

# usps postal|bulletin

PUBLISHED SINCE MARCH 4, 1880

## VOE YOUR COMPANY YOUR VOICE IT MATTERS

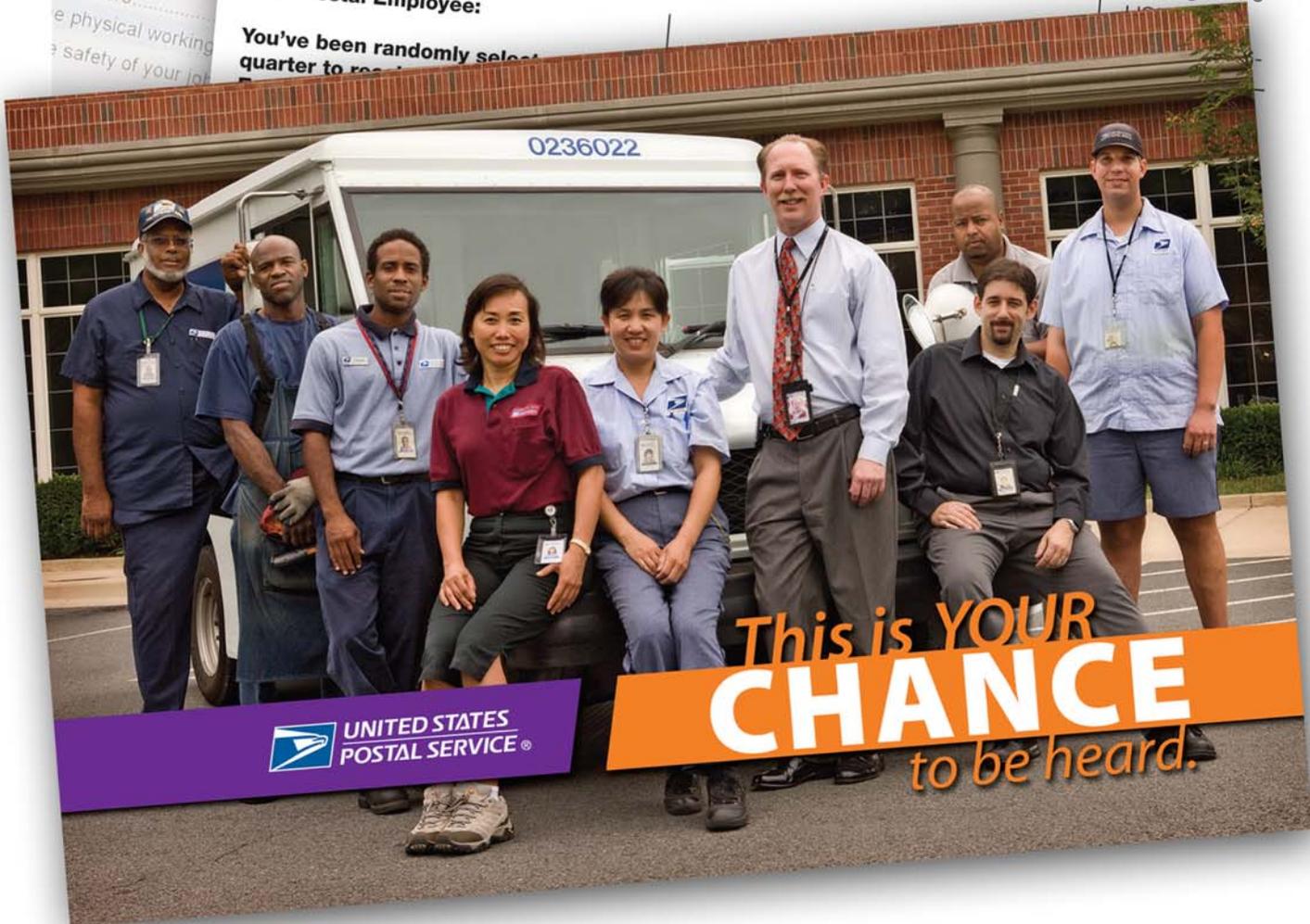
Completed surveys must be received by May 25.



Dear Postal Employee:

You've been randomly selected  
quarter to receive a survey.

First-Class Mail  
Postage & Fees  
Guaranteed



This is YOUR  
**CHANCE**  
to be heard.



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*Dolphin stamp*

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



April 27, 2009

DISTRICT MANAGERS  
POSTMASTERS

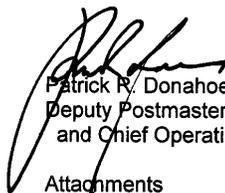
SUBJECT: Dog Attack and Dog Bite Prevention and Publicity Kit for Postmasters

The Postal Service™ continues its tradition of calling attention to one of the nation's most commonly reported public health problems: dog attacks and bites. From nips and bites to actual attacks, violent dog behavior continues to pose a serious threat to our employees. Last year, 3,000 Postal Service employees were victimized by dogs.

Sponsored by the U.S. Postal Service, National Dog Bite Prevention Week is a public service campaign that offers safety tips and emphasizes the need for increased pet owner responsibility in the prevention of dog attacks.

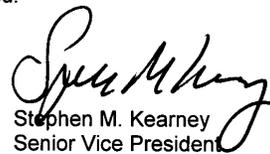
This year's National Dog Bite Prevention Week is May 17-23. The tools available in this kit, and additional tools now electronically posted, will guide you in promoting awareness of this public health concern in an effort to reduce dog attacks and bites in your community.

We urge you to take full advantage of our field communications professionals in assisting you with this initiative. They look forward to hearing from you.



Patrick R. Donahoe  
Deputy Postmaster General  
and Chief Operating Officer

Attachments



Stephen M. Kearney  
Senior Vice President  
Customer Relations

# National Dog Bite Prevention Week, May 17–23, 2009

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**I: Stay Alert: Don't Be Fooled by "My Dog Won't Bite!"**

***Stay Alert: Don't Be Fooled by "My Dog Won't Bite!"***

***National Dog Bite Prevention Week  
May 17-23, 2009***



# ***Be a Responsible Pet Owner!***

***For everyone's safety, don't allow your dog to roam.***

**NATIONAL DOG BITE PREVENTION WEEK  
MAY 17-23, 2009**



## II. Fiscal Years 2007 and 2008 Total OSHA-Recordable Dog Attacks and Bites

District	Number of Accidents	
	2007	2008
HOUSTON	103	106
LOS ANGELES	73	97
SIERRA COASTAL	60	96
SANTA ANA	87	94
LOUISIANA	67	82
CENTRAL ILLINOIS	56	77
ARIZONA	44	72
SACRAMENTO	85	69
BAY-VALLEY	69	65
NORTHERN OHIO	57	63
OKLAHOMA	32	62
GREATER INDIANA	51	60
MID-AMERICA	54	60
TRIBORO	59	57
LONG ISLAND	42	57
RIO GRANDE	64	57
DETROIT	49	55
SOUTH FLORIDA	61	54
NORTHLAND	64	53
COLORADO/WYOMING	61	53
SAN DIEGO	51	53
ALBANY	40	52
GATEWAY	62	47
DALLAS	64	47
CINCINNATI	52	46
NORTHERN VIRGINIA	29	43
SUNCOAST	36	42
LAKELAND	49	42
CENTRAL PLAINS	41	42
CONNECTICUT	47	41
CAPITAL	43	41
HAWKEYE	46	41
KENTUCKIANA	48	40
COLUMBUS	37	40
SEATTLE	43	40
BALTIMORE	33	39
NORTHERN ILLINOIS	63	39
FORT WORTH	58	39
PORTLAND	37	39
WESTERN NEW YORK	28	38
PHILADELPHIA	35	38
MID-CAROLINAS	21	38
NORTHERN NEW JERSEY	67	37
TENNESSEE	53	37
WESTCHESTER	26	35
CHICAGO	30	35
SOUTHEAST MICHIGAN	47	34

District	Number of Accidents	
	2007	2008
PITTSBURGH	51	32
CENTRAL PENNSYLVANIA	31	32
ALABAMA	36	32
NORTH FLORIDA	29	28
SAN FRANCISCO	32	27
MASSACHUSETTS	42	26
CENTRAL NEW JERSEY	32	26
CARIBBEAN	19	25
SOUTH JERSEY	34	25
RICHMOND	41	24
GREENSBORO	24	23
SOUTH GEORGIA	10	23
CENTRAL FLORIDA	32	22
GREATER MICHIGAN	30	22
ATLANTA	27	21
SPOKANE	18	19
BOSTON	22	18
SOUTHEAST NEW ENGLAND	25	18
ERIE	25	18
APPALACHIAN	19	18
ALBUQUERQUE	13	17
SALT LAKE CITY	19	15
NEVADA-SIERRA	25	14
ARKANSAS	25	12
DAKOTAS	16	11
NEW HAMPSHIRE/VERMONT	11	10
HONOLULU	7	10
NEW YORK	11	9
GREATER SOUTH CAROLINA	11	8
MISSISSIPPI	10	7
BIG SKY	7	6
MAINE	9	4
ALASKA	1	4
<b>Total dog bite attacks and bites</b>	<b>3,168</b>	<b>3,000</b>

Source: PS Form 1769/EDW/MSTR

### III. Build Community Awareness Through Media Attention (Television, Radio, and Print)

- Building Community Awareness through Media Attention.
- Public Service Announcements — Dog Bite Prevention Week.
- An Employee Event the Media Will Love.
- Media Advisory.
- News Release — A Different Kind of Chorus.
- Postmaster Newspaper Column No 1.
- Postmaster Newspaper Column No 2.
- Postmaster Newspaper Column No 3.

For information regarding the above media outreach opportunities, visit <http://safetytoolkit.usps.gov/Resources>.

This URL will also provide tips on promoting and planning employee events that the media will love.

#### Dog Bite Prevention Background and Tips

##### *The Victims*

- More than 4.5 million people attacked annually.
- Children are the majority of victims and are 900 times more likely to be bitten than letter carriers.
- The American Veterinary Medical Association (AVMA), the Humane Society of the United States (HSUS), and the American Academy of Pediatrics (AAP) report that small children, the elderly, and letter carriers, in that order, are the most frequent victims. Dog attacks are the most commonly reported childhood public health problem in the United States.
- The AVMA also reports that the number of dog attacks exceeds the reported instances of measles, whooping cough, and mumps, combined. Dog bite victims account for up to 5 percent of emergency room visits.
- Many of the OSHA-recordable bites that were reported by letter carriers in 2008 came from dogs whose owners used those famous last words “my dog won’t bite.”
- According to the AVMA, as many as 800,000 people annually are admitted to U.S. emergency departments with dog bite-associated injuries, and countless more bites go unreported and untreated.

##### *How to Avoid Being Bitten*

- Don’t run past a dog. The dog’s natural instinct is to chase and catch prey.
- If a dog threatens you, don’t scream. Avoid eye contact. Try to remain motionless until the dog leaves, and then back away slowly until the dog is out of sight.
- Don’t approach a strange dog, especially one that’s tethered or confined.
- While letter carriers are discouraged from petting animals, people who choose to pet dogs should always let a dog see and sniff them before petting the animal.
- If you believe a dog is about to attack you, try to place something between yourself and the dog, such as a backpack or a bicycle.

##### *How to Be a Responsible Dog Owner*

- Obedience training can teach dogs proper behavior and help owners control their dog in any situation.
- When the letter carrier comes to your home, keep your dog inside, away from the door, in another room, or on a leash.
- Don’t let your child take mail from the letter carrier in the presence of your dog. Your dog’s instinct is to protect the family.
- Spay or neuter your dog. Neutered dogs are less likely to bite. Humane Society of the United States (HSUS) statistics reflect that dogs that have not been spayed or neutered are up to three times more likely to be involved in a biting incident than neutered or spayed dogs.
- Dogs that haven’t been properly socialized, receive little attention or handling, or are left tied up for long periods of time frequently turn into biters.

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[Insert Date]Contact: [Insert your name]  
[Insert your phone number]  
Internet: [www.usps.com](http://www.usps.com)

## Public Service Announcement May 17–23 is National Dog Bite Prevention Week

Below you will find three public service announcements (PSAs) for your consideration. Spring is here, more people and dogs will be on the street, and this is the perfect time to participate in an education campaign aimed at reducing these painful and costly attacks.

For decades, the U.S. Postal Service® has taken a leadership role in preventing animal attacks because letter carriers are the third most likely group to be bitten by a dog. Children and the elderly rank number one and two, respectively. More information is found on the Dog Bite Prevention Background and Tips sheet attached. **[Attach Dog Bite Prevention Background and Tips sheet.]**

Please join the Postal Service™ in this important public education campaign by using these public service announcements and by interviewing Postal Service, animal protection, and public health officials during National Dog Bite Prevention Week.

### PSA 1

It's that time of year again, and the Postal Service, health care providers, and animal protection professionals need your help. Last year, nationwide, 3,000 letter carriers sustained OSHA-recordable dog bite injuries. But that pales in comparison to the more than 4.5 million people — most of them children and the elderly — who are bitten by dogs each year. You can help protect your letter carrier, meter reader, newspaper delivery person, or neighbors' children by making sure your pet is properly restrained. Be a responsible pet owner. Help prevent the injuries and deaths caused by animal attacks. This message is a public service of this station and your local Post Office™.

### PSA 2

At this point in our nation's history, even the comedians know that "dog bites man" is no laughing matter. That's why the nation's letter carriers, who suffered more than 3,000 dog bite injuries last year, are reminding pet owners to restrain their dogs to protect letter carriers, meter readers, children, and others who may come near their dogs. This message is a public service of this station and your local Post Office.

### PSA 3

Pet owners, did you know that if your dog attacks a letter carrier, you could be held liable for all medical expenses and other costs, which can run into thousands of dollars? Don't think your fence is the only protection you need — especially if a letter carrier or delivery person must enter your yard. The Postal Service is not anti-dog, but pro-responsibility. Responsible pet ownership includes making sure your pet is properly restrained. Last year, 3,000 letter carriers sustained OSHA-recordable dog bites while delivering the mail. Help your letter carrier deliver safely for you. This message is a public service of this station and your local Post Office.

# # #

## IV. Community Involvement

Most people think children and dogs go together naturally, and they often do, but it may shock you to learn that children are the most common victims of dog bites. You can use the following talk and the enclosed handout to alert schoolchildren to two important points in preventing dog bites: Responsible pet ownership and safe behavior around dogs.

Sponsoring a poster contest gets children involved in spreading the word about preventing dog bites. Colorful posters that result from the contest are a great way to get the word out to the public.

Due to budget constraints, a 2009 dog bite prevention poster was not printed. Postmasters should e-mail [mark.r.saunders@usps.gov](mailto:mark.r.saunders@usps.gov) to obtain a link to the high-resolution image for local printing.

Get postmasters and station managers to hang posters or to display them on bulletin boards or at local high-traffic grocery stores.

The postmaster is one of the key leaders in each community. Postmasters should use their influence to win support from other key leaders for our campaign to reduce dog attacks and dog bites. The suggestions in this section will get you started toward some cooperative campaigning for dog bite awareness.

### Sample Postmaster Columns

Using the following sample postmaster columns will help you spread the word about the Postal Service's efforts to protect letter carriers and children in the community. The message is that dog bites are a serious matter, and by helping protect letter carriers, the public is protecting everyone.

Place these columns on your letterhead and take or send them to your local newspapers. It's a good idea to localize the articles with experiences from your own Post Office or community. Contact local newspaper editors to propose running the column weekly for 3 weeks. You should also post copies of these columns on your information boards.

Although the material is designed specifically for use during the spring, you also can use it to build community awareness throughout the summer months.

*Postmaster Column No. 1*

**"Children Suffer Most Dog Bites," By [Name],  
Postmaster [City]**

For every letter carrier bitten, hundreds of children needlessly suffer the pain and trauma of dog bites. Whatever the reasons, dog bites are a serious problem for the entire community, and not just our letter carriers. Three thousand dog bites last year. That's an average of 11 dog

attacks every delivery day, and that figure does not include the number of threatening incidents that did not result in injury. These numbers pale in comparison with the more than 4.7 million people — mostly children and the elderly — who suffer injuries from dog attacks each year.

In [City] last year, dogs bit [number] letter carriers and interfered with a significant number of mail deliveries **[or you can estimate a number if possible]**. Fortunately, most dog bites can be prevented through responsible pet ownership.

**[If you did have dog bites last year, use the previous paragraph and insert a paragraph or two here giving a few details, such as the seriousness of the incidents and the amount of lost time. If you had no dog bites or no cases of dogs interfering with mail delivery last year, omit the previous paragraph.]**

If a letter carrier needs to deliver a certified letter or a package to you, put your dog into a separate room before opening your front door. Dogs have been known to burst through screen doors or plate-glass windows to get at strangers.

**[Insert a letter carrier story here, if applicable.]**

Nationally, the number of carriers bitten by dogs has declined over the years. This is because of greater cooperation from dog owners, stricter leash laws, and stepped-up efforts to educate letter carriers and the public about dealing with the problem.

Our letter carriers are vigilant and dedicated, but we may be forced to stop mail delivery at an address if a letter carrier is threatened by a vicious dog. In some instances, Postal Service employees have sued and collected damages for dog bite injuries. We can't control people's dogs; only dog owners can do that.

While some attribute attacks on letter carriers to dogs' inbred aversion to uniforms, experts say the psychology actually runs much deeper. Every day that a letter carrier comes into a dog's territory, the dog barks and the letter carrier leaves. Day after day the dog sees this action repeated. After a week or two, the dog appears to feel invincible against intruders. Once the dog gets loose, there's a good chance it will attack.

Dog owners should remind their children about the need to keep the family dog secured. We also recommend parents ask their children not to take mail directly from letter carriers. A dog may see handing mail to a child as a threatening gesture.

These simple reminders and helpful tips can reduce the hazard of dog bite attacks. Help us to help you this spring and summer.

*This is the first in a series of three columns by [City] Postmaster [Name] addressing the problem of dog attacks, both in the Postal Service and in the community. Next week: "Why Do Some Dogs Bite?"*

# # #

*Postmaster Column No. 2*

**"Why Do Some Dogs Bite?" By [Name], Postmaster [City]**

Would your dog bite? The American Veterinary Medical Association estimates that more than 4.7 million dog bites are reported to local authorities each year. Countless more go unreported.

Dog bites can range from a relatively painless nip to a fatal mauling. Dog bite victims account for up to 5 percent of all hospital emergency room visits. Children are most often the victims. Dog attacks are the most commonly reported childhood public health problem in the United States.

You may feel confident that your dog won't add to these statistics, and it is probably true that your trusty companion will never seriously harm anyone. However, if your dog does attack or bite someone, you could be liable for the victim's pain, suffering, and medical expenses. Potential victims include your letter/rural carrier and neighborhood children. There are several ways you can avoid liability. Reducing the likelihood your dog will ever bite someone helps protect you, your canine companion, and everyone else in the community.

*Why Do Some Dogs Bite?*

Lack of socialization, improper training, excitement, and fear can all contribute to a dog attack. Even a nip on the leg is unacceptable behavior for a family dog.

Although dogs may bite for a variety of reasons, spaying or neutering has been shown to reduce aggressiveness. Bite statistics show that dogs that have not been spayed or neutered are up to three times more likely to be involved in a biting incident.

**Three Suggestions to Help Take the Bite Out of Your Dog:**

- Teach your dog appropriate behavior. Don't play aggressive games with your dog such as wrestling, tug of war, or siccing your dog on another person. It's essential that your dog recognize members of your family as dominant figures not to be challenged.
- Be a responsible pet owner. For everyone's safety, don't allow your dog to roam. Make your pet a member of your family. Dogs that spend too much time tethered to a dog house or in the back yard have a much greater chance of developing aggressive behavioral problems.

- Stay on the safe side. Help your dog become accustomed to a variety of situations. If you don't know how your dog will react to a new situation, be cautious. If you think your dog could panic in a crowd, leave him or her at home. If your dog may overreact to visitors or delivery people, keep him or her in another room.

*This is the second in a series of three columns by [City] Postmaster [Name] addressing the problem of dog attacks, both in the Postal Service and in the community. Next week: "Protecting the Community."*

# # #

*Postmaster Column No. 3*

**"Protecting the Community," By [Name], Postmaster [City]**

Last year, dog bites resulted in 3,000 OSHA-recordable injuries to carriers nationwide. The Centers for Disease Control and Prevention estimates that nearly 2 percent of the American population is bitten by a dog each year, and most of the victims are children.

The most recent statistics from the 2007 *U.S. Pet Ownership and Demographic Sourcebook* states that there are 72,114,000 dogs in the United States; 43,021,000 households own dogs in the U.S., and that equates to 37.2 percent of households.

Clearly, parents must never leave a defenseless infant with a dog and must make sure that older children know the potential danger of dog bites. It is also important to know that studies have shown that dogs are three times more likely to be involved in a biting incident if they have not been spayed or neutered.

To learn more about the importance of neutering or spaying your pets, visit the American Partnership for Pets (APP), an unprecedented coalition of more than 25 leading and influential animal health and welfare organizations, community animal care and control services, and veterinarians at [www.americanpartnershipforpets.org](http://www.americanpartnershipforpets.org).

The Humane Society of the United States (HSUS) has found that the breed of animal most commonly involved in dog attacks can change from year to year and from one part of the country to another, depending on the popularity of the breed. According to the HSUS, while some breeds are more likely to bite, other factors like whether the animal has been spayed or neutered, and whether the animal has been properly socialized, safely confined, properly supervised, and humanely trained play great roles in a dog's tendency to bite. Dog owners can prevent serious injuries to others by realizing their important role in dog bite prevention.

*This concludes a series of three columns by [City] Postmaster [Name] addressing the problem of dog attacks, both in the Postal Service and in the community.*

# # #

*Postmaster Speech*

### **Dog Bite Prevention Speech for School Children**

**[Make the presentation light and fun. Even though this is a serious subject, children will respond to your being friendly and approachable. Be sure to tell the children what a postmaster is/does.]**

Good morning boys and girls.

My name is [Name] and I'm your postmaster.

**[Tell the children what a postmaster is/does.]**

How many of you have dogs at home or have friends who own a dog? **[Listen to responses.]** Have you or any of your friends ever been bitten by a dog? **[Listen to responses, and if so, add comment: "Well, I'll bet you didn't like it, did you?"]**

At the Post Office where I work, the people who deliver your mail get bitten, too. Sometimes they have to go to the hospital and can't do their job for a long time. The dog's owner may have to pay a big hospital bill, and the mail may not be delivered to that house until the owners promise to keep the dog fenced in.

I don't want anybody at work to be bitten, and I don't want any of you to get bitten, either. That's why I'm here today, because I need your help.

First, I want all of you to be safe. Do you know how many people get bitten by dogs every year? **[Children guess.]** I heard some good guesses. The correct answer is 4.5 million people are bitten by dogs each year and guess what? The number one victim is children. That means you! More than 2 million children were bitten — and that's not good.

Who did the biting? In fact, the bites usually come from the family pet or from a dog owned by a nearby neighbor. Can you believe it?

There are several things you can do to help out. Be nice to your dog and to all dogs. Don't tease them. Don't play too rough with them. Instead, teach your dog good manners. A trained dog is a happy dog. Remember to give dogs space when they are eating, sleeping, tired, sick, or caring for puppies. Remember: Dogs get cranky just like people, and they may bite if they are suddenly surprised or hurt. If you see a dog running loose in your neighborhood, tell your parents. Never, ever approach a strange dog.

You can also help your letter carrier, because thousands of letter carriers get bitten every year, too. The most important thing is to stop your dog from getting outside and running loose. When you go outside, make sure to close the door tight, and when you are playing with your dog in the yard, make sure you close the gate so he does not get out.

When you see the letter carrier coming down your street, look around and make sure your dog is either inside or securely fenced away from the mailbox.

When the letter carrier gets to your house, let him or her put the mail in your mailbox. Never reach out to take the mail yourself, because your dog might think the letter carrier is a threat to you even though we know that isn't true.

After the letter carrier has delivered the mail and gone, you still need to watch out for loose dogs. Never step too close to a strange dog. Even if he looks friendly, he might still bite.

I am going to give each of you a list of things you can do to help keep dogs from biting your letter carrier, your friends, and yourself. I want you to take this list home and talk to your parents about it. See if they will help you keep your dog from getting outside.

If you do that, your letter carrier won't have to worry about going to the hospital for a dog bite, and we can ensure that everyone's mail is safely and quickly delivered.

Most importantly, we want you to be safe. So please remember to take care of your dog and use good safety habits even around dogs you know. Don't be one of those 2 million children who experience the pain of a dog bite.

Thank you.

## V. Information for All Employees

### Service Talk

#### Dog Bite Prevention Tips for Mail Carriers and Children — How You Can Help Prevent Dog Bites

To help make your neighborhood safe for the carrier, yourself, and other people, just remember these simple rules:

1. Find out what time the carrier usually brings your mail.
2. When the carrier is due to visit your house, check to be sure your dog is inside. Keep the dog inside until the letter carrier is gone.
3. If someone needs to open the door to sign for a letter, first put the dog in another room and close the door.
4. If you have a mail slot, keep your dog away from the slot so the carrier's fingers don't get bitten.
5. If your mailbox is inside your fenced yard, and your dog is too, keep the dog on a leash away from the mailbox during the time your letter carrier delivers the mail.
6. When your dog is outside, never walk up to the letter carrier and ask for your mail. Your dog may think you are being threatened.
7. If you see a dog running loose in your neighborhood, tell your parents or report it to the proper authorities.
8. Never, ever approach a strange dog. Remember: no owner, no petting. Only approach a dog that is on a leash with his owner, and follow the steps of WAIT, as described here.
9. When a strange dog comes near you, be BORING! Stand like a tree, or if you are on the ground, curl up your legs, cup your hands over your ears and lay still like a rock!
10. Don't go near a dog that is in a car, behind a fence, or tied up — even if you know him.

Below is a story from a young girl who shares her experience with others:

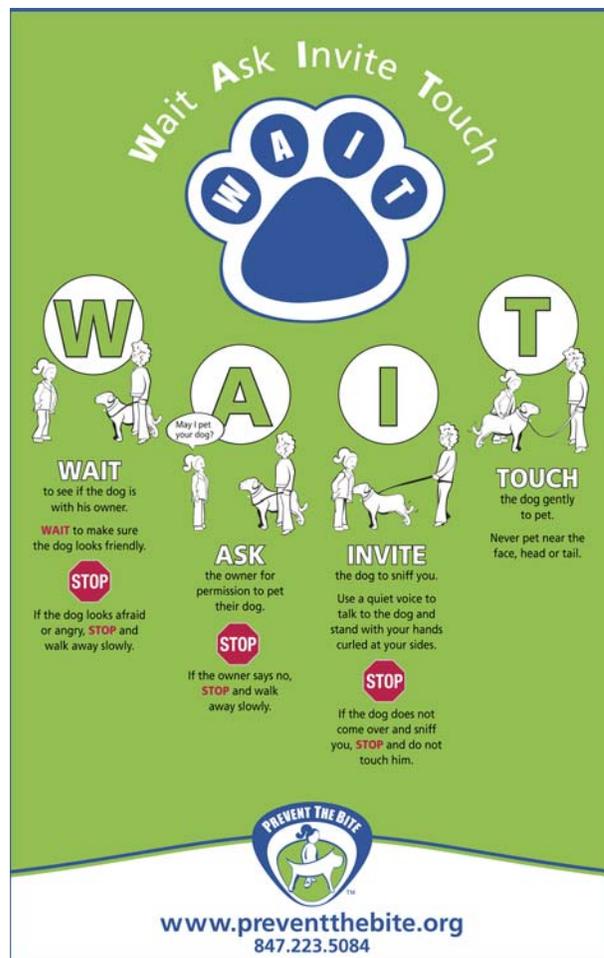
Kely Voigt of Palatine, Illinois, tells it better than anyone. In 1999, Kelly, then seven, was bitten by a neighborhood dog. The attack left Kelly with approximately 100 stitches in her face and a fear of being outdoors. This brutal attack caused so much pain and suffering that a few months later she was treated by a psychologist for post-traumatic stress disorder and depression.

This young girl gained national attention after taking advice from her psychologist to use her experience to help others. Kelly started a nonprofit organization called Prevent the Bite with her mother, Kathy, and Nancy Skeffington, a school psychologist and animal-assisted therapist, and is using her experience to educate other children and adults on how to avoid such brutal attacks.

Part of their program includes the acronym WAIT, which is used to pet a dog on a leash with his owner. WAIT stands for:

- W – Wait to see if the dog looks friendly. If the dog looks afraid or angry, STOP and walk away slowly.
- A – Ask the owner for permission to pet the dog. If the owner says no, STOP and walk away slowly.
- I – Invite the dog to come to you to sniff you. Put your hand to your side with your fingers curled in. Stand slightly sideways and dip your head down so you are not looking directly at the dog. If the dog does not come over to sniff you, STOP and do not touch him.
- T – Touch the dog gently to pet, and do so away from the head and tail.

The diagram below includes Kelly's message and safety tips. For additional information on Prevent the Bite and efforts to help others, visit [www.preventthebite.org](http://www.preventthebite.org).



## VI. For Postal Managers

### Progressive Warning Letters and Thank You Letter

This section offers materials for you to use to help your letter carriers do their jobs more safely. You can use the progressive warning letters to alert dog owners to the possible loss of mail delivery if they do not restrain their pets. Additionally, don't forget to send a letter of thanks when they do!

Warning letters, like collection letters, need to be handled tactfully. The first and second sample letters on the website tell customers what we want them to do. The third tells them we have taken corrective steps. The fourth and fifth letters detail the customers' options. In using these letters, keep in mind that our purpose is not to police the neighborhood but to obtain a safe environment in which carriers can do their work. Though most customers will respond to your first polite request, be meticulous in following up if they don't. Otherwise, your efforts will not be taken seriously.

Samples of these letters can be found on the website at <http://safetytoolkit.usps.gov/Resources>:

- In the left sidebar, click *Safety Programs*.
- In the right sidebar, under "Safety Programs Resources," click *Accident Reduction Center*.
- On the Accident Reduction Center page, click *ARC — Dog Bite Prevention and Awareness Publicity Information*.
- Under "Resources for Postmasters," under "Working with the Community," select the appropriate letter.

### *Nondelivery of Mail Policy*

The availability and use of the repellent does *not* replace the policy of nondelivery of mail where there is animal interference!

Collection and delivery service personnel are to report the name and address of the customer where such interference occurs to the postmaster or authorized supervisor who must immediately telephone the customer and request that the animal be confined during the usual delivery hours in the neighborhood. The postmaster or authorized supervisor must further inform the customer that (1) no deliveries will be made until this is done, and (2) service will be restored upon assurance that the animal will be confined.

### *Dog Owner's Responsibility*

It is the dog owner's responsibility to control the dog. Most communities have ordinances for the control of dogs. In spite of the fact that postmasters have frequently requested customers to control their dogs, and have discontinued service to control this problem, injuries still continue.

## VII. Additional Resources

Now that you have read through this publicity kit and made some decisions about what would work best in your area, *it is time for action.*

In addition to this kit and materials available online, a number of resources are available to assist you in your effort to educate employees, your customers, and the entire community about the importance of dog bite prevention. If you have media or public relations questions, area Public Affairs and Communications managers can put you in touch with your local communications person. While the Humane Society of America is not an official partner during this year's National Dog Bite Prevention Week campaign, it is always willing to help organizations that are promoting safety around animals. Their dog bite prevention website, [www.nodogbites.org](http://www.nodogbites.org), is an excellent resource for employees and your community.

Dog bites are no laughing matter! We must take action now to reduce these costly and painful injuries. Remember to stay alert! Don't be fooled by, "My dog won't bite!"

### Area Corporate Communications Managers

Deborah Yackley  
Manager, Corporate Communications  
Capital Metro U.S. Postal Service  
16501 Shady Grove  
Gaithersburg, MD 20898-9998  
Telephone: 301-548-1465

Paul Smith  
Manager, Corporate Communications  
Eastern Area U.S. Postal Service  
PO Box 40593  
Philadelphia, PA 19197-0593  
Telephone: 215-931-5054

Jim Mruk  
Manager, Corporate Communications  
Great Lakes Area U.S. Postal Service  
244 Knollwood Dr., 4th Flr.  
Bloomington, IL 60117-2208  
Telephone: 630-539-6565

Monica Hand  
Manager, Corporate Communications  
NY Metro Area U.S. Postal Service  
90 Church St., Ste. 3600  
New York, NY 10007-4699  
Telephone: 212-330-5139

Debra Hawkins  
Manager, Corporate Communications  
Northeast Area U.S. Postal Service  
6 Griffin Rd., N  
Windsor, CT 06006-9876  
Telephone: 860-285-7265

Larry Dingman  
Manager, Corporate Communications  
Southeast Area U.S. Postal Service  
225 N. Humphrey Blvd.  
Memphis, TN 38166-0832  
Telephone: 901-747-7544

Earl Artis  
Manager, Corporate Communications  
Southwest Area U.S. Postal Service  
7800 N. Stemmons Fwy., Ste. 450  
Dallas, TX 75247-4220  
Telephone: 214-819-8704

Don Smeraldi  
Manager, Corporate Communications  
Pacific Area U.S. Postal Service  
7001 S. Central Ave., Rm. 364A  
Los Angeles, CA 90052-9641  
Telephone: 818-674-3149

Teresa Rudkin  
Manager, Corporate Communications  
Western Area U.S. Postal Service  
1745 Stout St., Ste. 400  
Denver, CO 80299-7500  
Telephone: 303-313-5130

### Partnering Organizations

The following is a list of contacts. These organizations can help you obtain local support and find animal behavior experts for local events.

Sharon Curtis Granskog  
American Veterinary Medical Association Headquarters  
1931 N. Meacham Rd., Ste. 100  
Schaumburg, IL 60173  
Telephone: 847-925-8070 ext. 6619  
Fax: 847-925-1329  
e-mail: [sharoncurtisgranskog@avma.com](mailto:sharoncurtisgranskog@avma.com)  
e-mail: [avmainfo@avma.org](mailto:avmainfo@avma.org)  
[www.avma.org](http://www.avma.org)

Adam Goldfarb  
Issues Specialist  
Humane Society of the United States  
2100 L St., NW  
Washington, DC 20037-1598  
Telephone: 301-258-3065  
Fax: 301-258-3081  
e-mail: [agoldfarb@hsus.org](mailto:agoldfarb@hsus.org)  
[www.hsus.org](http://www.hsus.org)

Gina Steiner  
Director Division of Public Information  
American Academy of Pediatrics  
141 N.W. Point Blvd.  
Elk Grove Village, IL 60007  
Telephone: 847-434-7945  
Fax: 847-434-8000  
e-mail: [gsteiner@aap.org](mailto:gsteiner@aap.org)  
[www.aap.org](http://www.aap.org)

Kathy Voight  
Prevent the Bite Organization  
PO Box 2101  
Palatine, IL 60078-2101  
Telephone: 847-322-4179  
e-mail: [kathyvoigt@sbcglobal.net](mailto:kathyvoigt@sbcglobal.net)  
[www.preventthebite.org](http://www.preventthebite.org)

#### **Additional Partner Contacts and Addresses**

Lasandra Cooper  
Sr. Media Relations Associate  
American Society of Plastic Surgeons (ASPS)  
American Society of Maxillofacial Surgeons (ASMS)  
444 E. Algonquin Road  
Arlington Heights, IL 60005  
Telephone: 847-228-9900  
Fax: 847-709-7513  
e-mail: [media@plasticsurgery.org](mailto:media@plasticsurgery.org)  
[www.plasticsurgery.org](http://www.plasticsurgery.org)

Lasandra Cooper  
ASPS Sr. Media Relations Associate  
American Society for Reconstructive Microsurgery  
(ASRM)  
20 North Michigan Avenue, Suite 700  
Chicago, IL 60602  
Telephone: 847-228-9900  
Fax: 847-700-7513  
e-mail: [media@plasticsurgery.org](mailto:media@plasticsurgery.org)  
[www.microsurg.org](http://www.microsurg.org)

## Government Relations Representatives

Your Government Relations representatives are here to serve you. They can assist you in contacting and inviting elected officials to participate in your event — please let them know.

### *Alphabetical State/Representative Listing*

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

<b>State</b>	<b>Government Relations Representative</b>	<b>Phone Number</b>
Alabama	Laurie Solnik	3743
Alaska	Linda Macasa	3750
Amer Samoa	Linda Macasa	3750
Arizona	Mico Milanovic	7217
Arkansas	Polly Gibbs	4387
California	Linda Macasa	3750
Connecticut	Jo Waterman	6748
Colorado	Mico Milanovic	7217
Delaware	Jo Waterman	6748
DC	Jim Cari	6029
Florida	Laurie Solnik	3743
Georgia	Sandra Calos	8657
Guam	Linda Macasa	3750
Hawaii	Linda Macasa	3750
Idaho	Linda Macasa	3750
Illinois	Talaya Simpson	7839
Indiana	Sheryl Bonifer	7505
Iowa	Sheryl Bonifer	7505
Kansas	Mico Milanovic	7217
Kentucky	Laurie Solnik	3743
Louisiana	Polly Gibbs	4387
Maine	Kathy Sitterle	6027
Maryland	Jim Cari	6029
Massachusetts	Jo Waterman	6748
Michigan	Talaya Simpson	7839
Minnesota	Sheryl Bonifer	7505
Mississippi	Laurie Solnik	3743
Missouri	Sheryl Bonifer	7505
Montana	Linda Macasa	3750
Nebraska	Mico Milanovic	7217
Nevada	Linda Macasa	3750
New Hampshire	Jo Waterman	6748
New Jersey	Jo Waterman	6748
New Mexico	Mico Milanovic	7217
New York	Kathy Sitterle	6027
North Carolina	Sandra Calos	8657
North Dakota	Sheryl Bonifer	7505
Ohio	Jim Cari	6029
Oklahoma	Polly Gibbs	4387
Oregon	Linda Macasa	3750
Pennsylvania	Laurie Solnik	3743
Puerto Rico	Kathy Sitterle	6027
Rhode Island	Jo Waterman	6748
South Carolina	Sandra Calos	8657
South Dakota	Sheryl Bonifer	7505
Tennessee	Sandra Calos	8657
Texas	Polly Gibbs	4387
Utah	Mico Milanovic	7217
Vermont	Kathy Sitterle	6027
Virgin Islands	Kathy Sitterle	6027
Virginia	Jim Cari	6029
Washington	Linda Macasa	3750
West Virginia	Jim Cari	6029
Wisconsin	Talaya Simpson	7839
Wyoming	Mico Milanovic	7217

## More Resources

- PS Form 1778, *Dog Warning Card*  
<http://blue.usps.gov/formmgmt/forms/ps1778.pdf>
- Publication 129, *Safety Talks*  
<http://blue.usps.gov/cpim/ftp/pubs/pub129.pdf>
- Safety film, *Dogs, They Come in All Sizes*.  
Contact your manager, training (district) for availability.
- Publication 174, *How to Avoid Dogs Bites; Dogs and Dog Repellent*  
<http://blue.usps.gov/cpim/ftp/pubs/pub174.pdf>
- Dog training video, *Understanding Canine Behavior*.  
Contact your manager, training (district) for availability.

For more information, see the Dog Bite Prevention and Publicity website at <http://safetytoolkit.usps.gov/Resources>.

- In the left sidebar, click *Safety Programs*.
- In the right sidebar, under "Safety Programs Resources," click *Accident Reduction Center*.
- On the Accident Reduction Center page, click *ARC — Dog Bite Prevention and Awareness Publicity Information*.

The following is a list of all the files you can find there:

### *Safety Information for Carriers*

- General Safety Tips.
- JSA — Confronting a Dog Attack.
- Stay Alert — Don't be Fooled by My Dog Won't Bite.
- MSDS for Back-Off Dog Repellent 2.7.08.
- Using Dog Repellent — Questions and Answers.

### *Safety Tips for the Public*

- Safety Tips for Parents.
- Dog Bite Prevention Tips for Children.

### *Resources for Postmasters*

- Safety Talks.
  - Dog Awareness.
  - Proper Use of Dog Repellent Spray.
  - Be Safe Around Dogs.
  - True or False Quiz: Are You an Unwary Visitor?

- Working with the Community.
  - Working with Community Leaders.
  - Getting Community Involvement.
  - Sample Customer Thank You Letter.
  - Sample Warning Letter No 1.
  - Sample Warning Letter No 2.
  - Sample Warning Letter No 3.
  - Sample Warning Letter No 4.
  - Postmaster Speech — Dog Bite Prevention for School Children.
  - Poster Contest for School Children.
- Working with the Media.
  - Building Community Awareness through Media Attention.
  - Public Service Announcements — Dog Bite Prevention Week.
  - An Employee Event the Media Will Love.
  - Media Advisory.
  - News Release — A Different Kind of Chorus.
  - Postmaster Newspaper Column No 1.
  - Postmaster Newspaper Column No 2.
  - Postmaster Newspaper Column No 3.

### *Additional Resources*

- Additional Resources — Dog Bite Prevention.

— *Community Relations,  
Corporate Communications, 5-7-09*

# Priority Mail Flat-Rate Box “All in the Box” Promotions

## Introduction

Priority Mail® flat-rate boxes are the best value in the shipping market. With four different sizes; competitive pricing; online discounts; and free, eco-friendly Priority Mail packaging, the time has never been better for customers to ship flat-rate with the Postal Service™.

It’s all in the box — value, convenience, 2- to 3-day delivery, no surcharges for fuel or Saturday and residential delivery. It’s “All in the Box” literally, too. Customers can easily pack everything they need for special occasions into a perfectly sized Priority Mail flat-rate box:

- A tie, golf tees, golf balls, and a card for a Father’s Day — All in the Box.
- Diapers, teething rings, clothes, blankets, and toys for a New Baby — All in the Box.
- A new wallet or purse, book, and photo frame for a diploma for Graduation — All in the Box.

The list goes on: Wedding — All in the Box, Back to School — All in the Box, Birthday — All in the Box, and more. Pick a theme and pick a Priority Mail flat-rate box!

This information kit provides more All in the Box ideas and materials to help promote Priority Mail flat-rate boxes through the spring and summer, starting with a national news release May 27, 2009. Promotional activities also will support the Postal Service’s national Priority Mail advertising campaign, scheduled to start in late May.

**Note:** All Priority Mail flat-rate prices listed in this kit are effective as of January 2009, and will not change with the upcoming May 11 Mailing Services price change.

## Customer Outreach

Customer outreach activities for All in the Box promotions can include the following:

- All in the Box demonstrations or lobby days.
- Lobby activities, such as the following:
  - Demonstrate how much fits in each of the four flat-rate boxes. Compare fun items like candy (jelly beans, licorice, peppermints, gum balls, etc.), feathers, craft items, etc.
  - Challenge customers to pack a Priority Mail flat-rate box within a specific time period. Provide packing tips and demonstration.

- Rotate displays of All in the Box ideas by date (see calendar and theme suggestions below).

## Small Business Outreach

Small business outreach activities for All in the Box promotions could be combined with Business Connect™ activities, and include the following:

- Demonstrate All in the Box ideas to local retailers for their products:
  - Comb, brush, fashion magazine, and beauty products for local salons.
  - Key chain, colored key identifiers, change of address kits, business card holder, local map for a local realtor.
  - Pet supply kits for local veterinarians to send as welcome to new patients.
- Demonstrate “Thanks a Bundle” theme for recent orders or “Bundle of Savings” offers from one business to another business. The package might contain items such as the following:
  - A “Bundle of Offers to Save you a Bundle” pitch for current offers with sales promotion materials.
  - A “Bundle of Savings” available via “Bundled Services Packages” (for example, from phone companies, cable companies, auto repair companies).
  - A “Bundle” of Business Solutions to ensure you don’t turn into a “Bundle of Nerves.”
  - A “Bundle” of silk flowers in a small vase suitable for an office desk, or a “Bundle” of sweet treats as a “Bundle of Thanks!” for a recent order.
  - A group picture of employees holding a banner reading “Thanks a Bundle for Your Order.”
- Leverage Priority Mail flat-rate box collateral materials and activity suggestions provided in the “Monumental Opportunity” Business Connect articles in *Postal Bulletin* 22255 (3-26-09, pages 22–23).

## Media Outreach

Possible media outreach activities for All in the Box promotions include the following:

- A press conference or media interview.
- Photo opportunities with All in the Box demonstrations or lobby displays.

- A lobby event to showcase free Priority Mail flat-rate box packaging.
- Sending local journalists a media “All in the Box” kit with items such as pens and notebooks, fact sheets, thumb drives, and local Post Office™ information.

## All in the Box Theme and Calendar Suggestions

### Year-Round

- **Birthdays — All in the Box:** Balloons, party hats and supplies, gift card.
- **New Baby — All in the Box:** Toys, diapers, teething rings, clothing, blankets.
- **New Home — All in the Box:** Key chain, colored key covers, change of address kit, local map, local business directory, welcome mat or welcome plaque.
- **Spa Day — All in the Box:** Loofah sponge, comfortable slippers, luxury soaps and bath products, manicure/pedicure kits.
- **Craft Kit — All in the Box:** Supplies and instructions for specific craft item.
- **Military — All in the Box:** Candy, CDs, DVDs, magazines, home-town newspaper for military men and women. (Check military support sites for suggested and allowed items.)
- **New Pet — All in the Box:** Pet treats, grooming items, ID tags, pet toys.
- **Student Care Package — All in the Box:** Home-baked goods and other snack foods, gift cards, music CDs, travel tickets for visit home.
- **Show You Care Package — All in the Box** (For anyone who has been laid off, working away from home for an extended period, or just in need of encouragement from friends and family): Personal enrichment books, personal journal, framed photos of good times shared with friends and family, gift cards, puzzles, cards and games, music CD, non-perishable food items, resumé and job search books.

### May 2009

- **Gardening — All in the Box:** Plant catalogs and books, gardening gloves and hand tools, seed packets or bulbs.
- **Graduation — All in the Box:** New wallet or purse, watch, books, frame for a diploma or graduation photo, jewelry or charms for female graduates, desk accessories, thank you cards with book of stamps. Plan to display items 1–2 weeks in advance of local school, college, or university graduation dates.
- **Military — All in the Box:** Plan to display items approximately May 15 to end of May for shipping to show support for America’s troops. Schedule to coincide with any local Memorial Day events on May 25, or the May 29 *Bob Hope* stamp release. (Bob Hope is well-known for his lifelong involvement with USO and advocacy for U.S. troops.)

### June 2009

- **Graduation — All in the Box:** New wallet or purse, watch, books, frame for a diploma or graduation photo, jewelry or charms for female graduates, desk accessories, thank you cards with book of stamps. Plan display 1–2 weeks in advance of local school, college, or university graduation dates.
- **June Brides — All in the Box:** Throughout June, display “Something old, new, borrowed, blue” combinations, bridal photo frame, wedding-themed knickknacks, jewelry box, thank you cards with book of stamps.
- **Father’s Day — All in the Box:** Items for various hobbies: golf tees, golf balls, and green fees gift card; fishing lures, fishing hat, and map to a new fishing spot; general gift items including tie, desk accessories, books, magazines, small electronics. Plan display approximately June 10–17 to allow shipping time to arrive Saturday, June 20, prior to Father’s Day, June 21.

### July 2009

- **Fourth of July — All in the Box:** Patriotic-themed gifts; red, white, and blue decorations; U.S. flag; and picnic items. Plan display for end of June to allow shipping time prior to July 4.
- **Vacation — All in the Box:** Beach vacation items including flip flops, beach towel, insulated lunch bag, book, visor or hat, local souvenirs and postcards, such as *Wonders of America* or other philatelic stamped cards. Possibly work with local hotels to promote throughout summer.
- **Summer Camp — All in the Box:** Care package for children or grandchildren away at summer camp. Books, magazines, or comic books; toiletries (within HazMat requirements); extra sweater or jacket; snacks or home-baked goods (as allowed by camp); phone card to call home.

### August 2009

- **Summer Cookout — All in the Box:** Barbecue tools, oven mitt, small insulated cooler, cookout recipes, festive-colored picnic table cloth and table wear.
- **Back to School — All in the Box:** Notebooks, folders, pens, pencils, crayons, ruler, stuffed animal or

other replica of local school mascot, local school t-shirt. Plan for display 2–3 weeks before local school start dates during back-to-school sales.

## Autumn, Winter, and Holidays

Ideas can be refreshed with fall sporting themes (football, tailgate party), Halloween, student care packages, military theme for Veteran’s Day, Thanksgiving, and the winter holiday season, winter sports (skiing, hockey, basketball, etc.), and “Get Ready for Winter” warm clothing packages.

## How to Plan an Event

Postmasters, customer relations coordinators, and field communications program specialists know how to conduct outreach in their local communities. From open houses to eBay and USPS.com® days, to passport fairs, to special programs for stamp issuances, to public service initiatives like Consumer Protection Week, Postal Service employees are experts at getting the word out and delivering results.

In this case, All in the Box promotions can deliver in terms of growing our business, building our brand, serving our customers, and supporting our communities.

## Event Planning Checklist/Resources

When planning an All in the Box event, keep the following suggestions in mind.

- Begin planning early.
- Contact your local postal team communications representative(s) — corporate communications specialist or communications program specialist, postmaster, customer relations coordinator, district marketing manager, retail specialist, consumer affairs manager, and government relations representatives — to determine how they can support your event.
- Set a date. National news release will be distributed May 27. Other possible dates could coincide with themes as listed in May, June, July, or August.
- Secure participants. Call or meet with well-known local news media representatives.
- Secure staging, sound equipment, and a lectern, if applicable.
- Launch a local publicity campaign. Post all press releases to USPS.com.
- Collaborate with local news media contacts to ensure they are aware of the event. Issue a media advisory, if appropriate (see sample below).
- Draft a sequence-of-events agenda and prepare speaker remarks, if applicable.
- Prepare media kits, if appropriate.

***Sample Media Advisory***  
**Priority Mail Flat-Rate Boxes: It's All in the Box**  
**USPS Demonstrates the Easy Way to Ship for [insert occasion]**

**WHAT:** [Describe the event; e.g., The [insert name] Post Office™ demonstrates time- and money-saving shipping tips for (small businesses/specific theme according to date).]

**WHO:** [List local public officials, key Postal Service™ participants, partners, other participants and special guests participating and/or attending event.]

**WHEN:** [Hour, Day, Date].

**WHERE:** [Insert address of event location].

**BACKGROUND:** [It's All in the Box — Priority Mail® flat-rate boxes offer value, convenience, 2- to 3-day delivery and no surcharges for fuel or Saturday and residential delivery. It's “All in the Box” literally too — come see how customers can easily pack everything they need for [specific occasion] into a perfectly sized, free and eco-friendly Priority Mail flat-rate box.]

**CONTACT:** [Include names and telephone numbers as appropriate, or delete this line.]

# # #

### Priority Mail Flat-Rate Boxes — All in the Box Media Kit Contents

Materials to include in All in the Box media kits may include the following:

- News release.
- Fact sheets.
- FAQs.
- Media advisory (if mailed out prior to event).

**Sample News Release**  
**It’s All in the Box —**  
**Priority Mail Flat-Rate Boxes Simplify Shipping**

[Month XX], 2009

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

**[Local City Name]** — It’s all in the box: the Priority Mail® flat-rate box from the U.S. Postal Service®.

That’s the simplicity of shipping with a Priority Mail flat-rate box. Everything you need for a special occasion or care package to a loved one will fit perfectly in one of four different sized boxes available — and will ship for one flat price no matter the weight or destination.

Party hats, balloons, decorations and a gift for an “All in the Box” birthday party kit. Toys, blankets, diapers and the perfect pair of booties in an “All in the Box” package for a new baby.

“Whatever the occasion, it’s all in the box,” said **[insert name and title of local postal official]**. “With a range of boxes to choose from, customers can find the right sized package to meet their needs. And with one flat rate, the price of Priority Mail flat-rate shipping is always right too.”

**[Insert last name of local postal official]** added that Priority Mail flat-rate packages arrive in an average of 2–3 days. Saturday and residential deliveries are included at no extra cost.

The four Priority Mail flat-rate box configurations are the small box, about the size of three stacked DVDs; the medium box, similar in size and shape to a shoe box; the medium box, similar to a flat clothing box; and the large box, with 50 percent more space inside than the medium box.

Prices and measurements are listed in the chart below. As shown, customers who order Priority Mail flat-rate shipping online at [www.usps.com](http://www.usps.com) will receive a discount. There is also a special \$2 discount for the Priority Mail large flat-rate box when shipped to military APO/FPO addresses.

Priority Mail Flat-Rate Box	Size (Inches)	Retail Price (Dollars)	Online Price (Dollars)
Small flat-rate box	8-5/8 x 5-3/8 x 1-5/8	4.95	4.80
Medium flat-rate box	11 x 8-1/2 x 5-1/2	10.35	9.85
Medium flat-rate box	13-5/8 x 11-7/8 x 3-3/8	10.35	9.85
Large flat-rate box	12-1/4 x 12-1/4 x 6		
Domestic		13.95	13.50
APO/FPO		11.95	11.50

For more information about shipping with the Postal Service™, customers can visit their local Post Office™ or go online to [www.usps.com](http://www.usps.com).

###

## Fact Sheets

### Priority Mail Flat-Rate Boxes

- Ship anywhere in the U.S. for a flat price.
- If it fits it ships™ — no worries about weight or destination.
- Four convenient box sizes.
- 2- to 3-day delivery.
- No surcharges for fuel or Saturday and residential delivery.
- Online discounts and military discount available.
- Same packaging ships domestically and internationally.
- Boxes are eco-friendly and 100 percent recyclable.
- Flat-rate boxes can be ordered and delivered to your door — free of charge.
- Customer also can have Priority Mail flat-rate boxes picked up at no charge with free package pickup service on USPS.com.

Priority Mail Flat-Rate Box	Size (Inches)	Retail Price (Dollars)	Online Price (Dollars)	International	
				Canada/Mexico (Dollars)	Other Countries (Dollars)
Small flat-rate box	8-5/8 x 5-3/8 x 1-5/8	4.95	4.80	10.95	12.95
Medium flat-rate box	11 x 8-1/2 x 5-1/2	10.35	9.85	25.95	41.95
Medium flat-rate box	13-5/8 x 11-7/8 x 3-3/8	10.35	9.85	25.95	41.95
Large flat-rate box	12-1/4 x 12-1/4 x 6	Domestic	13.50	N/A	N/A
		APO/FPO	11.50		

Priority Mail flat-rate boxes have grown in popularity since first introduced in 2004. Sales have increased each year, particularly as new size options have been added to give customers additional choices in shipping.

The Postal Service added the Priority Mail large flat-rate box, 50 percent larger than the previous boxes, in 2008, along with a \$2 military discount for sending the large boxes to APO/FPO addresses. The Postal Service also produced a special edition of the large flat-rate box co-branded with the *America Supports You* logo.

The newest addition, the Priority Mail small flat-rate box was introduced in January, giving customers a range of four size and shape options to match a wide variety of items to be shipped.

It's all in the box — value, convenience, 2- to 3-day delivery, and no surcharges for fuel, or Saturday and residential delivery. It's "All in the Box" literally too. Customers can easily pack everything they need for special occasions in a Priority Mail flat-rate box:

- A tie, golf tees, golf balls, and a card for Father's Day — All in the Box.
- Diapers, teething rings, clothes, blankets, and toys for a New Baby — All in the Box.
- A new wallet or purse, book, and photo frame for Graduation — All in the Box.
- The list goes on: Wedding — All in the Box, Back to School — All in the Box, Birthday — All in the Box, and more.

Pick a theme and you can find the right-sized Priority Mail flat-rate box to match.

### Priority Mail Small Flat-Rate Box

#### Size

- The small flat-rate box is about the same size and shape as three stacked DVD cases.
- It's just right for jewelry, electronics, event tickets, paperback books, and other small items.
- The small flat-rate box measures 8-5/8" x 5-3/8" x 1-5/8".

#### Prices

- The small flat-rate box retail shipping price is \$4.95 for up to 70 lbs. to U.S. addresses.
- The international price, for up to 4 lbs., is just \$10.95 to Canada or Mexico, and \$12.95 to all other countries.
- Online savings are available:
  - For shipping to U.S. addresses, the online small flat-rate box price is \$4.80, a savings of 15 cents.
  - For large-volume mailers who qualify for USPS Commercial Plus pricing, the online price is \$4.75, a savings of 20 cents.
  - For shipping to international destinations, the savings is 5 percent.
  - Delivery Confirmation™ service is provided free when Priority Mail small flat-rate box postage is purchased online.

### Ordering

Customers may pick up boxes at a local Post Office, or order them from The Postal Store<sup>®</sup> at [www.usps.com](http://www.usps.com) or by calling 800-610-8734.

## Priority Mail Medium Flat-Rate Boxes

### Size

- Medium flat-rate boxes come in two shapes — one is similar to a shoe box, and the other is similar to a clothing box.
- The 11" x 8-1/2" x 5-1/2" size and shape is made for shipping a pair of shoes, model cars, hard cover books, and other taller items.
- The 13-5/8" x 11-7/8" x 3-3/8" is flatter in shape, and ideal for shipping a shirt or pair of pants, board games, books, and other thinner items.

### Prices

- The medium flat-rate boxes have a retail shipping price of \$10.35 up to 70 lbs. to U.S. addresses.
- Medium flat-rate boxes ship internationally for \$25.95 to Canada or Mexico, and for \$41.95 to all other countries, up to a 20-pound weight limit.
- Online savings are available:
  - For shipping to U.S. addresses, the online medium flat-rate box price is \$9.85 — a savings of 50 cents.
  - For large volume mailers who qualify for USPS Commercial Plus pricing, the online price is \$9.67 — a savings of 68 cents.
  - For shipping to international destinations, the savings is 5 percent.
  - Delivery Confirmation service is provided free when flat-rate box postage is purchased online.

### Ordering

Customers may pick up boxes at a local Post Office, or order them from The Postal Store<sup>®</sup> at [www.usps.com](http://www.usps.com) or by calling 800-610-8734.

## Priority Mail Large Flat-Rate Box

### Size

- The Priority Mail large flat-rate box measures 12" x 12" x 5-1/2", with 50 percent more capacity than the medium flat-rate boxes.
- The large box allows business shippers of smaller items to consolidate shipments on multiple orders and save on shipping costs.
- A special version of the large box, the Priority Mail APO/FPO flat-rate box, featuring the “America Supports You” logo, is available for customers shipping to APO/FPO addresses. (The APO/FPO box is

intended for use only to APO/FPO addresses; however, retail employees will not refuse these boxes if presented at retail for non-APO/FPO addresses.)

### Prices

- Domestic shipments using the large box are priced at \$13.95.
- Shipments to APO/FPO addresses using the large box are \$11.95.
- Shipments to Canada and Mexico using the large box are priced at \$32.95.
- International shipments to the rest of the world using the large box are priced at \$53.95.
- Online savings are available:
  - For shipping to U.S. addresses, the online large flat-rate box price is \$13.50 — a savings of 45 cents.
  - For large volume mailers who qualify for USPS Commercial Plus pricing, the online price is \$13.27 — a savings of 68 cents.
  - Commercial Plus pricing for APO/FPO destination addresses is \$11.30.
  - For shipping to international destinations, the savings is 5 percent.
  - Delivery Confirmation service is provided free when Priority Mail flat-rate box postage is purchased online.

### Ordering

Customers may pick up boxes at a local Post Office, or order them from The Postal Store<sup>®</sup> at [www.usps.com](http://www.usps.com) or by calling 800-610-8734.

## Frequently Asked Questions — Priority Mail Flat-Rate Boxes

*Q. How much material can customers ship in Priority Mail flat-rate boxes?*

A. Customers may ship any amount of mailable material in the medium and large Priority Mail flat-rate boxes, up to 70 pounds weight for domestic addresses and 20 pounds for international addresses. For the Priority Mail small flat-rate box, the domestic weight limit also is 70 pounds, while the international address weight limit is 4 pounds.

*Q. Can customers alter flat-rate boxes to accommodate larger items?*

A. No. The box flaps must be able to close within the normal folds. Customers may apply tape to the flap or seams to reinforce the box, but they cannot

enlarge the box design by opening the sides and taping or reconstructing the box in any way.

*Q. What special services are available with Priority Mail flat-rate boxes?*

A. Delivery Confirmation service and all other special services available for Priority Mail service are available for Priority Mail flat-rate boxes. Fees for any special services, if purchased, are in addition to the flat-rate postage price. Delivery Confirmation service is provided at no extra charge when Priority Mail flat-rate box postage is purchased online. Insurance may be purchased online for coverage up to \$500.

*Q. Are flat-rate boxes subject to the 13-ounce mail rule for security purposes?*

A. Yes. If a customer uses only postage stamps on a Priority Mail flat-rate box, the package must be presented for shipping at a Post Office retail counter.

*Q. Since the Priority Mail large flat-rate box is larger than other expedited packaging offered, is it subject to dimensional or balloon-rate pricing?*

A. No. The Priority Mail large flat-rate box is not subject to dimensional-weight or balloon-rate charges.

*Q. Can a customer request free package pickup (Carrier Pickup™ service) using USPS.com for Priority Mail flat-rate boxes?*

A. Yes. Customers may request a free package pickup for all Priority Mail flat-rate shipments.

*Q. Are customers required to use the Priority Mail APO/FPO flat-rate box to get the reduced military price?*

A. While it is recommended that customers use the APO/FPO box for shipments to military addresses, the regular Priority Mail large flat-rate box or a customized version of the Priority Mail large flat-rate box will also qualify for the reduced military price when shipped to an APO/FPO address.

*Q. Will customers obtain the lower price for APO/FPO addresses if they use Click-N-Ship® service or other online postage methods?*

A. Yes. The special APO/FPO price will be available through all PC Postage® channels including Click-N-Ship service.

*Q. Why is there a separate price for APO/FPO addresses when they are considered domestic addresses?*

A. The lower price — a discount for shipping to APO/FPO addresses — shows support for American troops, making it more cost-effective for family and friends to send shipments to those in the service.

*Q. Does the Postal Service charge \$2.00 postage due when an addressee at an APO/FPO address has*

*moved to a non-APO/FPO address when the Priority Mail large flat-rate box is used?*

A. Yes.

*Q. What special military mail services are generally available?*

A. Most USPS special services, such as Certified Mail™, Registered Mail™, insured mail, certificate of mailing, return receipt, restricted delivery, and return receipt for merchandise services also are available in the military postal service. Collect on delivery (COD) and Delivery Confirmation services are not available.

*Q. Where can customers order Priority Mail flat-rate boxes?*

A. Boxes may be picked up at local Post Offices. Customers also may order the boxes at [www.usps.com](http://www.usps.com), under “Order Supplies”, or by calling 800-610-8734. The boxes are free, available in packs of 10 or 25, and will be delivered right to the customer’s home or business.

*Q. How long does it take for free packaging to be sent to the customer?*

A. Orders are fulfilled within 7 to 10 business days.

*Q. How long does it take a Priority Mail item to get where it is going?*

A. It takes an average of 2 to 3 days for a Priority Mail item to reach any destination in the United States. For Priority Mail items addressed to APO/FPO locations, delivery times vary by destination and current conditions in the local area.

*Q. Is Priority Mail flat-rate packaging environmentally safe?*

A. Priority Mail flat-rate boxes are 100 percent recyclable and exceed all Environmental Protection Agency (EPA) environmental standards. In fact, Priority Mail packaging has been awarded Cradle to Cradle Certification for its environmental attributes. The Postal Service is committed to finding new ways to protect the environment, and is the first in the shipping industry to receive this certification.

— *Public Relations and Promotional Communications, Corporate Communications, 5-7-09*

# Policies, Procedures, and Forms Updates

## Temporary Suspension of Mailing Standards Publications

Effective May 11, 2009, the Postal Service™ will temporarily discontinue the following publications and posters:

- Publication 51, *International Postal Prices and Fees*.
- DMM 200, *An Introduction to Mailing for Businesses and Organizations*.
- Poster 123-L, *Postal Prices and Fees* (large only).
- The Quick Service Guide (QSG) posters.

Mailers may take advantage of the newly redesigned Notice 123, *Price List*, which has incorporated the international prices and fees.

We encourage customers to use the online or printed version of Publication 95, *Quick Service Guide*, or Business Mail 101 on Postal Explorer® at <http://pe.usps.com>, for help with business mailing questions.

— *Mailing Standards,  
Pricing, 5-7-09*

## Manuals

### ASM Revision: Categories of International Mail Sealed Against Postal Inspection

Effective May 11, 2009, the Postal Service™ is revising the *Administrative Support Manual* (ASM), parts 213 and 274, to properly identify international mail categories sealed and not sealed against inspection. These revisions will align the ASM with the revised standards in the *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) and revisions to definitions found at 39 C.F.R. 233 that are also implemented on June 1, 2009.

#### **Administrative Support Manual (ASM)**

\* \* \* \* \*

#### **2 Audits and Investigations**

##### **21 General**

\* \* \* \* \*

##### **213 Mail Covers**

\* \* \* \* \*

##### **213.3 Definitions**

The following definitions apply to mail covers:

\* \* \* \* \*

[Revise items c and d as follows:]

c. *Sealed mail* is mail which under postal laws and regulations is included within a class of mail maintained by the Postal Service for the transmission of letters sealed against inspection. Sealed mail includes the following:

1. First-Class Mail® items.
2. Priority Mail® items.
3. Express Mail® items.

4. Global Express Guaranteed® (GXG®) items that contain only documents.
  5. Express Mail International® items.
  6. Priority Mail International™ flat-rate envelope and small flat-rate box.
  7. First-Class Mail International items.
  8. International Priority Airmail™ (IPA®) items, excluding IPA M-bags.
  9. International Surface Air Lift® (ISAL®) items, excluding ISAL M-bags.
  10. Global Bulk Economy (GBE) items, excluding M-bags.
  11. Certain Global Direct™ (GD) mail. Refer to the customer's specific USPS® International Customized Mail (ICM) agreement for determination.
  12. International transit mail.
- d. *Unsealed mail* is mail that under postal laws or regulations is not included within a class of mail maintained by the Postal Service for the transmission of letters sealed against inspection. Unsealed mail includes the following:
1. Periodicals items.
  2. Standard Mail items.
  3. Package Services (including Parcel Select®) items.
  4. Incidental First-Class Mail attachments or enclosures mailed under DMM 703.9.
  5. GXG items that contain nondocuments.
  6. Priority Mail International items except the flat-rate envelope and small flat-rate box.

- 7. M-bags.
- 8. Items sent via “Free Matter for the Blind or Other Physically Handicapped Person” under 39 U.S.C. §§ 3403–06 and IMM 270.
- 9. Certain GD mail. Refer to the customer’s specific USPS ICM agreement for determination.

\* \* \* \* \*

**27 Security**

\* \* \* \* \*

**274 Mail Security**

\* \* \* \* \*

**274.2 Opening, Searching, and Reading Mail Generally Prohibited**

\* \* \* \* \*

**274.23 Definitions**

**274.231 Mail Sealed Against Inspection**

The following terms and definitions apply:

\* \* \* \* \*

*[Revise item b as follows:]*

- b. The terms include the following:
  - 1. First-Class Mail items.
  - 2. Priority Mail items.
  - 3. Express Mail items.
  - 4. GXG items that contain only documents.
  - 5. Express Mail International items.
  - 6. Priority Mail International flat-rate envelope and small flat-rate box.
  - 7. First-Class Mail International items.
  - 8. IPA items, excluding IPA M-bags.
  - 9. ISAL items, excluding ISAL M-bags.
  - 10. GBE items, excluding M-bags.
  - 11. Certain GD mail. Refer to the customer’s specific USPS ICM agreement for determination.
  - 12. International transit mail.

\* \* \* \* \*

**274.232 Mail Not Sealed Against Inspection**

The following terms and definitions apply:

\* \* \* \* \*

*[Revise item b as follows:]*

- b. The terms include the following:
  - 1. Periodicals items.
  - 2. Standard Mail items.
  - 3. Package Services (including Parcel Select) items.
  - 4. Incidental First-Class Mail attachments or enclosures mailed under DMM 703.9.
  - 5. GXG mailpieces containing nondocuments.
  - 6. Priority Mail International items except for flat-rate envelopes and small flat-rate boxes.
  - 7. M-bags.
  - 8. Items sent via “Free Matter for the Blind or Other Physically Handicapped Persons” under 39 U.S.C. §§ 3403–06 and IMM 270.
  - 9. Certain GD mail. Refer to the customer’s specific USPS ICM agreement for determination.

\* \* \* \* \*

We will incorporate these revisions into the next printed version of the ASM and also into the online update, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left hand column under “Essential Links,” click *PolicyNet*.
- On the PolicyNet page, click *Manuals*.

The direct, URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.

— *Mailing Standards, Pricing, 5-7-09*

### DMM Revision: Change of Address for Authorized Meter Providers

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 604.4.1.3 to update the address of two authorized meter providers from our list of vendors.

Typically, PC Postage® products are offered by commercial providers approved by the USPS® through subscription service agreements. This revision updates the contact information for Hasler, Inc., and Neopost, Inc.

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

	*	*	*	*	*
<b>600</b>					
	*	*	*	*	*
<b>604</b>					
	*	*	*	*	*
<b>4.0</b>					
<b>4.1</b>					
	*	*	*	*	*

#### **4.1.3 Authorized Meter Providers**

The following providers are authorized:

*[Revise 4.1.3 to update addresses as follows:]*

\* \* \* \* \*

Hasler, Inc.  
478 Wheelers Farms Rd.  
Milford, CT 06461  
800-995-2035  
[www.haslerinc.com](http://www.haslerinc.com)

Neopost, Inc.  
478 Wheelers Farms Rd.  
Milford, CT 06461  
800-624-7892  
[www.neopostinc.com](http://www.neopostinc.com)

\* \* \* \* \*

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

— *Postage Technology Management, Business Mail Entry and Payment Technologies, 5-7-09*

### ELM Revision: Exhibit 418.1, Equivalent Grades

Effective immediately, *Employee and Labor Relations Manual* (ELM) Exhibit 418.1, Equivalent Grades, is revised to reflect:

- The one-pay-level upgrade, effective February 16, 2008, for rate schedules: P – Postal Service, C – Mail Equipment Shops and Material Distribution, and K – Operating Services.
- The addition of a new rate schedule: V – Pay Band.
- The modification of rate schedule E – EAS to move all EAS levels, beginning with level 17, downward by two positions, and the corresponding shift of rate schedule: U – Attorneys to maintain equivalency with EAS 25.

#### ***Employee and Labor Relations Manual (ELM)***

	*	*	*	*	*
<b>4</b>					
<b>410</b>					
	*	*	*	*	*
<b>418</b>					
<b>418.1</b>					
	*	*	*	*	*

**Exhibit 418.1**

[Revise Exhibit 418.1 as follows:]

C Mail Equipment Shops & Material Distribution	E EAS	V Pay Band	U Attorney	F A-E Postmasters	G Postal Nurses	K Operating Services	M Mail Handlers	N Information/Technology Accounting Service	P Postal Service	Q City Carriers	R Rural Carriers	T Tool & Die Shop	Y Postal Police Officers
-	1-4	-	-	-	-	-	-	-	-	-	-	-	-
-	5	-	-	A-E	-	-	-	-	-	-	-	-	-
-	6	-	-	-	-	-	-	-	-	-	-	-	-
-	7	-	-	-	-	-	-	-	-	-	-	-	-
-	8	-	-	-	-	-	-	-	-	-	-	-	-
-	9	-	-	-	-	3	-	-	-	-	-	-	-
3	-	-	-	-	-	4	-	-	3	-	-	-	-
4	10	-	-	-	-	5	4	6,7,8	4	-	-	4	-
5	11	-	-	-	X*	6	5	9,10	5	-	X*	-	-
6	12	-	-	-	-	7	6	11,12	6	1	-	6	X*
7	-	-	-	-	-	-	-	13	7	2	-	7	-
8	13	-	-	-	-	8	-	14	8	-	-	8	-
9	14	-	-	-	-	9	-	15	9	-	-	9	-
-	15	-	-	-	-	10	-	16	-	-	-	-	-
-	16	-	-	-	-	-	-	17	-	-	-	11	-
10	-	-	-	-	-	-	-	18	10	-	-	-	-
11	-	-	-	-	-	-	-	19	11	-	-	-	-
-	17	-	-	-	-	-	-	20	-	-	-	-	-
-	18	-	-	-	-	-	-	21	-	-	-	-	-
-	19	-	-	-	-	-	-	22	-	-	-	-	-
-	20	-	-	-	-	-	-	23	-	-	-	-	-
-	21	-	-	-	-	-	-	-	-	-	-	-	-
-	22	-	-	-	-	-	-	-	-	-	-	-	-
-	23	-	-	-	-	-	-	-	-	-	-	-	-
-	24	-	-	-	-	-	-	-	-	-	-	-	-
-	25	-	x*	-	-	-	-	-	-	-	-	-	-
-	26	-	-	-	-	-	-	-	-	-	-	-	-
-	-	01	-	-	-	-	-	-	-	-	-	-	-
-	-	02	-	-	-	-	-	-	-	-	-	-	-

\* X signifies a single-level schedule.

**EQUIVALENT GRADE DETERMINATION – To use the chart:**

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

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

**Step 3.** Determine the nature of the placement action from the following:

**If the new grade is...**

- On the same line as the previous grade
- On a lower line than the previous grade
- On a higher line than the previous grade

**Then the placement action is...**

- Lateral reassignment to an equivalent grade.
- Promotion.
- Reduction in grade (change to lower level).

The number of lines on the chart between the old grade and the new grade is considered to be the number of grades changed for the purpose of calculating promotions or reductions in grade.

\* \* \* \* \*

We will incorporate this revision into the next printed version of the ELM and into the next online update, available on the Postal Service™ PolicyNet website:

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

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

The ELM is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click *About USPS and News*, then under “What We Do,” click *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

— Compensation, Human Resources, 5-7-09

### ELM Revision: Reporting Violations

Effective immediately, *Employee and Labor Relations Manual* (ELM) 665.14, Reporting Violations, is revised to reflect current Postal Service™ policy.

#### **Employee and Labor Relations Manual (ELM)**

	*	*	*	*	*
<b>6</b>	<b>Employee Relations</b>				
	*	*	*	*	*
<b>660</b>	<b>Conduct</b>				
	*	*	*	*	*
<b>665</b>	<b>Postal Service Standards of Conduct</b>				
<b>665.1</b>	<b>General Expectations</b>				
	*	*	*	*	*

#### **665.14 Reporting Violations**

[Revise 665.14 as follows:]

Allegations of violations of postal laws by postal employees, including mail theft, must be reported immediately to the Office of Inspector General.

	*	*	*	*	*
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We will incorporate this revision into the next printed version of the ELM and into the next online update, available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click *About USPS and News*, then under “What We Do,” click *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

— Contract Administration (APWU), Labor Relations, 5-7-09

### IMM Revision: Categories of International Mail Sealed Against Postal Inspection

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) subchapters 210, 220, 230, 240, 260, and 290 to properly identify international mail categories sealed and not sealed against inspection by the U.S. Postal Service®.

These revisions will provide clarity and guidance to our employees in determining which international mail may or may not be opened for inspection. These revisions will also more closely align our international mailing standards with the Postal Regulatory Commission (PRC) *Mail Classification Schedule* (MCS) and definitions provided at 39 C.F.R. section 233.

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

	*	*	*	*	*
--	---	---	---	---	---

#### **2 Conditions for Mailing**

#### **210 Global Express Guaranteed**

#### **211 Description**

	*	*	*	*	*
--	---	---	---	---	---

[Renummer 211.3 as 211.4. Insert new 211.3 as follows:]

#### **211.3 Mail Sealed Against Inspection**

Global Express Guaranteed (GXG) mailpieces containing only documents are sealed against inspection. Global Express Guaranteed mailpieces containing non-documents are not sealed against inspection. Regardless of physical closure, the mailing of Global Express Guaranteed mailpieces containing non-documents constitutes consent by the mailer to inspection of the contents.

#### **211.4 Global Express Guaranteed Service**

[Revise new 211.4 as follows:]

Global Express Guaranteed (GXG) service may be used for shipments that contain documents and general correspondence for which no duty is assessed by the customs

authority of the destinating country or for shipments that contain non-documents, including merchandise for which duty may be assessed by the customs authority of the destinating country. See the listing of destinating countries in 213 for specific availability.

\* \* \* \* \*

## 220 Express Mail International

### 221 General

\* \* \* \* \*

*[Renumber 221.3 and 221.4 as new 221.4 and 221.5. Insert new 221.3 as follows:]*

#### 221.3 Mail Sealed Against Inspection

Express Mail International mailpieces are sealed against inspection.

\* \* \* \* \*

## 230 Priority Mail International

### 231 General

*[Revise 231 to read as follows:]*

#### 231.1 Description

Priority Mail International is considered a parcel stream for mail exchange purposes, with the exception of the flat-rate envelope and the small flat-rate box.

#### 231.2 Eligibility

Written correspondence having the nature of current and personal correspondence is not permitted generally in Priority Mail International items but may be sent in the Priority Mail International flat-rate envelope or small flat-rate box.

#### 231.3 Mail Sealed Against Inspection

Only the Priority Mail International flat-rate envelope and small flat-rate box are sealed against inspection. Any other Priority Mail International item (e.g., USPS-produced large flat-rate box, USPS-produced Tyvek envelope, or customer-supplied box) is not sealed against inspection. Regardless of physical closure, the mailing of Priority Mail International items constitutes consent by the mailer to inspection of the contents.

\* \* \* \* \*

## 240 First-Class Mail International

### 241 Description

\* \* \* \* \*

*[Revise the title of 241.2 to read as follows.]*

#### 241.2 Eligibility

\* \* \* \* \*

*[Renumber current 241.3 through 241.6 as new 241.4 through 241.7. Insert new 241.3 as follows:]*

#### 241.3 Mail Sealed Against Inspection

First-Class Mail International mailpieces are sealed against inspection.

\* \* \* \* \*

## 260 Direct Sacks of Printed Matter to One Addressee (M-bags)

### 261 Description

\* \* \* \* \*

#### 261.2 Eligibility

\* \* \* \* \*

*[Insert new 261.23 as follows:]*

#### 261.23 Mail Not Sealed Against Inspection

M-bags are not sealed against inspection. Regardless of physical closure, the mailing of an M-bag, including an air-mail, IPA, or ISAL M-bag, constitutes consent by the mailer to inspection of the contents.

\* \* \* \* \*

## 270 Free Matter for the Blind or Other Physically Handicapped Persons

\* \* \* \* \*

### 274 Mail Preparation

\* \* \* \* \*

#### 274.4 Packaging

*[Revise the title and text of 274.41 as follows:]*

#### 274.41 Mail Not Sealed Against Inspection

Free Matter for the Blind or Other Physically Handicapped Persons items mailed under 270 are not sealed against inspection (see ASM 274). Items must be prepared in such a way that the contents are protected but inspection of the contents is not hindered.

\* \* \* \* \*

## 290 Commercial Services

\* \* \* \* \*

### 292 International Priority Airmail Service

#### 292.1 Description

\* \* \* \* \*

[IMM 292 has been significantly revised for the upcoming May 11 edition, and it will include the following section:]

**292.12 Mail Sealed Against Inspection**

With the exception of M-bags (see 261.23), IPA mailpieces are sealed against inspection.

\* \* \* \* \*

**293 International Surface Air Lift Service**

**293.1 Description**

\* \* \* \* \*

[IMM 293 has been significantly revised for the upcoming May 11 edition, and it will include the following section:]

**293.12 Mail Sealed Against Inspection**

With the exception of M-bags (see 261.23), ISAL mailpieces are sealed against inspection.

\* \* \* \* \*

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Mailing Standards, Pricing, 5-7-09

**IMM Revision: Modifying References to “Rifling”**

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* to modify all references of “rifled” and “rifling” to “missing contents.”

We believe that the term “missing contents” is more intuitive for our customers submitting a claim for loss or damage, and that it more accurately conveys that circumstances other than rifling can be attributed to missing contents in an article.

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Mailing Standards, Pricing, 5-7-09

**IMM Revision: Revised PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72**

Effective May 11, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* part 123 to reflect revisions to PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*. The revised PS Form 2976-A has an edition date of May 2009 and includes several enhancements to the edition published in January 2009. An image of Copy 1 of the revised form appears on page [34](#) in this issue of the *Postal Bulletin*.

**Summary of Changes from the January 2009 Edition**

The only revisions to the May edition of PS Form 2976-A are textual revisions to the Instructions page and to the reverse of Copy 6 (Sender’s Copy):

- The Instructions page accounts for governmental regulations regarding exportation, and it clarifies that customers should use multiple forms if there is insufficient space on a single form to list all articles.
- The reverse of Copy 6 provides additional guidance on parcel indemnity coverage, and it includes the current Privacy Act Statement.

**Use of Previous and Revised Forms**

Upon receipt, mailers may immediately begin using the revised PS Form 2976-A. Postmasters should encourage customers to use the revised PS Form 2976-A as soon as possible, but customers can continue to use the January 2009 edition of PS Form 2976-A until supplies are depleted. For ease of use, mailers also have the option of completing and printing customs declarations electronically at <https://webapps.usps.com/customsforms>.

**Availability of Forms**

We will publish a separate article in a later issue of the *Postal Bulletin* when the revised PS Form 2976-A is available from the Material Distribution Center (MDC).

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

**1 International Mail Services**

\* \* \* \* \*

**120 Preparation for Mailing**

\* \* \* \* \*

**123 Customs Forms and Online Shipping Labels**

**123.1 General**

\* \* \* \* \*

[Revise the Note by changing the edition date for PS Form 2976-A to read as follows:]

\*\*\*the current edition of PS Form 2976-A is May 2009;\*\*\*

\* \* \* \* \*

**123.7 Completing Customs Forms**

\* \* \* \* \*

**123.72 PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72**

**123.721 Sender's Preparation of PS Form 2976-A**

\* \* \* \* \*

[Revise item c by adding a new fifth sentence to read as follows:]

\*\*\*When using this option, customers must ensure that the barcodes on the subsequent forms are *totally obliterated* to avoid multiple barcodes being assigned to the package.\*\*\*

\* \* \* \* \*

**Exhibit 123.721**

**PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72 (Instructions, Copies 1 and 4, and Indemnity Statement)**

[Replace the images of the January 2009 edition with images of the May 2009 edition.]

\* \* \* \* \*

We will incorporate these revisions into the next printed version of the IMM and into the monthly update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

– Global Business Development,  
Global Business, 5-7-09

 CPAAAAAAAAXUS				United States Postal Service® <b>Customs Declaration and Dispatch Note – CP 72</b>			
IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Customer Copy.							
FROM: Sender's Last Name		First		MI			
Business							
Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB)							
City		State		ZIP+4®			
TO: Addressee's Last Name		First		MI			
Business							
Address (Number, street, suite, apt., P.O. Box, etc.)							
Postcode		City		State/Province			
State/Province		Country					
1. Detailed Description of Contents (enter one item per line)			2. Qty.	3. Lbs.	4. Value (U.S. \$)		
5. Check One: <input type="checkbox"/> Gift <input type="checkbox"/> Documents <input type="checkbox"/> Merchandise			6. Check One <input type="checkbox"/> Returned Goods <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Other:	7. Other Restrictions: (pertains to No. 12) <input type="checkbox"/> Quarantine <input type="checkbox"/> Sanitary or Phytosanitary Inspection	8. Total Gross Wt: (all items Lbs. & Ozs.)	9. Total Value US \$ (all items)	
11. EEL/PFC			12. Restrictions				
13. I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations. Sender's Signature and Date							
14. Sender's Customs Reference (If any)				15. Importer's Reference - Optional (If any)			
16. Importer's Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> (select one)							
17. License No.							
18. Certificate No.							
19. Invoice No.							
20. HS Tariff Number				21. Country of Origin of Goods			
10. If non-deliverable: <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender (see inst) <input type="checkbox"/> Redirect to Address Below:				Mailing Office Date Stamp			
PS Form 2976-A, May 2009 PSN: 7530-01-000-9834							
Do not duplicate this form without USPS® approval. 1 - Manifesting/Scan Copy							

## Publications

### Mover's Guide News: The May 2009 Mover's Guide Has Been Distributed

The May 2009 issue of Publication 75, *Mover's Guide*, has been shipped to all Post Offices™. As of May 1, 2009, you *must* recycle all expired versions.

#### Important Shipping Information

All Post Offices in the United States will automatically receive copies of *Mover's Guide* for the May 2009 print run.

- Copies of *Mover's Guide* will be delivered in one or two shipments. The first shipments arrived in mid-April. The second shipments will arrive 4 to 6 weeks later. Shipments will be sent in quantities of 25, 100, and 300.
- To find out when your second shipment will arrive, check the following website: [http://blue.usps.gov/purchase/operations/ops\\_downloads.htm](http://blue.usps.gov/purchase/operations/ops_downloads.htm); click *Mover's Guide (Pub75) Distribution for April 2009*.
- To change the quantity your office receives, call Imagitas at 800-816-6837 or visit [http://blue.usps.gov/delret/L4CustServSupp\\_Mover.htm](http://blue.usps.gov/delret/L4CustServSupp_Mover.htm).
- Your facility may receive copies of *Mover's Guide* addressed to other offices. Check the labels and forward the guides as necessary. Remember to scan delivery confirmations affixed to each box.

#### Important Mover's Guide Information

- *Mover's Guide* is printed and distributed three times per year — December (for January use), April (for May use), and August (for September use).
- It is important that all offices distribute the *entire Mover's Guide* to customers. *Mover's Guide* contains instructions on how to fill out PS Form 3575, *Change-of-Address Order*, and valuable

move-related offers that generate revenue for the Postal Service™.

**Note:** Offices participating in the “Behind the Counter” program should only provide *Mover's Guide* to customers when necessary.

- Remember, consumers can visit [www.usps.com](http://www.usps.com) to change their address online.

#### Inventory Management

- Businesses and other organizations must purchase the *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](http://blue.usps.gov/delret/L4CustServSupp_Mover.htm).

#### Catalog Address Change and Request Card

The Catalog Address Change and Request Card is attached to PS Form 3575, which allows movers to let catalogers know their new address.

**Important Note:** The Catalog Address Change and Request Card must be *detached* from PS Form 3575 and must be *detached* from the catalog description card and online adoption message. The Catalog Address Change and Request Card and PS Form 3575 should be mailed separately. *This is important for change-of-address processing.*

— Address Management,  
Intelligent Mail and Address Quality, 5-7-09

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

Effective May 7, 2009, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following change.

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

\* \* \* \* \*

[Add the following entry:]

ZIP Code	Fee Group
77434	5

\* \* \* \* \*

The online version of Publication 431 is dated January 31, 2008. Changes made after January 31, 2008, have been published in the *Postal Bulletin*, and are also reflected in WebBATS. Publication 431 is currently

available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

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

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

1. Go to the “WebBATS main menu,” and select Reports. The reports page opens.
2. Under the “Clients/System column,” System category, click *Facility Information*.
3. View the “Fee Group” field in the report.

— Value Added and Special Services,  
Retail Products and Services, 5-7-09

## Management Instructions

### Revised MI FM-530-2009-1, Use of Postal Vehicles for Home-to-Work Transportation

In response to feedback from the field regarding use of postal vehicles from home to work, Management Instruction (MI) FM 530-2001-1 has been updated to clarify those instructions. This MI does not affect employees:

- Involved in protective services and criminal law enforcement duties.
- Attending official business meetings during the course of the workday.
- On official travel or in a detail status to a location away from their home.

Postal Service™ policy is stated as “under very limited circumstances employees may use a postal vehicle for transportation between work and home.” Those circumstances pertain to field work and are:

- When an official calls on the way to or from the employees place of employment.
- In connection with overnight travel.

The fieldwork circumstances do not apply when the employee workday begins at his/her assigned duty station or if the employee commutes to a fixed location, regardless of the distance. In addition, vehicles may be parked overnight at the postal facility nearest to the employee’s home, provided approval has been granted by the installation head prior to the vehicle being parked.

Approval for a use of a postal vehicle comes from your PCES manager (previously the postmaster general) using the updated PS Form 8217 (February 2009), *Administrative Vehicle Take-Home Authorization*, only. No prior version of the form will be accepted. Job titles no longer determine policy in regard to approval for home-to-work authorization.

Policy exceptions may be granted in special circumstances (i.e., public transportation shutdown and emergency vehicles only) by the area finance manager (AFM).

— Accounting Policy,  
Controller, 5-7-09

## Forms

### Revised PS Form 5006, Payment Order Application

Effective immediately, PS Form 5006, *Solicitud Para Envío de Dinero (Payment Order Application)*, has been revised to include the customer’s signature and dollar thresholds for obtaining customer information. Following is an overview of the changes regarding completion and processing of PS Form 5006.

A PS Form 5006 must be submitted with the purchaser’s name and signature for every Sure Money® transaction, regardless of dollar value. If the transaction value is \$800 or more, the following additional fields on the PS Form 5006 must also be completed:

- Purchaser’s address and phone number.
- Recipient’s name and address.

The dollar threshold for requiring purchaser’s photo ID for Sure Money transactions is changed to \$800. The only acceptable photo identifications for purchasing Sure Money transactions are:

- A valid U.S. government-issued photo identification.
- A valid passport from any country.
- A Matricula Consular identification card issued by the Mexican government.

All completed PS Forms 5006 must be mailed daily to the same address to which PS Form 8105-A, *Funds Transaction Report (FTR)*, and PS Form 8105-B, *Suspicious Transaction Report (STR)*, are mailed. The address is USPS BSA Compliance, PO Box 9005, Sioux Falls, SD 57117-9005. Completed copies of PS Form 5006 may be placed in the same envelope as completed PS Forms 8105-A and 8105-B.

Direct any questions regarding these changes to the USPS® Bank Secrecy Act (BSA) Compliance Office at [bsa@usps.gov](mailto:bsa@usps.gov).

— BSA/AML Programs,  
Corporate Treasury, 5-7-09

# Organization Information

## 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	12-0440 12-0440	30347 30347	GA GA	Atlanta Atlanta	Dekalb Dekalb	Executive Park Main Office	Classified Station Post Office	09/30/2008 04/06/2009	Classified station discontinued. Retain ZIP™ Code. Continue to use Atlanta GA 30347 as last line of address.
Old New	16-7066 16-0504	60172 60133	IL IL	Schaumburg Bartlett	Dupage Dupage	Roselle Hanover Park	Classified Branch Place Name	04/04/2009	Realign ZIP Code boundaries. Use Hanover Park IL 60133 as last line of address for the 4 deliveries previously in ZIP Code 60172.
Old New	20-7664 20-8328	41855 41855	KY KY	Thornton Whitesburg	Letcher Letcher	Main Office Thornton	Post Office Place Name	08/25/2006 11/08/2008	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Thornton KY 41855 as last line of address.
Old New	40-0496 40-4336	97819 97819	OR OR	Baker City John Day	Baker Baker	Bridgeport Bridgeport	Community Post Office Place Name	02/29/2008 04/20/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Bridgeport OR 97819 as last line of address.
Old New	40-6368 40-8720	97903 97903	OR OR	Ontario Vale	Malheur Malheur	Brogan Brogan	Community Post Office Place Name	03/22/2007 11/03/2008	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Brogan OR 97903 as last line of address.
Old New	40-1888 40-1888	97472 97424	OR OR	Cottage Grove Cottage Grove	Lane Lane	Saginaw Saginaw	Community Post Office Place Name	11/28/2007 04/20/2009	Community Post Office and ZIP Code discontinued. Establish a place name. Saginaw OR becomes an acceptable last line for use with ZIP Code 97424.
Old New	46-1152 46-8766	57010 57010	SD SD	Burbank Vermillion	Clay Clay	Main Office Burbank	Post Office Place Name	02/01/2008 03/28/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Burbank SD 57010 as last line of address.
Old New	49-3128 49-3128	84515 84515	UT UT	Green River Green River	Emery Emery	Cisco Cisco	Community Post Office Community Post Office	04/09/2009	This announcement expands the use of ZIP Code 84515 to include delivery.
Old New	49-9554 49-9554	84034 84034	UT UT	Wendover Wendover	Tooele Tooele	Ibapah Ibapah	Place Name Place Name	04/09/2009	This announcement expands the use of ZIP Code 84034 to include delivery.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	51-5760 51-0906	23409 23409	VA VA	Mears Bloxom	Accomack Accomack	Main Office Mears	Post Office Place Name	10/31/2003 04/18/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mears VA 23409 as last line of address.
Old New	51-7174 51-4062	22848 22848	VA VA	Pleasant Valley Harrisonburg	Rockingham Rockingham	Main Office Pleasant Valley	Post Office Place Name	05/15/2003 12/20/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Pleasant Valley VA 22848 as last line of address.

— Address Management, Intelligent Mail and Address Quality, 5-7-09

**DID YOU KNOW?**

**The Postal Service stores more than two petabytes of data online.**

# Pull-Out Information

## Fraud

### 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.

005733	018053	019891	022096	038569	071300	103884	111528	116039	191556	301587	333598	443008
005992	018055	019985	022112	038651	075052	104523	111900	117941	192583	302903	333681	443022
007003	018061	021008	022113	038654	075271	105074	112059	118207	192962	303613	333793	443071
007255	018070	021034	022120	040145	075409	105799	112064	119075	193357	309038	334048	443239
008073	018071	021093	022140	041326	076255	105826	112065	119318	<b>200003</b>	314120	334103	443555
008116	018078	021096	022172	047030	076631	105845	112068	122434	200067	314206	334140	444111
008301	018079	021098	022181	047104	077316	106403	112407	125144	200210	319126	335125	447050
008371	018090	021129	022184	047118	077342	106443	112776	125220	200303	320065	335203	447070
008485	018092	021131	022277	050087	077349	107094	113011	125426	200745	320074	335304	447142
008664	018093	021146	022366	051002	077422	108005	113028	128137	207876	322017	335308	449020
008739	018100	021152	022383	054239	078420	108048	113031	129001	210065	322031	335615	452111
008770	018108	021190	022414	055031	080017	108074	113073	129859	210089	323585	335763	452174
008877	018133	021195	022443	055065	080130	108092	113136	129963	210369	323643	335912	452539
008882	018138	021207	022468	055173	080155	108097	113155	142042	210667	323724	335957	452828
008977	018145	021217	022531	055197	085200	108578	113184	142045	210703	325622	336000	452993
009402	018147	021220	022539	055238	088029	108588	113309	142160	210736	326012	336205	453053
009441	018152	021280	022601	057113	088392	109036	113321	142187	210746	326446	336226	453065
010552	018198	021355	022685	058012	088411	109044	113336	142342	210815	327000	336565	454429
010670	018216	021366	022697	058014	088765	109215	113451	142617	210851	327045	337192	454534
010673	018243	021380	022702	058025	089311	110001	113505	142812	210876	327055	338048	454584
010682	018330	021383	022784	060206	090714	110007	113632	142853	220299	327063	340998	460156
011251	018433	021413	022822	060917	092572	110011	113671	142863	220538	327065	344007	462591
011339	018461	021467	022827	061049	092773	110018	113694	146022	221667	327792	344102	477117
011408	018492	021488	023003	061252	094177	110026	113702	146304	222110	328079	354109	480033
012268	018510	021506	023597	061360	094431	110041	113762	146548	223030	328096	358018	481658
012310	018517	021513	026138	061492	095364	110198	113768	146583	223262	328116	358240	486272
012348	018526	021554	027051	061520	096043	110213	113778	146706	232009	328138	370039	488028
012431	018620	021568	027927	062011	096410	110234	113792	146724	232294	329024	373025	489396
013075	018778	021578	028015	063143	097772	110299	113886	146757	232299	329028	381043	<b>515075</b>
013134	018781	021584	028034	063490	098297	110415	113923	146784	232313	330420	381521	516425
013216	018813	021679	028072	064084	098777	110460	113968	146828	232379	330598	386014	520034
014052	018818	021777	028162	064388	<b>100227</b>	110473	114002	146833	235336	330615	390041	520036
014149	018852	021787	028337	064590	100574	110557	114158	148244	240042	330627	<b>402282</b>	524114
014466	018880	021877	028555	064789	100684	110574	114167	150128	254009	330696	402371	531484
014579	018900	021881	028584	064830	101624	110670	114175	150159	260016	330905	402524	531537
014938	018976	021920	028612	064846	103037	110679	114263	152544	274260	330969	402869	531670
015016	018987	021966	028656	065201	103095	110694	114302	152802	274326	331241	430124	531798
015167	019004	021972	028720	065281	103319	110708	114363	152850	275006	331253	431050	532424
015366	019007	021987	029410	065659	103331	110719	114441	156086	276015	331686	432035	532820
015416	019133	021988	029532	066280	103482	110760	114530	159004	276021	331743	432971	537123
015690	019139	021989	029713	067073	103539	110784	114535	159031	277005	331821	436150	551001
015756	019410	021990	029803	067150	103570	110897	115020	159118	277047	331903	436367	551003
016019	019427	021997	029999	068191	103658	111148	115058	159282	286051	332193	441424	551035
016096	019511	022015	030073	068505	103697	111163	115060	165032	286147	333081	441480	551375
016164	019686	022022	030096	069473	103778	111358	115063	165037	292659	333115	441613	551412
016344	019709	022026	030351	069818	103782	111366	115064	165112	293115	333156	441661	551739
016444	019800	022066	032009	069890	103838	111398	115363	171240	<b>300718</b>	333168	441687	551760
016536	019817	022084	037145	070187	103861	111401	115373	176074	301540	333349	441718	551926

553312	620015	685040	731994	752721	799009	891221	912455	930030	941634	949529	967226	980772
553425	630017	685104	740307	752729	<b>800524</b>	891233	913093	931060	941644	949540	967301	980859
553474	630020	685283	740366	752737	802071	891241	913452	931878	941690	949543	967331	980911
553553	631532	685286	740758	752854	802449	891257	914254	932605	941702	949596	968058	980966
554225	631590	685287	741073	752878	802583	891268	914560	932705	941750	950043	968284	982489
554549	641009	685299	741074	752926	802613	891432	914858	932756	941760	950286	968298	982550
554898	641334	685300	741534	752942	809114	891826	915009	936081	941779	950827	968329	982552
570005	652295	688126	741698	757055	832054	891997	915107	937591	941813	950984	968355	982563
570074	652435	691459	741950	757314	832102	895034	917460	937687	941864	951018	968453	982598
573002	658235	<b>701440</b>	744101	757326	833110	<b>900004</b>	917470	937801	943006	951292	968629	982637
<b>600005</b>	662086	725033	748031	757556	833210	900007	917632	937808	943036	951936	968663	983078
600109	662088	726013	750054	761812	833230	900081	918036	937878	946263	951976	968730	984108
600167	662091	730044	750079	761843	836543	900504	918427	940028	946304	952202	968756	995011
600272	662097	730054	750092	770023	837052	900535	920104	940056	946321	953331	968801	995180
600838	662335	730062	750223	770861	840032	901535	922100	940074	946563	953373	968835	995367
600921	662351	730187	750250	770970	840068	901570	922342	940089	946598	954179	968929	995436
600935	662452	730427	750299	773074	840167	901627	925034	940178	947033	954400	970358	995456
600994	667016	730435	750330	774052	840234	902019	925209	940279	947263	954448	970633	995847
601224	672015	730559	750438	774054	841031	902380	926153	940335	948416	955313	970805	998310
601367	672349	730675	750501	781076	841125	902598	926231	940441	948569	958132	970837	999320
601733	680076	730927	751005	782137	841152	902998	926374	940471	948596	958184	970885	
602383	681234	730941	751057	782579	841280	903006	926411	940530	948648	958300	970963	
605048	681379	731260	752027	782701	846010	904721	926422	940578	948658	958356	971038	
606101	681395	731313	752043	782769	853389	906020	926508	940598	948667	958521	972554	
607148	681599	731387	752129	782827	853714	906217	926756	940742	948716	958558	972889	
607333	681604	731422	752539	782948	853851	906610	926982	940919	948755	958569	972996	
608201	681625	731447	752605	785556	853852	907029	927052	941015	948825	958776	974030	
608540	681639	731464	752606	787086	871017	907380	928425	941016	948830	958834	980082	
613131	683013	731486	752620	787110	880001	907994	928462	941256	948832	967032	980251	
616186	684021	731605	752689	799007	890204	911321	928531	941265	949220	967182	980290	

— Product Information Requirements, Mailing and Shipping Services, 5-7-09

## 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.

<b>010 504 1932 to 1999</b>	043 205 5922 to 5999	083 913 6915 to 6999	376 196 0911 to 0999
011 582 1889 to 1899	044 087 3457 to 3499	084 478 3920 to 3999	378 085 3679 to 3699
011 588 2900 to 3099	044 087 4000 to 4099	086 000 8271 to 8299	378 351 1063 to 1099
012 579 5675 to 5699	045 524 4121 to 4298	086 798 3840 to 3849	379 843 5100 to 5199
013 289 6176 to 6199	046 800 9870 to 9899	088 404 4472 to 4499	<b>380 093 9600 to 9699</b>
013 610 0014 to 0099	047 352 4000 to 4099	088 404 5584 to 5699	380 165 1165 to 1199
014 932 1000 to 1099	048 383 7650 to 7659	089 358 2248 to 2257	381 325 4500 to 4599
014 972 0800 to 0899	048 396 3647 to 3699	<b>093 106 9346 to 9355</b>	381 604 2510 to 2699
015 363 0065 to 0099	<b>051 142 0755 to 0799</b>	093 203 0500 to 0599	381 645 9525 to 9599
017 028 3200 to 3299	051 774 8857 to 8899	093 684 3630 to 3699	383 314 3968 to 3999
018 569 5333 to 5399	051 781 2875 to 2885	094 081 5074 to 5099	383 892 1000 to 1344
018 986 5264 to 5299	051 977 7010 to 7023	094 580 7062 to 7099	383 892 1382 to 1399
019 518 2814 to 2899	052 058 7115 to 7199	094 639 4200 to 4299	384 925 3641 to 3654
<b>020 698 5159 to 5199</b>	054 450 1130 to 1167	095 070 7186 to 7199	385 568 2331 to 2399
020 844 7307 to 7399	057 670 0563 to 0599	095 076 8300 to 8399	385 599 7554 to 7575
020 972 8948 to 8999	058 187 3836 to 3899	095 354 6864 to 6899	385 774 2024 to 2099
022 021 9110 to 9181	058 523 3003 to 3099	097 224 1350 to 1599	386 624 1412 to 1599
022 037 1411 to 1499	058 591 1153 to 1299	<b>100 160 3800 to 3899</b>	386 883 8936 to 8999
022 527 9201 to 9210	058 895 3746 to 3799	104 667 6400 to 6499	387 314 5574 to 5599
023 637 7169 to 7199	059 986 0814 to 0899	104 876 8937 to 8999	387 837 6300 to 6399
024 380 4100 to 4199	<b>060 406 7650 to 7699</b>	<b>112 049 4413 to 4499</b>	388 828 0656 to 0699
024 496 6870 to 6896	063 491 8122 to 8199	112 870 9765 to 9799	389 696 2400 to 2799
025 092 0987 to 0999	063 916 9968 to 9999	114 402 3850 to 3899	389 846 3104 to 3135
025 369 5535 to 5599	064 091 4500 to 4599	114 866 5368 to 5397	389 846 3145 to 3195
025 729 1151 to 1199	065 170 0471 to 0499	116 154 2800 to 2899	389 887 9211 to 9230
025 729 1643 to 1799	065 255 7909 to 7999	116 986 4400 to 4499	389 887 9234 to 9299
026 492 3180 to 3199	065 392 6345 to 6399	117 175 1647 to 5169	<b>390 001 3182 to 3199</b>
027 361 0430 to 0499	066 099 2014 to 2099	117 951 4687 to 4699	390 001 3500 to 3699
027 369 4482 to 4495	066 648 2880 to 2899	117 951 5200 to 5299	390 545 5974 to 5999
027 671 8762 to 8776	066 787 3639 to 3699	119 850 7400 to 7499	391 104 6146 to 6199
027 787 9886 to 9899	066 845 7500 to 9999	119 850 7700 to 7999	391 574 1466 to 1499
027 965 9487 to 9499	067 093 3869 to 3899	<b>121 634 0460 to 0499</b>	391 783 3020 to 3599
028 100 8069 to 8099	068 895 0334 to 0399	122 451 9879 to 9899	391 792 6100 to 6199
028 191 1852 to 1999	<b>070 724 4488 to 4499</b>	124 916 0304 to 0499	392 668 2956 to 2999
028 850 3000 to 3199	070 841 9181 to 9199	126 423 0136 to 0169	392 854 8500 to 8899
029 510 1500 to 1599	070 844 2546 to 2599	<b>161 103 6581 to 6599</b>	393 584 7566 to 7699
<b>030 687 0903 to 0999</b>	070 916 1340 to 1399	166 101 1433 to 1499	393 650 0074 to 0099
030 701 3442 to 3499	071 047 5768 to 5799	<b>210 221 0548 to 0599</b>	393 838 8316 to 8499
031 077 4507 to 4799	071 179 9800 to 9899	<b>227 275 9400 to 9999</b>	393 893 6007 to 6099
032 295 7500 to 9999	071 386 3682 to 3699	<b>273 070 8059 to 8099</b>	394 126 6907 to 6999
034 394 1000 to 1099	071 507 6840 to 6899	273 775 7700 to 7899	394 189 0405 to 0599
034 943 0400 to 0799	072 045 9641 to 9699	<b>302 000 0000 to 9999</b>	394 822 3243 to 3278
035 035 4337 to 4399	072 675 8287 to 8299	<b>349 746 2056 to 2099</b>	394 990 1810 to 1899
037 706 9578 to 9599	077 617 5481 to 5499	<b>350 518 7350 to 7374</b>	395 343 3264 to 3299
037 805 3677 to 3699	077 999 4001 to 4090	<b>360 011 1690 to 1699</b>	395 373 3035 to 3099
037 909 5490 to 5499	078 174 4475 to 4499	360 168 6008 to 6099	395 396 9649 to 9799
037 931 4660 to 4699	078 219 4931 to 4999	360 173 8800 to 8899	395 970 3240 to 3299
039 145 6521 to 6595	078 250 4756 to 4799	360 324 2326 to 2399	397 622 4054 to 4099
<b>040 024 3901 to 3999</b>	078 823 8312 to 8399	362 861 3064 to 3099	397 819 8902 to 8999
040 674 7100 to 7199	079 374 0300 to 2499	<b>373 006 2176 to 2199</b>	398 149 7200 to 7699
040 688 8816 to 8899	079 807 2342 to 2399	374 768 2600 to 2699	399 070 0872 to 0899
041 299 6752 to 6799	<b>082 721 0228 to 0254</b>	375 169 4400 to 4599	399 156 7119 to 7199
041 623 8889 to 8899	083 140 5000 to 7499	375 829 3400 to 3499	399 203 5064 to 5099
041 803 6565 to 6599	083 784 8886 to 8899	375 851 9100 to 9199	399 296 9910 to 9999

399 396 8935	to	8999	418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099
399 792 7775	to	7799	419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399
399 792 8300	to	8399	419 730 0300	to	0399	444 382 8822	to	8899	462 554 6051	to	6099
<b>400 427 1051</b>	<b>to</b>	<b>1999</b>	<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	444 390 1667	to	1699	463 011 5529	to	5540
401 045 1505	to	1549	420 599 0734	to	0798	444 457 3854	to	3899	463 176 4115	to	4199
401 045 1571	to	1599	420 661 4115	to	4199	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	463 176 4229	to	4299
401 294 2700	to	2799	420 758 9500	to	9699	450 048 4442	to	4699	463 185 2600	to	2799
401 310 9505	to	9599	420 969 3951	to	3971	450 560 5173	to	5199	463 227 7711	to	7799
401 382 5312	to	5399	420 969 3973	to	3999	450 620 3077	to	3099	463 414 4869	to	4899
402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199	463 808 3484	to	3499
403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799	463 945 7400	to	7899
403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799	464 629 9000	to	9399
403 280 6470	to	6499	421 364 5537	to	5599	451 109 2967	to	2984	464 711 4332	to	4399
403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125	465 692 3963	to	3999
404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199	465 698 8300	to	8599
404 041 8838	to	8899	422 172 4667	to	4699	451 746 0700	to	0799	465 743 7745	to	7799
404 071 4268	to	4299	422 484 4212	to	4299	452 265 0074	to	0099	466 798 6056	to	6067
404 347 5356	to	5399	422 556 1270	to	1299	452 265 0246	to	0299	467 147 4300	to	4399
404 347 5548	to	5599	422 587 7024	to	7099	452 265 0335	to	0999	468 079 5782	to	5799
404 726 4500	to	4599	422 819 7533	to	7599	452 509 1169	to	1199	469 067 2817	to	2899
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	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>
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	<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	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
<b>410 491 2311</b>	<b>to</b>	<b>2399</b>	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	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	459 472 4816	to	4999	478 450 5071	to	5099
418 164 6500	to	6799	440 858 6300	to	6399	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>	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

479 667 6190 to 6199	498 929 8285 to 8499	617 813 3601 to 3699	<b>640 289 7500 to 7599</b>
479 748 9680 to 9699	498 936 5310 to 5399	618 840 9200 to 9299	640 289 7700 to 7999
479 860 7000 to 7199	499 016 5425 to 5499	619 551 7229 to 7299	641 170 4420 to 4499
<b>480 526 2000 to 2099</b>	499 440 8575 to 8899	619 859 3000 to 3099	641 318 3133 to 3199
480 640 6330 to 6399	499 731 6717 to 6799	<b>620 073 9400 to 9499</b>	641 378 6500 to 6999
480 658 0568 to 0599	<b>500 064 1858 to 1869</b>	621 614 7907 to 7930	641 383 8739 to 8799
480 689 5100 to 5199	500 070 5725 to 7799	621 614 7932 to 7999	641 877 3187 to 3299
481 072 9463 to 9499	<b>600 645 3223 to 3299</b>	621 648 8021 to 8199	641 877 3310 to 3399
481 673 0074 to 0095	601 339 1200 to 1399	621 648 8500 to 8599	642 355 8094 to 8199
482 527 1500 to 1599	601 653 5884 to 5899	621 904 8351 to 8599	642 355 8308 to 8999
482 541 5255 to 5299	601 661 7700 to 7799	621 916 1978 to 1989	642 900 0018 to 0099
482 729 6800 to 6899	601 682 5343 to 5399	622 989 8032 to 8099	643 030 6254 to 6299
483 363 7207 to 7299	601 928 1600 to 1699	623 076 9300 to 9399	644 066 0882 to 0899
483 402 2356 to 2399	602 512 2972 to 2999	623 819 5006 to 5099	644 069 0600 to 0699
483 486 5100 to 5199	602 555 2400 to 2799	623 895 8200 to 8399	644 077 7506 to 7699
483 632 1521 to 1599	602 829 7061 to 7099	623 917 0000 to 0099	644 085 8157 to 8199
483 632 2600 to 2799	603 483 9572 to 9599	623 917 0200 to 0299	644 112 9839 to 9899
483 849 1615 to 1699	603 490 7200 to 7299	624 468 5288 to 5299	644 373 9083 to 9099
484 174 4803 to 5299	603 678 7100 to 7199	624 665 3162 to 3198	644 380 1460 to 1499
484 323 8900 to 9199	603 678 7662 to 7699	625 088 6735 to 6799	644 733 4715 to 4799
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	<b>630 389 3056 to 3071</b>	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
<b>490 669 5850 to 6099</b>	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	<b>610 092 3200 to 3299</b>	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	<b>650 114 7707 to 7719</b>
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

654 238 0000	to	0399	682 956 6280	to	6299	701 369 2005	to	2050	807 342 3283	to	3399
654 404 3065	to	3092	682 956 6490	to	6599	701 499 2260	to	2299	808 086 7100	to	7199
654 962 2900	to	3199	682 956 6700	to	6799	701 503 2247	to	2299	808 090 3440	to	3499
655 103 5081	to	5199	682 965 1178	to	1199	701 541 2271	to	2299	808 325 5161	to	5699
655 523 2600	to	2999	682 965 1201	to	1299	701 553 6557	to	6599	808 784 8000	to	8299
656 305 2448	to	2499	683 118 2389	to	2399	701 578 7460	to	7469	<b>830 125 0672</b>	<b>to</b>	<b>0699</b>
657 347 4438	to	4999	683 378 2000	to	2099	701 578 7475	to	7499	830 602 5800	to	5999
657 710 8100	to	8999	683 378 2117	to	2299	701 601 3457	to	3499	830 610 3700	to	3799
657 780 0985	to	0999	683 415 1200	to	1499	701 605 5913	to	5999	830 983 3500	to	3599
658 586 1400	to	1499	683 444 8159	to	8199	701 695 3982	to	3999	830 983 3635	to	3699
658 877 8000	to	8199	685 154 7780	to	7789	701 695 4148	to	4199	831 354 1387	to	1399
658 880 8000	to	8199	685 297 7645	to	7699	701 695 4227	to	4299	831 815 8240	to	8299
659 398 7300	to	7399	685 623 5264	to	5299	701 708 1741	to	1799	832 525 3810	to	3899
659 706 8113	to	8199	685 650 9487	to	9499	701 736 3966	to	3999	833 159 1884	to	1899
659 846 7837	to	7899	685 669 4200	to	4299	701 772 0870	to	0899	833 456 2567	to	2599
<b>660 510 4100</b>	<b>to</b>	<b>4199</b>	685 757 8452	to	8499	701 838 2800	to	2899	833 566 3015	to	3071
660 673 0400	to	0599	686 071 2694	to	2799	701 941 0600	to	0699	834 130 5200	to	5299
661 488 5000	to	5099	686 176 3333	to	3354	702 171 1603	to	1699	834 316 5444	to	5499
661 609 9100	to	9199	686 372 3200	to	3299	702 195 5109	to	5199	834 354 8747	to	8766
661 716 9420	to	9499	686 644 5879	to	5899	702 254 9300	to	9399	834 354 8824	to	8838
661 906 6522	to	6599	686 899 1371	to	1399	702 264 7569	to	7599	835 269 5700	to	5799
662 021 8332	to	8399	686 931 7636	to	7699	702 519 0513	to	0524	835 496 7303	to	7399
662 068 0700	to	0899	687 601 0973	to	0999	702 713 1800	to	1809	835 539 5200	to	5999
662 553 0774	to	0799	687 614 6774	to	6799	702 821 5730	to	5799	835 813 3015	to	3099
663 078 7034	to	7099	688 120 9000	to	9999	702 821 5805	to	5899	837 672 8967	to	8999
663 763 5300	to	5399	688 314 3107	to	3191	702 844 6975	to	6994	837 784 3282	to	3299
663 883 7039	to	7499	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	702 846 6331	to	6399	838 176 8377	to	8399
663 938 9200	to	9299	690 788 2877	to	2899	702 848 3900	to	3999	838 518 1257	to	1299
664 253 8000	to	8499	690 893 5344	to	5399	702 857 7302	to	7499	839 718 8257	to	8299
664 656 3055	to	3099	690 893 5512	to	5599	702 878 0114	to	0199	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>
665 174 6400	to	6499	690 904 1300	to	1599	703 364 1707	to	1799	840 875 6235	to	6299
665 274 8208	to	8299	690 941 6000	to	6199	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>	840 910 0900	to	0999
665 669 5400	to	5499	691 313 6383	to	6399	740 119 2275	to	2284	841 349 5000	to	5099
666 132 8226	to	8299	691 313 6600	to	6699	740 130 6688	to	6698	841 805 7747	to	7899
666 696 2209	to	2299	691 582 8003	to	8099	740 144 2780	to	2795	841 805 7944	to	8099
666 696 2309	to	2399	691 664 1800	to	1999	740 241 9049	to	9099	842 226 0685	to	0695
667 032 9300	to	9399	691 664 2400	to	2499	740 255 1718	to	1799	842 685 4600	to	4699
667 729 5529	to	5599	692 727 9362	to	9399	740 277 0366	to	0392	842 685 4742	to	4999
668 383 8400	to	8699	692 798 1800	to	1899	740 348 6641	to	6658	842 860 0300	to	0399
<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	693 249 0779	to	0799	740 351 4790	to	4799	842 898 5582	to	5599
670 369 7336	to	7399	693 249 0877	to	1699	740 374 7416	to	7499	843 062 7100	to	7199
670 750 7169	to	7199	693 445 0566	to	0999	740 470 2420	to	2443	843 077 6288	to	6299
671 046 6200	to	6399	693 448 8500	to	8999	740 514 0300	to	0499	843 077 6378	to	6399
671 251 5448	to	5499	693 645 9583	to	9599	740 523 7432	to	7449	843 758 5769	to	5778
671 926 5600	to	5799	693 965 4200	to	4299	740 535 1555	to	1580	843 786 2554	to	2699
672 444 2000	to	2999	695 741 2906	to	2999	740 650 4104	to	4140	845 656 8165	to	8199
672 828 3410	to	3499	695 947 8518	to	8599	740 684 0620	to	0800	845 727 2100	to	2199
673 167 5776	to	5799	696 662 8247	to	8299	740 701 6105	to	6114	845 746 2618	to	2635
675 464 3700	to	3799	697 447 8285	to	8296	740 705 9790	to	9799	846 390 7531	to	7599
675 464 4000	to	4199	698 042 4816	to	4899	740 726 6400	to	6500	846 918 0572	to	0599
676 365 5958	to	5999	698 131 2138	to	2157	740 765 3306	to	3399	847 237 7690	to	7699
676 669 1024	to	1099	698 227 0000	to	0099	740 774 8434	to	8499	847 284 2481	to	2499
677 126 6734	to	6799	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	740 786 1885	to	1899	847 374 7055	to	7065
677 333 9979	to	9999	700 065 4800	to	4899	740 790 5989	to	5999	847 374 7055	to	7065
677 466 1088	to	1099	700 190 3350	to	3359	740 820 4854	to	7836	847 636 5304	to	5399
678 071 4500	to	4799	700 228 6048	to	6099	740 827 7578	to	7594	847 700 5447	to	5499
678 096 7531	to	7599	700 650 0452	to	0499	740 917 7490	to	7499	847 723 7500	to	7599
679 909 2578	to	2599	700 666 1323	to	1349	740 918 5531	to	5549	849 485 3427	to	3499
<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	700 786 9106	to	9142	741 037 8528	to	8551	849 520 9850	to	9899
680 244 0903	to	0999	700 859 0744	to	0758	742 040 3300	to	3309	849 608 1357	to	1399
680 412 6046	to	6099	701 028 6780	to	6899	<b>805 885 8411</b>	<b>to</b>	<b>8499</b>	849 792 2600	to	2699
680 761 6800	to	6899	701 213 3900	to	3999	806 087 1100	to	1499	<b>850 546 1862</b>	<b>to</b>	<b>1899</b>
681 677 0540	to	0699	701 267 2000	to	3999	806 268 9275	to	9299	851 143 6826	to	6844
682 070 1029	to	1099	701 335 7312	to	7399	806 534 3400	to	3477	851 209 9880	to	9899

851 928 9221	to	9299	869 505 3500	to	3599	909 568 9300	to	9499	920 963 4567	to	4599
852 589 6560	to	6599	869 523 7033	to	7099	909 725 7307	to	7399	921 333 7400	to	7499
853 049 3646	to	3699	869 800 0000	to	999 9999	909 833 0947	to	0999	921 477 3762	to	3799
854 304 4089	to	4999	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	922 278 1048	to	1399
854 529 2200	to	2299	870 491 4812	to	4849	910 265 1100	to	1199	922 280 2019	to	2099
854 532 0000	to	2999	870 536 5820	to	5829	910 471 7273	to	7299	922 280 2233	to	2299
855 001 6204	to	6249	870 541 7167	to	7239	910 536 2505	to	2599	922 773 0459	to	0499
855 319 9364	to	9399	870 575 8155	to	8999	910 958 7499	to	7599	923 032 7000	to	7399
855 361 3390	to	3399	870 589 0485	to	0494	911 140 1000	to	2199	923 045 3630	to	3699
856 226 0490	to	0499	870 691 7060	to	7099	911 245 2545	to	2599	923 484 3600	to	3699
856 656 5800	to	5999	872 028 4850	to	4899	911 268 9077	to	9099	923 493 9403	to	9599
856 752 0200	to	0299	872 029 9306	to	9399	911 400 8948	to	8999	923 493 9681	to	9699
857 111 1352	to	1399	872 078 3709	to	3799	911 508 1620	to	1799	923 604 4424	to	4499
857 279 3450	to	3499	872 100 0445	to	0459	911 509 9310	to	9399	923 810 7800	to	8299
857 843 4000	to	4099	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	911 523 3000	to	3999	924 252 1200	to	1299
858 124 7644	to	7699	900 845 0044	to	0099	912 057 9922	to	9999	924 252 1400	to	1499
858 756 3111	to	3299	900 936 0217	to	0299	912 882 0563	to	0899	924 533 0711	to	0799
859 063 8200	to	8699	900 936 0435	to	0499	913 605 2218	to	2299	924 533 2343	to	2399
859 190 0600	to	0644	901 058 5255	to	5280	913 709 2429	to	2499	924 533 2428	to	2499
859 437 5538	to	5599	901 273 1082	to	1099	913 818 3501	to	3999	924 685 1957	to	1999
859 811 2888	to	2899	901 287 5143	to	5199	914 063 4300	to	4399	924 946 6300	to	6699
859 855 8873	to	8999	901 291 2789	to	2799	914 346 7621	to	7644	925 333 5900	to	6099
<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	901 525 7122	to	7199	914 453 1366	to	1399	925 336 2300	to	2399
860 275 3900	to	3999	902 089 1253	to	1299	914 529 6185	to	6299	926 432 5907	to	5999
860 518 9629	to	9699	902 198 9769	to	9799	914 896 4658	to	4699	926 436 3600	to	3699
860 600 0021	to	0999	902 948 1269	to	1299	915 187 8774	to	8779	927 765 6257	to	6299
861 158 2350	to	2599	902 985 0833	to	0899	915 300 2783	to	2799	928 197 8100	to	8199
861 367 5400	to	5499	903 370 6934	to	6999	915 546 6822	to	6999	928 197 8283	to	8299
861 637 6010	to	6099	904 600 6523	to	6599	915 646 5183	to	5199	928 856 2059	to	2068
861 979 7292	to	7499	904 892 0378	to	0399	915 671 3963	to	3980	<b>930 219 1722</b>	<b>to</b>	<b>1799</b>
862 216 6100	to	6199	904 892 0648	to	1299	915 671 3982	to	3999	930 335 7810	to	7819
862 263 9213	to	9299	905 056 2216	to	2299	915 675 2217	to	2299	931 097 9259	to	9299
862 271 0800	to	0999	905 510 6647	to	6799	916 440 3377	to	3399	931 156 1502	to	1579
862 271 5000	to	5099	905 510 6900	to	7099	916 670 6352	to	6399	931 156 1600	to	1625
863 871 5138	to	5199	905 794 0000	to	0199	916 682 5300	to	5399	931 156 1671	to	1699
863 949 5300	to	5399	905 794 0288	to	0299	916 694 1414	to	1499	932 506 6400	to	6599
864 088 8200	to	8299	905 873 6900	to	6999	916 703 0802	to	0821	932 732 1796	to	1799
864 426 3972	to	3999	905 873 7100	to	7299	917 089 0709	to	0799	932 827 9026	to	9099
864 520 6117	to	6136	905 880 8900	to	8999	917 089 0842	to	0899	932 957 2300	to	2399
865 151 0526	to	0599	905 889 7100	to	7199	917 216 2928	to	2999	933 060 6160	to	6189
865 500 4034	to	4099	906 158 1508	to	1599	917 370 6300	to	6499	933 387 2541	to	2561
865 883 6082	to	6099	906 558 8812	to	8899	917 486 4900	to	4999	933 760 3609	to	4199
866 004 3000	to	3999	906 982 2214	to	2299	918 460 0602	to	0699	933 894 0928	to	0999
866 442 4100	to	4899	907 725 8500	to	8599	918 951 7231	to	7299	934 018 2729	to	2741
867 366 9108	to	9118	907 815 0216	to	0257	919 519 2786	to	2799	934 180 0300	to	0399
867 633 7403	to	7499	908 622 4225	to	4235	919 536 0770	to	0799	934 236 3954	to	3999
867 737 5623	to	5699	908 936 9254	to	9299	919 814 3095	to	3199	934 622 8717	to	8999
868 169 4529	to	4599	909 066 4494	to	7499	919 915 2774	to	2787	935 216 0312	to	0399
868 173 8400	to	8599	909 067 7400	to	7499	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>	935 843 2202	to	2247
868 514 9000	to	9099	909 100 1787	to	1799	920 309 9039	to	9199	936 024 8889	to	8899
868 566 9200	to	9299	909 100 1900	to	2099	920 771 5321	to	5399	936 339 4455	to	4499
869 200 0000	to	9999	909 355 0422	to	0499	920 857 5500	to	5899			
869 387 1150	to	1199	909 568 8900	to	9099	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 outdated money orders **104 151 601 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
<b>720 227 871</b>	<b>to</b>	<b>7 930</b>	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	<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	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	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>
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	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	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	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	804 138 181	to	8 420
754 438 393	to	8 410	763 900 479	to	0 530	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	804 428 224	to	8 250
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	804 682 411	to	2 710
754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900	805 272 525	to	2 540
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 523 445	to	3 460
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	805 745 704	to	5 730
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	806 452 907	to	2 980
755 790 020	to	0 030	764 650 231	to	0 470	791 387 971	to	8 030	806 744 781	to	4 850
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	806 982 181	to	2 300
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	807 764 791	to	4 910
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	808 089 931	to	9 960
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 656 423	to	6 450
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	808 753 771	to	3 800
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	809 189 001	to	9 010
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 886 879	to	6 930
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	809 890 489	to	0 500
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	810 367 116	to	7 140
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 526 351	to	6 500
757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990	810 806 911	to	6 940
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	810 807 211	to	7 240
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	811 423 021	to	3 110
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 517 221	to	7 239
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	811 721 101	to	1 130
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	812 025 721	to	5 900
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 093 073	to	3 130
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 100 821	to	0 840
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 465 251	to	5 610
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 918 341	to	8 670
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	812 918 701	to	8 760
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	813 050 491	to	0 520
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 073 171	to	3 200
758 850 883	to	0 900	768 391 081	to	1 170	796 602 961	to	3 050	813 398 476	to	8 550
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	813 713 971	to	4 000
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	813 858 121	to	8 150
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	814 789 330	to	9 349
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	769 159 081	to	9 178	796 975 466	to	5 590	814 984 656	to	4 680
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	815 016 020	to	6 030
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 199 410	to	9 420
760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240	815 240 491	to	0 520
760 692 722	to	2 749	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	797 535 181	to	5 330	815 755 591	to	5 620
761 055 460	to	5 480	770 723 281	to	3 400	798 040 053	to	0 080	815 755 622	to	5 650
761 169 781	to	9 810	770 790 451	to	0 480	798 055 813	to	5 830	815 806 381	to	6 680
761 504 941	to	5 120	770 915 150	to	5 490	798 055 891	to	5 950	816 126 834	to	6 870
761 516 836	to	6 910	771 455 551	to	5 610	798 326 371	to	6 520	816 156 721	to	6 780
761 613 588	to	3 600	771 609 661	to	9 690	798 339 167	to	9 210	816 580 903	to	0 920
761 688 631	to	8 690	771 932 551	to	2 580	798 562 411	to	2 440	816 945 571	to	5 600
761 805 199	to	5 240	772 057 224	to	7 440	798 632 461	to	2 490	817 253 011	to	3 280
761 826 106	to	6 120	772 162 660	to	3 070	798 807 151	to	7 510	817 763 881	to	4 060
761 881 171	to	1 560	772 718 615	to	8 640	798 944 761	to	5 030	818 330 562	to	0 610
761 975 641	to	5 670	772 940 140	to	0 160	799 118 616	to	8 640	818 459 641	to	9 670
761 975 886	to	5 895	772 970 886	to	0 940	799 133 191	to	3 220	818 926 273	to	6 320
762 304 144	to	4 170	773 009 419	to	9 430	799 177 626	to	7 650	818 950 351	to	0 380
762 324 931	to	4 960	773 112 031	to	2 060	799 854 751	to	5 200	818 962 492	to	2 530
762 439 261	to	9 290	773 125 387	to	5 410	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>	819 032 341	to	2 730
762 524 158	to	4 220	773 179 320	to	9 410	800 211 901	to	2 440	819 127 054	to	7 080
762 584 872	to	4 970	773 202 989	to	3 140	800 427 530	to	7 540	819 278 540	to	8 670
762 593 431	to	3 460	773 208 991	to	9 290	800 872 741	to	2 830	819 544 681	to	4 740

819 928 441	to	8 650	822 505 801	to	5 830	825 409 651	to	9 680	827 883 511	to	3 600
<b>820 034 406</b>	<b>to</b>	<b>4 430</b>	822 703 442	to	3 470	825 472 171	to	2 200	828 160 441	to	0 530
820 070 761	to	1 540	822 925 951	to	6 100	826 042 898	to	2 920	828 441 602	to	1 630
820 191 342	to	1 360	823 284 931	to	4 990	826 226 644	to	6 670	828 539 316	to	9 340
820 274 856	to	4 880	823 293 031	to	3 210	826 582 951	to	3 430	828 732 331	to	2 390
820 600 171	to	0 230	823 556 011	to	6 100	826 720 201	to	0 230	828 830 952	to	0 963
821 172 241	to	2 360	824 078 341	to	8 370	827 005 671	to	5 830	829 080 241	to	0 330
821 229 661	to	9 720	824 156 325	to	6 340	827 287 861	to	7 950	829 176 841	to	6 930
821 229 743	to	9 780	824 511 252	to	1 270	827 291 502	to	1 520			
821 903 731	to	3 910	824 588 281	to	8 370	827 575 381	to	5 470			
821 927 841	to	7 850	825 140 397	to	0 460	827 609 085	to	9 100			

— Criminal Investigations Group, Postal Inspection Service, 5-7-09

### 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, Retail Products and Services, 5-7-09*

### 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	

— *Criminal Investigations Group, Postal Inspection Service, 5-7-09*

### 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.

— *Criminal Investigations Group, Postal Inspection Service, 5-7-09*

## Other Information

### Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO 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/DPO 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/DPO 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/DPO table starting below.

### Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09358	Close	Immediately	
DPO AE 09748	Open	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
DPO AE 09769	Open	Immediately	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1

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

### APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09001	A1-B-B1-C-D-U	09056	A1-B-B1-C-D-U	09136	A1-B-B1-C-D-F1	09264	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-F1-U	09265	A1-B-B1-C-D-F1-N-U
09003	A1-B-B1-C-D-P-U	09059	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09004	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-F1-U	09139	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09005	A1-B-B1-C-D-P-U	09063	A1-B-B1-C-D-L-U	09140	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09006	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-F-F1-P-U	09302	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1
09007	A1-B-B1-C-D-U	09069	A-A1-B-B1-C-D-U-V	09143	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09008	A-A1-B-B1-C-D-P-U	09075	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09009	A1-B-B1-C-D-F1-U	09079	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09010	A-A1-B-C-D-F-F1-U-V1	09080	A1-B-B1-C-D-F1-U	09172	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09011	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09012	A1-B-B1-C-D-F-F1-U	09086	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09013	A1-B-B1-C-D-F-F1-U-Z1	09088	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09014	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09020	A1-B-B1-C-D-U	09092	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09021	A1-B-B1-C-D-F1-U	09094	A1-B-B1-C-D-F-F1-P	09186	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09095	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
09033	A1-B-B1-C-D-U	09096	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
09034	A1-B-B1-C-D-U	09099	A1-B-B1-C-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
09036	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-F1-U		
09038	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-F1-U		
09042	A1-B-B1-C-D-U	09103	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U		
09046	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-F1-U	09227	A1-B-B1-C-D-U		
09049	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09051	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09053	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09055	A1-B-B1-C-D-F-R-R1-U-V	09123	A1-B-B1-C-D-F1-U	09261	A1-B-B1-C-D-F1-U-V		
		09126	A1-B-B1-C-D-F-F1-P	09262	A1-B-B1-C-D-U		
		09128	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
		09131	A1-B-B1-C-D-U				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09362	A-A1-B1-C1-E2-F-H1-R-V-Z1	09470	A1-B-B1-C-C1-U	09602	A1-B-B1-C-F-F1-N-U
09318	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09603	A1-B-B1-C-F-F1-U
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09364	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09604	A1-B-B1-C-F-F1-P-U
09321	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	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09605	A1-B-B1-C-D-U-V
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-B1-V-V1	09606	A1-B-B1-C-D-U-V
09324	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	09502	A1-B-B1-V	09607	A-A1-B-B1-C-F-F1-M-R-R1-U-U3-V-W
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09369	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09503	A1-B-B1-V	09609	A1-B-B1-C-F-U
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-V	09504	A1-B-B1-V-V1	09610	A1-B-B1-C-F-F1-U-V
09331	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	09505	A1-B-B1-V-V1	09613	A1-B-B1-C-F-U-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09506	A1-B-B1-V-V1	09617	A1-B-B1-C-F-U
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09507	A1-B-B1-V-V1	09618	A1-B-B1-C-F-U
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-N-R-V-Z1	09508	A1-B-B1-V	09620	A1-B-B1-C-F-U
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09509	A1-B-B1-V	09621	A1-B-B1-C-F-U
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09510	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09622	A1-B-B1-C-F-U
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09511	A1-B-B1-V	09623	A1-B-B1-C-F-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09513	A1-B-B1-F-F1-R-R1-V	09624	A1-B-B1-C-F-U
09340	A-A1-B-B1-C1-F-R-V	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09517	A1-B-B1-F-F1-R-R1-V	09625	A1-B-B1-C-F-U
09342	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	09524	A1-B-B1-F-F1-R-R1-V	09626	A1-B-B1-C-F-U
09343	A-A1-B-B1-C1-F-M-N-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09532	A1-B-B1-F-F1-R-R1-V	09627	A1-B-B1-C-F-U
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09534	A1-B-B1-V	09630	A1-B-B1-C-F-U-V
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-B1-F-F1-R-R1-V	09631	A1-B-B1-C-F-U
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-B1-V	09636	A1-B-B1-C-F-U
09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09549	A1-B-B1-V	09642	A1-B-B1-N-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09402	A-A1-B1-C-F-R-R1-U3-W	09554	A1-B-B1-F-F1-R-R1-V	09643	A1-B-B1-U
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09556	A1-B-B1-V	09645	A1-B-U
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09557	A1-B-B1-F-F1-R-R1-V	09647	A1-B-B1-N-U
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09564	A1-B-B1-F-F1-R-R1-V	09648	A1-B-B1-N-U-V-Z1
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09565	A1-B-B1-V	09649	A1-B-B1-N-U-Z1
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09566	A1-B-B1-F-F1-R-R1-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09360	A1-B-B1-V	09459	A1-B-B1-C-C1-U	09567	A1-B-B1-V-V1	09702	A1-B-B1-C-C1-F1-M-R-R1-U
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-F-F1-P-U	09568	A1-B-B1-V	09703	A1-B-B1-C-F1-U
		09463	A1-B-B1-C-C1-U	09569	A1-B-B1-F-F1-R-R1-V	09704	A1-B-B1-C-V
		09464	A1-B-B1-C-C1-U	09570	A1-B-B1-F-F1-R-R1-V	09705	A1-B-B1-U
		09468	A1-B-B1-C-C1-U	09573	A1-B-B1-V	09706	A1-B-B1-C-N-U-V
		09469	A1-B-B1-C-C1-U	09574	A1-B-B1-F-F1-R-R1-V	09707	A1-B-B1-C-N-U-V
				09575	A1-B-B1-F-F1-R-R1-V-V1	09708	A1-B-B1
				09576	A1-B-B1-F-F1-R-R1-V	09709	A1-B-B1-F1
				09577	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-N-R-R1-U
				09578	A1-B-B1-F-F1-R-R1-V	09711	A1-B-B1-F1-N-Z1
				09579	A1-B-B1-F-F1-R-R1-V	09713	A1-B-B1-C-F1
				09581	A1-B-B1-F-F1-R-R1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
				09582	A1-B-B1-V	09715	A1-B-B1-F1
				09586	A1-B-B1-F-F1-R-R1-V	09716	A1-B-B1-C-D-N-U-V
				09587	A1-B-B1-F-F1-R-R1-V	09717	A-A1-B-B1-M-V-W
				09588	A1-B-B1-V-V1	09718	A1-B-B1-F-I-N-U-V
				09589	A1-B-B1-V-V1	09719	A1-B-B1-C-F1-V
				09590	A1-B-B1-V	09720	A1-B-B1-U-V
				09591	A1-B-B1-V-V1	09721	A1-B-B1-N-U-V-Z1
				09593	A1-B-B1-V	09722	A-A1-B-B1-F-N-V-Z-Z1
				09594	A1-B-B1-V-V1	09723	A1-B-B1-N-U-V-Z1
				09596	A1-B-B1-V		
				09599	A1-B-B1-V		
				09601	A1-B-B1-C-F-F1-U		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09724	A1-B-B1-C-C1-F1-M-R-R1-U	<b>09769</b>	<b>A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1</b>	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96207	A-A1-B-B1-V
09726	A1-B-B1-N-U-V	09777	A-A1-B-B1-C-E1-N	09865	A-A1-B-B1-V-Z1	96209	A-A1-B-B1-N-U-V
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09780	A-A1-B-B1-F-N-R-V	09868	A-A1-B-B1-U-V-Z1	96213	A-A1-B-B1-U
09729	A1-B-B1-C-F-N-R-R1-U-V	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09870	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U-V-Z1	96214	A-A1-B-B1-U
09730	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	96218	A-A1-B-B1-U
09731	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09804	A-A1-B-B1-F-F1-N-V-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96224	A-A1-B-B1-U
09732	A1-B-B1-N-V-Z1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1	96257	A-A1-B-B1-U
09733	A1-B-B1-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96258	A-A1-B-B1-U
09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	34002	A1-B-B1-N-U-Z1	96260	A-A1-B-B1-U
09735	A1-B-B1-N-V-Z1	09809	A1-B-B1-V-Z1	34004	A-B-B1-N-V	96262	A-A1-B-B1-U-V
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96264	A-A1-B-B1-U
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96266	A-A1-B-B1-U
09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96267	A-A1-B-B1-U-V
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1	09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U
09741	A-A1-B-B1-C1-E2-F-F1-H1-I-M-N-Q-R-R1-T-V-W-Y-Z1	09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-H-H1-M-N-R-R1-T-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96271	A-A1-B-B1-U
09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z1	09819	A-A1-B-F-P-V-Z1	34023	A1-B-B1-M-N-V-Z1	96275	A-A1-B-B1-V
09743	A-A1-B-B1-F-N-V-Z1	09821	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1
09744	A-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09822	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96278	A-A1-B-B1-U
09745	A-A1-B1-B2-F-F1-M-N-R-R1-V-Z1	09823	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96283	A-A1-B-B1-U
09746	A-A1-B-B1-C-E1-N-V-Z1	09824	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96284	A-A1-B-B1-U-V
09747	A1-B-B1-F-J-N-U-V-Z1	09825	A-A1-B-B1-C-C1-D-F-M-N-R-R1-T-V-Z1	34032	A1-B-B1-M-N-V-Z1	96297	A-A1-B-B1-U
<b>09748</b>	<b>A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1</b>	09827	A-A1-B-B1-F-F1-N-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96303	A1-B-B1-M-N-V-W
09749	A-A1-B-B1-F-N-V-Z1	09828	A1-B-N-V-Z1	34034	A1-B-B1-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09750	A-B-B1-B2-C-C1-F-M-N-Q-T-V-Z1	09830	A1-B-B1-C-N-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96309	A1-B-B1-M-V-W
09751	A1-B-B1-C-D-U	09831	A1-B-B1-F-N-U-V-Z1	34036	A1-B-B1-M-N-U-V-Z1	96310	A1-B-B1-M-W
09752	A1-B-B1-C-D-U	09832	A-A1-B-B1-U1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z1	96311	A1-B-B1-M-W
09753	A1-B-B1-F-N-V-Z1	09833	A1-B-B1-U1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09754	A1-B-B1-U	09834	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1	96319	A1-B-B1-M-W
09755	A1-B-B1-U	09835	A-A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09756	A1-B-B1-U	09836	A-A1-B-B1-C-F-M-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09757	A1-B-B1-U	09837	A1-B-B1-V-Z1	34050	A1-B-B1-V	96323	A1-B-B1-M-V-W
09758	A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z1	09838	A1-B-B1-V-Z1	34055	A1-B-B1-N-V-Z1	96326	A1-B-B1-M-W
09759	A-A1-B-B1-B2-C1-E2-F-F1-F2-I-N-R-R1-T-V-Z1	09839	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96328	A1-B-B1-M-W
		09840	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W
		09841	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96336	A1-B-B1-M-V-W
		09842	A-A1-B-B1-N-U-Z1	34090	A1-B-B1-V	96337	A1-B-B1-M-W
		09843	A-A1-B-B1-N-Z1	34091	A1-B-B1-F-F1-R-R1-V	96338	A1-B-B1-M-W
		09844	A-A1-B-B1-N-V	34092	A1-B-B1-F-F1-R-R1-V	96339	A1-B-B1-M-V-W
		09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34093	A1-B-B1-F-F1-R-R1-V	96343	A1-B-B1-M-W
		09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-B1-V	96346	A1-B-B1-F-F1-F2-M-W
		09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-B1-V	96347	A1-B-B1-F-F1-F2-M-W
				34099	A1-B-B1-V-V1	96348	A1-B-B1-F-F1-F2-M-W
				96201	A-A1-B-B1	96349	A1-B-B1-F-F1-F2-M-W
				96202	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W
				96203	A-A1-B-B1	96351	A1-B-B1-F-F1-F2-M-W
				96204	A-A1-B-B1	96362	A1-B-B1-F-F1-F2-M-W
				96205	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
				96206	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
						96368	A1-B-B1-M-W
						96370	A1-B-B1-F-F1-F2-M-W
						96372	A1-B-B1-M-W
						96373	A1-B-B1-M-W
						96374	A1-B-B1-M-W
						96375	A1-B-B1-M-W
						96376	A1-B-B1-M-W

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96377	A1-B-B1-M-W	96534	A-A1-B-B1-F	96603	A1-B-B1-V	96660	A1-B-B1-F-F1-R-R1-V
96378	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96604	A1-B-B1-V	96661	A1-B-B1-F-F1-R-R1-V
96379	A1-B-B1-M-W	96537	A1-B-B1-V	96605	A1-B-B1-V-V1	96662	A1-B-B1-F-F1-R-R1-V
96384	A1-B-B1-M-W	96538	A1-B-B1-V	96606	A1-B-B1-V	96663	A1-B-B1-F-F1-R-R1-V
96386	A1-B-B1-M-W	96540	A1-B-B1-V	96607	A1-B-B1-V	96664	A1-B-B1-V-V1
96387	A1-B-B1-M-W	96541	A1-B-B1-V	96608	A1-B-B1-V	96665	A1-B-B1-V
96388	A1-B-B1-M-W	96542	A1-B-B1-V	96609	A1-B-B1-V	96666	A1-B-B1-V-V1
96401	A1-B-B1-F-N-V-Z1	96543	A1-B-B1-P-V	96610	A1-B-B1-V	96667	A1-B-B1-F-F1-R-R1-V
96426	A-A1-B-B1-C1-E2-F-H1-M-R-V	96544	A1-B-B1-F-N-U3-V	96611	A1-B-B1-V	96668	A1-B-B1-F-F1-R-R1-V-V1
96427	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	96546	A1-B-B1-F-U3	96612	A1-B-B1-F-F1-R-R1-V	96669	A1-B-B1-F-F1-R-R1-V
96447	A1-B-B1-F-N-U3-V-V1	96548	A-A1-B-B1-H-M-U	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96670	A1-B-B1-V-V1
96501	A-A1-B-B1-N-V	96549	A-A1-B-B1-H-M-U	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96671	A1-B-B1-F-F1-R-R1-V
96503	A1-B-B1-F-N-U3-V	96550	A-A1-B-B1-H-M-U-V	96615	A1-B-B1-F-F1-R-R1-V	96672	A1-B-B1-F-F1-R-R1-V
96507	A-A1-B-B1-F-V	96551	A-A1-B-B1-H-M-U	96616	A1-B-B1-F-F1-R-R1-V	96673	A1-B-B1-V-V1
96510	A1-B-B1-I-N-V	96552	A1-B-B1	96617	A1-B-B1-F-F1-R-R1-V	96674	A1-B-B1-F-F1-R-R1-V
96511	A1-B-B1-I-N-V	96553	A-A1-B-B1-F-F1-H-M-U	96619	A1-B-B1-V	96675	A1-B-B1-F-F1-R-R1-V
96515	A1-B-B1-F	96554	A-A1-B-B1-H-M-U	96620	A1-B-B1-F-F1-R-R1-V	96677	A1-B-B1-F-F1-R-R1-V
96517	A1-B-B1-F-U3-V	96555	A1-B-B1-F-M-V	96621	A1-B-B1-V	96678	A1-B-B1-F-F1-R-R1-V
96518	A1-B-B1-V	96557	A1-B-B1-F-M-V	96622	A1-B-B1-F-F1-R-R1-V	96679	A1-B-B1-F-F1-R-R1-V
96520	A1-B-B1-F-N-U3-V	96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F-F1-H-H1-I-M-N-R-R1-T-V-Z-Z1	96624	A1-B-B1-F-F1-R-R1-V	96681	A1-B-B1-V-V1
96521	A1-B-B1-F-N-U3	96595	A1-B-B1-V	96628	A1-B-B1-F-F1-R-R1-V	96682	A1-B-B1-V-V1
96522	A1-B-B1-F-N-U	96598	A1-B-B1-N-V	96634	A1-B-B1-F-F1-R-R1-V	96683	A1-B-B1-V-V1
96530	A-A1-B-B1-F-F1-H-H1-M-N-U-V	96599	A1-B-B1-V	96643	A1-B-B1-F-F1-R-R1-V	96686	A1-B-B1-V-V1
96531	A-A1-B-B1-H-M-U-V	96601	A1-B-B1-V-V1	96650	A1-B-B1-F-F1-R-R1-V	96687	A1-B-B1-V-V1
		96602	A1-B-B1-V	96657	A1-B-B1-F-F1-R-R1-V	96698	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
DMM	= <i>Domestic Mail Manual</i>
DPO	= Diplomatic Post Office
FPO	= Fleet Post Office
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, FPO, or DPO 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, FPO, or DPO except for those APOs/FPOs/DPOs 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, FPO, or DPO 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/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO 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 letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

**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, vegetables, 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,  
Global Business, 5-7-09*

# Displaying the U.S. Flag and the POW-MIA Flag

## U.S. Flag at Half-Staff

### How to Display

Displaying the U.S. flag at *half-staff* means lowering the flag to half the distance between the top and bottom of the staff.



### Specific Dates

Display the U.S. flag at half-staff on the following days each year:

- May 15: Peace Officers Memorial Day (see note 1 below).
- Last Monday in May: Memorial Day Observed (see note 2 below).
- December 7: National Pearl Harbor Remembrance Day.

*Note 1:* When May 15, which is the date for Peace Officers Memorial Day, falls on the third Saturday in May, which is the date for Armed Forces Day, display the U.S. flag in the full-staff position, *not* at half-staff.

*Note 2:* On the last Monday in May, when Memorial Day is observed, display the flag at half-staff from sunrise, or the hour at which you raise it, until noon, and then hoist it to the peak of the staff, until the time of closing or no later than sunset.

## POW-MIA Flag

### How to Display

In relation to the U.S. flag, display the POW-MIA flag (and any other flag) as follows:

- If displayed on the same flagstaff, place it below the U.S. flag.
- If displayed on a separate flagstaff, place it at the same level or lower. If displayed at the same level, place it on the U.S. flag's left.

When flying the U.S. flag at half-staff, fly the POW-MIA flag (and any other flags) at half-staff also.



### Specific Dates

Display the POW-MIA flag on the following days each year:

- Armed Forces Day: Third Saturday in May.
- Memorial Day: Last Monday in May.
- Flag Day: June 14.
- Independence Day: July 4.
- National POW-MIA Recognition Day: Third Friday in September.
- Veterans Day: November 11.

If any of these days fall on a nonbusiness day, display the POW-MIA flag on the last business day before the designated day.

For more detailed information about flying the U.S. flag and the POW-MIA flag, see the following parts in the *Administrative Support Manual (ASM)*:

- ASM 472, U.S. Flag Display.
- ASM 476, POW-MIA Flag Display.

## ***DID YOU KNOW?***

**All Express  
Mail and  
Priority Mail  
packages are  
eco-friendly.**



## Field Handout: USPS Statistical Programs

The Postal Service™ is required to report annual costs, revenues, volumes, and quality of service associated with postal products. Statistical sampling systems and special studies derive this data and provide information that is used to:

- Measure area workload for flex budget.
- Detect fraudulent meter use and short-paid PC Postage®.
- Verify mailings submitted under the Electronic Verification System (e-VS).
- Propose new postal rates.
- Prepare budgets.
- Make decisions in transportation and operations concerning mail flows.
- Develop incentives in Negotiated Service Agreements.

### **In-Office Cost System**

In-office cost system (IOCS) information is an important tool used in a variety of management decisions:

- IOCS distributes labor costs for clerks, mailhandlers, city carriers, and supervisors.
- IOCS observes what an employee is doing at a moment in time and the mail they may be handling.
- If the employee is handling a piece of mail, IOCS assigns approximately \$250,000 in costs to that mail product.

### **We Need Your Help!**

The Statistical Programs staff relies on Operations and Customer Services personnel to assist in the collection of this vital data. We need you to:

- Provide accurate information when data collectors conduct IOCS telephone readings of employee activities.
- Assist data collectors to locate employees and mail in Post Offices™ and plants.
- Inform the district manager, Statistical Programs, when there are changes in mail processing, delivery operations, and dispatch schedules.

The cooperation of managers and supervisors is critical to ensure the integrity and accuracy of our statistical sampling so we can accurately cost and price our products.

— *Statistical Programs, Finance, 5-7-09*

## ***DID YOU KNOW?***

**USPS recycles  
1 million tons  
of wastepaper,  
cardboard and  
plastics annually.**



## Delivery

### Mailbox Improvement Week, May 17–23

Each year, the Postal Service™ designates the third full week of May as Mailbox Improvement Week to encourage customers on city motorized, rural, or contract delivery service routes (formerly highway contract box delivery routes) to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and streets in suburban areas. Mailbox Improvement Week, May 17–23, calls attention to the need for providing mailboxes that are:

1. Approved by the postmaster general.
2. Designed to protect the mail from weather.
3. Safe to use.
4. Conveniently located.
5. Neat in appearance.

Additional information is available on the Delivery and Post Office Operations website at [http://blue.usps.gov/delret/L4CityDelvry\\_GROWTH.htm](http://blue.usps.gov/delret/L4CityDelvry_GROWTH.htm).

Mailboxes that meet these five important requirements help delivery and collection operations and improve service to the entire route. There are three approved styles of curbside mailboxes:

1. Traditional design (see Exhibit A).
2. Contemporary design (see Exhibit B).
3. Locked, full, or limited service.

USPS-STD-7B governs the design and specifications of curbside mailboxes and includes provisions for improved quality of the product.

#### Notice 209

Postmasters should send Notice 209, *Mailbox Improvement Week*, to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event. You can order Notice 209 from the Material Distribution Center (MDC) through one of the following methods.

- 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). For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call National Materials Customer Service at 800-332-0317, option 4.

### Ordering Information

Use the following information to order Notice 209:

<b>PSIN:</b>	NOT209
<b>PSN:</b>	7610-03-000-9145
<b>Unit of Issue:</b>	EA
<b>Quick Pick Number:</b>	496
<b>Bulk Pack Quantity:</b>	3,000
<b>Minimum Order Quantity:</b>	50
<b>Price:</b>	\$0.0242

### City Motorized, Rural, and Contract Delivery Service Routes

Customers must use only approved traditional, contemporary, or locked full/limited service curbside mailboxes for new installations or replacements. When new delivery is established or extended, postmasters must ensure that customers use delivery equipment that is approved by the postmaster general. However, a customer may use a custom-built curbside mailbox if the local postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes relative to the flag, size, strength, and quality of construction.

Carriers on motorized city routes may continue to serve mailboxes that are designed primarily for use by customers receiving door delivery and that have been erected and served under previous regulations (see Exhibit C on the following page). However, carriers should advise customers that they may use only approved curbside mailboxes when replacing these types of mailboxes. A list of approved manufacturers of traditional curbside mailboxes appears on pages [61–66](#).

For motorized city routes, and where the use of street names and house numbers is authorized on rural and contract delivery service routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is on a street other than the one on which the customer resides, the street name and house number must be on the mailbox. When rural and contract delivery service route customers have assigned box numbers, the numbers must appear on the side of single mailboxes or on the doors of grouped mailboxes, visible to the approaching carrier. The street number, box number, and any other address information must be inscribed in contrasting color in neat letters and numerals not less than 1 inch in height. In all instances, placing the owner's name on the box is optional.

Exhibit A

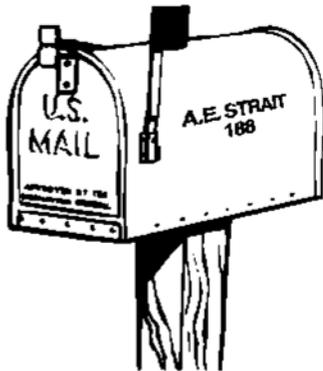
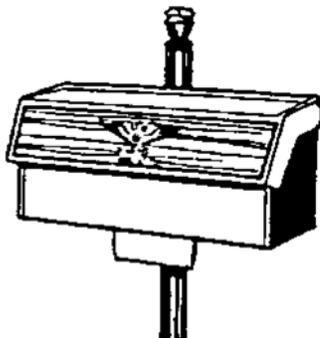


Exhibit B



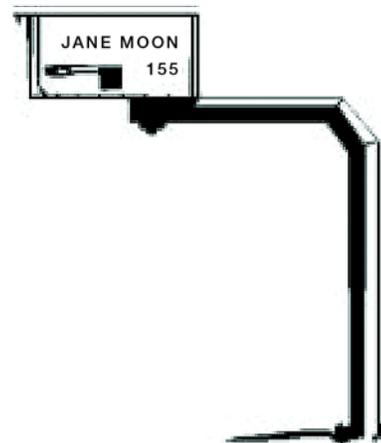
Exhibit C



Motorized city, rural, and contract delivery service route customers should be encouraged but not required to group mailboxes whenever practical, especially where many mailboxes are located at or near crossroads, service turnouts, or similar locations. Customers should also paint mailboxes and supports/posts and keep them rust-free. Advertising on mailboxes and mailbox supports is prohibited.

In areas where snow removal is a problem, the Postal Service suggests using a semi-arch or extended arm-type support (see Exhibit D), which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers.

Exhibit D



Generally, mailboxes should be installed at a height of 41–45 inches from the road surface to the bottom of the mailbox or point of mail entry. Mailboxes are set back 6–8 inches from the front face of the curb or road edge to the mailbox door. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact their local Post Office™ before erecting or replacing mailboxes and supports.

### Location

Customers must place mailboxes on motorized city, rural, and contract delivery service routes so a carrier can safely and conveniently serve them without leaving his or her vehicle. The mailboxes must be on the right-hand side of the road in the carrier's travel direction in all cases where traffic conditions make it dangerous for the carrier to drive to the left to reach the mailboxes, or where doing so would constitute a violation of traffic laws and regulations. *Postal Operations Manual (POM) 632.6* specifies postal regulations regarding locations for apartment houses and other multiple unit dwellings. On new rural and contract delivery service routes, all mailboxes must be on the right-hand side of the road in the direction of the route line of travel. Mailbox placement must conform with state laws and

highway regulations. City motorized, rural, and highway contract box delivery route carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede safe and efficient delivery. Except when a mailbox is temporarily blocked, carriers must have access to the mailbox without leaving the vehicle unless authorized to dismount.

### Mailbox Supports

The Postal Service does not regulate mailbox supports in any way except for purposes of carrier safety and delivery efficiency. Posts and other supports for curbside mailboxes are owned and controlled by customers, who are responsible for ensuring that posts are neat and adequate in strength and size. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away when struck by a vehicle. Post or support designs may not represent effigies or caricatures that disparage or ridicule any person. Customers may attach the box to a fixed or movable arm. POM 632.5 specifies postal regulations regarding construction and placement of mailboxes and supports on motorized city, rural, and contract delivery service routes.

The Federal Highway Administration (FHWA) has determined that wooden mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E (page 62) and F (page 63) for examples of mailbox mountings and supports suggested by the FHWA.

### Make Your Mailbox Green

There are many things to consider when selecting your curbside mail receptacle. Your mailbox may be where your Postal Service carrier places your mail at the time of delivery, but what about your packages?

A mail receptacle that can accommodate small packages will protect them from inclement weather and offer a safe haven for packages that may otherwise be left at your doorstep.

A mail receptacle large enough for packages to be placed inside can also be a convenient area for your carrier to pick up your outgoing packages through the USPS® free Carrier Pickup™ program. By saving a trip to the Post Office, you conserve gasoline, helping your wallet as well as the environment.

## Curbside Mailboxes Approved by the Postmaster General

### USPS-STD-7B (Supersedes all previously published lists of approved manufacturers)

ADDRESS ART  
PO BOX 90018  
INDIANAPOLIS IN 46290-0018

[www.addressart.com](http://www.addressart.com)

Applicables 1 (Accessory)  
Applicables 2 (Accessory)  
Applicables 3 (Accessory)  
Applicables/Purdue (Accessory)  
Applicables/IU (Accessory)  
Applicables/US Flag (Accessory)  
Applicables/Seasonal

ALPHA PRODUCTS  
5570 WEST 70TH PLACE  
CHICAGO IL 60638-5326

[www.alphaproductsinc.com](http://www.alphaproductsinc.com)

MV1215 (Locking)

AMERICAN POSTAL MANUFACTURING  
500 W OKLAHOMA AVE  
MILWAUKEE WI 53207-2649

[www.mailproducts.com](http://www.mailproducts.com)

1812 (Contemporary)  
N1926045 (Contemporary)

ARCHITECTURAL MAILBOXES  
20741 MANHATTAN PLACE  
TORRENCE CA 90501-1829

[www.architecturalmailboxes.com](http://www.architecturalmailboxes.com)

5100 (Locking)  
5500 (Contemporary)  
6200 — (Locking)  
7500 — (Contemporary)

ARMADILLO ENCLOSURES  
PO BOX 462199  
ESCONDIDO CA 92046-2199

[www.armadillomailbox.com](http://www.armadillomailbox.com)

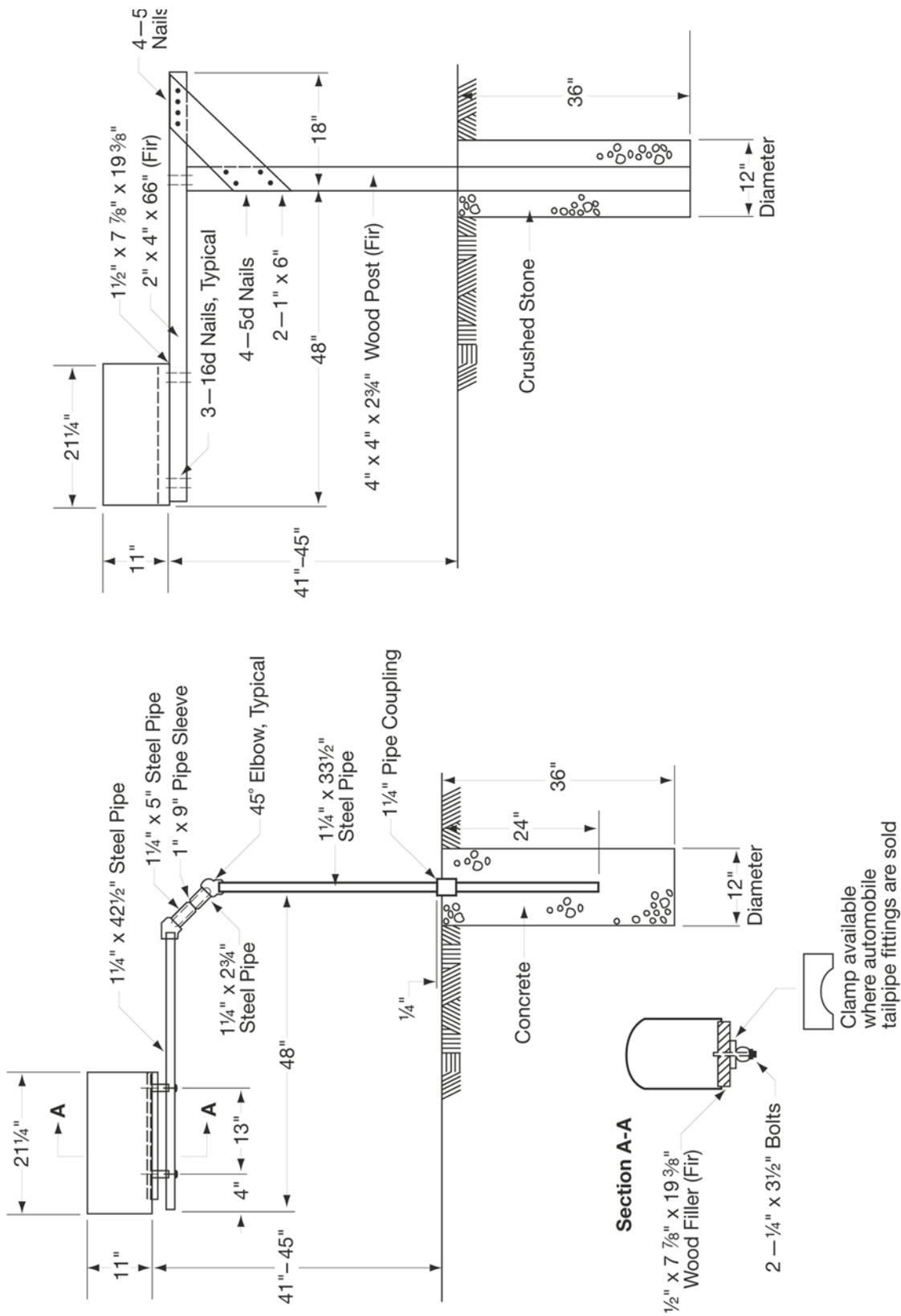
1000F (Traditional)  
1000R (Locking)

BOBI COMPANY  
32 HILLCREST AVE  
COLLINGSWOOD NJ 08108-1315

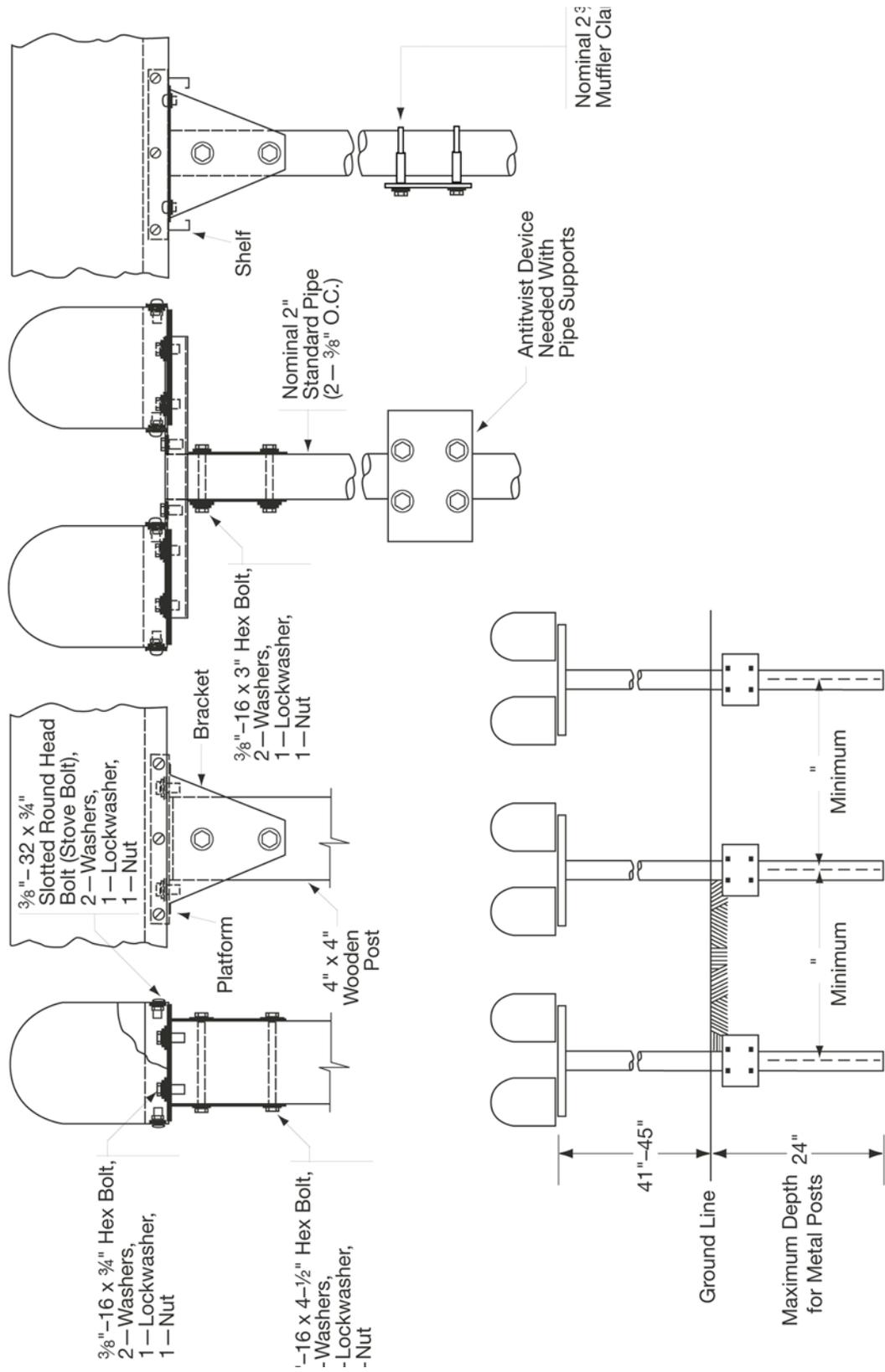
[www.bobi.com](http://www.bobi.com)

BO37000A (Locking)  
BO39000A (Locking)  
BO22000 (Locking)  
BO25000 (Locking)  
BO55000 (Locking)

**Exhibit E  
Cantilever Mailbox Supports**



**Figure F  
Single and Double Mailbox Installations**



Spacing for Multiple Post Installation

BRANDON INDUSTRIES  
1601 WILMETH RD  
MCKINNEY TX 75069-8250  
[www.brandonindustries.com](http://www.brandonindustries.com)

M1 (Contemporary)  
M2 (Contemporary)  
M3 (Contemporary)  
M4 (Contemporary)  
M5 (Contemporary)

BRIGHTLIGHT SOLUTIONS  
201 SW 25TH AVE  
CAPE CORAL FL 33991-1236  
[www.brightlightsolutions.net](http://www.brightlightsolutions.net)  
1000 (Contemporary)

CROWN EXPRESSIONS  
2014 OAK GROVE RD  
ATLANTA GA 30345-3843  
[www.crownexpressions.com](http://www.crownexpressions.com)

BA12 (Accessory)  
BA12 (It's a Beautiful World)  
BA12 (Be My Valentine)  
BA12 (Season Greetings)  
BA12 (Have a Beautiful Day)  
BA12 (It's a Boy)  
BA12 (It's a Girl)

DAVIS TOOL  
215 SW WOOD ST  
HILLSBORO OR 97123-5627  
[www.lockingmailbox.com](http://www.lockingmailbox.com)

1022-X (Locking)  
1025-X (Locking)  
1123-X (Locking)  
1125-X (Locking)

DVAULT COMPANY INC  
9457 S UNIVERSITY BLVD STE 280  
LITTLETON CO 80126-4976  
[www.dvault.com](http://www.dvault.com)

DVCS0015 (Locking)  
DVU0050 (Locking)

ENERGY TECHNOLOGY LABS  
2351 TENAYA DR  
MODESTO CA 95354-3925  
[www.energytechlabs.com](http://www.energytechlabs.com)  
Secure Mail Vault (Locking)

EPOCH DESIGN  
17617 NE 65 ST STE 2  
REDMOND WA 98052-4979  
[www.epochbydesign.com](http://www.epochbydesign.com)  
Mail Boss-7104 (Locking)

ESTES DESIGN AND MANUFACTURING  
470 S MITTHOEFFER RD  
INDIANAPOLIS IN 46229-3058  
[www.estesdesigns.com](http://www.estesdesigns.com)

EPS2640437 (Contemporary)  
EPS2640319 (Contemporary)

EUROASIA PRODUCTS  
3956 TOWN CENTER BLVD #166  
ORLANDO FL 32837-6103  
[www.euroasiaproducts.com](http://www.euroasiaproducts.com)  
UWWRX060401 (Contemporary)  
UBBDX060403 (Contemporary)  
UBBXX060404 (Contemporary)  
USBXX060407 (Contemporary)

FLEXIBLE COMPOSITES COMPANY  
2629 MOUNT JORDAN RD  
SANDY UT 84092-3357  
[www.flexiblecomposites.com](http://www.flexiblecomposites.com)

CMB-001 (Traditional)  
FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
[www.florencemailboxes.com](http://www.florencemailboxes.com)  
MB2000 (Locking)

FLORIDA ALUMINUM PRODUCTS  
359 DOUGLAS RD  
OLDSMAR FL 34677-2973  
[www.creativemailboxdesigns.com](http://www.creativemailboxdesigns.com)  
ME (Contemporary)

FORT KNOX MAILBOX OF OREGON  
1196 ORT LANE UNIT E  
MERLIN OR 97532-8802  
[www.fortknoxmailbox.com](http://www.fortknoxmailbox.com)

Large Standard Mailbox (Locking)  
The Fortress (Locking)

FUORISERIE IMPORTS  
61 PEARL ST STE 503  
BROOKLYN NY 11201-8344  
[www.ecco-products.com](http://www.ecco-products.com)  
ECCO 3 (Traditional)

GAINES MANUFACTURING  
12200 CIRKHAM RD  
POWAY CA 92064-6806  
[www.gainesmfg.com](http://www.gainesmfg.com)

Keystone (Contemporary)  
MB-950BSN Seville (Traditional)  
MB-550 Georgian (Traditional)  
MB-158 Tuscany (Traditional)  
MB-950BRBC Seville (Traditional)  
MB-170 Mainstreet (Traditional)  
MB-541 Northpointe (Traditional)  
MB-970AB Westminster (Traditional)  
MB-950WBC Seville (Traditional)  
MB-370 Ventura (Traditional)  
MB-320 Hamilton (Traditional)  
MB-801 Ironsides (Traditional)

MB-384BC Alta Vista (Traditional)  
MB-386C Monterey (Traditional)  
MB-388B Hillcrest (Traditional)  
MB-382T Fremont (Traditional)  
MB-386OBR Monterey (Traditional)  
MB-380B Sierra (Traditional)  
MB-981B Reliant (Locking)

IMPERIAL MAILBOX SYSTEMS  
3901 NORRIS LN  
MILLBROOK AL 36054-2433  
[www.imperialmailboxsystems.com](http://www.imperialmailboxsystems.com)

001-01 (Contemporary)  
001-04 (Contemporary)  
001-06 (Contemporary)  
001-07 (Contemporary)  
001-08 (Contemporary)  
001-09 (Contemporary)  
002-00 (Contemporary)

JAMESTOWN ADVANCED PRODUCTS INC  
2855 GIRTS RD  
JAMESTOWN NY 14701-9666  
[www.jamestownadvanced.com](http://www.jamestownadvanced.com)

56 (Traditional)  
49 (Traditional)  
54 (Traditional)  
23 (Traditional)

JANZER  
9 CHELTEN WAY  
TRENTON NJ 08638-5000  
[www.janzer.com](http://www.janzer.com)  
StoneyBrae (Traditional)

KAPS  
6357 MYRTLE GROVE RD  
WILMINGTON NC 28409-4526  
[www.quickreachtray.com](http://www.quickreachtray.com)  
(910) 395-2254  
1981 (Small Mailbox Tray Accessory)  
1982 (Medium Mailbox Tray Accessory)  
1983 (Large Mailbox Tray Accessory)

KAY JAY NOVELTIES  
PO BOX 96  
NASELLE WA 98638-3780  
[kayjay@wwest.net](mailto:kayjay@wwest.net)  
FF0100 (Accessory)

LETTER LOCKER  
21483 WAALEWAALE RD  
APPLE VALLEY CA 92307-1025  
[www.LetterLocker.com](http://www.LetterLocker.com)

Supreme Letter Locker (Locking)  
Standard Letter Locker (Locking)

MAILCASE  
6163 SOUTH 700 WEST  
MURRAY UT 84123-6813  
(801) 859-2679  
92107 (Locking)

MACKENZIE-CHILDS LLC  
3260 STATE RD 90  
AURORA NY 13026-8704  
[www.mackenzie-childs.com](http://www.mackenzie-childs.com)  
1000 (Contemporary)

MACKENZIE ENTERPRISE LLC  
12391 BRODY ST  
MARCELLUS MI 49067-9745  
[www.themailsig.com](http://www.themailsig.com)  
20408 OS (Accessory)  
20408 ST (Accessory)

MAIL SYSTEMS NW  
12365 SW TOOZE RD  
SHERWOOD OR 97140-7205  
<http://www.mailsystems.com>

Belaire 14 (Locking)  
Belaire 16 (Locking)  
Belaire BR16 (Locking)  
Belaire 20 (Locking)  
Senator 16 (Locking)  
Senator 18 (Locking)  
Senator 24 (Locking)  
Senator XL (Locking)

MAILBOX SOLUTIONS  
10965 SW COMMERCE CIRCLE STE F  
WILSONVILLE OR 97070-9629

[www.MBXS.com](http://www.MBXS.com)  
SteelHead (Locking)  
Columbia (Locking)

POSTAL VAULT  
4620 ROYAL LN  
DALLAS TX 75229-4203

[www.postalvault.com](http://www.postalvault.com)  
PV101 (Locking)  
PV201 (Locking)  
PV300 (Locking)  
PV400 (Locking)

SALSBURY INDUSTRIES  
1010 EAST 62ND ST  
LOS ANGELES CA 90001-1598

[www.mailboxes.com](http://www.mailboxes.com)

4850 (Contemporary)

4855 (Contemporary)

4325 (Locking)

4350 (Locking)

4375 (Locking)

4550 (Locking)

SECURITY MANUFACTURING  
815 S MAIN ST  
GRAPEVINE TX 76051-5535

[www.securitymanufacturing.com](http://www.securitymanufacturing.com)

Trailmaster (Locking)

SOLAR GROUP  
107 FELLOWSHIP RD  
PO BOX 525  
TAYLORSVILLE MS 39168-0525

[www.thesolargroup.com](http://www.thesolargroup.com)

ST-10 (Traditional)

ST-15 (Traditional)

E-16 (Traditional)

ST-20 (Traditional)

ST-11 (Traditional)

ES15 Estate (Traditional)

ST-16 (Traditional)

PL-10 (Traditional)

CENTURY 2000 (Contemporary)

CL-1 (Contemporary)

E-11 (Contemporary)

RSK (Locking)

A15 (Contemporary)

Gentry (Contemporary)

PED (Locking)

MB-950BSN Seville (Traditional)

MB-550 Georgian (Traditional)

MB-158 Tuscany (Traditional)

MB-950BRBC Seville (Traditional)

MB-170 Mainstreet (Traditional)

MB-541 Northpointe (Traditional)

MB-970AB Westminster (Traditional)

MB-950WBC Seville (Traditional)

MB-370 Ventura (Traditional)

MB-320 Hamilton (Traditional)

MB-801 Ironsides (Traditional)

MB-384BC Alta Vista (Traditional)

MB-386C Monterey (Traditional)

MB-388B Hillcrest (Traditional)

MB-382T Fremont (Traditional)

MB-386OBR Monterey (Traditional)

MB-380B Sierra (Traditional)

MB-981B Reliant (Locking)

SPRING CITY ELECTRICAL MANUFACTURING COMPANY  
PO BOX 19  
SPRING CITY PA 19475-0019

[www.springcity.com](http://www.springcity.com)

Estate (Contemporary)

STEP 2

PO BOX 2412

STREETSBORO OH 44241-0412

[www.step2.com](http://www.step2.com)

5402 (Contemporary)

5452 (Contemporary)

5317 (Locking)

5605 MailMinder (Accessory)

VEEDERS MAILBOX  
10050 MONTGOMERY RD #324  
CINCINNATI OH 45242-5322

[www.veedersmailbox.com](http://www.veedersmailbox.com)

LGVMB-G (Traditional)

LGVMB-SS (Traditional)

SMVMB-B (Traditional)

SMVMB-SS (Traditional)

WHITEHALL PRODUCTS  
8786 WATER ST  
MONTAGUE MI 49431-1204

[www.whitehallproducts.com](http://www.whitehallproducts.com)

Whitehall (Contemporary)

Capitol (Contemporary)

Y ALL GOT MAIL  
3088 RAGSDALE DR  
MILAN TN 38358-3420

[yallgotmail@charter.net](mailto:yallgotmail@charter.net)

Y'All Got Mail (Accessory)

### Cluster Box Units and All-Weather Parcel Lockers

During Mailbox Improvement Week, postmasters and managers or their designees must review all cluster box units (CBUs), neighborhood delivery and collection box units (NDCBUs), and outdoor parcel lockers (OPLs) in their delivery areas to identify any hazards or irregularities, and they must record the results of the review.

**Note:** NDCBUs are not approved for use in new delivery or as replacement units for existing NDCBUs — even when privately purchased. Postal Service officials must not install Arrow locks in new NDCBUs or initiate delivery to NDCBU units installed as replacements.

Upon completing the reviews, keep a copy in your local office and send consolidated copies to the designated growth coordinator for each district. Use PS Form 8143, *Equipment Checklist and Followup Review*, in conducting and recording the reviews. PS Form 8143 is available in this *Postal Bulletin* (see Exhibit G on page 73). PS Form 8143 is also available on the PolicyNet website at <http://blue.usps.gov/cpim/>; click on *Forms*. Employees

conducting the reviews must complete PS Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. You can order PS Form 1624 from the MDC using touch-tone order entry (see page 59 for MDC ordering instructions), or download it from the PolicyNet website at <http://blue.usps.gov/cpim/>. Ordering information for PS Form 1624 is as follows:

<b>PSIN:</b>	PS1624
<b>PSN:</b>	7530-01-000-9392
<b>Unit of Issue:</b>	SE
<b>Quick Pick #:</b>	N/A
<b>Bulk Pack Quantity:</b>	10,000
<b>Minimum Order:</b>	100
<b>Price:</b>	\$0.0302

### Equipment Review Procedure

Employees must use the CBU and parcel locker equipment checklist and followup review procedure when examining the condition of CBUs, NDCBUs, and OPLs. You must:

1. List the 5-digit, USPS-marked postal ID number of the unit. This is usually visible on the front or side of the body or pedestal. If a postal ID number is not available, list the unit location, equipment type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's vendor-supplied serial number. You *must* distinguish the type listed as an NDCBU or CBU.
  2. Assign each checklist item one of the following ratings:
    - a. OK — Equipment does not need attention for this item.
    - b. X — Equipment needs attention for this item.
    - c. NA — Item does not apply to this particular piece of equipment.
  3. When examining the equipment, use the instructions below to complete PS Form 8143:
    - a. Check equipment. All delivery and collection equipment should be straight, vertical, and firmly mounted. For safety concerns, please ensure that customer compartments are facing **away** from the street (refer to the safety note below) or are oriented such that safe collection and delivery of the mail may occur. Visually verify that four bolts/nuts are firmly in place securing the pedestal to the concrete pad and to the delivery equipment. Apply hand pressure to the top edge of the unit from the front side. While the unit may flex under the load, verify that the pedestal stays firmly mounted to the concrete and that the unit does not separate from the pedestal.
- Note:** For safety concerns, ensure that customer compartments are located such that customers do not have to stand in the street to access their mail or that letter carriers do not have to stand in the street to deliver mail. Consider all factors of equipment location including setbacks from streets that may allow customer compartments to face the road, but be of such a distance so as not to affect the safe delivery and collection of mail.
- b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
  - c. For CBUs and NDCBUs, observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the door from blowing closed. These devices, which may have to be set manually, should be serviceable.
  - d. Ensure that the Arrow lock operates smoothly and easily and that the mounting hardware is tight. For NDCBUs, CBU parcel doors, and OPLs, the protective cover that shields the Arrow lock from customer tampering must be serviceable and firmly attached.
  - e. For OPLs, the cover that protects the Arrow lock from theft must be secured with the proper quantity of tamper resistant screws.
  - f. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are legible.
  - g. Ensure that the exterior surface of the unit is free from rust and graffiti.
  - h. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
  - i. Check whether the unit and any protecting structure appears watertight and in good repair. Check whether there are any noticeable watermarks inside the unit or any wet mail.
  - j. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
  5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for centralized delivery equipment installation or repair in the area.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning NDCBU/CBU. You can order PS Form 1767 from the MDC using touch-tone ordering procedures (see page 59). Ordering information for PS Form 1767 is as follows:

<b>PSIN:</b>	PS1767
<b>PSN:</b>	7530-01-000-9422
<b>Unit of Issue:</b>	SE
<b>Quick Pick #:</b>	141
<b>Bulk Pack Quantity:</b>	1000
<b>Minimum Order:</b>	25
<b>Price:</b>	\$0.0652

The postmaster or supervisor must immediately notify by telephone the office responsible for repair of reported hazards. The postmaster or supervisor must follow up to ensure that the work is satisfactorily completed and documented. The office responsible for repair should use its local buying authority to accomplish the repairs.

In January of 1999, the Postal Service announced that NDCBUs cannot be installed for delivery of mail beginning in FY 2000. As previously stated, there are no waivers granted for this policy. Place all orders for CBUs and OPLs against the national contracts listed below. Use eBuy to place all orders.

For eBuy ordering instructions, go to the Postal Service Intranet at <http://blue.usps.gov>. In the left-hand column, click *eBuy*, then *Training*. You may also call 800-USPS-HELP for additional help.

### Cluster Box Units

#### USPS-B-1118G

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 800-275-5081 (toll-free)  
Fax: 785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Unit is anodized, painted aluminum.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy.

**Note:** You must use eBuy to purchase supplies from this contract supplier.

### Cluster Box Unit Accessories

QUALARC  
11300 TRADE CENTER DRIVE STE A  
RANCHO CORDOVA CA 95742-6219  
Telephone: 888-800-0153  
Fax: 916-635-0228  
[www.qualarc.com](http://www.qualarc.com)

Decorative CBU Accessories:

Regency — 1201, Tall Pedestal Cover  
Regency — 1202, Short Pedestal Cover  
Regency — 1200, Top Cover  
Regency — Flame & Ball, Top Cover Finials

**Note:** CBU accessories are optional equipment that is intended to enhance the aesthetic appearance of commercially purchased units.

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 800-275-5081 (toll-free)  
Fax: 785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Decorative CBU Accessories  
Vogue-VogueC1 Crown Molding Cap  
Vogue-Vogue P114 Short Pedestal Cover  
Vogue-Vogue P128 Tall Pedestal Cover

### High Security Cluster Box Units

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 785-323-4470  
Fax: 800-275-5081 (toll-free)

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Unit constructed of extruded aluminum and stainless steel.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy.

#### **Note:**

- 1) You must use eBuy to purchase supplies from this contract supplier.
- 2) Unit is anodized, painted aluminum — pedestal is anodized, painted stainless steel.

Contract No. 1CDSEQ-05-B-3001, available on eBuy.

## Outdoor Parcel Locker (OPL)

### USPS-B-1116B

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 800-275-5081 (toll-free)  
Fax: 785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Contract #1CDSEQ-05-B-3001 — Place orders through eBay.

**Note:** You must use eBay to purchase supplies from this contract supplier.

### Replacement Pedestals — CBU, NDCBU, and OPL Universal

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 800-275-5081 (toll-free)  
Fax: 785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Replacement Pedestal — NDCBU Universal

Replacement Pedestal — OPL

Replacement Pedestal — American Locker CBU

Replacement Pedestal — American Locker OPL

Pedestal is anodized aluminum — Does not fit Superior units

Contract #1CDSEQ-05-B-3001 — Place orders through eBay.

**Note:** You must use eBay to purchase supplies from this contractor.

Pedestal is anodized aluminum. Does not fit Superior units.

## Wall-Mounted Centralized Mail Receptacles

### USPS-STD-4C

USPS-STD-4C was fully implemented on October 6, 2006.

All new multi-unit constructions with building permits submitted before October 6, 2006, retain the option of using apartment-style receptacles built to the specifications of USPS-STD-4B+.

All multi-unit construction with building plans submitted on October 6, 2006, or later are required to use wall-mounted mail receptacles built and approved to the specifications of USPS-STD-4C.

The receptacles offer:

- Improved compartment security.
- Customer-friendly compartment designs, which allow mail to be placed flat into the compartment.

- Increased ease of use for carriers
- Larger customer compartment capacity for small parcels and rolls (SPRs), small parcels, and large volumes of mail.
- One parcel locker for every 10 customer compartment ratios for installations with 10 customer compartments or more.
- Secure outgoing mail compartments.

The use of USPS-STD-4C boxes is primarily intended for new construction and not as a means of retrofitting existing complexes. However, buildings undergoing significant renovations or rehabilitations may be required to convert to wall-mounted receptacles that are USPS-STD-4C compliant. If these renovations include significant structural changes and present an opportunity for more complete makeovers, the builders should include 4C receptacles. Buildings that are simply remodeling or changing the outward/surface appearance of the lobby are *not* considered examples of renovations that would trigger the use of 4C receptacles.

If you have additional questions, contact your area or district growth coordinators for further information, or send an e-mail to [www.wallmountedreceptacles@usps.gov](mailto:www.wallmountedreceptacles@usps.gov).

## Approved Manufacturers

### USPS-STD-4C

2BGLOBAL  
16 TECHNOLOGY DR STE 172  
IRVINE CA 92618-2328  
Telephone: 800-650-2606  
949-502-3778

Fax: 949-502-3772

[www.2B-Globalmailboxes.com](http://www.2B-Globalmailboxes.com)

Front Loader Designs

1 & 2 High Customer Compartments

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675

Telephone: 800-275-1747  
785-323-4400

Fax: 800-275-5081 (toll-free)  
785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

JENSEN MAILBOXES  
105 STEEL CRAFT DR  
HARTFORD WI 53027-1631

Telephone: 877-597-5671

Fax: 800-991-6121

[www.jensenmailboxes.com](http://www.jensenmailboxes.com)

Front Loader Designs

1 & 2 High Customer Compartments

POSTAL PRODUCTS UNLIMITED  
500 WEST OKLAHOMA AVE  
MILWAUKEE WI 53207-2649

Telephone: 800-229-4500

[www.mailproducts.com](http://www.mailproducts.com)

Front Loader Designs

1 High Customer Compartments

SALSBURY INDUSTRIES  
1010 E 62ND ST  
LOS ANGELES CA 90001-1598

Telephone: 800-624-5269

Fax: 800-624-5299

[www.mailboxes.com](http://www.mailboxes.com)

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

SECURITY MANUFACTURING CORP  
815 SOUTH MAIN ST  
GRAPEVINE TX 76051-5535

Telephone: 800-762-6937  
817-329-1600

Fax: 817-481-3993

[www.securitymanufacturing.com](http://www.securitymanufacturing.com)

Front Loader Designs

1 High Customer Compartments

### Apartment House Mail Receptacles – Horizontal and Vertical

**Note:** The Postal Service has revised USPS-STD-4B. The new standard is USPS-STD-4C.

For replacement of existing equipment, security enhanced versions of both horizontal and vertical boxes are now available. They are referred to as “USPS-STD-4B+” boxes and are designed to fit cleanly into buildings with old USPS-STD-4B boxes.

USPS-STD-4B+ boxes are approved for Postal Service mail delivery for existing indoor installations or existing protected outdoor locations. However, the Postal Service does not approve the purchase of this equipment for new installations and will not install Arrow locks in any such equipment. You may only order *replacement* parts for Postal Service–owned equipment that was installed in the past.

### Approved Manufacturers

#### USPS-STD-4B+

AMERICAN DEVICE MANUFACTURING  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675

Telephone: 800-275-1747

Telephone: 785-323-4400

Fax: 800-275-5081 (toll-free)

Fax: 785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Horizontal units only

AMERICAN EAGLE MAILBOXES  
3017 WHEELLOCK ST  
DALLAS TX 75220-2944

Telephone: 800-488-4810  
214-358-5544

Fax: 214-358-2261

[www.americaneaglemailbox.com](http://www.americaneaglemailbox.com)

Horizontal units only

BOMMER INDUSTRIES INC  
PO BOX 187  
LANDRUM SC 29356-0187

Telephone: 800-334-1654

Telephone: 864-457-3301

Fax: 864-457-5370

[www.bommer.com](http://www.bommer.com)

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675

Telephone: 800-275-1747

Telephone: 785-323-4400

Fax: 800-275-5081 (toll-free)

Fax: 785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

JENSEN MAILBOXES  
105 STEEL CRAFT DR  
HARTFORD, WI 53027-1631

Telephone: 877-597-5671

Fax: 800-991-6121

[www.jensenmailboxes.com](http://www.jensenmailboxes.com)

Horizontal units only

SALSBURY INDUSTRIES  
1010 E 62ND ST  
LOS ANGELES CA 90001-1598

Telephone: 800-624-5269

Fax: 800-624-5299

[www.mailboxes.com](http://www.mailboxes.com)

SECURITY MANUFACTURING CORP  
815 S MAIN ST  
GRAPEVINE TX 76051-5535

Telephone: 800-762-6937

Telephone: 817-329-1600

Fax: 817-481-3993

[www.securitymanufacturing.com](http://www.securitymanufacturing.com)

### Locks

PSIN O910A & B, O910HS (per USPS-L-1172C), O913A through K cams, O306P1 (per USPS-L-1294), O306A1 and A2, O306B and D, O308 (per USPS-K-852H)

COMPX SECURITY PRODUCTS\*  
200 OLD MILL RD  
PO BOX 200  
MAULDIN SC 29662-0200

[www.compx.com](http://www.compx.com)

\*Formerly National Cabinet Lock

Contact: Larry Springate

Telephone: 864-286-1694

Fax: 864-286-1698

Contract No. 1CDSEQ-06-B-0012

**Note:**

- 1) In accordance with MMO-123-06, Return of Non-Functional PSIN O306P Locks (Rev. E CBU Parcel Locker Locks), all non-functioning PSIN O306P locks are to be mailed to CompX at the address provided above. Also, refer to "Redesigned Parcel Lock Now Available," published in *Postal Bulletin* 22204 (4-12-07, pages 93–94) for ordering information.
- 2) Use the following information to order locks.:

MATERIAL DISTRIBUTION CENTER  
ATTN SUPPLY REQUISITIONS  
500 SW GARY ORMSBY DR  
TOPEKA KS 66624-9702  
e-mail: [mdc.customerservice@usps.gov](mailto:mdc.customerservice@usps.gov)  
TTOE: 800-273-1509  
Option 1, followed by option 2

**Licensing**

USPS has developed a licensing program to create a standardized customer compartment lock (O910A and B) used in centralized delivery equipment. This standardization assures a level of security to protect the security and sanctity of the mail. A licensing program has also been developed for the CBU, which, when combined with the O910 lock, surpasses a required security level. Commercial manufacturers who wish to become licensed suppliers of either the O910 lock (USPS-L-1172C) or the CBU (USPS-B-1118G) should contact the office below for application procedures.

**USPS Licensing Contact**

DELIVERY TEAM LICENSING  
PO BOX 27496  
GREENSBORO NC 27498-0001

**Current O910 Lock Licensee**

COMPX SECURITY PRODUCTS\*  
200 OLD MILL RD  
PO BOX 200  
MAULDIN SC 29662-0200  
[www.compz.com](http://www.compz.com)

\*Formerly National Cabinet Lock

Telephone: 864-286-1694

Fax: 864-286-1698

License Number: 1CDSEQ-08-B-0011

**Current CBU Licensee**

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 800-275-5081 (toll-free)  
Fax: 785-323-4470  
[www.florenicemailboxes.com](http://www.florenicemailboxes.com)

Unit is anodized, painted aluminum in a choice of 6 colors: Sandstone, Black, Bronze, White, Green, and Postal Gray

License Number: 1CDSEQ-08-B-0012

SALSBURY INDUSTRIES  
1010 E 62ND ST  
LOS ANGELES CA 90001-1598  
Telephone: 800-624-5269  
Fax: 800-624-5299  
[www.mailboxes.com](http://www.mailboxes.com)

Unit is anodized, painted aluminum in a choice of 5 colors: Sandstone, Black, Bronze, White, and Green

License Number: 1CDSEQ-08-B-0026

**State and Local Regulations**

Some states have enacted laws that are more stringent and specific about the type of mailbox that may be used, the post or support that must be used to mount the mailbox, and the location of the delivery equipment. Regulations and recommendations published in this notice might not reflect appropriate requirements for your area. When providing guidance to the general public concerning mailbox placement and replacement, advise them not only of Postal Service regulations but also of any mailbox regulations that you know have been enacted by state or local authorities. Further information is available from the following:

AMERICAN ASSOCIATION OF STATE HIGHWAY  
AND TRANSPORTATION OFFICIALS  
444 N CAPITOL ST NW STE 249  
WASHINGTON DC 20001-1512

FEDERAL HIGHWAY ADMINISTRATION  
OFFICE OF HIGHWAY SAFETY HHS-10  
400 7TH ST SW  
WASHINGTON DC 20590-0003

**Publicity**

Postmasters must give these guidelines and suggestions maximum local publicity. Consult your area Public Affairs and Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 72 is provided for postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. Retype the press release, double-spaced, on Postal Service letterhead. You may also find it helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

**Responsibility**

Motorized city, rural, and highway contract box delivery route carriers must cooperate to ensure the success of this endeavor, and later report the results to the postmaster. In addition, postmasters should use the most up-to-date list of manufacturers and mailbox suppliers when providing motorized city, rural, and highway contract box delivery route customers with information about the type of box to install.

— City Delivery,  
Delivery and Post Office Operations, 5-7-09

 **UNITED STATES  
POSTAL SERVICE®**  
FOR IMMEDIATE RELEASE  
[Insert Date]

**POSTAL NEWS**

Contact: [Insert Your Name]  
[Insert Your Phone Number]  
Internet: [www.usps.com](http://www.usps.com)

## Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service® is asking all [city name] homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 17–23, says Postmaster [full name].

“Repairing suburban and rural mailboxes improves the appearance of our community and makes delivering and receiving mail safer for our carriers and customers,” [last name] says.

The Postal Service™ makes this annual request because of the wear and tear that occurs to mailboxes every year. “This is especially important after the effects of last winter,” [he/she] adds [if applicable].

Some of the typical activities that may need to be done include:

- Replacing loose hinges on a mailbox door.
- Repainting a mailbox that may have rusted or started peeling.
- Remounting a mailbox post if loosened.
- Replacing or adding house numbers.

“If a homeowner plans to install a new mailbox or replace a worn one, he or she must use only Postal Service–approved traditional, contemporary or locking full/limited service mailboxes,” said [last name]. “Customers should be careful when purchasing curbside mail receptacles because the use of unapproved boxes is prohibited. Customers may use a custom-built mailbox, but they must consult with my office to ensure it conforms to guidelines applying to flag, size, strength, and quality of construction.”

For more information on the use of names or numbers on mailboxes, or answers to any other questions, contact Postmaster [full name] at [phone number] or call your local postmaster at [phone number].

# # #



## Finance

### Forever Stamp Stock Revaluation for Rural Carrier Fixed Credits

Effective May 11, 2009, the Postal Service's™ new rate for a 1-ounce First-Class Mail® single-piece item is 44 cents. All Post Offices™ and postal retail units must increase the value of each Forever Stamp™ booklet in rural carrier fixed credits to reflect the price increase effective on May 11, 2009.

#### Rural Carrier Fixed Credit

Prior to May 11, exchange any Forever Stamp booklets in a rural carrier fixed credit with a combination of new denominated 44-cent stamp booklets (*The Simpsons* stamp booklets) and 2-cent, 44-cent, or any other denomination stamps to make up the difference. All Forever Stamp booklets need to be in the unit reserve stamp stock or the retail floor stock for revaluation.

#### IRT and eMOVES Offices

The unit reserve custodian will exchange the rural carrier's Forever Stamp booklets with a combination of new denominated 44-cent stamp booklets (*The Simpsons* stamp booklets) and 2-cent, 44-cent, or any other denomination stamps to make up the difference. Ensure the Forever Stamp booklets are added to the unit reserve stamp stock to be revalued on May 11, 2009.

#### POS ONE Offices

The POS ONE system will automatically revalue all Forever Stamp booklets on hand, therefore all Forever Stamp booklets must be in the retail floor stock prior to May 11, 2009. A retail associate working from the retail floor stock will exchange the rural carrier's Forever Stamp booklets following the Exchanging Stamp Products workflow:

- Press [Stamps and Merchandise] or [Stamps].
- Select <Exchange>.
- Enter the quantity (Forever Stamp booklets). Press [Quantity].

- Scan/enter the item number of the Forever Stamp booklet being exchanged, and then select <Exchange by Item Number>.
- Select <Saleable>.
- Select <Continue>.

**Note:** When completing the exchange, this item must be equal to the value of the item being exchanged.

- Scan/enter the item number of the denominated 44-cent stamp booklets (*The Simpsons* stamp booklets) to be issued, and then select <Sell by Item Number>.
- Press [Quantity].
- Scan/enter the item number of the 2-cent, 44-cent, or any other denomination to make up the difference in stamps to be issued, and then select <Sell by Item Number>.
- Press [Quantity].

**Note:** The amount required to satisfy the exchange is displayed as a negative total at the bottom of the notebook area. The amount total of loose stamps sold is displayed in the message.

- Once the value of the items sold is equal to the items being exchanged, press [Payment or End of Visit].

**Note:** After the revalue of all Forever Stamps on May 11, rural carriers may revert to Forever Stamps by exchanging the denominated 44-cent stamps for the new-rate 44-cent revalued Forever Stamps. Ensure items exchanged are of equal value.

#### Rural Carrier Owned Stock

No action needed.

— Accounting Policy,  
Controller, 5-7-09

## Mailing and Shipping Services

### 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
5/6/09–5/9/09	Costco Multi-Vendor Coupon Booklet	Standard Letter	19.0	Nationwide	Barcoded 3/5-Digit, Car-Rt	Segerdahl Carol Stream, IL
5/7/09–5/13/09	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
5/8/09–5/11/09	JCP — Home Sale	Standard Flat	5.3	National	Car-Rt	RRD/Quebecor World
5/9/09–5/12/09	JCP — Wk 15 BSOTS	Standard Letter & Flat	14.0	National	Car-Rt	Harte Hanks
5/11/09–5/13/09	Vonage Core	Standard Letter	1.2	National	3/5-Digit	Compak
5/14/09–5/16/09	Betty Crocker Bisquick	Standard Flat	3.196	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Worldwide
5/14/09–5/20/09	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
5/16/09–5/18/09	2009 Summer Catalog	Standard Flat	5.207	National	3/5-Digit, Car-Rt	RR Donnelly Lancaster, PA

— Business Service Network Integration, Sales, 5-7-09

## Philately

### Stamp Announcement 09-29: Forever Stamp



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On May 15, 2009, in Washington, DC, the Postal Service™ will re-issue the nondenominated First-Class Mail® definitive, Forever Stamp™ (Liberty Bell) in one design in a pressure-sensitive adhesive (PSA) double-sided booklet of 20 (Item 678900). The stamp, designed by Carl T. Herrman, North Las Vegas, Nevada, goes on sale nationwide May 15, 2009.

The stamp was previously issued in the following formats:

- 2007 — PSA double-sided booklet of 20 (Item 676600).
- 2007 — PSA vending booklet of 20 (Item 676500).
- 2007 — PSA ATM sheetlet of 18 (Item 569900).
- 2008 — PSA double-sided booklet of 20 (Item 677700).
- 2008 — PSA folded vending booklet of 20 (Item 679200).
- 2009 — PSA ATM sheetlet of 18 (573300).

#### How to Order the 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® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice,

Issue:	<i>Forever Stamp</i>
Item Number:	678900
Denomination & Type of Issue:	Nondenominated First-Class Rate
Format:	Double-sided Booklet of 20 (1 design)
Series:	N/A
Issue Date & City:	May 15, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Carl T. Herrman, North Las Vegas, NV
Art Director:	Carl T. Herrman, North Las Vegas, NV
Typographer:	Carl T. Herrman, North Las Vegas, NV
Artist:	Tom Engeman, Bethany Beach, DE
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint "FOREVER"
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta, 74
Stamps per Booklet:	20
Print Quantity:	750 billion stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Cyan, Magenta, Yellow, Black, PMS 876 (Gold)
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.03 x 20.83 mm
Overall Size (w x h):	0.87 x 0.98 in./22.10 x 24.89 mm
Flat Booklet Size (w x h):	1.74 x 6.21 in./44.20 x 157.73 mm
Plate Size:	672 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	
Stamp Side:	© 2007 USPS • Plate numbers in peel strip area
Cover:	Barcode (678900) • "FOREVER" • Stamp image • "Twenty First-Class Stamps"

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

Forever Stamp (Liberty Bell)  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

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 July 16, 2009.

#### 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  
U.S. Postal Service  
PO Box 219014  
Kansas City, MO 64121-9014

### Philatelic Products

There is one philatelic product available for this stamp issue:

- 678961\*, First Day Cover, \$0.82.

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 678900 Nondenominated (\$8.80 Value) Forever (Liberty Bell), PSA Double-sided Booklet of 20**

Stamp distribution offices (SDOs) will not receive automatic distribution quantities of this nondenominated Forever Stamp booklet variety printed by Sennett.

Initial distributions will be in one wave and will only be distributed to the Kansas City and Dulles Stamp Services Centers (SSCs), Stamp Fulfillment Services, and the accountable paper depositories (APDs). Shipments began on April 28, 2009, and will be complete by May 21, 2009. Distributions are rounded up to nearest master carton size (4,000 booklets).

### Initial Supply to Post Offices

SDOs will not make a subsequent automatic distribution to Post Offices. Post Offices requiring quantities of the Forever Stamp booklet of 20 should continue to order Item 677700 from their designated SDO using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs will continue to ship Item 677700 in place of Item 678900, until existing supplies of Item 677700 are depleted.

### Philatelic Requirement

There will be no distribution of this version to the philatelic centers.

### Additional Supply

Post Offices requiring quantities of the Forever Stamp booklet of 20 should continue to order Item 677700 from their designated SDO using a separate PS Form 17. SDOs will continue to ship Item 677700 in place of Item 678900 until existing supplies of Item 677700 are depleted.

SDOs requiring quantities of the Forever Stamp booklet of 20 should continue to order Item 677700 from their designated APD using PS Form 17. Quantities of 678900 from APDs will not be made available to SDOs until existing supplies of Item 677700 at the APDs are depleted.

When needed, additional quantities of this Item 678900 nondenominated (\$8.80 Value) Forever Stamp (Liberty Bell), PSA double-sided booklet of 20 will also be made available to SDOs via future automatic distributions, shipped directly from the supplier to the SDOs.

— Stamp Services,  
Government Relations and Public Policy, 5-7-09

## Stamp Announcement 09-30: Celebrate!



© 2007 USPS

On June 10, 2009, in Washington, DC, the Postal Service™ will issue a 44-cent, *Celebrate!* special stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 (Item 574500). The stamp, designed by Nicholas Wilton, San Geronimo, California, goes on sale nationwide June 10, 2009.

The stamp was previously issued as:

- 42-cent PSA pane of 20 (Item 57200), July 2008.
- 41-cent PSA pane of 20 (Item 570500), August 2007.

### How to Order the 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® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Celebrate! Stamp  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

Issue:	<i>Celebrate!</i>
Item Number:	574500
Denomination & Type of Issue:	44-cent Special
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	June 10, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Nicholas Wilton, San Geronimo, CA
Art Director:	Ethel Kessler, Bethesda, MD
Artist:	Nicholas Wilton, San Geronimo, CA
Typographer:	Nicholas Wilton, San Geronimo, CA
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint "USPS"
Engraver:	N/A
Printer:	Banknote Corporation of America, Inc./Sennett Security Products (SSP/BCA)
Printed at:	Browns Summit, NC
Press Type:	Alprinta, 74
Stamps per Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Phosphor Tagged, Overall
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Cyan, Magenta, Yellow, Black,
Stamp Orientation:	Vertical
Image Area (w x h):	0.75 x 1.03 in./19.05 x 26.16 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.23 mm
Full Pane Size (w x h):	5.43 x 5.64 in./137.92 x 143.26 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	
Front:	© 2007 USPS • Plate position diagram • Price • Plate numbers in four corners
Back:	USPS logo • Barcode (574500) in four positions

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 August 12, 2009.

### 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  
U.S. Postal Service  
PO Box 219014  
Kansas City, MO 64121-9014

### Philatelic Products

There are two philatelic products available for this stamp issue:

- Item 574561, \*First Day Cover, \$0.82.
- Item 574593, \*Cancellation Keepsake (First Day Cover w/Pane), \$9.62.

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 574500, 44-cent Celebrate!, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 80 to 90 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions will be in multiple waves.

Wave 1 shipments, which began April 14, 2009, will be complete by May 14, 2009. The Wave 2 shipment will begin June 16, 2009, and will be complete by July 16, 2009. Distributions are rounded up to the nearest master carton size (40,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before June 3, 2009.

### Additional Supply

Post Offices requiring additional stamps must requisition Item 574500 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.

Following the automatic distribution to SDOs, the New York, Chicago, San Francisco, and Memphis APDs, will each receive additional stamps for fulfilling supplemental orders from the SDOs. The Kansas City Stamp Services Center will receive additional stamps for fulfilling supplemental orders from APDs.

— *Stamp Services,  
Government Relations and Public Policy, 5-7-09*

## Stamp Announcement 09-31: Anna Julia Cooper



© 2008 USPS

On June 11, 2009, in Washington, DC, the Postal Service™ will issue a 44-cent *Anna Julia Cooper* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 463800). The stamp, designed by Ethel Kessler, Bethesda, Maryland, goes on sale nationwide June 11, 2009.

With the 32nd stamp in its *Black Heritage* series, the U.S. Postal Service® honors Anna Julia Cooper, an educator, scholar, feminist, and activist who gave voice to the African-American community during the 19th and 20th centuries, from the end of slavery to the beginning of the Civil Rights movement. The stamp features a portrait of Cooper created by Kadir Nelson, San Diego, California, who based his painting on an undated photograph.

Issue:	<i>Anna Julia Cooper</i>
Item Number:	463800
Denomination & Type of Issue:	44-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	June 11, 2009, Washington, DC 20066
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Artist:	Kadir Nelson, San Diego, CA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU) Williamsville, NY
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A76
Stamps per Pane:	20
Print Quantity:	125 million stamps
Paper Type:	Nonphosphored, Type III, Block Tagged
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 8C (Cool Gray)
Stamp Orientation:	Vertical
Image Area (w x h):	.84 x 1.42 in./21.37 x 36.07 mm
Overall Size (w x h):	.98 x 1.56 in./24.89 x 39.62 mm
Full Pane Size (w x h):	5.95 x 7.24 in./151.13 x 183.90 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	
Front:	© 2008 USPS • Header: "BLACK HERITAGE 32ND IN A SERIES" • Plate position diagram • Price • Plate numbers in four positions
Back:	USPS logo • Barcode (463800) in two positions • Biographical text on back of each stamp

**How to Order the 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® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Anna Julia Cooper Stamp  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

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 August 13, 2009.

### 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. T 6270  
U.S. Postal Service  
PO Box 219014  
Kansas City, MO 64121-9014

### Philatelic Products

With this stamp and cultural diary page, the U.S. Postal Service honors Anna Julia Cooper, an educator, scholar, feminist, and activist who gave voice to the African-American community from the end of slavery to the beginning of the Civil Rights Movement. The diary page (Item 463876, \$13.95) comes with a maxi card with the *Anna Julia Cooper* stamp affixed and cancelled, plus a pane of 20 stamps.



There are three other philatelic products available for this stamp issue:

- 463861\*, First Day Cover, \$0.82.
- 463891\*, Ceremony Program, \$6.95.
- 463893, Cancellation Keepsake (First Day Cover w/ pane), \$9.62.

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 463800, 44-cent Anna Julia Cooper, 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, which began April 8, 2009, will be complete May 6, 2009. 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 their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before June 4, 2009.

### Additional Supply

Post Offices requiring additional stamps must requisition Item 463800 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, New York, San Francisco, and Memphis APDs will each receive additional stamps. The Kansas City Stamp Services Center will receive 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 and Public Policy, 5-7-09

## Stamp Announcement 09-32: Dolphin



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On June 12, 2009, in Washington, DC, the Postal Service™ will issue a 64-cent *Dolphin* definitive stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 113300). The stamp, designed by Carl T. Herrman, North Las Vegas, Nevada, goes on sale nationwide June 12, 2009.

This 2009 stamp, with an illustration by Nancy Stahl, New York, New York, features a bottlenose dolphin leaping from the water. Stahl has created illustrations for several stamps, including the *Dragonfly* (2008) and *Florida Panther* (2007), designed in a similar style. She used several photographs of bottlenose dolphins, marine mammals noted for their high intelligence and playful behavior, as reference for the art.

#### How to Order the 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® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Dolphin Stamp  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

Issue:	<i>Dolphin</i>
Item Number:	113300
Denomination & Type of Issue:	64-cent Definitive
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	June 12, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Carl T. Herrman, North Las Vegas, NV
Art Director:	Carl T. Herrman, North Las Vegas, NV
Typographer:	Carl T. Herrman, North Las Vegas, NV
Artist:	Nancy Stahl, New York, NY
Modeler:	Avery Dennison, SPD
Engraver:	Keating Gravure
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, PMS 302 (Dark Blue)
Stamp Orientation:	Vertical
Image Area (w x h):	.73 x .84 in./18.54 x 21.37 mm
Overall Size (w x h):	.87 x .98 in./22.10 x 24.89 mm
Full Pane Size (w x h):	4.921 x 5.25 in./124.99 x 133.35 mm
Plate Size:	280 stamps per revolution
Plate Numbers:	"V" followed by five (5) single digits
Marginal Markings:	
Front:	© 2009 USPS • Price • Plate position diagram • Plate numbers in four corners of pane
Back:	USPS logo • Barcode (113300) in two corners of pane

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 August 14, 2009.

#### 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  
U.S. Postal Service  
PO Box 219014  
Kansas City, MO 64121-9014

**Philatelic Products**

There is one philatelic product available for this stamp issue:

- 113361\*, First Day Cover, \$1.02.

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 113300, 64-cent Dolphin PSA Pane of 20 Stamps**

Stamp distribution offices (SDOs) will receive approximately 20 to 30 percent of their standard automatic distribution quantity for a PSA sheet stamp. SDO distributions, which begin May 11, 2009, will be complete May 27, 2009. Distributions are rounded up to the nearest master carton size (40,000 stamps).

**Initial Supply to Post Offices**

SDOs will not make a subsequent automatic distribution to Post Offices. Post Offices requiring quantities of Item 113300 must order them from their designated SDO using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before June 5, 2009.

**Additional Supply**

Post Offices requiring additional stamps must requisition Item 113300 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 Memphis, Chicago, New York, and San Francisco APDs will each receive additional stamps. The Kansas City Stamp Services Center will receive additional stamps for fulfilling supplemental orders from APDs.

— *Stamp Services,  
Government Relations and Public Policy, 5-7-09*

## Procedures for the Revaluation of the 42-Cent Forever Stamp Booklets and Automatic Teller Machine Sheetlets

### Stamp Booklets Affected

Item	Description	Price	Increase	New Price
569900	Forever Stamp Automatic Teller Machine Sheetlets	\$7.56	\$0.36	\$7.92
573300	Forever Stamp Automatic Teller Machine Sheetlets	\$7.56	\$0.36	\$7.92
676500	Forever Stamp Vending Booklet	\$8.40	\$0.40	\$8.80
676511	Forever Stamp Vending Crisscross Booklet	\$8.40	\$0.40	\$8.80
676600	Forever Stamp Booklet	\$8.40	\$0.40	\$8.80
677700	Forever Stamp Booklet	\$8.40	\$0.40	\$8.80
679200	Forever Stamp Vending Booklet	\$8.40	\$0.40	\$8.80
679211	Forever Stamp Vending Crisscross Booklet	\$8.40	\$0.40	\$8.80

The selling price of the Forever Stamp™ will increase on May 11, 2009, to 44 cents (\$8.80 per booklet and \$7.92 per sheetlet). The master inventories of Stamp Services System (SSS) will be electronically updated by Stamp Acquisition and Distribution, Headquarters, at 9:00 A.M. ET on May 11, 2009, to reflect the new selling price.

Stamp distribution offices (SDOs) and stamp service centers (SSCs) *must not* log on to the SSS program after close of business May 9 through May 11, before 9:00 A.M. ET.

When the inventory system is updated, the closing balance on PS Form 3958, *Unit Reserve Stamp Stock Transaction Record*, for May 9 will not match the opening balance on May 11. The difference should equal the total revaluation amounts.

### Procedures for Stamp Distribution Supervisors

Stamp distribution supervisors at all facilities processing the Forever Stamp booklets should perform the following on May 9 or their last day of business prior to May 11:

- Print PS Form 3958 for close of business on May 9, 2009 (or the last day of business prior to May 11, 2009).
- Print an inventory listing for close of business on May 9, 2008 (or the last day of business prior to May 11, 2009).
- Complete the Check Sheet (see below).
- Enter the results on a PS Form 17, *Stamp Requisition/Stamp Return*.
- Write the difference on the overage line of PS Form 3958 (outside the postage line) as Stock Revaluation/Increase.
- Maintain PS Form 3958 and PS Form 17 at the SDO or SSC.

### Procedures for the Integrated Business Software Solutions Center Programmer at Eagan, MN

The Integrated Business Software Solutions Center (IBSSC) programmer should do the following:

- Recalculate the beginning vault balances before users are allowed to log on to the SSS program.
- Provide a file of the net differences, by line and by warehouse, to St. Louis Accounting after the system is updated. St. Louis Accounting will then use the file to update the stock ledger entries.

### Check Sheet

Item Number	Description	Quantity on Hand	Total Value
569900	42-cent Forever Stamp ATM Sheetlet	x .36	
573300	42-cent Forever Stamp ATM Sheetlet	x .36	
676500	42-cent Forever Stamp Vending Booklet	x .40	
676511	42-cent Forever Stamp Vending Crisscross	x .40	
676600	42-cent Forever Stamp Booklet	x .40	
677700	42-cent Forever Stamp Booklet	x .40	
679200	42-cent Forever Stamp Vending Booklet	x .40	
679211	42-cent Forever Stamp Vending Crisscross	x .40	
<b>Value of Increase</b>			

## Correction: Love: King and Queen of Hearts Stamp

In the article “Correction: Love: King and Queen of Hearts” in *Postal Bulletin* 22257 (4-23-09, page 62), the denomination in the technical details table was missing a “4”. Also, the table listed two designers, and there should be only one. The table is given again below with the correct denomination and designer’s name in bold.

Issue:	<i>Love: King and Queen of Hearts</i>
Item Number:	678800
Denomination & Type of Issue:	<b>44-cent</b> Definitive
Format:	Convertible Booklet of 20 (2 designs)
Series:	<i>Love</i>
Issue Date & City:	May 8, 2009, Washington, DC 20066 (No Ceremony)
Designer:	<b>Jeanne Greco, New York, NY</b>
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Artist:	Jeanne Greco, New York, NY
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Engraver:	Keating Gravure
Printer:	Avery Dennison, (AVR)
Printed at:	AVR, Clinton, S.C.
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	20
Print Quantity:	500 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-Sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, PMS 5773 (Green)
Stamp Orientation:	Horizontal
Image Area (w x h):	0.77 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.23 mm
Booklet Size (w x h):	4.55 x 5.0 in./115.57 x 127.0 mm
Plate Size:	420 stamps per revolution
Plate Numbers:	“V” followed by five (5) single digits
Marginal Markings:	
Cover Side:	© 2008 USPS • Stamp images <ul style="list-style-type: none"> <li>• Two different designs</li> <li>• “LOVE” • “Twenty 44¢</li> <li>Self-adhesive Stamps”</li> <li>• “\$8.80” • Barcode (678800)</li> <li>• USPS logo • Promotional text</li> <li>• Plate block numbers</li> </ul>

— Stamp Services,  
Government Relations and Public Policy, 5-7-09

## 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.*

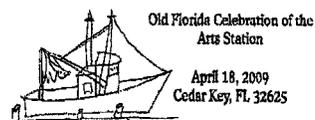
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

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, as listed below.

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 30 days:



April 18–19, 2009

*Old Florida Celebration of the Arts*  
Old Florida Celebration of the Arts Station  
Postmaster  
518 Second St.  
Cedar Key, FL 32625-9998



April 15, 2009

*University of Alaska Anchorage (UAA)*  
Forty Ninth State Abraham Lincoln Station  
Station Manager  
344 W. 3rd Ave.  
Anchorage, AK 99501-2713



April 18–19, 2009

*Old Florida Celebration of the Arts*  
Old Florida Celebration of the Arts Station  
Postmaster  
518 Second St.  
Cedar Key, FL 32625-9998

April 16, 2009

*City of West Palm Beach*  
West Palm Beach City Center Grand Opening Station  
Manager MOWS  
PO Box 163552  
West Palm Beach, FL 33416-3552



April 20–23, 2009

*U.S. Postal Service*  
Gold Nugget Days Station  
Postmaster  
6469 Clark Rd.  
Paradise, CA 95969-9998



**Mahalia Jackson Station**  
 April 23, 2009  
 New Orleans, LA 70117

April 23-24, 2009  
*New Orleans Jazz & Heritage Foundation, Inc.*  
 Mahalia Jackson Station  
 Postmaster  
 PO Box 50336  
 New Orleans, LA 70150-0336



Walter Reed Centennial Station  
 Washington D.C. 20307  
 ★ MAY 1, 2009 ★

May 1, 2009  
*Walter Reed Army Medical Center*  
 Walter Reed Centennial Station  
 Special Events Rm. 1089  
 900 Brentwood Rd., NE  
 Washington, DC 20066-9998



Sharp County  
**GFWC Federation Day Station**  
 April 24, 2009  
 Ash Flat, AR 72513

April 24, 2009  
*General Federations of Women's Club*  
 GFWC Federation Day Station  
 Postmaster  
 34 W. Main St.  
 Ash Flat, AR 72513-9998



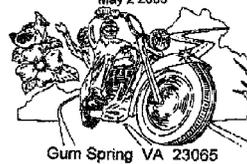
May 2, 2009  
*Champoeg Historical State Park*  
 Champoeg Founders Day Station  
 Officer in Charge  
 20180 Main St., NE  
 St Paul, OR 97137-9640



**Jazz Fest Station**  
 April 24, 2009  
 New Orleans, LA 70119

April 24-26, 2009  
*New Orleans Jazz & Heritage Foundation, Inc.*  
 Jazz Fest Station  
 Postmaster  
 PO Box 50336  
 New Orleans, LA 70150-0336

Motorcycle Awareness Station  
 May 2 2009



May 2, 2009  
*U.S. Postal Service*  
 Motorcycle Awareness Station  
 Postmaster  
 3250 Broad St.  
 Gum Spring, VA 23065-9998



April 25, 2009  
*Universal Ship Cancellation Society*  
 Commissioning Day Station  
 Postmaster  
 PO Box 9998  
 Goose Creek, SC 29445-9998

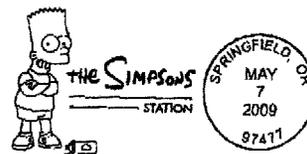


May 2-3, 2009  
*Spring Ford Philatelic Society*  
 VALPEX Station  
 Postmaster  
 354 N. Lewis Rd.  
 Royersford, PA 19468-9998

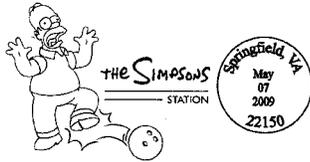


**Jazz Fest Station**  
 April 30, 2009  
 New Orleans, LA 70119

April 30-May 3, 2009  
*New Orleans Jazz & Heritage Foundation, Inc.*  
 Jazz Fest Station  
 Postmaster  
 PO Box 50336  
 New Orleans, LA 70150-0336



May 7, 2009  
*U.S. Postal Service*  
 The The Simpsons Station  
 Postmaster/Philatelic Sales  
 PO Box 9998  
 Springfield, OR 97477-9998



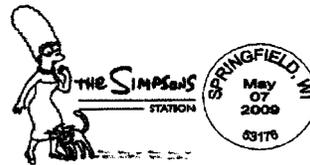
May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, VA 22150-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, WI 53176-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, VA 22150-9998



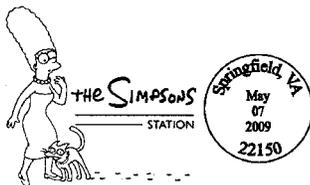
May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, WI 53176-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, VA 22150-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, WI 53176-9998



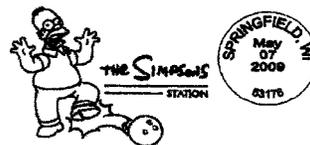
May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, VA 22150-9998



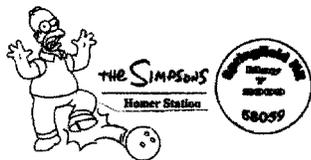
May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, WI 53176-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, VA 22150-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, WI 53176-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, NE 68059-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, MO 65801-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, MO 65801-9998



May 7, 2009  
 U.S. Postal Service  
 Springfield Station  
 Postmaster  
 PO Box 9998  
 Springfield, MN 56087-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, MO 65801-9998



May 7, 2009  
 U.S. Postal Service  
 Springfield Station  
 Postmaster  
 811 Eighth St.  
 Springfield, SD 57062-9998



May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, MO 65801-9998



May 8, 2009  
 US Postal Service  
 Hilltown Biodiesel Cooperative Station  
 Postmaster  
 PO Box 9998  
 Charlemont MA 01339-9998

May 8, 2009  
 U.S. Postal Service  
 Hilltown Biodiesel Cooperative Station  
 Postmaster  
 PO Box 9998  
 Charlemont, MA 01339-9998

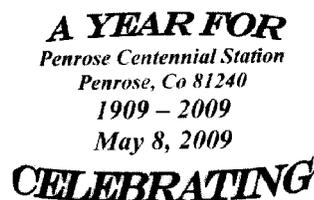


May 7, 2009  
 U.S. Postal Service  
 The Simpsons Station  
 Postmaster  
 PO Box 9998  
 Springfield, MO 65801-9998



Class of 2009  
 Graduation  
 May 29  
 Proud To Be a Longhorn

May 8, 2009  
 Loop ISD  
 Loop ISD Station  
 Postmaster  
 14075 Loop 252  
 Loop, TX 79342-9998



May 8, 2009  
 Centennial Committee  
 Penrose Chamber of  
 Commerce  
 Penrose Centennial Station  
 Postmaster  
 PO Box 9998  
 Penrose, CO 81240-9998



May 9, 2009  
 Sheboygan Stamp Club  
 SHEPEX Station  
 Postmaster  
 205 Lake St.  
 Cascade, WI 53011-9998



May 8, 2009  
 City of Mullens  
 The Dogwood City Station  
 Postmaster  
 PO Box 9998  
 Mullens, WV 25882-9998



May 9, 2009  
 Town of Hudson  
 Hudson Centennial Station  
 Postmaster  
 PO Box 9998  
 Hudson, NY 82515-9998



May 8, 2008  
 American Cancer Society  
 Relay for Life Station  
 Postmaster  
 PO Box 9998  
 Clovis, NM 88101-9998



May 12, 2009  
 Major Todd Copley 700th  
 Airlift Squadron  
 End of Berlin Airlift 60th  
 Anniversary Station  
 Postmaster  
 257 Lawrence St.  
 Marietta, GA 30060-9998



May 9, 2009  
 U.S. Postal Service  
 Rocking Horse Ranch  
 Station  
 Postmaster  
 PO Box 9998  
 Highland, NY 12528-9998



May 12, 2009  
 U.S. Postal Service  
 Morton Indian Station  
 Postmaster  
 106 W. Taylor Ave.  
 Morton, TX 79346-9998



May 9, 2009  
 Theodore Burr Covered  
 Bridge Society of  
 Pennsylvania, Inc.  
 Covered Bridge Station  
 Postmaster  
 435 S. Cascade St.  
 New Castle, PA 16105-9998



May 13, 2009  
 U.S. Postal Service  
 Dawson Dragon Station  
 Postmaster  
 218 Juniper St.  
 Welch, TX 79377-9998

**STAMPOREE STATION  
BLACK ROCK DISTRICT  
BOY SCOUTS OF AMERICA  
FRACKVILLE, PA 17931  
MAY 13, 2009**



May 13, 2009  
BSA Black Rock District  
Stamporee Station  
Postmaster  
PO Box 9998  
Frackville, PA 17931-9998



May 16, 2009  
U.S. Postal Service  
Fish Heritage Day Station  
Postmaster  
PO Box 9998  
South Otselic, NY 13155-9998



Honoring  
**Abraham Lincoln**  
MAY 15, 2009  
ROCHESTER NY 14623

May 15, 2009  
U.S. Postal Service  
ROPEX Station  
Philatelic Clerk MOWS  
1335 Jefferson Rd.  
Rochester, NY 14692-9998

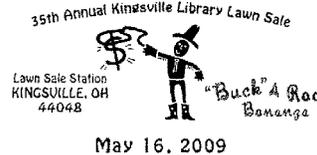
Sucker Day Station  
May 16, 2009  
Nixa, Mo 65714



May 16, 2009  
Postal Consumer Advisory  
Council  
Sucker Day Station  
Postmaster  
404 W. South St.  
Nixa, MO 65714-9998

**New Postal Rates apply at the  
Rocky Mountain Stamp Show  
Anniversary Station  
1809-2009 Lincoln's Birth  
1859-2009 Colorado Gold Rush  
May 15, 2009 Denver CO 80239**

May 15, 2009  
Rocky Mountain Stamp  
Show  
New Postal Rates Apply at  
the Rocky Mountain Stamp  
Show Anniversary Station  
Station Manager  
951 20th St.  
Denver, CO 80202-9998



May 16, 2009  
City of Kingsville  
Lawn Sale Station  
Postmaster  
3110 W. Main St.  
Kingsville, OH 44048-9998



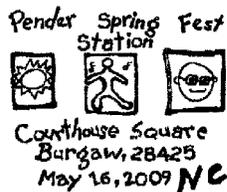
Hudson-Fulton Station  
May 15, 2009  
Poughkeepsie, NY 12601

May 15, 2009  
U.S. Postal Service  
Hudson-Fulton Station  
Postmaster  
PO Box 9998  
Poughkeepsie, NY 12601-9998



Honoring  
**Abraham Lincoln**  
ROPEX STATION  
MAY 16, 2009  
ROCHESTER NY 14623

May 16, 2009  
U.S. Postal Service  
ROPEX Station  
Philatelic Clerk MOWS  
1335 Jefferson Rd.  
Rochester, NY 14692-9998



Courthouse Square  
Burgaw, 28425  
May 16, 2009 NC

May 16, 2009  
Pender County Spring Fest  
Pender Spring Fest Station  
Postmaster  
100 E. Satchwell St.  
Burgaw, NC 28425-9998



May 16, 2009  
City of Madison  
Section C4A Conclave  
Station  
Postmaster  
375 N. Lake St.  
Madison, OH 44057-9998



May 16, 2009

Mark Twain Lake Chamber  
Commerce  
Clarence Cannon Dam  
Station  
Postmaster  
416 N. Main St.  
Monroe City, MO 63456-  
9998



Lincoln's Birth 200th  
Anniversary Station  
at Rocky Mountain  
Stamp Show  
May 16, 2009  
Denver, CO 80239

May 16, 2009

Rocky Mountain Stamp  
Show

Lincoln's Birth 200th  
Anniversary Station  
Station Manager  
951 20th St.  
Denver, CO 80202-9998



May 16, 2009

Stoughton Chamber of  
Commerce and Syttende  
Mai Festival

Syttende Mai Station  
Postmaster  
PO Box 9998  
Stoughton, WI 53589-9998



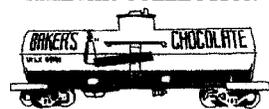
Gold Rush of 1859  
150th Anniversary  
Station Rocky Mtn.  
Stamp Show  
Denver, CO 80239  
May 17, 2009

May 17, 2009

Rocky Mountain Stamp  
Show

Gold Rush of 1859 150th  
Anniversary Station  
Station Manager  
951 20th St.  
Denver, CO 80202-9998

**CHESTER RAILWAY MUSEUM  
RAILCAR COLLECTION**



1923 TANK CAR CHESTER STATION MAY 16, 2009  
CHESTER, MA 01011

May 16, 2009

The Chester Foundation  
Chester Station  
Postmaster  
309 Route 20  
Chester, MA 01011-9998



Honoring  
Abraham Lincoln  
ROPEX STATION  
MAY 17, 2009  
ROCHESTER NY 14623

May 17, 2009

U.S. Postal Service  
ROPEX Station  
Philatelic Clerk MOWS  
1335 Jefferson Rd.  
Rochester, NY 14692-9998



May 16, 2009

Oscoda County  
Oscoda County Station  
Postmaster  
PO Box 9998  
Mio, MI 48647-9998



May 20-23, 2009

University of Tennessee –  
Division of Outreach &  
Continuing Education

Destination Imagination  
Global Finals Station  
Window Supervisor MOWS  
1237 E. Weisgarber Rd.  
Knoxville, TN 37950-9998

– Stamp Services,  
Government Relations, 5-7-09

## Retail

### Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® print run cut-off schedule for the '09 fiscal year. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The remaining FY '09 print cycle dates are the following:

- June 25, 2009 (YR).
- August 20, 2009 (HOL).

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (January 2009), to Cyril-Scott Company:

Cyril Scott Company  
PO Box 627  
Lancaster, OH 43130-0627

Telephone: 800-466-0455  
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click *Forms*, and then select the form by number. A copy of this form appears on page [94](#) in this *Postal Bulletin*.

The cost per unit of 500 is \$12.51. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders (under \$10,000) with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off date listed here. Orders received after the cut-off date will be processed the next print run date.

All local Post Offices™ and centralized sites should follow the ordering instructions contained within this article and utilize local funds.

#### For Orders Exceeding 10,000

Use eBuy to process both centralized and decentralized brochure orders that exceed \$10,000.00. In the Purchasing Method field, select "Route Req to Supply Mgmt", then in the After Approval Route field, select "Eastern Services CMC (Memphis, TN)". Include completed PS Form 3227-O with imprint information with the eBuy order.

**Note:** These approved eBuy orders must be received by Supply Management at least 10 days prior to a published run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Ensure procedures are in effect locally for proper verification of receipt.

— *Retail Access Channels,  
Retail Operations, 5-7-09*

**Stamps by Mail® Brochure Order Form** Required Entry → Order No. (MM-DD-YY-ZIP+ 4®) Example: 12-18-05-22209-6057

**You MUST complete ALL fields on this form**

To: STAMPS BY MAIL CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (Include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

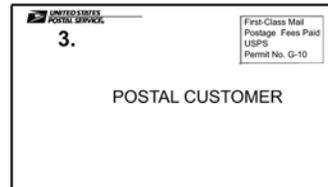
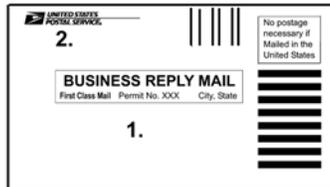
Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____	@ \$12.51 ea. per pack =	_____
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$12.51 ea. per pack =	_____
<b>Total</b>			<b>\$</b>

**Ship to (Cannot ship to Post Office™ boxes):**  
(Number, street, apartment, suite, city, state, ZIP + 4)

_____	Contact Name
_____	Contact Telephone No. (Include area code)
_____	
_____	

**Imprint Information**

(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



<b>1. Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4)</b>	<b>2 &amp; 3. Return Address (MUST include ZIP + 4)</b>
_____	_____
_____	_____
_____	_____

**Payment Information:** Orders will be shipped within 35 calendar days following print runs (see *Postal Bulletin* schedule). Actual delivery times will vary based upon the destination. For orders over \$10,000.00 (only) submit PS 3227-O with approved eBuy to SM Management - route to PP&CS to Eastern Service CMC, Memphis/Windsor.

(For orders under \$10,000) Postal Service unit placing order MUST IMMEDIATELY NOTIFY Cyril Scott of any credit card changes within 60 days of the print cut-off date.

Check (Include with order)

VISA/ IMPAC Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  USPS Money Order (Include with order)

Requestor Signature	Manager/Supervisor Signature
Funding/Credit Card Official Signature	Date Signed

If shipment is over 20,000 forms (40 packs), enter finance number to be charged for transportation costs (see *Postal Bulletin* estimations): \_\_\_\_\_

## ***DID YOU KNOW?***

**The Freedom of Information Act (FOIA) applies to all USPS records, including e-mails and attachments.**

## Price Change Information

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

- New Price Tables
- New Prices in Downloadable Format
- Domestic and International Postage Statements
- *Federal Register* Notices

### Postal Explorer® [pe.usps.com](http://pe.usps.com)

In addition to new price information, Postal Explorer lets you view the *Domestic Mail Manual*, Quick Service Guides, *International Mail Manual*, Price Calculators, and related publications.

