	96682	A1-B-V
96616	A-A1-B-B1-V-Z1	96635	A1-B-V	96669	A1-B-V	96683	A1-B-V
96617	A1-B-V	96643	A1-B-V	96670	A1-B-V	96684	A1-B-V
96619	A1-B-V	96657	A1-B-V	96671	A1-B-V	96686	A1-B-V
96620	A1-B-V	96660	A1-B-V	96672	A1-B-V	96687	A1-B-V
96621	A1-B-V	96661	A1-B-V	96673	A1-B-V	96698	A1-B-V
96622	A1-B-V	96662	A1-B-V	96674	A1-B-V		
		96663	A1-B-V	96675	A1-B-V		

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.2c. 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 601.11.2 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 601.8.0, are prohibited.

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

— *International Network Operations,
Network Operations Management, 8-4-05*

August 2005

Have You Seen Any of These Missing Children?

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



Name: Adrianna Nikol Wix
Born: 1-14-02
Date Missing: 3-25-04
Missing From: Cross Plains, TN



Name: Mee Vang
Born: 9-1-88
Date Missing: 12-5-03
Missing From: Aurora, IL



Name: Irwin Stewart
Born: 6-1-01
Date Missing: 11-30-02
Missing From: Houston, TX



Name: Samuel G. Porter
Born: 8-27-96
Date Missing: 6-5-04
Missing From: Independence, MO



Name: Lindsey D. Porter
Born: 7-13-95
Date Missing: 6-5-04
Missing From: Independence, MO



Name: Angelica Maricela Perez Jimenez
Born: 7-19-86
Date Missing: 1-21-03
Missing From: Tewksbury, MA

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

Missing Children Poster Display Instructions

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

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

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

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

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

If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

August 2005

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Name: Dylan James McCarthy
Born: 3-16-02
Date Missing: 4-11-03
Missing From: Athol, ID



Name: Austin Blake Hale
Born: 1-3-96
Date Missing: 8-31-03
Missing From: Southaven, MS



Name: Madison Nicole Woods
Born: 6-2-97
Date Missing: 9-10-03
Missing From: Southaven, MS



Name: Alejandra Guzman
Born: 12-27-90
Date Missing: 8-1-03
Missing From: Houston, TX



Name: Nohely Eleonora Garrido
Born: 11-12-88
Date Missing: 3-15-04
Missing From: Madison, WI



Name: Johan Leandro Garcia-Bonilla
Born: 6-18-00
Date Missing: 8-27-04
Missing From: Los Angeles, CA

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 TDD 1-800-826-7653**

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Name: Gabriella Larasati Elprana
Born: 11-12-99
Date Missing: 7-30-03
Missing From: Atlanta, GA



Name: Courtney Rachelle Carey
Born: 2-5-89
Date Missing: 7-1-04
Missing From: Dracut, MA



Name: Posh Monique Broussard
Born: 5-28-89
Date Missing: 8-9-04
Missing From: Riverside, CA



Name: Jasmine Rae Brink
Born: 10-24-88
Date Missing: 6-18-04
Missing From: Dale City, VA



Name: Alessandra Rae Brink
Born: 10-24-88
Date Missing: 6-18-04
Missing From: Dale City, VA

**Please call the National Center for Missing and Exploited Children
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Please display this poster prominently on bulletin boards in retail lobbies of main Post Offices™, classified stations, and branches. Operators of contract postal units may display this poster at their option.

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

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

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

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

If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

Philately (Continued)

Marginal Markings:	
Front of pane:	Header "TO FORM A MORE PERFECT UNION" <ul style="list-style-type: none"> • "SEEKING EQUAL RIGHTS FOR AFRICAN AMERICANS" • Text, quotation by Martin Luther King, Jr. • Image of Martin Luther King, Jr.
Back of pane:	© 2004 USPS • Price <ul style="list-style-type: none"> • Descriptive text on reverse of each stamp and souvenir sheet • Proprietary notice • Barcode
Catalog Item Number(s):	567140 Souvenir Sheet of 10 — \$3.70 567162 Full Pane First Day Cover — \$6.20 567164 Canceled Full Pane — \$6.20 567165 Digital Color Postmark Random Single — \$1.50 567193 Full Pane w/First Day Cover FP — \$9.90 567196 Cultural Diary — \$8.95 567199 Digital Color Postmark Keepsake — \$5.20

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 PO BOX 27420
 GREENSBORO NC 27420-9998

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 GMF PHILATELIC CENTER
 401 E SOUTH ST
 JACKSON MS 39205-5200

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 600 E CAPITOL AVE
 LITTLE ROCK AR 72202-9998

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 1 N FRONT ST RM 349
 MEMPHIS TN 38103-9998

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 6701 WINTON BLOUNT BLVD
 MONTGOMERY AL 36119-9998

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 1301 ALABAMA AVE
 SELMA AL 36703-9998

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 424 S KANSAS AVE
 TOPEKA KS 66603-9998

TO FORM A MORE PERFECT UNION STAMPS
 POSTMASTER
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9998

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 September 29, 2005.

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 six philatelic products available for this stamp issue:

- First Day Cover (Full Pane) \$6.20 (Item 567162).
- Canceled Full Pane \$6.20 (Item 567164).
- Digital Color Postmark Random Single Cover \$1.50 (Item 567165).
- Cancellation Keepsake (Pane and Full FDC) \$9.90 (Item 567193).
- Cultural Diary Page w/stamp \$8.95 (567196).
- DCP Keepsake (FP w/DCP Random Single) \$5.20 (567199).

These products will be available while supplies last at postal stores, online at www.usps.com, and by telephone at 800-STAMP-24.

Distribution: Item 567100, \$3.70 To Form a More Perfect Union Souvenir Sheet of 10

Stamp distribution offices (SDOs) will receive approximately one-third of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (2,000 souvenir sheets/20,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-fourth of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this souvenir sheet to Post Offices before August 22, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity of this souvenir sheet for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

Post Offices requiring additional souvenir sheets must requisition Item 567100 from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis APD will receive 480,000 additional souvenir sheets; the Chicago APD will receive 400,000 additional souvenir sheets; the New York, and San Francisco APDs will each receive 360,000 additional souvenir sheets; and the Denver APD will receive 64,000 additional souvenir sheets.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. The \$3.70 *To Form a More Perfect Union* souvenir sheet may not be split and the stamps may not be sold individually.

— Stamp Services,
Government Relations, 8-4-05

STAMP ANNOUNCEMENT 05-24

Child Health Stamp



Copyright USPS 2004

The Postal Service™ will issue a 37-cent, *Child Health* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 458500), on September 7, 2005, in Philadelphia, Pennsylvania. The stamp designed by Craig Frazier of Mill Valley, California, also goes on sale September 7, 2005.

The U.S. Postal Service® continues its tradition of drawing attention to important public issues with this stamp promoting children’s health. Art director Carl T. Herrman and stamp artist Craig Frazier show a silhouette of a physician placing a stethoscope on a child’s chest.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

CHILD HEALTH COMMEMORATIVE STAMP
 POSTMASTER
 2970 MARKET ST RM 525
 PHILADELPHIA PA 19104-9611

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 October 6, 2005.

Issue:	<i>Child Health</i>
Item Number:	458500
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	September 7, 2005, Philadelphia, PA 19104 (Nationwide)
Artist:	Craig Frazier, Mill Valley, CA
Designer:	Craig Frazier, Mill Valley, CA
Art Director:	Carl T. Herrman, Carlsbad, CA
Typographer:	Craig Frazier, Mill Valley, CA
Modeler:	Avery Dennison, SPD
Engraver:	Keating Gravure
Manufacturing Process:	Gravure
Printer:	Avery Dennison, (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	65 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	PMS 116 (Yellow), PMS 285 (Blue), PMS 485 (Red), Black
Stamp Orientation:	Vertical
Image Area (w x h):	1.075 x 1.410 in./27.305 x 35.814 mm
Overall Size (w x h):	1.225 x 1.560 in./31.115 x 39.624 mm
Full Pane Size (w x h):	7.125 x 7.250 in./180.975 x 184.15 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	“V” followed by four (4) single digits
Marginal Markings:	Price • Plate position diagram • © 2004 USPS • Plate numbers • “Car seats each time” • “Regular medical checkups” • “Balanced diet and exercise” • Four barcodes on back of pane
Catalog Item Number(s):	458220 Block of 4 — \$1.48 458530 Block of 10 — \$3.70 458540 Full Pane of 20 — \$7.40 458561 First Day Cover — \$0.75 458593 Full Pane w/First Day Cover — \$8.15

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 two philatelic products available for this stamp issue:

- First Day Cover (Single) \$0.75 (Item 458561).
- Cancellation Keepsake (cover/pane) \$8.15 (Item 458593).

These products will be available while supplies last at postal stores, online at *www.usps.com*, and by telephone at 800-STAMP-24.

Distribution: Item 458500, 37-cent *Child Health* Commemorative Stamp

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before September 1, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity of Item 458500 for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

Post Offices requiring additional stamps must requisition Item 458500 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco, Chicago, Memphis, and New York APDs will each receive 2,000,000 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, 8-4-05*

UPDATED ANNOUNCEMENT 05-E

2005 Stamps and Postal Stationery

"2005 Stamps and Postal Stationery" (Announcement 05-E, August 2005), which appears on page 82, replaces the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2005. Post Offices™ may wish to post this schedule on their bulletin boards.

Customers may also access the *Postal Bulletin* through the Postal Service™ Web site at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Postal Bulletin*.

This announcement will be updated every 2 to 3 months, as changes warrant.

How to Order First Day of Issue Cancellations and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, by calling 800-STAMP-24, or online at www.usps.com by clicking on *Buy Stamps & Shop*. Then they should prepare their own covers by affixing new stamps to the upper-right corner of envelopes or postcards of their choice, and

address those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the current First-Class Mail® rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to:

NAME OF ISSUE
POSTMASTER
CITY STATE ZIP CODE (followed by -9991).

Covers submitted for first day of issue cancellations may include additional uncanceled stamps only if the uncanceled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2005 Stamps and Postal Stationery" announcement on page 82.

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

— Stamp Services,
Government Relations, 8-4-05

2005 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 05-E (August 2005)

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

	Issue	First Day of Issue	First Day City/State	Format	Deadline
P	37¢ Lunar New Year Souvenir Sheet (12 designs)	Jan 6	Honolulu, HI 96820 (Nationwide)	PSA double-sided souvenir sheet of 24	Feb 5
P	37¢ Marian Anderson (Black Heritage)	Jan 27	Washington, DC 20066	PSA pane of 20	Feb 26
	37¢ Ronald Reagan	Feb 9	Simi Valley, CA 93065 (Nationwide)	PSA pane of 20	Mar 11
P	37¢ Love Bouquet	Feb 18	Atlanta, GA 30304 (APS Stamp Show)	PSA book of 20	Mar 20
	37¢ Northeast Deciduous Forest (Nature of America; 10 designs)	Mar 3	New York, NY 10199 (Mega Stamp Show)	PSA pane of 10	Apr 2
	\$14.95 Garden Bouquet Stamped Stationery	Mar 3	New York, NY 10199 (Mega Stamp Show)		
P	37¢ Spring Flowers (4 designs)	Mar 15	Chicago, IL 60607	PSA book of 20	Apr 14
	37¢ Robert Penn Warren (Literary Arts)	Apr 22	Guthrie, KY 42234	PSA pane of 20	May 22
	37¢ Yip Harburg	Apr 28	New York, NY 10199	PSA pane of 20	May 28
	37¢ American Scientists (4 designs)	May 4	New Haven, CT 06520	PSA pane of 20	Jun 3
P	37¢ Masterworks of Modern American Architecture (12 designs)	May 19	Las Vegas, NV 89119	PSA pane of 12	Jun 18
P	37¢ Henry Fonda (Legends of Hollywood)	May 20	Los Angeles, CA 90210	PSA pane of 20	Jun 19
P	37¢ The Art of Disney: Celebration (4 designs)	Jun 30	Anaheim, CA 92803	PSA pane of 20	Jul 30
P	37¢ American Advances in Aviation (10 designs)	Jul 29	Vienna, VA 22180 Oshkosh, WI 54902	PSA pane of 20	Aug 28
P	37¢ New Mexico Rio Grande Blankets (American Treasures; 4 designs)	Jul 30	Santa Fe, NM 87501	Double-sided book of 20	Aug 29
	37¢ Presidential Libraries	Aug 4	Abilene, KS 67410 Ann Arbor, MI 48109 Atlanta, GA 30304 Austin, TX 78705 Boston, MA 02125 College Station, TX 77845 Grand Rapids, MI 49504 Hyde Park, NY 12538 Independence, MO 64050 Little Rock, AR 72201 Simi Valley, CA 93065 West Branch, IA 52358 Yorba Linda, CA 92886	PSA pane of 20	Sep 3
1	American Eagle (First-Class Presort rate; 10 designs)	Aug 5	Grand Rapids, MI 49501 (APS Stamp Show)	PSA coil of 3000	Sep 4
P	37¢ America on the Move: 50s Sporty Cars (5 designs)	Aug 20	Detroit, MI 48233	Double-sided book of 20	Sep 19
C P	37¢ Arthur Ashe	Aug 27	Flushing, NY	PSA pane of 20	Sep 26

	Issue	First Day of Issue	First Day City/State	Format	Deadline
P	37¢ To Form A More Perfect Union (10 designs)	Aug 30	Greensboro, NC 27420 Jackson, MS 39205 Little Rock, AR 72202 Memphis, TN 38101 Montgomery, AL 36119 Selma, AL 36703 Topeka, KS 66603 Washington, DC 20066 (Nationwide)	PSA pane of 10	Sep 29
	37¢ Child Health	Sep 7	Philadelphia, PA 19104 (Nationwide)	PSA pane of 20	Oct 7
1	3¢ Silver Coffeepot	Sep 16	Milwaukee, WI (MILCOPEX Stamp Show)	Gummed coil of 10,000	Oct 16
C P	37¢ Let's Dance/Bailamos (4 designs)	Sep 17	Miami, FL New York, NY 10199	PSA pane of 20	Oct 17
P	37¢ Greta Garbo (Joint Issue)	Sep 23	New York, NY 10199 Stockholm, Sweden	PSA pane of 20	Oct 23
C P	37¢ Jim Henson: The Man Behind the Muppets (11 designs)	Sep 28	North Hollywood, CA 91615	Souvenir sheet of 11	Oct 28
2 C P	37¢ Constellations (4 designs)	Oct 3	Bloomfield Hills, MI 48303	PSA pane of 20	Nov 2
C P	37¢ Holiday Cookies (4 designs)	Oct 20	Minneapolis, MN York, NY 10199 (Mega Stamp Show)	PSA pane of 20; Vending book of 20, PSA book of 20	Nov 19
	37¢ Distinguished Marines (4 designs)	Nov 10	Washington, DC 20066 (Nationwide)	PSA pane of 20	Dec 10

Note Descriptions

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

N: New issue

P: Pictorial first day postmark

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

2: Issued to kick off National Stamp Collecting Month

Pictorial Postmarks Announcement

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

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

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

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

Customers wishing to obtain a postmark 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 POSTMARKS, 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).

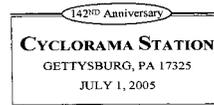
Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective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

The following postmarks have been extended for 30 days.



July 4, 2005

U.S. Postal Service
GEORGETOWN HARBOR STATION
POSTMASTER
7480 AUGUSTINE HERMAN HWY
GEORGETOWN MD 21930-9998



July 13, 2005

NPS and Capitol District Civil War Round Table
CYCLORAMA STATION
OFFICER IN CHARGE
PO BOX 9998
GETTYSBURG PA 17325-9998

The following postmark has been extended for 60 days.

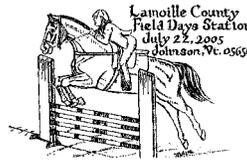


August 13, 2005

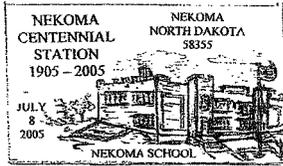
City of Medina
50TH ANNIVERSARY STATION
POSTMASTER
816 EVERGREEN POINT RD
MEDINA WA 98039-4746



July 7-10, 2005
 56th Bluegill Festival
 56TH BLUEGILL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 ST HELEN MI 48656-9998



July 22-24, 2005
 Lamoille County Field Days
 FIELD DAYS STATION
 POSTMASTER
 115 LOWER MAIN ST W
 JOHNSON VT 05656-9998



July 8, 2005
 U.S. Postal Service
 NEKOMA CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 NEKOMA SD 58355-9998



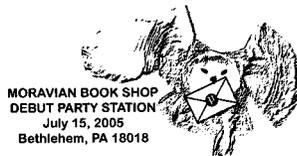
July 23, 2005
 U.S. Postal Service
 HORSEFEST STATION
 POSTMASTER
 111 W MAIN ST
 TAYLOR ND 58656-9998



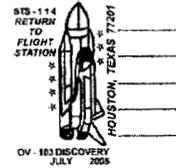
July 12, 2005
 U.S. Postal Service
 ALL STAR STATION
 POSTMASTER
 1401 W FORT ST RM 902-1
 DETROIT MI 48233-9715



July 23, 2005
 U.S. Postal Service
 OUR HISTORY
 BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 OLD WASHINGTON OH
 43768-9998



July 15-16, 2005
 Moravian Book Shop
 DEBUT PARTY STATION
 POSTMASTER
 PO BOX 9998
 BETHLEHEM PA 18018-9998



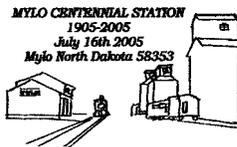
July 26, 2005
 CSM Enterprises and U.S.
 Postal Service
 RETURN TO FLIGHT STATION
 POSTMASTER GPO WINDOW
 UNIT
 401 FRANKLIN ST
 HOUSTON TX 77201-9718



July 16, 2005
 Barnes and Noble and U.S.
 Postal Service
 OGLETHORPE MALL STATION
 POSTMASTER
 2 N FAHM ST
 SAVANNAH GA 31401-9998



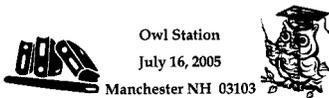
July 28, 2005
 Delta Sigma Theta Sorority, Inc.
 SISTERHOOD STATION
 POSTMASTER
 600 E CAPITOL AVE
 LITTLE ROCK AR 72202-9998



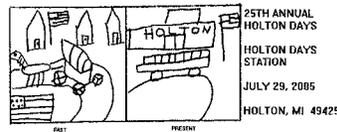
July 16, 2005
 U.S. Postal Service
 MYLO CENTENNIAL STATION
 POSTMASTER
 110 MAIN ST
 MYLO ND 58353-9998



July 29, 2005
 U.S. Postal Service
 VIKING CENTENNIAL
 STATION
 POSTMASTER
 101 N MAIN ST
 VIKING MN 56760-9998



July 16, 2005
 Barnes and Noble
 OWL STATION
 POSTMASTER
 955 GOFFS FALLS RD
 MANCHESTER NH
 03103-9998



July 29, 2005
 Holton Days Committee
 HOLTON DAYS STATION
 POSTMASTER
 PO BOX 9998
 HOLTON MI 49425-9998



Cruz'In Station
 Montague, Michigan 49437
 July 29, 2005

July 29, 2005
Cruz' In Committee
 CRUZ IN STATION
 POSTMASTER
 PO BOX 9998
 MONTAGUE MI 49437-9998



Delta Sigma Theta Sorority, Inc.
 40th Southwest Regional Conference
 Sisterhood Station, Little Rock, AR 72201
 July 29, 2005

July 29, 2005
Delta Sigma Theta Sorority, Inc.
 SISTERHOOD STATION
 POSTMASTER
 PO BOX 9998
 LITTLE ROCK AR 72202-9998



TAU KAPPA EPSILON
 CONCLAVE STATION
 JULY 29, 2005
 NEW ORLEANS, LA 70113

July 29, 2005
U.S. Postal Service
 THE CONCLAVE STATION
 POSTMASTER
 PO BOX 58980
 NEW ORLEANS LA
 70158-8980



July 29-31, 2005
U.S. Postal Service
 FESTIVAL OF BALLOONING
 STATION
 POSTMASTER
 PO BOX 9998
 REDDINGTON NJ 08870-9998



July 30, 2005
Stanton Homecoming Committee
 HOMESTATION
 POSTMASTER
 PO BOX 9998
 STANTON IA 51573-9998



July 30, 2005
Saint Paul U.C.C.
 OFFICIAL STATION
 POSTMASTER
 PO BOX 9998
 TAYLOR MI 48180-9998



Rangeley
 Sesquicentennial Station
 Rangeley, ME 04970
 July 30, 2005

July 30, 2005
Rangeley Sesquicentennial Committee
 RANGELEY
 SESQUICENTENNIAL
 STATION
 POSTMASTER
 2517 MAIN ST
 RANGELEY ME 04970-9998

Blazing Southwest Region



Delta Sigma Theta Sorority, Inc.
 40th Southwest Regional Conference
 Sisterhood Station, Little Rock, AR 72201
 July 30, 2005

July 30, 2005
Delta Sigma Theta Sorority, Inc.
 SISTERHOOD STATION
 POSTMASTER
 600 E CAPITOL AVE
 LITTLE ROCK AR 72202-9998

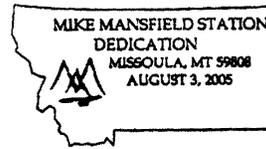


Westward Journey
 NICKEL SERIES™

August 1, 2005
Unicover Corporation and U.S. Mint
 CHINOOK STATION
 POSTMASTER
 PO BOX 9998
 CHINOOK WA 98614-9998



August 2, 2005
Hatboro Union Library
 UNION LIBRARY STATION
 POSTMASTER
 12 N YORK RD
 HATBORO PA 19040-9998



August 3, 2005
U.S. Postal Service
 MIKE MANSFIELD STATION
 POSTMASTER
 3150 GREAT NORTHERN AVE
 MISSOULA MT 59808-9998



August 4-6, 2005
U.S. Postal Service
 HOMECOMING STATION
 POSTMASTER
 PO BOX 9998
 HARRISBURG OH 43126-9998

STAMPSHOW STA.
 August 4, 2005
 Grand Rapids, MI 49503



August 4-7, 2005
American Philatelic Society
 STAMPSHOW STATION
 POSTMASTER
 PO BOX 9998
 GRAND RAPIDS MI
 49503-9998



August 5, 2005
Vermont Latino Festival
 LATINO STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05401-9998



August 5, 2005
 Longaberger Bee Committee
 GATHERING BEE STATION
 POSTMASTER
 PO BOX 9998
 DRESDEN OH 43821-9998



August 5-6, 2005
 Lewis Bicentennial Committee
 LEWIS BICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 LEWIS NY 12950-9998



August 5, 2005
 Canton Centennial Committee
 CENTENNIAL ANNIVERSARY
 STATION
 POSTMASTER
 202 W MAIN ST
 CANTON OK 73724-9998



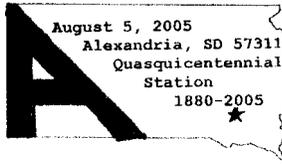
August 5-6, 2005
 Pow Wow Days Committee
 POW WOW DAYS STATION
 POSTMASTER
 PO BOX 9998
 WHITE CLOUD MI 49349-9998



August 5, 2005
 Tractor Supply Company
 WILLIAMSON COUNTY FAIR
 STATION
 POSTMASTER
 810 OAK MEADOW DR
 FRANKLIN TN 37064-9998



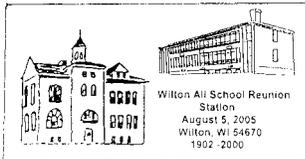
August 5-7, 2005
 Das Awkscht Fesch
 DAS AWKSCHT FESCHT
 STATION
 POSTMASTER
 51 WEST END TRAIL
 MACUNGIE PA 18062-9998



August 5, 2005
 Quasquicentennial Committee
 QUASQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 ALEXANDRIA SD 57311-9998



August 5-7, 2005
 U.S. Postal Service
 COVERED WAGON DAYS
 STATION
 POSTMASTER
 PO BOX 9998
 DEL NORTE CO 81132-9998



August 5, 2005
 Wilton School Reunion
 Committee
 WILTON ALL SCHOOL
 REUNION STATION
 POSTMASTER
 PO BOX 9998
 WILTON WI 54670-9998



August 6, 2005
 Gloucester County Veterans
 VETERANS PICNICS 4TH
 DIVISION STATION
 POSTMASTER
 123 BRIDGETON PIKE
 MULLICA HILL NJ 08062-9998



August 5, 2005
 Braham Pie Day Committee
 BRAHAM PIE DAY STATION
 POSTMASTER
 PO BOX 9998
 BRAHAM MN 55006-9998



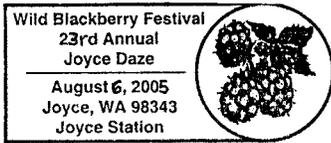
August 6, 2005
 U.S. Postal Service
 STRAW BALE BUILT MUSEUM
 STATION
 POSTMASTER
 PO BOX 9998
 CARTHAGE SD 57323-9998



August 5, 2005
 Schodack Landing Fire
 Company
 FIRE COMPANY STATION
 POSTMASTER
 630 RIVER RD RT 9J
 SCHODACK LANDING NY
 12156-9998



August 6, 2005
 U.S. Postal Service
 SPIRIT OF THE WEST
 STATION
 POSTMASTER
 177 S CENTRAL AVE
 BEACH ND 58621-9998



Wild Blackberry Festival
23rd Annual
Joyce Daze
August 6, 2005
Joyce, WA 98343
Joyce Station

August 6, 2005
U.S. Postal Service
JOYCE STATION
POSTMASTER
PO BOX 9998
JOYCE WA 98343-9998



August 6, 2005
Trout Lake Fair
TROUT LAKE FAIR STATION
POSTMASTER PHILATELIC
SERVICES
PO BOX 9998
TROUT LAKE WA 98850-9998



August 6, 2005
Town of Minetto
CENTENNIAL STATION
POSTMASTER
10 COUNTY RT 24
MINETTO NY 13115-9998



August 6, 2005
Cole Harbor Station
Cole Harbor ND 58531

August 6, 2005
U.S. Postal Service
COLEHARBOR STATION
POSTMASTER
PO BOX 9998
COLEHARBOR ND
58531-9998

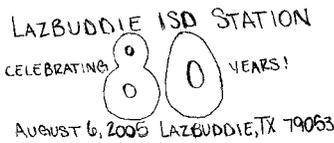


August 6, 2005
ESSEX BICENTENNIAL
Celebration Station
Essex, New York
12936

August 6, 2005
Town of Essex Bicentennial
Commission
CELEBRATION STATION
POSTMASTER
PO BOX 9998
ESSEX NY 12936-9998



August 6, 2005
U.S. Postal Service and
Saratoga Springs
WHITNEY HANDICAP
STATION
POSTMASTER
245 WASHINGTON ST
SARATOGA SPRINGS NY
12866-9998



August 6, 2005
U.S. Postal Service
LAZBUDDIE STATION
POSTMASTER
PO BOX 9998
LAZBUDDIE TX 79053-9998



August 6, 2005
U.S. Postal Service
CENTENNIAL STATION
POSTMASTER
507 S CANADIAN ST
WHEELER TX 79096-9998



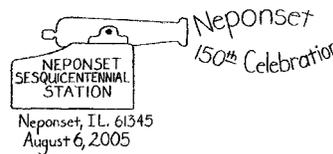
August 6, 2005
Sesquicentennial Committee
SESQUICENTENNIAL
STATION
POSTMASTER
PO BOX 9998
CLEARWATER MN
55320-9998



August 6, 2005
Western Illinois Threshers
WESTERN ILLINOIS
THRESHERS STATION
POSTMASTER
1160 BROADWAY ST
HAMILTON IL 62341-9998



August 6, 2005
Tunnel Planning Folks
TUNNEL DAYS STATION
POSTMASTER
688 TUNNEL RD
TUNNEL NY 13848-9998



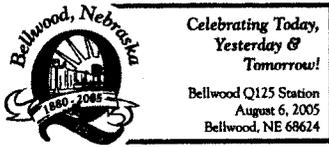
August 6, 2005
Neponset Historical Society
NEPONSET
SESQUICENTENNIAL
STATION
POSTMASTER
PO BOX 9998
NEPONSET IL 61345-9998



August 6, 2005
Hume Fair Association
QUASQUICENTENNIAL
STATION
POSTMASTER
101 MAIN ST
HUME MO 64752-9998



August 6-7, 2005
Houghton Lake Historical
Committee
EDNA STATION
POSTMASTER
PO BOX 9998
PRUDENVILLE MI 48651-9998



August 6-7, 2005
 Bellwood Q125 Committee
 BELLWOOD Q125 STATION
 POSTMASTER
 PO BOX 9998
 BELLWOOD NE 68624-9998



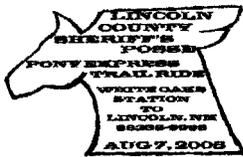
August 8-13, 2005
 U.S. Postal Service
 STURGIS RALLY STATION
 POSTMASTER
 820 KINSHIP RD
 STURGIS SD 57785-9998



August 7, 2005
 U.S. Postal Service
 ALLSTATE 400 AT THE
 BRICKYARD STATION
 POSTMASTER
 125 W SOUTH ST
 INDIANAPOLIS IN 46206-9998



August 9, 2005
 Huron County 4-H Club
 HURON COUNTY 4-H
 PROGRAMS STATION
 POSTMASTER
 133 N HANSELMAN ST
 BAD AXE MI 48413-9998



August 7, 2005
 Lincoln County Sheriff's Posse
 WHITE OAKS STATION
 POSTMASTER
 PO BOX 9998
 LINCOLN NM 88338-9998



Bear Point, The Chimneys,
 Rosalie, and Scott's Station
 City of Long Beach
 Centennial Station
 Long Beach, MS 39560

August 10, 2005
 U.S. Postal Service
 CITY OF LONG BEACH
 CENTENNIAL STATION
 POSTMASTER
 200 KLONDYKE RD
 LONG BEACH MS 39560-9998



August 7, 2005
 Wells Bicentennial Committee
 WELLS NY STATION
 POSTMASTER
 PO BOX 9998
 WELLS NY 12190-9998



August 10, 2005
 Philmont Scout Ranch
 PHILMONT SCOUT RANCH
 STATION
 POSTMASTER
 PO BOX 9998
 CIMARRON NM 87714-9998



August 7, 2005
 Town of Florence
 BICENTENNIAL STATION
 POSTMASTER
 100 MAIN ST
 CAMDEN NY 13316-9998



August 10-13, 2005
 Ford Dealers of Iowa
 KNOXVILLE NATIONALS
 STATION
 POSTMASTER
 PO BOX 9998
 KNOXVILLE IA 50138-9998



August 7, 2005
 U.S. Postal Service
 HARTFORD FAIR STATION
 POSTMASTER
 PO BOX 9998
 CROFTON OH 43013-9998



August 10-14, 2005
 Finn Grand Fest
 HERITAGE STATION
 POSTMASTER
 PO BOX 9998
 MARQUETTE MI 49855-9998



August 8, 2005
 U.S. Postal Service
 ATHENS COUNTY FAIR
 STATION
 POSTMASTER
 PO BOX 9998
 MILLFIELD OH 45761-9998



The Last Shot Station
 August 2005
 Vandalia OH, 45377

August 10-20, 2005
 American Trapshooting
 Association
 THE LAST SHOT STATION
 POSTMASTER
 PO BOX 9998
 VANDALIA OH 45377-9998



August 11, 2005
 U.S. Postal Service
 COIN AND CURRENCY
 STATION
 MOWS PHILATELIC CENTER
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715

Advances in Aviation Sta.
 August 12, 2005



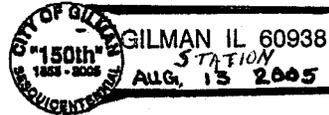
Skypark
 Wadsworth, OH 44281

August 12, 2005
 Skypark Airport
 ADVANCES IN AVIATION
 STATION
 POSTMASTER
 119 S LYMAN ST
 WADSWORTH OH 44281-9998



**Cohocton Valley
 Bicentennial Station
 1805-2005
 August 12, 2005
 Cohocton, New York 14826**

August 12, 2005
 Cohocton Bicentennial
 Committee
 COHOCTON VALLEY
 BICENTENNIAL STATION
 POSTMASTER
 28 MAPLE AVE
 COHOCTON NY 14826-9998

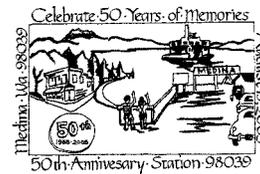


August 13, 2005
 City of Gilman
 GILMAN SESQUICENTENNIAL
 STATION
 POSTMASTER
 204 N CENTRAL ST
 GILMAN IL 60938-1218



Point Breeze Station
 August 12, 2005
 Kent, NY 14477

August 12, 2005
 Oak Orchard Light House
 Committee
 POINT BREEZE STATION
 POSTMASTER
 1788 KENT RD
 KENT NY 14477-9998



August 13, 2005
 City of Medina
 50TH ANNIVERSARY STATION
 POSTMASTER
 816 EVERGREEN POINT RD
 MEDINA WA 98039-4746

Huckleberry Station



August 12, 2005
 Huckleberry, Inc.
 HUCKLEBERRY STATION
 POSTMASTER
 PO BOX 9998
 TROUT CREEK MT
 59874-9998



August 13, 2005
 Middlefield Fair
 MIDDLEFIELD FAIR STATION
 POSTMASTER
 168 SKYLINE TRAIL
 MIDDLEFIELD MA 01243-9998



August 12, 2005
 U.S. Postal Service
 PIONEERS AND OLD
 SETTLERS REUNION
 STATION
 POSTMASTER
 300 E HWY 67
 ALVARADO TX 76009-9998



Point Breeze Station
 August 13, 2005
 Kent, NY 14477

August 13, 2005
 Oak Orchard Lighthouse
 Commission
 POINT BREEZE STATION
 POSTMASTER
 1788 KENT RD
 KENT NY 14477-9998



August 12, 2005
 U.S. Postal Service
 BICENTENNIAL STATION
 POSTMASTER
 3307 SR 534
 SOUTHLINGTON OH
 44470-9998



**125th ANNIVERSARY
 STATION
 AUGUST 13 2005
 COLMAN SD 57017**

August 13, 2005
 U.S. Postal Service
 125TH CENTENNIAL STATION
 POSTMASTER
 129 N MAIN ST
 COLMAN SD 57017-9998



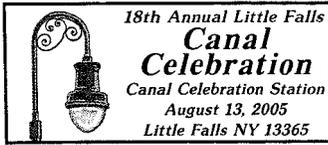
Installation Station
 August 12, 2005
 Racine WI 53403

August 12, 2005
 U.S. Postal Service
 INSTALLATION STATION
 POSTMASTER
 PO BOX 9998
 RACINE WI 53404-9998



**13TH ANNUAL
 DUNDEE DAY
 DUNDEE, KY 42338
 AUG. 13, 2005
 DUNDEE STATION
 HOME OF THE GOAT**

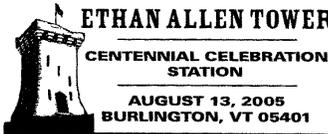
August 13, 2005
 Dundee Day Committee
 DUNDEE STATION
 POSTMASTER
 PO BOX 9998
 DUNDEE KY 42338-9998



August 13, 2005
 Canal Celebration Committee
 CANAL CELEBRATION
 STATION
 POSTMASTER
 25 W MAIN ST
 LITTLE FALLS NY 13365-9998



August 13, 2005
 Main Street Fairmont
 CRUISE IN STATION
 POSTMASTER
 PO BOX 9998
 FAIRMONT WV 26555-9998



August 13, 2005
 Ethan Allen Tower Centennial
 CENTENNIAL CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 BURLINGTON VT 05401-9998



**PONY EXPRESS WEST
 STATION
 LOVINGTON, N.M. 88260
 AUG. 13, 2005**

August 13, 2005
 Pony Express West
 PONY EXPRESS WEST
 STATION
 POSTMASTER
 203 EAST AVE UNIT D
 LOVINGTON NM 88260-9998



August 13, 2005
 UFO Watch Tower
 UFO OLYMPICS PLANETARY
 SUBSTATION
 POSTMASTER
 PO BOX 9998
 HOOVER CO 81136-9998

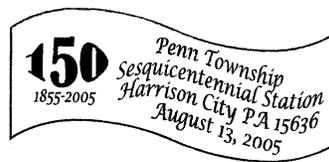


**Almelund Threshing Show Station
 August 13, 2005
 Taylors Falls, MN 55084**

August 13, 2005
 Almelund Threshing Company
 ALMELUND THRESHING
 SHOW STATION
 POSTMASTER
 PO BOX 9998
 TAYLOR FALLS MN
 55084-9998



August 13, 2005
 Peck Community Club
 PECK CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 PECK ID 83545-9998



August 13, 2005
 Penn Township 150th
 Anniversary Committee
 PENN TOWNSHIP
 SESQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 HARRISON CITY PA
 15636-9998



August 13, 2005
 U.S. Postal Service
 SESQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 BLOOMINGTON WI
 53804-9998



**AUGUST 13,
 2005**

**LAKE
 FARLEY
 STATION
 57252**

August 13-14, 2005
 U.S. Postal Service
 LAKE FARLEY STATION
 POSTMASTER
 222 E 3RD AVE
 MILBANK SD 57252-9998



August 13, 2005
 Community of Westport
 HERITAGE FESTIVAL STATION
 POSTMASTER
 9 HARRIS LA
 WESTPORT NY 12993-9998



August 13, 2005

August 13-14, 2005
 Mitchell County Historical
 Society
 CEDAR VALLEY MEMORIES
 STATION
 POSTMASTER
 PO BOX 9998
 ORCHARD IA 50460-9998



August 13, 2005
 Strait Stamp Club
 STRAIT STAMP SHOW
 STATION
 POSTMASTER
 240 S SUNNYSIDE AVE
 SEQUIM WA 98382-9998

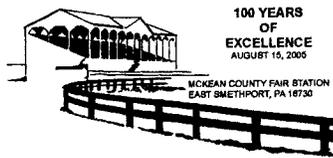


Foghorn Museum Station

August 14, 2005

Racine WI 53402

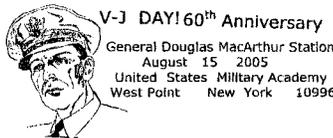
August 14, 2005
 Foghorn Museum
 FOGHORN MUSEUM STATION
 POSTMASTER
 PO BOX 9998
 RACINE WI 53404-9998



August 15, 2005
 McKean County Fair Association Inc.
 MCKEAN COUNTY FAIR STATION
 POSTMASTER
 PO BOX 9998
 EAST SMETHPORT PA 16730-9998



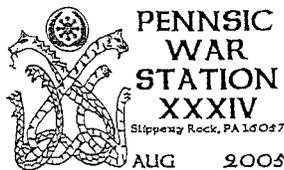
August 17, 2005
 Philmont Scout Ranch
 PHILMONT SCOUT RANCH STATION
 POSTMASTER
 PO BOX 9998
 CIMARRON NM 87714-9998



August 15, 2005
 U.S. Postal Service and U.S. Military Academy
 GENERAL DOUGLAS MACARTHUR STATION
 POSTMASTER
 PO BOX 9998
 WEST POINT NY 10996-9998



August 17, 2005
 U.S. Postal Service and Unicolor Corporation
 LEWIS & CLARK BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 DILLON MT 59725-9998



August 15-19, 2005
 Spalding Abbey Philatelic Society
 PENNSIC WAR STATION
 POSTMASTER
 400 S MAIN ST
 SLIPPERY ROCK PA 16057-9998

— Stamp Services,
 Government Relations, 8-4-05

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards, Pricing and Classification, 8-4-05

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	20-8428	40320	KY	Winchester	Clark	Ford	Community Post Office	04/30/2004	Community Post Office™ discontinued. Retain ZIP Code™. Establish a Place Name. Continue to use Ford KY 40320 as last line of address.
New	20-8428	40320	KY	Winchester	Clark	Ford	Place Name	03/19/2005	
Old	36-8624	28589	NC	Williston	Cartaret	Main Office	Post Office	09/18/2003	Post Office and ZIP Code discontinued. Establish a Place Name. Williston NC becomes an acceptable last line for use with ZIP Code 28579.
New	36-7152	28579	NC	Smyrna	Cartaret	Williston	Place Name	04/25/2005	
Old	41-1052	15721	PA	Burnside	Clearfield	Main Office	Post Office	11/07/2001	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Burnside PA 15721 as last line of address.
New	41-1312	15721	PA	Cherry Tree	Clearfield	Burnside	Place Name	04/23/2005	
Old	41-5160	15760	PA	Marsteller	Cambria	Main Office	Post Office	09/17/2001	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Marsteller PA 15760 as last line of address.
New	41-0436	15760	PA	Northern Cambria	Cambria	Marsteller	Place Name	04/23/2005	
Old	41-5276	15761	PA	Mentcle	Indiana	Main Office	Post Office	05/29/1992	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Mentcle PA 15761 as last line of address.
New	41-1484	15761	PA	Clymer	Indiana	Mentcle	Place Name	04/23/2005	
Old	41-0872	15822	PA	Brandy Camp	Elk	Main Office	Post Office	09/17/1993	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Brandy Camp PA 15822 as last line of address.
New	41-7076	15822	PA	Ridgway	Elk	Brandy Camp	Place Name	04/23/2005	
Old	41-0860	16021	PA	Branchton	Butler	Main Office	Post Office	08/07/1995	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Branchton PA 16021 as last line of address.
New	41-7828	16021	PA	Slippery Rock	Butler	Branchton	Place Name	04/23/2005	
Old	41-2824	16228	PA	Ford Cliff	Armstrong	Main Office	Post Office	11/08/2000	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Ford Cliff PA 16228 as last line of address.
New	41-2820	16228	PA	Ford City	Armstrong	Ford Cliff	Place Name	04/23/2005	
Old	41-7892	16257	PA	Snydersburg	Clarion	Main Office	Post Office	09/30/1992	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Snydersburg PA 16257 as last line of address.
New	41-4856	16257	PA	Lucinda	Clarion	Snydersburg	Place Name	04/23/2005	
Old	41-5108	15758	PA	Marchand	Indiana	Main Office	Post Office	05/30/1998	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Marchand PA 15758 as last line of address.
New	41-7140	15758	PA	Rochester Mills	Indiana	Marchand	Place Name	04/23/2005	

USPS® Premium Forwarding Service Program Guidelines for the 2-Year Experiment

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Introduction

Beginning August 7, 2005, USPS® Premium Forwarding Service (PFS) will be offered at Post Offices™, stations, branches, and Community Post Offices nationwide. It replaces all of the informal mail forwarding arrangements, commonly referred to as “snowbird” service, some Post Offices have offered.

After filing a request with the Postal Rate Commission (PRC) and obtaining approval from the Board of Governors, the Postal Service™ is conducting a nationwide 2-year PFS experiment. The purpose of the experiment is to measure interest for a new service that forwards mail for residential customers who are away from their primary address for at least 2 weeks and up to 1 year. During the 2-year experiment, the Postal Service will collect and review data to determine if sufficient interest exists to justify filing a request for a permanent PFS classification with the PRC near the conclusion of the experiment.

PFS will be available to customers for forwarding their mail. The options of free temporary or permanent forwarding service via PS Form 3575, *Change-of-Address Order*, and hold mail service will continue to be available to customers.

PFS is a premium service that has the potential to be a strong source of new revenue for the Postal Service. The success of PFS will depend in part on the support it receives from Postal Service employees who introduce the service to potential customers and those who process and deliver PFS mail.

1 Product Description

The PFS experiment is a personalized service designed for sending mail from a residential customer’s primary address to a temporary address using Priority Mail® service. PFS is designed to be a convenient way for customers to receive all of their mail at a temporary address in one package once a week. This differs from forwarding services obtained by filing a Change-of-Address Order (PS Form 3575) through which a customer’s mail is forwarded piece by piece through the Computerized Forwarding System (CFS).

With PFS, generally all classes of mail are reshipped in a Priority Mail package once a week on Wednesdays. Exceptions include Express Mail, large parcels, and accountable mail, which get rerouted separately.

PFS reships mail for an entire household or for an individual addressee to a temporary address for a period of time not less than 2 weeks and not more than 1 year.

The price of PFS includes a nonrefundable enrollment fee of \$10 and \$10 for each week. Customers must pay for the entire period of service at the time of application. PFS is

not a guaranteed service; no refunds are allowed for delayed shipments.

Customers enroll in PFS by completing PS Form 8176, *Premium Forwarding Service Application*, and submitting it to the Post Office serving their primary address, including any of its stations and branches.

2 PFS Policies and Procedures

2.1 Eligibility Requirements

The following eligibility requirements apply to PFS:

1. PFS is available to residential delivery customers beginning August 7, 2005, as part of a 2-year experiment.
2. PFS is available from and to domestic addresses only.
3. PFS is available to, *but not from*, APOs, FPOs, and centralized delivery points where mail is delivered in bulk to one single address, e.g., Commercial Mail Receiving Agencies (CMRAs), schools, hospitals, dormitories.
4. Customers whose primary address is a business address are generally not eligible to enroll in PFS.
5. Customers, residential or business, whose primary address is a P.O. Box size 1 or 2 are eligible to use PFS.
6. Customers are generally ineligible to use PFS if their primary address is a P.O. Box size 3, 4, or 5. (An exception is allowed for customers who have a size 3, 4, or 5 P.O. Box because a smaller size was not available.)
7. PFS cannot be used in combination with hold mail service or permanent- or temporary-forwarding service.

2.2 Ceasing All Informal “Snowbird” Service Arrangements

Effective August 7, PFS replaces *all previous* informal mail forwarding arrangements, commonly referred to as “snowbird” service, some offices have offered in the past.

On or after August 7, any customer desiring mail forwarding other than those services offered using PS Form 3575, *Change-of-Address Order*, must use PFS. All informal mail forwarding arrangements can no longer be offered.

PFS does not replace our free temporary and permanent change-of-address or hold mail services. However, as

referenced above, it *does* replace any informal forwarding arrangements that may have been offered, as follows:

Existing arrangement with defined end date:

- For those offices that currently have customers receiving forwarded mail under an existing “snowbird” or snowbird-like arrangement **with a defined end date**, continue to honor that arrangement until the end date you have on file.

Existing arrangement without defined end date:

- For those offices that currently have customers receiving forwarded mail under an existing “snowbird” or snowbird-like arrangement **whose end date is not defined**, please contact the customers within the next 30 days and advise them of the impending service change. (See Postmaster Letter to Customer, Appendix A on page 104.)
- In those cases, the informal arrangement must cease 3 months from the date of notification. The customer must enroll in the new service to continue receiving mail in bulk shipments or institute a temporary or permanent change-of-address via PS Form 3575.

New Service:

- To start a new service on or after August 7, or extend past the end date of the existing arrangement, the customer must enroll in the new Premium Forwarding Service.

PFS is available to every household in the U.S. and at every Post Office, making it accessible to all customers, whereas informal “snowbird” service arrangements were not uniform or consistent across the country.

To assist postmasters in communicating the transition to customers who had been using informal arrangements, a sample letter for “snowbird” customers is included in Appendix A of these guidelines.

3 Getting Ready for PFS

PFS is a value-added service that will be welcomed by a broad range of customers. It has the potential to be a strong source of new revenue for the Postal Service. By taking the steps below, local Postal Service management will be ready for the successful introduction of PFS to their customers:

- Ensure an adequate supply of Priority Mail packaging and tape is available for use at the primary address Post Office.
- Ensure the PFS supplies (application, Penalty Label 85, standard address labels, etc.) are available prior to August 7.
- Ensure promotional materials, such as counter cards, take-ones and posters, are displayed immediately upon receipt.

- Notify existing “snowbird” customers of the required termination of all informal mail forwarding arrangements and the initiation of PFS. Use the “Postmaster Letter to Customers” in Appendix A on page 104 for this purpose.
- Ensure employees responsible for the day-to-day operations (including accepting PFS applications, tracking customer enrollments, and preparing PFS mail for reshipment) are adequately prepared to perform the required functions.

3.1 Label Production

- Each district will determine the most efficient method for printing address labels, with barcodes, to assist in providing timely service for customers.
- Post Offices with appropriate label printing equipment and with existing procedures for producing labels can also print PFS address labels. To limit problems or any adverse effects on printing and communications requirements for an office, label printing with desktop printers should be avoided. If Post Offices need assistance for production of PFS address labels, they should contact their district office. **Districts can use the most efficient method for printing labels available (such as offices that correspond with customers and print address labels, CFS units, Marketing, Consumer Affairs, etc.).**
- Ensure an ample quantity of machine-printed address labels bearing the customer’s temporary address is available for each PFS shipment and for individually rerouted pieces. Also ensure procedures for acquiring additional supply of address labels are in place.
- Produce machine-generated labels (with barcodes if possible) to eliminate manual addressing and to promote automation-capability, unless the Post Office does not have that capability.

Note: The temporary address can also be printed directly on Penalty Label 85.

4 Customer Experience Overview

Customers will be exposed to prepared materials (i.e., posters, brochures, articles) about PFS in Post Office lobbies and through other communication channels. Postal Service employees should explain PFS to customers inquiring about or applying for a temporary change-of-address or hold mail service.

4.1 Application Process

The following conditions and requirements relate to completing a PFS application and enrolling in the service:

1. Customers complete PS Form 8176, *Premium Forwarding Service Application*, and present it at the Post Office serving their primary address, including any of its stations and branches. Key information the customer must provide on the application includes:
 - a) Individual or household designation.
 - b) Name and address of primary residence.
 - c) Temporary address.
 - d) Telephone contact information and e-mail address, if applicable.
 - e) Service start and end dates.
 - f) Date to resume mail delivery at primary address.
2. The start date is the first day the customer wants the Postal Service to hold the mail for reshipment. The end date is the last day the customer will accept mail delivered to the temporary address.
3. The customer provides personal identification to verify his/her identity and proof of residency at the primary address.
 - a) Two types of identification are required (one must contain a photo). Acceptable types of identification are:
 - i. Driver's license or state-issued nondriver identification;
 - ii. Passport (foreign or domestic); or
 - iii. Military identification card.
 - b) The identification must be current and provide proof of residency at the primary address. Other acceptable proof of residency at the primary address is:¹
 - i. A current lease, mortgage, or deed of trust;
 - ii. Voter or vehicle registration card; or
 - iii. Home or vehicle insurance policy.

Note: Postmasters and unit managers have the right to require more identification than the minimum requirements detailed here. Postmasters and unit managers have the right to refuse to accept an application if the identity of the customer cannot be adequately verified.²

4. The customer pays the enrollment fee and the appropriate amount for the service based on the start

date and the end date indicated on the application. Full payment is due at time of application for the entire period of service.

4.2 Customer Experience

1. The customer will receive all of the mail on a weekly basis in Priority Mail shipments. (Some exceptions do apply; see Disposition of Mail Chart, Post Office version, in Appendix E on page 113.)
2. If there is a change in the end date of service, the customer notifies the primary address Post Office of the change prior to the last shipment date noted on the application.
 - If the customer extends the end date, payment for the additional weeks of service is required before the extension is processed.
 - If the customer elects to end PFS service early, payment for the unused weeks is refunded, only upon request, following Postal Service refund policies (see section 5.7 on page 99).
3. At the end of service, mail delivery to the customer's primary address resumes on the date designated by the customer (block 17 on PS Form 8176). The customer also has the option to pick up any mail that has accumulated between the last shipment date (block 18 on PS Form 8176) and the resume mail delivery date (block 17 on PS Form 8176).

5 Operating Guidelines

5.1 Assisting Prospective Customers

5.1.2 Providing Information

1. Employees offer to discuss the service with any customer who asks about address change or hold mail services and explain the difference between temporary forwarding, hold mail service, and PFS.
2. When presented with the opportunity, acceptance, delivery unit, and P.O. Box section employees should explain this optional service to all customers who turn in a PS Form 3575, *Change-of-Address Order*.

5.1.3 Enrolling in PFS

1. Verify whether or not a customer has an active hold request or forwarding order (PS Form 3575) on file before processing a PFS application. If either is currently active, the employee takes the necessary steps with the customer to avoid having both services active at the same time.

¹ Verification policy taken from Mailing Standards of the United States Postal Service, *Domestic Mail Manual (DMM)* 508.4.3.2.

² Above instructions modeled on Handbook F-1, Post Office Accounting Procedures, section 312, *Bank Checks*.

2. Verify the customer's identity and proof of residency at the primary address shown on the PFS application.
3. Check the application for accuracy and completeness, and ensure the primary and temporary addresses provided are domestic addresses.
4. Ensure that business addresses (other than those with small P.O. Boxes size 1 & 2) and customers with size 3, 4, or 5 P.O. Boxes are not enrolled in PFS. (An exception is allowed for customers who have a size 3, 4, or 5 Post Office Box because a smaller size was not available.)
5. Ensure customers agree to the PFS Terms and Conditions and authorize service by signing the application.
6. Collect the appropriate PFS payments and enter the amount of the nonrefundable application fee of \$10 into AIC 108, Premium Forwarding Service Application Fee, and the calculated amount of the weekly service charge (\$10 for each week) for the entire period of service into AIC 159, Premium Forwarding Service Fee.

Note: These AICs and AIC 623, Refund for Premium Forward Service Fee, was activated on the integrated retail terminals (IRTs) July 27 and on the Point of Sale (POS) System July 30. Offices may start using them on August 7.

7. Remind customers to provide their temporary address to senders of large parcels by providing each customer a Disposition of Mail Chart (Customer Copy) on page 114.
8. Issue customers receipt for payment, a Disposition of Mail Chart, and the customer copy of the PFS application.

5.2 Setting Up PFS Service

1. Set up a PFS Master Tracking Log (see Appendix G on page 115) and input all information pertinent to each PFS applicant.
2. Ensure the PFS Shipping Card is placed in each PFS customer's address slot on the carrier case or in the P.O. Box section, as applicable.
3. Ensure the PFS customer's mail is held for reshipment.
4. Ensure the PFS customer's mail is separated according to local hold mail procedures.
5. Make arrangements to produce enough address labels to cover the weekly shipments and at least five additional labels for rerouting accountable mail and large parcels.

5.3 Processing PFS Mail

1. Generally, PFS customer mail is held and bundled using local Post Office hold mail and reship service procedures.
2. Ensure all PFS mail is reshipped in the PFS weekly package or rerouted as an outside piece according to the PFS guidelines.
3. Place letters and flats in Priority Mail packaging starting with highest class of service. Do NOT use Priority Mail Flat-Rate boxes. Include all small parcels that will fit in the Priority Mail packaging (starting with the highest class of service), but *only after* all of the letters and flats have been added.
4. Reship and reroute all mail regardless of the mail-piece endorsement.
5. Seal the Priority Mail packaging and affix:
 - a) Label 85 postage label³.
 - b) The temporary address mailing label or the temporary address can be printed directly onto Label 85.
 - c) The return address of the Post Office shipping the mail (the customer's primary address Post Office).
6. Readdress and reroute ordinary parcels that do not fit in the Priority Mail packaging by either:
 - a) Affixing a preprinted address label bearing the customer's temporary address, if suitable, or
 - b) Lining through the primary address and writing in the temporary address.

Note: Label 85 is only used for the weekly PFS Priority Mail shipment and is not affixed to parcels or any other mail-piece sent outside the PFS Priority Mail weekly shipment.

7. Process and send PFS mailings to the customer's temporary address every Wednesday during the PFS enrollment period. Outside pieces are generally rerouted immediately upon arrival at the primary address.
8. Document each weekly shipment as appropriate on the PFS Shipping Card (see Appendix D on page 112).

³ Label 85 is a special G-400 penalty label exclusively for use on the weekly PFS Priority Mail package to identify the mailpiece as a PFS postage-paid mailing.

5.4 Special Procedures

Express Mail, accountable mail (mail requiring a scan, signature, postage due, etc.), and large parcels that obviously will not fit in the weekly PFS shipment are to be rerouted **immediately** upon receipt. On the same day such pieces are received:

1. Readdress and reroute mail requiring a scan, signature, or additional postage at delivery.
2. Scan all items requiring a scan as “forwarded.”
3. Ensure mail bearing a Return Receipt is rerouted to the temporary address, but **do not** provide the temporary address in section D of the Return Receipt on PS Form 3811. **With PFS, delivery is completed when the mail arrives at the primary address.**
4. Ensure the return address on the “outside” pieces remains as the sender of the mail.

PROCEDURES FOR HANDLING:

- **Express Mail®** — Express Mail articles are not included in the PFS package. Express Mail articles are rerouted immediately to the temporary address. No additional charges will apply (see Disposition of Mail Chart, Appendix E on page 113).
- **Priority Mail®** — Priority Mail articles are NOT held for reshipment in the PFS package, unless doing so WOULD NOT delay its delivery to the temporary address. No additional charges will apply (see Disposition of Mail Chart, Appendix E).
- **First-Class Mail Packages** — If First-Class Mail packages do not fit in the weekly shipment, each is rerouted separately at no additional charge (see Disposition of Mail Chart, Appendix E).
- **Standard Mail and Package Services Mail** — Articles and packages mailed at the Standard Mail Parcel Post®, Bound Printed Matter, Media Mail®, and Library Mail rates are included in the PFS package if they fit inside the package after letters, flats or large envelopes, and magazines are inserted. Otherwise, they will be shipped postage due at the Priority Mail rate regardless of the initial postage rate. The appropriate postage due fees will be collected at the point of delivery.
- **Mail requiring a scan, signature, or additional postage at delivery** will be rerouted separately (see Disposition of Mail Chart). Examples of such mail include Express Mail, mail bearing Delivery Confirmation™ or Return Receipt, postage due mail, and numbered Insured mail.

Note: Advise customers to notify their senders of Standard Mail and Package Services items to address this mail directly to the customer’s temporary address to avoid

additional charges (see Disposition of Mail Chart, Appendix E on page 113).

5.5 Ending Service

The service ends on the requested end date indicated by the customer in block 16 on the PFS application. Once the service ends, delivery of the mail resumes at the customer’s primary address on the date indicated in block 17 on the PFS application.

Between the last shipment date in block 18 on the PFS application and the resume normal delivery date in block 17, the customer has the option of picking up the accumulated mail from the primary address Post Office.

Continue to reroute outside pieces after the last ship date if the mailpiece will arrive at the temporary address by the customer’s end date of service.

5.6 Canceling Service

A PFS customer may change the end date or cancel service. Requests to modify service are required prior to the last ship date found in block 18 on the PFS application. The initial application fee is nonrefundable. However, upon the customer’s request, the unused portion of the weekly mailing charges may be refunded.

5.7 Refund Procedures

If a customer requests a refund:

1. PS Form 3533, *Application for Refund of Postage, Fees, Services and Withdrawal of Trust Accounts*, is completed.
2. A valid photo-bearing identification is required.
3. The change requested is annotated on the customer’s application.
4. The unused portion of the PFS charge is calculated and the refund amount is recorded on the PFS application. The amount calculated will be the amount due to the customer.
5. A no-fee postal money order for the amount refunded is issued to the customer and entered into AIC 623, Refund of Premium Forwarding Service Fee.
6. PS Form 3533 is attached to the PFS application and filed locally. Refund records are maintained according to standard record retention policy.

5.8 Replenishing Supplies

Each Post Office will receive an automatic distribution of applications, Label 85, the counter card with take-one brochures, and the lobby poster. Additional quantities of the following can be ordered from the Topeka Material Distribution Center (MDC):

- PS Form 8176, *Premium Forwarding Service Application*, PSN 7530-07-000-6197.
- Label 85, *Premium Forwarding Service Penalty Label* (G-400), PSN 7690-08-000-0862.
- Counter Card with Take-One, PSN 7610-08-000-1458.

6 Responsibilities

6.1 Overall Responsibilities

The local Post Office will set up procedures to accommodate PFS. In general:

- The PFS operation will work in the same manner as the existing hold mail and Priority Mail reshipping procedures for the respective Post Office.
- The PFS operation will vary by Post Office due to facility size and the number of customers opting to use this service.
- Those locations with a hold mail case should use it for storing PFS mail for subsequent reshipping. Locations without a hold mail case should follow procedures for storing PFS mail with other hold mail for subsequent reshipping — similar to Priority Mail reship service.

6.2 Management Responsibilities

Post Office management (postmasters, managers, and supervisors) have the overall responsibility to identify the designated control point employee (DCPE) and other employees to perform the responsibilities in support of the PFS program. These include handling and separating mail for PFS customers, preparing PFS mail for reshipment, re-routing PFS packages, and other duties, as appropriate, ***in accordance with division of labor policies for that office***. In addition, management also has the responsibility to:

1. Oversee local public relations, communications, and advertising to make customers aware of PFS. Provide press releases and news articles to local newspapers and utilize appropriate advertising, as required.
2. Ensure employees responsible for the day-to-day operations (including accepting PFS applications, tracking customer enrollments, and preparing PFS mail for reshipment or rerouting) are adequately prepared to perform the required functions.
3. Ensure an adequate supply of Priority Mail packaging and tape is available for use at the primary address Post Office.
4. Ensure an adequate supply of labels used for the temporary address is produced.
5. Ensure PS Form 8176, *Premium Forwarding Service Application*, and Label 85 are available.
6. Ensure all informal mail forwarding (i.e., “snowbird” service) arrangements are stopped as detailed in section 2.2 on page 95 of these guidelines.
7. Use the sample customer letter in Appendix A on page 104 to notify existing “snowbird” customers about the termination of previous informal mail forwarding arrangements and the initiation of PFS.
8. Oversee the PFS operation to ensure the service is being provided according to the PFS guidelines.
9. Perform random checks to ensure customers are properly completing and signing the PFS application to authorize service and are provided with the customer’s copy of the Disposition of Mail Chart (see Appendix F on page 114).
10. Make certain the dates of the requested service period fall between 2 weeks and 1 year and the required PFS fees are collected prior to the start of the service period.
11. Ensure the customer applications are handed off to the designated employee(s).
12. Ensure the designated employee(s) maintains a PFS Master Tracking Log to track service for all PFS customers.
13. Ensure the PFS Shipping Card is given to the employee designated to hold out the PFS customer’s mail for reshipment.
14. Verify all pertinent information from the customer’s application and related mailing activities are recorded in the PFS Master Tracking Log and on the back of the PFS Shipping Card.
15. Ensure all replacement employees are aware of the PFS order.
16. Ensure PFS mailings are processed and mailed each Wednesday during the service period.
17. Ensure all mail is reshipped or rerouted; mailer endorsements are not honored; and accountable mail and larger parcels are rerouted immediately and separately outside of the PFS weekly shipment.
18. Ensure PFS is only provided to domestic addresses.
19. Ensure the customer’s normal mail delivery to the primary address resumes as directed by the customer’s PFS application.

6.3 Responsibilities of Employees Accepting PFS Applications

1. Explaining this optional service to customers who submit a hold mail request or temporary Change-of-Address Order (PS Form 3575) or to any customers who request hold mail or temporary change-of-address information.
2. Explaining the difference between temporary forwarding, hold mail service, and PFS.
3. If a customer requests PFS, the retail acceptance employee should assist the customer in completing the PFS Application, review the application, and verify its accuracy. **Be sure the customer is aware of the survey question in block 22 at the bottom of the application.**
4. Once a customer has submitted a PFS application, the acceptance employee must see personal identification to verify the identity of the applicant and proof of residency at the primary address, and record the types of identification on the application. Acceptable types of identification are:
 - Driver's license or state-issued nondriver identification;
 - Passport (foreign or domestic); or
 - Military identification card.

Acceptable proof of residency at the primary address is:⁴

- A current lease, mortgage, or deed of trust;
- Voter or vehicle registration card; or
- Home or vehicle insurance policy.

Note: Postmasters and unit managers have the right to require more identification than the minimum requirements outlined above. Postmasters and unit managers have the right to refuse to accept an application if the identity of the customer cannot be adequately verified.⁵

5. The acceptance employee will also question any customer enrolling in PFS to verify the customer does not have an active hold mail request or PS Form 3575 on file. If either is currently active, the acceptance employee will take the necessary steps with the customer to avoid having both services active at the same time.
6. The acceptance employee will ensure the start and end date fall between 2 weeks and 1 year.
7. The acceptance employee will collect the appropriate amount of funds for the service period and process the payment for PFS by:

- a) Entering the amount of the nonrefundable application fee of \$10 into AIC 108, Premium Forwarding Service Application Fee.
 - b) Entering the calculated amount of the service charge of \$10 for each week for the entire period of service as outlined in the application; this amount is entered into AIC 159, Premium Forwarding Service Fee.
 - c) Issuing the customer a receipt for payment, the customer copy of the PFS application, and a Disposition of Mail Chart (Customer Copy) on page 114.
 - d) Reminding the customer to inform senders of large parcels to send these items directly to their temporary address to avoid incurring additional postage costs for those items.
8. The acceptance employee will hand off the customer application to the designated control point employee.

6.4 Main Responsibilities of Designated Control Point Employee (DCPE)

Once the application is received by the DCPE:

1. The DCPE creates a PFS Master Tracking Log, (see Appendix G on page 115).
2. The DCPE adds all pertinent information from the customer's application into the PFS Master Tracking Log. This information is also found on PFS Shipping Card (see page 4 of PS Form 8176).
3. The DCPE notifies the delivery unit or P.O. Box employee by providing the PFS Shipping Card, sends the HQ copy (page 3) of the application to the address noted on the bottom of the page at least once a week, and files the Post Office copy (page 1) locally.
4. The DCPE will make arrangements to produce enough address labels to cover the weekly shipments and at least five additional labels for accountable mail and "outside" packages.
5. Ensure the customer's mail is held out and bundled by the designated delivery or P.O. Box employee.
6. Ensure First-Class Mail packages are held until Wednesday to determine if they will fit in the PFS weekly shipment.
7. Place letters and flats in Priority Mail packaging starting with highest class of service. Do NOT use Priority Mail Flat-Rate boxes. Include all small parcels that will fit in the Priority Mail packaging (starting with the highest class of service), but *only after* all of the letters and flats have been added. **All mail is reshipped and rerouted, regardless of the mail-piece endorsement.**

⁴ Verification policy taken from DMM 508.4.3.2.

⁵ Above instructions modeled on F-1, section 312, Bank Checks.

8. Process and ship PFS mailings on the designated day — Wednesday.
 9. Ensure all PFS mail is reshipped and rerouted according to PFS policy.
 10. Individually reroute accountable mail and some packages outside the PFS weekly shipment as required. Some of these items can be shipped after the last ship date (Wednesday) if they will arrive prior to the customer's end date. For example: The customer's end date is Thursday, August 18. The last ship date is the previous Wednesday, August 10. If you receive an Express Mail package on Thursday, August 11, it can be rerouted because it has 7 days to arrive at the customer's temporary address by the end date, August 18.
 11. Ensure PFS forwarding is only for domestic addresses, including to, but not from, APOs and FPOs.
 12. Ensure businesses (other than those with small P.O. Boxes size 1 & 2) and customers with 3, 4, or 5 size P.O. Boxes are not enrolled in PFS. (Subject to exceptions contained in item 4 of 5.1.3, on page 98.)
 13. Document each weekly shipment on the PFS Shipping Card, Appendix D.
8. Ensuring replacement employees are aware of the PFS order.
 9. Individually rerouting accountable mail and some packages outside the PFS weekly shipment as required.
 10. Stopping the PFS service on the requested end date as indicated on the customer application or PFS Shipping Card (block 17, PS Form 8176) by removing the card from the address slot.

7 Things to Remember

- Give a copy of the Disposition of Mail Chart (Customer Copy) in Appendix F on page 114 to each customer who enrolls.
- Machine-printed address labels (bearing a barcode when possible) with the customer's temporary address should be used and affixed to Label 85 on all weekly Priority Mail shipments. The temporary address can be printed directly onto Label 85.
- **Label 85 is ONLY to be used on the weekly PFS Priority Mail shipment. It is NOT used for rerouting items outside of the weekly PFS Priority Mail shipment.**
- The return address on weekly PFS Priority Mail shipments is always the primary address Post Office.
- The return address on pieces rerouted separately from the weekly PFS Priority Mail shipment remains the originator of the mailpiece.
- All mail is reshipped and rerouted, regardless of the mailpiece endorsement.
- Express Mail articles are *never* included in the weekly PFS shipment.
- First-Class Mail packages are held until Wednesday to determine if they will fit in the PFS weekly shipment.
- **Mail bearing a Return Receipt is rerouted to the temporary address; however, do not provide the temporary address in section D of the Return Receipt, PS Form 3811.**
- **Mail with certain extra services, i.e., requiring a scan, signature, or additional postage (postage due), is never included in the weekly PFS shipment.**
- Packages are only included in the weekly PFS Priority Mail shipment after letters, flats, or large envelopes and magazines are inserted.
- Packages are inserted by highest to lowest class of service, e.g., Priority Mail and First-Class Mail packages are inserted before Standard Mail parcels.

6.5 Main Responsibilities of Delivery and P.O. Box Employees

These employees are responsible for:

1. Explaining this optional service to customers who submit a hold mail request or temporary Change-of-Address Order (PS Form 3575) or to any customers who request hold mail or temporary address change information.
2. Explaining the difference between temporary forwarding, hold mail service, and PFS.
3. Verifying there is no active Change-of-Address Order (PS Form 3575) on file for the PFS customer and notifying management if there is.
4. Placing the PFS Shipping Cards in the address location on the carrier case or in the PO Box for each PFS customer following procedures similar to current handling of hold mail and temporary Change-of-Address mail.
5. Ensuring PFS is only for domestic addresses, including to, but not from APOs and FPOs.
6. Ensuring business addresses (other than those with P.O. Boxes size 1 & 2) and customers with size 3, 4, or 5 P.O. Boxes are not enrolled in PFS.
7. Holding PFS customers' mail for weekly reshipment in accordance with existing hold mail procedures and rerouting individual pieces as required.

- While use of a single, larger box is preferred, two or more PFS Priority Mail packages may be used for one customer if the volume of letters, flats, or large envelopes and magazines require additional containers to reship the customer's weekly accumulation of mail. ***The \$10 weekly PFS price includes all applicable mail prepared for shipment on Wednesdays.***
- An additional Priority Mail container should not be used just to accommodate a parcel, instead the parcel should be sent as an outside.
- Make sure to evaluate if items that are rerouted outside the weekly shipment can be shipped after the last ship date (Wednesday). If they will arrive at the customer's temporary address prior to the customer's end date the mailpiece should be sent.

For example: The customer's end date is Thursday, August 25. The last ship date is the previous Wednesday, August 17. If you receive a Priority Mail package on Friday, August 19, it can be rerouted because it has 6 days to arrive at the customer's temporary address by the end date, August 25.

- PFS is \$10 for the weekly PFS Priority Mail shipment regardless of the volume of mail or the (zone) distance it has to travel to reach the temporary address.
- Do not use the Priority Mail Flat-Rate box for PFS shipments. Do not use ReadyPost® shipping materials for PFS shipments.
- Send the Headquarters copy, page 3 of the application, to the address noted on the bottom of the page at least once a week.

Appendix A — Sample Letter to Customer

Dear Customer:

On August 7, 2005, the United States Postal Service [begins/began] offering a new service for the temporary forwarding of mail — Premium Forwarding Service. It offers the option of having all your mail shipped to you while you are temporarily away from your primary residence for a minimum of 2 weeks and up to a maximum of 1 year.

While your mail has been forwarded to temporary locations in the past through informal arrangements, we are certain you'll find our new standardized temporary forwarding service to be a more efficient and reliable alternative at a reasonable cost.

For a \$10 enrollment fee and \$10 for each weekly shipment, Premium Forwarding Service allows your mail to reach you at your temporary location anywhere across the nation — no matter the distance or volume of mail you receive. And it provides a consistent service that is available to all customers nationwide.

Please feel free to stop by my office for an application or to learn more about this new service.

As always, it's our pleasure to "deliver for you" — wherever you are!

Thank you for your business.

[signed]

Postmaster

Appendix B — Sample Application Form (Page 1-front – Post Office Copy)



Premium Forwarding Service (PFS) Application

Instructions for completing this form are printed on the reverse of the last copy (card stock) of this form. Press firmly and legibly when completing this form; you are making 4 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel.

PLEASE READ BEFORE YOU COMPLETE THIS FORM
 The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement.
 Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.

1. Premium Forwarding Service requested for: <input type="checkbox"/> Individual <input type="checkbox"/> Entire Household			2. Customer Name (Last, first, MI)		
4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)			5. Temporary Address (Number, street, suite, apt., P.O. Box, etc.)		
4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.			5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.		
6. City	7. State	8. ZIP+4®	9. City	10. State	11. ZIP+4
12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)			13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)		
14. Customer Signature <i>By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.</i> Signature _____ Application Date _____			15. Start Date (MM/DD/YYYY)		16. End Date (MM/DD/YYYY)
19. Receiving Post Office™ Name and Address (Please print or use address stamp)			17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read instruction #17 on reverse of Copy #4 before completing this date.) (MM/DD/YYYY)		18. Last Shipment Date
			20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)		
22. Survey Question (optional) Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional. As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options? Enroll using Internet <input type="checkbox"/> Yes <input type="checkbox"/> No Enroll by telephone via a toll-free number <input type="checkbox"/> Yes <input type="checkbox"/> No			21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.) Total amount received for PFS: \$ _____ (includes \$70.00 nonrefundable enrollment fee)		
			_____ Initials		_____ Date Received

23. Privacy Notice:
 The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Appendix B — Sample Application Form (Page 2-front – Customer Copy)



Premium Forwarding Service (PFS) Application

Instructions for completing this form are printed on the reverse of the last copy (card stock) of this form. Press firmly and legibly when completing this form; you are making 4 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel.

PLEASE READ BEFORE YOU COMPLETE THIS FORM
 The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement.
 Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.

1. Premium Forwarding Service requested for:

- Individual Entire Household

2. Customer Name (Last, first, MI)

3. Email Address (Optional)

4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)

5. Temporary Address (Number, street, suite, apt., P.O. Box etc.)

4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

6. City 7. State 8. ZIP+4®

9. City 10. State 11. ZIP+4

12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)

13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)

14. Customer Signature

By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.

15. Start Date (MM/DD/YYYY)

16. End Date (MM/DD/YYYY)

17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read instruction #17 on reverse of Copy #1 before completing this date.)

18. Last Shipment Date

Signature Application Date

(MM/DD/YYYY)

19. Receiving Post Office™ Name and Address (Please print or use address stamp)

20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)

21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.)

Total amount received for PFS: \$ _____
 (Includes \$10.00 nonrefundable enrollment fee)

Initials Date Received

22. Survey Question (optional)

Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional.

As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options?

- Enroll using Internet Yes No
 Enroll by telephone via a toll-free number Yes No

23. Privacy Notice:

The information you provide will be used to forward your mail to a new location. Collection is authorized by 38 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Appendix B — Sample Application Form (Page 3–front – Headquarters Copy)



Premium Forwarding Service (PFS) Application

Instructions for completing this form are printed on the reverse of the last copy (and stock) of this form. Press firmly and legibly when completing this form; you are making 4 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel!

PLEASE READ BEFORE YOU COMPLETE THIS FORM
 The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement.
 Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.

1. Premium Forwarding Service requested for: <input type="checkbox"/> Individual <input type="checkbox"/> Entire Household			2. Customer Name (Last, First, MI)		
4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)			5. Temporary Address (Number, street, suite, apt., P.O. Box etc.)		
4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.			5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.		
6. City	7. State	8. ZIP+4®	9. City	10. State	11. ZIP+4
12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)			13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)		
14. Customer Signature <i>By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.</i> Signature _____ Application Date _____			15. Start Date (MM/DD/YYYY)		16. End Date (MM/DD/YYYY)
19. Receiving Post Office™ Name and Address (Please print or use address stamp)			17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read instruction #17 on reverse of Copy #4 before completing this date.) (MM/DD/YYYY)		18. Last Shipment Date
			20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)		
22. Survey Question (optional) Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional. As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options? Enroll using Internet <input type="checkbox"/> Yes <input type="checkbox"/> No Enroll by telephone via a toll-free number <input type="checkbox"/> Yes <input type="checkbox"/> No			21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.) Total amount received for PFS: \$ _____ (Includes \$10.00 nonrefundable enrollment fee)		
			Initials _____		Date Received _____

22. Survey Question (optional)
 Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional.
 As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options?
 Enroll using Internet Yes No
 Enroll by telephone via a toll-free number Yes No

23. Privacy Notice:
 The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Appendix B — Sample Application Form (Page 4—front – Post Office Shipping Copy)



Premium Forwarding Service (PFS) Application

Instructions for completing this form are printed on the reverse of the last copy (card stock) of this form. Press firmly and legibly when completing this form; you are making 4 copies. Shaded items #18 - 21 may only be completed by Postal Service™ personnel.

PLEASE READ BEFORE YOU COMPLETE THIS FORM
The Terms and Conditions governing this service are printed on the reverse of Copy 2 - Customer. Please read the reverse of this form carefully. By affixing your signature in item #14 (below) you are indicating that you understand and agree to the terms of this service agreement.

Applications for this service can only be accepted and processed at the Post Office™, including any of its stations or branches, that serves your primary address.

1. Premium Forwarding Service requested for:

- Individual Entire Household

2. Customer Name (Last, first, MI)

3. Email Address (Optional)

4. Primary Local Address (Number, street, suite, apt., P.O. Box, etc.)

5. Temporary Address (Number, street, suite, apt., P.O. Box, etc.)

4a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

5a. For Puerto Rico Only: If address is in PR, print Urbanization Name, if appropriate.

6. City 7. State 8. ZIP+4®

9. City 10. State 11. ZIP+4

12. Primary Contact Telephone Number(s), including Area Code (Plus extension if appropriate)

13. Temporary Contact Telephone Number, including Area Code (Plus extension if appropriate)

14. Customer Signature

By signing this form, you acknowledge that you agree to the Terms and Conditions of the PFS program as printed on the reverse of Copy 2 - Customer.

15. Start Date (MM/DD/YYYY)

16. End Date (MM/DD/YYYY)

17. Upon end of PFS, indicate when you want the Post Office to resume normal mail delivery. (Please read Instruction #17 on reverse of Copy #4 before completing this date.)

18. Last Shipment Date

Signature

Application Date

(MM/DD/YYYY)

19. Receiving Post Office™ Name and Address (Please print or use address stamp)

20. Type of Photo ID (Please record type of ID — e.g., Driver's License, Passport — but do not record the number. Government-issued IDs only. Credit cards and IDs issued by private companies are not acceptable forms of photo ID.)

21. Postal Service Employee (Please initial, date, and verify that payment and enrollment fee are received.)

Total amount received for PFS: \$ _____
(Includes \$10.00 nonrefundable enrollment fee)

Initials

Date Received

22. Survey Question (optional)

Please take a moment to complete our survey below. While we appreciate you taking the time to respond to our brief questions, your response is optional.

As a future alternative to enrolling at the Post Office, would you prefer to enroll in the program using the following options?

- Enroll using Internet Yes No
Enroll by telephone via a toll-free number Yes No

23. Privacy Notice:

The information you provide will be used to forward your mail to a new location. Collection is authorized by 39 U.S.C. 404. Filing this form is voluntary, but we cannot forward your mail without it. We do not disclose your information, except in the following limited circumstances: to government agencies or bodies as required to perform official duties; to mailers, only if they already possess your old address; in legal proceedings or for service of process; to law enforcement as needed for a criminal investigation; or to contractors who help fulfill the service. For more information on our privacy policies, see our privacy link on usps.com®.

Appendix C — Sample Application Form Terms and Conditions (Page 1-back – Post Office Copy)**Terms and Conditions**

This document identifies the Terms and Conditions under which the United States Postal Service® makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Applications for this service can only be accepted and processed at the Post Office™, including its stations, or branches, that serves your primary mailing address.

SERVICE DEFINITION

USPS® Premium Forwarding Service (PFS) is a personalized service for reshipping mail from a primary residential address to a temporary address using a Priority Mail® shipment. Some mail pieces, such as those requiring a delivery scan or signature and Express Mail® are rerouted piece by piece.

Service Rules for Retail Signup

1. PFS is available only from domestic addresses; PFS is available to, but not from APOs and FPOs.
2. A formal temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS.
3. This service reships mail for an entire household or for an individual addressee to a temporary address. Business addressees and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of two weeks to a maximum of one year. All mail is reshipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday. PFS is not a guaranteed service; no refunds are allowed for delayed shipments.
6. The cost is \$10.00 to enroll (nonrefundable) and \$10.00 for each weekly shipment. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo. Customers must provide evidence of residency at the primary address.
8. The start date is the first day the customer wants the Postal Service™ to hold the mail for reshipment. The end date is the last day the customer will accept mail delivered to the temporary address.
9. Mail requiring a scan, signature or additional postage at delivery will be rerouted separately (see Disposition of Mail Chart). Examples of such mail include Express Mail, mail bearing Delivery Confirmation™ or Return Receipt; Postage Due Mail and Numbered Insured Mail.
10. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at Priority Mail rates (see Disposition of Mail Chart):
 - a. **Express Mail** – Express Mail articles will not be included in the PFS package. Express Mail articles are rerouted immediately to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - b. **Priority Mail** – Priority Mail articles are NOT held for reshipment in the PFS package, unless doing so WOULD NOT delay its delivery to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - c. **First-Class Mail® Packages** – If First-Class Mail packages do not fit in the weekly shipment, each will be rerouted separately at no additional charge (see Disposition of Mail Chart).
 - d. **Standard Mail and Package Services Mail** - Articles and packages mailed at the Standard Mail Parcel Post®, Bound Printed Matter, Media Mail®, and Library Mail rates will be included in the PFS package if they fit inside the package (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the Priority Mail rate regardless of the initial postage rate. The appropriate postage due fees will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail and Package Services Mail send this mail directly to the temporary addresses (see Disposition of Mail Chart).

Service Modifications (Extend, Shorten or Cancel Service)

1. Customers must notify their primary address Post Office™ of the new end date if there is a change.
2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
3. If the customer terminates the service early, an appropriate refund can, upon request, be provided, for the weeks not used. Refunds are issued by the primary address Post Office.

Appendix C — Sample Application Form Terms and Conditions (Page 2–back – Customer Copy)

Terms and Conditions

This document identifies the Terms and Conditions under which the United States Postal Service® makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Applications for this service can only be accepted and processed at the Post Office™, including its stations, or branches, that serves your primary mailing address.

SERVICE DEFINITION

USPS® Premium Forwarding Service (PFS) is a personalized service for reshipping mail from a primary residential address to a temporary address using a Priority Mail® shipment. Some mail pieces, such as those requiring a delivery scan or signature and Express Mail® are rerouted piece by piece.

Service Rules for Retail Signup

1. PFS is available only from domestic addresses; PFS is available to, but not from APOs and FPOs.
2. A formal temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS.
3. This service reships mail for an entire household or for an individual addressee to a temporary address. Business addressees and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of two weeks to a maximum of one year. All mail is reshipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday. PFS is not a guaranteed service; no refunds are allowed for delayed shipments.
6. The cost is \$10.00 to enroll (nonrefundable) and \$10.00 for each weekly shipment. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo. Customers must provide evidence of residency at the primary address.
8. The start date is the first day the customer wants the Postal Service™ to hold the mail for reshipment. The end date is the last day the customer will accept mail delivered to the temporary address.
9. Mail requiring a scan, signature or additional postage at delivery will be rerouted separately (see Disposition of Mail Chart). Examples of such mail include Express Mail, mail bearing Delivery Confirmation™ or Return Receipt; Postage Due Mail and Numbered Insured Mail.
10. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at Priority Mail rates (see Disposition of Mail Chart):
 - a. **Express Mail** – Express Mail articles will not be included in the PFS package. Express Mail articles are rerouted immediately to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - b. **Priority Mail** – Priority Mail articles are NOT held for reshipment in the PFS package, unless doing so WOULD NOT delay its delivery to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - c. **First-Class Mail® Packages** – If First-Class Mail packages do not fit in the weekly shipment, each will be rerouted separately at no additional charge (see Disposition of Mail Chart).
 - d. **Standard Mail and Package Services Mail** - Articles and packages mailed at the Standard Mail Parcel Post®, Bound Printed Matter, Media Mail®, and Library Mail rates will be included in the PFS package if they fit inside the package (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the Priority Mail rate regardless of the initial postage rate. The appropriate postage due fees will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail and Package Services Mail send this mail directly to the temporary addresses (see Disposition of Mail Chart).

Service Modifications (Extend, Shorten or Cancel Service)

1. Customers must notify their primary address Post Office™ of the new end date if there is a change.
2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
3. If the customer terminates the service early, an appropriate refund can, upon request, be provided, for the weeks not used. Refunds are issued by the primary address Post Office.

Appendix C — Sample Application Form Terms and Conditions (Page 3–back – Headquarters Copy)**Terms and Conditions**

This document identifies the Terms and Conditions under which the United States Postal Service® makes this service available to you. By signing the application, you are stating that you have read and understand this document, and you agree to be bound by its terms and conditions. Applications for this service can only be accepted and processed at the Post Office™, including its stations, or branches, that serves your primary mailing address.

SERVICE DEFINITION

USPS® Premium Forwarding Service (PFS) is a personalized service for reshipping mail from a primary residential address to a temporary address using a Priority Mail® shipment. Some mail pieces, such as those requiring a delivery scan or signature and Express Mail® are rerouted piece by piece.

Service Rules for Retail Signup

1. PFS is available only from domestic addresses; PFS is available to, but not from APOs and FPOs.
2. A formal temporary or permanent Change of Address Order (PS Form 3575) cannot be active simultaneously with PFS.
3. This service reships mail for an entire household or for an individual addressee to a temporary address. Business addressees and centralized delivery points are generally ineligible.
4. Customers can have all their mail delivered to a temporary address for a minimum of two weeks to a maximum of one year. All mail is reshipped regardless of mailpiece endorsements.
5. Shipments are mailed once a week on Wednesday. PFS is not a guaranteed service; no refunds are allowed for delayed shipments.
6. The cost is \$10.00 to enroll (nonrefundable) and \$10.00 for each weekly shipment. Customers must pay for the entire period of service at the time of application. The customer may pay for the service with cash, check, credit card or debit card.
7. When applying, customers must provide two types of identification; one must contain a photo. Customers must provide evidence of residency at the primary address.
8. The start date is the first day the customer wants the Postal Service™ to hold the mail for reshipment. The end date is the last day the customer will accept mail delivered to the temporary address.
9. Mail requiring a scan, signature or additional postage at delivery will be rerouted separately (see Disposition of Mail Chart). Examples of such mail include Express Mail, mail bearing Delivery Confirmation™ or Return Receipt; Postage Due Mail and Numbered Insured Mail.
10. Some packages rerouted separately from the weekly shipment to the temporary address will arrive at the temporary address postage due at Priority Mail rates (see Disposition of Mail Chart):
 - a. **Express Mail** – Express Mail articles will not be included in the PFS package. Express Mail articles are rerouted immediately to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - b. **Priority Mail** – Priority Mail articles are NOT held for reshipment in the PFS package, unless doing so WOULD NOT delay its delivery to the temporary address. No additional charges will apply (see Disposition of Mail Chart).
 - c. **First-Class Mail® Packages** – If First-Class Mail packages do not fit in the weekly shipment, each will be rerouted separately at no additional charge (see Disposition of Mail Chart).
 - d. **Standard Mail and Package Services Mail** - Articles and packages mailed at the Standard Mail Parcel Post®, Bound Printed Matter, Media Mail®, and Library Mail rates will be included in the PFS package if they fit inside the package (after letters, flats or large envelopes, and magazines are inserted). Otherwise, they will be shipped postage due at the Priority Mail rate regardless of the initial postage rate. The appropriate postage due fees will be collected at the point of delivery.

Note: To avoid additional charges, customers should have the sender of Standard Mail and Package Services Mail send this mail directly to the temporary addresses (see Disposition of Mail Chart).

Service Modifications (Extend, Shorten or Cancel Service)

1. Customers must notify their primary address Post Office™ of the new end date if there is a change.
2. To extend service, the customer must pay for all additional weeks of service before the extension is processed.
3. If the customer terminates the service early, an appropriate refund can, upon request, be provided, for the weeks not used. Refunds are issued by the primary address Post Office.

Appendix E — USPS® Premium Forwarding Service, Disposition of Mail Chart (Post Office Copy)

This chart identifies what mail is included in the \$10.00 weekly shipment and what mail costs extra.

Shape	Express Mail	First-Class Mail (With extra svc requiring a scan or signature)	First-Class Mail (Without extra svc requiring a scan or signature)	Periodicals (Magazines, Newspapers, firm bundles)	Standard Mail (With Delivery Confirmation or other extra svc requiring scan or signature)	Standard Mail (Without Delivery Confirmation) (bulletins, small parcels, Direct Advertising Mail)	Priority Mail (With Delivery Confirmation or other extra svc requiring scan or signature)	Priority Mail (Without Delivery Confirmation or other extra svc requiring a scan or signature)	Package Services (With extra svc requiring scan or signature)	Package Services (Without Delivery Confirmation or other extra svc—Parcel Post, merchandise, books, recordings)
Letters and Flats	Not included	Not included	Included	Included	N/A	Included	Not included	Included ¹	Postage Due	Included
Parcel (small—fits into PFS pkg)	Not included	Not included	Included	Included	Postage Due	May be included	Not included	Included ¹	Postage Due	May be included
Parcel (too large for PFS pkg)	Not included	Not included	Not included	Not Included	Postage Due	Postage Due	Not included	Not included	Postage Due ²	Postage Due ²

LEGEND:

Included = Included in weekly PFS shipment at no additional cost.

¹Priority Mail items are included in the weekly PFS shipment **unless** including the item would delay its arrival at the customer’s temporary address.

May be included = Included in weekly PFS shipment **only if it fits** after all the letters and flats (magazines and large envelopes) are included. If item does not fit, it will be rerouted separately incurring postage due charges at Priority Mail rates.

Not Included = Not included in weekly PFS shipment. These items are rerouted separately at no additional charge.

N/A = Not applicable

Postage Due = Not included in weekly PFS shipment. These items are sent separately incurring postage due charges at Priority Mail rates.

To avoid incurring postage due charges, customers are encouraged to have this mail sent directly to their temporary address.

²Oversized Parcel Post items are sent postage due at the applicable oversized Parcel Post rate.

Appendix F — USPS® Premium Forwarding Service, Disposition of Mail Chart (Customer Copy)

This chart identifies what mail could incur additional postage charges.

Shape	Standard Mail (With Delivery Confirmation or other extra svc requiring scan or signature)	Standard Mail (Without Delivery Confirmation) (bulletins, small parcels, Direct Advertising Mail)	Package Services (With extra svc requiring scan or signature)	Package Services (Without Delivery Confirmation or other extra svc—Parcel Post, merchandise, books, recordings)
Letters and Flats	N/A	N/A	Postage Due	N/A
Parcel (small)	Postage Due	May be included	Postage Due	May be included
Parcel (too large for PFS pkg.)	Postage Due	Postage Due	Postage Due ¹	Postage Due ¹

LEGEND:

N/A = Not applicable (additional cost not incurred)

May be included = Included in weekly PFS shipment only if it fits after all the letters and flats (magazines and large envelopes) are included. If item does not fit, it will be sent separately incurring postage due charges at Priority Mail rates.

Postage Due = Not included in weekly PFS shipment. These items are sent separately incurring postage due charges at Priority Mail rates. To avoid incurring postage due charges, customers are encouraged to have this mail sent directly to their temporary address.

¹Oversized Parcel Post items are sent postage due at the applicable oversized Parcel Post rate.

Appendix G — Sample PFS Master Tracking Log

PREMIUM FORWARDING SERVICE MASTER TRACKING LOG									
OFFICE _____ ZIP CODE: _____									
ROUTE/BOX NUMBER	CUSTOMER NAME & PRIMARY ADDRESS	TEMPORARY FORWARDING ADDRESS	PHONE NUMBER:	START DATE	STOP SHIP DATE	REVISED STOP DATE	NUMBER OF SHIPMENTS	COMMENTS	
1									
2									
3									
4									
5									
6									
7									
8									
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20									

Appendix H — Frequently Asked Questions (FAQs)

1. What is Premium Forwarding Service (PFS)?

PFS is a 2-year experiment of a new service that gives residential customers the option to have *all* of their mail re-shipped to a temporary address while they are away from home. For a minimal charge, the Postal Service will package all of the customer's mail weekly with some exceptions and send it by Priority Mail to the temporary address. PFS can be used for a minimum of 2 weeks up to a maximum of 1 year. It provides customers an additional option to the current piece-by-piece temporary forwarding and hold mail services.

2. When does this new service start?

PFS will be offered nationwide at all Postal Service Retail locations and community Post Offices beginning August 7, 2005.

3. How much does it cost?

The cost for PFS is \$10 to enroll and \$10 for each week of the designated service period. The enrollment fee is nonrefundable.

4. How do customers enroll?

Customers must complete and submit PS Form 8176, *Premium Forwarding Service Application*, in person at the Post Office (including any of its stations and branches) serving their primary address. The customer presents two types of valid identification (one with photo) along with proof of residency with the PFS application. Both the enrollment fee and the payment for each weekly shipment covering the period specified by the customer are due at the time of application.

5. Can customers enroll in PFS via phone and Internet?

Phone and Internet enrollment are not available at this time. However, future enhancements to the service are planned.

6. Do customers who use the service more than one time a year have to pay the \$10 enrollment fee with each subsequent PFS application?

Yes. The \$10 enrollment fee is due with each PFS application filed.

7. Can customers who have a COA or hold mail request on file enroll in PFS?

No. Customers with an active COA or hold mail request on file are not eligible to participate in PFS.

8. With PFS, do customers have the option to have their mail shipped to their temporary address weekly other than by Priority Mail service?

No.

9. Can the temporary address be a P.O. Box address?

Yes.

10. Can customers have their mail shipped to a mailbox at a UPS Store or MailBoxes, Etc. location?

Yes. The temporary address can be a commercial mail receiving agency (CMRA), but the primary address cannot be a CMRA or other single point delivery as defined in *Postal Operations Manual* (POM) 631.

11. Are there limits to the number of PFS applications that can be on file at one time from a single address?

No. There can be different PFS applications on file for multiple "individuals" from one primary address. However, there can be only one PFS application on file for *an entire household* from a primary address.

12. Can PFS customers elect to have their mail shipped to their temporary address more than once per week?

No.

13. Can customers extend the service or cancel or shorten the length of the service?

Yes. PFS customers can extend (up to 1 year), cancel, or shorten the service. To request a service modification, they must contact their primary Post Office (where the PFS application is on file) by phone or in writing prior to the last ship date. For service extensions, customers must make payments for the additional weeks *prior* to the new service period. With requests to shorten or cancel the service, customers must apply for a refund for any unused shipments by completing PS Form 3533, *Application for Refund of Postage, Fees, Services and Withdrawal of Trust Accounts*, and submitting it to the primary Post Office. The enrollment fee is nonrefundable.

14. With PFS, can a customer specify what mail (or what class of mail) they want forwarded to their temporary address?

No. PFS provides shipment of *all mail*, regardless of class or subclass, from a primary address to a temporary address as designated by the customer.

15. What are the restrictions for PFS?

PFS is available from and to domestic addresses only.

Customers whose primary address is an APO or FPO address are not eligible to use PFS. However, the temporary address may be an APO or FPO address.

Customers whose primary address is a business address are generally not eligible to participate in PFS.

Customers whose primary address is a P.O. Box size 3, 4, or 5 are not eligible to use PFS. (An exception is allowed customers who have a size 3, 4, or 5 Post Office Box because a smaller size was not available.)

Customers whose primary address is a centralized delivery point to which the Postal Service provides delivery in bulk to a third party (e.g., CMRAs) are not eligible to use PFS.

16. Do mailer endorsements affect reshipment through PFS?

No. Mail for PFS customers is reshipped or rerouted regardless of any mailpiece endorsements.

17. How does PFS differ from a temporary Change-of-Address Order?

A Change-of-Address (COA) Order, either temporary or permanent, provides for "piece-by-piece" forwarding of primarily First-Class Mail for a specified period of time. PFS provides a single weekly shipment of all mail via Priority Mail (with some exceptions). PFS mail is not processed through the Computerized Forwarding System (CFS) and endorsements do not apply.

18. Can individual offices elect not to offer PFS and continue to offer their informal temporary forwarding arrangements to customers?

No. PFS replaces *all* informal arrangements offered at some Post Offices to accommodate customers' temporary address changes. PFS will be available to customers at all retail locations beginning August 7, 2005.

19. What about items too large to fit into the weekly PFS Priority Mail shipment?

Priority Mail and First-Class Mail mailpieces too large to fit are rerouted individually to the temporary address at no additional cost. Standard Mail and Package Services parcels too large to fit are rerouted "postage due" at the applicable Priority Mail rate.

20. If there is a large weekly volume of mail for a PFS customer, will the Postal Service prepare and send more than one weekly PFS Priority Mail package to the customer's temporary address?

Yes. The Postal Service will prepare and send two or more PFS Priority Mail packages for one customer if the volume of letters, flats, large envelopes, and magazines requires additional packages. However, the preferred method is to use a larger box.

21. Will PFS provide a guaranteed time of delivery service?

No. PFS does not include a guaranteed time of delivery. PFS shipments are sent each Wednesday via Priority Mail service.

22. How are Delivery Confirmation and other accountable mailpieces handled with PFS?

Delivery Confirmation, accountable mail, Express Mail, and other mailpieces that require a scan will not be included within the weekly Priority Mail shipment. These items will be individually readdressed to the temporary address, scanned as "forwarded," and immediately rerouted to the temporary address. Express Mail and Priority Mail items are immediately rerouted at no additional charge. Standard Mail and Package Services mailpieces requiring a scan are immediately rerouted to the temporary address "postage due" at the *applicable Priority Mail rate of postage, except that Parcel Post oversized items are rerouted "postage due" at Parcel Post oversized rates.*

23. What about items arriving at the primary address "postage due"?

The Postal Service does not include items arriving "postage due" at the primary address Post Office for a PFS customer in the weekly Priority Mail shipment. These pieces are rerouted individually as follows:

- Postage-due First-Class Mail and Priority Mail items are rerouted to the temporary address "postage due under the same class of service."

- Postage-due Standard Mail and Package Services parcels (other than oversized Parcel Post) are rerouted to the temporary address “postage due” at the applicable Priority Mail rate.*
- Postage-due oversized Parcel Post items are rerouted to the temporary address at the applicable oversized Parcel Post rate.*

* The total “postage due” is the sum of the “postage due” at the time of receipt at the primary Post Office and the “postage due” for rerouting the item from the primary address Post Office.

24. With regards to PFS, what are the responsibilities of the Post Office serving the customer’s primary address?

The primary address Post Office accepting the PFS application (PS Form 8176) is responsible for ensuring that the customer presents two types of valid identification (one with photo) along with proof of residency with the PFS application. The primary address Post Office prepares and sends the Priority Mail shipments each Wednesday, affixing Label 85, *Premium Forwarding Service Penalty Label* (G-400), to each PFS Priority Mail shipment. For items that are rerouted as “outsides,” the primary address Post Office is responsible for readdressing the items to the temporary address on the day received. For Delivery Confirmation and other accountable items, the primary address Post Office is responsible for scanning the pieces as “forwarded” and readdressing the pieces to the temporary address. *The primary address Post Office does not use Label 85 for mailpieces sent as “outsides.”* The primary address Post Office is also responsible for ensuring that PFS shipments stop on the original (or revised) end date specified on the PFS application and that delivery resumes to the customer’s primary address.

25. How are the temporary address labels produced for PFS shipments?

Post Offices with appropriate label printing equipment and with existing procedures for producing labels should print PFS temporary address labels using the equipment they have on hand in their local office. If a Post Office requires assistance for production of the temporary address labels, please contact the district office for direction and assistance. The district office should determine the most efficient method for printing labels if additional assistance is needed for producing labels at the local office.

Note: Penalty Label 85 is used ONLY on the weekly Priority Mail shipments. The temporary address can also be printed directly onto Label 85.

26. Can a customer request hold mail service for 30 days and on day 31 activate a PFS order so all of the mail held for 30 days is included in the first PFS shipment?

No, customers are not allowed to combine a hold mail request with PFS.

27. What about requests to hold mail at the end of the PFS service period?

PFS has a 14-day hold mail feature built into the service. At the time of enrollment, the customer must indicate the date to resume mail delivery at the primary address. This date can be up to 14 days after the end date of service. For example, if the customer’s end date is August 11, the latest possible resume delivery date is August 25. The mail is held during that period at the Post Office. The customer also has the option of picking up the mail from the Post Office during that holding period.

28. Can a customer enroll at the temporary address Post Office?

No, PFS customers must enroll at their primary address Post Office including any of its stations and branches.

29. Why are Post Offices not allowed to use the Priority Mail Flat-Rate box to reship PFS Mail?

The flat-rate box offering is a separate experiment with a different pricing structure and measurement criteria. To maintain the integrity of the two experiments, the flat-rate box should not be used to reship PFS mail.

30. Are the weekly shipments still sent on Wednesday?

Yes, the day of the week to ship the weekly PFS Priority Mail packages for all Post Offices nationwide is Wednesday. You may have heard it was changed to Friday in the first PSTN Broadcast that was aired on July 13, but shortly thereafter it was decided to keep the reship day as Wednesday.

31. I have four customers for whom I provide specialized service because of extenuating circumstances. Can I continue to provide the services as outlined below?:

“Kathy” lives in Brooklyn, NY, and has filed a temporary COA. She has had a problem with misdelivery of her mail and receiving her neighbors’ mail. Letter-size pieces are especially an issue. Therefore, at her request, I forward her mail once a week in a flat penalty envelope with postage paid by our G-10 permit. She has had no trouble receiving the packet as opposed to individual pieces. Must I stop this practice? **Yes, this special arrangement is not authorized.**

"Angela" travels to Arizona in the fall and takes 3 or 4 weeks to get there, stopping at her children's homes on the way. She files a COA, but during those travel weeks, I forward her mail in two packets. I mail them in care of her children at specified dates. After that, everything goes through CFS. May I continue to do this? **No.**

"Connie" makes frequent trips out of state, but only for a week or so at a time, and because of family circumstances, she is never sure when she's going to go or return. We forward by hand at her request. Is it permissible to continue this? **No.**

"Raymond and Ruby" go to Florida for a few weeks and leave postage-paid Flat-Rate Priority Mail envelopes with the request that I forward their First-Class Mail and Periodicals every few days. Is this okay? **No.**

Although those are great services for the customer, they were never authorized. The cost of providing the special services described above is not all recovered when offered for free. One of the reasons PFS was created was to eliminate all of these unauthorized informal types of arrangements, so that all of our services are available uniformly to all our customers no matter where they live. **Therefore, when PFS begins on August 7, all informal mail forwarding arrangements must no longer be offered in accordance with section 2.2 on page 95.**

32. Can I ship PFS customers' mail to international locations?

The 2-year experiment is only to and from domestic addresses. Mailing to international addresses is not permitted under PFS.

33. Why is PFS not available to Post Office Box customers who have size 3 or larger boxes? What do we tell these customers?

PFS is for residential customers and the price structure is based on 3 pounds of residential mail going across 6 zones. We suspect that boxes 3, 4, or 5 would be used by businesses that would typically get more than 3 pounds of mail a week. However, it is available to customers who use a size 3, 4, or 5 box because a size 1 or 2 was not available.

34. Why is Delivery Confirmation service not included with the PFS weekly shipment for tracking purposes?

It would add cost to the service which would increase the price for the customer. The mailpieces would require extra handling to apply and then scan the Del/Con notice. In essence, we would be charging the customer extra to track how well we shipped and delivered mail from one Post Office to another.

35. How are rural carriers compensated for packaging the mail and addressing Label 85 for mailing?

Rural carriers should not incur additional work as a result of PFS; therefore, compensation should not be an issue. Rural carriers should handle PFS mail as "hold mail," for which they are currently compensated.

*Produced by the Premium Forwarding Service Team
Product Development
Product Management Direct Mail
July 2005*

— *Product Development, Product Management Direct Mail, 8-4-05*

Retail

HANDBOOK PO-102 REVISION

Currency Counting Machines

Effective August 4, 2005, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to require the use of currency counting machines. Servicing personnel logging hours to Labor Distribution Code (LDC) 46 must have access to a currency counting machine at their domicile location to assist with counting bills and coins during pre-servicing and postservicing procedures. If needed, this equipment may be purchased through eBay.

We will incorporate these revisions into the next printed edition of Handbook PO-102 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, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs*.

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

Handbook PO-102, *Self Service Vending Operational and Marketing Program*

* * * * *

4 Servicing Self Service Vending Equipment

* * * * *

46 Procedures

461 Pre-servicing Procedures

[Revise text to read as follows:]

Proper preparation is essential before each servicing visit to a self service vending location. Failure to take along required equipment or adequate supplies and materials results in lost time and inadequate servicing. Following is a list of possible supplies and materials needed for servicing:

- a. Accountable paper stock and other prepackaged vendable items.
- b. Coins to fill the coin mechanisms and hoppers.
- c. PS Form 25, *Trust Fund Account* (Exhibits 461a and b), to record required accounting data.
- d. Replacement modules and parts.

- e. Postal Service forms for customer use (PS Form 5445, *Stamp Vending Machine Reimbursement Request*).
- f. Suitable containers for transporting stamp stock and collecting coins and bills.
- g. Separate cash bags for each self service vending machine being serviced.
- h. Cleaning supplies and equipment.
- i. Tools (such as small Phillips and flat-tip screwdrivers).

Note: Servicing personnel logging hours to Labor Distribution Code (LDC) 46 are required to have access to a portable coin counter and a money bill currency counter at their domicile office to assist with counting coins and bills.

* * * * *

463 Postservicing Procedures

[Revise text to read as follows:]

After returning to the domicile office, the servicing person does the following postservicing steps:

- a. Immediately transfer all cash, stamp stock, and equipment from the vehicle to the office work area.
- b. Make arrangements for equipment repairs that are beyond the servicing person’s capabilities.
- c. Order required parts by contacting the local maintenance office or Field Maintenance Office.
- d. Prior to making a bank deposit, retain the number of coins required to replenish all assigned self service vending equipment.
- e. Make bank deposits (see subchapter 57).
- f. Process resolution of customer complaints (see subchapter 83).
- g. Requisition stamp stock (see section 534.1).
- h. Complete PS Form 1412, *Daily Financial Report* (see Exhibit 463).

Note: Servicing personnel logging hours to LDC 46 are required to have access to a portable coin counter and a money bill currency counter at their domicile office to assist with counting coins and bills.

* * * * *

— *Retail Service Equipment, Delivery and Retail, 8-4-05*



Order a ReadyPost® Variety Pack today!

For a limited time* receive a 12-pack of ReadyPost® decorative mailing labels to sell in your office (at no charge to you) when you purchase a ReadyPost® Variety Pack of generic items!

- The Variety Pack is ideal for Category 1 offices.
- The Variety Pack includes nine best selling generic items packaged together in one convenient carton.
- The Variety Pack allows offices to order a selection of best-selling generic items in smaller quantities and still meet the \$50.00 order minimum.



Outside Dimensions	Description	Pack-In
20" x 14" x 10"	Mailing Carton	6/pk
6" x 10"	Cushion Mailer	12/pk
10.5" x 16"	Cushion Mailer	8/pk
14.25" x 20"	Cushion Mailer	8/pk
8.5" x 12"	Cushion Mailer	8/pk
16" x 9"	Bubble Packing Material	3/pk
1.88" x 800"	Clear Tape	6/pk
6" x 9"	Envelope	10/pk
10" x 13"	Envelope	18/pk

USPS item # 93050001
 Hallmark stock #1PJM1033
 \$50.97

*Offer good while supplies last.

What's in Store

eBay Day on tour

The eBay Day Small-Business Tour is now under way. The Postal Service™ is hosting eBay Day events in eight major cities. Customers are learning all there is to know about selling on eBay and shipping with the Postal Service. Customers also can attend seminars and benefit from one-on-one small-business consultations with experts who know about starting or growing businesses on eBay. The experts also are highlighting the Postal Service's quick, easy, and convenient online shipping options. The tour already has stopped in Washington, DC, and Minneapolis, MN. Next on the tour: Milwaukee, WI; Kansas City, MO; Phoenix, AZ; Denver, CO; Atlanta, GA; and Miami, FL. Go to the Advertising Web site at blue.usps.gov/advertising to learn more.

Forward with a new service

Tell your "snowbirds" all about it. Or other retirees, business travelers, military personnel, or anyone who needs mail held or temporarily forwarded. Premium Forwarding Service (PFS) is available beginning Aug. 7 as part of a 2-year experiment. It's designed for residential customers who want to receive all of their mail at a temporary address for at least 2 weeks and up to 1 year. The Postal Service reships the mail on a weekly basis to the temporary address by Priority Mail® service, with some exceptions. PFS customers pay an initial \$10 enrollment fee plus a weekly per-shipment charge of \$10. Check out page 94 of this issue of the *Postal Bulletin* and issues 22158 (7-7-05, pages 42–50) and 22159 (7-21-05, pages 35–36) for more information.

Delivering the Pacific Rim

It's an historic agreement. The Postal Service has joined with postal administrations in Australia, China, Hong Kong, Japan, and the Republic of South Korea to offer an enhanced expedited shipping service to these destinations. It's called Global Express Mail with Guarantee. It offers date-certain, money-back guarantee service within 5–7 days. Customers call 800-222-1811 to apply for refunds. It's available at all Post Offices™. Look for more details on page 48 of this issue of the *Postal Bulletin*.

What's in Store

You've got an AOL display?

Under a new agreement, the number of Post Offices participating in the America Online (AOL) promotion program has been reduced to 7,000 sites nationwide. Participating offices have been notified. The process has not changed for offices remaining in the program. They will receive CD-ROMs in the mail to hold for AOL's merchandiser, which will maintain the display and monitor inventory levels. All participating offices are reminded that the agreement allows for only one display per location. Displays should be placed on a writing desk in the full-service lobby but not on the counter line. Contact the Postal Service's AOL liaison at 202-268-8188 with any issues.

Summer sales opportunity



See the bear. Buy the bear. Is your Post Office displaying the ReadyPost® poster featuring the Happy Birthday bear with hat and the balloon box? Be prepared for customer requests for the featured products. Category 2 and 3 offices only may order the decorative box. All offices may order bears.

Feedback

Send comments and questions to:

WHATS IN STORE
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 1141
WASHINGTON DC 20260-1019

What's in Store

august

retail employee bulletin

Summer/Fall '05 Retail Drive Period
7/1/05–10/31/05



Talk-Up NEW Premium Forwarding Service

USPS® Premium Forwarding Service (PFS) launches on August 7. Let customers know with PFS they can be away from home for extended periods of time and still receive all of their mail. PFS includes a weekly Priority Mail® shipment for which there is a \$10 enrollment fee, plus a \$10 charge for each week of service. Payments must be received before service begins.

Inform customers that we are:

- Expanding service to include all Post Offices and customers nationwide.
- Simplifying fees with the same pricing at all locations.
- Ensuring consistent service through regular weekly shipments.

Inform customers that with PFS they can enjoy their magazines, catalogs, and other mail while at their temporary address. Mention they should try this new service and offer them an application.

Boost Revenue with ReadyPost Promo

Order the ReadyPost. Shipping Supplies Variety Pack, which includes nine of the best-selling shipping items, and receive at no additional charge a 12-pack of decorative mailing labels to sell in your office! This convenient pack is ideal for Category 1 and 2 offices and includes the following items in the ReadyPost standard design (decorative items not included):

- Mailing Carton (20" x 14" x 10"; 6/pk)
- Cushion Mailer (6" x 10"; 12/pk)
- Cushion Mailer (10.5" x 16"; 8/pk)
- Cushion Mailer (14.25" x 20"; 8/pk)
- Cushion Mailer (8.5" x 12"; 8/pk)
- Bubble Packing Material (16" x 9"; 3/pk)
- Clear Tape (1.88" x 800"; 6/pk)
- Envelope (6" x 9"; 10/pk)
- Envelope (10" x 13"; 18/pk)

Provide your customers with a handy assortment of shipping supplies and meet your \$50 minimum — order now while supplies last!



Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information.
Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

What's in Store

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retail employee bulletin

Summer/Fall '05 Retail Drive Period

7/1/05–10/31/05

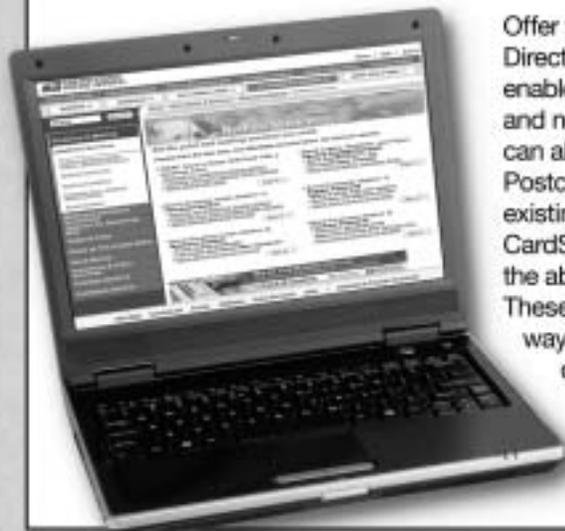
Start Planning Your eBay Day

Help promote the United States Postal Service® as a "preferred shipping partner" for eBay® by hosting an eBay Day at your location. It's an event that will teach your customers how to buy and sell on eBay and ship quickly and easily with the U.S. Postal Service: They'll also learn the smart shipping options offered by USPS®. Current eBay users can learn tips and tricks that will help make them more effective. eBay experts will be on hand to help those who are interested in starting their own business online with eBay.



Begin planning an event for your office. Use the exciting pre-promotional ads, postcards, posters, press releases, and other elements available through Field Advertising to ensure your event is a successful one. For more information about how to train and prepare for an eBay Day event, visit blue.usps.gov/eBay. To order your eBay Day Kit, visit blue.usps.gov/advertising.

NetPost Service Makes Direct Mail Easy



Offer your small-business customers the smart way to send Direct Mail with NetPost® services. NetPost Mailing Online enables customers to send postcards, letters, fliers, booklets, and now Certified Mail™ from their desktops. Businesses can also put a proven marketing tool, NetPost Premium Postcards, to work to bring in new customers and keep existing ones. Thanking customers is simple with NetPost CardStore customizable greeting cards — they even offer the ability to add gift cards for an extra special thank you. These NetPost services give our customers a cost-effective way to communicate with their customers. Plus, Direct Mail created with NetPost is printed and sent the next business day! Tell your customers they can learn more about NetPost Services at usps.com/netpost.

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information.
Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

What's in Store

august

retail employee bulletin

Summer/Fall '05 Retail Drive Period
7/1/05-10/31/05



Theresa Moy
Lobby Coordinator
8 months of service

	MON	TUES	WED	THU	FRI	SAT
	1	2	3	4	5	6
SUN	Prepare and submit vending data				 Presidential Libraries stamp on sale today	 American Eagle First-Class™ Presort rate on sale today
7	8	9	10	11	12	13
USPS® Premium Forwarding Service begins	retail tip! A smile goes a long way to making a customer's day.				\$\$\$ payday!	
14	15	16	17	18	19	20
	focus! Click-N-Ship® customers can view their shipping history, see the details of their postage-paid shipping labels, and even request a refund online.					
21	22	23	24	25	26	27
 America on the Move: 50s Sporty Cars stamps on sale today					\$\$\$ payday!	
28	29	30	31			
 Arthur Ashe stamp on sale today			 To Form a More Perfect Union stamps on sale today	focus! Let Click-N-Ship customers know we'll answer questions via e-mail when they click on the "Contact Us" link, found on the bottom of every page of usps.com .		

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office® for additional information.
Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

Supply Management

New Postal Products Unlimited Catalog

The new Postal Products Unlimited catalog was updated in eBuy this past June.

The catalog is printed exclusively for the Postal Service™ and is similar to the previous catalog with a Topeka direct vendor delivery and an eBuy section. The catalog has a newly approved carrier clothing section where carriers can choose their clothing allowance items.

It has been more than 2 1/2 years since the last catalog was printed and there are quite a few changes. Prices are no longer printed in the catalog. This is to encourage users to make their purchases through eBuy. Those without access to eBuy can call 800-229-4500 and speak with a Postal Products Unlimited Customer Service representative who will provide pricing as well as send out a supplemental price list for future orders. You can also place an order at www.postalproducts.com.

Also, the clothing and apparel section contains trademark-approved apparel for recognition and/or awards.

Postal Service employees can purchase these products with their clothing allowance.

Finally, some new items have been added to the catalog based on suggestions made by employees aimed at improving their work areas or conditions.

The Delivery and Industrial Equipment and Telecommunications Category Management Center, located in Greensboro, North Carolina, manages the contract for the "Postal Unique Supplies and Equipment" (1CDSEQ-04-P-7537). The contact is Dan Jackson, C.P.M., purchasing and supply management specialist, 336-665-2867.

— *SCM Strategies,*
Supply Management, 8-4-05

National Contract Awarded for Postal Service Cabinet-Style Locks

The Delivery Equipment Category Team has awarded a national, long-term requirements contract for cabinet-type locks to CompX Security Products (formerly National Cabinet Lock). This contract includes locks used in lobby Post Office™ boxes (PSINs O306A1&A2, O306B&D, O308), and collection box units/neighborhood delivery and collection box units (CBUs/NDCBUs) (PSINs O910A&B, O913A-K), along with cash and stamp boxes and drawers (PSINs O911M, O933L). Based on a national increase in the volume of mail attacks, a new design has been implemented for PSINs O910A&B to provide for increased

security for customer compartments on CBUs and NDCBUs. Under this contract, CompX will provide **all** Postal Service™ cabinet-type locks, and orders **must** be placed through the Topeka Material Distribution Center.

Direct any questions to Pam Scharffbillig, Delivery Equipment Category Team, Greensboro, North Carolina, 336-665-2859.

— *Supply Management,*
SCM Strategies, 8-4-05

THE
CARRIER
PICKUP
TAGLINE
CONTEST

“What’s your
tagline?”

ENTER
TODAY!

MAKE CUSTOMERS WANT
TO BE PART OF THE
CARRIER PICKUP TAG TEAM!

TO ENTER:

- Go to [LiteBlue](#) and submit your best tagline.
- The tagline must:
 - Be 15 words or less, relevant to the [Carrier Pickup](#) theme.
 - Be creative, humorous and upbeat.
 - Appeal to a wide audience.

WINNERS:

- 30 finalists and one grand prize, an iPod shuffle.
- Will be announced Sept. 26 on [LiteBlue](#) and [Link](#).