

POSTAL BULLETIN

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OVERNIGHT YOUR GIFTS

choose Express Mail service — overnight guaranteed*

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*Next-day delivery to many locations.
Some restrictions may apply.



today's holidays need **TODAY'S MAIL** 

 **UNITED STATES
POSTAL SERVICE®**

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Charles W. Chesnutt
stamp

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

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PB 22221: 7690-09-000-9372	PB 22213: 7690-09-000-9364	PB 22205: 7690-09-000-9356	PB 22198: 7690-08-000-4079
PB 22220: 7690-09-000-9371	PB 22212: 7690-09-000-9363	PB 22204: 7690-09-000-9355	PB 22197: 7690-08-000-4078
PB 22219: 7690-09-000-9370	PB 22211: 7690-09-000-9362	PB 22203A: 7690-09-000-9947	PB 22196: 7690-08-000-4077
PB 22218: 7690-09-000-9369	PB 22210: 7690-09-000-9361	PB 22203: 7690-09-000-9354	PB 22195: 7690-08-000-4076
PB 22217: 7690-09-000-9368	PB 22209: 7690-09-000-9360	PB 22202: 7690-09-000-9353	PB 22194: 7690-08-000-4075
PB 22216: 7690-09-000-9367	PB 22208: 7690-09-000-9359	PB 22201: 7690-09-000-9352	PB 22193: 7690-08-000-4074
PB 22215: 7690-09-000-9366	PB 22207: 7690-09-000-9358	PB 22200: 7690-09-000-9351	PB 22192: 7690-08-000-4073

USPSNEWS@WORK

Overnight your gifts

It's going to be a whirl of last-minute holiday shopping out there. When customers want to make sure their purchases get to their destinations in time for Christmas, let them know that Express Mail service can make it happen.



Excluding Santa, only the Postal Service will deliver on Christmas Day.

We'll be the only carrier open for business on Saturday, Dec. 22, that will accept Express Mail packages and guarantee Christmas delivery within the continental states at no extra charge.

As for our competitors, drop off locations will be limited, higher fees and surcharges are likely to apply, and some won't guarantee delivery — but Express Mail will!

Start spreading the news

The stamp honoring Frank Sinatra, one of the most iconic entertainers of the 20th century, was unveiled during a special ceremony in Beverly Hills, CA, on Sinatra's birthday. Sinatra's three children — Nancy, Frank Jr., and Tina Sinatra — attended the event.



Frank Sinatra, Jr., signs the enlargement of the stamp honoring his father as sisters Nancy and Tina look on.

During his career, Sinatra won an Oscar, several Grammy awards, received the Jean Hersholt Humanitarian Award in 1971, and the Presidential Medal of Freedom in 1985. He was born in Hoboken, NJ, in 1915 and died in 1998.

USPS will issue the Sinatra stamp next spring.

Angelo Wider wins Dot Sharpe award

Angelo Wider, manager, Finance Administration for the Postal Service, has won the 2007 Dot Sharpe Lifetime Achievement award for his extensive record in support of diversity within the Postal Service. The award is the cornerstone of the National Awards Program for Diversity Achievement.



Angelo Wider, center, the winner of the 2007 Dot Sharpe Lifetime Achievement award with Vice President, Employee Development and Diversity, Susan LaChance, left, and CFO Glen Walker.

During his 27-year career, Wider has advised the PMG and members of the Board of Governors on diversity issues. He has demonstrated his commitment to diversity and inclusion in word and in deed, by providing guidance and support to employees interested in career advancement within the Finance Department.

Wider is a founding member and past president of the African-American Postal League United for Success (APLUS). He was a strong advocate for the creation of the *Black Heritage Stamp* series and participated in stamp dedications honoring such notable Americans as Marian Anderson and Ella Fitzgerald.

USPS-TV and Marketing bring home the gold — and platinum

Eight USPS-TV audio-visual productions earned top honors at the 2007 Ava Awards sponsored by the Association of Marketing and Communications Professionals.

Top, platinum-level awards went to instructional videos on Click-N-Ship, Intelligent Mail and online change of address, as well as to the *Year in Review 2006* video and the *Stay Away from the Truck* public service announcement. The Ava Awards program recognizes outstanding writing, directing, shooting and editing of audio-visual materials and programs.

Also earning top honors was the Marketing and USPS-TV joint effort, *Marketplace!*, hosted by Chief Marketing Officer Anita Bizzotto. The show took platinum in the satellite uplink category and gold in the informational film and TV program categories.



The Ava Award

A sorter on short order

PMG Jack Potter on Nov. 27 announced the formation of a new transitional organization tasked with boosting sales and market reach of Express Mail and lowering its handling costs. The Seattle P&DC, though, has already created its own Express Mail sorter system.



Seattle Express Mail sorting system.

The Seattle system uses overhead barcode scanners and multiple conveyors to meet an immediate need and speed the handling of the 4,000–6,000 pieces of Express Mail that come through the Seattle Airport Mail Center daily.

The Express Mail transitional group has been on a parallel path exploring the possibility of using overhead scanners, and Seattle's one-off experiment has reaffirmed the team's interest in investigating their use on a wider scale.

Seattle's system was developed with the help of the USPS Engineering group, which will soon be making a standard scanning system for both Express Mail and Priority Mail available to the field.

USPS National Emergency Hotline
Is your facility operating?
Call 888-363-7462

Policies, Procedures, and Forms Updates

Manuals

ELM Revision: Motor Vehicle and Industrial Safety

Effective immediately, *Employee and Labor Relations Manual* (ELM) 830, Motor Vehicle and Industrial Safety, is revised to reflect current Postal Service™, U.S. Department of Transportation, and Occupational Safety and Health Administration regulations.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
8	Safety and Health				
	*	*	*	*	*

[Revise 830 to read as follows:]

830 Motor Vehicle and Industrial Safety

831 Motor Vehicle Safety

831.1 Objective

The objective of the Motor Vehicle Safety Program is to comply with applicable U.S. Department of Transportation regulations; require safe driving; and reduce potential losses, human suffering, and property damage, while maintaining the efficient delivery and collection of mail.

The following handbooks provide policy and procedures for implementing an effective motor vehicle safety program:

- EL-801, *Supervisor's Safety Handbook*.
- EL-804, *Safe Driver Program*.
- EL-814, *Postal Employee's Guide to Safety*.
- PO-701, *Fleet Management*.

831.2 Vehicle Maintenance

All installation heads and managers having motor vehicles under their control must develop and administer the controls necessary to ensure that the provisions outlined in Handbook PO-701 are followed.

831.3 Driver Selection, Training, and Supervision

831.31 Driver Selection

Postal Service personnel responsible for hiring, testing, supervising, and providing medical services must ensure that only qualified applicants are hired and retained in driving positions. The determination of *qualified* is outlined in Handbook EL-312, *Employment and Placement*.

831.32 Driver Training

The goal of all types of driver training is to develop and maintain safe drivers. The careful selection of personnel to act as driving instructors is essential to ensure proper attitude, enthusiasm, interest, and understanding of the subject matter. Additional information and policy requirements can be found in Handbooks EL-804 and EL-312.

831.33 Driver Supervision

831.331 Supervisors' Responsibilities

Supervisors must ensure that the drivers under their supervision drive safely, practice defensive driving, practice personal safety, obey all state and local traffic laws and Postal Service driving policies, and extend courtesy in all situations.

831.332 Drivers' Responsibilities

Drivers must drive safely and defensively, practice personal safety, obey all state and local traffic laws and Postal Service driving policies, and extend courtesy in all situations.

831.4 Accident Analysis

Managers and supervisors must analyze driver observations, route layout, and vehicle accident data to determine potential hazards, contributing factors, and the root causes of accidents. They must also develop and implement countermeasures designed to prevent motor vehicle accidents at their installations.

832 Powered Industrial Truck Safety

Employees authorized to operate powered industrial trucks (PITs) must be given operator training in accordance with Occupational Safety and Health Administration (OSHA) standard 1910.178, Powered Industrialized Trucks. Before operating PITs, employees must be evaluated and certified. They must follow the operating rules and regulations outlined in Postal Service handbooks, OSHA 1910.178, and the manufacturer's operating instructions.

832.1 Objective

The objective of the PIT Safety Program is to comply with OSHA 1910.178 and to promote safe PIT operation to reduce potential losses, human suffering, and property damage while maintaining the efficient distribution of mail.

The following handbooks provide policy and procedures for implementing an effective PIT safety program:

- EL-801, *Supervisor's Safety Handbook*.

- EL-803, *Maintenance Employee's Guide to Safety*.
- EL-804, *Safe Driver Program*.
- EL-814, *Postal Employee's Guide to Safety*.
- PO-701, *Fleet Management*.

832.2 PIT Maintenance

All installation heads and managers having PITs under their control must develop and administer maintenance procedures that conform to the requirements of OSHA 1910.178.

832.3 Operator Selection, Training, and Responsibilities

832.31 Operator Selection

Postal Service personnel responsible for hiring and providing medical services must ensure that only qualified applicants are hired and retained as PIT operators.

832.32 Operator Training

The goal of PIT operator training is to develop and maintain safe operators. PIT training will meet the requirements of OSHA 1910.178.

832.33 Operators' Responsibilities

Operators must follow Postal Service policy and procedures and OSHA 1910.178, and operate PITs safely and professionally.

832.4 Supervisors' Responsibilities

Supervisors must ensure that the PIT operators they supervise operate PITs safely and follow Postal Service policies and procedures.

832.5 Accident Analysis

Managers and supervisors must analyze operator observations, routes of travel, and PIT accident data to determine potential hazards, contributing factors, and the root causes of accidents. They must also develop and implement countermeasures designed to prevent PIT accidents at their installations.

833 Safety and Health in Design, Procurement, and Construction

833.1 Standards, Ergonomics, and Engineering

OSHA and applicable consensus safety and health standards, ergonomic considerations, and sound safety and fire protection engineering techniques must be used to plan, build, design, construct, modify, repair, and procure new equipment, vehicles, and facilities. Consideration must be given to employee work environment, equipment, tools, supplies used, and the material on which work is performed.

Purchasing, delivery, and engineering personnel must consult safety personnel to ensure that safety engineering,

health protection, and ergonomic considerations are integrated into all activities of the Postal Service.

Managers responsible for purchasing, design, and construction are accountable for compliance with OSHA standards and applicable fire protection and building codes.

833.2 Supplemental Standards

When deemed necessary, the Postal Service may adopt more stringent, alternate, or supplemental standards. The Secretary of Labor must approve the adoption of alternate or supplemental OSHA standards. Therefore, Safety and Environmental Performance Management, Headquarters, must coordinate all such requests with the Department of Labor.

833.3 Supplier (Contractor) Safety

Installation heads, purchasing, contracting officers, and other managers are responsible and accountable for ensuring that all suppliers and contractors working on Postal Service property follow OSHA regulations and Postal Service safety and health policies. All suppliers must conform to OSHA regulations, and a Postal Service representative must be assigned to monitor supplier activities as appropriate. Such monitoring includes coordinating with supplier safety "competent persons" and/or safety representatives. The process of evaluating and selecting suppliers must include review of a supplier's safety and health record, written programs, training, and OSHA compliance activity, as appropriate to the scope of the contracted work and in accordance with existing purchasing policy. See Handbook EL-800, *Managing Contract Safety and Health Compliance*.

* * * * *

We will incorporate this revision into the next printed version of the ELM and also into the online version available on the Postal Service PolicyNet Web site:

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

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

The ELM is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *About USPS & News*, then *Forms and Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

— *Safety and Environmental Performance Management, Employee Resource Management, 12-20-07*

IMM Revision: Special Drawing Right Values and Indemnity Limits for Ordinary Priority Mail International Parcels and Registered Mail Service

Effective January 5, 2008, we are revising the following sections in *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) to reflect a change in the conversion rate between special drawing right (SDR) values and U.S. dollars and to reflect changes to the indemnity limits for ordinary Priority Mail International™ parcels and Registered Mail™ service (which are affected by the SDR values):

- Exhibit 233.3.
- Section 324.12.
- Exhibit 324.12.
- Section 333.2.
- Section 934.2.
- Individual Country Listing for every country that offers Registered Mail service.

Postal Service™ retail employees use this information and the limits listed in Exhibit 233.3 when a customer presents an insured parcel for mailing. Employees must write the insured amount, stated in terms of both dollars and SDR values, in the designated blocks on PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*.

Mailing Standards of the United States Postal Service, International Mail Manual (IMM)

*	*	*	*	*
2	Conditions for Mailing			
	*	*	*	*
230	Priority Mail International			
	*	*	*	*
233	Priority Mail International Parcels			
	*	*	*	*
233.3	Ordinary Priority Mail International Weight and Indemnity Limits			
	*	*	*	*
Exhibit 233.3	Ordinary Priority Mail International Weight and Indemnity Limits			
	*	*	*	*

[Revise Exhibit 233.3 to read as follows (reflecting the new SDR rate):]

Weight Not Over (lbs.)	Indemnity
1	\$63.78
2	66.88
3	69.98
4	73.08
5	76.18
6	79.28
7	82.38
8	85.48
9	88.58
10	91.68
11	94.78
12	97.88
13	100.98
14	104.08
15	107.18
16	110.28
17	113.38
18	116.48
19	119.58
20	122.68
21	125.78
22	128.88
23	131.98
24	135.08
25	138.18
26	141.28
27	144.38
28	147.48
29	150.58
30	153.68
31	156.78
32	159.88
33	162.98
34	166.08
35	169.18
36	172.28
37	175.38
38	178.48
39	181.58
40	184.68
41	187.78
42	190.88
43	193.98
44	197.08
45	200.18
46	203.28
47	206.38
48	209.48
49	212.58
50	215.68
51	218.78
52	221.88
53	224.98
54	228.08
55	231.18
56	234.28
57	237.38

Weight Not Over (lbs.)	Indemnity
58	240.48
59	243.58
60	246.68
61	249.78
62	252.88
63	255.98
64	259.08
65	262.18
66	265.28
67	268.38
68	271.48
69	274.58
70	277.68

* * * * *

3 Extra Services

* * * * *

320 Insurance

* * * * *

324 Processing Requests

324.1 Mailing Receipt and Insurance Number

* * * * *

324.12 Accepting Clerk's Responsibility

The accepting clerk must:

* * * * *

[Revise item b at the end so that the example reads as follows (reflecting the new SDR rate):]

b. ***For example:

INSURED VALUE
\$100 (U.S.)
65.92 SDR

[Revise item c to read as follows:]

c. See Exhibit 324.12 for a table showing the conversion of U.S. dollar values up to \$600 to SDR equivalents. To determine SDR equivalents above \$600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6592.

Note: Use the following rates when converting between U.S. dollars and SDR values:

1 U.S. \$ = 0.6592 SDR
1 SDR = \$1.52 (\$1.5170 U.S.)

* * * * *

Exhibit 324.12 Conversion Table: U.S. Dollars to Special Drawing Right (SDR)

[Revise Exhibit 324.12 to read as follows (reflecting the new SDR rate):]

1 U.S. \$ = 0.6592 SDR 1 SDR = \$1.52 (\$1.5170 U.S.)

US \$	SDR
1	0.6592
2	1.3184
3	1.9776
4	2.6368
5	3.2960
6	3.9552
7	4.6144
8	5.2736
9	5.9328
10	6.5920
11	7.2512
12	7.9104
13	8.5696
14	9.2288
15	9.8880
16	10.5472
17	11.2064
18	11.8656
19	12.5248
20	13.1840
21	13.8432
22	14.5024
23	15.1616
24	15.8208
25	16.4800
26	17.1392
27	17.7984
28	18.4576
29	19.1168
30	19.7760
31	20.4352
32	21.0944
33	21.7536
34	22.4128
35	23.0720
36	23.7312
37	24.3904
38	25.0496
39	25.7088
40	26.3680
41	27.0272
42	27.6864
43	28.3456
44	29.0048
45	29.6640
46	30.3232
47	30.9824
48	31.6416
49	32.3008
50	32.9600
51	33.6192
52	34.2784
53	34.9376
54	35.5968
55	36.2560
56	36.9152

US \$	SDR
57	37.5744
58	38.2336
59	38.8928
60	39.5520
61	40.2112
62	40.8704
63	41.5296
64	42.1888
65	42.8480
66	43.5072
67	44.1664
68	44.8256
69	45.4848
70	46.1440
71	46.8032
72	47.4624
73	48.1216
74	48.7808
75	49.4400
76	50.0992
77	50.7584
78	51.4176
79	52.0768
80	52.7360
81	53.3952
82	54.0544
83	54.7136
84	55.3728
85	56.0320
86	56.6912
87	57.3504
88	58.0096
89	58.6688
90	59.3280
91	59.9872
92	60.6464
93	61.3056
94	61.9648
95	62.6240
96	63.2832
97	63.9424
98	64.6016
99	65.2608
100	65.9200
101	66.5792
102	67.2384
103	67.8976
104	68.5568
105	69.2160
106	69.8752
107	70.5344
108	71.1936
109	71.8528
110	72.5120
111	73.1712
112	73.8304
113	74.4896
114	75.1488
115	75.8080
116	76.4672
117	77.1264
118	77.7856
119	78.4448

US \$	SDR
120	79.1040
121	79.7632
122	80.4224
123	81.0816
124	81.7408
125	82.4000
126	83.0592
127	83.7184
128	84.3776
129	85.0368
130	85.6960
131	86.3552
132	87.0144
133	87.6736
134	88.3328
135	88.9920
136	89.6512
137	90.3104
138	90.9696
139	91.6288
140	92.2880
141	92.9472
142	93.6064
143	94.2656
144	94.9248
145	95.5840
146	96.2432
147	96.9024
148	97.5616
149	98.2208
150	98.8800
151	99.5392
152	100.1984
153	100.8576
154	101.5168
155	102.1760
156	102.8352
157	103.4944
158	104.1536
159	104.8128
160	105.4720
161	106.1312
162	106.7904
163	107.4496
164	108.1088
165	108.7680
166	109.4272
167	110.0864
168	110.7456
169	111.4048
170	112.0640
171	112.7232
172	113.3824
173	114.0416
174	114.7008
175	115.3600
176	116.0192
177	116.6784
178	117.3376
179	117.9968
180	118.6560
181	119.3152
182	119.9744

US \$	SDR
183	120.6336
184	121.2928
185	121.9520
186	122.6112
187	123.2704
188	123.9296
189	124.5888
190	125.2480
191	125.9072
192	126.5664
193	127.2256
194	127.8848
195	128.5440
196	129.2032
197	129.8624
198	130.5216
199	131.1808
200	131.8400
201	132.4992
202	133.1584
203	133.8176
204	134.4768
205	135.1360
206	135.7952
207	136.4544
208	137.1136
209	137.7728
210	138.4320
211	139.0912
212	139.7504
213	140.4096
214	141.0688
215	141.7280
216	142.3872
217	143.0464
218	143.7056
219	144.3648
220	145.0240
221	145.6832
222	146.3424
223	147.0016
224	147.6608
225	148.3200
226	148.9792
227	149.6384
228	150.2976
229	150.9568
230	151.6160
231	152.2752
232	152.9344
233	153.5936
234	154.2528
235	154.9120
236	155.5712
237	156.2304
238	156.8896
239	157.5488
240	158.2080
241	158.8672
242	159.5264
243	160.1856
244	160.8448
245	161.5040

US \$	SDR
246	162.1632
247	162.8224
248	163.4816
249	164.1408
250	164.8000
251	165.4592
252	166.1184
253	166.7776
254	167.4368
255	168.0960
256	168.7552
257	169.4144
258	170.0736
259	170.7328
260	171.3920
261	172.0512
262	172.7104
263	173.3696
264	174.0288
265	174.6880
266	175.3472
267	176.0064
268	176.6656
269	177.3248
270	177.9840
271	178.6432
272	179.3024
273	179.9616
274	180.6208
275	181.2800
276	181.9392
277	182.5984
278	183.2576
279	183.9168
280	184.5760
281	185.2352
282	185.8944
283	186.5536
284	187.2128
285	187.8720
286	188.5312
287	189.1904
288	189.8496
289	190.5088
290	191.1680
291	191.8272
292	192.4864
293	193.1456
294	193.8048
295	194.4640
296	195.1232
297	195.7824
298	196.4416
299	197.1008
300	197.7600
301	198.4192
302	199.0784
303	199.7376
304	200.3968
305	201.0560
306	201.7152
307	202.3744
308	203.0336

US \$	SDR
309	203.6928
310	204.3520
311	205.0112
312	205.6704
313	206.3296
314	206.9888
315	207.6480
316	208.3072
317	208.9664
318	209.6256
319	210.2848
320	210.9440
321	211.6032
322	212.2624
323	212.9216
324	213.5808
325	214.2400
326	214.8992
327	215.5584
328	216.2176
329	216.8768
330	217.5360
331	218.1952
332	218.8544
333	219.5136
334	220.1728
335	220.8320
336	221.4912
337	222.1504
338	222.8096
339	223.4688
340	224.1280
341	224.7872
342	225.4464
343	226.1056
344	226.7648
345	227.4240
346	228.0832
347	228.7424
348	229.4016
349	230.0608
350	230.7200
351	231.3792
352	232.0384
353	232.6976
354	233.3568
355	234.0160
356	234.6752
357	235.3344
358	235.9936
359	236.6528
360	237.3120
361	237.9712
362	238.6304
363	239.2896
364	239.9488
365	240.6080
366	241.2672
367	241.9264
368	242.5856
369	243.2448
370	243.9040
371	244.5632

US \$	SDR
372	245.2224
373	245.8816
374	246.5408
375	247.2000
376	247.8592
377	248.5184
378	249.1776
379	249.8368
380	250.4960
381	251.1552
382	251.8144
383	252.4736
384	253.1328
385	253.7920
386	254.4512
387	255.1104
388	255.7696
389	256.4288
390	257.0880
391	257.7472
392	258.4064
393	259.0656
394	259.7248
395	260.3840
396	261.0432
397	261.7024
398	262.3616
399	263.0208
400	263.6800
401	264.3392
402	264.9984
403	265.6576
404	266.3168
405	266.9760
406	267.6352
407	268.2944
408	268.9536
409	269.6128
410	270.2720
411	270.9312
412	271.5904
413	272.2496
414	272.9088
415	273.5680
416	274.2272
417	274.8864
418	275.5456
419	276.2048
420	276.8640
421	277.5232
422	278.1824
423	278.8416
424	279.5008
425	280.1600
426	280.8192
427	281.4784
428	282.1376
429	282.7968
430	283.4560
431	284.1152
432	284.7744
433	285.4336
434	286.0928

US \$	SDR
435	286.7520
436	287.4112
437	288.0704
438	288.7296
439	289.3888
440	290.0480
441	290.7072
442	291.3664
443	292.0256
444	292.6848
445	293.3440
446	294.0032
447	294.6624
448	295.3216
449	295.9808
450	296.6400
451	297.2992
452	297.9584
453	298.6176
454	299.2768
455	299.9360
456	300.5952
457	301.2544
458	301.9136
459	302.5728
460	303.2320
461	303.8912
462	304.5504
463	305.2096
464	305.8688
465	306.5280
466	307.1872
467	307.8464
468	308.5056
469	309.1648
470	309.8240
471	310.4832
472	311.1424
473	311.8016
474	312.4608
475	313.1200
476	313.7792
477	314.4384
478	315.0976
479	315.7568
480	316.4160
481	317.0752
482	317.7344
483	318.3936
484	319.0528
485	319.7120
486	320.3712
487	321.0304
488	321.6896
489	322.3488
490	323.0080
491	323.6672
492	324.3264
493	324.9856
494	325.6448
495	326.3040
496	326.9632
497	327.6224

US \$	SDR
498	328.2816
499	328.9408
500	329.6000
501	330.2592
502	330.9184
503	331.5776
504	332.2368
505	332.8960
506	333.5552
507	334.2144
508	334.8736
509	335.5328
510	336.1920
511	336.8512
512	337.5104
513	338.1696
514	338.8288
515	339.4880
516	340.1472
517	340.8064
518	341.4656
519	342.1248
520	342.7840
521	343.4432
522	344.1024
523	344.7616
524	345.4208
525	346.0800
526	346.7392
527	347.3984
528	348.0576
529	348.7168
530	349.3760
531	350.0352
532	350.6944
533	351.3536
534	352.0128
535	352.6720
536	353.3312
537	353.9904
538	354.6496
539	355.3088
540	355.9680
541	356.6272
542	357.2864
543	357.9456
544	358.6048
545	359.2640
546	359.9232
547	360.5824
548	361.2416
549	361.9008
550	362.5600
551	363.2192
552	363.8784
553	364.5376
554	365.1968
555	365.8560
556	366.5152
557	367.1744
558	367.8336
559	368.4928
560	369.1520

US \$	SDR
561	369.8112
562	370.4704
563	371.1296
564	371.7888
565	372.4480
566	373.1072
567	373.7664
568	374.4256
569	375.0848
570	375.7440
571	376.4032
572	377.0624
573	377.7216
574	378.3808
575	379.0400
576	379.6992
577	380.3584
578	381.0176
579	381.6768
580	382.3360
581	382.9952
582	383.6544
583	384.3136
584	384.9728
585	385.6320
586	386.2912
587	386.9504
588	387.6096
589	388.2688
590	388.9280
591	389.5872
592	390.2464
593	390.9056
594	391.5648
595	392.2240
596	392.8832
597	393.5424
598	394.2016
599	394.8608
600	395.5200

* * * * *

330 Registered Mail

* * * * *

333 Fees and Indemnity Limits

* * * * *

333.2 Indemnity Limit

[Revise 333.2 to read as follows (reflecting a change in the indemnity limit to \$45.51):]

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or rifling is \$45.51.

* * * * *

9 Inquiries, Indemnities, and Refunds

* * * * *

930 Indemnity Payments

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934 Payments for Registered Mail

* * * * *

934.2 Special Provisions

[Revise 934.2 to read as follows (reflecting a change in the indemnity limit to \$45.51):]

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or rifling is \$45.51.

* * * * *

Individual Country Listings

[For every country that offers Registered Mail service, revise the maximum indemnity limit to \$45.51, to read as follows in the generic example:]

Country Conditions for Mailing

* * * * *

Extra Services

* * * * *

Registered Mail (330) Fee: \$10.15

Maximum Indemnity: \$45.51

* * * * *

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

— Global Business Development,
Global Business Management, 12-20-07

Handbooks

Handbooks F-15 and F-12 Mileage Rates

Effective January 1, 2008, Handbook F-15, *Travel and Relocation*, is revised to reflect reimbursement rates for travel and relocation.

Handbook F-15, *Travel and Relocation*

* * * * *

A Rates

A-1 Standard Mileage Rates

A-1.1 Mileage Rates

[Revise A-1.1 to read as follows:]

Vehicle	Cents per mile (Including Alaska)
Privately owned automobile	\$0.505
Privately owned motorcycle	\$0.305
Privately owned airplane	\$1.070

* * * * *

A-1.2 Reimbursement for Postal Service Supervisors

[Revise A-1.2 to read as follows:]

Postal Service supervisors (see 5-5.2.1.2) will be reimbursed at the rate of \$6.00 per day or 50.5 cents per mile, whichever is greater, when a privately owned vehicle is used. Do not use the eTravel system when claiming the \$6.00 daily rate, because the excess of the daily rate over the actual mileage is taxable as compensation to the claimant. You should claim the \$6.00 daily rate by submitting PS Form 1164-A, *Claim for Reimbursement for Postal Supervisors*, to the Scanning and Imaging Center.

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

* * * * *

Handbook F-12, *Relocation Policy*

* * * * *

B Reimbursement Rates

I Mileage Rates

A Standard mileage rates

[Revise A to read as follows:]

Vehicle	Cents per mile (Including Alaska)
Privately owned automobile	\$0.505
Privately owned motorcycle	\$0.305
Privately owned airplane	\$1.070

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

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

The allowable rate is 50.5 cents per mile.

* * * * *

We will incorporate these revisions into the next printed editions of Handbooks F-15 and F-12 and into the next update of the online version (Handbook F-15 only) 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>.)

— National Accounting,
Finance, 12-20-07

Handbook F-66 Revision: Exhibit 1.1, Projects Requiring a Justification of Expenditure

Effective December 20, 2007, Handbook F-66, *General Investment Policies and Procedures*, is revised to update Exhibit 1.1, Projects Requiring a Justification of Expenditure (JOE). The revised exhibit changes the funding thresholds for projects that require a JOE.

Handbook F-66, General Investment Policies and Procedures

*	*	*	*	*
1	Introduction			
*	*	*	*	*

Exhibit 1.1 Projects Requiring a Justification of Expenditure (JOE)

[Revise exhibit 1.1 as shown below:]

Project Type	Size of Project
Expense Equipment and Non-routine Service Contracts ¹	Over \$25,000 (no upper limit)
Capital Equipment	\$25,000 to \$250,000
Research & Development Projects	\$25,000 to \$250,000
Material Handling and Fixed Mechanization ²	All projects up to \$250,000
Repairs/Alterations	\$25,000 to \$1 million
New Lease of Existing Facility/ Non-Fixed Price Renewal Options/Land Leases/Alternate Quarters ³	\$25,000 annual rent to \$500,000 annual rent/not to exceed \$5.0 million total lease cost ⁴
Other Facility Projects ⁴	From \$25,000 to \$250,000
Postal Support	Less than \$5 million

Notes:

1 JOEs for expense equipment and non-routine service contracts up to \$250,000 do not require a formal project review, but must be approved by the appropriate official. For non-routine service

contracts, the threshold applies to the life of the contract (total undiscounted cost of the contract).

- 2 All material handling (fixed mechanization) projects must be authorized by Headquarters Engineering and approved by the vice president of Engineering.
- 3 For the definition of total lease cost, see Handbook F-66C, chapter 3. If either the annual or total cost limit is exceeded, a DAR is required.
- 4 Other facility projects include the purchase of existing buildings and building expansions. Note that all new space projects (whether leased or owned) must be documented with a Facility Field DAR for projects under \$5 million. If the project cost exceeds \$5 million, a Major Facility DAR is required that follows the Handbook F-66A format. The approval document for a new lease of an existing facility up to \$25,000 is still eBuy. Whenever possible, retention of an existing facility is supported to sustain the operation.

For a more detailed discussion of JOEs, including samples in the recommended format, refer to Handbook F-66C.

* * * * *

We will incorporate these revisions into the next printed edition of Handbook F-66 and into the next online update 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*.
- Then click on *HBKs*.

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

— Capital and Program Evaluation,
Finance, 12-20-07

Handbook AS-353 Revision: Guide to Privacy, the Freedom of Information Act, and Records Management

Effective December 20, 2007, Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, is revised for clarity and administrative purposes.

The purpose for the revision is to update sections for administrative purposes, to clarify existing text, and to comply with provisions of Executive Order (EO) 13,392, entitled “Improving Agency Disclosure of Information,” issued by the President on December 14, 2005. The Order contains several statements of Freedom of Information Act (FOIA) policy and specific new planning and reporting requirements, and it emphasizes the importance of the FOIA to “the effective functioning of our constitutional democracy.” It reminds all agencies that “FOIA requesters are seeking a service from the Federal Government and

should be treated as such.” The goal of the Order is to improve agency service and performance, increase efficiency in agency FOIA operations, and strengthen compliance.

Specifically, the EO requires the Postal Service™ to name a chief FOIA officer, to establish FOIA Requester Service Centers, and to name FOIA public liaisons. These changes are reflected in chapter 1. Minor editorial updates are made to chapters 2 and 3. Changes made to chapter 4 clarify or update existing text and amend computer search fees. In consultation with Information Technology, computer search fees are amended to reflect changes in the actual direct cost of retrieval, including computer search time and personnel costs. Computer search fees have not

been updated since September 2003. The new computer search fees are based on current industry standards and salary schedules. These changes are consistent with Postal Service regulations that implement the FOIA found at 39 *Code of Federal Regulations* §265.9(b)(ii), which provide that “The fee for retrieving data by computer is the actual direct cost of the retrieval, including computer search time, and personnel cost in effect at the time that the retrieval services are performed. The fees are subject to periodic revision.”

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

Handbook AS 353, Guide to Privacy, the Freedom of Information Act, and Records Management

1 Introduction

[Revise title and text of 1-1 to read as follows:]

1-1 Purpose of Handbook

Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*, describes Postal Service™ policies and procedures governing the privacy of information relating to customers, employees, or other individuals, and the release, protection, and management of Postal Service records. The Postal Service is mandated by law, and has adopted policies, to protect the privacy of its customers, employees, individuals, and suppliers. The Postal Service is also required to make its records available to the public consistent with the Freedom of Information Act (FOIA) and good business practices.

* * * * *

1-4 Roles and Responsibilities

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1-4.2 Specific Responsibility

[Revise 1-4.2 to read as follows:]

1-4.2.1 Officers, Managers, and Employees

All officers, business and line managers, supervisors, and other employees are responsible for implementing privacy policies as required by this handbook and their Postal Service duties. Officers and managers ensure compliance with privacy policies through organizations and information resources under their direction, and provide resources required to appropriately protect the privacy of customer, employee, or other individuals' information.

1-4.2.2 Suppliers, Business Partners, and Customers

Suppliers, business partners, and customers are responsible for the following:

- a. *Suppliers and Business Partners.* All Postal Service suppliers and business partners who develop systems with or have access to information

resources that contain customer, employee, or other individuals' data, or who help to develop or implement a Postal Service Web site or marketing e-mail campaign, are responsible for complying with Postal Service privacy policies and related business, security, and contracting practices.

- b. *Customers.* Customers must follow the applicable procedures for privacy and FOIA.

1-4.2.3 Chief FOIA Officer

The chief FOIA officer is responsible for the following:

- a. Overseeing Postal Service compliance with the FOIA.
- b. Making recommendations to the postmaster general regarding the Postal Service's FOIA program.
- c. Monitoring and reporting on FOIA implementation and performance for the Postal Service.

Contact the chief FOIA officer at the following address:

CHIEF FOIA OFFICER
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 10433
WASHINGTON DC 20260

1-4.2.4 Chief Privacy Officer

The chief privacy officer (CPO) is responsible for the following:

- a. Developing and implementing policies, processes, and procedures for privacy, records, and FOIA.
- b. Reviewing privacy impact assessments and determining information sensitivity during the Business Impact Assessment (BIA) process.
- c. Advising management on strategic direction and trends.
- d. Evaluating technology that impacts privacy.
- e. Providing guidance on privacy and records policies.
- f. Directing the activities of the Privacy Office and the Records Office, and reporting to the Consumer Advocate.

Contact the Privacy Office at the following address:

PRIVACY OFFICE
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 10433
WASHINGTON DC 20260
e-mail: privacy@usps.gov

1-4.2.5 Manager, Records Office

The manager of the Records Office is responsible for the following:

- a. Managing the Records Office.
- b. Establishing procedures and guidelines to ensure that record management practices comply with the Privacy Act and FOIA.

- c. Answering questions about the policies and procedures in this handbook.

Contact the Records Office manager at the following address:

MANAGER RECORDS OFFICE
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5821
WASHINGTON DC 20260
Telephone: 202-268-2608

1-4.2.6 Freedom of Information Act Requester Service Center

The FOIA Requester Service Center (RSC) is responsible for the following:

- a. Facilitating communication between the Postal Service and FOIA requesters.
- b. Providing information to requesters concerning the status of FOIA requests and information about responses to such requests.

Contact FOIA RSC at the following addresses:

US POSTAL SERVICE
MANAGER RECORDS OFFICE
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5821
WASHINGTON DC 20260
Fax: 202-268-5353

POSTAL INSPECTION SERVICE
OFFICE OF COUNSEL
US POSTAL INSPECTION SERVICE
1735 N LYNN ST 4TH FL
ARLINGTON VA 22209
Fax: 703-292-4083

INSPECTOR GENERAL
OFFICE OF INSPECTOR GENERAL
US POSTAL SERVICE
1735 N LYNN ST STE 10000
ARLINGTON VA 22209
Fax: 703-248-4626
e-mail: foia@uspsaig.gov

1-4.2.7 Freedom of Information Act Public Liaison

The FOIA public liaison is responsible for the following:

- a. Managing the FOIA RSC.
- b. Receiving concerns of requesters about the service provided by the FOIA RSC following an initial response.
- c. Ensuring a service-oriented response to requests and FOIA-related inquiries.
- d. Reporting to the chief FOIA officer on its activities.

Contact the appropriate FOIA public liaison at the address provided in section 1-4.2.6.

1-4.2.8 Freedom of Information Act Coordinator

The FOIA coordinator, which is an ad hoc position located within each Headquarters department, area office, and district office, is responsible for the following:

- a. Coordinating FOIA requests referred to or received by functional or geographical area.
- b. Providing procedural guidance, upon request, to records custodians.
- c. Assisting the manager of the Records Office with national records management activities, such as annual reporting of local FOIA and Privacy Act activities.

1-4.2.9 Records Custodian

The records custodian is responsible for ensuring that records within his/her facilities or organizations are managed according to Postal Service policies. Vice presidents or their designees are the custodians of records maintained at Headquarters. In the field, the records custodian is the head of a Postal Service facility, such as an area, district, Post Office™, or other Postal Service installation, who maintains Postal Service records. Senior medical personnel are the custodians of restricted medical records maintained within Postal Service facilities. The custodian of Employee Assistance Program records is the Postal Service counselor, a supplier, or the Public Health Service, whichever provided the services.

1-4.2.10 Manager, Corporate Information Security Office

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

- a. Ensuring compliance with information security policies, including the protection of information resources containing customer, employee, or other individuals' information.
- b. Safeguarding and disposing of electronic records (including e-mails) that are maintained in information systems, including those that are subject to legal holds.
- c. Serving as the central contact for information security issues and providing security consultations as requested.

1-4.2.11 General Counsel

The general counsel or designee is responsible for the following:

- a. Deciding administrative appeals filed under the Privacy Act and FOIA. Appropriate legal counsel should be consulted by FOIA coordinators, records

custodians, and others with legal questions about the Privacy Act or FOIA.

For appeals related to records other than Inspector General records, contact the general counsel's designee at the following address:

CHIEF COUNSEL
CUSTOMER PROGRAMS
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260

- b. Issuing legal hold notices for the purpose of preserving Postal Service records relating to pending or anticipated legal proceedings, investigations, or audits.

1-4.2.12 Chief Postal Inspector

The Chief Postal Inspector of the Inspection Service is responsible for handling Privacy Act and FOIA requests for Inspection Service records. Contact the Chief Postal Inspector at the following address:

CHIEF POSTAL INSPECTOR
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 3100
WASHINGTON DC 20260

1-4.2.13 Office of Inspector General

The Inspector General is responsible for handling Privacy Act and FOIA requests and appeals for Office of Inspector General records. Contact the Inspector General at the following address:

FOIA OFFICER
OFFICE OF INSPECTOR GENERAL
US POSTAL SERVICE
1735 N LYNN ST STE 10000
ARLINGTON VA 22209

2 Laws, Guidelines, and Policies

[Revise title of 2-1 to read as follows:]

2-1 Best of Public and Private Practices

* * * * *

2-2 Mail Protections

[Revise 2-2 to read as follows:]

The privacy and security of the mail are core values of the Postal Service. Information from the contents or cover of any customer's mail may not be recorded or otherwise collected or disclosed within or outside the Postal Service, except for Postal Service operations and law enforcement purposes as specified in Title 39 of the Code of Federal Regulations (CFR) 233.3 and chapter 2 of the Administrative Support Manual.

2.3 Federal Laws

* * * * *

[Revise title of 2-3.1 to read as follows:]

2-3.1 Postal Reorganization Act

* * * * *

[Revise title of 2-3.2 to read as follows:]

2-3.2 Privacy Act

* * * * *

[Revise title of 2-3.3 to read as follows:]

2-3.3 Freedom of Information Act

* * * * *

2-3.4 E-Government Act of 2002

[Revise the first sentence of 2-3.4 to read as follows:]

The E-Government Act of 2002, 44 U.S.C. Chapter 36, is intended to protect privacy in the provision of electronic government services and applies when agencies collect personal information in new or modified information technology systems.***

[Revise the title of 2-3.5 to read as follows:]

2-3.5 Gramm-Leach-Bliley Act

* * * * *

[Revise the title of 2-3.6 to read as follows:]

2-3.6 Children's Online Privacy Protection Act

* * * * *

2-4 Federal Agency Guidelines

* * * * *

2-4.1 Federal Trade Commission Privacy Principles

[Revise 2-4.1 by replacing the fourth sentence as follows:]

Choice is about obtaining the customer's consent before using the information for a purpose other than the purpose for which it was collected (i.e., secondary uses).

[Revise the title of 2-4.2 to read as follows:]

2-4.2 Office of Management and Budget Privacy Guidelines

* * * * *

[Revise the last paragraph of 2-4.2 to read as follows:]

OMB emphasizes the Privacy Act and its role in new technologies. OMB gives particular attention to certain technologies on agency Web sites, including Web analysis tools such as cookies, and requires notice and agency head approval for their use.

2-5 Postal Service Policies

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2-5.1 Customer Privacy Policy

[Revise section referenced in the fourth sentence to read “section 1-4.2.4”.]

* * * * *

2-5.3 Supplier Policy

[Revise 2-5.3 to read as follows:]

Suppliers and business partners must adhere to the Postal Service privacy policies if they have access to customer, employee, or other individuals’ information; help to build or operate a Postal Service Web site; or conduct a marketing e-mail campaign. The contracts and agreements, whether or not covered by Postal Service purchasing regulations, must include an appropriate privacy clause(s). Reference purchasing regulations at 39 CFR Section 601. To reference purchasing guidelines and privacy protection clause 1-1 go to <http://www.usps.com/cpim/manuals/pm/pm.htm>.

2-5.4 Monitoring of Postal Service Equipment

[Revise 2-5.4 to read as follows:]

The Postal Service reserves the right to access and monitor computer use and information contained in or passing through its information resources, including the contents of all messages sent over its electronic messaging systems. The Corporate Information Security Office and the Privacy Office have established policies and procedures to conduct monitoring, which are contained in MI AS-870-2006-1, *Electronic Messaging (E-mail)*.

3 Privacy Procedures

3-1 General

* * * * *

[Delete table of contents after the introductory paragraph.]

3-2 Collecting Information From Customers, Employees, or Other Individuals

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3-2.2 Privacy Notice

* * * * *

[Revise 3-2.2c to read as follows:]

- c. *How to Provide Privacy Notice.* Exhibit 3-2.2, Procedures to Provide a Privacy Notice, describes how to provide a privacy notice, if required under section 3-2.2a., at different points where information is collected from customers, employees, or other individuals.

[Add exhibit title to read as follows:]

Exhibit 3-2.2 Procedures to Provide a Privacy Notice

[Revise text in Exhibit 3-2.2 titled “Hard Copy Forms” to read as follows:]

Hard Copy Forms	<ul style="list-style-type: none"> ■ Content of the notice must meet requirements of section 3-2.2b. ■ Place the notice on the form near where data is collected, or provide a separate privacy notice before collecting the data (e.g., Notice 70).
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3-2.3 Customer Choice

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[Revise the last paragraph in 3-2.3 to read as follows:]

Exhibit 3-2.3, Procedures to Provide Choice, provides procedures on how to provide choice at different points where information is collected from a customer.

[Add exhibit title to read as follows:]

Exhibit 3-2.3 Procedures to Provide Choice

* * * * *

3-3 Managing Information Relating to Customers, Employees, or Other Individuals

* * * * *

3-3.4 Privacy Impact Assessments and Security

[Revise the sixth sentence of 3-3.4a to read as follows:]

Completed BIAs must be submitted to the CPO and the manager of the Corporate Information Security Office.

3-4 Requests by Customers, Employees, or Other Individuals for Information About Themselves

* * * * *

3-4.1 Requests to Access Information

* * * * *

[Revise the first paragraph of 3-4.1a(2) to read as follows:]

- (2) *Where to direct the request.* Direct the request to the records custodian, if known, or to the manager of the Records Office, at the address in section 1-4.2.5. Direct requests for records maintained by the Postal Inspection Service or the Office of Inspector General to the addresses in sections 1-4.2.12 and 1-4.2.13. Employee requests to review or copy a record should be made to the installation where the record is kept. Employees requesting retired official personnel folders (OPFs) may direct the request to any office and specify the

installation where review is desired. Headquarters employees should direct requests to:

* * * * *

[Revise the second paragraph of 3-4.1b(4) to read as follows:]

Forward requests for a retired OPF to the installation indicated by the requester, or as determined by the custodian to the nearest postal facility. The custodian at the installation where the review is to take place must determine if the information is releasable under section 3-4.1b(6). If releasable, the custodian can obtain the OPF by sending an SF 127, *Request for Official Personnel Folder*, to:

* * * * *

[Revise the fourth paragraph of 3-4.1b(4) to read as follows:]

When the custodian receives the OPF, the custodian must notify the requester that the information is available for review. After the requester reviews the OPF and there is a need for further review, the custodian may keep the files at the designated facility for a maximum of 30 days. If there is no further need to retain the files, the custodian must return the OPF by Registered Mail™ to the National Personnel Records Center.

* * * * *

[Revise the last sentence of 3-4.1b(7)(f) to read as follows:]

***See section 3-5.5; see also 39 CFR. 266.6(b)(4).

* * * * *

3-4.3 Appeals and Customer Redress

[In 3-4.3b, revise "section 1-4.2.3" to read "section 1-4.2.4".]

3-4.4 Fees

[Add a sentence to the end of the paragraph to read as follows:]

***The Postal Service does not charge for requests if fees do not exceed \$10.

3-5 Disclosing Customer, Employee, or Other Individuals' Information to Third Parties

* * * * *

3-5.3 External Disclosures

* * * * *

[Revise 3-5.3d text to read as follows:]

d. *Information That Is Publicly Available.* Certain information relating to employees may be released.

See subchapter 5-2(b). For information relating to the public, such as business change of address, permit holders, and other information, see subchapter 4-4.

* * * * *

3-5.5 Accounting of Disclosures

* * * * *

[Revise 3-5.5a(1) to read as follows:]

(1) Publicly available information. See subchapter 4-4.

* * * * *

[Revise 3-5.5a(3) to read as follows:]

(3) Information disclosed to the individual to whom the information pertains.

[Revise 3-5.5b to update reference to read "section 1-4.2.5".]

* * * * *

d. *Disclosure Formats.* There are four formats for an accounting of disclosures:

* * * * *

[Revised text 3-5.5d(2) by adding second sentence to read as follows:]

(2) *Official Personnel Folders.* Use PS Form 6100-B, *OPF Disclosure Accounting Form*, to account for disclosures of information in OPFs to law enforcement officials. Use PS Form 6100-A, *OPF Disclosure Accounting Form*, to account for all other disclosures. For OPFs converted to electronic Official Personnel Folder (eOPF), a system-generated accounting of disclosures may be used in lieu of PS Form 6100-A or PS Form 6100-B.

3-6 Operating a Customer Web Site

[Revise 3-6 to read as follows:]

Web sites used by customers, regardless of whether they collect customer information, must comply with the customer privacy policy on usps.com, including with regard to use of Web analysis tools such as cookies or Web beacons. If the Web site provides links to external Web sites, follow the procedures in MI AS-610-2001-6, *Web Site Affiliation Program*.

3-7 Sending Marketing E-mail

[Revise the second sentence of 3-7 to read as follows:]

Managers or employees intending to send a marketing e-mail must follow the procedures for notice and choice in Exhibits 3-2.2 and 3-2.3.

[Revise 3-8 title and text to read as follows:]

3-8 Entering Into a Contract or Business Agreement

Suppliers and business partners with access to information relating to customers, employees, or individuals, or that help to build or operate a Web site or conduct a marketing e-mail campaign, must adhere to Postal Service privacy policies. Contracts and agreements, whether or not covered by Postal Service purchasing regulations, must include privacy clause(s). For procedures to ensure the appropriate clause is included, reference the purchasing regulations at 39 CFR Part 601, purchasing guidelines at <http://www.usps.com/cpim/manuals/pm/pm.htm>, and Privacy Clause 1-1. Consult the Privacy Office, Supply Management, or appropriate counsel as needed.

3-9 Computer Matching Programs

[Revise 3-9 to read as follows:]

A computer matching program is any computerized comparison of a Postal Service automated system of records with an automated system of another agency or an internal system. When using computer matching programs, the Postal Service must comply with Privacy Act requirements. The Postal Service Data Integrity Board is responsible for the review and approval of all Postal Service computer matching activities. The records office manages the process. All proposals, whether from Postal Service organizations or other government agencies, must be submitted to the Records Office at the address in section 1-4.2.5. Submit proposals at least 3 months in advance of the anticipated starting date to allow time for review and publication requirements. See MI AS 350-2007-1, *Computer Matching Programs*.

[Revise title of 4 to read as follows:]

4 Freedom of Information Act Procedures

* * * * *

[Revise title of 4-2 to read as follows:]

4-2 How to Make a Freedom of Information Act Request

4-2.1 Format and Content

[Revise 4-2.1 to read as follows:]

A FOIA request must be in writing, be a request for records, and bear the caption "Freedom of Information Act Request." Other requests for information are considered informal requests, and should still be processed in accordance with this handbook.

A requester should include the following information in a FOIA request:

- The requester's name, mailing address, and daytime telephone number.
- A reasonable description of the records sufficient to permit the custodian to locate them with a reasonable amount of effort, and a description of any desired formats to receive the records.
- If seeking information about a company, the exact name and address of the company (many companies use similar names).
- The maximum amount of fees the requester is willing to pay without prior notice. If no amount is stated, the requester is deemed willing to pay fees up to \$25.
- The requester is not required to provide reasons for the request. However, because some or all of the requested records may be exempt from disclosure, the requester may state any reason(s) he or she believes the record should be disclosed.

If necessary, the custodian may ask the requester for more information.

* * * * *

4-2.3 Requests for Fee Waivers

[Revise 4-2.3 to update the second reference to read as follows:]

The requester may ask that fees or the advance payment of fees be waived in whole or in part. See parts 4-6.3 and 4-6.6.

[Revise title and text of 4-2.4 to read as follows:]

4-2.4 Where to Direct Freedom of Information Act Requests

Requesters should direct FOIA requests to the appropriate FOIA Requester Service Center (RSC) as follows:

- U.S. Postal Service Records and Employee Listings.* FOIA requests for U.S. Postal Service records and employee listings must be directed to:
MANAGER RECORDS OFFICE
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 5821
WASHINGTON DC 20260
Fax: 202-268-5353
- Inspection Service Records.* FOIA requests for Inspection Service records must be directed to:
OFFICE OF COUNSEL
US POSTAL INSPECTION SERVICE
1735 N LYNN ST 4TH FL
ARLINGTON VA 22209
Fax: 703-292-4083

c. *Inspector General Records.* FOIA requests for Inspector General records must be directed to:

OFFICE OF INSPECTOR GENERAL
US POSTAL SERVICE
1735 N LYNN ST STE 10000
ARLINGTON VA 22209
Fax: 703-248-4626
e-mail: foia@uspsig.gov

[Revise the title of 4-3 to read as follows:]

4-3 How to Process a Freedom of Information Act Request

* * * * *

[Move Exhibit 4-3 after introductory paragraph.]

Exhibit 4-3

[Revise title of Exhibit 4-3 to read as follows:]

FOIA Processing Checklist for Custodians

[Delete title inside box. Revise items 1, 7, and 8 to read as follows:]

1. *Read the request carefully.* If the request is so vague or overly broad that you are unable to understand what records are being sought, ask the requester to give a “reasonable description” (see section 4-2.1 and 4-3.3). A request does not necessarily fail the “reasonable description” requirement just because it is burdensome.

* * * * *

7. *Complete PS Form 8170, Freedom of Information Act and Privacy Act Request Report.* If your organization processes a request received directly from the requester, you must complete PS Form 8170 and send it to the office indicated in section 4-8.2. If the Records Office refers a request to you, a PS Form 8170 will be included with the referral. Return this form, along with a copy of the response, to the Records Office after processing the FOIA request.

8. *Retain records.* Retain FOIA correspondence and record of all documents provided or denied for a period of 6 years from the end of the fiscal year in which the final response occurs.

4-3.2 Requests That Are Insufficient, Misdirected, or for Records That Do Not Exist

[Revise 4-3.2 to read as follows:]

If a custodian cannot locate a record based on the information furnished, the custodian must do the following:

a. For insufficient requests, allow the requester to submit more information to describe the record. If feasible, the custodian should confer with the requester to clarify the request.

b. If there are no responsive records, notify the requester. Custodians are not required to create records in order to respond to requests.

Employees should forward misdirected requests to the appropriate FOIA RSC and notify the requester that the request has been forwarded.

4-3.3 Searches

[Add three sentences to the end of 4-3.3 to read as follows:]

***The cut-off date for records to be included as responsive to a FOIA request is the date the search for records begins. Custodians may extend the cut-off date at their discretion. There is no requirement under the FOIA to make automatic releases of records as they are created.

* * * * *

[Revise title of 4-3.5 to read as follows:]

4-3.5 Withholding Records

* * * * *

4-3.6 Appeal Rights

[Revise 4-3.6 to read as follows:]

a. Letters denying FOIA requests must include language such as the following:

“You have the right to appeal this response by writing to the Chief Counsel, Customer Programs, United States Postal Service, 475 L’Enfant Plaza SW, Room 6138, Washington DC 20260, within 30 days of the date of this letter. The letter of appeal should include a statement about the action or failure to act being appealed, the reasons why it is believed to be erroneous, and the relief sought, along with copies of your original request, this letter, and any other related correspondence.”

b. Letters denying requests for Inspector General records should use the same language as above but indicate that the appeal should be made to the address in section 1-4.2.13.

4-3.7 Time Limits

[Delete the last sentence in item a and replace to read as follows:]

***By mutual agreement and within the initial 20-day response period, the custodian and the requester may establish a different response period. Confirm agreement with the requester in writing.

* * * * *

4-4 Records Available to the Public

* * * * *

4-4.1 Reading Rooms

* * * * *

[Revise 4-4.1(b) to read as follows:]

b. *Electronic Reading Room.* The FOIA electronic reading room indexes information routinely available to the public, including material contained in the public reading room, as well as records previously released under FOIA that have been the subject of multiple requests. The electronic reading room may be accessed at <http://www.usps.com/foia/readroom/welcome.htm>. The Office of Inspector General reading room may be accessed at http://www.usp-soig.gov/reading_room.cfm.

* * * * *

4-4.4 Postage Evidencing System User Data

[Revise the address information in 4-4.4 to read as follows:]

POSTAGE TECHNOLOGY MANAGEMENT
 US POSTAL SERVICE
 475 L'EFANT PLZ SW RM 4200 NB
 WASHINGTON DC 20260

[Revise title of 4-5 to read as follows:]

4-5 Records That May Be Withheld From Disclosure

[Revise 4-5 to read as follows:]

The FOIA (5 USC 552(b)(1–9)) provides nine exemptions under which records or portions of records may be withheld from public disclosure. A custodian may disclose exempt information as a matter of discretion if that disclosure is not prohibited by law and would not cause any foreseeable harm. The nine exemptions and records covered under each are listed in sections 4-5.1 through 4-5.9.

[Revise the titles of 4-5.1 through 4-5.9 to include the appropriate citation numbers to read as follows:]

4-5.1 Exemption 1 (5 USC 552(b)(1) – National Defense and Foreign Relations

* * * * *

4-5.2 Exemption 2 (5 USC 552(b)(2) – Personnel Rules and Practices

* * * * *

4-5.3 Exemption 3 (5 USC 552(b)(3) – Federal Law

[Revise first paragraph of 4-5.3 to read as follows:]

Exemption 3 applies to information that is exempt from disclosure under another federal statute. Examples include the Postal Reorganization Act and 39 U.S.C. 410(c) and 412. The table below lists the statutes and a brief description of the type(s) of information withheld under each statute most frequently relied upon by the Postal Service. Other statutes may apply.

[Add Exhibit 4-5 to read as follows:]

Exhibit 4-5 Exemption 3 Statutes

Exempting Statute	Type of Information Covered
39 U.S.C. 410(c)(1)	Permits the withholding of the name or address, past or present, of any Postal Service customer.
39 U.S.C. 410(c)(2)	Information of a commercial nature, including trade secrets, whether or not obtained from a person outside the Postal Service, which under good business practice would not be disclosed. Examples: <ul style="list-style-type: none"> ■ Information about methods of handling valuable Registered Mail. ■ Money order records. ■ Technical information on postage meters and prototypes submitted for approval before leasing to mailers. ■ Market surveys. ■ Records indicating rural carrier lines of travel.

Exempting Statute	Type of Information Covered
	<ul style="list-style-type: none"> ■ On request, information of a general nature (e.g., an outline of the geographic area served by a particular rural route, the route numbers and number of boxholders or families on each rural route and highway contract route, and the number of families or businesses served within the total delivery area) may be disclosed. Do not disclose detailed information or use Postal Service route maps for this purpose. A map provided by the requester may be marked with the general information. Disclosure is a matter of local discretion when it is determined that to do so would not interfere with Postal Service operations. ■ Records that would be of potential benefit to firms in economic competition with the Postal Service. ■ Information that could materially increase procurement costs. ■ Information that might compromise testing or examination materials.
39 U.S.C. 410(c)(3)	Information prepared for use in the negotiation of collective bargaining agreements under 39 U.S.C. Chapter 12 and minutes or notes kept during the negotiating sessions.
39 U.S.C. 410(c)(4)	Information prepared for proceedings under 39 U.S.C. Chapter 36, relating to rates, classification, and service changes.
39 U.S.C. 410(c)(5)	Reports and memoranda of consultants or independent contractors, except to the extent that they would be required to be disclosed if prepared within the Postal Service.
39 U.S.C. 410(c)(6)	Investigatory files, whether or not considered closed, compiled for law enforcement purposes, except to the extent available by law to a party other than the Postal Service.

Exempting Statute	Type of Information Covered
39 U.S.C. 412	Prohibits the disclosure of mailing lists or other lists of names or addresses (past or present) of Postal Service customers or other persons to the public by any means or for any purpose.
18 U.S.C. 1461	Records concerning nonmailable matter.
18 U.S.C. 2510-2520	Records relating to wiretap requests and information.
Federal Rules of Criminal Procedure-Rule 6(e)	Grand jury information.
Inspector General Act of 1978, Section 7(b)	Confidentiality of employee complaint information.

4-5.4 Exemption 4 (5 USC 552(b)(4) – Trade Secrets and Privileged Information

* * * * *

4-5.5 Exemption 5 (5 USC 552(b)(5) – Internal or Interagency Information

* * * * *

4-5.6 Exemption 6 (5 USC 552(b)(6) – Personal Information

* * * * *

4-5.7 Exemption 7 (5 USC 552(b)(7) – Law Enforcement Records

The following applies to law enforcement records.

[Revise 4-5.7a to read as follows:]

- a. *General.* Exemption 7 applies to records compiled for law enforcement purposes but only to the extent that providing these records:
 - 1) Exemption 7(A) – Could reasonably be expected to interfere with enforcement proceedings.
 - 2) Exemption 7(B) – Would deprive a person of a right to a fair trial or impartial adjudication.
 - 3) Exemption 7(C) – Could reasonably be expected to constitute an unwarranted invasion of personal privacy.
 - 4) Exemption 7(D) – Could reasonably be expected to disclose the identity of a confidential source.
 - 5) Exemption 7(E) – Would disclose techniques, procedures, and guidelines used in law enforcement investigations or prosecutions, if the disclosure could reasonably be expected to risk circumvention of the law.
 - 6) Exemption 7(F) – Could reasonably be expected to endanger the life or physical safety of any individual.

* * * * *

4-5.8 Exemption 8 (5 USC 552(b)(8) – Financial Institutions

[Revise 4-5.8 to read as follows:]

Exemption 8 applies to information relating to the regulation or supervision of financial institutions and rarely, if ever applies to Postal Service Records.

4-5.9 Exemption 9 (5 USC 552(b)(9) – Geological Information

[Revise 4-5.9 to read as follows:]

Exemption 9 applies to geological information on wells and rarely, if ever applies to Postal Service Records.

4-6 Fees

* * * * *

4-6.5 How to Assess Fees

[Revise 4-6.5c to read as follows:]

c. *Fees for Computer Searches.* Computer search fees are based on the computer processing and personnel salary rates in the table below. For the “other requester” category, fees should begin to be assessed when the combined cost of computer processing and personnel salaries exceeds the value of 2 salary hours for the level of personnel involved. For example, fees should be assessed when costs exceed \$400 for IT specialist time, \$200 for system or database administrator time, or \$120 for operator time.

Computer Processing	
Mainframe usage	\$0.39 per CPU second
Open system usage	\$1.00 per hour
PC usage	\$7 per 15 minutes
Printing computer output	\$0.14 per page
Electronic data delivery	\$100 Setup, plus \$1 gigabyte (Note: Delivered on tape, FTP, CD, DVD, or other media)

Computer Personnel	
Operator time	\$60 per hour
System or database administrator time	\$100 per hour
IT specialist time	\$200 per hour (Examples: Database analyst, system programmer, application developer)

* * * * *

4-7 Appeals

4-7.1 General

[Revise the introductory text of 4-7.1 to read as follows:]

Requesters may appeal decisions to the chief counsel of Customer Programs, at the address in section 1-4.2.11. A requester may appeal any of the following:

* * * * *

4-8 Reporting

* * * * *

4-8.1 General

* * * * *

[Revise 4-8.1c to read as follows:]

c. Requests from a union, unless the request specifically cites the FOIA or includes the written consent of the records subject authorizing the Postal Service to release records to the union representative.

* * * * *

4-8.2 Submissions

[Revise 4-8.2 to read as follows:]

FOIA coordinators must submit completed PS Form 8170 to the HQ FOIA RSC. Records custodians must submit completed PS Form 8170 to the appropriate FOIA coordinator as follows:

Records Custodians	Where to Send Reports
Located in area offices	FOIA coordinator in the area office
Located in processing and distribution center offices	FOIA coordinator in the performance cluster
Located in customer service and sales district offices	FOIA coordinator in the performance cluster
Located at Headquarters and in Headquarters field units	Headquarters department FOIA coordinator
Who are postmasters	FOIA coordinator in the performance cluster

4-8.3 FOIA Annual Report

[Revise 4-8.3 to read as follows:]

The Records Office manager submits a report concerning the administration of the FOIA to the Attorney General of the United States annually. The report is available to the public at <http://www.usps.com/foia/annualreports/welcome.htm>.

* * * * *

Publications

Mover's Guide News: January 2008 Mover's Guide Is On Its Way

The January 2008 issue of Publication 75, *Mover's Guide*, will be available before the end of December. As of January 1, 2008, you must display the new issue and recycle all expired versions.

Important Mover's Guide information

- *Mover's Guides* are printed and distributed 3 times per year — December (for January use), April (for May use), and August (for September use).
- Post Offices™ MUST recycle old versions of the *Mover's Guide*, as these contain expired forms, information, and coupons that consumers cannot use.
- In an effort to reduce waste and provide each postal facility with the proper quantity of *Mover's Guide*, call Imagitas, the company that distributes the guides, at 800-816-6837 if you receive too many or too few copies of *Mover's Guide*, or if you have questions about your quantity.
- To find out when shipments will arrive, please contact the Material Distribution Center (MDC) at 800-273-1509.
- If your facility receives an entire pallet of *Mover's Guide*, break down the pallet! It may contain boxes that need to be shipped to other facilities, and this will ensure that all facilities receive their needed supply.

Catalog Address Change and Request Card

- Attached to PS Form 3575, *Change-of-Address Order*, is the Catalog Address Change and Request Card, which movers can fill out to let catalogers know where they are moving.
- The Catalog Address Change and Request Card must be detached from the change-of-address (COA) form and from the catalog description card.
- The Catalog Address Change and Request Card and the COA form should be mailed separately. This is important for change-of-address processing.

For offices that DO NOT receive automatic distribution (the majority of offices fall in this category)

- In December, your Post Office™ will receive a package of 25 *Mover's Guides*.
- Do not display this edition until January 1, 2008, unless your current stock is depleted.
- After January 1, 2008, you must recycle all copies of any older version of the *Mover's Guide* remaining at your facility.

- To order up to 100 more copies, call the MDC and use touch-tone order entry (TTOE): call 800-273-1509.

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.)

- If you need more than 100 copies, or if you have other questions regarding *Mover's Guide*, please call Imagitas directly at 800-816-6837 or visit http://blue.usps.gov/delret/L4CustServSupp_Mover.htm. Use the following information to order the January 2008 issue of *Mover's Guide*:

PSIN:	PUB 75
PSN:	7610-03-000-4795
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	100
Quick Pick Number:	441
Price:	\$0.00
Edition Date:	01/08

For offices that DO receive automatic distribution

- The first half of your supply of the January 2008 edition of Publication 75, *Mover's Guide*, will begin arriving at your facility in mid-December.
- The second half of your supply will arrive 4 to 6 weeks later.
- Both shipments will arrive in boxes of 100 and 300.
- Do not display this edition until January 1, 2008, unless your current stock is depleted.
- After January 1, 2008, you must recycle all copies of any older version of *Mover's Guide* remaining at your facility.
- If you would like to order supplemental quantities, call 800-816-6837 or visit http://blue.usps.gov/delret/L4CustServSupp_Mover.htm.

Please keep track of your inventory. Businesses and other organizations must purchase *Mover's Guide* and can obtain order forms by calling Imagitas at 800-816-6837. For further information, visit our Frequently Asked Questions at http://blue.usps.gov/delret/L4CustServSupp_Mover.htm.

Remember, consumers can visit www.usps.com and click on *Change of Address* to change their address online!

— Address Management,
Intelligent Mail and Address Quality, 12-20-07

(Continued on page [55](#).)

Pull-Out Information

Fraud

Domestic Orders

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

State, City ZIP Code	Names and Addresses Covered	Product
IN, Indianapolis 46204-2801	Dennis Leleux and Sheila Leleux d/b/a Resource Marketing Co., 133 W. Market Street, #240-219	Work at home scheme
LA, Baton Rouge 70817-1368	Dennis Leleux and Sheila Leleux d/b/a Resource Marketing Co., 14241 Coursey Boulevard, #A-12	Work at home scheme

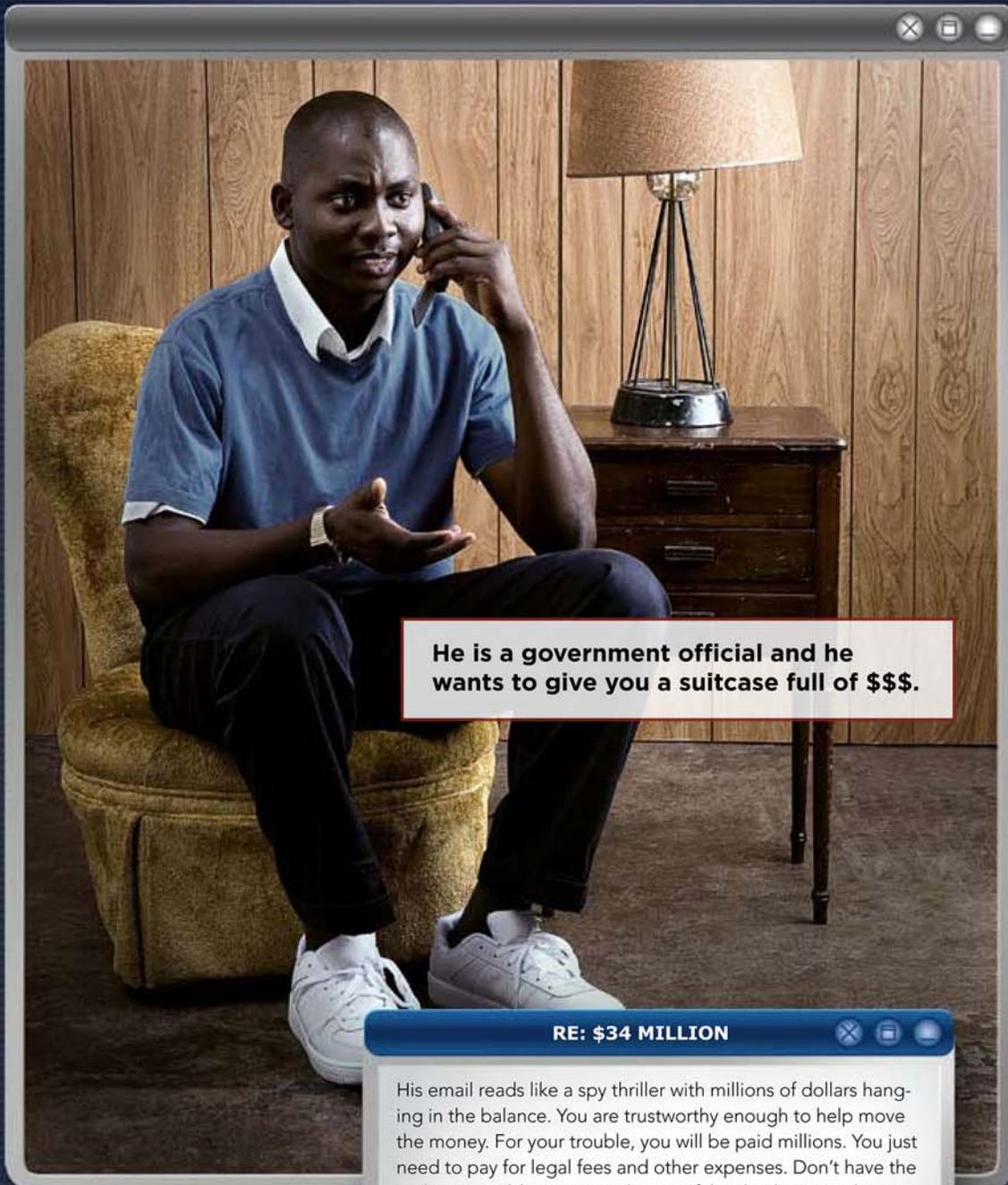
— Judicial Officer, 12-20-07

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, Monterey Park 91754-7498	Any and all of various names including C. Reynolds Handicapped Aid Program, 333 W. Garvey Avenue, Suite B-542
IN, Bloomington 47403-2044	Shane Burleigh, 2040 W. Cory Road
IN, Columbus 47201-4783	Any and all of the various names other than the surname Rogers, 5202 S. Pine Street
IN, Fishers 46038-2283	Ernest Tomaras and/or Pole Incorporated, 10863 Briar Stone Lane
KY, Leitchfield 42754-7509	Various names, not to include mail with the surname of Gibson, 621 Hanging Rock Road

— Judicial Officer, 12-20-07



RE: \$34 MILLION

His email reads like a spy thriller with millions of dollars hanging in the balance. You are trustworthy enough to help move the money. For your trouble, you will be paid millions. You just need to pay for legal fees and other expenses. Don't have the cash? No problem. He sends you a fake check as an advance. That's how the scam works. Learn more about these scams at:


FakeChecks.org

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 Agreement make up the Corporate Account Number.

005765	023042	068537	097519	108958	119014	170340	208745	319087	344031	433011	551975	613133
005912	025135	068553	097638	110502	119015	171082	210030	319145	344038	436433	553254	615025
006063	025209	068578	097730	112004	119123	171254	210033	323012	344045	441619	553288	616075
006300	027088	068625	098036	112033	119253	175079	210573	323494	344048	441950	554716	617182
006375	028038	068772	098037	112037	119292	176040	210662	324056	344059	443005	571069	622026
006638	028123	069081	098244	112038	119336	176125	210768	324280	344067	447002	573018	629056
006643	028728	069110	098551	112040	119349	180001	212295	325002	344073	451055	581010	631183
006778	028761	069136	098843	112132	119423	180004	220134	325030	344094	454295	585243	631451
006796	028934	069208	098927	112267	119425	180016	220226	325125	344137	454767	591009	631566
006843	029387	069238	098940	112554	119585	180020	220293	326210	344214	454827	598521	631697
007243	029570	069326	100205	112618	119587	180023	220325	328107	371010	460058	598532	641224
007309	029641	069410	100361	112744	119657	180024	220373	328648	402188	460155	598540	641967
007398	029829	069417	100370	112811	121286	180038	220386	328779	402383	461117	598575	658142
008045	030551	069733	100613	112859	121294	180041	220552	329551	402920	461118	598600	660115
008075	032129	069736	100614	112869	121296	180042	220621	330112	405015	461120	598608	662087
008226	044156	070702	100627	112885	122358	180045	220626	330183	405058	461122	598635	662171
008627	048002	075105	100697	112924	122366	180050	220730	330222	405065	462034	600008	665105
008647	048071	075754	100702	112949	122429	180051	220761	330292	421040	462092	600014	665115
009006	053089	075956	101391	113304	124169	180053	221094	330763	423070	462555	600015	681573
009027	054006	076135	101473	113317	124178	180062	221192	330836	430009	462831	600040	711030
009229	054246	076729	102312	113327	125081	180069	221271	331190	430036	462890	600090	720018
009295	056004	077338	102476	114323	125149	180070	221296	332005	431049	462999	600818	731252
009312	060478	078031	102479	115208	127081	180090	221694	332209	431054	463014	600829	731670
009329	060497	079760	102501	115600	128155	180099	222052	332635	432011	463037	601532	740440
009479	061137	079764	103129	115671	129810	180102	222054	333038	432156	464028	601887	741007
009759	063448	079975	103139	117029	129953	180113	222062	333205	432188	468130	601907	741268
009760	064180	080212	103279	117074	130032	180115	223097	333428	432273	468272	601977	744080
009857	064208	080222	103384	117106	130034	181004	225021	333488	432298	468414	602123	750140
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010163	064520	085019	103393	117129	131001	181012	232308	333678	432431	472069	602270	750441
010177	064536	085537	103407	117132	131039	181019	232322	334097	432470	473010	602629	750504
010178	064695	088235	103423	117197	131040	181027	232348	334117	432484	478121	603171	752034
010192	064756	088445	103428	117318	131292	181044	235397	335173	432485	478826	604130	752342
010335	064790	090455	103441	117435	132048	181047	272049	335242	432520	480008	604222	752390
010725	064900	091248	103453	117586	132189	183002	272059	335251	432548	480016	604396	752666
010736	064910	092003	103457	117715	136127	183004	274196	335313	432561	480036	604569	760080
010756	064927	092032	103463	117745	139008	183007	282958	336922	432563	480037	604625	761016
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012262	065837	093810	103497	118337	142588	183037	297081	339459	432714	482138	605092	761746
012387	065858	095105	103569	118391	148270	191020	300348	340300	432732	483515	605096	761831
013250	066034	095360	103629	118476	152096	191239	301202	340430	432762	483595	605108	762003
014510	066123	095390	103639	118534	152121	191995	301473	340622	432775	492018	605254	763111
015269	066161	095430	103710	118619	152237	192097	301503	344003	432807	492064	605340	770022
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016369	066351	095777	103811	118665	152864	192708	306973	344008	432830	520012	605684	771691
016390	066466	096053	103894	118693	152876	192740	309011	344013	432863	531355	606090	772983
018909	067136	096561	105015	118772	154037	192887	309036	344014	432898	531441	606179	773128
018971	067178	096924	105075	118794	156100	200008	311093	344020	432949	531728	606532	774049
019954	067371	097074	105542	118817	156227	200018	312387	344022	432955	531752	607656	777022
021325	068024	097713	107353	118835	159208	200534	312435	344027	432972	537410	607778	782136
021474	068128	097142	108098	118903	159254	200717	312521	344028	433008	551145	608123	782637
022521	068453	097325	108782	118909	165203	200968	315027	344029	433009	551448	612027	782725

784283	787133	805032	853749	900032	906510	917232	921187	932011	948528	968399	980275	995526
784409	787138	805335	853858	900124	906834	917335	921621	932731	949714	968660	980416	995529
784610	787141	806191	853869	900187	911200	917429	921749	933249	950825	968769	980521	995755
784613	787365	809352	891265	900524	912269	917452	921861	937654	951040	968996	980719	995873
784615	787889	810051	891272	902007	913026	917503	924552	937874	951164	969161	980950	997063
785525	787948	813205	891281	903142	914098	917518	925055	939091	951511	970253	982247	
785549	787985	815021	891528	903229	914216	917546	925060	939518	951749	970796	982475	
787031	788075	826107	891548	904308	914294	917606	926021	940463	951915	970867	982535	
787089	791382	826890	891612	904552	914383	918002	926366	940520	955802	970944	982554	
787092	794050	828102	891654	904766	914661	918299	927240	941307	958135	970987	982588	
787122	799116	833228	891700	904767	914786	920014	928263	941617	958158	971005	982616	
787129	799145	840071	891876	904768	915050	920063	928500	941724	958782	971006	983118	
787130	800215	846104	895531	906058	915111	920150	931573	941749	968206	971026	992695	
787131	802504	847014	900025	906382	915457	920207	932002	941751	968282	972462	992746	
787132	804167	853505	900026	906428	916027	921174	932004	941902	968327	973278	992751	

— Product Information Requirements, Product Development, 12-20-07



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	044 087 3457	to	3499	088 404 5584	to	5699	388 828 0656	to	0699
011 582 1889	to	1899	044 087 4000	to	4099	089 358 2248	to	2257	389 696 2400	to	2799
011 588 2900	to	3099	045 524 4121	to	4298	093 106 9346	to	9355	389 846 3104	to	3135
012 579 5675	to	5699	046 800 9870	to	9899	093 203 0500	to	0599	389 846 3145	to	3195
013 289 6176	to	6199	047 352 4000	to	4099	093 684 3630	to	3699	389 887 9211	to	9230
013 610 0014	to	0099	048 383 7650	to	7659	094 081 5074	to	5099	389 887 9234	to	9299
014 932 1000	to	1099	048 396 3647	to	3699	094 580 7062	to	7099	390 001 3182	to	3199
014 972 0800	to	0899	051 142 0755	to	0799	094 639 4200	to	4299	390 001 3500	to	3699
015 363 0065	to	0099	051 774 8857	to	8899	095 070 7186	to	7199	390 545 5974	to	5999
017 028 3200	to	3299	051 781 2875	to	2885	095 354 6864	to	6899	391 104 6146	to	6199
018 569 5333	to	5399	051 977 7010	to	7023	097 224 1350	to	1599	391 574 1466	to	1499
018 986 5264	to	5299	052 058 7115	to	7199	100 160 3800	to	3899	391 783 3020	to	3599
019 518 2814	to	2899	057 670 0563	to	0599	104 667 6400	to	6499	391 792 6100	to	6199
020 698 5159	to	5199	058 187 3836	to	3899	104 876 8937	to	8999	392 668 2956	to	2999
020 844 7307	to	7399	058 591 1153	to	1299	114 402 3850	to	3899	392 854 8500	to	8899
020 972 8948	to	8999	058 895 3746	to	3799	114 866 5368	to	5397	393 584 7566	to	7699
022 021 9110	to	9181	059 986 0814	to	0899	116 154 2800	to	2899	393 650 0074	to	0099
022 037 1411	to	1499	060 406 7650	to	7699	210 221 0548	to	0599	393 838 8316	to	8499
022 527 9201	to	9210	063 491 8122	to	8199	227 275 9400	to	9999	393 893 6007	to	6099
023 637 7169	to	7199	063 916 9968	to	9999	273 070 8059	to	8099	394 126 6907	to	6999
024 380 4100	to	4199	064 091 4500	to	4599	273 775 7700	to	7899	394 189 0405	to	0599
024 496 6870	to	6896	065 255 7909	to	7999	302 000 0000	to	9999	394 822 3243	to	3278
025 092 0987	to	0999	065 392 6345	to	6399	349 746 2056	to	2099	394 990 1810	to	1899
025 369 5535	to	5599	066 099 2014	to	2099	350 518 7350	to	7374	395 343 3264	to	3299
025 729 1151	to	1199	066 648 2880	to	2899	360 011 1690	to	1699	395 373 3035	to	3099
025 729 1643	to	1799	066 787 3639	to	3699	360 168 6008	to	6099	395 396 9649	to	9799
026 492 3180	to	3199	066 845 7500	to	9999	360 173 8800	to	8899	395 970 3240	to	3299
027 361 0430	to	0499	067 093 3869	to	3899	360 324 2326	to	2399	397 622 4054	to	4099
027 369 4482	to	4495	068 895 0334	to	0399	362 861 3064	to	3099	397 819 8902	to	8999
027 671 8762	to	8776	070 724 4488	to	4499	373 006 2176	to	2199	398 149 7200	to	7699
027 787 9886	to	9899	070 841 9181	to	9199	374 768 2600	to	2699	399 070 0872	to	0899
027 965 9487	to	9499	070 844 2546	to	2599	375 169 4400	to	4599	399 156 7119	to	7199
028 100 8069	to	8099	070 916 1340	to	1399	375 829 3400	to	3499	399 203 5064	to	5099
028 191 1852	to	1999	071 179 9800	to	9899	375 851 9100	to	9199	399 296 9910	to	9999
028 850 3000	to	3199	071 386 3682	to	3699	376 196 0911	to	0999	399 396 8935	to	8999
029 510 1500	to	1599	071 507 6840	to	6899	378 085 3679	to	3699	399 792 7775	to	7799
030 687 0903	to	0999	072 045 9641	to	9699	378 351 1063	to	1099	399 792 8300	to	8399
030 701 3442	to	3499	072 675 8287	to	8299	379 843 5100	to	5199	400 427 1051	to	1999
031 077 4507	to	4799	077 617 5481	to	5499	380 093 9600	to	9699	401 045 1505	to	1549
032 295 7500	to	9999	077 999 4001	to	4090	380 165 1165	to	1199	401 045 1571	to	1599
034 394 1000	to	1099	078 174 4475	to	4499	381 325 4500	to	4599	401 294 2700	to	2799
034 943 0400	to	0799	078 219 4931	to	4999	381 604 2510	to	2699	401 310 9505	to	9599
035 035 4337	to	4399	078 250 4756	to	4799	381 645 9525	to	9599	401 382 5312	to	5399
037 706 9578	to	9599	078 823 8312	to	8399	383 314 3968	to	3999	402 578 7876	to	7899
037 805 3677	to	3699	079 374 0300	to	2499	383 892 1000	to	1344	403 125 6744	to	6799
037 909 5490	to	5499	079 807 2342	to	2399	383 892 1382	to	1399	403 260 7000	to	7499
037 931 4660	to	4699	082 721 0228	to	0254	384 925 3641	to	3654	403 280 6470	to	6499
040 024 3901	to	3999	083 140 5000	to	7499	385 568 2331	to	2399	403 685 8600	to	8699
040 674 7100	to	7199	083 784 8886	to	8899	385 599 7554	to	7575	404 003 0300	to	0399
040 688 8816	to	8899	083 913 6915	to	6999	385 774 2024	to	2099	404 041 8838	to	8899
041 299 6752	to	6799	084 478 3920	to	3999	386 624 1412	to	1599	404 071 4268	to	4299
041 623 8889	to	8899	086 000 8271	to	8299	386 883 8936	to	8999	404 347 5356	to	5399
041 803 6565	to	6599	086 798 3840	to	3849	387 314 5574	to	5599	404 347 5548	to	5599
043 205 5922	to	5999	088 404 4472	to	4499	387 837 6300	to	6399	404 726 4500	to	4599

404 961 5001	to	5199	422 842 5073	to	5087	452 855 6471	to	6499	469 127 8000	to	8199
405 325 0188	to	0198	422 907 7563	to	7599	452 890 4679	to	4799	469 213 0359	to	0399
406 009 4587	to	4599	424 500 6050	to	6099	452 900 8215	to	8238	469 213 0500	to	0599
406 260 6830	to	6899	424 641 8500	to	8599	453 117 9146	to	9199	469 561 8011	to	8099
406 459 6641	to	6999	424 871 6600	to	6699	453 334 3631	to	3699	469 658 1961	to	1999
406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891	469 666 9900	to	9999
407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199	469 678 1900	to	1999
407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399	469 781 4900	to	4999
407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999	469 947 6960	to	6999
407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499	470 755 5800	to	5818
408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899	471 918 0300	to	0999
408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499	471 985 2408	to	2419
408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399	472 191 6700	to	6799
408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499	472 270 2555	to	2599
408 698 7015	to	7099	430 150 4401	to	4599	454 922 4867	to	4895	472 987 0213	to	0241
409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499	472 987 0290	to	0299
410 491 2311	to	2399	430 177 1900	to	2099	455 364 2147	to	2199	473 151 2069	to	2199
410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499	473 666 9138	to	9199
410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699	473 952 3429	to	3499
410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699	474 108 5402	to	5499
410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099	474 356 5193	to	5299
410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299	474 949 3366	to	3399
411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499	475 134 9362	to	9399
411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699	475 167 9667	to	9699
412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777	475 319 3415	to	3499
412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699	475 319 3649	to	3799
412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899	475 340 6400	to	6599
412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999	475 424 8410	to	8499
412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599	475 629 9156	to	9199
414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699	475 850 6101	to	6199
414 193 3677	to	3699	435 303 1986	to	1999	458 337 5222	to	5299	475 875 2500	to	2599
414 411 7348	to	7399	435 666 6092	to	6399	458 354 7653	to	7999	476 169 8264	to	8299
414 640 0757	to	0799	436 082 6400	to	6899	458 671 8678	to	8699	476 189 3000	to	3499
414 965 1727	to	1799	436 160 6441	to	6499	458 671 8721	to	8798	476 331 2480	to	2499
417 302 8104	to	8199	437 316 7115	to	7199	458 847 5044	to	5999	477 289 8601	to	8699
417 387 6532	to	6599	437 427 0500	to	3499	459 274 7624	to	7699	477 681 5206	to	5299
417 496 6800	to	6999	439 179 2300	to	2399	459 365 5432	to	5499	478 010 4243	to	4268
417 871 9250	to	9299	439 310 0458	to	0499	459 378 5764	to	5799	478 010 4270	to	4291
417 930 9533	to	9599	440 698 1947	to	1999	459 472 4816	to	4999	478 450 5071	to	5099
418 164 6500	to	6799	440 858 6300	to	6399	460 349 6878	to	6899	478 469 7838	to	7858
418 423 9863	to	9899	440 858 6420	to	7299	460 550 1909	to	1999	478 469 7883	to	7899
418 633 5922	to	5999	441 199 1655	to	1699	460 997 5234	to	5299	479 280 9800	to	9899
418 719 8520	to	8599	443 127 3648	to	3699	461 973 6443	to	6499	479 365 9116	to	9176
418 744 2235	to	2299	443 127 4000	to	4099	462 152 0107	to	0299	479 412 9900	to	9999
418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099	479 667 6190	to	6199
419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399	479 748 9680	to	9699
419 730 0300	to	0399	444 382 8822	to	8899	462 554 6051	to	6099	479 860 7000	to	7199
420 277 0015	to	0049	444 390 1667	to	1699	463 011 5529	to	5540	480 526 2000	to	2099
420 599 0734	to	0798	444 457 3854	to	3899	463 176 4115	to	4199	480 640 6330	to	6399
420 661 4115	to	4199	450 048 4173	to	4199	463 176 4229	to	4299	480 658 0568	to	0599
420 758 9500	to	9699	450 048 4442	to	4699	463 185 2600	to	2799	480 689 5100	to	5199
420 969 3951	to	3971	450 560 5173	to	5199	463 227 7711	to	7799	481 072 9463	to	9499
420 969 3973	to	3999	450 620 3077	to	3099	463 414 4869	to	4899	481 673 0074	to	0095
421 116 3565	to	3599	450 620 3135	to	3199	463 808 3484	to	3499	482 527 1500	to	1599
421 130 9300	to	9399	450 780 2716	to	2799	463 945 7400	to	7899	482 541 5255	to	5299
421 313 4500	to	4999	450 801 2700	to	2799	464 629 9000	to	9399	482 729 6800	to	6899
421 364 5537	to	5599	451 109 2967	to	2984	464 711 4332	to	4399	483 363 7207	to	7299
421 656 2609	to	2699	451 115 4110	to	4125	465 692 3963	to	3999	483 402 2356	to	2399
421 988 9700	to	9799	451 115 4127	to	4199	465 698 8300	to	8599	483 486 5100	to	5199
422 172 4667	to	4699	451 746 0700	to	0799	465 743 7745	to	7799	483 632 1521	to	1599
422 484 4212	to	4299	452 265 0074	to	0099	466 798 6056	to	6067	483 632 2600	to	2799
422 556 1270	to	1299	452 265 0246	to	0299	467 147 4300	to	4399	483 849 1615	to	1699
422 587 7024	to	7099	452 265 0335	to	0999	468 079 5782	to	5799	484 174 4803	to	5299
422 819 7533	to	7599	452 509 1169	to	1199	469 067 2817	to	2899	484 323 8900	to	9199

484 680 5000	to	5038	603 678 7902	to	7999	625 916 9500	to	9799	644 900 9712	to	9799
484 680 5040	to	5074	603 678 8418	to	8499	625 968 8956	to	8999	644 901 0109	to	1299
484 680 5077	to	5099	603 678 8700	to	9999	627 005 3938	to	3999	644 901 1325	to	1399
485 029 4913	to	4999	604 086 0880	to	0899	627 384 3907	to	4099	644 923 6800	to	7799
486 176 0600	to	0699	604 349 1414	to	1499	627 496 7549	to	7599	644 932 4655	to	4699
486 559 7555	to	7599	604 503 7776	to	7799	627 708 3605	to	3699	645 318 7240	to	7499
486 696 3023	to	3199	605 520 9037	to	9099	627 776 2500	to	2599	645 333 1766	to	1799
488 173 7900	to	7999	605 685 4010	to	4099	628 226 3100	to	3199	645 790 8632	to	8699
488 206 4100	to	4199	605 988 6467	to	6499	628 814 4702	to	4799	645 821 0657	to	0699
488 226 0200	to	0299	607 689 7951	to	7960	628 851 9689	to	9699	645 930 7948	to	7999
488 709 3906	to	3999	607 728 1276	to	1299	629 510 7200	to	7299	645 975 0737	to	0762
488 855 8359	to	8399	608 727 7100	to	7199	629 964 4200	to	4294	646 242 6200	to	6299
489 181 8963	to	8999	608 727 7273	to	7599	630 389 3056	to	3071	646 270 7639	to	7799
489 223 2000	to	2099	608 813 9950	to	9999	630 463 0588	to	0599	646 798 4000	to	4999
489 311 1930	to	1999	609 067 5325	to	5399	631 459 9117	to	9199	647 048 7035	to	7099
489 318 6200	to	6300	609 067 5488	to	5499	631 762 9325	to	9399	647 049 2900	to	2999
489 384 0027	to	0099	609 067 5600	to	5699	632 217 4933	to	4999	647 398 8300	to	8399
489 427 0658	to	0899	609 289 6123	to	6199	632 500 0000	to	640 3999	647 398 8481	to	8499
489 997 5252	to	5299	609 438 4400	to	4499	633 110 4165	to	4199	647 437 3000	to	4999
490 669 5850	to	6099	609 493 1100	to	1199	633 110 4303	to	4499	647 811 2188	to	2199
490 717 7080	to	7099	609 766 8091	to	8999	633 438 6429	to	6599	648 009 6057	to	6099
490 721 6000	to	6099	609 825 4100	to	4115	633 588 7173	to	7182	648 163 5300	to	5499
490 793 1500	to	2099	609 884 2981	to	2999	634 725 0700	to	0799	648 722 5283	to	5299
490 886 8171	to	8199	609 893 1000	to	1099	634 803 3239	to	3299	648 892 3164	to	3199
490 977 9221	to	9240	610 092 3200	to	3299	634 807 2474	to	2499	649 100 3989	to	3999
491 258 8100	to	9099	610 582 4200	to	4299	634 827 5900	to	5999	649 647 0370	to	0399
491 567 1376	to	1399	611 879 6939	to	6999	634 886 3428	to	3499	649 647 0522	to	0599
492 254 4800	to	4899	612 291 8013	to	8099	635 559 3449	to	3499	649 647 5237	to	5399
492 283 5100	to	5199	612 751 5171	to	5199	636 289 6214	to	6299	649 647 9100	to	9299
492 610 6813	to	6899	612 751 5226	to	5299	636 634 8007	to	8042	649 666 7800	to	8299
493 394 5568	to	5599	612 751 6083	to	6099	637 150 1200	to	1299	650 114 7707	to	7719
493 470 2562	to	2599	612 751 6268	to	6299	637 562 5828	to	5899	650 130 3400	to	3599
493 473 7700	to	7799	612 751 6572	to	6599	638 042 1647	to	1699	650 213 0406	to	0499
493 716 2153	to	2199	612 774 2111	to	2199	638 049 4984	to	4999	650 555 1749	to	1799
494 206 2972	to	2999	612 774 2254	to	2299	638 318 1115	to	1199	650 564 1900	to	1999
494 217 3446	to	3999	612 774 2500	to	2599	638 318 1453	to	1499	650 627 4212	to	4299
494 224 0500	to	0599	614 469 0979	to	0999	638 885 0000	to	0299	650 736 2043	to	2099
495 145 0600	to	0699	614 474 3000	to	3099	638 903 4362	to	4373	650 739 1540	to	1699
496 209 7425	to	7499	614 521 3490	to	3499	639 415 1929	to	1999	651 741 4415	to	4499
496 213 8728	to	8799	614 645 1800	to	1899	639 415 2019	to	2099	651 882 2800	to	2899
496 474 5226	to	5248	614 832 1100	to	2099	639 420 6200	to	6299	652 754 6317	to	6399
497 053 8517	to	8699	615 017 7505	to	7599	639 469 3517	to	3799	653 131 4945	to	4999
497 854 8673	to	8699	617 711 6609	to	6699	639 605 2143	to	2199	653 426 3300	to	3399
498 449 8888	to	8899	617 760 5266	to	5299	639 657 8600	to	8799	653 455 4874	to	4899
498 929 8285	to	8499	617 813 3601	to	3699	640 289 7500	to	7599	654 238 0000	to	0399
498 936 5310	to	5399	618 840 9200	to	9299	640 289 7700	to	7999	654 404 3065	to	3092
499 016 5425	to	5499	619 551 7229	to	7299	641 170 4420	to	4499	654 962 2900	to	3199
499 440 8575	to	8899	619 859 3000	to	3099	641 318 3133	to	3199	655 103 5081	to	5199
499 731 6717	to	6799	620 073 9400	to	9499	641 378 6500	to	6999	655 523 2600	to	2999
500 064 1858	to	1869	621 614 7907	to	7930	641 383 8739	to	8799	656 305 2448	to	2499
500 070 5725	to	7799	621 614 7932	to	7999	641 877 3187	to	3299	657 347 4438	to	4999
600 645 3223	to	3299	621 648 8021	to	8199	641 877 3310	to	3399	657 710 8100	to	8999
601 339 1200	to	1399	621 648 8500	to	8599	642 355 8094	to	8199	657 780 0985	to	0999
601 653 5884	to	5899	621 904 8351	to	8599	642 355 8308	to	8999	658 586 1400	to	1499
601 661 7700	to	7799	621 916 1978	to	1989	642 900 0018	to	0099	658 877 8000	to	8199
601 682 5343	to	5399	622 989 8032	to	8099	643 030 6254	to	6299	658 880 8000	to	8199
601 928 1600	to	1699	623 076 9300	to	9399	644 066 0882	to	0899	659 398 7300	to	7399
602 512 2972	to	2999	623 819 5006	to	5099	644 069 0600	to	0699	659 706 8113	to	8199
602 555 2400	to	2799	623 895 8200	to	8399	644 077 7506	to	7699	659 846 7837	to	7899
602 829 7061	to	7099	623 917 0000	to	0099	644 085 8157	to	8199	660 510 4100	to	4199
603 483 9572	to	9599	623 917 0200	to	0299	644 112 9839	to	9899	660 673 0400	to	0599
603 490 7200	to	7299	624 468 5288	to	5299	644 373 9083	to	9099	661 488 5000	to	5099
603 678 7100	to	7199	624 665 3162	to	3198	644 380 1460	to	1499	661 609 9100	to	9199
603 678 7662	to	7699	625 088 6735	to	6799	644 733 4715	to	4799	661 716 9420	to	9499

661 906 6522	to	6599	686 899 1371	to	1399	702 264 7569	to	7599	841 349 5000	to	5099
662 021 8332	to	8399	686 931 7636	to	7699	702 519 0513	to	0524	841 805 7747	to	7899
662 068 0700	to	0899	687 601 0973	to	0999	702 713 1800	to	1809	841 805 7944	to	8099
662 553 0774	to	0799	687 614 6774	to	6799	702 821 5730	to	5799	842 226 0685	to	0695
663 078 7034	to	7099	688 120 9000	to	9999	702 821 5805	to	5899	842 685 4600	to	4699
663 763 5300	to	5399	688 314 3107	to	3191	702 844 6975	to	6994	842 685 4742	to	4999
663 883 7039	to	7499	690 291 1361	to	1371	702 846 6331	to	6399	842 860 0300	to	0399
663 938 9200	to	9299	690 788 2877	to	2899	702 848 3900	to	3999	842 898 5582	to	5599
664 253 8000	to	8499	690 893 5344	to	5399	702 857 7302	to	7499	843 062 7100	to	7199
664 656 3055	to	3099	690 893 5512	to	5599	702 878 0114	to	0199	843 077 6288	to	6299
665 174 6400	to	6499	690 904 1300	to	1599	703 364 1707	to	1799	843 077 6378	to	6399
665 274 8208	to	8299	690 941 6000	to	6199	740 002 7710	to	7719	843 758 5769	to	5778
665 669 5400	to	5499	691 313 6383	to	6399	740 241 9049	to	9099	843 786 2554	to	2699
666 132 8226	to	8299	691 313 6600	to	6699	740 255 1718	to	1799	845 656 8165	to	8199
666 696 2209	to	2299	691 582 8003	to	8099	740 374 7416	to	7499	845 727 2100	to	2199
666 696 2309	to	2399	691 664 1800	to	1999	740 470 2420	to	2443	845 746 2618	to	2635
667 032 9300	to	9399	691 664 2400	to	2499	740 523 7432	to	7449	846 390 7531	to	7599
667 729 5529	to	5599	692 727 9362	to	9399	740 535 1555	to	1580	846 918 0572	to	0599
668 383 8400	to	8699	692 798 1800	to	1899	740 684 0620	to	0800	847 237 7690	to	7699
670 368 3400	to	3499	693 249 0779	to	0799	740 701 6105	to	6114	847 284 2481	to	2499
670 369 7336	to	7399	693 249 0877	to	1699	740 705 9790	to	9799	847 374 7055	to	7065
670 750 7169	to	7199	693 445 0566	to	0999	740 726 6400	to	6500	847 374 7055	to	7065
671 046 6200	to	6399	693 448 8500	to	8999	740 765 3306	to	3399	847 636 5304	to	5399
671 251 5448	to	5499	693 645 9583	to	9599	740 774 8434	to	8499	847 700 5447	to	5499
671 926 5600	to	5799	693 965 4200	to	4299	740 786 1885	to	1899	847 723 7500	to	7599
672 444 2000	to	2999	695 741 2906	to	2999	740 790 5989	to	5999	849 485 3427	to	3499
672 828 3410	to	3499	695 947 8518	to	8599	740 827 7578	to	7594	849 520 9850	to	9899
673 167 5776	to	5799	696 662 8247	to	8299	740 917 7490	to	7499	849 608 1357	to	1399
675 464 3700	to	3799	697 447 8285	to	8296	805 885 8411	to	8499	849 792 2600	to	2699
675 464 4000	to	4199	698 042 4816	to	4899	806 087 1100	to	1499	850 546 1862	to	1899
676 365 5958	to	5999	698 131 2138	to	2157	806 268 9275	to	9299	851 143 6826	to	6844
676 669 1024	to	1099	698 227 0000	to	0099	806 534 3400	to	3477	851 209 9880	to	9899
677 126 6734	to	6799	700 065 2570	to	2599	807 342 3283	to	3399	851 928 9221	to	9299
677 333 9979	to	9999	700 065 4800	to	4899	808 086 7100	to	7199	852 589 6560	to	6599
677 466 1088	to	1099	700 190 3350	to	3359	808 090 3440	to	3499	853 049 3646	to	3699
678 071 4500	to	4799	700 228 6048	to	6099	808 325 5161	to	5699	854 304 4089	to	4999
678 096 7531	to	7599	700 650 0452	to	0499	808 784 8000	to	8299	854 529 2200	to	2299
679 909 2578	to	2599	700 666 1323	to	1349	830 125 0672	to	0699	854 532 0000	to	2999
680 112 9565	to	9599	700 786 9106	to	9142	830 602 5800	to	5999	855 001 6204	to	6249
680 244 0903	to	0999	700 859 0744	to	0758	830 610 3700	to	3799	855 319 9364	to	9399
680 412 6046	to	6099	701 028 6780	to	6899	830 983 3500	to	3599	855 361 3390	to	3399
680 761 6800	to	6899	701 213 3900	to	3999	830 983 3635	to	3699	856 226 0490	to	0499
681 677 0540	to	0699	701 267 2000	to	3999	831 354 1387	to	1399	856 656 5800	to	5999
682 070 1029	to	1099	701 335 7312	to	7399	831 815 8240	to	8299	856 752 0200	to	0299
682 956 6280	to	6299	701 369 2005	to	2050	832 525 3810	to	3899	857 111 1352	to	1399
682 956 6490	to	6599	701 499 2260	to	2299	833 159 1884	to	1899	857 279 3450	to	3499
682 956 6700	to	6799	701 503 2247	to	2299	833 456 2567	to	2599	857 843 4000	to	4099
682 965 1178	to	1199	701 541 2271	to	2299	833 566 3015	to	3071	858 124 7644	to	7699
682 965 1201	to	1299	701 553 6557	to	6599	834 130 5200	to	5299	858 756 3111	to	3299
683 118 2389	to	2399	701 578 7460	to	7469	834 316 5444	to	5499	859 063 8200	to	8699
683 378 2000	to	2099	701 578 7475	to	7499	834 354 8747	to	8766	859 190 0600	to	0644
683 378 2117	to	2299	701 601 3457	to	3499	834 354 8824	to	8838	859 437 5538	to	5599
683 415 1200	to	1499	701 605 5913	to	5999	835 269 5700	to	5799	859 811 2888	to	2899
683 444 8159	to	8199	701 695 3982	to	3999	835 496 7303	to	7399	859 855 8873	to	8999
685 154 7780	to	7789	701 695 4148	to	4199	835 539 5200	to	5999	860 240 8520	to	8599
685 297 7645	to	7699	701 695 4227	to	4299	835 813 3015	to	3099	860 275 3900	to	3999
685 623 5264	to	5299	701 708 1741	to	1799	837 672 8967	to	8999	860 518 9629	to	9699
685 650 9487	to	9499	701 736 3966	to	3999	837 784 3282	to	3299	860 600 0021	to	0999
685 669 4200	to	4299	701 772 0870	to	0899	838 176 8377	to	8399	861 158 2350	to	2599
685 757 8452	to	8499	701 838 2800	to	2899	838 518 1257	to	1299	861 367 5400	to	5499
686 071 2694	to	2799	701 941 0600	to	0699	839 718 8257	to	8299	861 637 6010	to	6099
686 176 3333	to	3354	702 171 1603	to	1699	840 323 0600	to	0699	861 979 7292	to	7499
686 372 3200	to	3299	702 195 5109	to	5199	840 875 6235	to	6299	862 216 6100	to	6199
686 644 5879	to	5899	702 254 9300	to	9399	840 910 0900	to	0999	862 263 9213	to	9299

862 271 0800	to	0999	901 525 7122	to	7199	911 508 1620	to	1799	920 963 4567	to	4599
862 271 5000	to	5099	902 089 1253	to	1299	911 509 9310	to	9399	921 333 7400	to	7499
863 871 5138	to	5199	902 198 9769	to	9799	911 523 3000	to	3999	921 477 3762	to	3799
863 949 5300	to	5399	902 948 1269	to	1299	912 057 9922	to	9999	922 278 1048	to	1399
864 088 8200	to	8299	902 985 0833	to	0899	912 882 0563	to	0899	922 280 2019	to	2099
864 426 3972	to	3999	903 370 6934	to	6999	913 605 2218	to	2299	922 280 2233	to	2299
864 520 6117	to	6136	904 600 6523	to	6599	913 709 2429	to	2499	922 773 0459	to	0499
865 151 0526	to	0599	904 892 0378	to	0399	913 818 3501	to	3999	923 032 7000	to	7399
865 500 4034	to	4099	904 892 0648	to	1299	914 063 4300	to	4399	923 045 3630	to	3699
865 883 6082	to	6099	905 056 2216	to	2299	914 346 7621	to	7644	923 484 3600	to	3699
866 004 3000	to	3999	905 510 6647	to	6799	914 453 1366	to	1399	923 493 9403	to	9599
866 442 4100	to	4899	905 510 6900	to	7099	914 529 6185	to	6299	923 493 9681	to	9699
867 366 9108	to	9118	905 794 0000	to	0199	914 896 4658	to	4699	923 604 4424	to	4499
867 633 7403	to	7499	905 794 0288	to	0299	915 187 8774	to	8779	923 810 7800	to	8299
867 737 5623	to	5699	905 873 6900	to	6999	915 300 2783	to	2799	924 252 1200	to	1299
868 169 4529	to	4599	905 873 7100	to	7299	915 546 6822	to	6999	924 252 1400	to	1499
868 173 8400	to	8599	905 880 8900	to	8999	915 646 5183	to	5199	924 533 0711	to	0799
868 514 9000	to	9099	905 889 7100	to	7199	915 671 3963	to	3980	924 533 2343	to	2399
868 566 9200	to	9299	906 158 1508	to	1599	915 671 3982	to	3999	924 533 2428	to	2499
869 387 1150	to	1199	906 558 8812	to	8899	915 675 2217	to	2299	924 685 1957	to	1999
869 505 3500	to	3599	906 982 2214	to	2299	916 440 3377	to	3399	924 946 6300	to	6699
869 523 7033	to	7099	907 725 8500	to	8599	916 670 6352	to	6399	925 333 5900	to	6099
869 800 0000	to	9999	907 815 0216	to	0257	916 682 5300	to	5399	925 336 2300	to	2399
870 054 4814	to	4899	908 622 4225	to	4235	916 694 1414	to	1499	926 432 5907	to	5999
870 491 4812	to	4849	908 936 9254	to	9299	916 703 0802	to	0821	926 436 3600	to	3699
870 536 5820	to	5829	909 100 1787	to	1799	917 089 0709	to	0799	927 765 6257	to	6299
870 541 7167	to	7239	909 100 1900	to	2099	917 089 0842	to	0899	928 197 8100	to	8199
870 575 8155	to	8999	909 355 0422	to	0499	917 216 2928	to	2999	928 197 8283	to	8299
870 589 0485	to	0494	909 568 8900	to	9099	917 370 6300	to	6499	928 856 2059	to	2068
870 691 7060	to	7099	909 568 9300	to	9499	917 486 4900	to	4999	930 219 1722	to	1799
872 028 4850	to	4899	909 725 7307	to	7399	918 460 0602	to	0699	930 335 7810	to	7819
872 029 9306	to	9399	909 833 0947	to	0999	918 951 7231	to	7299	931 097 9259	to	9299
872 100 0445	to	0459	910 219 8631	to	8699	919 519 2786	to	2799	931 156 1502	to	1579
900 556 4178	to	4199	910 265 1100	to	1199	919 536 0770	to	0799	931 156 1600	to	1625
900 845 0044	to	0099	910 471 7273	to	7299	919 814 3095	to	3199	931 156 1671	to	1699
900 936 0217	to	0299	910 536 2505	to	2599	919 915 2774	to	2787	932 506 6400	to	6599
900 936 0435	to	0499	910 958 7499	to	7599	920 155 4662	to	4687	932 827 9026	to	9099
901 058 5255	to	5280	911 140 1000	to	2199	920 309 9039	to	9199	932 957 2300	to	2399
901 273 1082	to	1099	911 245 2545	to	2599	920 771 5321	to	5399	933 387 2541	to	2561
901 287 5143	to	5199	911 268 9077	to	9099	920 857 5500	to	5899	933 760 3609	to	4199
901 291 2789	to	2799	911 400 8948	to	8999	920 864 3480	to	3499			

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	728 702 338	to	2 400	734 950 111	to	0 170	742 408 771	to	8 830
720 227 871	to	7 930	728 915 371	to	5 850	735 120 331	to	0 840	742 512 120	to	2 150
720 227 949	to	7 960	728 953 141	to	3 410	735 283 008	to	3 020	742 684 849	to	4 890
720 368 543	to	8 570	728 954 280	to	4 310	735 293 131	to	3 220	742 839 553	to	9 630
720 392 151	to	2 570	729 169 081	to	9 140	735 635 010	to	5 040	742 913 668	to	3 700
720 556 491	to	6 640	729 363 841	to	3 870	735 783 961	to	3 990	742 917 287	to	7 296
720 558 621	to	8 650	729 682 891	to	3 190	735 803 401	to	3 430	742 921 891	to	1 980
720 575 361	to	5 570	729 838 940	to	9 070	736 005 420	to	5 440	742 983 631	to	3 810
720 590 152	to	0 179	729 839 101	to	9 130	736 366 021	to	6 110	743 020 021	to	0 170
721 638 331	to	9 170	730 077 683	to	7 840	736 624 456	to	4 500	743 206 491	to	6 500
721 815 391	to	5 420	730 109 847	to	9 880	736 670 851	to	1 060	743 235 992	to	6 050
721 969 713	to	9 740	730 373 761	to	3 850	736 767 061	to	7 090	743 940 631	to	0 900
722 072 137	to	2 160	730 501 951	to	2 130	736 767 093	to	7 120	743 978 011	to	8 070
722 378 265	to	8 280	730 519 379	to	9 470	736 982 191	to	2 370	744 234 751	to	4 780
722 413 990	to	4 004	730 569 278	to	9 360	736 982 551	to	2 730	744 499 591	to	9 680
722 764 948	to	4 980	730 711 711	to	1 740	737 110 141	to	0 170	744 626 901	to	6 910
722 825 840	to	5 889	730 722 991	to	3 230	737 185 501	to	5 710	745 388 794	to	8 910
723 153 841	to	3 850	730 845 970	to	5 990	737 317 321	to	7 350	746 446 806	to	6 820
723 237 616	to	7 630	730 888 291	to	8 320	737 517 781	to	7 840	746 818 351	to	8 410
723 331 081	to	1 110	730 927 591	to	7 680	737 628 181	to	8 210	747 245 266	to	5 280
723 496 443	to	6 470	731 307 914	to	7 930	737 634 258	to	4 270	747 364 813	to	4 830
723 967 291	to	7 320	731 402 431	to	2 460	738 361 971	to	1 980	747 501 434	to	1 450
724 655 196	to	5 340	731 407 232	to	7 320	738 447 601	to	7 660	747 739 891	to	0 070
724 711 441	to	1 500	731 588 301	to	8 340	738 648 355	to	8 450	748 148 649	to	8 760
724 711 538	to	1 560	731 767 273	to	7 320	738 849 811	to	9 900	748 259 960	to	9 970
724 793 221	to	3 250	731 781 061	to	1 120	738 892 270	to	2 290	748 565 162	to	5 280
724 908 109	to	8 120	731 837 821	to	7 910	738 997 259	to	7 380	748 874 988	to	5 030
724 937 461	to	7 670	731 841 377	to	1 450	739 161 451	to	1 540	749 137 381	to	7 410
725 163 118	to	3 151	732 018 481	to	8 600	739 219 381	to	9 440	749 190 192	to	0 210
725 202 735	to	2 750	732 067 972	to	8 370	739 740 151	to	0 180	749 685 421	to	5 450
725 398 591	to	8 800	732 188 649	to	8 670	739 793 491	to	3 520	749 846 791	to	6 850
725 464 591	to	4 920	732 193 460	to	3 470	739 793 527	to	3 550	749 993 131	to	3 580
725 475 321	to	5 330	732 201 241	to	1 390	739 942 621	to	2 650	750 071 587	to	1 610
725 711 057	to	1 070	732 220 431	to	0 440	739 999 231	to	9 320	750 408 167	to	8 183
725 738 581	to	8 730	732 355 201	to	5 380	740 011 517	to	1 530	750 438 421	to	8 501
725 981 311	to	1 430	732 472 320	to	2 560	740 030 701	to	0 970	750 743 911	to	4 030
725 987 835	to	7 880	732 541 605	to	1 620	740 261 740	to	1 820	750 779 118	to	9 400
726 060 811	to	0 900	732 572 221	to	2 490	740 265 811	to	6 290	750 910 981	to	1 010
726 391 970	to	2 520	732 586 479	to	6 710	740 299 111	to	9 170	750 960 841	to	0 900
726 484 771	to	4 800	732 994 037	to	4 080	740 299 231	to	9 260	751 296 211	to	6 240
726 493 351	to	5 300	733 163 449	to	3 460	740 329 266	to	9 320	751 539 121	to	9 180
726 504 031	to	4 063	733 297 171	to	7 290	740 889 081	to	9 090	751 541 311	to	1 790
726 504 070	to	4 090	733 446 631	to	7 110	741 010 421	to	0 530	751 757 641	to	7 700
726 504 331	to	4 390	733 474 665	to	4 770	741 113 041	to	3 370	751 936 951	to	7 010
726 563 701	to	4 060	733 704 482	to	4 570	741 373 891	to	4 340	751 951 861	to	1 890
726 599 371	to	9 460	733 751 041	to	1 130	741 452 369	to	2 490	751 999 021	to	9 110
726 626 356	to	6 370	734 009 101	to	9 130	741 492 991	to	3 140	752 139 516	to	9 570
727 182 271	to	2 510	734 290 759	to	0 770	741 553 460	to	3 470	752 182 892	to	2 950
727 416 181	to	6 240	734 389 273	to	9 290	741 764 431	to	4 520	752 206 861	to	7 100
727 481 431	to	1 460	734 440 031	to	0 111	742 178 834	to	8 880	752 295 241	to	5 600
727 749 241	to	9 780	734 797 201	to	7 320	742 325 500	to	5 520	752 731 351	to	1 410
728 382 331	to	2 480	734 939 611	to	9 640	742 325 668	to	5 700	752 767 441	to	7 470

753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	801 349 801	to	9 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 676 681	to	7 100
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	802 967 821	to	7 940
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	803 217 601	to	7 780
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 729 731	to	9 850
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 747 402	to	7 520
754 410 451	to	0 660	763 900 460	to	0 471	789 257 191	to	7 250	804 138 181	to	8 420
754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460	804 682 411	to	2 710
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	805 272 525	to	2 540
754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900	805 523 445	to	3 460
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 745 704	to	5 730
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	806 452 907	to	2 980
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	806 744 781	to	4 850
755 790 020	to	0 030	764 650 231	to	0 470	791 387 971	to	8 030	806 982 181	to	2 300
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	807 764 791	to	4 910
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	808 089 931	to	9 960
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	808 656 423	to	6 450
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 753 771	to	3 800
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	809 189 001	to	9 010
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	809 886 879	to	6 930
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 890 489	to	0 500
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	810 323 734	to	3 760
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	810 367 116	to	7 140
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	810 526 351	to	6 500
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 806 911	to	6 940
757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990	810 807 211	to	7 240
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	811 423 021	to	3 110
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	811 517 221	to	7 239
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 721 101	to	1 130
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	812 025 721	to	5 900
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	812 093 073	to	3 130
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 100 821	to	0 840
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 465 251	to	5 610
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 918 341	to	8 670
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 918 701	to	8 760
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	813 050 491	to	0 520
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	813 073 171	to	3 200
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 398 476	to	8 550
758 850 883	to	0 900	768 391 081	to	1 170	796 602 961	to	3 050	813 713 971	to	4 000
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	814 789 330	to	9 349
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	814 984 656	to	4 680
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	815 016 020	to	6 030
760 004 596	to	4 610	769 159 081	to	9 178	796 975 466	to	5 590	815 199 410	to	9 420
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	815 240 491	to	0 520
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 755 591	to	5 620
760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240	815 755 622	to	5 650
760 692 722	to	2 749	770 216 071	to	6 100	797 535 181	to	5 330	815 806 381	to	6 680
761 055 460	to	5 480	770 723 281	to	3 400	798 040 053	to	0 080	816 126 834	to	6 870
761 169 781	to	9 810	770 790 451	to	0 480	798 055 813	to	5 830	816 156 721	to	6 780
761 504 941	to	5 120	770 915 150	to	5 490	798 055 891	to	5 950	816 580 903	to	0 920
761 516 836	to	6 910	771 455 551	to	5 610	798 326 371	to	6 520	816 945 571	to	5 600
761 613 588	to	3 600	771 609 661	to	9 690	798 339 167	to	9 210	817 253 011	to	3 280
761 688 631	to	8 690	771 932 551	to	2 580	798 562 411	to	2 440	817 763 881	to	4 060
761 805 199	to	5 240	772 057 224	to	7 440	798 632 461	to	2 490	818 330 562	to	0 610
761 826 106	to	6 120	772 162 660	to	3 070	798 807 151	to	7 510	818 459 641	to	9 670
761 881 171	to	1 560	772 718 615	to	8 640	798 944 761	to	5 030	818 926 273	to	6 320
761 975 641	to	5 670	772 940 140	to	0 160	799 118 616	to	8 640	818 950 351	to	0 380
761 975 886	to	5 895	772 970 886	to	0 940	799 133 191	to	3 220	818 962 492	to	2 530
762 304 144	to	4 170	773 009 419	to	9 430	799 177 626	to	7 650	819 032 341	to	2 730
762 324 931	to	4 960	773 112 031	to	2 060	799 854 751	to	5 200	819 127 054	to	7 080
762 439 261	to	9 290	773 125 387	to	5 410	800 044 320	to	4 410	819 278 540	to	8 670
762 524 158	to	4 220	773 179 320	to	9 410	800 211 901	to	2 440	819 544 681	to	4 740
762 584 872	to	4 970	773 202 989	to	3 140	800 427 530	to	7 540	819 928 441	to	8 650
762 593 431	to	3 460	773 208 991	to	9 290	800 872 741	to	2 830	820 034 406	to	4 430

820 070 761	to	1 540	821 229 743	to	9 780	823 284 931	ti	4 990	824 511 252	to	1 270
820 191 342	to	1 360	821 903 731	to	3 910	823 293 031	to	3 210	824 588 281	to	8 370
820 274 856	to	4 880	821 927 841	to	7 850	823 556 011	to	6 100	825 409 651	to	9 680
820 600 171	to	0 230	822 703 442	to	3 470	824 078 341	to	8 370	825 472 171	to	2 200
821 172 241	to	2 360	822 925 951	to	6 100	824 156 325	to	6 340			

— Mail Theft and Violent Crimes Group, Postal Inspection Service, 12-20-07

Apply Before You Fly

Get a
PASSPORT
application today



Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
 - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
 - When held to the light, a dark line (security thread) runs from top to bottom with the word “USPS” repeated.
 - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at <http://www.usps.com/missingmoneyorders/security.htm>.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

— *Value Added and Special Services, Product Development, 12-20-07*

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	

— *Mail Theft and Violent Crimes Group, Postal Inspection Service, 12-20-07*

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.

— *Mail Theft and Violent Crimes Group, Postal Inspection Service, 12-20-07*

SEND HOLIDAY VALUE

ship Priority Mail® Flat Rate Boxes—
if it fits, it ships™ **\$8⁹⁵***

Free Package Pickup**
usps.com



today's holidays need **TODAY'S MAIL** 



*Up to a 70 lb. maximum if shipped within the United States.
International rates and restrictions may vary; contact your Retail Associate for details.
**Available with Express Mail®, Priority Mail, and International services. Visit usps.com for terms.

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PERMIT NO. 2000 WASHINGTON, DC
First-Class Mail®

Other Information

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, 0730–1600 ET.**

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 starting below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09328	Activate	Immediately	A, A1, B, B1, C1, E2, F, H1, I, M, N, R, V, Z, Z1
APO AP 96212	Close	Immediately	
APO AP 96215	Close	Immediately	
APO AP 96217	Close	Immediately	
APO AP 96219	Close	Immediately	
APO AP 96221	Close	Immediately	

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
09001	A1-B-B1-C-D-U-V	09060	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09250	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U-V	09063	A1-B-B1-C-D-L-U	09137	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U
09003	A1-B-B1-C-D-P-U-V	09067	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U-V
09004	A1-B-B1-C-D-U-V	09069	A-A1-B-B1-C-D-U-V	09139	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U
09006	A1-B-B1-C-D-U-V	09074	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09075	A1-B-B1-C-D-U-V	09142	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09012	A1-B-B1-C-D-F-F1-U	09079	A1-B-B1-C-D-U-V	09154	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-F-F1-U-Z1	09080	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09020	A1-B-B1-C-D-U-V	09086	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09021	A1-B-B1-C-D-U	09088	A1-B-B1-C-D-U-V	09172	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09092	A1-B-B1-C-D-U-V	09175	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09034	A1-B-B1-C-D-U	09094	A1-B-B1-C-D-F-F1	09177	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09036	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09038	A1-B-B1-C-D-U-V	09096	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09042	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09201	A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09049	A1-B-B1-C-D-U-V	09103	A1-B-B1-D-U	09212	A1-B-B1-C-D-U-V	09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09051	A1-B-B1-C-D-U-V	09104	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U		
09053	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09055	A1-B-B1-C-D-F-R-R1-U-V	09112	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09059	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09244	A1-B-B1-C-D-U		
		09128	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
		09131	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09511	A1-B-B1-V	09627	A1-B-B1-C-F-U
09321	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	09517	A1-B-B1-V	09630	A1-B-B1-C-F-U-V
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09524	A1-B-B1-V	09631	A1-B-B1-C-F-U
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-V	09532	A1-B-B1-V	09636	A1-B-B1-C-F-U
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09534	A1-B-B1-V	09642	A1-B-B1-N-U
09328	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09543	A1-B-B1-V	09643	A1-B-B1-U
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09545	A1-B-B1-V	09645	A1-B-U
09331	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	09549	A1-B-B1-V	09647	A1-B-B1-N-U
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-M-R-V	09550	A1-B-B1-V	09648	A1-B-B1-N-U-V-Z1
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-M-R-V	09554	A1-B-B1-V	09649	A1-B-B1-U
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09556	A1-B-B1-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09557	A1-B-B1-V	09702	A1-B-B1-C-C1-F1-M-R-R1-U
09337	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	09564	A1-B-B1-V	09703	A1-B-B1-C-F1-U
09338	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	09565	A1-B-B1-V	09704	A1-B-B1-C-D-V
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09566	A1-B-B1-V	09705	A1-B-B1-U
09340	A-A1-B-B1-C1-F-R-V	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09567	A1-B-B1-V-V1	09706	A1-B-B1-C-N-U-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09568	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09420	A-B-B1-C-C1-U	09569	A1-B-B1-V	09708	A1-B-B1
09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U	09570	A1-B-B1-V	09709	A1-B-B1-F1
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V	09573	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09574	A1-B-B1-V	09711	A1-B-B1-F1-Z1
09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09575	A1-B-B1-V-V1	09713	A1-B-B1-C-F1
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09576	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09577	A1-B-B1-V	09715	A1-B-B1-F1
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09578	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09579	A1-B-B1-V	09717	A1-B-B1-M-W
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09466	A1-B-B1-C-C1-U	09581	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09582	A1-B-B1-V	09719	A1-B-B1-C-F1-V
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09586	A1-B-B1-V	09720	A1-B-B1-U-V
09360	A1-B-B1-V	09470	A1-B-B1-C-C1-U	09587	A1-B-B1-V-V1	09721	A1-B-B1-N-U-V-Z1
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09588	A1-B-B1-V-V1	09722	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09589	A1-B-B1-V-V1	09723	A1-B-B1-N-U-V-Z1
		09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09590	A1-B-B1-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U
		09501	A1-B-B1-V-V1	09591	A1-B-B1-V-V1	09726	A1-B-B1-N-U-V
		09502	A1-B-B1-V	09592	A1-B-B1-V-V1	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
		09503	A1-B-B1-V	09593	A1-B-B1-V	09729	A1-B-B1-C-F-N-R-R1-U-V
		09504	A1-B-B1-V-V1	09594	A1-B-B1-V-V1	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
		09505	A1-B-B1-V-V1	09596	A1-B-B1-V	09731	A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z1
		09506	A1-B-B1-V-V1	09599	A1-B-B1-V	09732	A1-B-B1-N-V-Z1
		09507	A1-B-B1-V-V1	09601	A1-B-B1-C-F-F1-U	09733	A1-B-B1-V
		09508	A1-B-B1-V	09602	A1-B-B1-C-F-F1-N-U	09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
		09509	A1-B-B1-V	09603	A1-B-B1-C-F-F1-U	09735	A1-B-B1-N-V-Z1
		09510	A1-B-B1-V	09604	A1-B-B1-C-F-F1-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
				09605	A1-B-B1-C-D-U-V		
				09606	A1-B-B1-C-D-U-V		
				09609	A1-B-B1-C-F-U		
				09610	A1-B-B1-C-F-U-V		
				09612	A1-B-B1-C-F-U		
				09613	A1-B-B1-C-F-U-V		
				09617	A1-B-B1-C-F-U		
				09618	A1-B-B1-C-F-U		
				09620	A1-B-B1-C-F-U		
				09621	A1-B-B1-C-F-U		
				09622	A1-B-B1-C-F-U		
				09623	A1-B-B1-C-F-U		
				09624	A1-B-B1-C-F-U		
				09625	A1-B-B1-C-F-U		
				09626	A1-B-B1-C-F-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09830	A1-B-B1-C-N-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96339	A1-B-B1-M-V-W
09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34050	A1-B-B1-V	96343	A1-B-B1-M-W
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-A1-B-B1-U1-V-Z1	34055	A1-B-B1-N-V-Z1	96347	A1-B-B1-F-F1-F2-M-W
09741	A-A1-B-B1-C1-E2-F-F1-H1-I-M-N-Q-R-R1-T-V-W-Y-Z-Z1	09833	A1-B-B1-U1-V-Z1	34058	A1-B-B1-V-Z1	96348	A1-B-B1-F-F1-F2-M-W
09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96349	A1-B-B1-F-F1-F2-M-W
09743	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-V-Z-Z1	09835	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96350	A1-B-B1-F-F1-F2-M-W
09744	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96351	A1-B-B1-F-F1-F2-M-W
09746	A-A1-B-B1-C-E1-N-V-Z-Z1	09837	A1-B-B1-V-Z1	34090	A1-B-B1-V	96362	A1-B-B1-F-F1-F2-M-W
09747	A1-B-B1-F-J-N-U-V-Z1	09838	A1-B-B1-V-Z1	34091	A1-B-B1-V	96365	A1-B-B1-M-V-W
09749	A-A1-B-B1-F-N-V-Z1	09839	A-A1-B-B1-U-V-Z1	34092	A1-B-B1-V-V1	96367	A1-B-B1-L-M-W
09750	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09840	A-A1-B-B1-V-Z1	34093	A1-B-B1-V	96368	A1-B-B1-M-W
09751	A1-B-B1-C-D-U-V	09841	A-A1-B-B1-U-Z1	34095	A1-B-B1-V	96370	A1-B-B1-F-F1-F2-M-W
09777	A-A1-B-B1-C-E1-N	09842	A-A1-B-B1-Z1	34098	A1-B-B1-V	96372	A1-B-B1-M-W
09780	A-A1-B-B1-F-N-R-V	09843	A-A1-B-B1-N-V	34099	A1-B-B1-V-V1	96373	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V	09844	A-A1-B-B1-C-F-N-U-V-Z1	96201	A-A1-B-B1	96374	A1-B-B1-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96202	A-A1-B-B1-U	96375	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96203	A-A1-B-B1	96376	A1-B-B1-M-W
09804	A-A1-B-B1-F-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96204	A-A1-B-B1	96377	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96205	A-A1-B-B1-U	96378	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1	96206	A-A1-B-B1-U	96379	A1-B-B1-M-W
09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	09868	A-A1-B-B1-U-V-Z1	96207	A-A1-B-B1-V	96384	A1-B-B1-M-W
09809	A1-B-B1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	96209	A-A1-B-B1-N-U-V	96386	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96213	A-A1-B-B1-U	96387	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1	96214	A-A1-B-B1-U	96388	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09898	A1-B-B1-E2-F-H1-I-N-R-R1-U2-V-Z1	96218	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	96224	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-M-R-V
09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-G-H-H1-I-M-N-Q-R-R1-T-V-Z-Z1	34004	A-B-B1-N-V	96257	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09819	A-A1-B-F-P-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96258	A-A1-B-B1-U	96501	A-A1-B-B1-N-V
09821	A-A1-B-F-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96260	A-A1-B-B1-U	96503	A1-B-B1-F-N-U3-V
09822	A-A1-B-F-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96262	A-A1-B-B1-U-V	96507	A-A1-B-B1-F-V
09823	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U	96510	A1-B-B1-I-N-V
09824	A-A1-B-F-V-Z1	34021	A1-B-B1-M-N-V-Z1	96266	A-A1-B-B1-U	96511	A1-B-B1-I-N-V
09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96267	A-A1-B-B1-U-V	96515	A1-B-B1-F
09827	A-A1-B-B1-F-F1-V	34023	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U	96517	A1-B-B1-F-U3-V
09828	A1-B-N-V-Z1	34024	A1-B-B1-M-N-V-Z1	96271	A-A1-B-B1-U	96518	A1-B-B1-V
		34025	A1-B-B1-F-N-U-V-Z1	96275	A-A1-B-B1-V	96520	A1-B-B1-F-N-U3-V
		34030	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1	96522	A1-B-B1-F-N-U
		34031	A1-B-B1-M-N-V-Z1	96278	A-A1-B-B1-U	96530	A-A1-B-B1-H-M-N-U-V
		34032	A1-B-M-N-V-Z1	96283	A-A1-B-B1-U	96531	A-A1-B-B1-H-M-U-V
		34033	A1-B-C-F-M-N-V-Z1	96284	A-A1-B-B1-U-V	96534	A-A1-B-B1-F
		34034	A1-B-B1-M-N-V-Z1	96297	A-A1-B-B1-U	96535	A-A1-B-B1-F-V
		34035	A1-B-B1-H-M-N-V-Z1	96303	A1-B-B1-M-N-V-W	96537	A1-B-B1-V
		34036	A1-B-B1-M-N-U-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V
		34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96309	A1-B-B1-M-V-W	96540	A1-B-B1-V
		34038	A1-B-B1-M-N-V-Z1	96310	A1-B-B1-M-W	96541	A1-B-B1-V
		34039	A1-B-N-V-Z1	96311	A1-B-B1-M-W	96542	A1-B-B1-V
		34041	A1-B-B1-M-N-U-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96543	A1-B-B1-P-V
		34042	A1-B-B1-D-F-M-N-V-Z1	96319	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V
				96321	A1-B-B1-F-F1-F2-M-W	96546	A1-B-B1-F-U3
				96322	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U
				96323	A1-B-B1-M-V-W	96549	A-A1-B-B1-H-M-U
				96326	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V
				96328	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U
				96330	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V
				96336	A1-B-B1-M-V-W		
				96337	A1-B-B1-M-W		
				96338	A1-B-B1-M-W		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96554	A-A1-B-B1-H-M-U	96608	A1-B-B1-V	96624	A1-B-B1-V	96671	A1-B-B1-V-V1
96555	A1-B-B1-F-M-V	96609	A1-B-B1-V	96628	A1-B-B1-V	96672	A1-B-B1-V
96557	A1-B-B1-F-M-V	96610	A1-B-B1-V	96634	A1-B-B1-V	96673	A1-B-B1-V-V1
96562	A-A1-B-B1-B2-C-C1-D- E2-E3-F1-G-H-H1-I-M- N-R-R1-T-V-Z-Z1	96611	A1-B-B1-V	96643	A1-B-B1-V	96674	A1-B-B1-V-V1
96595	A1-B-B1-V	96612	A1-B-B1-V	96657	A1-B-B1-V	96675	A1-B-B1-V
96598	A1-B-B1-N-V	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96660	A1-B-B1-V-V1	96677	A1-B-B1-V-V1
96599	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1	96661	A1-B-B1-V-V1	96678	A1-B-B1-V
96601	A1-B-B1-V-V1	96615	A-A1-B-B1-V	96662	A1-B-B1-V	96679	A1-B-B1-V
96602	A1-B-B1-V	96616	A-A1-B-B1-V-Z1	96663	A1-B-B1-V	96681	A1-B-B1-V-V1
96603	A1-B-B1-V	96617	A1-B-B1-V	96664	A1-B-B1-V-V1	96682	A1-B-B1-V-V1
96604	A1-B-B1-V	96619	A1-B-B1-V	96665	A1-B-B1-V	96683	A1-B-B1-V-V1
96605	A1-B-B1-V-V1	96620	A1-B-B1-V	96666	A1-B-B1-V-V1	96686	A1-B-B1-V-V1
96606	A1-B-B1-V	96621	A1-B-B1-V	96667	A1-B-B1-V	96687	A1-B-B1-V-V1
96607	A1-B-B1-V	96622	A1-B-B1-V	96668	A1-B-B1-V-V1	96698	A1-B-B1-V-V1
				96669	A1-B-B1-V-V1		
				96670	A1-B-B1-V-V1		

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:

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

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. Delivery status information for Extra Services is not available on USPS.com.

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.

V1. Delivery Confirmation service is not available.

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, 12-20-07*

A photograph of a female postal worker with dark hair, smiling warmly at the camera. She is wearing a light-colored, short-sleeved button-down shirt with a USPS patch on the left chest. She is seated in the driver's seat of a mail truck, with her hands on the steering wheel. The background shows the interior of the truck, including a dashboard and a window. The entire image has a blue color cast.

DRIVE RIGHT

**Make
Safety
Happen.**

ADHERE TO ALL DRIVING RULES. BEGIN WITH VEHICLE SAFETY INSPECTION. REPORT VEHICLE DEFECTS TO SUPERVISOR IMMEDIATELY. MAKE SURE LOADS CANNOT FALL OR SLIDE OR BLOCK VISION. WEAR SEAT BELT. KEEP DOOR CLOSED WHEN DRIVING. DO NOT FINGER MAIL WHILE DRIVING. NEVER SPEED. NEVER RUN RED LIGHT. DO FULL STOP AT STOP SIGNS. LOOK LEFT-RIGHT-LEFT BEFORE ENTERING INTERSECTION. NEVER TAILGATE. DRIVE EXTRA CAREFULLY IN BAD WEATHER. USE TURN SIGNALS. DRIVE DEFENSIVELY AND COURTEOUSLY. BE CAREFUL IN PARKING LOTS. BE ALERT FOR CHILDREN AND SENIORS. BE CAREFUL AT RAILROAD CROSSINGS. PARK RIGHT. AVOID ROLL-AWAYS AND RUN-AWAYS.

SAFETY DEPENDS ON ME.

Thrift Savings Plan Fact Sheet

Returns were updated December 5, 2007.

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25
2005	4.49	2.40	2.43	4.96	4.91	10.45	10.03	13.63	13.54
2006	4.93	4.40	4.33	15.79	15.79	15.30	15.28	26.32	26.34

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

2006 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
Dec	0.34	-0.54	-0.58	1.42	1.40	0.11	0.25	3.11	3.14
2007									
Jan	0.43	0.00	0.04	1.53	1.51	3.14	3.23	1.31	0.68
Feb	0.34	1.53	1.54	-1.95	-1.96	-0.26	-0.25	0.18	0.81
March	0.42	0.00	0.00	1.09	1.12	1.09	1.08	2.57	2.55
April	0.42	0.53	0.54	4.43	4.43	2.51	2.48	3.76	4.44
May	0.34	-0.70	-0.76	3.52	3.49	4.40	4.30	2.54	1.75
June	0.42	-0.27	-0.30	-1.70	-1.66	-1.53	-1.47	0.20	0.12
July	0.50	0.80	0.83	-3.10	-3.10	-4.57	-4.49	-2.39	-1.47
Aug	0.33	1.23	1.23	1.54	1.50	1.38	1.01	-0.71	-1.56
Sept	0.41	0.78	0.76	3.76	3.74	2.97	3.03	5.36	5.35
Oct	0.41	0.86	0.90	1.58	1.59	2.83	2.96	4.49	3.93
Nov	0.33	1.88	1.80	-4.20	-4.18	-5.65	-5.61	-3.72	-3.29
LAST 12 MONTHS	4.80	6.25	6.05	7.76	7.72	6.03	6.17	17.54	17.30

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

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

* Implemented May 2001.

See next page for new L Funds.

Returns were updated December 5, 2007

L Funds

Annual Returns	L 2040	L 2030	L 2020	L 2010	L Income
2006	16.53	15.00	13.72	11.09	7.59
2006					
Monthly Returns	L 2040	L 2030	L 2020	L 2010	L Income
June	0.26	0.27	0.28	0.37	0.33
July	0.13	0.20	0.35	0.37	0.49
Aug	2.22	1.96	1.81	1.39	0.90
Sept	1.41	1.33	1.17	1.01	0.73
Oct	3.28	2.94	2.51	1.79	1.04
Nov	2.32	2.03	1.78	1.34	0.79
Dec	1.31	1.18	1.17	0.90	0.63
2007					
Jan	1.53	1.42	1.22	0.89	0.63
Feb	-0.64	-0.49	-0.38	-0.14	0.16
Mar	1.34	1.16	1.08	0.89	0.62
Apr	3.28	2.95	2.58	1.76	1.08
May	2.79	2.52	2.15	1.53	0.92
June	-0.92	-0.80	-0.54	-0.20	0.08
July	-2.52	-2.13	-1.75	-0.92	-0.23
Aug	0.90	0.88	0.80	0.73	0.61
Sept	3.45	3.09	2.68	1.78	1.13
Oct	2.37	2.09	1.84	1.29	0.82
Nov	-3.36	-2.94	-2.33	-1.21	-0.44
LAST 12 MONTHS	9.66	9.09	8.70	7.50	6.15

The L Funds are invested in the five individual TSP funds.

December 2007

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: Caprysha Anderson
Born: 7-14-91
Date Missing: 11-15-07
Missing From: Rockford, IL



Name: Carletta Barry
Born: 3-20-92
Date Missing: 11-16-07
Missing From: Champaign, IL



Name: Donna Bravo
Born: 1-4-91
Date Missing: 11-18-07
Missing From: Firestone, CO



Name: Crystal Evangelista
Born: 8-30-91
Date Missing: 11-30-07
Missing From: Las Vegas, NV



Name: Natasha Fleet
Born: 4-9-01
Date Missing: 11-4-07
Missing From: Denver, CO



Name: Ruth Fleet
Born: 4-2-03
Date Missing: 11-4-07
Missing From: Denver, CO

**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

Post Offices, classified stations, branches, and contract postal units may display this poster at their option. If the poster is displayed, it should be placed on the community bulletin board located in the Post Office™ box lobby and not in the main retail (full service) lobby. Alternatively, Missing Children posters can be maintained in a binder behind the counter to be used as a reference guide. The posters also may be posted in a prominent location where letter carriers will be able to see them before or after they go out of their routes. Making this information available to letter carriers is consistent with the NALC/USPS Child Alert Program to facilitate identification of missing children.

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 periodically. Notification of newly reported missing children is sent to designated district “Missing Children” coordinators via e-mail addresses provided by district managers. Within 24 hours of receipt of an e-mailed Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed as noted above for 30 days unless notification is received (from NCMEC) to remove a particular poster sooner. The e-mail network is used to distribute posters and information in only the most urgent cases of missing 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).

December 2007

Have You Seen Any of These Missing Children?

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Name: Samantha Matthews
Born: 7-11-97
Date Missing: 11-4-07
Missing From: Denver, CO



Name: Ilse Gutierrez
Born: 2-7-93
Date Missing: 11-18-07
Missing From: South Gate, CA



Name: Erica Jernigan
Born: 11-28-92
Date Missing: 11-11-07
Missing From: Middletown, OH



Name: Kaitlynn Lynch
Born: 3-4-92
Date Missing: 11-12-07
Missing From: Rapid City, SD



Name: Silvia Malpica
Born: 3-28-92
Date Missing: 11-6-07
Missing From: Thorsby, AL



Name: Victoria Martens
Born: 9-23-91
Date Missing: 11-25-07
Missing From: Antonio, KS

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

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December 2007

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Name: Brian Miller
 Born: 5-29-99
 Date Missing: 11-19-07
 Missing From: Diamond Bar, CA



Name: Christian Miller
 Born: 7-3-01
 Date Missing: 11-19-07
 Missing From: Diamond Bar, CA



Name: Evan Miller
 Born: 7-3-01
 Date Missing: 11-19-07
 Missing From: Diamond Bar, CA



Name: Alexis Moton
 Born: 9-10-91
 Date Missing: 11-19-07
 Missing From: Joliet, IL



Name: Jayla Owens
 Born: 4-18-94
 Date Missing: 11-20-07
 Missing From: Maple Heights, OH



Name: Aimee Valdes
 Born: 5-11-93
 Date Missing: 11-21-07
 Missing From: Park Ridge, IL

**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

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

Publications (Continued)

Publication 51 Revision: Indemnity Limit for Registered Mail

Effective January 5, 2008, we are revising Publication 51, *International Postal Rates and Fees*, to reflect a change to the indemnity limit for Registered Mail™ service. (For more information on this issue, see the article titled “IMM Revision: Special Drawing Right Values and Indemnity Limits for Ordinary Priority Mail International Parcels and Registered Mail Service,” starting on page 7 in this issue of the *Postal Bulletin*.)

Publication 51, *International Postal Rates and Fees*

* * * * *

Extra Services

* * * * *

Registered Mail

* * * * *

[Revise the last paragraph in the “Registered Mail” section to read as follows (reflecting a change in the indemnity limit to \$45.51):]

All destination countries have an indemnity limit of \$45.51 and a registered fee of \$10.15.

* * * * *

We will incorporate this revision into the next printed version of Publication 51 and into the online version of Publication 51, which can be accessed via Postal Explorer® at <http://pe.usps.com>.

— Global Business Development,
Global Business Management, 12-20-07

Revised Publication 164, Compensation, Relocation, and Reinstatement Policies for Career Employees in Transition, Is Now Available

We have revised Publication 164, *Compensation, Relocation, and Reinstatement Policies for Career Employees in Transition: Q’s and A’s*. This publication provides information about policies regarding benefits for career Postal Service™ employees who are relocating, retiring, transferring to another federal agency, or being reinstated or rehired by the Postal Service. In a question-and-answer format, Publication 164 addresses topics such as the following:

- Severance pay.
- Pay for performance.
- Health and life insurance.
- Leave.
- Thrift Savings Plan.
- Flexible Spending Accounts.

- Relocation benefits.
- Unemployment compensation.

The September 2007 edition supersedes the August 2003 edition. It will not be printed in hardcopy and is no longer available from the Material Distribution Center.

Publication 164 is available on the Postal Service PolicyNet Web site:

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

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

— Complement, Staffing, and Field Policy,
Human Resources, 12-20-07

Publication 223: Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (March 2005), is revised. The tables below contain the Postal Service™ information number (PSIN), edition date, title, Postal Service stock number (PSN), and the Postal Service and public supply source for all new, revised, and obsolete directives and forms. Use this article

to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available electronically at www.usps.com/cpim/ftp/pubs/pub223.pdf.

New*Forms*

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3761	10/07	10/07	Parcel Return Services Enrollment Request	N/A	PS	SH	PD	WWW	IWEB

Revised*Handbooks*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-47	1/83	Housekeeping Postal Facilities	7610-03-000-9319	ASM 5	ENG	IWEB/ MDC	N/A
HBK PO-516	10/07	Highway Contractor Safety (Pocket Edition)	7610-03-000-3755	POM 5	NOM	MDCIWB	MDC

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 12	11/07	Health Benefits Open Season Administrative and Processing Information	7610-03-000-5937	ELM 5	HR	IWEB	N/A
PUB 94	9/03	REDRESS	7610-03-000-7914	ELM 6	ERM	MDCIWB	MDCWEB
PUB 133	11/07	What You Need to Know About EEO	7690-03-000-4279	ELM 6	ERM	MDCIWB	MDCWEB
PUB 431	10/07	Post Office Box Service and Caller Service Fee Groups	7610-05-000-4246	DMM 508	MKT	IWEB	N/A

Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 2848	10/07	10/07	Rural Carrier Route Mail Acceptance Data	7530-03-000-0807	CR	SH	FIN	IWEB	N/A
PS 3972	11/07	11/07	Absence Analysis	7530-02-000-9137	PS	SH	LR	MDCIWB	N/A
PS 5429	7/07	7/07	Certification of Exceptional Contract Services Performed	7530-02-000-9467	PS	SE	SM	MDCIWB	N/A
PS 5639	10/07	10/07	Express Mail Corporate Account Application	7530-02-000-9488	PS	SH	PD	IWEB	WWW

Obsolete*Handbooks*

PSIN	Edition Date	Title	Replaced By
HBK AS-305	09/89	Records Control	N/A
HBK EL-603	7/96	Equal Employment Opportunity Complaint Processing	N/A

Kits

PSIN	Edition Date	Title	Replaced By
KIT 42	7/06	Retail Standardization Team Makeover Binder	N/A

Publications

PSIN	Edition Date	Title	Replaced By
PUB 90	10/06	Barcoded 10/24-Digit EDL Specification	N/A
PUB 600	3/98	Prevent Sexual Assault	N/A

Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups

Effective December 13, 2007, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised with the changes noted below.

Publication 431, *Post Office Box Service and Caller Service Fee Groups*

* * * * *

[Revise the fee groups for the following ZIP Codes™ to read as follows:]

ZIP Code	Fee Group
15410	3
37314	6
47970	5
72070	6
77231	4
78070	5
92150	4
93238	5

[Remove the entries for the following ZIP Codes:]

ZIP Code
12225
12949
46012
46013
46014
55460
55470
55472
55478
55483
55484
60504
60902
61311
61468
61475
61833
61928
85287
86011
99701

We will incorporate these revisions into the online version of Publication 431, which is available on the Postal Service™ PolicyNet Web site:

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

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

— *Value Added and Special Services, Product Development, 12-20-07*

Create Memories With Mail



Holiday Knits .41

Available in October



Christmas: "Madonna of the Carnation" by Bernardino Luini .41

Available in October



Hanukkah .41

Available in October



Kwanzaa .41

Available in October



Eid Greetings .41

Available in September



Breast Cancer Research .55

Proceeds fund breast cancer research.†

Forms

PS Form 8170 Reminder: Reporting Procedures for Freedom of Information Act and Privacy Act Requests

Postmasters, district managers, vice presidents, and other records custodians (see Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*, 4-8) must complete PS Form 8170, *Freedom of Information Act and Privacy Act Request Report*, for each request processed under the Freedom of Information Act (FOIA) and/or the Privacy Act. The collection and reporting of this information are required by the FOIA statute. PS Form 8170 is available at <http://blue.usps.gov/formmgmt/forms/ps8170.pdf>. Complete and submit any outstanding reports for requests processed during fiscal year 2007 by December 29, 2007.

Exceptions

Do not complete PS Form 8170 for any of the following:

- Requests for individual change-of-address information under Handbook AS-353, 5-2d.
- Requests from federal, state, or local government agencies for any type of information.
- Requests from a union, unless the request cites the FOIA and/or the Privacy Act.

Where to send reports

- Field offices submit reports to the area Consumer Service program analyst (CSPA) or district Consumer Affairs manager (CAM), who serves as FOIA coordinator.
- Custodians located at Headquarters and in Headquarters field units submit reports to the manager, Records Office, at Headquarters (reports may be sent via fax to 202-268-5353 or via e-mail to FOIA-PA@usps.gov).
- FOIA coordinators submit reports to the manager, Records Office, at Headquarters (reports may be sent via fax to 202-268-5353 or via e-mail to FOIA-PA@usps.gov). Coordinators are responsible for verifying the forms for accuracy of completion before submitting them to the Records Office.

Direct any questions concerning this requirement to the FOIA coordinator in the district or area Consumer Affairs office, or to the Records Office staff at 202-268-2608.

— Privacy Office,
Consumer Advocate, 12-20-07



They want to pay more for your laptop than you asked for.

RE: Online Auction Item

You are selling something expensive in an online auction. They want to buy it. Great. They send a check or money order for a lot more than the purchase price. They want you to wire the extra cash to a third party to cover shipping costs. Their check is fake and you are on the hook. That's how the scam works. Learn more about these scams at:


FakeChecks.org

Information Desk

Address Management

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	07-5220 07-5670	80026 80027	CO CO	Lafayette Louisville	Boulder Boulder	Main Office Main Office	Post Office Post Office	11/10/2007	Realign ZIP Code™ boundaries. Use Louisville CO 80027 as last line of address for the 1 delivery previously in ZIP Code 80026.
Old New	18-5760 18-3582	50467 50467	IA IA	Mason City Grafton	Cerro Gordo Cerro Gordo	Rock Falls Rock Falls	Community Post Office Place Name	03/13/2006 07/21/2007	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Rock Falls IA 50467 as last line of address.
Old New	18-0549 18-6714	50671 50671	IA IA	Aurora Oelwein	Fayette Fayette	Stanley Stanley	Community Post Office Place Name	10/11/2006 05/06/2006	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Stanley IA 50671 as last line of address.
Old New	18-5760 18-5760	50467 50467	IA IA	Mason City Mason City	Cerro Gordo Cerro Gordo	Rock Falls Rock Falls	Community Post Office Community Post Office	12/07/2007	This announcement expands the use of ZIP Code 50467 to include delivery.
Old New	18-1386 18-1386	50839 50839	IA IA	Carbon Carbon	Adams Adams	Main Office Main Office	Post Office Post Office	12/07/2007	This announcement expands the use of ZIP Code 50839 to include delivery.

— Address Management, Intelligent Mail and Address Quality, 12-20-07

Finance

2008 Pay Dates and Leave Year

The following chart lists the pay periods for 2008. For the convenience of timekeepers, each biweekly pay period appears as 2 separate weeks, with the beginning and ending dates indicated for each week.

The leave year always begins the first day of the first full pay period in the calendar year. The 2008 leave year begins Pay Period 02-08, January 5, 2008, and extends for 26 full pay periods, ending January 2, 2009 (Pay Period 01-09).

2008 Pay Period Inclusive Dates

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-22 to 12-28	12-29 to 01-04	01-11	12-25, 01-01
02	01-05 to 01-11	01-12 to 01-18	01-25	
03	01-19 to 01-25	01-26 to 02-01	02-08	01-21
04	02-02 to 02-08	02-09 to 02-15	02-22	
05	02-16 to 02-22	02-23 to 02-29	03-07	02-18
06	03-01 to 03-07	03-08 to 03-14	03-21	
07	03-15 to 03-21	03-22 to 03-28	04-04	
08	03-29 to 04-04	04-05 to 04-11	04-18	
09	04-12 to 04-18	04-19 to 04-25	05-02	
10	04-26 to 05-02	05-03 to 05-09	05-16	
11	05-10 to 05-16	05-17 to 05-23	05-30	
12	05-24 to 05-30	05-31 to 06-06	06-13	05-26
13	06-07 to 06-13	06-14 to 06-20	06-27	

Pay Period	Week One	Week Two	Pay Date	Holidays
14	06-21 to 06-27	06-28 to 07-04	07-11	07-04
15	07-05 to 07-11	07-12 to 07-18	07-25	
16	07-19 to 07-25	07-26 to 08-01	08-08	
17	08-02 to 08-08	08-09 to 08-15	08-22	
18	08-16 to 08-22	08-23 to 08-29	09-05	
19	08-30 to 09-05	09-06 to 09-12	09-19	09-01
20	09-13 to 09-19	09-20 to 09-26	10-03	
21	09-27 to 10-03	10-04 to 10-10	10-17	
22	10-11 to 10-17	10-18 to 10-24	10-31	10-13
23	10-25 to 10-31	11-01 to 11-07	11-14	
24	11-08 to 11-14	11-15 to 11-21	11-28	11-11
25	11-22 to 11-28	11-29 to 12-05	12-12	11-27
26	12-06 to 12-12	12-13 to 12-19	12-26	

2009 Pay Periods Begin

Pay Period	Week One	Week Two	Pay Date	Holidays
01	12-20 to 12-26	12-27 to 01-02	01-09	12-25, 01-01
02	01-03 to 01-09	01-10 to 01-16	01-23	

— Payroll,
Finance, 12-20-07

Form W-5 Renewal for 2008

Form W-5, *Earned Income Credit Advance Payment Certificate*, which allows eligible employees to receive advance payment of their earned income credit, must be renewed for 2008. All certificates currently in effect expire at the end of calendar year 2007 and must be renewed by submitting a new Form W-5 as soon as possible.

As noted last year, there has been a permanent change in procedure concerning the processing of these forms. Employees must now send their forms directly to the Eagan, Minnesota, Accounting Service Center (ASC). This procedural change enables the ASC to process these forms in a more timely and efficient manner. Please note that Internal Revenue Service (IRS) regulations specifically prohibit any retroactive changes or additions to the information submitted on the original Form W-5. Any changes, corrections, or additions to a W-5 require the submission of a new form.

To ensure that the new forms will be effective at the beginning of calendar year 2008, the ASC must receive them at the address shown below by no later than Monday, December 24, 2007, which is the beginning of the first week of Pay Period 01-08. Receipt by that date will ensure

that the information on the form will be effective as soon as possible in 2008.

ATTN FINANCIAL REPORTING SECTION
EAGAN ACCOUNTING SERVICE CENTER
2825 LONE OAK PKWY
EAGAN MN 55121-9617

Reminders: (1) Administrative and managerial employees must not provide tax advice to employees concerning the completion of Form W-5s. Employees are responsible for proper and timely submission of their form.

(2) IRS regulations mandate that employers submit copies of all Form W-5s received from their employees. After receipt and processing at the ASC, a copy of each form will be sent to the IRS for its review.

— Payroll,
Finance, 12-20-07

Form W-4 Completion for Employees Claiming Exempt Status for 2008

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2008 to continue to claim total exemption from Federal Tax Withholding provided they owed no federal taxes for 2007. These regulations also require that a new Form W-4, *Employee's Withholding Allowance Certificate*, be submitted every calendar year by employees claiming an exempt status. However, because of *PostalEASE*, it is no longer necessary for these employees to file a hardcopy W-4.

Employees may meet IRS filing requirements concerning exempt W-4s by either logging onto *PostalEASE* via the Postal Service™ Intranet at <http://blue.usps.gov> or by calling *PostalEASE* toll-free at 877-477-3273. Follow the Form W-4 instructions provided by *PostalEASE*, and your form will be updated for calendar year 2008. If you need to call the Human Resources Shared Service Center (HRSSC) in Greensboro concerning this matter, call 877-477-3273, option 5.

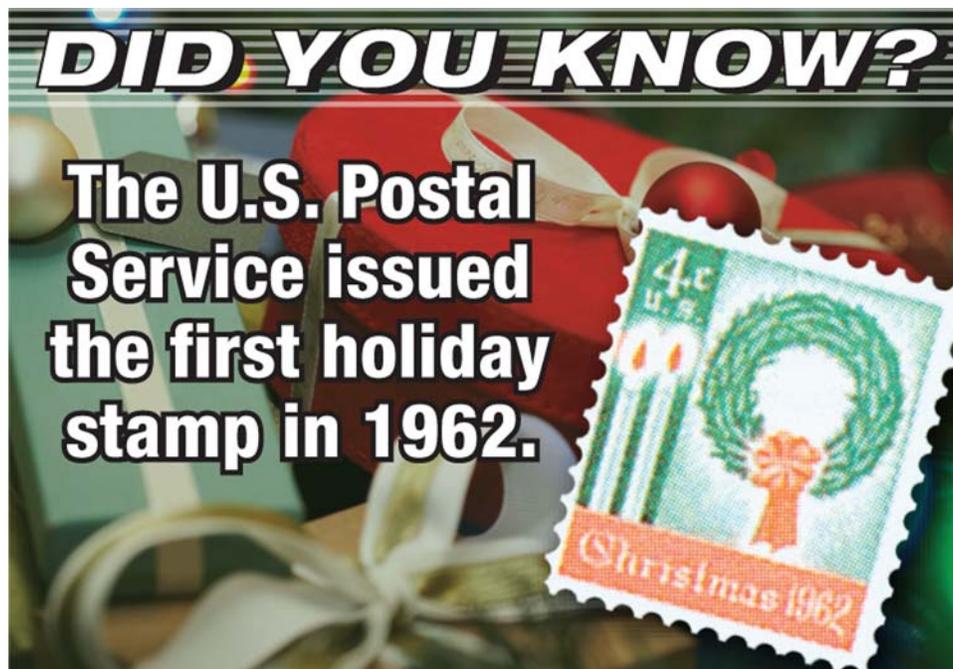
Any employee currently in an exempt status who does not submit a new Form W-4 claiming a continuation of that status will be converted to a taxable status, effective Pay Period 06-08. For an exempt Form W-4 to remain effective into next year, the IRS requires completion, submission, and acceptance of the form by no later than

February 17, 2008. Since February 17 falls within Pay Period 05-08, updated Form W-4 information must be entered into *PostalEASE* by no later than Monday, February 11, 2008. Entry of the information by that date will ensure continuation of the exempt status for 2008.

Any employee who claimed exempt status for 2007 who does not submit a new W-4 will have federal taxes withheld at the rate that would normally be applicable to an employee claiming Single with 0 allowances. Employees with an exempt status (as of Pay Period 26-07) will receive printed messages on their earnings statement during Pay Periods 02-08 and 03-08 reminding them that a new Form W-4 is required.

Reminders: (1) All administrative and managerial employees are reminded that they are prohibited from providing any tax advice to employees concerning the completion of Form W-4s. (2) Sending information concerning exempt Form W-4s to the Eagan Accounting Service Center is no longer required.

— Payroll,
Finance, 12-20-07





**The Postal Service brand is
a customer's perception.**



Global Business

Postal Service Launches the Customer Label Distribution System

The Postal Service™ is rapidly moving ahead with the implementation of its Intelligent Mail® and Mail Visibility strategies. In support of these strategies, the Postal Service released the first phase of the Customer Label Distribution System (CLDS) in November 2007. The CLDS provides mailers with the capability to create, edit, and submit Intelligent Mail tray label orders online for printing by the Topeka Label Printing Center.

CLDS Brings Easy Online Ordering for Mailers

- Mailers no longer need to manually submit PS Form 1578-B, *Requisition for Facing Slips or Labels*, or phone the Postal Service to place an order.
- Mailers can place an order online at <http://clds.usps.com> using a *PostalOne!* account and a Mailer ID (MID).
- Both mailers and the Postal Service realize time savings through the online label ordering process.

CLDS Key Features

- Create new bulk, collated, and DMM label orders. (A DMM label order uses the label list published in *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* as a basis for the label lines.)
- View an on-screen sample of a label before submitting an order.
- Manage orders with search, sort, copy, edit, and archive capabilities.

- View account details and add, edit, and delete shipping addresses.
- View reference material such as label catalogs, a list of all content identifier numbers (CINs), and a list of all DMM labels.
- Check the status of any online order.

CLDS Supports Intelligent Mail Tray Labels

- The Intelligent Mail vision is to provide end-to-end visibility in the mailstream by identifying and tracking letters, flats, and packages — enabling a seamless approach to mail acceptance.
- Intelligent Mail tray labels provide increased identification and visibility by uniquely identifying each mail tray, tub, and sack as well as the mail's originator.
- CLDS supports transition from the original 10-digit tray label to the 24-digit Intelligent Mail tray label.
- For more information about Intelligent Mail tray labels, go to <http://ribbs.usps.gov>; in the left-hand column, under "RIBBS Links," select *Intelligent Mail® Tray Label*.

For more information on CLDS, go to <http://ribbs.usps.gov>; in the left-hand column, under "RIBBS Links," select the *CLDS*. To submit questions, send an e-mail to clds@usps.gov.

— Global Systems Management,
Global Business, 12-20-07

International Customized Mail Updates

In accordance with *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* 297.4, the Postal Service™ makes public the names of the customers with which it enters into an International Customized Mail service agreement. The Postal Service recently entered into International Customized Mail service agreements with the following customers:

- AE Direct
- Big Bad Toy Store
- Biotest Laboratories
- GoJane.com
- International Wholesale and Drop Shippers Corporation
- Liang Li
- Nordic Needle
- Peace Motors
- Reko Market Direct
- Sit Stay
- United Information Services
- Waiora LLC

— Global Business Development,
Global Business, 12-20-07

Promotion. Postal Service Official Licensed Products

Change your style with a *Snap* with interchangeable USPS Collectable Tops



Log on to www.onesole.com to view the new United States Postal Service line of products.



Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

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& Cuffs

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N1023827



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S1020491



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Milwaukee, WI 53207
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AD-125

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Call:

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To place an order or request our Equipment and Supply Ebuy Reference Catalog.



Log onto:

www.postalproducts.com
or
<http://ebuy.usps.gov>

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Promotion. Postal Service Official Licensed Products

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Just in time for ChristmasFeaturing the 2007 Stamp car
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Call: 573-754-4033 Fax 573-754-4035

Please allow two weeks for delivery



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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Promotion. Postal Service Official Licensed Products

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WWW.WONDERLANDMARKETING.COM

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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Marketing

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 202-268-3258 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://ribbs.usps.gov/files/advance/advtech.pdf> or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
12/26/07–12/29/07	Jo-Ann Stores Flyer	Standard/Flat & Letter	3.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Harte-Hanks
12/26/07–12/31/07	Costco: Thank You for Being a Great Member Over \$650 in Savings Inside	Standard/Letter	15.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Segerdahl
12/26/07–12/31/07	Costco Wallet Coupon Book	Standard/Letter	21.5	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Segerdahl
12/26/07–1/2/08	Life Line Screening, #11 envelope, Don't Hesitate to Ask Your Doctor	Standard/Letter	2.0	Nationwide	3/5-Digit	Mail America, Forest, VA
12/31/07–1/5/08	Seventh Avenue	Standard/Catalog	2.7	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
1/4/08–1/10/08	Life Line Screening, #11 envelope, Peggy Fleming signature on PIN	Standard/Letter	2.0	Nationwide	3/5-Digit	Mail America, Forest, VA

— Business Service Network Integration, Customer Service, 12-20-07

Correction: Registered Mail Service Is Not Available With Express Mail Service

The article titled “Packaging the Holidays — A Package for Every Present!” in *Postal Bulletin* 22221 (12-6-07, pages 48–51) incorrectly indicated that Registered Mail® service is available with Express Mail® service.

Use the following text to replace the paragraph, bullets, and note about extra services available with Express Mail service, which appears on page 48 in the right-hand column.

Extra services available with Express Mail service include the following:

- Insurance — \$100 insurance coverage is provided at no charge, and additional insurance is available for a fee.

Note: The maximum liability for insurance purchased at a Post Office retail counter is \$5,000; when purchased online or at an Automated Postal Center® (APC®), the maximum liability is \$500.

- Return Receipt service — you get a postcard sent to you, signed by the person who accepted your package.
- Collect on delivery (COD) service when purchased with Express Mail next day and second day service only — we'll collect payment for postage and merchandise for you.

— Package Services, Product Development, 12-20-07

Philately

Stamp Announcement 08-02: Charles W. Chesnutt



Copyright USPS 2007

On January 31, 2008, in Cleveland, Ohio, the Postal Service™ will issue a 41-cent, *Charles W. Chesnutt* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 462800). Designed by Howard E. Paine of Delaplane, Virginia, the stamp goes on sale nationwide January 31, 2008.

With the 31st stamp in the *Black Heritage* series, the U.S. Postal Service honors Charles W. Chesnutt, a pioneering writer recognized today as a major innovator and singular voice among turn-of-the-century literary realists who probed the color line in American life. Art director Howard Paine wanted a stamp that emphasized Chesnutt's intelligence and dignity; the portrait painted by stamp artist Kazuhiko Sano of Mill Valley, California, is based on a 1908 photograph from the special collections of Fisk University's Franklin Library.

How to Order First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® Web site at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice,

Issue:	<i>Charles W. Chesnutt</i>
Item Number:	462800
Denomination & Type of Issue:	41-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	January 31, 2008, Cleveland, OH 44101
Designer:	Howard E. Paine, Delaplane, VA
Artist:	Kazuhiko Sano, Mill Valley, CA
Art Director:	Howard E. Paine, Delaplane, VA
Typographer:	Howard E. Paine, Delaplane, VA
Engraver:	WRE ColorTech
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	125 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.85 x 1.42 in./21.59 x 36.068 mm
Overall Size (w x h):	0.99 x 1.56 in./25.146 x 39.624 mm
Full Pane Size (w x h):	5.85 x 7.25 in./148.59 x 184.15 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	
Front:	Header "BLACK HERITAGE 31ST IN A SERIES" • © 2007 USPS" • Price ".41 x 20=\$8.20" • Plate position diagram • Plate numbers in four corners of pane
Back:	Barcodes "462800" in four corners of pane • Biographical text on back of stamp • USPS Logo

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

CHARLES W CHESNUTT STAMP
POSTMASTER
2400 ORANGE AVE
CLEVELAND OH 44101-9998

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 March 31, 2008.

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 four philatelic products available for this stamp issue:

- Item 462861*, First Day Cover, \$0.79.
- Item 462876, Diary Page w/Maxi Card and Pane, \$13.95.
- Item 462891*, Ceremony Program, \$6.95.
- Item 462893, Cancellation Keepsake (First Day Cover cover/pane), \$8.99.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 462800, 41-cent Charles W. Chesnutt PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 100 percent of their full 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 their full standard automatic distribution

quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before January 24, 2008.

Additional Supply

Post Offices requiring additional stamps must requisition Item 462800 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 Chicago APD will receive 9,600,000 additional stamps; the New York and Memphis APDs will each receive 7,680,000 additional stamps; the San Francisco APD will receive 7,200,000 additional stamps; and the Denver APD will receive 1,360,000 additional stamps.

The Kansas City Stamp Services Center will receive 7,680,000 additional stamps for fulfilling supplemental orders from the APDs.

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, 12-20-07

Breast Cancer Research Semipostal Stamps

As of press time, Congress has approved a 4-year extension of the sale of *Breast Cancer Research* (BCRS) semipostal stamps beyond December 31, 2007. Currently the bill is awaiting President Bush's signature. The affected BCRS items are listed in the table below.

Postmasters, supervisors, and retail associates should monitor POS One messaging, USPS News Link, and USPS News Talk for up-to-date information.

Stamps

Item Number	Description
367200	\$5.50 Breast Cancer Research Vending 10 Pack
553000	55-cent Breast Cancer Research Stamp
553015	\$11 Breast Cancer Research Pane
893000 & 893001	\$10 Breast Cancer Research Poster

— Stamp Services,
Government Relations, 12-20-07

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 are illustrations of those postmarks.

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 pictorial postmark has been extended for 60 days:



September 29, 2007
Black Hawk Chapter ACBS
 GENEVA LAKES ANNUAL ANTIQUE AND CLASSIC BOAT SHOW STATION
 POSTMASTER
 PO BOX 9998
 FONTANA WI 53125-9998

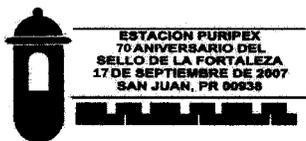


October 5, 2007
U.S. Postal Service
 VIPR FRIENDSHIP DAY STATION
 POSTMASTER
 PO BOX 9998
 FREDERIKSTED VI 00840-9998

The following pictorial postmark has been extended for 90 days:



September 14, 2007
U.S. Postal Service
 37TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 LOIZA PR 00772-9998



September 17, 2007
U.S. Postal Service
 70TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 SAN JUAN PR 00938-9998



November 24-25, 2007
 WORTHINGTON STAMP CLUB
 WORTHINGTON STAMP SHOW
 STATION
 PHILATELIC UNIT
 6316 NICHOLAS DR
 COLUMBUS OH 43085-9653



December 7, 2007
 U.S. Postal Services
 WALTER E. WASHINGTON STATION
 SPECIAL EVENTS
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9998



30th Anniversary Station
 November 28, 2007
 San Juan PR 00936

November 28, 2007
 U.S. Postal Service
 POSTAL POLICE 30TH
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 SAN JUAN PR 00936-9998



December 7, 2007
 U.S. Postal Service
 INAUGURATION DAY STATION
 POSTMASTER
 PO BOX 9998
 CAROLINA PR 00979-9998



November 29, 2007
 U.S. Postal Service
 CHRISTMAS CITY STATION
 POSTMASTER
 PO BOX 9998
 BETHLEHEM PA 18016-9998



December 8, 2007
 U.S. Postal Service
 HOLIDAY STROLL STATION
 POSTMASTER
 129 MAIN ST
 ASHAWAY RI 02804-9998



November 29, 2007
 U.S. Postal Service
 THE CHRISTMAS CITY OF THE USA
 STATION
 POSTMASTER
 PO BOX 9998
 BETHLEHEM PA 18016-9998



December 9, 2007
 National Park Service Robert E. Lee
 Memorial Arlington
 LEES LAST CHRISTMAS AT
 ARLINGTON STATION
 POSTMASTER
 PO BOX 9998
 ARLINGTON VA 22201-9998



December 1, 2007
 U.S. Postal Service
 CENTENNIAL CLOCK ON MARKET
 SQUARE HOLIDAY CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 PLATTER OK 74753-9998



December 12, 2007
 U.S. Postal Service
 FOOTBALL CHAMPS STATION
 POSTMASTER
 108 W 3RD ST
 ARGYLE MN 56713-9998



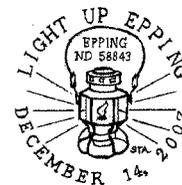
December 1-25, 2007
 U.S. Postal Service
 NORTH POLE STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



December 12, 2007
 U.S. Postal Service
 FOOTBALL CHAMPS STATION
 POSTMASTER
 422 5TH ST
 STEPHEN MN 56757-9998



December 4, 2007
 Fayette Senior Services
 HOLIDAY KNITTING STATION
 POSTMASTER
 250 GEORGIA AVE
 FAYETTEVILLE GA 30214-9998



December 14, 2007
 U.S. Postal Service
 LIGHT UP EPPING STATION
 POSTMASTER
 109 MAIN AVE
 EPPING ND 58843-9998



December 14-24, 2007
 Armadillo Christmas Bazaar
 ARMADILLO CHRISTMAS BAZAAR
 STATION
 POSTMASTER
 8225 CROSS PARK DR
 AUSTIN TX 78710-9998



Bicentennial Station
December 18, 2007
Baltimore, MD 21201

December 18, 2007
 U.S. Postal Service
 UNIVERSITY OF MARYLAND
 BICENTENNIAL STATION
 MANAGER MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



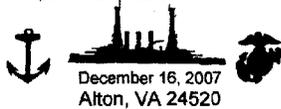
December 16, 2007
 U.S. Postal Service
 RURAL FREE DELIVERY
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 ROXBURY NY 12474-9998

4th U. S. Army Infantry Division
Camp Greene Station
Through four wars
15 Medal of Honor
10,498 KIA
December 19, 2007
Halifax, VA 24558



December 19, 2007
 U.S. Postal Service
 CAMP GREENE STATION
 POSTMASTER
 PO BOX 9998
 HALIFAX VA 24558-9998

Great White Fleet U. S. NAVY
Sent around the world "Our first line
December 16, 1907 of defense
Hampton Roads Station then & now"



December 16, 2007
 U.S. Postal Service
 GREAT WHITE FLEET HAMPTON
 ROADS STATION
 POSTMASTER
 2041 BLANE RD
 ALTON VA 24520-9998

Merry Christmas
 December 21, 2007



Peytona, WV 25154

December 21, 2007
 U.S. Postal Service
 MERRY CHRISTMAS STATION
 POSTMASTER
 PO BOX 9998
 PEYTONA WV 25154-9998



December 18, 2007
 Town of Argyle
 200TH YEAR ANNIVERSARY
 STATION
 POSTMASTER
 38 MAIN ST
 ARGYLE NY 12809-9998



December 31, 2007
 U.S. Postal Service
 FIRST NIGHT STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY 12866-9998

— Stamp Services,
 Government Relations, 12-20-07

How to Order the First Day of Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first day of issue postmarks by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, or at The Postal Store® Web site at www.usps.com/shop.

Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage, large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a five cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first day of issue postmark, the

Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first day of issue city.

The first day of issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, P.O. Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free,

9/16" side seams with no glue on the flap. The maximum size of all digital color postmarks is 2" high x 4" long, please allow sufficient space on the envelope to accommodate the postmark, and do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of non-specified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first day of issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to: Cancellation Services, Stamp Fulfillment Services, P.O. Box 449992, Kansas City, MO 64144-9992.

After applying the first day of issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



Digital Color Pictorial

Holiday Knits Stamp

POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998

Available through December 25, 2007



Black and White Pictorial

Yoda Stamp

POSTMASTER
421 EIGHT AVE RM 2029B
NEW YORK NY 10199-9998

Available through December 25, 2007



Digital Color Pictorial

Yoda Stamp

POSTMASTER
421 EIGHT AVE RM 2029B
NEW YORK NY 10199-9998

Available through December 25, 2007



Digital Color Pictorial

Celebrating Lunar New Year Stamp

POSTMASTER
SPECIAL CANCELLATIONS
PO BOX 880066
SAN FRANCISCO CA 94188-0066

Available through March 8, 2008

Procedural Changes for Inventorying Nonprofit, Bulk-Rate, and Official Mail Stamped Envelopes

Currently, nonprofit, bulk rate, and official mail stamped envelopes are listed in the Stamp Services System (SSS) inventory for the Stamp Distribution Offices (SDOs) and Stamp Services Centers (SSCs) and the Stamp Fulfillment Services (SFS) inventory system as individual envelopes; however, the items are sold only in lot quantities of 500 envelopes. This listing creates a rounding error on the fractions of pennies.

To eliminate processing problems, the listed nonprofit, bulk-rate, and official mail stamped envelopes will be inventoried under a new item number in both the SSS and SFS systems and will be converted to reflect the selling price for a carton of 500. See table below.

Current Item Number Per Single Item	New Item Number Per 500	Description	Price Per Carton of 500
212700	212750	#10 Official Mail Stamped Envelope	\$221.50
215100	215150	#10 Nonprofit Regular Sheet Envelope	\$41.50
215200	215250	#10 Nonprofit Window Sheet Envelope	\$41.50
216400	216450	#10 Bulk Rate Graphic Eagle Envelope	\$66.50
262700	262750	#6 3/4 Nonprofit Regular Sheet Envelope	\$39.50
262800	262850	#6 3/4 Nonprofit Window Sheet Envelope	\$39.50

Effective January 4, 2008, the listed current envelopes item number will close. The bulk rate, nonprofit, and official mail envelopes will be inventoried under the new item number with selling prices to reflect the cost per cartons of 500 envelopes.

On January 4, 2008, SDOs and SSCs that have inventory totals of these envelopes must perform the following task for each different envelope:

1. Divide the total quantity on hand by 500.
2. Note the number of 500 cartons in the total.
3. Process the Inventory Modification (IMOD) Code 4 and reduce the total to zero for the original item number.
4. Input the total cartons of 500, as noted, under the new item number.

Example:

- Item number 215100, the total is 2,000, which equals four cartons of 500.
- IMOD Code Entry: 4, 215100, -2000, -166.00.
- IMOD Code Entry: 4, 215150, 4, 166.00.

The IMOD Code 4 transactions for the old item number and the new item number should be equal in value.

Note: Pay close attention when processing requisitions for the nonprofit, bulk rate, and official mail envelopes. Because of the unit quantity changes, 500 envelopes will be represented by one (1) carton.

— Stamp Services,
Government Relations, 12-20-07

Safety

Snow and Ice Removal

Winter weather brings new hazards at home and at work, especially if your responsibilities include snow and ice removal. It is not uncommon for employees, on or off the job, to lose a finger by reaching — unsafely — into snow removal equipment to remove an obstruction. Please encourage your employees to observe the precautions discussed in this article. Help all of us to ensure that we have ZERO employee finger amputations — either at home or at work — this winter season!

Consider these winter weather safety tips when removing snow and ice:

Dress Properly. Staying warm and dry is important for preventing hypothermia, a dangerous lowering of the body's core temperature.

- Dress in layers so you can remove outerwear if you get too warm.
- Keep dry by using waterproof footwear and clothing.
- Keep a change of socks and gloves handy in case yours get wet.
- In severely cold weather, protect your hands, toes and cheeks from freezing to avoid frostbite.

Shovel Snow Wisely. Take it easy when you shovel snow to avoid back injury and prevent a heart attack.

- Push, rather than lift, snow when possible.
- If the snow is wet and heavy, lift smaller loads.
- Avoid overheating: Take frequent breaks and drink water often to replace fluid and minerals lost by sweating.

Use Snow Removal Equipment Wisely.

- Check equipment, such as snow blowers, before use to make sure they are functioning properly and that safety guards are in place.
- Don't test gasoline-powered equipment indoors because of the danger of carbon monoxide poisoning.
- Do a thorough walk-around inspection of plows and other mobile equipment to check for damage or safety issues, and to be sure there are no obstructions in the machinery's path.
- Keep people away from the area where you start or operate the machine. Shift into neutral and make sure all clutches are disengaged before starting the engine.
- When using snow blowers or walk-behind snow plows, move carefully so you don't slip, and keep a firm hold on the machine. Stay away from the discharge opening, and make sure others stand clear, to prevent entanglement or being struck by objects propelled by the blades.
- **Never put your hand in any part of the equipment while the machine is running. First turn off the engine, wait for all moving parts to stop, then unplug the spark plug. Use a tool, never your fingers or hands, to remove any snow or ice buildup.**

— *Safety and Environmental Performance Management, Employee Resource Management, 12-20-07*



WALK RIGHT

**Make
Safety
Happen.**



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

SAFETY DEPENDS ON ME.



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

A photograph of a young child with curly hair, seen from behind, standing in a doorway. The child is looking out into a bright, hazy blue light that fills the doorway. The floor is dark, and there is a red light reflection on the floor near the doorway. The overall scene is dramatic and suggests a path forward or escape.

BE PREPARED THIS HOLIDAY SEASON

**PRACTICE
YOUR HOME
ESCAPE PLAN!**