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Need to send a package to a loved one in the military* overseas?

Use a Priority Mail® APO/FPO Flat Rate Box

There is a \$2 discount for large Priority Mail Flat Rate Boxes mailed to APO/FPO addresses.



*For mailable items. Mail addressed to military personnel overseas is subject to certain restrictions of mailing regarding content, preparation and handling. See www.usps.com for more details.
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Thanksgiving Day Parade Stamp

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



Holiday Media Open House and Tours

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Background

News media representatives become very interested in postal operations from late November through Dec. 25. Being proactive by developing a special day of mail processing tours for local news media representatives is an excellent opportunity to showcase our products, services, and people, and encourages customers to mail early in the holiday season.

With a little pre-planning, your office will be ready to show the local community that we're ready, willing, and prepared to handle all of its holiday mailing needs.

Listed below are some tips and ideas you can use to bring the news media in for a behind-the-scenes look at the hard work it takes to collect, transport, and process mail for local postal customers during the holiday mailing season.

Included in this kit are nine fact sheets about the Postal Service's™ holiday operations as well as other holiday tips and timesavers to help you execute your events:

- By the Numbers.
- Home for the Holidays.
- Top 10 Bargains in Shipping.
- Holiday Helpers.
- Packing Tips.
- Click-N-Ship® Service.
- Create Holiday Cards and Letters for Friends, Family, or Customers.
- The Postal Store®.
- Carrier Pickup™ Service.

Corporate Communications Area Managers

Be sure to contact your Corporate Communications area manager to discuss holding a media open house and tour. They are here to help you plan and execute these activities and to engage the media.

Area	Contact	Telephone	E-Mail
Capital Metro	Deborah Yackley	301-548-1465	deborah.a.yackley@usps.gov
Eastern	Paul Smith	215-931-5054	paul.f.smith@usps.gov
Great Lakes	Jim Mruk	630-539-6565	james.a.mruk@usps.gov
Northeast	Debra Hawkins	860-285-7265	debra.a.hawkins@usps.gov
Pacific	Don Smeraldi	858-674-3149	don.a.smeraldi@usps.gov
Southeast	Larry Dingman	901-747-7544	larry.d.dingman@usps.gov
Southwest	Earl Artis	214-819-8704	earl.c.artis@usps.gov
Western	Teresa Rudkin	303-313-5130	teresa.rudkin@usps.gov

Pre-Planning

- Talk with your plant manager and/or postmaster early about hosting a 1-day open house for local news media.
- Corporate Communications representatives should be included in any planning from the start. They're a great resource, and ready to support your effort! Discuss the advantages of developing a "Mail Early" promotion as a way to reduce local originating volumes during our peak processing days, and how having processing and distribution center (P&DC) employees appearing on-camera can have a positive impact on employee morale. Determine the best time of day to begin the media tours, which will most likely occur from mid to late afternoon.
- Include the district security control officer in your plans so that the event is in compliance with any local, fast-breaking changes in local threat level assessments issued by the Department of Homeland Security.
- Ask the operations manager at the P&DC to provide you with statistical data regarding mail volumes (letters processed, packages mailed, and the total number of letters postmarked) from the previous holiday mailing season. Become familiar with the forecast for this year's holiday mailing season.
- Corporate Communications will prepare the news release and media advisory to announce the event. *Make sure to include that proper footwear is required on the plant work floor.*
- The best time for tours is late afternoon/early evening. Most associate offices, stations, and branches are sending collection mail to the opening unit for cancellation and processing beginning in the late afternoon.
- Work with local managers to determine a logical flow to the tours, ensuring that camera crews and journalists will be able to photograph and observe the postmarking, automated letter sorting, and package sorting operations.
- Ask for help in identifying good photo opportunities in the processing operation. Find out when trucks containing Priority Mail® items are scheduled to arrive, and ask about the expected arrival of easily identifiable holiday packages such as boxes of fresh fruit.
- Prepare attractive press packets/folders with "Postal Facts" and information from the 2009 Holiday Mailing Season Press Kit, along with any local information that will help show the public the tremendous commitment of our employees to keep the mail flowing during our busiest time of year. Don't forget to include background information on this year's holiday stamps.

One Week Before the Open House Tours

- In conjunction with Corporate Communications, issue an approved news release to local news media outlets.
- Pitch your event directly by making calls to local news reporters, assignment editors, and news desks to ensure they have reviewed your news release, and ask if they intend to attend. Let them know you will be available, and will have some great photo opportunities available for them to support a great story. Suggest they reserve a specific time of day for a tour as a way to encourage and solidify coverage by their publication or broadcast outlet.
- Provide processing employees and supervisors with a “heads-up” in the form of a service talk or announcement so they will know news media representatives will be onsite. Work with processing supervisors to identify employees who might be available to talk to the news media about their past experiences with the heavy mail volumes expected during the holiday mailing season.
- Talk with the postal police and ensure all security personnel are aware of local plans. Ensure temporary security badges will be available to be issued to media representatives on the day of the tours. Consider making refreshments available for news media attendees.

Day of the Open House

- Call local news outlets early to confirm attendance and tour times.
- Ensure that all photographers are advised that all video and photographs should not reveal any specific names or addresses on individual pieces of mail, as this is a violation of our privacy guidelines.
- Get updates on the mail processing profile for that day, and make adjustments to your planned tour flow as needed.
- Utilize support staff to assist with hosting news media representatives if you are currently providing a tour to a competing news outlet. Provide a comfortable environment for them while they wait.
- Keep plenty of drinking water available. You’ll need it, especially if you are planning to do tours on an individual basis for each attending news outlet.
- Monitor the results of your efforts on the late evening news and the following day in the newspaper.

The Day After

- Provide a media coverage summary to local managers and Corporate Communications to document your efforts.
- Don’t forget to send photos and write-ups to *News Link* for possible publication.



U.S. POSTAL SERVICE HOLIDAYS BY THE NUMBERS

- 234** Number of years the U.S. Postal Service® has been delivering holiday cheer.
- 16.6 billion** Number of cards, letters, and packages to be delivered between Thanksgiving and Christmas Eve.
- 3 billion** Number of letters mailed over the holidays.
- 839 million** Number of pieces of mail processed on Dec. 14, the busiest mailing day of the year.
- 583 million** Average number of pieces of mail processed daily.
- 692 million** Average number of pieces of mail processed daily during the holidays.
- 30 million** In pounds, the amount of mail the Postal Service™ will process for overseas military installations, including war zones in Iraq and Afghanistan.
- 192,000** Number of vehicles used to transport holiday mail, including 142,000 half-ton trucks.
- 2.11 billion** Number of holiday stamps the Postal Service printed this year.
- 97 million** Number of customers who visit the Post Office™ during the holidays.
- 41 million** Number of customer visits to the Postal Service's website, www.usps.com, during the holidays.
- 3.6 million** Number of shipping labels printed from home during the holidays using Click-N-Ship® service.

Mail-by Dates

- Dec. 4** Military mail destined for Iraq or Afghanistan
- Dec. 16** Parcel Post®
- Dec. 21** First-Class Mail®
- Dec. 21** Priority Mail®, the best bargain in shipping
- Dec. 23** Express Mail®*

* Express Mail service commitments are based on drop-off times. See retail associate or www.usps.com for details.



Servicio Postal de los EE. UU.

Las Fiestas en Cifras

234	Cantidad de años que el Servicio Postal de los EE. UU. (U.S. Postal Service®) ha estado repartiendo la alegría de las fiestas.
16,600 millones	Cantidad de tarjetas, cartas y paquetes a ser entregados entre el Día de Acción de Gracias y la Navidad.
3,000 millones	Cantidad de cartas enviadas por correo durante las fiestas.
839 millones	Cantidad de piezas postales procesadas el 14 de diciembre, el día del año de más envíos postales.
583 millones	Cantidad promedio de piezas postales procesadas diariamente.
692 millones	Cantidad promedio de piezas postales procesadas diariamente durante las fiestas.
30 millones	En libras, la cantidad de correo que procesará el Servicio Postal (Postal Service™) para instalaciones militares en el exterior, incluidas las zonas de guerra en Irak y Afganistán.
192,000	Cantidad de vehículos utilizados para transportar el correo de las fiestas, incluidos 142,000 camiones de media tonelada.
2,110 millones	Cantidad de estampillas para las fiestas que imprimió el Servicio Postal este año.
97 millones	Cantidad de clientes que visitan la Oficina de Correos (Post Office™) durante las fiestas.
41 millones	Cantidad de visitas al sitio web del Servicio Postal, www.usps.com , durante las fiestas.
3.6 millones	Cantidad de etiquetas de envío impresas desde los hogares durante las fiestas usando Click-N-Ship®.

Fechas límite de entrega

4 de dic.	Correo militar destinado a Irak y Afganistán
16 de dic.	Parcel Post®
21 de dic.	Correo de primera clase (First-Class Mail®)
21 de dic.	Correo Prioritario (Priority Mail®), la mejor oferta en envíos
23 de dic.	Correo Expreso (Express Mail®)*

* Los compromisos del servicio de Correo Expreso se basan en las horas en las que se traiga el correo. Consulte a uno de nuestros empleados o visite www.usps.com para obtener más detalles.

HOME FOR THE HOLIDAYS

Don't fight Mother Nature this holiday season. Stay inside where it's nice and warm and let the Postal Service™ do what it does best — pick up and deliver mail and packages. A Post Office™ is a click away when you use **USPS.com®** for all your holiday shipping needs. It's your one-stop shop for holiday shipping.

- Free Carrier Pickup™ service is available from home or office, regardless of the weather.
- Unlike with other shipping companies, there is no fee for the service: www.usps.com/pickup
- We'll pick up your gifts and take away your returns. Your letter carrier will pick up packages when mail is delivered, regardless of the number of packages you're sending.
- Buy stamps, stationery, and stamp products from your home or office computer at The Postal Store®. You can select stamps by price, subject, or type and have them delivered in a few days. A small shipping and handling fee is charged at www.shop.usps.com.
- Turn your favorite holiday moments into postage using customized postage available through four licensed vendors: www.usps.com/postagesolutions/customizedpostage.htm
- Print shipping labels and pay for postage using Click-N-Ship® service while sipping hot cocoa or baking holiday cookies: www.usps.com/clicknship
- Create and send high-quality, personalized greeting cards, postcards, and photo cards from your desktop computer. Whether you're sending one card or 10,000, just point and click to create your personalized greetings: www.usps.com/createmail
- Need a box? No problem. Order free, eco-friendly packaging supplies for all your shipping needs and have them delivered to your door. www.shop.usps.com



UNITED STATES
POSTAL SERVICE®



Hoja de Datos/de Vuelta a Casa por las Fiestas

No pelee contra la madre naturaleza en esta temporada de fiestas. Quédese en casa donde está cómodo y calentito y deje que el Servicio Postal (Postal Service™) haga lo que mejor sabe hacer, recoger y entregar correo. La Oficina de Correos (Post Office™) más cercana está haciendo clic en USPS.com®, para todas sus necesidades de envíos durante las fiestas. Encontrará todo lo que necesita para sus envíos para estas fiestas en un solo lugar.

- La recolección gratuita de paquetes en casa o en la oficina está disponible, llueva, truene o relampaguee.
- A diferencia de otras empresas de envíos, este servicio se ofrece sin costo. www.usps.com/pickup
- Recogeremos sus regalos y nos llevaremos sus devoluciones. El cartero recogerá el paquete cuando entregue su correo habitual, independientemente de la cantidad de paquetes que envíe.
- Compre estampillas, papeles y sobres, y productos para estampillas desde la computadora de su hogar o de la oficina. Estos servicios se encuentran a solo unos clic de distancia usando Internet y The Postal Store®. Puede comprar estampillas por precio, tema o tipo, y las recibirá en solo unos días. Se cobra una cantidad pequeña por manipulación y envío.
- Convierta sus momentos favoritos de las fiestas en estampillas con Franqueo personalizado (Customized Postage), disponibles a través de cuatro vendedores autorizados. Diríjase a www.usps.com/postagesolutions/customizedpostage.htm.
- Imprima etiquetas de envío y pague el franqueo con Click-N-Ship® mientras disfruta de un chocolate caliente u hornea galletas navideñas.
- Cree y envíe tarjetas de felicitación, tarjetas postales o tarjetas fotográficas personalizadas y de alta calidad desde su computadora. Ya sea que esté enviando una tarjeta o diez mil, solo haga clic para crear sus propios saludos personalizados.
- ¿Necesita una caja? No hay problema. Pida suministros de empaque ecológicos gratuitos para todas sus necesidades de envío entregados en la puerta de su casa u oficina.

TOP TEN BARGAINS IN SHIPPING

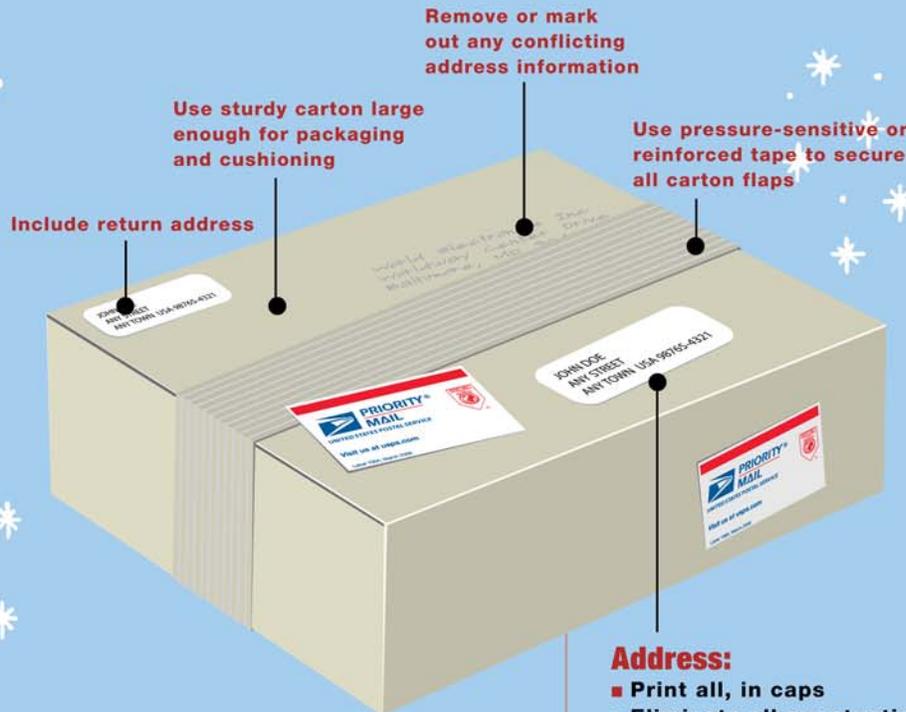
- 10 Unlike other shipping companies, the Postal Service™ does not charge extra for Saturday delivery or add a fuel surcharge. The price you see is the price you pay.
- 9 Send holiday cheer to our men and women in uniform serving abroad at APO/FPO addresses using the Priority Mail® Large Flat Rate Box and receive a \$2 discount.
- 8 Just 44 cents from Washington, DC, to Washington state. Sending holiday cards is a “wrap” with the festive *Winter Holidays* stamps. Holiday stamps recognizing Kwanzaa, Hanukkah, and Eid, as well as the Madonna and Child image, also are available during the holiday season.
- 7 Going away for the holidays? Don't worry. Premium Forwarding Service™ sends your mail to your temporary location. Most mail is forwarded once a week by Priority Mail® service. The enrollment fee is just \$15, and weekly reshipment fees are \$13.95. www.usps.com/premiumforwarding
- 6 Skip the trip and save fuel this yule by using www.usps.com to save your own green this season.
- 5 Get free Delivery Confirmation™ service for Priority Mail items when you ship online at www.usps.com/clicknship.
- 4 Express Mail – under the tree in under a day. Santa isn't the only one working on Christmas. The Postal Service will deliver Express Mail in most major cities on Dec. 24 and Dec. 25. The mailing deadline is Dec. 23 to most locations.
- 3 Save between 3 percent and 11 percent when you ship online at www.usps.com/clicknship.
- 2 FREE Carrier Pickup™ service at www.usps.com/pickup. Stay inside where it's nice and warm. Free Carrier Pickup service is available from your home or office, regardless of the weather or the number of packages you have.
- 1 Priority Mail Flat Rate Boxes, only from the U.S. Postal Service®. Starting at just \$4.95, Priority Mail Flat Rate Boxes are the ultimate gift box. There's virtually no need to weigh – if it fits, it ships. And it's the same low rate to any state in the country.



Hoja de Datos/Las Diez Mejores Ofertas de Envío

10. A diferencia de otras compañías de envío, el Servicio Postal (Postal Service™) no cobra más por entregas los sábados ni agrega recargo por combustible. El precio que ve es el precio que tendrá que pagar.
9. Envíe la alegría de las fiestas a los hombres y mujeres uniformados de servicio en el exterior con la caja de tarifa fija (Flat Rate Box) de Correo Prioritario (Priority Mail®) tamaño grande y reciba un descuento de \$2.
8. Solo 44 centavos desde Washington, DC, hasta el estado de Washington. Las tarjetas navideñas se envían en un santiamén con las festivas estampillas de las fiestas de invierno (*Winter Holidays*). Se podrán comprar estampillas sobre Kwanza, Jánuca, y Ramadán, así como de la Virgen y el Niño, durante toda la temporada de fiestas.
7. ¿Va a salir por las fiestas? No se preocupe. El Premium Forwarding Service™ le permite solicitar que todo su correo sea enviado al lugar en el que se encuentre temporalmente. La mayor parte del correo se reenvía una vez a la semana por Correo Prioritario. La tarifa de inscripción cuesta apenas \$15.00 y las tarifas de reenvío semanal son de \$13.95. www.usps.com/premiumforwarding
6. Ahorre tiempo y combustible en estas fiestas. Cuando los costos del combustible aumentan un centavo, nuestros costos aumentan en más de \$8 millones al año. Sabemos que el precio del combustible afecta sustancialmente a todos los estadounidenses. Usar www.usps.com le puede ayudar a ahorrar también esta temporada.
5. Confirmación de entrega gratuita (Free Delivery Confirmation™ service) para Correo Prioritario si envía en línea en www.usps.com. ¡Ahorre sin complejos!
4. Con Correo Expreso (Express Mail®), su regalo llega en menos de un día bajo del árbol. Papá Noel no es el único que trabaja en Navidad. El Servicio Postal entregará Correo Expreso en la mayoría de las ciudades principales el 24 y el 25 de diciembre.
3. Ahorre entre un 3 y un 11 por ciento si envía en línea en www.usps.com.
2. Recolección GRATUITA de paquetes en www.usps.com/pickup. Quédese cómodo y calentito en casa. La recolección gratuita de paquetes desde su casa u oficina está disponible independientemente del clima o de la cantidad de paquetes que tenga.
1. Cajas de tarifa fija de Correo Prioritario, solo con el Servicio Postal de los EE. UU (U.S. Postal Service®). Desde apenas \$4.95, las Cajas de tarifa fija de Correo Prioritario son lo último en cajas para empacar regalos. Prácticamente no hay que pesar: si cabe, se envía. Y es el mismo precio bajo a cualquier estado de la unión.

QUICK TIPS FOR HOLIDAY MAILING



Mail-by Dates

- Dec. 4** Military mail destined for Iraq or Afghanistan
- Dec. 16** Parcel Post®
- Dec. 21** First-Class Mail®
- Dec. 21** Priority Mail®
- Dec. 23** Express Mail®

Address:

- Print all, in caps
- Eliminate all punctuation
- Spell out city name
- Abbreviate state name
- Include apartment numbers
- Use abbreviations:
 - AVE (avenue)
 - ST (street)
 - LN (lane)
 - S (south)
 - E (east)
 - W (west)



MAILING TIPS TO AVOID HOLIDAY GLITCHES

- **Print addresses clearly. Include all address elements—apartment numbers, suite numbers, directional information for streets. For example, 123 S. Main St. or 12456 Elm St. N.**
- **Include both “to” and “from” information on packages — and only on one side. Mark packages “Fragile” in large print on the outside of the box if the shipping materials are likely to break.**
- **Never guess a ZIP™ Code. NO ZIP is better than a WRONG ZIP.**
- **Select a box that is strong enough to protect the contents. Leave space for cushioning inside the carton. The Postal Service™ sells ReadyPost® boxes at the Post Office™ for your convenience. You can also get Express Mail® and Priority Mail® boxes, envelopes, and tubes free at your Post Office.**
- **Cushion contents with shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts. Plain air-popped popcorn is also good for cushioning. It’s inexpensive and environmentally friendly. Pack tightly to avoid shifting during transit.**
- **Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape, or glass-reinforced pressure-sensitive tape. Do not use wrapping paper, string, masking tape, or cellophane tape.**
- **Place an extra label or notice with the delivery and return address inside the package. This ensures the safe return of an item that could not be delivered should the outside label become damaged or fall off.**
- **Remove batteries from toys. Wrap and place them next to the toys in the mailing box. It is recommended that customers include the new batteries in the manufacturer’s packaging.**
- **Stuff glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage. When mailing framed photographs, take the glass out of the frame and wrap it separately.**
- **Customers preparing international packages can complete customs forms, pay postage, print a shipping label, and receive a discount, too, online at www.usps.com/clicknship.**
- **Express Mail delivery occurs on Christmas Day in many metropolitan areas. The mailing deadline is Dec. 23 to most locations.**



Consejos Para las Fiestas Para Evitar Imprevistos con el Correo

Preparación de los Paquetes

- Escribir claramente la dirección con letra de imprenta.
- Incluya todos los elementos de la dirección (número de apartamento o de suite, información de orientación de las calles, como 123 S. Main St. o 12456 Elm St. N).
- Incluya información “de” y “para” en los paquetes pero solo de un lado. No se permite anotar nada más. Pegue el paquete con cinta de embalaje o con cinta que no se desprenda fácilmente durante el envío. Además, proteja el contenido según corresponda.
- Nunca adivine un código postal. *NO* poner el código es mejor que poner un CÓDIGO POSTAL INCORRECTO.
- En muchas áreas metropolitanas se hace entrega de Correo Expreso (Express Mail[®]) el día de Navidad.

Consejos Para Empacar

- Elija una caja que sea lo suficientemente resistente para proteger el contenido. Deje espacio para poner material de protección dentro de la caja.
- Para su comodidad, el Servicio Postal (Postal Service[™]) vende cajas “ReadyPost[®]”, listas para el envío, en la Oficina de Correos (Post Office[™]).
- Proteja el contenido con papel de periódico rasgado o enrollado, envoltorio plástico de burbujas o perlas de poliestireno. También se pueden usar palomitas de maíz sin sal. Cuesta poco y es ecológico. Empaque firmemente para evitar que el contenido se desplace durante el envío.
- Use siempre cinta engomada diseñada para envíos, como la sensible a la presión, la de papel de embalaje reforzada con nailon o la sensible a la presión de vidrioresina.
- No utilice papel para envolver, cuerda, cinta de enmascarar ni cinta de celofán.
- Ponga las direcciones de origen y envío de un solo lado del paquete.
- Si empaca productos en polvo, asegúrese de que estén en sobres acolchados resistentes a los escapes.
- Ponga una etiqueta adicional con las direcciones de entrega y devolución dentro del paquete. Esto garantiza el retorno seguro de un artículo que no pudo ser entregado si la etiqueta exterior se daña o se desprende.

- Sáquele las pilas a los juguetes. Envuélvalas y póngalas al lado de los juguetes en la caja de envío. Se recomienda que los clientes incluyan las pilas nuevas en el empaque del fabricante.
- Rellene los artículos de vidrio, frágiles y huecos, como floreros, con papel de periódico o material de empaque para evitar el daño. Si envía fotografías enmarcadas, sáqueles el vidrio y envuélvalo por separado.
- Use Click-N-Ship[®] para ahorrarse el viaje a la Oficina de Correos. Con una etiqueta con franqueo pagado Click-N-Ship, puede entregarle su paquete al cartero o ponerlo en un buzón azul en la calle. Los paquetes que lleven símbolos de PC Postage[®] de las empresas asociadas, como Stamps.com, Endicia o Zazzle también disfrutan de este servicio. www.usps.com/onlinepostage/welcome.htm
- Los paquetes enviados con sellos postales que pesen 13 onzas o más se pueden dejar para que los recoja su cartero, pero no se deben poner en un buzón azul.
- El correo internacional y APO/FPO (Army Post Office/Fleet Post Office) que tenga etiquetas con franqueo pagado Click-N-Ship se puede dejar para que lo recoja su cartero, pero no se debe poner en un buzón azul.
- Los clientes que estén preparando paquetes internacionales en línea pueden llenar formularios de aduana, pagar el franqueo, imprimir una etiqueta de envío y recibir también un descuento en www.usps.com/clicknship. Los clientes que simplemente deseen preparar formularios de aduana o etiquetas de envío también pueden hacerlo al imprimir los formularios de aduana correspondientes en <http://webapps.usps.com/customsforms>.
- Pida cajas, tubos y sobres ecológicos gratuitos para Correo Expreso y Correo Prioritario (Priority Mail[®]) en línea en www.shop.usps.com, por teléfono al 1-800-610-8734, o en su Oficina de Correos local.

Fact Sheet

Click-N-Ship

Save 5–11 Percent When You Ship Online

**Skip the Trip.
Ship Online
at USPS.com.**

Print shipping labels from the convenience of home or office.

Click-N-Ship® service brings the Post Office™ to your desktop. Visit us today at www.usps.com/clicknship to start printing professional shipping labels with postage.

With Click-N-Ship service you can:

- Pay for postage with any major credit card.
- Save on domestic and international labels printed online.
- Calculate and compare rates.
- Standardize your addresses.
- Add special services.

Online shipping is available for domestic and international packages.

- Priority Mail® service: 2–3 day delivery.*
- Express Mail® service: Next day delivery. Guaranteed.**
- Global Express Guaranteed® service: 1–3 day delivery.
- Express Mail International® service: 3–5 day delivery.
- Priority Mail International® service: 6–10 day.

Get these extra services when you ship Priority Mail online.

- Delivery Confirmation™ service, which is free and provides the ZIP™ Code, date, and time of delivery.
- Signature Confirmation™ service, which you can add for only \$1.80.

Get peace of mind with USPS® Insurance

- Add it to your Priority Mail and Express Mail packages.
- Coverage is available up to \$500
- Regular insurance fees apply.

Get the benefit of saving when you pay for postage online.

Domestic:

- Express Mail — 5% savings
- Priority Mail — up to 11% savings

International:

- Global Express Guaranteed — 10% savings
- Express Mail International — 8% savings
- Priority Mail International — 5% savings

2–3 day delivery to many locations.
**Next day delivery to many locations.
See retail associate for money-back guarantee details.

It's easy to get started.

- All you need is an Internet connection, your home or office PC, and a laser or quality inkjet printer.
- Labels can be printed on 8.5" x 11" paper and glued or taped securely to the package.
- Use your home or office scale or order one online with an easy link to The Postal Store®.
- Ship with flat-rate boxes or envelopes.

More features that make it even easier to ship online.

- Online Address Book stores up to 3,000 domestic and international addresses.
- E-mail Ship Notification allows you to send your recipient an automatic e-mail alert that a package is on its way.
- Batch printing is available for multi-package shipping.
- Shipping History allows you to easily look up information on your postage-paid labels printed within the past 6 months.
- My Account helps you easily manage your Click-N-Ship information from one central location.
- The SCAN Form (PS Form 5630) allows the recipient to see that your packages are on their way.
- Print your labels two-up or choose one with a printed label record.

Online shipping is as convenient as your neighborhood mailbox.

You can drop your Priority Mail and domestic Express Mail pieces with printed postage labels in any Postal Service™ collection box. Or you can:

- Drop them at your local Post Office.
- Hand them to your letter carrier.
- Schedule a pickup online.

Save a trip to the Post Office.

Use Click-N-Ship service with the Postal Service's Carrier Pickup™ option to schedule free package pickup from your home or office when your letter carrier delivers your mail. Once you've completed your labels, simply click on the Carrier Pickup link to request next-day pickup.

www.usps.com/carrierpickup

Hoja de datos

Click-N-Ship

Ahorre entre un 5 y un 11% si envía en línea

¡Ahorrese el viaje!

Imprima etiquetas de envío desde la comodidad de su casa u oficina.

El servicio Click-N-Ship® lleva la Post Office™ a su escritorio. Visitenos hoy en www.usps.com/clicknship para comenzar a imprimir etiquetas profesionales de envío franqueadas.

Con el servicio Click-N-Ship puede:

- Pagar por el franqueo con cualquiera de las principales tarjetas de crédito.
- Ahorrar en etiquetas para envíos nacionales e internacionales impresos en línea.
- Calcular y comparar tarifas.
- Estandarizar sus direcciones.
- Agregar servicios especiales.

Los envíos en línea están disponibles para paquetes nacionales e internacionales:

- Servicio Priority Mail®: *entrega en 2 ó 3 días.**
- Servicio Express Mail®: *entrega al día siguiente. Garantizado.***
- Servicio Global Express Guaranteed®: *entrega en 1 a 3 días.*
- Servicio Express Mail International®: *entrega en 3 a 5 días.*
- Servicio Priority Mail International®: *entrega en 6 a 10 días.*

Obtenga los siguientes servicios adicionales si envía Correo prioritario (Priority Mail) en línea:

- Servicio Delivery Confirmation™ que es gratuito y ofrece el código postal (ZIP Code), la fecha y la hora de la entrega.
- Servicio Signature Confirmation™ que se puede agregar por solo \$1.80.

Quédese tranquilo con el Seguro USPS®

- Agréguelo a sus paquetes de Correo Prioritario (Priority Mail) y Correo Expreso (Express Mail).
- La cobertura está disponible hasta \$500.
- Se aplican las tarifas de aseguramiento habituales.

Obtenga el beneficio de ahorrar si paga por el franqueo en línea**Nacional**

5% de ahorro en Express Mail
Hasta 11% de ahorro en Priority Mail

Internacional

10% de ahorro en Global Express Guaranteed
8% de ahorro en Express Mail International
5% de ahorro en Priority Mail International

Entrega en 2 ó 3 días a muchas ubicaciones.
**Entrega al día siguiente a muchas ubicaciones.
Consulte a uno de nuestros empleados para conocer detalles sobre la garantía de devolución del dinero.

Es fácil comenzar.

- Todo lo que necesita es una conexión a Internet, la computadora de su casa u oficina, y una impresora láser o de inyección de tinta de calidad.
- Las etiquetas se pueden imprimir en papel tamaño carta y adherir con pegamento o cinta engomada al paquete.
- Use la balanza de su casa u oficina o pida una en línea con un enlace sencillo en The Postal Store®.
- Envíe con cajas o sobres de tarifa fija.

Hay más ventajas que facilitan aún más los envíos en línea:

- La libreta de direcciones en línea (Online Address Book) almacena hasta 3000 direcciones nacionales e internacionales.
- La notificación de entrega por correo electrónico (E-mail Ship Notification) le permite enviarle a su destinatario un alerta automática por correo electrónico de que le ha enviado el paquete.
- Puede imprimir en grupos para enviar varios paquetes.
- El historial de envíos (Shipping History) le permite buscar fácilmente información sobre sus etiquetas con franqueo pagado impresos durante los últimos seis meses.
- Mi cuenta (My Account) le ayuda a gestionar fácilmente su información de Click-N-Ship desde el mismo lugar.
- El formulario SCAN (PS Form 5630) le permite al destinatario ver que sus paquetes van en camino.
- Imprima las etiquetas dos veces o elija una con registro de etiqueta impresa.

Los envíos en línea son tan cómodos como el buzón de correos de su vecindario.

Puede depositar sus piezas de Correo Prioritario o Correo Expreso con etiquetas de franqueo impresas en cualquier buzón del Postal Service™. También puede:

- Dejarlas en la Oficina de Correos local.
- Entregárselas a su cartero.
- Programar una recolección en línea.

¡Ahorrese un viaje a la Oficina de Correos!

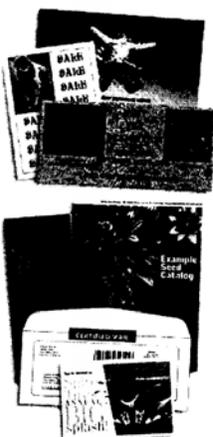
Use Click-N-Ship con la opción de Recolección gratuita (Carrier Pickup™) del Servicio Postal para programar la recolección gratuita de paquetes desde su casa u oficina cuando su cartero entregue su correo. En cuanto haya terminado las etiquetas, solo necesita hacer clic en el enlace Carrier Pickup para solicitar la recolección al día siguiente.

www.usps.com/carrierpickup

Fact Sheet

Create Holiday Cards and Letters for Friends, Family, or Customers!

Greeting Cards, Newsletters, and Postcards Online



Simplify your holidays with these online mailing solutions.

Create and send high quality, personalized greeting cards, postcards, newsletters, and photo cards from your desktop. Whether you're sending one card or 10,000, just point and click and create your own personalized greetings.

CardStore — Personalized greeting cards are a snap.

It's fast, easy, and convenient. CardStore can ship cards to you or mail them directly using your address list.

- **Send Holiday Photo Cards**
Make your cards memorable. Upload your favorite digital photo to send a personalized holiday greeting. It's easy.
- **Personalize Your Greetings**
Choose from our collection of thousands of card designs, or create your own. Write your own message to personalize cards in minutes.

Click2Mail — Create a holiday letter for family and friends or a customized holiday campaign in minutes.

Let this one-stop convenience help you reach your customers in time for the holidays. Choose from an extensive variety of formats and services — even Certified Mail™ service.

- **Next Business Day Mailing**
Targeted custom mailing lists at affordable rates plus high-quality printing can get your message out within the next business day.
- **Discounts on Any Volume**
Choose from First-Class Mail®, Standard Mail®, or non-profit services. No permits, fees, or forms required. USPS® compliance is guaranteed.

PremiumPostcard — High-quality postcards, printed and mailed the next day.

Use your digital photo or choose from our extensive image and template galleries and add a personal message to each recipient.

- **Send Holiday Postcards**
Easily mail postcards to your entire address book. No fees or mailing forms. And get your first postcard for free!
- **Any Size or Shape** — Choose from the many different sizes and styles perfect for your holiday message.

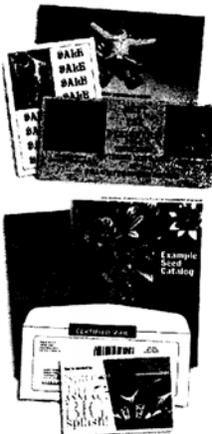
Convenient, User-Friendly Services.

- **Always Open**
These services are available online round the clock, so you can create your mailings 24 hours a day, 7 days a week, 365 days a year.
- **Easy to Get Started**
Just visit www.usps.com/createmail.

Hoja de datos

Cree tarjetas y cartas para estas fiestas para sus amigos, familiares o clientes.

Tarjetas de felicitación, boletines de noticias y tarjetas postales



Simplifique sus fiestas con las siguientes soluciones de correo en línea.

Cree y envíe tarjetas de felicitación, tarjetas postales, boletines de noticias o tarjetas fotográficas personalizadas y de alta calidad desde su escritorio. Ya sea que esté enviando una tarjeta o diez mil, solo tiene que apuntar y hacer clic para crear sus propios saludos personalizados.

Es fácil y rápido desde los sitios de nuestros socios.

CardStore, tarjetas de felicitación personalizadas ¡así de fáciles!

Rápido, fácil y cómodo. Además, CardStore puede enviarle las tarjetas o enviarlas directamente por correo usando su lista de direcciones.

- **Envíe tarjetas navideñas con foto**
Haga que sus tarjetas sean inolvidables. Cargue su foto digital favorita para enviar una tarjeta navideña personalizada. Es fácil.
- **Personalice sus saludos**
Elija entre nuestra colección de miles de diseños de tarjetas o cree el propio. Escriba su propio mensaje para personalizar las tarjetas en minutos.

Click2Mail, cree una carta para las fiestas para sus amigos y familiares o una campaña para las fiestas personalizada en minutos.

Permita que la comodidad de tenerlo todo en el mismo lugar le ayude a llegar a sus clientes justo a tiempo para las fiestas. Elija entre una extensa variedad de formatos y servicios, incluso Correo Certificado (Certified Mail™).

- **Envío al siguiente día hábil**
Listas de correo focalizadas y personalizadas a precios razonables e impresión de alta calidad para entregar su mensaje al siguiente día hábil.
- **Descuentos por cualquier volumen**
Elija entre First-Class Mail®, Standard Mail® o sin fines de lucro. No hacen falta permisos, tarifas ni formularios. Cumplimiento garantizado con USPS®.

PremiumPostcard, tarjetas postales de alta calidad impresas y enviadas al día siguiente.

Use su propia fotografía digital o elija entre nuestras extensas galerías de imágenes y plantillas, y agregue un mensaje personal para cada destinatario.

- **Envíe tarjetas postales para las fiestas**
Envíe fácilmente por correo tarjetas postales a toda su lista de direcciones. No hacen falta tarifas ni formularios de envío. ¡La primera tarjeta postal es gratis!
- **Cualquier tamaño o forma**, elija entre diversos tamaños y estilos perfectos para su mensaje de fiestas.

Servicios cómodos y fáciles de usar

- **Siempre abierto**
Estos servicios están disponibles en línea a toda hora para que pueda crear sus correos las 24 horas del día, los 7 días de la semana, los 365 días del año.
- **Es fácil comenzar**
Basta visitar www.usps.com/createmail.

Fact Sheet

The Postal Store

Postage Stamps and Products — At Your Fingertips

Order online 24/7 and have products delivered directly to your home or to your office.



The Postal Store

The Postal Store® is your online source for First-Class Mail® stamps, stamp collectibles, and mailing/shipping supplies. By visiting online at www.usps.com/shop, you'll save the trip to the Post Office™.

Stamps

No need to stand in line. First-Class Mail stamps are available in:

- Booklets
- Panes
- Coils
- Monthly subscription

Collectibles

Conveniently start or add to your stamp collection online. Philatelic items include:

- First-day covers
- Digital color postmarks
- Uncut press sheets & panels
- Duck stamps
- Commemorative yearbooks
- Collecting supplies

Mailing and Shipping Supplies

Sending a package? Find the materials you need on The Postal Store.

- Prepaid envelopes
- ReadyPost® packaging
- Click-N-Ship® labels
- Pre-inked rubber stamps
- Mailing labels
- Scales

Gifts

Purchase a gift from our online store for all of your special occasions. Our stamp-related products include:

- Framed artwork
- Watches and pendants
- Books and games
- Stationery and postcards

Custom Postage

Select one from our themed assortments, or turn your own photos into real postage with our software.

- Themed Collections
 - Holiday
 - Love/wedding
 - Birthday/celebrations
 - Flowers
 - Sports
- Customized postage software
 - PC or Mac

Personalized Stamped Envelopes

Order personalized stamped envelopes with your preprinted address in the return field. Available in

- Boxes of 50 or 500
- Plain, window, or security formats
- Variety of ink colors and fonts

Flat Rate Boxes and Envelopes

Use Priority Mail® Flat Rate Boxes and Express Mail® Envelopes to mail your items anywhere in the U.S. for one flat rate.

- Free!
- Variety of sizes
- Eliminates guesswork. If it fits — it ships!

Hoja de datos

The Postal Store

Estampillas y productos de correo al alcance de su mano

Haga sus pedidos en línea las 24 horas del día, los 7 días de la semana, y pida que le entreguen los productos directamente en su casa u oficina.



The Postal Store

The Postal Store® es el lugar en línea para sellos postales de primera clase, sellos postales coleccionables y suministros para correo y envíos. Visite en línea www.usps.com/shop y ahórrese el viaje a la Oficina de Correos (Post Office™).

Sellos postales

No espere en fila. Consiga sellos postales de primera clase en:

- Libretas (Booklets)
- Paneles (Panels)
- Rollos (Coils)
- O por suscripción mensual

Colecciones

Comience o complemente su colección de sellos postales en línea con comodidad. Entre los productos filatélicos se encuentran los siguientes:

- Sellos recién emitidos (First Day Covers)
- Matasellos digitales en color (Digital Color Postmarks)
- Hojas y paneles de imprenta sin cortar
- Estampillas de patos (Duck Stamps)
- Anuarios conmemorativos
- Suministros para colecciones

Suministros para correo y envíos

¿Necesita enviar un paquete? Encuentre los materiales que necesita en The Postal Store.

- Sobres prepagados
- Empaques ReadyPost®
- Etiquetas Click-N-Ship®
- Sellos de caucho previamente entintados
- Etiquetas de envío
- Balanzas

Regalos

Compre un regalo de nuestra tienda en línea para todas las ocasiones especiales. Entre nuestros productos relacionados con estampillas se encuentran:

- Obras de arte enmarcadas
- Relojes y pendientes
- Libros y juegos
- Papeles, sobres y tarjetas postales

Franqueo personalizado

Seleccione una de nuestras variedades temáticas o convierta sus propias fotos en estampillas de verdad con nuestro software.

- Colecciones temáticas
 - Fiestas
 - Amor y matrimonio
 - Cumpleaños y celebraciones
 - Flores
 - Deportes
- Software de estampillas personalizadas
 - PC o Mac

Sobres franqueados personalizados

Pida sobres franqueados personalizados con su dirección previamente impresa en el campo del remitente. Disponible en:

- Cajas de 50 ó 500
- Formatos sencillos, con ventana o de seguridad
- Colores de tinta y tipos de letra diversos

Cajas y sobres de tarifa fija

Use las Cajas de tarifa fija (Flat Rate Boxes) para Priority Mail® y los sobres para Express Mail® para enviar sus artículos a cualquier lugar de los EE. UU. por una sola tarifa fija.

- ¡Gratis!
- Tamaños diversos
- Deje de adivinar: Si cabe, se envía.

Fact Sheet

Carrier Pickup: Free Pickup Saves a Trip to the Post Office

Free package pickup – from your home or office. At a time that's convenient for you.

Sending and returning packages is quick, easy, and convenient at USPS.com.

No more waiting in line at the Post Office™. The U.S. Postal Service® provides free Carrier Pickup™ service from your home or office at a time and place that's convenient for you.

Carrier Pickup is Easy to Use

- **Go online to www.usps.com/pickup**
And follow the prompts. It's free, regardless of the number of packages you're sending. Your letter carrier will pick up your package when your regular mail is delivered. Arrange a next-day pickup, or let us know up to 3 months in advance that your packages will be ready.
- **Always open**
The Internet never closes. It's open 24 hours a day, 7 days a week, 365 days a year. So when you're ready to schedule a free package pickup, we're ready to make the pickup, available Monday to Saturday.
- **We pick up international packages, too**
Free Carrier Pickup service is available for packages being sent by domestic Express Mail service, Priority Mail service, or returns packages — and international mail.
- **What you should know**
Packages must be ready for shipment before your carrier arrives. Requests must be made by 2 A.M. CT on the day you've requested free Carrier Pickup service. Maximum weight per package is 70 pounds. There is no limit to the number of packages that can be picked up. Proper postage must be applied.

Mailpieces weighing more than 13 ounces bearing only postage stamps as postage must be taken by the customer to an employee at the retail counter of a Post Office, contract postal unit, or approved shipper location.

Use Click-N-Ship to Prepare Packages for Pickup

- **Purchase postage online**
All packages scheduled for free Carrier Pickup service must have proper postage applied prior to pickup. Go to www.usps.com/clicknship.
- **The Post Office is on your desktop**
Click-N-Ship® service brings the Post Office to your desktop at home or at the office for no additional fee. Print professional shipping labels and pay for postage.
- **Payment Online**
Click-N-Ship service allows you to print postage on USPS.com® and pay using any major credit card. You can calculate and compare postage and purchase insurance up to \$500.

Other Online Tools

- **Calculate postage**
Select the type of service for your mailing needs. The Postage Rate Calculator will ask for size, weight, distance, and ZIP™ Code and provide you with the cost of the postage. Postage must be affixed to the package before scheduling your free Carrier Pickup service.
- **ZIP Codes**
Find a ZIP Code and other related information at www.usps.com/zip4. You can search for a ZIP Code by city, by address, or by entering a company's partial or complete address to determine its ZIP Code.

Hoja de datos

Recolección por cartero gratuita (Carrier Pickup):

Recolección gratuita de paquetes de su hogar u oficina. A la hora que le sea cómoda.

Enviar y devolver paquetes es rápido, fácil y cómodo en USPS.com.

Basta de filas de espera en la Oficina de Correos (Post Office™). El Servicio Postal de EE. UU. (U.S. Postal Service®, USPS®) pasa a recoger paquetes por su casa u oficina de manera gratuita a la hora y en el lugar que le sea conveniente a usted.

La recolección gratuita (Carrier Pickup™) es fácil de usar

- **Visite el sitio de Internet www.usps.com/pickup** y siga las indicaciones. Es gratuito, independientemente de la cantidad de paquetes que envíe. El cartero recogerá el paquete cuando entregue su correo habitual. Programe una recogida para el día siguiente o háganos saber con 3 meses de anticipación que sus paquetes estarán listos.
- **Siempre abierto**
Internet nunca cierra. Está abierta las 24 horas, los siete días de la semana, los 365 días del año. Así que cuando usted esté listo para programar la recogida gratuita de paquetes, nosotros estaremos listos para hacer la recolección, de lunes disponible a sábado.
- **También recogemos paquetes para envíos internacionales**
La recogida gratuita de paquetes está disponible para paquetes que serán enviados por Servicio Expreso nacional (Express Mail®), Correo Prioritario (Priority Mail®), o devoluciones de paquetes, y los servicios de paquetes internacionales.
- **Qué debe saber**
Los paquetes deben estar listos para el envío antes de que llegue el transporte. Los pedidos deben hacerse antes de las 2 A. M. hora del Centro del día que solicite la recolección gratuita de paquetes. El peso máximo por paquete es de 70 libras. No hay límite para el número de paquetes que pueden recogerse. Debe aplicarse el franqueo correcto.

Piezas de correspondencia que pesen más de 13 oz., que utilicen sellos de correos como franqueo, deben ser recibidas del cliente por un empleado en el mostrador de venta de una oficina de correos, una Unidad Postal de contrato, o una localidad de envío aprobada.

Use Click-N-Ship para preparar los paquetes para la recolección

- **Adquirir el franqueo en línea**
Todos los paquetes programados para su recogida gratuita deben tener el franqueo correcto aplicado antes de ser recogidos. Ingrese a www.usps.com/clicknship.
- **La Oficina de Correos está en su escritorio**
Click-N-Ship® lleva la Oficina de Correos a su escritorio en el hogar o la oficina sin costo adicional. Imprima etiquetas profesionales de envío y pague el franqueo.

Pago en línea

Click-N-Ship le permite imprimir el franqueo en USPS.com® y pagar usando las principales tarjetas de crédito. Puede calcular y comparar franqueos, adquirir seguros de hasta \$500 e incluso encontrar un código postal (ZIP™ Code).

Otras herramientas en línea

- **Calcular el franqueo**
Seleccione el tipo de servicio para sus necesidades de correo. El Calculador de Tarifa Postal le pedirá el tamaño, peso, distancia y código postal (ZIP Code), y le dará el costo del franqueo. El franqueo debe estar adherido al paquete antes de programar la recogida gratuita.
- **Códigos postales**
Encuentre el código postal y otra información relacionada en www.usps.com/zip4. Puede buscar un código postal por ciudad, por la dirección o introduciendo la dirección, parcial o completa de una compañía para determinar su código postal.

“Flavor of Home” Priority Mail Publicity Kit

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Overview

Use Priority Mail® Flat Rate Boxes to remind college students, missionaries, military members, friends, and family around the globe that they are not forgotten during the holidays. For many, nothing speaks of home or the holidays quite like a home-cooked meal.

Using canned and dry goods, a "Meal in a Box" can be created. It might be hard to believe, but the Priority Mail Large Flat Rate Box can hold all the canned or dried food items necessary for an entire turkey dinner. This means turkey (or chicken), stuffing, potatoes, gravy, yam casserole with marshmallows, olives, cranberry sauce, and, of course, a traditional pumpkin pie with whipped topping can be shipped together in one box for one flat rate. Be sure to pack and cushion your items securely within the box.

All of the food ingredients, along with a recipe with suggested preparation instructions, fit into a single Priority Mail Flat Rate Box. The meal is easy to make and gives that taste of home that so many away for the holidays miss.

This "Flavor of Home" publicity kit contains all the elements you will need to execute "Flavor of Home" events in your community, including:

- A Corporate Communications field managers contact list.
- Publicity ideas.
- Protocol instructions to follow for military installations.
- An event checklist.
- An ingredients list and recipe.
- A letter to the editor (request for coverage).
- Talking points.
- A fact sheet on Priority Mail Flat Rate Boxes.
- A fill-in media advisory and press release.

Corporate Communications Field Managers

As you plan events in your community, be sure to notify the Corporate Communications field manager, who can assist in maximizing your publicity opportunities. Contact him/her at least 2 weeks in advance of your event.

Area	Contact	Telephone	E-Mail
Capital Metro	Deborah Yackley	301-548-1465	deborah.a.yackley@usps.gov
Eastern	Paul Smith	215-931-5054	paul.f.smith@usps.gov
Great Lakes	Jim Mruk	630-539-6565	james.a.mruk@usps.gov
New York Metro	Monica Hand	718-321-5756	monica.a.hand@usps.gov
Northeast	Debra Hawkins	860-285-7265	debra.a.hawkins@usps.gov
Pacific	Don Smeraldi	858-674-3149	don.a.smeraldi@usps.gov
Southeast	Larry Dingman	901-747-7544	larry.d.dingman@usps.gov
Southwest	Earl Artis	214-819-8704	earl.c.artis@usps.gov
Western	Teresa Rudkin	303-313-5130	teresa.rudkin@usps.gov

Publicity Ideas

- Contact local grocery stores and/or a local military installation commissary to set up a table with the suggested menu items, recipe cards, and Priority Mail boxes.
- Create a "Top Menu" recipe challenge for people to create their very own "Meal in a Box" for Thanksgiving, Christmas, and/or New Year's dinners.
- Host an event in your lobby. Provide refreshments (budget allowing) and invite military families and personnel to attend. Highlight the lower price offered for the Priority Mail Large Flat Rate Box mailed to APO/FPO/DPO addresses as well as the Military Care Kits.
- In a postal lobby, open a flat-rate box and display the ingredients and one of the recipe cards. Provide copies of the recipe and ingredients to customers.
- Reach out to local civic groups, Boy Scouts, Girl Scouts, 4-H groups, and church groups, and invite them to participate in "Flavor of Home" events or to create "Meals in a Box" of their own, including meals for campouts, sleepovers, and church groups.
- Partner with local Veterans of Foreign Wars (VFW) offices, American Legion offices, and other military organizations.
- Work with local churches to send "Meal in a Box" items to missionaries and church workers who are working overseas.
- Notify local radio and TV stations of "Flavor of Home" events and ask for event details to be shared on the air and/or on their websites. Work with your area Corporate Communications field manager (see list on this page) when contacting the media.
- Send a "Letter to the Editor" to local newspapers requesting coverage, (see pages [25-26](#)).

How to Order Priority Mail Flat Rate Boxes

Priority Mail Flat Rate Boxes can be ordered from the Material Distribution Center (MDC) by using touch-tone order entry (TTOE): Call 800-273-1509.

Protocol Instructions for Events on Military Bases and Installations

- Write a letter to the Public Affairs Office (PAO) of the military base or installation several weeks in advance of your event. Provide background information on the Postal Service's™ lower price for Priority Mail Large Flat Rate Boxes mailed to APO/FPO/DPO addresses. Include what you are asking, suggest timing of the event, and include the date a response is requested by.

- Contact the Corporate Communications Office (CCO) in advance of your event. Clear media attendance through the CCO. Typically, a PAO representative will meet media at the entrance gate and escort them on base at all times.
- Be prepared to show your driver’s license, vehicle registration (privately owned vehicles only), and proof of insurance at the entrance gate to the military base or installation. Failure to provide this could result in your car being confiscated and towed.
- If there is a postal facility on base, contact that office for additional protocol information.

Event Checklist

- ___ Schedule event
- ___ Contact your Corporate Communications field manager at least 2 weeks prior to event
- ___ Ensure sufficient supply of stamps for Priority Mail Flat Rate Boxes
- ___ Ensure adequate supply of Priority Mail Large Flat Rate Boxes and Military Care Kits
- ___ Purchase refreshments (optional)
- ___ Award prizes for “Top Menu” challenge

List of Ingredients

All ingredients listed below represent canned or dried food items. For restrictions and prohibitions to specific military APO/FPO/DPO addresses, consult the “Supporting Our Troops” page on the USPS® website at www.usps.com/supportingourtroops/welcome.htm.

- 1 box of dried whipped topping mix
- 1 box of no-bake pumpkin pie dessert
- 1 9-inch tin pie pan
- 1 box of dried stuffing mix
- 1 package of instant mashed potatoes
- 1 quart boxed milk
- 1 16 oz. can candied yams
- 1 12 oz. jar marshmallow topping
- 1 14 oz. can of vegetables
- 1 16 oz. can of cranberry sauce
- 1 package cornbread mix
- 1 package dried, turkey gravy
- 1 package butter-flavored shortening
- 1 canned turkey or chicken (can be found at many specialty food stores)
- Total approximate cost — \$25

“Flavor of Home” Recipe

- Turkey or Chicken — Heat to desired temperature. Season to taste.
- Pumpkin pie — Follow directions on box for crust and filling. If no butter is available, substitute butter-flavored shortening provided. Press crust mix into provided tin pie pan. Pour mixture into crust. Refrigerate.
- Whipped topping — Follow directions on box. Add vanilla (optional) for flavor. Refrigerate.
- Cranberry sauce — Open can, place on plate, and refrigerate.
- Cornbread — Follow directions on box, adding water to mix. Bake according to directions for 15–20 minutes.
- Candied yams — Open can. Heat according to directions. Pour marshmallow topping to taste.
- Stuffing — Mix with water and cook according to packaging directions. If no butter is available, substitute butter-flavored shortening provided.
- Mashed Potatoes — Mix with boiling water and mix according to packaging directions
- Gravy — Mix with boiling water and stir.
- Vegetable — Open can and heat until hot.

Letter to the Editor (request for coverage)

- [Insert Date]**
- [Insert Publication Name]**
- [Insert Street Address]**
- [Insert City, State ZIP+4]**

Dear Editor:

People in our community have connections spanning the globe. Friends and family are dispatched to every continent to serve as military members and missionaries, or to perform various job assignments. Additionally, there are college students and other family members who are living away from home, and many are spending the holidays alone.

Wouldn’t it be wonderful to provide a “Flavor of Home” to those located far from home? And what is a better reminder of home than a holiday meal. The Postal Service is currently sponsoring several events to help encourage people to send reminders of home to friends and family away from home for the holidays. We have created a recipe that uses everyday canned and dried food items to prepare a home-cooked holiday meal.

It might be hard to believe, but one of our Priority Mail Large Flat Rate Boxes can hold all the ingredients necessary for an entire turkey dinner. This includes turkey (or chicken), stuffing, potatoes, gravy, yam casserole with

marshmallows, olives, cranberry sauce, and, of course, a traditional pumpkin pie with whipped cream.

All of the food ingredients, along with a recipe with suggested preparation instructions, fit into a single Priority Mail Flat Rate Box — the ultimate gift box for delicious holiday meals. The meal is easy to make and gives that “flavor of home” that so many away for the holidays yearn for.

Care packages and reminders of home are a big morale boost for military service members stationed around the world. To help families and friends of military personnel, the Postal Service also offers a lower postage price on its largest Priority Mail Flat Rate Box addressed to U.S. military overseas. Be sure to package and cushion the items securely within the box.

[Next week/in two weeks], we will host a “Flavor of Home” event featuring **[insert short list of activities, guests, etc.]**. I want to make sure the people of **[insert name of community]** know about the Postal Service’s lower postage price when shipping a Priority Mail Large Flat Rate Box to an APO/FPO/DPO address as well as our free Military Care Kit, specially designed for military families sending packages overseas.

I hope you will publicize information on the Postal Service’s “Flavor of Home” events and stop by **[insert location, address]** to join us in sending holiday cheer to friends and family who are away from home this holiday season.

Sincerely,

[Insert Name]

Postmaster

[Insert City]

Talking Points — ‘Flavor of Home’ Promotion

- The Postal Service is encouraging communities nationwide to send “Flavor of Home” packages to friends and families around the globe. U.S. citizens serving and working in overseas locations look forward to receiving care packages from friends and loved ones back home, and nothing compares to a familiar holiday meal.
- The beauty of Priority Mail Flat Rate Boxes is that if it fits, it ships, for one low price. Priority Mail Flat Rate Boxes are the best value in the market. We’ve prepared a suggested menu and a printed ingredient list for the canned and dried food items, along with preparation instructions, and all the items are meant to fit in a Priority Mail Large Flat Rate Box.
- The Postal Service supports the troops, and customers save \$2 on Priority Mail Large Flat Rate Boxes addressed to U.S. military APO/FPO/DPO addresses.
- The Postal Service also offers free Military Care Kits, specially designed for military families sending packages overseas. The mailing kits can be ordered by phone by calling 800-610-8734 and asking for the Military Care Kit. Each kit includes two “America Supports You” Priority Mail Large Flat Rate Boxes, four Priority Mail Large Flat Rate Boxes, six Priority Mail labels, one roll of Priority Mail tape, and six customs forms with envelopes.
- Families can log on to www.usps.com/supportingourtroops for tips on packing, mailing restrictions to APO/FPO/DPO addresses, information on proper addressing to military installations, and support services for military families.

Talking Points — Priority Mail Large Flat Rate Box

- Free, eco-friendly Priority Mail Flat Rate Boxes can be ordered online at www.usps.com; under “Order Supplies” (step 2), click *Order eco-friendly boxes*, or call 800-610-8734 and ask for an operator.
- The Postal Service offers a lower postage price on Priority Mail Large Flat Rate Boxes sent to APO/FPO/DPO addresses overseas.
- Customers also have a choice of two exterior designs with the Priority Mail Large Flat Rate Box. One box features the standard Postal Service logo. The other box also includes a distinctive *America Supports You* logo on the outside of the box to go with the special contents inside.
- *America Supports You* is a program of the Department of Defense designed to assist Americans in showing their support for the troops.
- The new lower postage price is not tied to the logo. The savings applies to both the regular and the APO/FPO/DPO Priority Mail Large Flat Rate Boxes, so long as they are addressed to an APO/FPO/DPO address.
- As one of our nation’s oldest public service institutions and the employer of more than 180,000 military veterans, the Postal Service is proud to offer these new services and to support our troops with the lower postage price and the cobranded *America Supports You* box.

Fact Sheet — Priority Mail Large Flat Rate Box

Benefits

- The Priority Mail Large Flat Rate Box provides an additional option for customers who want to take advantage of Priority Mail flat-rate pricing.
- The same box can be used for either domestic or international shipments.
- Customers shipping the Priority Mail Large Flat Rate Box or the specially designed APO/FPO/DPO version to APO/FPO/DPO ZIP™ Codes will pay less.
- The box is not subject to surcharges, and may be combined with USPS.com® online services like free Carrier Pickup™ service.
- Customers may order boxes from The Postal Store®, at www.usps.com, and by calling 800-610-8734.
- The boxes are eco-friendly and have received Cradle to Cradle Certification. This independent certification is awarded to products that use ecologically intelligent design and eliminate the concept of waste.

Size

12 inches x 12 inches x 5-1/2 inches

Prices

- Domestic shipments — \$13.95.
- Shipments to APO/FPO addresses — \$11.95.
- Shipments to Canada and Mexico — \$32.95.
- International shipments to the rest of the world — \$53.95.
- Save 5-percent on international shipments, and receive lower prices for domestic or APO/FPO/DPO mailings when postage is purchased online.

Note: The Priority Mail Large Flat Rate Box has a 70-pound weight limit to domestic addresses. There is a 20-pound weight limit on shipments to international destinations.

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: Firm Mailing Sheets for Certificates of Mailing

Effective immediately, the Postal Service™ is revising requirements for the completion of firm mailing sheets for mailers sending multiple items for which they request a certificate of mailing via, PS Form 3877, *Firm Mailing Book for Accountable Mail*.

The Postal Service will incorporate this revision of the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) 503.5* in our November 29, 2009, update to allow mailers to present computer-generated information on PS Form 3877 or facsimiles that include all of the required information.

This update of the standards mirrors past changes to allow computer-generated firm mailing sheets for C.O.D items and other mailpieces with Extra Services, recognizing that some mailers have a need for certificates of mailing for large quantities of mailpieces for which it is impractical to print or type the information.

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

	*	*	*	*	*
500	Additional Mailing Services				
503	Extra Services				
	*	*	*	*	*
5.0	Certificate of Mailing				
	*	*	*	*	*

5.2 Basic Information

* * * * *

5.2.3 Three or More Pieces

[Revise the text of 5.2.3 to allow computer-generated forms to be used, to read as follows:]

When requesting a certificate of mailing for three or more pieces presented at one time, a mailer may use PS Form 3877 (firm sheet) or a facsimile, subject to payment of the applicable fee for each item listed. Facsimile PS Forms 3877 must contain the same information as the postal-provided form. The sheets of the books become the sender's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Computer-generated firm sheets that contain the same information as PS Form 3877 also may be used. Any alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated by drawing a diagonal line through them.

* * * * *

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

— *Mailing Standards, Pricing, 11-5-09*

IMM Revision: Export Licensing Requirements — Update

Effective November 29, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®) subchapter 530* to update our exporting licensing standards to comply with the Department of Commerce's Bureau of Industry and Security (BIS) regulations.

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

	*	*	*	*	*
5	Nonpostal Export Regulations				
	*	*	*	*	*

530 Commodities and Technical Data

[Revise subchapter 530 in its entirety as follows:]

531 Scope and Applicability of Export Licensing Requirements

531.1 U.S. Department of Commerce — Bureau of Industry and Security; Export Controls

The Department of Commerce's Bureau of Industry and Security (BIS) regulates the export of commodities, software, and technologies in certain circumstances, pursuant to the Commerce Department's Export Administration Regulations (EAR) (15 C.F.R. Parts 730–774). Among other things, BIS requires exporters to apply for and receive a

license before sending certain commodities, software, or technology out of the country. The EAR can be found online at www.access.gpo.gov/bis.

Other U.S. government agencies have export control responsibilities for regulating more specialized exports. For example, military goods might be subject to the licensing jurisdiction of the Directorate of Defense Trade Controls at the Department of State. The Department of the Treasury's Office of Foreign Assets Control (OFAC) administers and enforces economic and trade sanctions against targeted foreign countries, terrorism-sponsoring organizations, international narcotics traffickers, and other blocked entities. The BIS Web site identifies resource links for various U.S. government agencies with export control responsibilities. Customers may obtain a listing of these links at www.bis.doc.gov/About/reslinks.htm.

531.2 Export Enforcement

BIS implements and enforces the EAR. Many items regulated by the EAR are referred to as "dual-use" items, meaning that the items have both commercial and military or proliferation applications. However, many purely commercial items also are subject to the EAR. BIS's mission is to advance U.S. national security, foreign policy, and economic objectives by ensuring an effective export control and treaty compliance system and by promoting continued U.S. strategic technology leadership. Senders must understand and comply with BIS's regulations when exporting commodities, software, or technology by mail. Postal Service employees will not advise prospective mailers of the type of license required for or the type of authorization available for the export of any item to any destination or recipient. However, if an export control violation has occurred or might occur, or for more information, contact the following source:

Office of Export Enforcement (OEE)
Bureau of Industry and Security
U.S. Department of Commerce
1401 Constitution Ave., N.W.
Washington, DC 20230-0002
Telephone: 202-482-1208

In addition, OEE has nine field offices located throughout the United States. Information about these field offices is available at www.bis.doc.gov/about/programoffices.htm.

532 Export Licenses

532.1 General

BIS might require an export license based on several factors specific to a mailer's transaction: the nature and use of the item (commodity, software, or technology) being exported, its destination, the consignee, and the end user. Exports to certain countries are more heavily restricted than others. For example, BIS maintains comprehensive controls against countries designated as "terrorist-sup-

porting countries" (as of October 2009, these countries are Cuba, Iran, North Korea, Sudan, and Syria).

532.2 Export – Definition

Any item that is sent from the United States to a foreign destination is an export. "Items" include commodities, software, and technology. For example, clothing, building materials, circuit boards, automotive parts, blueprints, design plans, retail software packages, and technical information are "items" that may be subject to export control.

In determining export license requirements, it does not matter *how* an item is transported outside the United States. For example, an item can be sent by regular mail or hand-carried on an airplane; a set of schematics can be sent via facsimile to a foreign destination, software can be uploaded to or downloaded from an Internet site, or technology can be transmitted via e-mail or during a telephone conversation. Regardless of the method used for the transfer, the transaction is considered an "export" for export control purposes. An item is also considered an export even if it is leaving the United States only temporarily, if it is leaving the United States but is not for sale (e.g., a gift), or if it is being mailed to a wholly owned U.S. subsidiary in a foreign country. Finally, under the EAR, release of technology or source code subject to the EAR to a foreign national in the United States is "deemed" to be an export to the home country of the foreign national.

532.3 How to Determine If an Export License Is Needed

A relatively small percentage of U.S. exports require an export license from BIS. License requirements are dependent upon an item's technical characteristics, destination, recipients, and end use. The value of the shipment does not affect the export license requirements. It is the mailer's responsibility to determine if an export requires a license under the EAR. For further assistance about whether an export license might be required, visit www.export.gov/regulation or www.bis.doc.gov/licensing, or call 202-482-4811.

532.4 Additional Information

Additional information concerning export licenses is available from the U.S. Department of Commerce as follows:

- a. Mailers located in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming should contact either of the following offices:

BIS Western Regional Office
U.S. Department of Commerce
3300 Irvine Ave., Ste. 345
Newport Beach, CA 92660-3112

Telephone: 949-660-0144
Fax: 949-660-9347
e-mail: biswest@bis.doc.gov

BIS Western Regional Office — Northern CA Branch
 U.S. Department of Commerce
 160 West Santa Clara St.,
 Ste. 725
 San Jose, CA 95113-1758
 Telephone: 408-998-8806
 Fax: 408-998-8677
 e-mail: biswest@bis.doc.gov

- b. Mailers in all other locations should contact the following office:

Office of Exporter Services
 Outreach and Exporter Services Division
 U.S. Department of Commerce
 14th St. & Pennsylvania Ave N.W.
 Washington, DC 20230-0001
 Telephone: 202-482-4811
 Fax: 202-482-2927
 e-mail: ecdoexs@bis.doc.gov

533 Additional Standards

533.1 Shipper's Export Declaration

Commerce Form 7525-V, *Shipper's Export Declaration*, is obsolete and no longer accepted by the Postal Service.

533.2 Shipper's Electronic Export Filing Required

If an export requires a license, the customer must electronically file export information with the U.S. Bureau of the Census before mailing (see 520).

533.3 Processing at Post Office Facilities

For items requiring an export license, Postal Service personnel at Post Office facilities must verify that the customs declaration is complete (see 123), including a license number in block 17 and a Proof of Filing Citation or AES Downtime Citation (see 520) in block 11.

* * * * *

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, 11-5-09*

IMM Revision: U.S. Census Requirements When Sending an International Shipment — Update

Effective November 29, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) subchapter 520 to provide additional standards for items sent internationally to comply with specific Foreign Trade Regulations issued by the U.S. Department of Commerce, Bureau of the Census.

Consistent with the article titled “IMM Revision: Updated U.S. Census Requirements When Sending an International Shipment” in *Postal Bulletin* 22269 (10-8-09, pages 62–67), which announced the new standards for international shipments, we are further revising the IMM to include minor updates brought to our attention by the U.S. Department of Commerce, Bureau of Industry and Security. These changes include the following:

- a. We changed the term “State Sponsors of Terrorism” to “terrorist-supporting countries” throughout.
- b. We clarified text to indicate that Iran and Syria are not eligible to receive “gift parcels or humanitarian donations” under the Commerce Department’s rules.
- c. For clarity, we changed the acronym “AES” to “Automated Export System” except when included with the term “AES Downtime Citation.”

- d. We clarified that there are two methods for filing electronic export information — in addition to the previously mentioned method of filing through *AESDirect*, we’ve also noted that mailers can file through the U.S. Census Bureau’s Automated Export System.
- e. Where appropriate, we refer readers to IMM 530 to obtain additional information about export licenses. (Revisions to IMM 530 are published in this issue of the *Postal Bulletin* in the article titled “IMM Revision: Export Licensing Requirements — Update,” pages [30–32](#).)
- f. In 524.1, we clarified Example 2 to indicate that, although an electronic filing might not be required, Exemption and Exclusion Legend “NOEEI 30.37(a)” would apply.

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, 11-5-09*

**POSTAL NEWS**

Date

Contact: Name
(O) xxx-xxx-xxxx
(C) xxx-xxx-xxxx
xxxxx@usps.gov
usps.com/news

Media Advisory
Sending Friends and Family the 'Flavor of Home'
Flat-Rate Boxes Offer Recipes for Holiday Cheer

WHAT: [Describe the event; e.g., USPS organizes a "Flavor of Home" recipe challenge, stuff a box event, etc.]

The event will also include the use of Priority Mail® Flat Rate Boxes as the preferred choice for shipping holiday meals to family and friends located around the globe. With Priority Mail Flat Rate Boxes, if it fits, it ships.

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

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

WHERE: [Insert Address of Event Location.]

BACKGROUND: What better reminder of home is there than a home-cooked holiday meal? The Postal Service™ is currently organizing an event for people to send reminders of home to their families and friends. We've created a recipe utilizing common canned and dried food items that recreates a traditional holiday meal when prepared. For restrictions and prohibitions to military APO/FPO/DPO addresses, consult the Supporting Our Troops page on the Postal Service's website at www.usps.com/supportingourtroops/welcome.htm.

#

An independent federal agency, the U.S. Postal Service® is the only delivery service that reaches every address in the nation, 149 million residences, businesses and Post Office™ boxes, six days a week. It has 34,000 retail locations and relies on the sale of postage, products and services, not tax dollars, to pay for operating expenses. Named the Most Trusted Government Agency five consecutive years by the Ponemon Institute, the Postal Service has annual revenue of \$75 billion and delivers nearly half the world's mail.



POSTAL NEWS

FOR IMMEDIATE RELEASE
[Insert Date]

Media Contact: [First and Last Name]
(O) [Office Phone]
(C) [Cell Phone]
[E-mail]@usps.gov
usps.com/news

Sending Family and Friends a Little ‘Flavor of Home’ *Flat-Rate Boxes Offer Recipe for Holiday Cheer*

[CITY, STATE] — Ask anyone who is away from home during the holidays and the one thing missed most is that home-cooked holiday meal. Whether the turkey dinner that only mom can make or grandma’s special pumpkin pie that disappears almost as fast as it’s served, nothing brings in the season like the delicious tastes of holiday meals.

Wouldn’t it be wonderful to send a flavor of home to loved ones away for the holidays? With Priority Mail® Flat Rate Boxes from the U.S. Postal Service®, if the recipe fits, the meal ships.

To help ship holiday meals to those far from home, the **[City, State]** Post Office™ is offering checklists and recipes for sending a little taste of a home to loved ones around the country and across the globe. By using recipes of common canned and dried foods, all the items needed to prepare a traditional holiday meal can be shipped using a Priority Mail Flat Rate Box.

“Many of us have friends and family who will spend the holidays away from home,” said **[Insert name and title]**. “The Postal Service wants to help connect you to loved ones who may be far away in miles, but are close in spirit, with tasty meals in a box.”

Priority Mail Flat Rate Boxes also can serve up holiday meals to military men and women serving the country overseas. A discount is available when using the largest Priority Mail Flat Rate Box to ship to military addresses. The domestic mail price for the Priority Mail Large Flat Rate Box is \$13.95, but for packages to U.S. military addresses overseas, the price is reduced to only \$11.95.

For restrictions and prohibitions to military APO/FPO/DPO addresses, consult the Supporting Our Troops page on the Postal Service’s website at www.usps.com/supportingourtroops/welcome.htm.

“Care packages from home are a big morale boost,” said **[Insert Name]**. “With Priority Mail Flat Rate Boxes, you can lift spirits without weighing yourself down. If it fits, it ships for one low price.” Free, eco-friendly Priority Mail Flat Rate Boxes are free at any Post Office, or can be ordered online at www.usps.com.

The Postal Service™ receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations.

###

An independent federal agency, the U.S. Postal Service is the only delivery service that reaches every address in the nation, 149 million residences, businesses and Post Office boxes, six days a week. It has 34,000 retail locations and relies on the sale of postage, products and services, not tax dollars, to pay for operating expenses. Named the Most Trusted Government Agency five consecutive years by the Ponemon Institute, the Postal Service has annual revenue of \$75 billion and delivers nearly half the world’s mail.

— Public Relations, Corporate Communications, 11-5-09

Pull-Out Information

Fraud

Domestic Order

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

State, City ZIP Code	Names and Addresses Covered	Product
CA, Sacramento 95814-3707	Office of Corporate Compliance Business Services Division, 915 L Street, Suite C #164	False billing scheme

— Judicial Officer, 11-5-09

Withholding of Mail Orders

Withholding of Mail Orders are enforced by postmasters at the cities listed below.

State, City ZIP Code	Names and Addresses Covered
DC, Washington 20020-2342	Any and all various names except the surname Gravely, 3842 Carpenter Street SE
VA, Manassas 20110-7994	Any and all various names except the surnames Oh and Choe, 10399 Navarone Place

— Judicial Officer, 11-5-09

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.

005939	015558	019702	038166	070073	070636	071364	075135	075735	076228	076980	111617	232373
006377	015804	019703	040090	070101	070653	071372	075150	075737	076239	076984	112076	253042
006421	016077	019732	042104	070108	070670	071376	075192	075739	076247	078052	112079	256626
006758	016414	019737	042315	070112	070671	071383	075198	075740	076250	078103	112813	263026
008024	016691	019745	043050	070113	070682	071391	075199	075747	076251	080525	112852	265012
008028	018052	019784	052106	070114	070717	071394	075201	075749	076297	085704	113547	273045
008102	018118	019852	053002	070123	070719	071409	075207	075755	076307	088776	113923	280158
008273	018174	019856	055005	070124	070723	071425	075254	075766	076309	089576	115018	296540
008350	018203	019859	055124	070134	070752	071445	075258	075767	076312	090654	115196	300727
008368	018205	019899	055141	070162	070757	071451	075259	075768	076325	092764	115326	301235
008428	018276	019905	055172	070189	070760	071456	075262	075770	076340	093525	115950	301395
008592	018407	019913	055187	070210	070761	071467	075269	075789	076359	093534	117014	301396
008599	018478	019916	055196	070215	070762	071478	075278	075792	076384	093997	117150	301448
008726	018991	019941	055223	070226	070774	071497	075281	075795	076391	094413	117663	301459
008823	018992	019981	060063	070242	070901	071501	075318	075797	076393	095317	118055	301482
008847	019042	019999	060379	070280	070910	071513	075328	075822	076394	095445	119110	301494
008853	019049	020118	060403	070281	070911	071515	075332	075838	076396	096506	119514	301532
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441571	551218	553550	558096	606790	712167	787454	891404	917759	933253	950348	968509	

Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

010 504 1932 to 1999	043 129 1968 to 1997	082 721 0228 to 0254	360 011 1690 to 1699
011 582 1889 to 1899	043 205 5922 to 5999	083 140 5000 to 7499	360 168 6008 to 6099
011 588 2900 to 3099	044 087 3457 to 3499	083 784 8886 to 8899	360 173 8800 to 8899
012 579 5675 to 5699	044 087 4000 to 4099	083 913 6915 to 6999	360 324 2326 to 2399
013 289 6176 to 6199	044 306 4200 to 4299	084 478 3920 to 3999	362 861 3064 to 3099
013 610 0014 to 0099	044 306 4370 to 4599	086 000 8271 to 8299	373 006 2176 to 2199
014 932 1000 to 1099	045 524 4121 to 4298	086 798 3840 to 3849	374 768 2600 to 2699
014 972 0800 to 0899	046 800 9870 to 9899	088 404 4472 to 4499	375 169 4400 to 4599
015 363 0065 to 0099	047 352 4000 to 4099	088 404 5584 to 5699	375 829 3400 to 3499
017 028 3200 to 3299	048 383 7650 to 7659	088 757 8688 to 8699	375 851 9100 to 9199
018 569 5333 to 5399	048 396 3647 to 3699	088 757 9400 to 9499	376 196 0911 to 0999
018 986 5264 to 5299	051 142 0755 to 0799	089 358 2248 to 2257	378 085 3679 to 3699
019 518 2814 to 2899	051 774 8857 to 8899	093 106 9346 to 9355	378 351 1063 to 1099
020 698 5159 to 5199	051 781 2875 to 2885	093 203 0500 to 0599	379 843 5100 to 5199
020 844 7307 to 7399	051 977 7010 to 7023	093 684 3630 to 3699	380 093 9600 to 9699
020 972 8948 to 8999	052 058 7115 to 7199	094 081 5074 to 5099	380 165 1165 to 1199
022 021 9110 to 9181	054 450 1130 to 1167	094 216 2555 to 2599	381 325 4500 to 4599
022 037 1411 to 1499	057 670 0563 to 0599	094 580 7062 to 7099	381 604 2510 to 2699
022 527 9201 to 9210	058 187 3836 to 3899	094 639 4200 to 4299	381 645 9525 to 9599
023 637 7169 to 7199	058 523 3003 to 3099	095 070 7186 to 7199	383 314 3968 to 3999
024 380 4100 to 4199	058 591 1153 to 1299	095 076 8300 to 8399	383 892 1000 to 1344
024 496 6870 to 6896	058 895 3746 to 3799	095 354 6864 to 6899	383 892 1382 to 1399
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025 729 1151 to 1199	063 491 8122 to 8199	104 667 6400 to 6499	385 599 7554 to 7575
025 729 1643 to 1799	063 916 9968 to 9999	104 876 8937 to 8999	385 774 2024 to 2099
026 492 3180 to 3199	064 091 4500 to 4599	112 049 4413 to 4499	386 624 1412 to 1599
027 361 0430 to 0499	065 170 0471 to 0499	112 870 9765 to 9799	386 883 8936 to 8999
027 369 4482 to 4495	065 255 7909 to 7999	114 402 3850 to 3899	387 314 5574 to 5599
027 671 8762 to 8776	065 392 6345 to 6399	114 866 5368 to 5397	387 837 6300 to 6399
027 787 9886 to 9899	066 099 2014 to 2099	116 154 2800 to 2899	388 828 0656 to 0699
027 965 9487 to 9499	066 648 2880 to 2899	116 986 4400 to 4499	389 696 2400 to 2799
028 100 8069 to 8099	066 787 3639 to 3699	117 175 1647 to 5169	389 846 3104 to 3135
028 191 1852 to 1999	066 845 7500 to 9999	117 951 4687 to 4699	389 846 3145 to 3195
028 850 3000 to 3199	067 093 3869 to 3899	117 951 5200 to 5299	389 887 9211 to 9230
029 510 1500 to 1599	068 895 0334 to 0399	119 815 8961 to 6199	389 887 9234 to 9299
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395 373 3035 to 3099	417 302 8104 to 8199	437 316 7115 to 7199	458 847 5044 to 5999
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398 149 7200 to 7699	418 164 6500 to 6799	440 858 6300 to 6399	460 349 6878 to 6899
399 070 0872 to 0899	418 423 9863 to 9899	440 858 6420 to 7299	460 550 1909 to 1999
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405 325 0188 to 0198	422 907 7563 to 7599	452 890 4679 to 4799	469 213 0359 to 0399
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406 459 6641 to 6999	424 871 6600 to 6699	453 334 3631 to 3699	469 658 1961 to 1999
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407 545 1557 to 1599	425 418 4269 to 4299	453 650 1140 to 1199	469 678 1900 to 1999
407 594 0412 to 0599	425 418 4405 to 4499	453 741 1300 to 1399	469 781 4900 to 4999
407 692 9100 to 9299	426 547 4566 to 4599	454 013 2919 to 2999	469 947 6960 to 6999
407 959 2190 to 2199	427 412 6337 to 6499	454 186 2411 to 2499	470 755 5800 to 5818
408 265 2275 to 2288	427 481 0900 to 0999	454 268 4883 to 4899	471 918 0300 to 0999
408 499 7700 to 7799	428 027 2742 to 2752	454 302 5400 to 5499	471 985 2408 to 2419
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408 682 8484 to 8599	429 889 2900 to 2999	454 547 7434 to 7499	472 270 2555 to 2599
408 698 7015 to 7099	430 150 4401 to 4599	454 922 4867 to 4895	472 987 0213 to 0241
409 072 3941 to 3999	430 172 9800 to 9899	455 221 1348 to 1499	472 987 0290 to 0299
410 491 2311 to 2399	430 177 1900 to 2099	455 364 2147 to 2199	473 151 2069 to 2199
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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
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412 885 5953 to 5999	434 968 3076 to 3092	458 069 9537 to 9599	475 629 9156 to 9199
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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

477 289 8601	to	8699	494 206 2972	to	2999	612 751 5171	to	5199	636 289 6214	to	6299
477 681 5206	to	5299	494 217 3446	to	3999	612 751 5226	to	5299	636 634 8007	to	8042
478 010 4243	to	4268	494 224 0500	to	0599	612 751 6083	to	6099	637 150 1200	to	1299
478 010 4270	to	4291	495 145 0600	to	0699	612 751 6268	to	6299	637 562 5828	to	5899
478 450 5071	to	5099	496 209 7425	to	7499	612 751 6572	to	6599	638 042 1647	to	1699
478 469 7838	to	7858	496 213 8728	to	8799	612 774 2111	to	2199	638 049 4984	to	4999
478 469 7883	to	7899	496 474 5226	to	5248	612 774 2254	to	2299	638 318 1115	to	1199
479 280 9800	to	9899	497 053 8517	to	8699	612 774 2500	to	2599	638 318 1453	to	1499
479 365 9116	to	9176	497 854 8673	to	8699	614 469 0979	to	0999	638 885 0000	to	0299
479 412 9900	to	9999	498 449 8888	to	8899	614 474 3000	to	3099	638 903 4362	to	4373
479 667 6190	to	6199	498 929 8285	to	8499	614 521 3490	to	3499	639 415 1929	to	1999
479 748 9680	to	9699	498 936 5310	to	5399	614 645 1800	to	1899	639 415 2019	to	2099
479 860 7000	to	7199	499 016 5425	to	5499	614 832 1100	to	2099	639 420 6200	to	6299
480 526 2000	to	2099	499 440 8575	to	8899	615 017 7505	to	7599	639 469 3517	to	3799
480 640 6330	to	6399	499 731 6717	to	6799	617 711 6609	to	6699	639 605 2143	to	2199
480 658 0568	to	0599	500 064 1858	to	1869	617 760 5266	to	5299	639 657 8600	to	8799
480 689 5100	to	5199	500 070 5725	to	7799	617 813 3601	to	3699	640 289 7500	to	7599
481 072 9463	to	9499	501 331 0300	to	0399	618 840 9200	to	9299	640 289 7700	to	7999
481 673 0074	to	0095	502 227 7645	to	7699	619 551 7229	to	7299	641 170 4420	to	4499
482 527 1500	to	1599	502 424 0200	to	0499	619 859 3000	to	3099	641 318 3133	to	3199
482 541 5255	to	5299	502 424 0600	to	0699	620 073 9400	to	9499	641 378 6500	to	6999
482 729 6800	to	6899	503 194 5144	to	5153	621 614 7907	to	7930	641 383 8739	to	8799
483 363 7207	to	7299	504 045 4030	to	4099	621 614 7932	to	7999	641 877 3187	to	3299
483 402 2356	to	2399	600 645 3223	to	3299	621 648 8021	to	8199	641 877 3310	to	3399
483 486 5100	to	5199	601 339 1200	to	1399	621 648 8500	to	8599	642 355 8094	to	8199
483 632 1521	to	1599	601 653 5884	to	5899	621 904 8351	to	8599	642 355 8308	to	8999
483 632 2600	to	2799	601 661 7700	to	7799	621 916 1978	to	1989	642 900 0018	to	0099
483 849 1615	to	1699	601 682 5343	to	5399	622 989 8032	to	8099	643 030 6254	to	6299
484 174 4803	to	5299	601 928 1600	to	1699	623 076 9300	to	9399	644 066 0882	to	0899
484 323 8900	to	9199	602 512 2972	to	2999	623 819 5006	to	5099	644 069 0600	to	0699
484 680 5000	to	5038	602 555 2400	to	2799	623 895 8200	to	8399	644 077 7506	to	7699
484 680 5040	to	5074	602 829 7061	to	7099	623 917 0000	to	0099	644 085 8157	to	8199
484 680 5077	to	5099	603 483 9572	to	9599	623 917 0200	to	0299	644 112 9839	to	9899
485 029 4913	to	4999	603 490 7200	to	7299	624 468 5288	to	5299	644 373 9083	to	9099
486 176 0600	to	0699	603 678 7100	to	7199	624 665 3162	to	3198	644 380 1460	to	1499
486 559 7555	to	7599	603 678 7662	to	7699	625 088 6735	to	6799	644 733 4715	to	4799
486 696 3023	to	3199	603 678 7902	to	7999	625 916 9500	to	9799	644 900 9712	to	9799
488 173 7900	to	7999	603 678 8418	to	8499	625 968 8956	to	8999	644 901 0109	to	1299
488 206 4100	to	4199	603 678 8700	to	9999	627 005 3938	to	3999	644 901 1325	to	1399
488 226 0200	to	0299	604 086 0880	to	0899	627 384 3907	to	4099	644 923 6800	to	7799
488 709 3906	to	3999	604 349 1414	to	1499	627 496 7549	to	7599	644 932 4655	to	4699
488 855 8359	to	8399	604 503 7776	to	7799	627 708 3605	to	3699	645 318 7240	to	7499
489 181 8963	to	8999	605 520 9037	to	9099	627 776 2500	to	2599	645 333 1766	to	1799
489 223 2000	to	2099	605 685 4010	to	4099	628 226 3100	to	3199	645 790 8632	to	8699
489 311 1930	to	1999	605 988 6467	to	6499	628 814 4702	to	4799	645 821 0657	to	0699
489 318 6200	to	6300	607 689 7951	to	7960	628 851 9689	to	9699	645 930 7948	to	7999
489 384 0027	to	0099	607 728 1276	to	1299	629 510 7200	to	7299	645 975 0737	to	0762
489 427 0658	to	0899	608 727 7100	to	7199	629 964 4200	to	4294	646 242 6200	to	6299
489 997 5252	to	5299	608 727 7273	to	7599	630 389 3056	to	3071	646 270 7639	to	7799
490 669 5850	to	6099	608 813 9950	to	9999	630 463 0588	to	0599	646 798 4000	to	4999
490 717 7080	to	7099	609 067 5325	to	5399	631 459 9117	to	9199	647 048 7035	to	7099
490 721 6000	to	6099	609 067 5488	to	5499	631 762 9325	to	9399	647 049 2900	to	2999
490 793 1500	to	2099	609 067 5600	to	5699	632 217 4933	to	4999	647 398 8300	to	8399
490 886 8171	to	8199	609 289 6123	to	6199	632 500 0000	to	640 3999	647 398 8481	to	8499
490 977 9221	to	9240	609 438 4400	to	4499	633 110 4165	to	4199	647 437 3000	to	4999
491 258 8100	to	9099	609 493 1100	to	1199	633 110 4303	to	4499	647 811 2188	to	2199
491 567 1376	to	1399	609 766 8091	to	8999	633 438 6429	to	6599	648 009 6057	to	6099
492 254 4800	to	4899	609 825 4100	to	4115	633 588 7173	to	7182	648 163 5300	to	5499
492 283 5100	to	5199	609 884 2981	to	2999	634 725 0700	to	0799	648 722 5283	to	5299
492 610 6813	to	6899	609 893 1000	to	1099	634 803 3239	to	3299	648 892 3164	to	3199
493 394 5568	to	5599	610 092 3200	to	3299	634 807 2474	to	2499	649 100 3989	to	3999
493 470 2562	to	2599	610 582 4200	to	4299	634 827 5900	to	5999	649 647 0370	to	0399
493 473 7700	to	7799	611 879 6939	to	6999	634 886 3428	to	3499	649 647 0522	to	0599
493 716 2153	to	2199	612 291 8013	to	8099	635 559 3449	to	3499	649 647 5237	to	5399

649 647 9100	to	9299	675 464 3700	to	3799	697 447 8285	to	8296	740 705 9790	to	9799
649 666 7800	to	8299	675 464 4000	to	4199	698 042 4816	to	4899	740 726 6400	to	6500
650 114 7707	to	7719	676 365 5958	to	5999	698 131 2138	to	2157	740 765 3306	to	3399
650 130 3400	to	3599	676 669 1024	to	1099	698 227 0000	to	0099	740 774 8434	to	8499
650 213 0406	to	0499	677 126 6734	to	6799	700 065 2570	to	2599	740 786 1885	to	1899
650 555 1749	to	1799	677 333 9979	to	9999	700 065 4800	to	4899	740 790 5989	to	5999
650 564 1900	to	1999	677 466 1088	to	1099	700 190 3350	to	3359	740 820 4854	to	7836
650 627 4212	to	4299	678 071 4500	to	4799	700 228 6048	to	6099	740 827 7578	to	7594
650 736 2043	to	2099	678 096 7531	to	7599	700 650 0452	to	0499	740 917 7490	to	7499
650 739 1540	to	1699	679 909 2578	to	2599	700 666 1323	to	1349	740 918 5531	to	5549
651 741 4415	to	4499	680 112 9565	to	9599	700 786 9106	to	9142	741 037 8528	to	8551
651 882 2800	to	2899	680 244 0903	to	0999	700 859 0744	to	0758	742 040 3300	to	3309
652 754 6317	to	6399	680 412 6046	to	6099	701 028 6780	to	6899	805 885 8411	to	8499
653 131 4945	to	4999	680 761 6800	to	6899	701 213 3900	to	3999	806 087 1100	to	1499
653 426 3300	to	3399	681 677 0540	to	0699	701 267 2000	to	3999	806 268 9275	to	9299
653 455 4874	to	4899	682 070 1029	to	1099	701 335 7312	to	7399	806 534 3400	to	3477
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	830 125 0672	to	0699
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
660 510 4100	to	4199	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	690 291 1361	to	1371	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	840 323 0600	to	0699
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	740 002 7710	to	7719	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
670 368 3400	to	3499	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

846 390 7531	to	7599	865 883 6082	to	6099	908 622 4225	to	4235	920 309 9039	to	9199
846 918 0572	to	0599	866 004 3000	to	3999	908 936 9254	to	9299	920 771 5321	to	5399
847 237 7690	to	7699	866 442 4100	to	4899	909 066 4494	to	7499	920 857 5500	to	5899
847 284 2481	to	2499	867 366 9108	to	9118	909 067 7400	to	7499	920 864 3480	to	3499
847 374 7055	to	7065	867 633 7403	to	7499	909 100 1787	to	1799	920 963 4567	to	4599
847 374 7055	to	7065	867 737 5623	to	5699	909 100 1900	to	2099	921 333 7400	to	7499
847 636 5304	to	5399	868 169 4529	to	4599	909 355 0422	to	0499	921 477 3762	to	3799
847 700 5447	to	5499	868 173 8400	to	8599	909 568 8900	to	9099	922 278 1048	to	1399
847 723 7500	to	7599	868 514 9000	to	9099	909 568 9300	to	9499	922 280 2019	to	2099
849 485 3427	to	3499	868 566 9200	to	9299	909 725 7307	to	7399	922 280 2233	to	2299
849 520 9850	to	9899	869 200 0000	to	9999	909 833 0947	to	0999	922 773 0459	to	0499
849 608 1357	to	1399	869 387 1150	to	1199	910 219 8631 to 8699			923 032 7000	to	7399
849 792 2600	to	2699	869 505 3500	to	3599	910 265 1100	to	1199	923 045 3630	to	3699
850 546 1862 to 1899			869 523 7033	to	7099	910 471 7273	to	7299	923 484 3600	to	3699
851 143 6826	to	6844	869 800 0000	to	999 9999	910 536 2505	to	2599	923 493 9403	to	9599
851 209 9880	to	9899	870 054 4814 to 4899			910 958 7499	to	7599	923 493 9681	to	9699
851 928 9221	to	9299	870 491 4812	to	4849	911 140 1000	to	2199	923 604 4424	to	4499
852 589 6560	to	6599	870 536 5820	to	5829	911 245 2545	to	2599	923 810 7800	to	8299
853 049 3646	to	3699	870 541 7167	to	7239	911 268 9077	to	9099	924 252 1200	to	1299
854 304 4089	to	4999	870 575 8155	to	8999	911 400 8948	to	8999	924 252 1400	to	1499
854 529 2200	to	2299	870 589 0485	to	0494	911 508 1620	to	1799	924 533 0711	to	0799
854 532 0000	to	2999	870 691 7060	to	7099	911 509 9310	to	9399	924 533 2343	to	2399
855 001 6204	to	6249	872 028 4850	to	4899	911 523 3000	to	3999	924 533 2428	to	2499
855 319 9364	to	9399	872 029 9306	to	9399	912 057 9922	to	9999	924 685 1957	to	1999
855 361 3390	to	3399	872 078 3709	to	3799	912 882 0563	to	0899	924 946 6300	to	6699
856 226 0490	to	0499	872 100 0445	to	0459	913 605 2218	to	2299	925 333 5900	to	6099
856 656 5800	to	5999	900 556 4178 to 4199			913 709 2429	to	2499	925 336 2300	to	2399
856 752 0200	to	0299	900 845 0044	to	0099	913 818 3501	to	3999	926 432 5907	to	5999
857 111 1352	to	1399	900 936 0217	to	0299	914 063 4300	to	4399	926 436 3600	to	3699
857 279 3450	to	3499	900 936 0435	to	0499	914 346 7621	to	7644	927 765 6257	to	6299
857 843 4000	to	4099	901 058 5255	to	5280	914 453 1366	to	1399	928 197 8100	to	8199
858 124 7644	to	7699	901 273 1082	to	1099	914 529 6185	to	6299	928 197 8283	to	8299
858 756 3111	to	3299	901 287 5143	to	5199	914 896 4658	to	4699	928 856 2059	to	2068
859 063 8200	to	8699	901 291 2789	to	2799	915 187 8774	to	8779	930 219 1722 to 1799		
859 190 0600	to	0644	901 525 7122	to	7199	915 300 2783	to	2799	930 335 7810	to	7819
859 437 5538	to	5599	902 089 1253	to	1299	915 546 6822	to	6999	931 097 9259	to	9299
859 811 2888	to	2899	902 198 9769	to	9799	915 646 5183	to	5199	931 156 1502	to	1579
859 855 8873	to	8999	902 948 1269	to	1299	915 671 3963	to	3980	931 156 1600	to	1625
860 240 8520 to 8599			902 985 0833	to	0899	915 671 3982	to	3999	931 156 1671	to	1699
860 275 3900	to	3999	903 370 6934	to	6999	915 675 2217	to	2299	932 506 6400	to	6599
860 518 9629	to	9699	904 600 6523	to	6599	916 440 3377	to	3399	932 732 1796	to	1799
860 600 0021	to	0999	904 892 0378	to	0399	916 670 6352	to	6399	932 827 9026	to	9099
861 158 2350	to	2599	904 892 0648	to	1299	916 682 5300	to	5399	932 957 2300	to	2399
861 367 5400	to	5499	905 056 2216	to	2299	916 694 1414	to	1499	933 060 6160	to	6189
861 637 6010	to	6099	905 510 6647	to	6799	916 703 0802	to	0821	933 387 2541	to	2561
861 979 7292	to	7499	905 510 6900	to	7099	917 089 0709	to	0799	933 760 3609	to	4199
862 216 6100	to	6199	905 794 0000	to	0199	917 089 0842	to	0899	933 894 0928	to	0999
862 263 9213	to	9299	905 794 0288	to	0299	917 216 2928	to	2999	934 018 2729	to	2741
862 271 0800	to	0999	905 873 6900	to	6999	917 370 6300	to	6499	934 180 0300	to	0399
862 271 5000	to	5099	905 873 7100	to	7299	917 486 4900	to	4999	934 236 3954	to	3999
863 871 5138	to	5199	905 880 8900	to	8999	918 460 0602	to	0699	934 622 8717	to	8999
863 949 5300	to	5399	905 889 7100	to	7199	918 951 7231	to	7299	935 216 0312	to	0399
864 088 8200	to	8299	906 158 1508	to	1599	919 519 2786	to	2799	935 843 2202	to	2247
864 426 3972	to	3999	906 558 8812	to	8899	919 536 0770	to	0799	936 024 8889	to	8899
864 520 6117	to	6136	906 982 2214	to	2299	919 814 3095	to	3199	936 339 4455	to	4499
865 151 0526	to	0599	907 725 8500	to	8599	919 915 2774	to	2787			
865 500 4034	to	4099	907 815 0216	to	0257	920 155 4662 to 4687					

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

753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	801 349 801	to	9 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 676 681	to	7 100
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	802 967 821	to	7 940
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	803 217 601	to	7 780
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 729 731	to	9 850
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 747 402	to	7 520
754 410 451	to	0 660	763 900 460	to	0 471	789 257 191	to	7 250	804 138 181	to	8 420
754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460	804 428 224	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	810 323 734	to	3 760
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
760 004 596	to	4 610	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	770 216 071	to	6 100	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	800 044 320	to	4 410	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	822 703 442	to	3 470	825 472 171	to	2 200	828 160 441	to	0 530
820 034 406	to	4 430	822 900 991	to	1 020	826 042 898	to	2 920	828 441 602	to	1 630
820 070 761	to	1 540	822 925 951	to	6 100	826 226 644	to	6 670	828 539 316	to	9 340
820 191 342	to	1 360	823 284 931	to	4 990	826 582 951	to	3 430	828 539 341	to	9 370
820 274 856	to	4 880	823 293 031	to	3 210	826 720 201	to	0 230	828 732 331	to	2 390
820 600 171	to	0 230	823 556 011	to	6 100	827 005 671	to	5 830	828 830 952	to	0 963
821 172 241	to	2 360	824 078 341	to	8 370	827 287 861	to	7 950	828 939 781	to	0 050
821 229 661	to	9 720	824 156 325	to	6 340	827 291 502	to	1 520	829 002 721	to	2 870
821 229 743	to	9 780	824 511 252	to	1 270	827 575 381	to	5 470	829 005 301	to	5 540
821 903 731	to	3 910	824 588 281	to	8 370	827 609 085	to	9 100	829 080 241	to	0 330
821 927 841	to	7 850	825 140 397	to	0 460	827 619 811	to	9 840	829 176 841	to	6 930
822 505 801	to	5 830	825 409 651	to	9 680	827 883 511	to	3 600			

— Criminal Investigations Group, Postal Inspection Service, 11-5-09

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.

— *Special Services,
Retail Products and Services, 11-5-09*

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, 11-5-09*

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, 11-5-09*

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 09753	Close	Immediately	
DPO AE 09758	Delete I-Q-Z	Immediately	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
APO AE 09810	Open	Immediately	A-A1-B-B1-F-F1-N-R-V-Z1
APO AA 34002	Add L	Immediately	A1-B-B1-L-N-U-Z1
APO AA 34004	Add L-U	Immediately	A-B-B1-L-N-U-V
APO AA 34020	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34021	Add L	Immediately	A1-B- L-M-N- U-V-Z1
APO AA 34022	Add L	Immediately	A1-B-B1-D-F-L-M-N-U-V-Z1
APO AA 34023	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34024	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34025	Add L-M	Immediately	A1-B-B1-F-L-M-N-U-V-Z1
APO AA 34030	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34031	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34032	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34033	Add L	Immediately	A1-B-B1-C-F-L-M-N-V-Z1
APO AA 34034	Add L	Immediately	A1-B-B1-L-M-N-V-Z1
APO AA 34035	Add L-U	Immediately	A1-B-B1-H-L-M-N-U-V-Z1
APO AA 34036	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34037	Add L	Immediately	A1-B-B1-C-F-H-I-L-M-N-V-Z-Z1
APO AA 34038	Add L-U	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34039	Add L-M-U	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34041	Add L	Immediately	A1-B-B1-L-M-N-U-V-Z1
APO AA 34055	Add L-M-U	Immediately	A1-B-B1-L-M-U-N-V-Z1
APO AP 96531	Add F-F1-N	Immediately	A-A1-B-B1-F-F1-H-M-N-U-V

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	09013	A1-B-B1-C-D-F-F1-U-Z1	09049	A1-B-B1-C-D-U	09067	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U	09014	A1-B-B1-C-D-U	09051	A1-B-B1-C-D-U	09068	A1-B-B1-C-D-U-Z1
09003	A1-B-B1-C-D-P-U	09020	A1-B-B1-C-D-U	09053	A1-B-B1-C-D-U	09069	A-A1-B-B1-C-D-U-V
09004	A1-B-B1-C-D-U	09021	A1-B-B1-C-D-F1-R-U	09054	A1-B-B1-C-D-U	09075	A1-B-B1-C-D-U
09005	A1-B-B1-C-D-P-U	09028	A1-B-B1-C-D-U	09055	A1-B-B1-C-D-F-R-R1-U-V	09079	A1-B-B1-C-D-U
09006	A1-B-B1-C-D-U	09033	A1-B-B1-C-D-U	09056	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-F1-R-U
09007	A1-B-B1-C-D-U	09034	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U
09008	A-A1-B-B1-C-D-P-U	09038	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-F1-R-U	09042	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-F1-R-U	09088	A1-B-B1-C-D-U
09011	A1-B-B1-C-D-U	09046	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U	09090	A1-B-B1-C-D-P-U
09012	A1-B-B1-C-D-F-F1-R-U					09092	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
09094	A1-B-B1-C-D-F-F1-P-R	09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09353	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
09095	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09096	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09402	A-A1-B-B1-C-F-R-R1-U3-W
09099	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-R-U
09100	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-R-U-V
09102	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-R-U-V
09103	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09360	A1-B-B1-V	09456	A1-B-B1-C-C1-H-H1-M-R-Z1
09104	A1-B-B1-C-D-F1-R-U	09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-R-U
09107	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09362	A-A1-B-B1-C1-E2-F-H1-R-V-Z1	09461	A1-B-B1-C-C1-F-F1-P-R-U
09112	A1-B-B1-C-D-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	09463	A1-B-B1-C-C1-R-U
09114	A1-B-B1-C-D-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	09464	A1-B-B1-C-C1-R-U
09123	A1-B-B1-C-D-F1-R-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-R-R1-V-Z1	09468	A1-B-B1-C-C1-R-U
09126	A1-B-B1-C-D-F-F1-P-R	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	09469	A1-B-B1-C-C1-R-U
09128	A1-B-B1-C-D-U	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	09470	A1-B-B1-C-C1-R-U
09131	A1-B-B1-C-D-U	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	09494	A1-B-B1-C-C1-R-U
09136	A1-B-B1-C-D-F1-R	09330	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	09496	A1-B-B1-C-C1-R-U-V
09137	A1-B-B1-C-D-F1-R-U	09331	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	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1
09138	A1-B-B1-C-D-U	09332	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	09501	A1-B-B1-V-V1
09139	A1-B-B1-C-D-U	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09502	A1-B-B1-V
09140	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09503	A1-B-B1-V
09142	A1-B-B1-C-D-F-F1-P-R-U	09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09504	A1-B-B1-V-V1
09143	A1-B-B1-C-D-U	09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09505	A1-B-B1-V-V1
09154	A1-B-B1-C-D-U	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09506	A1-B-B1-V-V1
09166	A1-B-B1-C-D-U	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-B1-V-V1
09172	A1-B-B1-C-D-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	09508	A1-B-B1-V
09173	A1-B-B1-C-D-U	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09382	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-B1-V
09177	A1-B-B1-C-D-U	09343	A-A1-B-B1-C1-F-M-N-V-Z1	09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09510	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09180	A1-B-B1-C-D-U	09344	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	09511	A1-B-B1-V
09186	A1-B-B1-C-D-U	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09513	A1-B-B1-F-F1-R-R1-V
09211	A1-B-B1-C-D-P-U	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09517	A1-B-B1-F-F1-R-R1-V
09213	A1-B-B1-C-D-F1-R-U	09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-B1-F-F1-R-R1-V
09214	A1-B-B1-C-D-F1-R-U					09532	A1-B-B1-F-F1-R-R1-V
09226	A1-B-B1-C-D-U					09534	A1-B-B1-F-F1-R-R1-V
09227	A1-B-B1-C-D-U					09543	A1-B-B1-F-F1-R-R1-V
09229	A1-B-B1-C-D-U					09545	A1-B-B1-V
09237	A1-B-B1-C-D-U-V					09549	A1-B-B1-V
09245	A1-B-B1-C-D-U					09554	A1-B-B1-F-F1-R-R1-V
09250	A1-B-B1-C-D-U					09556	A1-B-B1-V
09261	A1-B-B1-C-D-F1-R-U-V					09557	A1-B-B1-F-F1-R-R1-V
09263	A1-B-B1-C-D-U					09564	A1-B-B1-F-F1-R-R1-V
09264	A1-B-B1-C-D-U					09565	A1-B-B1-F-F1-R-R1-V
09265	A1-B-B1-C-D-F1-N-R-U					09566	A1-B-B1-F-F1-R-R1-V
09266	A1-B-B1-C-D-U					09567	A1-B-B1-V-V1
09267	A1-B-B1-C-D-U					09568	A1-B-B1-V
09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1					09569	A1-B-B1-F-F1-R-R1-V
09302	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1					09570	A1-B-B1-F-F1-R-R1-V
09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1					09573	A1-B-B1-F-F1-R-R1-V
09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1					09574	A1-B-B1-F-F1-R-R1-V
09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1					09575	A1-B-B1-F-F1-R-R1-V-V1
09307	A1-B-B1-N-V-Z1						

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09576	A1-B-B1-F-F1-R-R1-V	09709	A1-B-B1-F1	09748	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09825	A-A1-B-B1-C-C1-D-F-M-N-R-R1-T-V-Z1
09577	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-N-R-R1-U			09827	A-A1-B-B1-F-F1-N-R-V-Z1
09578	A1-B-B1-F-F1-R-R1-V	09711	A1-B-B1-F1-N-R-Z1	09749	A-A1-B-B1-F-N-V-Z1	09828	A1-B-B1-N-V-Z1
09579	A1-B-B1-F-F1-R-R1-V	09713	A1-B-B1-C-F1-R	09750	A-B-B1-B2-C-C1-F-M-N-Q-T-V-Z-Z1	09830	A1-B-B1-C-N-R-V-Z1
09581	A1-B-B1-F-F1-R-R1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U	09751	A1-B-B1-C-D-U	09831	A1-B-B1-F-N-U-V-Z1
09582	A1-B-B1-F-F1-R-R1-V			09752	A1-B-B1-C-D-U	09832	A-A1-B-B1-U1-V-Z1
09586	A1-B-B1-F-F1-R-R1-V	09715	A1-B-B1-F1-R	09754	A1-B-B1-U	09833	A1-B-B1-U1-V-Z1
09587	A1-B-B1-F-F1-R-R1-V	09716	A1-B-B1-C-D-N-R-U-V	09755	A1-B-B1-U	09834	A1-B-B1-F-F1-R-R1-V-Z1
09588	A1-B-B1-V-V1	09717	A-A1-B-B1-M-R-V-W	09756	A1-B-B1-U	09835	A-A1-B-B1-V-Z1
09589	A1-B-B1-V-V1	09718	A1-B-B1-F-I-N-R-U-V	09757	A1-B-B1-U	09836	A-A1-B-B1-C-F-M-V-Z1
09590	A1-B-B1-V	09719	A1-B-B1-C-F1-R-V	09758	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09837	A1-B-B1-V-Z1
09591	A1-B-B1-V-V1	09720	A1-B-B1-R-U-V	09759	A-A1-B-B1-B2-C1-E2-F-F1-F2-I-N-R-R1-T-V-Z-Z1	09838	A1-B-B1-V-Z1
09593	A1-B-B1-V	09721	A1-B-B1-N-R-U-V-Z1	09762	A-A1-B-B1-B2-E3-F-F1-I-N-Q-R-R1-T-V-Z-Z1	09839	A-A1-B-B1-U-V-Z1
09594	A1-B-B1-V-V1	09722	A-A1-B-B1-F-N-V-Z-Z1	09769	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09840	A-A1-B-B1-V-Z1
09596	A1-B-B1-V	09723	A1-B-B1-N-R-U-V-Z1	09777	A-A1-B-B1-C-E1-N-R	09841	A-A1-B-B1-N-R-U-Z1
09599	A1-B-B1-F-F1-R-R1-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09780	A-A1-B-B1-F-N-R-V	09842	A-A1-B-B1-N-R-Z1
09601	A1-B-B1-C-F-F1-R-U-V	09726	A1-B-B1-N-R-U-V	09798	A1-B-B1-C-D-L-U-V	09843	A-A1-B-B1-N-V
09602	A1-B-B1-C-F-F1-N-R-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09844	A-A1-B-B1-C-F-N-U-V-Z1
09603	A1-B-B1-C-F-F1-R-U-V	09729	A1-B-B1-C-F-N-R-R1-U-V	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09604	A1-B-B1-C-F-F1-P-R-U-V	09730	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09804	A-A1-B-B1-F-F1-N-R-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09605	A1-B-B1-C-D-U-V	09731	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09805	A-B-B1-F-F1-R-R1-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09606	A1-B-B1-C-D-U-V	09732	A1-B-B1-N-V-Z1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09607	A-A1-B-B1-C-F-F1-M-R-R1-U-U3-V-W	09733	A1-B-B1-V	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1
09609	A1-B-B1-C-F-U	09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	09868	A-A1-B-B1-U-V-Z1
09610	A1-B-B1-C-F-F1-R-U-V	09735	A1-B-B1-N-V-Z1	09809	A1-B-B1-V-Z1	09870	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U-V-Z1
09613	A1-B-B1-C-F-U-V	09736	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1	09810	A-A1-B-B1-F-F1-N-R-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1
09617	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09889	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1
09618	A1-B-B1-C-F-U	09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1
09620	A1-B-B1-C-F-U	09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09898	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1
09621	A1-B-B1-C-F-U	09741	A-A1-B-B1-C1-E2-F-F1-H1-I-M-N-Q-R-R1-T-V-W-Y-Z-Z1	09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34002	A1-B-B1-L-N-U-Z1
09622	A1-B-B1-C-F-U	09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1	09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-H-H1-M-N-R-R1-T-V-Z1	34004	A-B-B1-L-N-U-V
09623	A1-B-B1-C-F-U	09743	A-A1-B-B1-F-N-V-Z-Z1	09819	A-A1-B-B1-P-R-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1
09624	A1-B-B1-C-F-U	09744	A-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09820	A-A1-B-B1-B2-F-H-H1-I-L-M-N-Q-R-R1-T-V-Z-Z1	34007	A-A1-B-B1-C1-F-F1-M-N-R-R1-V-Z1
09625	A1-B-B1-C-F-U	09745	A-A1-B-B1-B2-F-F1-M-N-R-R1-V-Z1	09821	A-A1-B-B1-F-R-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1
09626	A1-B-B1-C-F-U	09746	A-A1-B-B1-C-E1-N-V-Z-Z1	09822	A-A1-B-B1-F-R-V-Z1	34020	A1-B-B1-L-M-N-U-V-Z1
09627	A1-B-B1-C-F-U	09747	A1-B-B1-F-J-N-U-V-Z1	09823	A-A1-B-B1-F-R-V-Z1	34021	A1-B-L-M-N-U-V-Z1
09630	A1-B-B1-C-F-U-V			09824	A-A1-B-B1-F-R-V-Z1	34022	A1-B-B1-D-F-L-M-N-U-V-Z1
09631	A1-B-B1-C-F-U					34023	A1-B-B1-L-M-N-U-V-Z1
09636	A1-B-B1-C-F-U					34024	A1-B-B1-L-M-N-U-V-Z1
09642	A1-B-B1-N-R-U						
09643	A1-B-B1-R-U						
09645	A1-B-B1-C-F-F1-U						
09647	A1-B-B1-N-R-U						
09648	A1-B-B1-N-U-V-Z1						
09649	A1-B-B1-N-U-Z1						
09701	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1						
09702	A1-B-B1-C-C1-F1-M-R-R1-U						
09703	A1-B-B1-C-F1-U						
09704	A1-B-B1-C-V						
09705	A1-B-B1-U						
09706	A1-B-B1-C-N-R-U-V						
09707	A1-B-B1-C-N-R-U-V						
09708	A1-B-B1						

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
34025	A1-B-B1-F-L-M-N-U-V-Z1	96264	A-A1-B-B1-U	96388	A1-B-B1-M-W	96604	A1-B-B1-V
34030	A1-B-B1-L-M-N-U-V-Z1	96266	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1	96605	A1-B-B1-V-V1
34031	A1-B-B1-L-M-N-U-V-Z1	96267	A-A1-B-B1-U-V	96426	A-A1-B-B1-C1-E2-F-H1-M-R-V	96606	A1-B-B1-V
34032	A1-B-B1-L-M-N-U-V-Z1	96269	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	96607	A1-B-B1-V
34033	A1-B-B1-C-F-L-M-N-V-Z1	96271	A-A1-B-B1-U	96447	A1-B-B1-F-N-U3-V-V1	96608	A1-B-B1-V
34034	A1-B-B1-L-M-N-V-Z1	96275	A-A1-B-B1-V	96501	A-A1-B-B1-N-V	96609	A1-B-B1-V
34035	A1-B-B1-H-L-M-N-U-V-Z1	96276	A-A1-B-B1	96503	A1-B-B1-F-N-U3-V	96610	A1-B-B1-V
34036	A1-B-B1-L-M-N-U-V-Z1	96278	A-A1-B-B1-U	96507	A-A1-B-B1-F-V	96611	A1-B-B1-V
34037	A1-B-B1-C-F-H-I-L-M-N-V-Z-Z1	96283	A-A1-B-B1-U	96510	A1-B-B1-I-N-V	96612	A1-B-B1-F-F1-R-R1-V
34038	A1-B-B1-L-M-N-U-V-Z1	96284	A-A1-B-B1-U-V	96511	A1-B-B1-I-N-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
34039	A1-B-B1-L-M-N-U-V-Z1	96297	A-A1-B-B1-U	96515	A1-B-B1-F	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
34041	A1-B-B1-L-M-N-U-V-Z1	96303	A1-B-B1-M-N-V-W	96517	A1-B-B1-F-U3-V	96615	A1-B-B1-F-F1-R-R1-V
34042	A1-B-B1-D-F-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V	96616	A1-B-B1-F-F1-R-R1-V
34050	A1-B-B1-V	96309	A1-B-B1-M-V-W	96520	A1-B-B1-F-N-U3-V	96617	A1-B-B1-F-F1-R-R1-V
34055	A1-B-B1-L-M-N-U-V-Z1	96310	A1-B-B1-M-W	96521	A1-B-B1-F-N-U3	96619	A1-B-B1-V
34058	A1-B-B1-F-F1-R-R1-V-Z1	96311	A1-B-B1-M-W	96522	A1-B-B1-F-N-U	96620	A1-B-B1-F-F1-R-R1-V
34078	A1-B-B1-F1-N-V-Z1	96319	A1-B-B1-M-W	96530	A-A1-B-B1-F-F1-H-H1-M-N-U-V	96621	A1-B-B1-F-F1-R-R1-V
34090	A1-B-B1-F-F1-R-R1-V	96321	A1-B-B1-F-F1-F2-M-W	96531	A-A1-B-B1-F-F1-H-M-N-U-V	96622	A1-B-B1-F-F1-R-R1-V
34091	A1-B-B1-F-F1-R-R1-V	96322	A1-B-B1-F-F1-F2-M-W	96532	A-A1-B-B1-F-F1-H-M-N-U-V	96624	A1-B-B1-F-F1-R-R1-V
34092	A1-B-B1-F-F1-R-R1-V	96323	A1-B-B1-M-V-W	96533	A-A1-B-B1-F-F1-H-M-N-U-V	96628	A1-B-B1-F-F1-R-R1-V
34093	A1-B-B1-F-F1-R-R1-V	96326	A1-B-B1-M-W	96534	A-A1-B-B1-F	96643	A1-B-B1-F-F1-R-R1-V
34095	A1-B-B1-V	96328	A1-B-B1-M-W	96535	A-A1-B-B1-F	96650	A1-B-B1-F-F1-R-R1-V
34098	A1-B-B1-V	96330	A1-B-B1-M-W	96537	A-A1-B-B1-F-V	96657	A1-B-B1-F-F1-R-R1-V
34099	A1-B-B1-V-V1	96336	A1-B-B1-M-V-W	96538	A1-B-B1-V	96660	A1-B-B1-F-F1-R-R1-V
96201	A-A1-B-B1	96337	A1-B-B1-M-W	96540	A1-B-B1-V	96661	A1-B-B1-F-F1-R-R1-V
96202	A-A1-B-B1-U	96338	A1-B-B1-M-W	96541	A1-B-B1-V	96662	A1-B-B1-F-F1-R-R1-V
96203	A-A1-B-B1	96339	A1-B-B1-M-V-W	96542	A1-B-B1-V	96663	A1-B-B1-F-F1-R-R1-V
96204	A-A1-B-B1	96343	A1-B-B1-M-W	96543	A1-B-B1-P-V	96664	A1-B-B1-V-V1
96205	A-A1-B-B1-U	96344	A1-B-B1-F-F1-F2-M-V-W	96544	A1-B-B1-F-N-U3-V	96665	A1-B-B1-V
96206	A-A1-B-B1-U	96346	A1-B-B1-F-F1-F2-M-V-W	96546	A1-B-B1-F-U3	96666	A1-B-B1-V-V1
96207	A-A1-B-B1-V	96347	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U	96667	A1-B-B1-F-F1-R-R1-V
96209	A-A1-B-B1-N-U-V	96348	A1-B-B1-F-F1-F2-M-W	96549	A-A1-B-B1-H-M-U	96668	A1-B-B1-F-F1-R-R1-V-V1
96213	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W	96550	A-A1-B-B1-H-M-U-V	96669	A1-B-B1-F-F1-R-R1-V
96214	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W	96551	A-A1-B-B1-H-M-U	96670	A1-B-B1-V-V1
96218	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96552	A1-B-B1	96671	A1-B-B1-F-F1-R-R1-V
96224	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96553	A-A1-B-B1-F-F1-H-M-U	96672	A1-B-B1-F-F1-R-R1-V
96257	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96554	A-A1-B-B1-H-M-U	96673	A1-B-B1-V-V1
96258	A-A1-B-B1-U	96366	A1-B-B1-L-M-W	96555	A1-B-B1-F-M-V	96674	A1-B-B1-F-F1-R-R1-V
96260	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96557	A1-B-B1-F-M-V	96675	A1-B-B1-F-F1-R-R1-V
96262	A-A1-B-B1-U-V	96368	A1-B-B1-M-W	96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F-F1-H-H1-I-M-N-R-R1-T-V-Z-Z1	96677	A1-B-B1-F-F1-R-R1-V
		96370	A1-B-B1-F-F1-F2-M-W	96595	A1-B-B1-V	96678	A1-B-B1-F-F1-R-R1-V
		96372	A1-B-B1-M-W	96598	A1-B-B1-N-V	96679	A1-B-B1-F-F1-R-R1-V
		96373	A1-B-B1-M-W	96599	A1-B-B1-V	96681	A1-B-B1-V-V1
		96374	A1-B-B1-M-W	96601	A1-B-B1-V-V1	96682	A1-B-B1-V-V1
		96375	A1-B-B1-M-W	96602	A1-B-B1-V	96683	A1-B-B1-V-V1
		96376	A1-B-B1-M-W	96603	A1-B-B1-V	96686	A1-B-B1-V-V1
		96377	A1-B-B1-M-W			96687	A1-B-B1-V-V1
		96378	A1-B-B1-M-W			96698	A1-B-B1-V-V1
		96379	A1-B-B1-M-W				
		96384	A1-B-B1-M-W				
		96386	A1-B-B1-M-W				
		96387	A1-B-B1-M-W				

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/FPO/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 601.11.1.1c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/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 601.11.7, 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, 11-5-09*

2009 Open Season and Other Benefits and Payroll Election Opportunities

Note: Flexible Spending Accounts (FSAs) expire at the end of each year, but they can be renewed during FSA Open Season. Annual Leave Exchange (ALE) for next year's leave requires an election during this ALE Open Season.

Thrift Savings Plan (TSP) Catch-up contributions expire at the end of each year, but elections can be made at any time.

Benefit Program	Note the deadlines...	Find out about eligibility and options...	Prepare for and make your elections...	Comments
Federal Employees Health Benefits (FEHB) Program	Opens: 11/09 Closes: 12/15 5:00 P.M. CT or Qualifying Life Event (through HRSSC)	<i>Guides to Benefits</i> Updates coming soon. ■ Career Employees Postal Inspectors & OIG Employees Noncareer Employees	Prepare <i>PostalEASE</i> FEHB Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> ■ You must enter dependents if electing a new Self and Family plan. ■ Individual plan brochures are available at www.opm.gov/insure/health or by calling the health plan. <p>Coming to you in the mail: <i>Guide to Benefits</i> (program summary) with <i>PostalEASE</i> FEHB Worksheet.</p>
Federal Employees Dental and Vision Insurance Program (FEDVIP)	Opens: 11/09 Closes: 12/14 11:59 P.M. ET or Qualifying Life Event (through FEDVIP, not HRSSC)	<i>Guide to Dental & Vision Insurance Program</i> Update coming soon ■ All Employees	Use www.benefeds.com 877-888-3337 TTY 877-889-5680	<ul style="list-style-type: none"> ■ If you are eligible to participate in FEHB, you are eligible to enroll in FEDVIP, even if you are not enrolled in FEHB. ■ USPS does not contribute. ■ You pay full cost of premiums on a pre-tax basis. ■ You may enroll in a dental plan, a vision plan, or both. ■ You may enroll in a plan for Self Only, Self Plus One, or Self and Family coverage. ■ Rules for the eligibility of family members in FEDVIP are the same as those for their eligibility in FEHB. <p>Coming to you in the mail: <i>FEDVIP Guide</i>.</p>
Flexible Spending Accounts (FSA)	Opens: 11/09 Closes: 12/27 5:00 P.M. CT or Qualified Life Status Change (through HRSSC)	FSA Brochure Update coming soon	Prepare <i>PostalEASE</i> FSA Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> ■ Health Care FSA maximum is \$5,000. ■ Dependent Care (day care) FSA maximum is \$5,000. <p>Over-the-counter medicines and drugs are eligible.</p> <p>Coming to you in the mail: Post cards, leaflet, and brochure.</p>

Benefit Program	Note the deadlines...	Find out about eligibility and options...	Prepare for and make your elections...	Comments
Annual Leave Exchange (ALE)	Opens: 11/15 Closes: 12/15 11:59 P.M. CT	Letter mailed to <i>eligible</i> employees	Prepare <i>PostalEASE</i> ALE Worksheet (mailed to eligible employees) Use <i>PostalEASE</i>	<ul style="list-style-type: none"> ■ Most career nonbargaining unit employees from Rate Schedule Codes (RSCs) D, E, F, S, U, V, and Z may exchange from 8 to 128 hours in whole-hour increments if their annual leave balance is at least 160 hours as of close of business on January 1, 2010. ■ Bargaining unit employees from RSCs C, G, K, M, N, P, T, and Y may exchange from 8 to 40 hours in whole-hour increments if their annual leave balance is at least 440 hours and if they have used less than 75 hours of sick leave for the leave year as of close of business on January 1, 2010. ■ For bargaining unit employees, the lump sum is calculated on salary as of January 2, 2010, and included in the January 22, 2010, paycheck. For nonbargaining unit employees, the lump sum is calculated on salary as of January 16, 2010, and included in the February 5, 2010, paycheck. These lump sum payments are taxable in 2010. <p>Coming only to eligible employees in the mail: Letter about annual leave exchange.</p>
Allotments/ Net-to-Bank (Direct Deposit)	Any time Processed at 3:59 A.M. CT, 2 nd Wednesday of pay period		Prepare <i>PostalEASE</i> Net-to-Bank Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> ■ You must provide your financial institution's routing number and your account number.
Thrift Savings Plan Regular Contributions	Any time Processed at 3:59 A.M. CT, 2 nd Wednesday of pay period	www.tsp.gov/forms/tspbk08.pdf	Prepare <i>PostalEASE</i> TSP Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> ■ The IRS annual limit on elective deferrals for 2010 is \$16,500. ■ FERS employees who want to maximize contributions while avoiding the loss of USPS matching contributions should make a whole dollar contribution per pay period equal to the announced maximum divided by 26. ■ Contribution elections for 2010 will be accepted beginning at 4:30 A.M. CT on December 16, 2009. <p>Coming to you in the mail: TSP enrollment information letter and <i>PostalEASE</i> TSP Worksheet.</p>
TSP 50+ Catch-Up Contributions	Any time Processed at 3:59 A.M. CT, 2 nd Wednesday of pay period	www.tsp.gov/forms/tspbk08.pdf	Prepare <i>PostalEASE</i> TSP 50+ Catch Up Worksheet Use <i>PostalEASE</i>	<ul style="list-style-type: none"> ■ If you are age 50 or older during 2010, you may contribute an additional amount up to the IRS limit, which is \$5,500. ■ Catch-up contribution elections for 2010 will be accepted beginning at 4:30 A.M. CT on December 16, 2009. You must certify that your regular TSP contributions will reach the IRS maximum. <p>Coming only to eligible employees in the mail: TSP enrollment information catch-up letter and <i>PostalEASE</i> TSP Catch-up Worksheet.</p>

Benefit Program	Note the deadlines...	Find out about eligibility and options...	Prepare for and make your elections...	Comments
TSP Investment Choices	Any time	www.tsp.gov/forms/tspbk08.pdf	Use www.tsp.gov Have TSP acct. no. or Custom User ID Have Web password 877-968-3778 TDD 877-847-4385 Have TSP acct. no. Have TSP PIN Mail Form TSP-50 (available from HRSSC) to TSP	<ul style="list-style-type: none"> ■ Via the ThriftLine you may request: <ul style="list-style-type: none"> ■ A new TSP PIN. ■ A new 8-character Web password. ■ A copy of your TSP account number. ■ Quarterly participant statements. ■ Via www.tsp.gov you may request: <ul style="list-style-type: none"> ■ A new 8-character Web password. ■ A copy of your TSP account number. ■ A Custom User ID ■ Printable views of quarterly participant statements. ■ Cancellation of request to have quarterly participant statements mailed.
Federal Long Term Care Insurance Program (FLTCIP)	You may apply any time—underwriting required	www.ltcfeds.com/usps Find category of eligibility Click <i>Information Kit</i>	Use www.ltcfeds.com/usps Find category of eligibility Click <i>Application</i>	<ul style="list-style-type: none"> ■ New and newly eligible employees may enroll with the abbreviated application within the first 60 days of becoming eligible. ■ You may download the information kit and the application or have them mailed to you.
Commuter Program	Any time Processed at 11:59 P.M. ET, 10 th day of the month	www.wageworks.com	Use www.wageworks.com 877-924-3967 TTY 866-353-8058 M–F 8 A.M.–8 P.M. ET	<ul style="list-style-type: none"> ■ New career employees receive a brochure in the mail and must allow up to 30 days for information to be entered in the Wageworks system. ■ Other employees can enroll at any time. ■ Elections, changes, and cancellation for the Commuter Program take effect 2 months after the processing deadline. ■ Effective January 1, 2010, the monthly pre-tax spending limit for transit is \$230 and for parking is \$230.

2009 International and Military Mail Christmas Mailing Dates

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas and to international addresses, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last-minute rush and take your mail to your U.S. Post Office® by these suggested dates. And don't forget you can print postage, labels, and Customs forms online 24/7 using Click-N-Ship® service at www.usps.com/clicknship.

Remember, all mail addressed to military post offices overseas is subject to certain conditions or restrictions regarding content, preparation, and handling. APO/FPO addresses generally require Customs forms. To see a table of active APO and FPO addresses and mailing restrictions by individual APO/FPO ZIP™ Codes, go to <http://pe.usps.com> and click *Postal Bulletins*, or go to the current issue and see the article "Overseas Military Mail."

Military Mail Addressed to	Express Mail® Military Service (EMMS) ¹	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail (PAL) ²	Space Available Mail (SAM) ³	Parcel Post®
APO/FPO AE ZIPs 090–092	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AE ZIP 093	N/A	Dec 4	Dec 4	Dec 1	Nov 20	Nov 13
APO/FPO AE ZIPs 094–098	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AA ZIPs 340	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13
APO/FPO AP ZIPs 962–966	Dec 18	Dec 11	Dec 11	Dec 4	Nov 27	Nov 13

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

International Mail Addressed to	Global Express Guaranteed® (GXG®) ^{1*}	Express Mail International® (EMS) ^{2*}	Priority Mail International® (PMI) ^{3*}	First-Class Mail International™
Africa	Dec 22	Dec 12	Dec 4	Dec 4
Asia/Pacific Rim	Dec 21	Dec 17	Dec 11	Dec 11
Australia/New Zealand	Dec 21	Dec 17	Dec 11	Dec 11
Canada	Dec 23	Dec 18	Dec 11	Dec 11
Caribbean	Dec 22	Dec 17	Dec 11	Dec 11
Central & South America	Dec 22	Dec 12	Dec 4	Dec 4
Mexico	Dec 23	Dec 17	Dec 11	Dec 11
Europe	Dec 22	Dec 17	Dec 11	Dec 11
Middle East	Dec 22	Dec 17	Dec 11	Dec 11

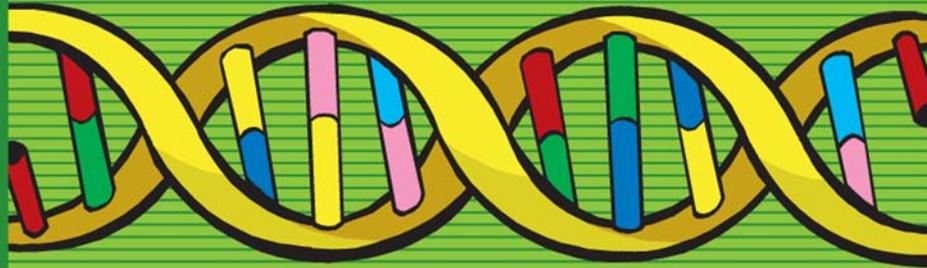
- GXG is available to over 190 countries via an alliance with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details, or go to <http://pe.usps.com>, and click International Rates and Fees, then Country Listing. You can also see the March/April 2007 issue of MailPro at www.usps.com/mailpro. Some restrictions apply. Free shipping supplies are available. Purchase postage online and receive a 10% discount.
- EMS is available to over 190 countries with delivery in 3 to 5 average business days. Guaranteed, money-back service is available to Australia, China, Hong Kong, Japan, and Korea (Republic of South). Flat-rate shipping options and free packaging are available. Purchase postage online and receive an 8% discount.
- PMI is available to over 190 countries with delivery in 6 to 10 average business days. Flat-rate shipping options and free packaging are available. Purchase postage online and receive a 5% discount.

*Average number of days may vary based upon origin and destination.

Please post on all bulletin boards.

DID YOU KNOW?

Service is part of our DNA. It's what we do. We're the Postal Service.



Flexible Spending Accounts (FSA) 2009 Open Season

Enrollment for 2009 FSAs begins: November 9, 2009

Enrollment ends: December 27, 2009 (5:00 P.M. CT)

Enrollments are effective: January 1, 2010

Who Can Enroll

Only career employees are eligible to enroll in FSAs for 2010.

How to Enroll

Don't wait until the last minute to enroll.

To use the Web — the easiest way to use *PostalEASE* — access the system in any of these ways:

On the Internet at <https://liteblue.usps.gov>. Under "Employee Self Service," select *PostalEASE*.

At an employee self-service kiosk.

On the Intranet at <http://blue.usps.gov>. Under "Employee Resources," select *PostalEASE*.

To use the telephone, call the Employee Service Line at 877-477-3273.

If you cannot successfully complete your transaction using *PostalEASE* because of a medical condition or other reason, contact the Human Resources Shared Services Center (HRSSC) for assistance.

How to Get Your USPS® Personal Identification Number (PIN)

To use *PostalEASE*, you must enter your Employee ID and USPS PIN. If you don't know your USPS PIN, you can get it any one of these ways:

Go to <https://liteblue.usps.gov> and click *Forget Your PIN?*

Enter your eight-digit Employee ID (printed at the top of your earnings statement).

Choose a new PIN immediately with Self-Service PIN Reset — just follow the instructions.

Go to the Postal Service™ Intranet Blue page: under "Employee Resources," click *Employee Self-Service*, then *PostalEASE*, and follow the instructions.

Go to an employee self-service kiosk. Just follow the instructions.

Dial 877-477-3273 and press 1.

When prompted, enter your Employee ID.

When prompted for your PIN, pause, then press 2.

Your USPS PIN will be mailed to your address of record the next business day.

Details Are in the Mail

A leaflet and a brochure, FSA BK1, *Flexible Spending Accounts*, with a *PostalEASE* FSA worksheet included, are being mailed to all career employees. If you do not receive yours by November 28, 2009, contact the HRSSC.

Questions

Hotline for FSA questions: 800-842-2026.

TTY line for employees who are deaf or hard of hearing: 888-697-9056. Advance call to hotline encouraged.

Please Post on All Bulletin Boards Through December 27, 2009.

DID YOU KNOW?



**USPS delivers mail to
more than 149 million
residences, businesses
and PO Boxes.**

Federal Employees Health Benefits

Open Season
November 9, 2009, to December 15, 2009

HEALTH BENEFITS OPEN SEASON ON *PostalEASE*

The Federal Employees Health Benefits (FEHB) Open Season will be held from November 9 to December 15, 2009, closing at 5:00 P.M. CT. Employees should complete the *PostalEASE* FEHB worksheet included in the mailing to their homes, and enter enrollment information directly into *PostalEASE* via the Web at <https://liteblue.usps.gov>, kiosk, or telephone at 877-477-3273, option 1.

During this open season, eligible employees may make any one, or a combination, of the following changes using *PostalEASE*:

- Enroll if not enrolled.
- Cancel enrollment.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.

Enrollment changes and new enrollments made during the 2009 FEHB Open Season will be effective January 2, 2010 (Pay Period 02-10). New premium payments will be reflected in paychecks dated January 22, 2010.

Please post on all bulletin boards through December 15, 2009.

DID YOU KNOW?

A stack of colorful folders in shades of orange, pink, blue, green, and yellow. A red stamp with the word "CONFIDENTIAL" is visible on the top yellow folder. The text "VOE survey responses are confidential." is overlaid in white on the folders.

**VOE survey
responses are
confidential.**

Federal Employees Dental and Vision Insurance Program

Open Season
November 9 to December 14, 2009

DENTAL AND VISION INSURANCE OPEN SEASON

www.benefeds.com

The Federal Employees Dental and Vision Insurance Program (FEDVIP) Open Season will be held from November 9 to December 14, 2009, closing at 11:59 P.M. ET. Employees will receive a mailing to their addresses of record with complete program information about this pretax group insurance offering.

During this open season, eligible employees may elect dental insurance, vision insurance, or both via the portal at www.benefeds.com. Employees without access to a computer may call 877-888-FEDS (877-888-3337). Employees who are deaf or hard of hearing may place a TTY call to 877-889-5680.

New enrollments made during the 2009 FEDVIP Open Season will be effective January 1, 2010.

Please post on all bulletin boards through December 14, 2009.

DID YOU KNOW?

**USPS sends the
VOE survey every
quarter to 25 percent
of its employees.**

Holiday Mailing Season Service Talk — Week of November 30

SUBJECT: Getting the Mail Home for the Holidays

Getting the mail home for the holidays has always been what we excel in — it's what we do year after year, and we do it well. When we're working together as a team, we know how to get the mail home — on time — and on schedule.

Through your hard work and dedication, we've proven that we can get more done by being more efficient, and that we can get our work done more effectively when everyone comes to work as scheduled every day.

Sure, we all know it's been a difficult year for both the economy and the Postal Service™, and we know that mail volumes are lower than in past years.

And I'm sure everyone understands that over the next few weeks, the holiday mailing season will be in full swing, and it will be our busiest time of the entire year.

We expect to handle more than 16 billion pieces of letter mail, flat mail, and package products between Thanksgiving Day and Christmas Day. That's a little less than in past years, but it's still a mountain of mail!

And every piece of that mail is addressed to a specific Post Office™ box or street address, to a specific individual, or to a business somewhere, and it's up to all of us to get it where it needs to go in a timely manner.

For every one of those 16 billion pieces of mail, there is an expectation that it will be collected, transported, and processed efficiently, and delivered without delay. Just like every day of the year, our customers use the mail because they trust us to get the mail home in a prompt and secure manner.

It might interest you to know that this year the Postal Service has been ranked as one of the three most trusted organizations in the nation. Every year, the Ponemon Institute ranks the Postal Service as one of the most trusted organizations in the country among consumers.

So our customers trust us to deliver for the holidays on time, and all of you know we will get the job done.

Thanks for everything you do each day, and thanks for making sure we "get the mail home for the holidays!"

Post on Employee Bulletin Boards

DID YOU KNOW?



**USPS has earned
10 consecutive
EPA Waste Wise
Program Partner
of the Year awards.**

Holiday Mailing Season Service Talk – Week of December 7

SUBJECT: Our Time to Shine

As our busiest time of year approaches, you have the opportunity to show our customers the outstanding service we provide. It's your season to shine.

While retailers start their holiday sales earlier and earlier, for most people the season doesn't begin until they start mailing their cards and gifts.

This season we want to call attention to the great value we provide with our shipping and online services. Many people don't know what a great bargain our shipping prices are and how conveniently they can take care of all their shipping needs at USPS.com®.

Each of you can help get the word out about the advantages we offer over the competition:

Lower prices.

No fuel surcharge.

No fee for Saturday delivery.

Free Priority Mail® and Express Mail® Boxes and Envelopes.

Convenience of Priority Mail Flat Rate Boxes — if it fits, it ships for one low price to any state.

One-stop shipping online at USPS.com.

Price savings and free Delivery Confirmation™ service when you ship online.

Free package pickup.

The Postal Service™ has been delivering holiday cheer for 234 years. Let's continue the tradition this holiday season by educating our customers about why we are the best bargain in shipping.

Post on Employee Bulletin Boards

DID YOU KNOW?

USPS receives no federal tax dollars for its operations.



November 2009

Have You Seen Any of These Missing Children?

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



Name: Mariana Cisneros
Born: 5-8-06
Date Missing: 3-13-09
Missing From: Shafter, CA



Name: Dynea Gentry
Born: 9-13-92
Date Missing: 10-14-09
Missing From: Saint Albans, NY



Name: Marlene Gonzalez
Born: 10-30-99
Date Missing: 9-30-09
Missing From: Calexico, CA



Name: Jennifer Jeffcoat
Born: 11-25-91
Date Missing: 1-13-09
Missing From: Moncks
Corner, SC



Name: Jose Nieto
Born: 8-13-94
Date Missing: 1-24-08
Missing From: Chicago, IL



Name: Deanna Porter
Born: 2-6-92
Date Missing: 10-11-09
Missing From: Simpsonville, SC

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

Missing Children Poster Display Instructions

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

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

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

In addition to *Postal Bulletin* updates, NCMEC distributes information periodically. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators via e-mail addresses provided by district managers. Within 24 hours of receipt of an e-mailed Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed as noted above for 30 days unless notification is received (from NCMEC) to remove a particular poster sooner. The e-mail network is used to distribute posters and information in only the most urgent cases of missing children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

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

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

November 2009

Have You Seen Any of These Missing Children?

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



Name: Heather Riggio
Born: 3-11-87
Date Missing: 5-6-07
Missing From: North Miami Beach, FL



Name: Chandra Rosa
Born: 11-12-93
Date Missing: 10-13-09
Missing From: Bradenton, FL



Name: Ishemy Santiago
Born: 3-23-93
Date Missing: 2-18-08
Missing From: Lowell, MA



Name: Joshua Valentine
Born: 7-9-02
Date Missing: 9-29-09
Missing From: Las Cruces, NM



Name: Madilynn Valentine
Born: 3-27-00
Date Missing: 9-29-09
Missing From: Las Cruces, NM



Name: Marcus Valentine
Born: 6-27-95
Date Missing: 9-29-09
Missing From: Las Cruces, NM

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

Missing Children Poster Display Instructions

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

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

Publications

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

Effective November 5, 2009, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

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

* * * * *

[Add the following entries:]

ZIP Code	Fee Group
47199	5
53259	4
53263	4
53267	4
53268	4
53270	4
53274	4
53277	4
53278	4
53280	4
53281	4
53284	4
53285	4
53288	4
53290	4
53293	4
53295	4
78717	5
95826	4

* * * * *

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.

— *Special Services,
Retail Products and Services, 11-5-09*

Management Instructions

New Management Instruction EL-384-2009-11, Corporate Succession Planning

Management Instruction (MI) EL-384-2009-11, *Corporate Succession Planning*, available on PolicyNet, is effective immediately. This MI supersedes MI EL-384-2006-1, *Corporate Succession Planning*, March 2006.

This MI provides updated information about the Postal Service™ Corporate Succession Planning (CSP) process, including the following:

- The purpose of the CSP process.
- Roles and responsibilities of key officials involved in the process, including the Executive Resource Board.
- A detailed description of steps in the process.

MI EL-384-2009-11 is available on the Postal Service™ PolicyNet website:

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

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

*Executive Development and Succession Planning,
Employee Development and Diversity, 11-5-09*

New Management Instruction EL-670-2009-7, Inclusiveness and Diversity Advisory Committees

New Management Instruction (MI) EL-670-2009-7, *Inclusiveness and Diversity Advisory Committees*, is effective immediately. This MI does the following:

- Supersedes MI EL-670-95-1, *Diversity and Affirmative Action Advisory Committee*, May 1, 1995.
- Defines committee objectives.
- Provides background information, suggested guidelines, and responsibilities.

MI EL-670-2009-7 is available on the Postal Service™ PolicyNet website:

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

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

— Office of EEO and Inclusiveness National Diversity Initiatives Employee Development and Diversity, 11-5-09

New Management Instruction EL-890-2009-9, Recycling Undeliverable Standard Mail, Discarded Lobby Mail, and Other Recyclable Materials

Management Instruction (MI) EL-890-2009-9, *Recycling Undeliverable Standard Mail, Discarded Lobby Mail, and Other Recyclable Materials*, now available on PolicyNet, is effective immediately.

This MI describes the recycling implementation steps designed to support Postal Service™ recycling initiatives. By focusing recycling efforts on undeliverable standard mail (USM) and discarded lobby mail (DLM), the Postal Service can effectively reduce waste disposal costs while implementing efficient and environmentally sound waste disposal practices.

The MI applies to all Postal Service facilities, offices, organizations, and locations that generate USM, DLM, and other recoverable materials such as cardboard, metals, and plastics. Every district is expected to assign a recycling

coordinator to assist with the implementation and maintenance of recycling programs.

MI EL-890-2009-9 is available on the Postal Service™ PolicyNet website:

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

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

Safety and Environmental Performance Management, Employee Resource Management, 11-5-09

Forms

Submission of PS Forms 2976 and 2976-A

Effective September 24, 2009, the original completed “1-Scan Copy” of PS Form 2976, *Customs Declaration CN 22 — Sender’s Declaration*, and the original completed “1-Manifesting/Scan Copy” of PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*, for packages destined to Burma/Myanmar, Cuba, North Korea, Sudan, Syria, and Iran must be mailed to the scanning/imaging center.

Note: This does not apply to versions of PS Form 2976 printed prior to September 2009. The “1-Scan Copy” for the PS Form 2976 is only available on the September 2009 version.

The designated copies of PS Form 2976-A should be sent as soon as the information is entered in CBPMAN (also

known as eCustoms) on the day the items are presented for mailing for offices using the CBPMAN system. For offices that do not have the CBPMAN (eCustoms) system, the designated copies should be sent on the day the items are presented for mailing.

PS Forms 2976 and 2976-A that are completed online by the customer through USPS.com® and for packages destined for countries other than those listed above should not be sent to the scanning and imaging center.

The address for the scanning and imaging center is:

USPS Bank Secrecy Act (BSA) Compliance
PO Box 9005
Sioux Falls, SD 57117-9005

Completed PS Forms 2976 and 2976-A may be mailed in the same envelope as completed PS Form 8105-A, *Funds Transaction Report (FTR)*; PS Form 8105-B, *Suspicious Transaction Report (STR)*; and PS Form 5006, *Solicitud Para Envío de Dinero – Payment Order Application*, as they are all processed at the same location. If you do not have any copies of PS Form 8105-A, PS Form 8105-B, or PS Form 5006 to submit, then submit the PS Forms 2976 and 2976-A by themselves.

Post Offices™ should continue to retain the 'Post Office Copy' of *all* Customs forms for 30 days, as currently done.

Begin submitting the required PS Forms 2976-A immediately. Begin submitting the required PS Forms 2976 (September 2009 version) when you receive a supply of the new multipart form that is effective October 8, 2009.

If you have any questions about procedures for mailing the forms to the scanning and imaging center, send an e-mail to BSA@USPS.gov.

If you have any questions about the CBPMAN (eCustoms) procedures, refer to <http://rse2/posone/about/training/courses.asp?VENDOR=NCR>.

Note: All other procedures currently in effect for acceptance of packages to international addresses remain in effect with no change.

— BSA Program Office, Treasurer, 11-5-09

Organization Information

Domestic Mail

Free Mail Program for U.S. Armed Forces

Under the provisions of Title 39 of the United States Code (U.S.C.) 3401(a)(1) and pursuant to Executive Order 12556, dated April 16, 1986, the Secretary of Defense may authorize or terminate free mail privileges for members of the U.S. Armed Forces and designated civilians directly supporting military operations in designated international locations.

Accordingly, the Secretary of Defense has authorized free mail privileges for members of the U. S. Armed Forces and designated civilians deployed in Kyrgyzstan and the United Arab Emirates (UAE) in support of “Operation Enduring Freedom.”

The following list includes the current locations for which the Secretary of Defense has authorized free mail privileges for members of the U.S. Armed Forces and designated civilians directly supporting military operations. This list supersedes the list in the article titled “Free Mail Program for U.S. Armed Forces” published in *Postal Bulletin* 22259 (5-21-09, pages 12–13).

Operation Desert Spring

- Kuwait — Kabal.

Operation Enduring Freedom

- Afghanistan.
- Bahrain.
- Djibouti.
- Ethiopia.
- Kuwait.
- Kyrgyzstan.
- Qatar.
- United Arab Emirates.
- Aboard ships in the Gulf of Aden.
- Aboard ships in the Gulf of Oman.
- Aboard ships in the North Arabian Sea (that portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude).
- Aboard ships in the Persian Gulf.
- Aboard ships in the Red Sea.

Operation Enduring Freedom — Philippines

- The southern Philippine islands of Mindanao and Tawi Tawi.
- Jolo on the southern Philippine island of Sulu.
- Province of Basilan.

Operation Iraqi Freedom

- Iraq.

Operation Joint Forge/Joint Guardian

- Former Republic of Yugoslavia:
 - Bosnia-Herzegovina.
 - Macedonia.
 - Serbia-Montenegro (including Kosovo and Vojvodina).

In accordance with 39 U.S.C. 3401(a)(1)(B), free mail privileges will also be extended to individuals hospitalized for disease or injury in a facility under the jurisdiction of the Armed Forces as a result of service in these designated areas.

Personnel who are authorized this privilege may mail — without postage — letters, postcards, and sound recordings (audio or video recordings) having the character of personal correspondence to any place in the United States, to any U.S. possession or territory, or to any military post office (APO/FPO).

Free mail originating from the above overseas locations should have a complete APO or FPO return address, the word “Free” in the upper right corner, and a complete delivery address. In most cases, the mailpiece will also exhibit an APO or FPO postmark. Free mail receives First-Class Mail[®] service; however, it may not be registered, insured, or certified.

All employees who handle and deliver mail should be made aware of this free mail privilege. **Do not collect postage upon delivery; do not return this mail to the sender for postage. Mail having the appearance of free mail under this program should never be returned to sender.** Submit questions regarding the legitimacy of users of this program to the Military Postal Service Agency. The agency’s contact information is as follows:

Military Postal Service Agency
2461 Eisenhower Ave.
Alexandria, VA 22331-0006
Telephone: Toll free: 800-810-6098,
Monday–Friday, 7:30 A.M.–4:00 P.M. ET
Fax: 703-325-9534
DSN prefix: 221
e-mail: mpsawebcontacts@hqda.army.mil

— *International Operations, Global Business, 11-5-09*

Human Resources

Flexible Spending Accounts 2009 Open Season: November 9–December 27

The 2009 Flexible Spending Accounts (FSAs) Open Season is scheduled for November 9 through December 27, 2009, 5:00 P.M. Central Time (CT). Eligible career employees who elect to participate in the FSA program must enroll via *PostalEASE* during this time. Enrollments made during this FSA Open Season are effective for the 2010 plan year — January 1 through December 31, 2010 — plus a grace period that extends until March 15, 2011. Enrollment ends sooner for participants who separate or have extended leave without pay.

FSAs allow employees to set aside a portion of their pre-tax earnings for certain types of out-of-pocket health care and dependent care expenses. The money withheld for FSAs is not subject to income, Medicare, or Social Security taxes. United Healthcare administers the FSA program for the Postal Service™.

The booklet FSA BK1, *Flexible Spending Accounts* (November 2009), which is being mailed to all employees, provides an overview of FSAs.

Grace Period Still in Effect

Employees with FSAs — for Health Care, Dependent Care, or both — are able to use any balance remaining in an FSA at the end of the plan year to cover expenses incurred during the 2½ months following that plan year. For the 2009 plan year, the grace period extends until March 15, 2010. For the 2010 plan year, the grace period will extend until March 15, 2011. With the grace period, employees do not have to schedule services or procure items in an end-of-year rush to avoid losing money in the account. Of course, participants have to spend the previous year's balance by March 15 or forfeit the money under the use-it-or-lose-it rule.

The grace period is available only to FSA participants who are still enrolled on December 31 of the plan year. Most FSA participants remain enrolled through December 31, but an employee who retires before that date (on December 30, for example) is not eligible for the grace period.

The deadline for filing claims has not changed — the FSA Customer Service Center must receive all claims by September 30 of the year after the plan year.

For full details, refer to FSA BK1, *Flexible Spending Accounts* (November 2009).

Using *PostalEASE* to Enroll

To enroll in FSA during open season, employees have four options:

1. Go to <https://liteblue.usps.gov> and click *PostalEASE*.

2. Use an employee self-service kiosk and click *PostalEASE*.
3. Go to <http://blue.usps.gov>, click *Employee Self-Service*, and then click *PostalEASE*.
4. Call the Employee Service Line toll-free at 877-477-3273 and press 1 for *PostalEASE*.

Publicity

Poster

To publicize FSA Open Season, all offices must post the open season notice on bulletin boards through December 27, 2009. See page [55](#).

Direct Mailings to Employees

Headquarters Compensation is coordinating FSA Open Season mailings to career employees at their mailing addresses of record. Employees receive a leaflet, post-cards, and an enrollment kit consisting of an FSA brochure, a *PostalEASE* FSA worksheet, and a withdrawal request form. See details below under “Open Season Materials, Direct Mailings to Career Employees.”

Undeliverable mailed kits are returned to the employing office of record. When an office receives a returned kit, the office should encourage the employee to update his or her address. Employees with access to Employee Change of Address on the Postal Service Intranet Blue page or an employee self-service kiosk should use those entry methods.

Employees who cannot use the Intranet or a kiosk should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the Human Resources Shared Services Center (HRSSC). See ordering information below under “Additional Supplies of Materials.”

Review of Basic FSA Provisions

Eligibility to Participate

Participation in the FSA program is limited to career employees. To enroll, a career employee must have completed at least 26 full pay periods of Postal Service career service during the current appointment by the end of Pay Period (PP) 26-09 (December 19, 2009). A career employee who is in a leave without pay (LWOP) status that has lasted for eight consecutive full pay periods as of December 18, 2009, is not eligible to participate in the FSA program, unless he or she is returning from uniformed military service.

Election Opportunities — Health Care and Dependent Care FSAs

Eligible career employees may elect to participate in one, or both, of two FSAs — the Health Care FSA and the Dependent Care FSA. Each FSA covers eligible expenses

for services that are received during the employee's period of participation during the 2009 plan year (for most employees this will be January 1, 2010, through March 15, 2011). Annual contributions to the Dependent Care FSA are limited to \$5,000 for a family and \$2,500 for a married employee filing a separate income tax return. FSA BK1, *Flexible Spending Accounts*, describes eligible and ineligible expenses and provides guidelines for estimating 2009 expenses.

Reminder: Health care expenses for dependents must be included in the Health Care FSA contribution amount and not in the Dependent Care FSA.

Withholding of FSA Contributions

Contributions for each FSA are withheld in equal amounts through payroll deductions covering 26 pay periods (PP 01-10 through PP 26-10). The minimum annual contribution employees may make to either FSA is \$130 (\$5 per pay period).

Qualified Life Status Change Enrollment and Elections

Participants may neither cancel enrollments nor change contribution levels during the plan year except following qualified life status changes, as explained in FSA BK1, *Flexible Spending Accounts*. In those cases, HRSSC specialists determine a participant's eligibility to enroll or to change contribution levels during the plan year and respond to employee inquiries about that eligibility.

FSA Claims

Participants mail or fax Form FSA1, *Flexible Spending Account (FSA) Withdrawal Request*, directly to the FSA Customer Service Center in El Paso, Texas, as explained on Form FSA1.

HEART Act for Employees Called to Active Duty

Effective January 1, 2010, the Postal Service is adopting provisions of the Heroes Earnings Assistance and Relief Tax (HEART) Act for the Health Care FSA. This act applies *only* to employees who are members of the Army National Guard, Air National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, or Reserve Corps of the Public Health Service. If any such employee is called to active duty for a period of 180 days or more, or for an indefinite period of time, the employee may request a refund of Health Care FSA contributions to the extent that contributions exceed claims, as long as the request is made no later than the employee's last day of participation in the Health Care FSA. Full details and requirements are included in the FSA brochure. (Employees who have a Limited FSA are eligible for the HEART Act provisions under the same rules that apply to the Health Care FSA.)

Open Season Materials

Direct Mailings to Career Employees

The following items are mailed to each career employee at his or her mailing address of record during the FSA Open Season:

- Publicity postcards, as follows:
 - A postcard with instructions on how to obtain a USPS® Personal Identification Number (PIN).
 - Postcards on other topics, such as using FSAs to cover over-the-counter medications and other eligible expenses.
 - A postcard with a reminder of the closing date.
- FSA LF1, *Flexible Spending Accounts Overview* (October 2009). This leaflet provides an overview of the advantages of the FSA program.
- An enrollment kit that includes the following items:
 - FSA BK1, *Flexible Spending Accounts* (November 2009), a brochure that explains plan policies and provisions.
 - The FSA *PostalEASE* worksheet.
 - FSA1, *Flexible Spending Account (FSA) Withdrawal Request* (November 2009), a form used to request withdrawal of funds from an FSA for payment of eligible expenses for services received during the period of participation.

Additional Supplies of Materials

Residual materials will not be distributed to field offices.

PS Form 1216 is available from the Material Distribution Center (MDC). Order by using 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.)

Use the following information to order PS Form 1216:

PSIN:	PS 1216
PSN:	7530-02-000-7354
Unit of Measure:	SE
Quick Pick Number:	118
Bulk Pack Quantity:	4,000
Minimum Order Quantity:	1
Price:	\$0.0201
Edition Date:	11/08

Further Information

FSA Customer Service Center Toll-Free Hotline

Employees with questions should call the FSA Customer Service Center's toll-free hotline at 800-842-2026. After enrolling, participants may use the hotline to do the following:

- Make account inquiries.

- Discuss expenses that are eligible for payment through the FSA program.
- Obtain other plan information.

The FSA Customer Service Center also provides a teletype (TTY) line at 888-697-9056. The Center encourages employees to have a colleague place an advance call to the toll-free hotline before they use the TTY line.

Tax Advice

FSA BK1, *Flexible Spending Accounts*, provides some tax information. Participants with tax questions not addressed in FSA BK1 should contact their tax advisors or call the IRS toll-free information line at 800-TAX-1040 (800-829-1040).

– Compensation, Human Resources, 11-5-09

Health Benefits Open Season

The 2009 Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 9 through December 15, 2009, 5 P.M. Central Time (CT). Many open season changes may be made via self-service on *PostalEASE*. During this open season, eligible employees may make any one, or a combination of, the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2009 Open Season will be effective January 2, 2010 (Pay Period 2-10).

Distribution of Open Season Materials

Employees

The *2010 Guide to Benefits* for (1) Career employees (RI 70-2); (2) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); and (3) Certain temporary (noncareer) employees (RI 70-8PS) will be mailed from the national level to each employee's address of record. Each *2010 Guide to Benefits* includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- Overviews of the Federal Employees Dental and Vision Insurance Program (FEDVIP), Flexible Spending Accounts Program (FSA), Federal Employees' Group Life Insurance Program (FGLI), and Federal Long Term Care Insurance Program (FLTCIP).
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a current listing of qualifying life status changes.

- FEHB member survey results provided by the individual health plans.
- Information about plans that are committed to the use of health information technology and healthcare quality and price/cost information.
- *PostalEASE* FEHB Worksheet and *PostalEASE* Health Savings Account (HSA) Worksheet for employees enrolled in High Deductible Health Plans (HDHP) who wish to make pre-tax payroll contributions to their HSAs.

Employees will also receive the *2010 Guide to Federal Employees Dental and Vision Insurance Program* (FEDVIP BK-1).

Installations

To assist in publicizing this FEHB Open Season, all installations are asked to post on bulletin boards the open season notice provided on page [57](#) of this *Postal Bulletin* and leave it posted through December **15**, 2009.

The Federal Employees Dental and Vision Insurance Program (FEDVIP) open season notice provided on page [59](#) of this *Postal Bulletin* should be posted on bulletin boards through December **14**, 2009.

The Material Distribution Center (MDC) will make an automatic distribution of most fee-for-service brochures to all customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, remote encoding centers, the Office of Inspector General, selected Postal Inspection Service divisions, and selected Headquarters field units.

The *Rural Carrier Benefit Plan* brochure will be distributed automatically only to district and area Human Resources offices. Additional copies may also be requisitioned from the MDC.

The following items may be requisitioned from the MDC:

- RI 70-2, *2009 Guide to Benefits for Career USPS Employees* — PSN 7690-03-000-3774.
- RI 70-2IN, *2009 Guide to Benefits for USPS Inspectors and Office of Inspector General Employees* — PSN 7690-09-000-9077.

- RI 70-5, *2009 Guide to Federal Benefits for Temporary Continuation of Coverage and Former Spouse Enrollees* — PSN 7690-03-000-3772.
- RI 70-8 PS, *2009 Guide to Benefits for Certain Temporary (Non-career) USPS Employees* — PSN 7690-03-000-3754.
- FEDVIP BK-1, *2009 Guide to Federal Employees Dental and Vision Insurance Program* for USPS employees (including law enforcement) — PSN 7610-09-000-9112.

Order these items directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs), point-of-service (POS) plans, and high deductible and consumer-driven health plans.

These two forms are available on the Postal Service™ PolicyNet website:

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/ Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*.

To find these forms, go to <http://blue.usps.gov>; under “Essential Links,” click *Forms*.

Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information* (November 2009), addresses FEHB Open Season administrative issues. It contains the following information:

- Open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- A list of FEHB health plan withdrawals and other significant plan changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open season publicity materials.

Publication 12 will be available on the Postal Service PolicyNet website:

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

— *Compensation, Human Resources, 11-5-09*

Penalty Overtime Exclusion

As referenced in Article 8, Sections 4 and 5, of the USPS–NALC and USPS–APWU national agreements, the December period (during which penalty overtime regulations are not applicable) consists of 4 consecutive service weeks. This year, the December period begins Pay Period 26-09 — Week 1 (December 5, 2009) — and ends Pay Period 01-10 — Week 2 (January 1, 2010).

— *Labor Relations Policy and Programs,
Labor Relations 11-5-09*

Christmas Pay Procedures for Rural Carriers

The 2009 Christmas period for rural carriers begins Saturday, December 5, 2009 (Week 1, Pay Period (PP) 26-09), and ends Friday, December 25, 2009, Week 1 of PP 01-10. During this period, certain timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees responsible for rural carrier time and attendance recording, should become familiar with Article 9.2.K., Christmas Allowances and Procedures, of the 2006 USPS/National Rural Letter Carriers' Association (NRLCA) Agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules that begin with the start of the Guarantee Year (October 24, 2009) and continue through the end of the Christmas period.

Exhibits are included to assist in completing PS Form 1314, *Regular Rural Carrier Time Certificate*, and PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate*, during the Christmas period.

Table of Exhibits

Exhibit 1 — Regular Carrier Works In Excess of Route's Evaluation

Exhibit 2 — Regular Carrier Not on Relief Day Work List, Works Relief Day (Week 2) and Does Not Receive an X Day in Same Pay Period

Exhibit 3 — Regular Carrier Works Designated Holiday

Exhibit 4 — Regular Carrier Provides Christmas Assistance

Exhibit 5 — FLSA Code A Regular Carrier

Exhibit 6 — Designation 74 Works Designated Holiday

Exhibit 7 — Designation 74 Provides Christmas Assistance on Relief Day

Exhibit 8 — Replacement Carrier Provides Christmas Assistance on a Regular Route

Exhibit 9 — Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

Exhibit 10 — Nonrural Employee Provides Christmas Assistance on Rural Route (EMA Only)

Exhibit 11 — Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

Overtime During the Christmas Period

Regular Carriers (DES 71) — FLSA B

Types of Overtime

During the Christmas period, regular rural carriers are eligible for two types of overtime — FLSA overtime and Christmas overtime:

FLSA Overtime

FLSA overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA overtime under two circumstances:

- a. Hours worked in excess of 12 hours in a day. If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314.
- b. Hours worked in excess of 56 in a week. These hours are calculated automatically when the total weekly work hours are greater than 56, so no separate entries are required.

Christmas Overtime

Christmas Overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas overtime under two circumstances:

- a. Christmas Assistance — This is assistance provided by the regular carrier on her or his relief day. Christmas assistance work hours are entered in the Xmas Assist Work Hours block on PS Form 1314.
- b. Hours worked in excess of the route's evaluation — This is based on the total actual work hours for the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days, and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he did not exceed the *weekly* evaluation. The weekly evaluation is 45 hours; the carrier worked 44 hours. (See Handbook F-21, part 567, for overtime calculation when leave days are taken during the week)

and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

Overtime Rate

The overtime rate paid to regular (FLSA Code B) carriers is 150 percent of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since the beginning of the Guarantee Year (not including overtime), by the total number of hours worked since the beginning of the Guarantee Year (not including overtime). This overtime rate is used for both FLSA overtime and Christmas overtime.

Replacement Carriers

Replacement Carriers (Designations 70, 73, 74, 75, 76, 77, 78, 79) are only entitled to FLSA overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

Regular Carriers (DES 71) — FLSA A

Regular carriers whose FLSA code is A are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the Daily Overtime block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system.

Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the **hourly rate** for actual hours worked during PP 26-09 and week 1 of PP 01-10. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours for the week.

Christmas Assistance

Christmas assistance is additional service provided on a rural route during the Christmas period. For regular carriers, Christmas assistance applies only to assistance given by the carrier, on his/her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas period. Christmas assistance is reported in the Xmas Assist Work Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A (for replacement carriers).

Regular carriers can perform Christmas assistance only on their relief day. Therefore, only regular carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to route types H or M cannot perform Christmas assistance because these route types do not have a relief day. **Note:** There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

Examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and helps the replacement carrier case the route.
- A regular carrier comes in on his/her relief day and carries part of his/her regular route. (Replacement carrier is listed on PS Form 1314.)
- A replacement carrier carries part of a regular route due to heavy Christmas volume.

These are *not* examples of Christmas assistance:

- A regular carrier comes in on his/her relief day and carries his/her regular route.
- A regular carrier works 2 hours beyond the daily evaluation of his/her regular route.
- A regular carrier performs any work while assigned to an H or M route.

Time Card Blocks Used During the Christmas Period

PS Form 1314 – FLSA Code B Regular Carriers

Name of Assigned Carrier		Days Assigned Carrier Absent						Finance Number		EIN				Des/Act	Route No.			FLSA	Year	PP							
Actual Weekly Hours	100s	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.	Daily Overtime	Hours	100s	Training Hours	Hours	100s	COP Hours	Limited Duty Hours	Hours	100s	Relief Hours	Hours	100s	Second Trip	Route Dev.	GT Veh.	Miles Omit	Xmas Assist Work Hours	Hours	100s
1								1																	2		
2																											
Des/Act		Name of Relief Carrier		EIN		Week 1 Information						Week 2 Information															
Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles								
					Dev +	Omit -						Dev +	Omit -														
This certifies that the above carrier rendered service in compliance with postal regulations.		Postmaster's Signature						Date						Carrier's Initials						8127 Time (Min)							

1. Daily Overtime — For FLSA B carriers, this block is used **only** to record when the carrier works more than 12.00 hours in a single day. (See Exhibit 5 for use of this block for FLSA Code A regular carriers. This block is not used for FLSA Code P.) Record the total amount of work hours in excess of 12 per day in this box. *Include the amount of daily overtime in the Actual Weekly Hours block.* For example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered to the Daily Overtime block is 1.50 and the amount entered to the Actual Weekly Hours is 55.50.

The Daily Overtime block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day.
- Additional hours worked by the carrier after completing his/her route (except for those that are over 12 hours for the day).

2. Xmas Assist Work Hours — For FLSA Code B regular carriers, this block is used **only** when the carrier comes in on his/her relief day to *provide assistance*, not to carry his/her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day. Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

The Xmas Assist Work Hours block is **not** used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his/her relief day and DACA Code R, 3, or 5 is entered on the PS Form 1314.
- Additional hours worked by the carrier after completing his/her route.

- a. Regular carrier carries entire route — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled day), enter DACA Code R, 3, or 5 (as appropriate) on PS Form 1314 for that day. If the carrier is due an X day for working the relief day (i.e., DACA Code R or 3 is entered), this X day must be granted in the same pay period. If the X day is not granted within the same pay period, DACA Code 5 must be entered on PS Form 1314.
- b. Christmas assistance — If a relief carrier carries the assigned route and the regular carrier provides assistance on the relief day, record the hours worked by the regular as *Xmas Assist Work Hours*. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week.

B. FLSA Code A Regular Carriers

Regular carriers (FLSA Code A) are paid at the regular rate for all hours worked up to 8 hours per day and 40 hours per week, and at the overtime rate for all hours worked in excess of 8 hours per day or 40 hours per week. FLSA Code A employees are not entitled to any X days, as they are paid for working the relief day.

1. Report total hours worked for the week in Actual Weekly Hours.
2. If the carrier worked more than 8.00 hours in a day, enter total hours worked in excess of 8 for that day in the Daily Overtime block.
3. If the carrier worked on a scheduled relief day, enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. The employee is **not** entitled to a future X Day.

C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during PP 26-09 and week 1 of PP 01-10. During this period, carriers are not paid the evaluation of the route (this includes newly hired RCAs in the first 5 pay periods of training). The only changes to standard timekeeping procedures for auxiliary routes are when a Designation (Des) 79 provides Christmas assistance on the assigned auxiliary route. (See Section E.2).

D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Designation 72
 - a. FLSA B — Procedures are the same as for Des 71 (Regular Carrier), FLSA B.
 - b. FLSA A — Procedures are the same as for Des 71 (Regular Carrier), FLSA A.
2. Designation 74

Work on relief day

 - a. Carrier worked scheduled relief day:
 - (1) Enter R on the day the carrier worked the relief day.
 - (2) Include the hours worked in the Actual Weekly Hours. The employee is **not** entitled to a future X Day.
 - b. Carrier provided Christmas assistance on relief day:
 - (1) Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
 - (2) Do not include these hours in the Actual Weekly Work Hours block.
 - (3) Enter J or K in the appropriate block on PS Form 1314 if the replacement carrier worked a full day on the route.

E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

1. Christmas assistance on a regular route:
 - a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
 - b. Do not enter more than one carrier on each PS Form 1314-A.
 - c. Submit a separate certificate for each regular route on which the carrier provides assistance.
 - d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
 - e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.
2. Christmas assistance on an auxiliary route:

- a. Assigned carrier (Des 79) provided Christmas assistance on assigned auxiliary route:
 - (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
 - (2) Record hours worked in the Xmas Assist Work Hours block. Only enter Christmas assistance when the 79-0 assists the replacement carrier working the N day.
 - (3) Include EMA hours and miles (not trips) in the total for the appropriate week. Trips may not exceed the number of days worked in the No Service blocks.
 - (4) A replacement carrier is required to crossfoot the card.
- b. Replacement carrier (Designations 70, 73, 74, 75, 76, 78) provided Christmas assistance on auxiliary route:
 - (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
 - (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
 - (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
 - (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants

Postal employees (other than Des 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Include all work hours using their normal Time and Attendance System (Manual Timecards or TACS).

Nonrural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A as follows (Do not prepare PS Form 1314-A if a government vehicle is provided.):

1. Report the hours worked on the rural routes on PS Form 1230-C, *Time Card*.
2. Manually prepare PS Form 1314-A for EMA compensation.
3. Complete indicative data at the top of the certificate. Use Des 99/0, actual route type and number, FLSA code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

Important Items to Remember: Rural Carrier Christmas Pay Procedures

- Hours entered in the Daily Overtime block are **always** included in Actual Weekly Hours.
- Hours entered in the Xmas Assist Work Hours block are **not** included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked, not the route's evaluation, during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R or 3 day in the same pay period and the carrier's X day balance is zero or greater.
- If a regular carrier works his/her relief day and carries his/her assigned route, this is **not** reported as Christmas assistance.
- Regular carriers may only work on their assigned route.
- **Regular carriers may not work on December 25 or January 1.**

Jameson P R										XXXXXX		E XXXXXXXX		71-0		K001		B	09	26
Name of Assigned Carrier										Finance Number		EM		Des/ Ad		Route No.		FLSA	Year	PP
Actual Weekly Hou	Days Assigned	Carrier	Absent	Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Reu Deu	OT Veh.	Mile Omit	Rma c	Acc d t	Work Hour c	Hours	00s	Hours	00s	
1	45	08	K																	
2	38	08	K																	A
Des/Ad	Name of Relief Carrier	EM	Actual Weekly Hours	Tr	No	EM	EM	Second Trip	Whole Miles Deu + Omit	Actual Weekly Hours	Tr	No	EM	EM	Second Trip	Whole Miles Deu + Omit	Hours	00s	Hours	00s
78-0	Wagner J M	XXXXXX	08 50	1						19 25	2									

Exhibit 1. Regular Carrier Works in Excess of Route's Evaluation

1. Regular carrier is assigned to a 45-hour evaluated route (Daily evaluation = 9.00 hours).
2. Carrier works 45.08 hours in Week 1, and 38.08 hours in Week 2 as follows:

	Week 1 (Hours)	Week 2 (Hours)
Mon	09.00	10.08
Tue	07.90	08.75
Wed	10.28	09.50
Thu	08.90	09.75
Fri	09.00	Annual Leave

3. Carrier will be paid Christmas overtime for 0.08 hours in Week 1 and 2.08 hours in Week 2, based on hours worked over the route's evaluated hours.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

Jackson S C								XXXXXX	E	XXXXXXXX	71-0	K010	B	09	26						
Name of Assigned Carrier								Finance Number			EM	Dest Ad	Route No.	FLSA	Year	PP					
Actual Weekly Hours	Days Assigned							Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev	OT Veh.	Mile Omit	Kms Acc'd Work Hours				
	Sat.	Mon.	Tue.	Wed.	Thu.	Fri.	Carrier Absent														
35 65	K						A														
48 75	5											08 92									
Week 1 Information								Week 2 Information													
Dest/Act	Name of Relief Carrier							EM	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	
76-0	Wheeler D W							XXXXXXXX	16 50	2											
<p>(X Day not given before end of pay period, so DACA 3 is changed to DACA 5)</p>																					
This certifies that the above carrier rendered service Postmaster's Signat											Date		Carrier's Initials		SQ# Time (M/P)						
In compliance with postal regulations.											C Smith		12/19/09		SJ						
PS Form 1214, October 2008 (Page 1 of 2) (7530-01-014-8244)											United States Postal Service Regular Rural Carrier Time Certificate										

Exhibit 2. Regular Carrier Not on Relief Day Work List Works Relief Day (Week 2) and Does Not Receive an X Day in the Same Pay Period

1. Regular carrier is required to work the second relief day of Pay Period 26. Carrier initially selects option to receive a future X day (DACA 3). However, carrier does not get an X day in the same pay period.
2. Enter DACA Code 5 on the relief day (Saturday) of Week 2.
3. Carrier is paid 150 percent of a day's evaluation for working the relief day and does not receive a future X day.

Newhouse S A								XXXXXX	E	XXXXXXXX	71-0	K012	B	10	01					
Name of Assigned Carrier								Finance Number			EM	Dest Ad	Route No.	FLSA	Year	PP				
Actual Weekly Hours	Days Assigned							Daily Overtime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Route Dev	OT Veh.	Mile Omit	Kms Acc'd Work Hours			
	Sat.	Mon.	Tue.	Wed.	Thu.	Fri.	Carrier Absent													
44 29							V K													
41 51							H K													
Week 1 Information								Week 2 Information												
Dest/Act	Name of Relief Carrier							EM	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit
78-0	Hokeness P N							XXXXXXXX							09 04	1				
<p>This certifies that the above carrier rendered service Postmaster's Signat</p>																				
In compliance with postal regulations.											C Smith		1/2/10		SN					
PS Form 1214, October 2008 (Page 1 of 2) (7530-01-014-8244)											United States Postal Service Regular Rural Carrier Time Certificate									

Exhibit 3. Regular Carrier Works Designated Holiday

1. Regular carrier's relief day is Friday. Carrier works the designated holiday on Thursday, December 24.

2. Enter V on Thursday of Week 1.
3. Include hours worked on the designated holiday in Actual Weekly Hours.
4. Carrier is not entitled to an X day for working the holiday.
5. Do not enter Holiday work hours in the Daily Overtime block.
6. Carrier will receive 150 percent of one day's evaluation for working the designated Christmas holiday.

Note: Regular rural carriers cannot work on Friday, December 25.

Fischer KB		XXXXXX		E		XXXXXXXX		71-0		K012		B		09		26	
Name of Assigned Carrier		Finance Number		EM		Des? Ad		Route No.		FLSA		Year		PP			
Actual Weekly Hours	Days Assigned	Carrier Absent					Daily Overtime	Training Hours	COP Hours	Unlim'd Duty Hours	Relief Hours	Second Trip	Rout Dev	OT Veh.	Mile Omit	Xmas Assist Work Hours	
		Sat	Mon	Tue	Wed	Thu											Fri
41 50				K													
43 09				K								025				07	25
Week 1 Information																	
Des? Ad	Name of Relief Carrier	EM		Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit		
78-0	Remkus J B	XXXXXXXX		08 50	1			Min		09 25	1			Min			
														Min			
														Min			
														Min			
														Min			
This certifies that the above carrier rendered service. Postmaster's Sign: C Smith Date: 12/19/09 Carrier's Initials: KF																	

Exhibit 4. Regular Carrier Provides Christmas Assistance

1. Carrier works 7.25 hours of Christmas assistance on the relief day Wednesday, Week 2 and uses a personal vehicle for 25 miles.
2. Enter 7.25 hours in Xmas Assist Work Hours. Do **not** include in the total work hours for the week on PS Form 1314.
3. Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
4. No manual computation for Christmas overtime is necessary. This is automatically computed. Do not enter Christmas overtime in the Daily Overtime block.

Fischer K B								XXXXXX	E	XXXXXXXX	74-0	J012	P	10	01						
Name of Assigned Carrier								Finance Number			EM	Des/Ad	Route No.	FLSA	Year	PP					
Actual Weekly Hours	Days Assigned Carrier Absent							Daily OverTime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Rout Dev	OT Veh.	Mile Omit	Xmas Assist Work Hours				
	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.															
41 50 Hours 00s						J															
43 09 Hours 00s						H															
Week 1 Information								Week 2 Information													
Des/Ad	Name of Relief Carrier							EM	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	
									Hours 00s					Min	Hours 00s					Min	
									Hours 00s					Min	Hours 00s					Min	
									Hours 00s					Min	Hours 00s					Min	
									Hours 00s					Min	Hours 00s					Min	
									Hours 00s					Min	Hours 00s					Min	
This carrier had the above carrier rendered service Postmaster's Signat								C Smith			Date	1/2/10	Carrier's Initials			KF	SQ# Time (M/M)				
In compliance with postal regulations.																					
PS Form 1214, October 2008 (Page 1 of 2) (7530-01-014-8344)																					

Exhibit 6. Designation 74 Works Designated Holiday

1. A rural carrier associate (RCA) is assigned to a vacant regular J route, with a relief day on Friday of Week 1.
2. Carrier works the designated Christmas holiday on Thursday, December 24.
3. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Thursday is a regular workday.
4. Include hours worked on Thursday of Week 1 in Actual Weekly Hours.
5. Replacement carrier is not needed to crossfoot the card for the first week.

Franklin B H								XXXXXX	E	XXXXXXXX	74-0	K011	P	09	26						
Name of Assigned Carrier								Finance Number			EM	Des/Ad	Route No.	FLSA	Year	PP					
Actual Weekly Hours	Days Assigned Carrier Absent							Daily OverTime	Training Hours	COP Hours	Limited Duty Hours	Relief Hours	Second Trip	Rout Dev	OT Veh.	Mile Omit	Xmas Assist Work Hours				
	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.															
36 52 Hours 00s			K														07 00 Hours 00s				
33 92 Hours 00s			K																		
Week 1 Information								Week 2 Information													
Des/Ad	Name of Relief Carrier							EM	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	Actual Weekly Hours	Tr	No EM	EM	Second Trip	Whole Miles Dev + Omit	
76-0	King R L							XXXXXXXX	09 15 Hours 00s	1				Min	09 33 Hours 00s	1				Min	
	(Do not include Xmas Assist Work Hours in Actual Weekly Hours)																			Min	
																			Min		
																			Min		
																			Min		
This carrier had the above carrier rendered service Postmaster's Signat								C Smith			Date	12/19/09	Carrier's Initials			BF	SQ# Time (M/M)				
In compliance with postal regulations.																					
PS Form 1214, October 2008 (Page 1 of 2) (7530-01-014-8344)																					

Exhibit 7. Designation 74 Provides Christmas Assistance on Relief Day

1. The RCA is assigned to a vacant regular K route, with a relief day of Monday.

2. On the first Monday, the Des. 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter K for the first Monday.
4. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Hours block.
5. Carrier will be paid 3.52 hours overtime (36.52 +7.00 = 43.52).
6. Enter appropriate information for relief carrier in bottom section of time certificate.

Tichy PL				XX-XXXX				E XXXXXXXX				780		K001				P 09 26																													
Name of Assigned Carrier				Finance Number				EIN		Des/Act		Route Number				FLSA		Year		PP																											
Wk		Actual Weekly Hours		Equipment Allowance				N - No Service				Training Hours		Second Trip		Leave - Whole Hours				Work Days		Xmas Assist Work Hours																									
		Hours 100s		Hours		Tr		Miles		GT		Sat		Mon		Tue		Wed		Thur		Fri		Hours		100s		Min		Annual		Sick		Other		GOP		Donata		M/L/Lv		Court L/v		Hours		100s	
1		06		2		080																		Hours		100s		Min										10 00		Hours		100s					
2		03		1		040																		Hours		100s		Min										04 50		Hours		100s					
				Week 1 Information						Week 2 Information																																					
Des/Act		Name of Relief Carrier				EIN				Actual Weekly Hours		Equipment Allowance				Second Trip		Actual Weekly Hours		Equipment Allowance				Second Trip																							
										Hours		100s				Min		Hours		100s				Min																							
										Hours		100s				Min		Hours		100s				Min																							
										Hours		100s				Min		Hours		100s				Min																							
										Hours		100s				Min		Hours		100s				Min																							
										Hours		100s				Min		Hours		100s				Min																							
										Hours		100s				Min		Hours		100s				Min																							
										Hours		100s				Min		Hours		100s				Min																							
This certifies that the above carrier rendered service in compliance with Postal Service™ regulations.				Postmaster's Signature				Date				Carrier's Initials																																			
				Smith				12/19/09				PT																																			

Exhibit 8. Replacement Carrier Provides Christmas Assistance on a Regular Route

1. Regular carrier on Route K001 carries his/her route on regularly scheduled day.
2. Replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1; 6.75 hours on Friday, Week 1; and 4.50 hours on Saturday, Week 2.
3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his/her own vehicle).
4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
5. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Weekly Work Hours.
6. Enter EMA data in the appropriate Equipment Allowance blocks.
7. Do not enter any information to the bottom (relief carrier) section of the card.
8. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

Intelligent Mail and Address Quality

Post Office Changes

Old/ New	Finance No.	ZIP Code	Stat e	P.O. Name	County/ Parish	Station/ Branch/Unit	Unit Type	Effective Date	Comments
Old New	41-2932 41-2932	16850 16850	PA PA	Frenchville Frenchville	Clearfield Clearfield	Lecontes Mills Lecontes Mills	Community Post Office Place Name	06/30/1998 06/30/1998	Community Post Office™ discontinued. Retain ZIP™ Code. Establish a place name. Continue to use Lecontes Milles PA 16850 as last line of address.
Old New	41-3548 41-6696	15439 15439	PA PA	Lake Lynn Point Marion	Fayette Fayette	Gans Gans	Community Post Office Community Post Office	09/22/2009	This announcement changes the administrative office for this ZIP Code from Lake Lynn PA to Point Marion PA. Continue to use Gans PA 15439 as last line for addresses.
Old New	48-2845 48-2845	79906 79935	TX TX	El Paso El Paso	El Paso El Paso	Fort Bliss Main Office	Classified Branch Post Office	08/10/2009	Realign ZIP Code boundaries. Use El Paso TX 79935 as last line of address for the 2 deliveries previously in ZIP Code 79906.
Old New	48-2845 48-2845	79906 79925	TX TX	El Paso El Paso	El Paso El Paso	Fort Bliss Main Office	Classified Branch Post Office	08/10/2009	Realign ZIP Code boundaries. Use El Paso TX 79925 as last line of address for the 10 deliveries previously in ZIP Code 79906.
Old New	48-3125 48-3475	76527 78633	TX TX	Florence Georgetown	Bell Bell	Main Office Main Office	Post Office Post Office	10/01/2009	Realign ZIP Code boundaries. Use Georgetown TX 78633 as last line of address for the 10 deliveries previously in ZIP Code 76527.
Old New	48-3475 48-3125	78633 76527	TX TX	Georgetown Florence	Williamson Williamson	Main Office Main Office	Post Office Post Office	10/01/2009	Realign ZIP Code boundaries. Use Florence TX 76527 as last line of address for the 2 deliveries previously in ZIP Code 78633.
Old New	49-7786 49-7786	84122 84122	UT UT	Salt Lake City Salt Lake City	Salt Lake Salt Lake	Airport Mail Center Airport Mail Center	Classified Branch Classified Station	10/02/2009	This announcement changes the type of postal facility from a classified branch to a classified station.
Old New	51-1750 51-1750	23222 23222	VA VA	Chesapeake Chesapeake	Chesapeake City Chesapeake City	Northwest Great Bridge	Community Post Office Classified Station	04/22/2002 04/22/2002	Community Post Office discontinued. Retain ZIP Code. Use Chesapeake VA 23222 as last line of address.
Old New	51-3948 51-3948	23068 23068	VA VA	Hallieford Hallieford	Mathews Mathews	Main Office Main Office	Post Office Post Office	09/09/2009	This announcement expands the use of ZIP Code 23068 to include delivery.
Old New	55-6594 55-6594	24739 24739	WV WV	Princeton Princeton	Mercer Mercer	Oakvale Oakvale	Community Post Office Place Name	06/01/2007 06/01/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Oakvale WV 24739 as last line of address.

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/advance/documents/tech_guides/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
11/06/09–11/09/09	JCP — Wk 41, Jewelry	Standard Flat & Letter	4.0	National	Car-RT	Harte-Hanks
11/06/09–11/09/09	JCP — Wk 41 Men's Signature	Standard Flat	1.0	National	Car-RT	Harte-Hanks
11/07/09–11/10/09	JCP — HW 09 JCP Cooks	Standard Catalog	3.0	National	Car-RT	World Color Press
11/07/09–11/10/09	JCP — Wk 41 Credit Event	Standard Letter	8.5	National	Car-RT	Harte-Hanks
11/07/09–11/10/09	JCP — Wk 41 Holiday Home Sale	Standard Flat	7.0	National	Car-RT	Harte-Hanks
11/09/09–11/13/09	Midnight Velvet	Standard Catalog	1.0	Nationwide	Barcoded 3/5-digit Car-RT	Quad Graphics, Martinsburg, WV 25401
11/09/09–11/13/09	The Swiss Colony	Standard Catalog	2.80	Nationwide	Barcoded 3/5-digit Car-RT	Quad Graphics, Lomira, WI
11/10/09–11/13/09	JCP — Wk 42 VIP Night	Standard Letter	15.0	National	Car-RT	Harte-Hanks
11/11/09–11/13/09	Nordstrom November Luxe Digest	Standard Flat Catalog	1.9	Nationwide	Barcoded 3/5-digit	Nahan, St. Cloud, MN
11/12/09–11/14/09	JCP — Wk 42 Customer Appreciation	Standard Letter	5.0	National	Car-RT	Harte-Hanks
11/16/09–11/18/09	JCP — Wk 42 Huge Sale	Standard Letter	8.0	National	Car-RT	Harte-Hanks
11/16/09–11/18/09	REI Winter Sale Flyer	Standard Catalog	3.924	National	3/5 digit Car-RT	RRD, Lancaster, PA
11/18/09–11/21/09	The Swiss Colony	Standard Catalog	3.134	Nationwide	Barcoded 3/5-digit Car-RT	Quad Graphics, Lomira, WI
11/19/09–11/21/09	JCP — Wk 42 Thanksgiving Direct PC	Standard Letter	8.2	National	Car-RT	Harte-Hanks

Service Talk for All Employees: USPS Mobile

USPS® Goes Mobile! Some of most popular functions currently available at USPS.com® are now available from the convenience of an Internet-capable mobile device.¹

Now you and our customers can do the following:

- Get delivery information using Track & Confirm service.
- Locate a Post Office™ facility or collection box.
- Find a ZIP™ Code.

Anytime, anywhere!

And, this is just the beginning. The Postal Service™ is also designing applications for “smart devices” like the Apple iPhone and Blackberry.

So stay tuned — there is more to come!

1. Standard service charges from the mobile carrier may apply. For more information, customers should check with their mobile service provider.



— Online and Marketing Services, Mailing and Shipping Services, 11-5-09

Philately

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. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these 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

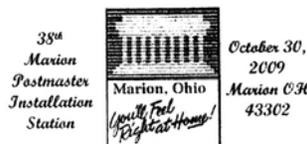
postage issued after the date of the requested postmark. Such items will be returned unserved.

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.

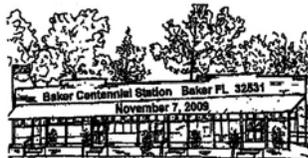
Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective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



October 24, 2009
U.S. Postal Service
 Hope for a Cure Station
 Postmaster
 PO Box 9998
 Frontenac, MN 55026-9998



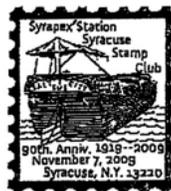
October 30, 2009
U.S. Postal Service
 38th Marion Postmaster
 Installation Station
 Postmaster
 230 Barks Rd. W.
 Marion, OH 43302-9998



November 7, 2009

North Okaloosa Historical Association, Inc.

Baker Centennial Station
Postmaster
5690 Hwy. 4
Baker, FL 32531-9998



November 7-8, 2009

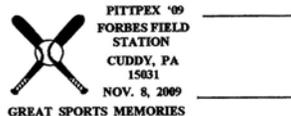
Syracuse Stamp Club
SYRAPEX Station
Postmaster
5640 E. Taft Rd.
Syracuse, NY 13220-9998



November 7, 2009

World in Potsdam Diversity Festival Committee

World in Potsdam Diversity Festival Station
Postmaster
21 Elm St.
Potsdam, NY 13676-9998



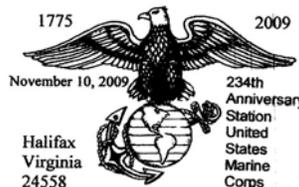
November 7-8, 2009

Philatelic Society of Pittsburgh
Forbes Field Station
Philatelic Clerk
700 Grant St.
Pittsburgh, PA 15219-9998



November 7, 2009

Black River Stamp Club
Black River Stamp Club Station
Postmaster
275 E. Main St.
Andover, OH 44003-9998



November 10, 2009

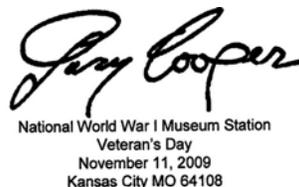
U.S. Postal Service
234th Anniversary Station
Postmaster
231 S. Main St.
Halifax, VA 24558-9998



November 7, 2009

Adams County Historical Society

First Post Office Station
Postmaster
PO Box 9998
West Union, OH
45693-9998



November 11, 2009

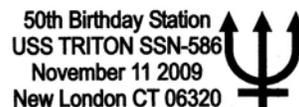
Liberty Memorial Assoc & National World War I Museum
National World War I Memorial Station
Supervisor Cancellation Services Stamp Fulfillment Services
8300 N.E. Underground Dr. Pillar 210
Kansas City MO
64144-9992



November 7, 2009

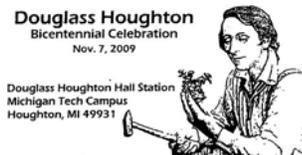
Central Wisconsin Stamp Club

Exhibition Station
Postmaster
PO Box 9998
Plover, WI 54467-9998



November 11, 2009

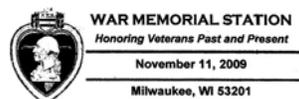
Universal Ship Cancellation Society Stephen Decatur Chapter #4
50th Birthday Station USS Triton SSN-586
Postmaster
202 Thames St.
Groton, CT 06340-9998



November 7, 2009

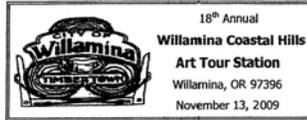
Douglass Houghton Hall

Douglass Houghton Hall Station
Postmaster
701 Shelden Ave.
Houghton, MI 49931-9998



November 11, 2009

U.S. Postal Service & War Memorial Center
War Memorial Station
Postmaster
PO Box 5016
Milwaukee, WI 53201-5016



November 13–14, 2009
Willamina Business Group & Economic Improvement District
 Willamina Coastal Hills Art Tour Station
 Postmaster
 PO Box 9998
 Willamina, OR 97396-9998



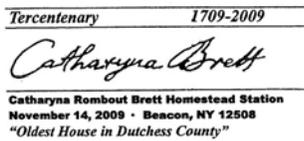
November 14–15, 2009
Rubber City Stamp Club Exhibition
 RCSC Exhibition 90th Anniversary Station
 Stamp Cancellation
 675 Wolf Ledges Pkwy.
 Akron, OH 44309-9998



November 13–15, 2009
Tidewater Stamp Club
 Waterfowl Festival Station
 Postmaster
 116 E. Dover St.
 Easton, MD 21601-9998



November 14–15, 2009
U.S. Postal Service
 EXPO Station
 Postmaster
 1251 William D. Tate Ave.
 Grapevine, TX 76051-9998



November 14, 2009
U.S. Postal Service
 Catharyna Rombout Brett Homestead Station
 Postmaster
 PO Box 9998
 Beacon, NY 12508-9998

— *Stamp Services, Government Relations and Public Policy, 11-5-09*



November 14, 2009
Tri-State Stamp Club
 Stamp Show Station
 Postmaster
 PO Box 9998
 Dubuque, IA 52001-9998



November 14, 2009
U.S. Postal Service
 Christmas in Pendleton Station
 Postmaster
 137 W. State St.
 Pendleton, IN 46064-9998

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

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

Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first day of issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

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

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

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

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

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

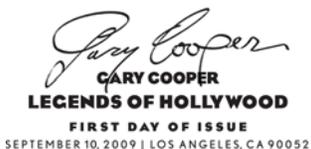


Digital Color Pictorial

Thanksgiving Day Parade Stamp

Postmaster
421 Eighth Ave., Rm. 2029B
New York, NY 10199-9998

November 8, 2009



Black and White Pictorial

Gary Cooper Stamp

The Gary Cooper Stamp
7001 South Central, Room 338
Los Angeles, CA 90052-9998

November 9, 2009



Digital Color Pictorial

Gary Cooper Stamp

The Gary Cooper Stamp
7001 South Central, Room 338
Los Angeles, CA 90052-9998

November 9, 2009

Retail

Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® print run cut-off schedule for the '10 fiscal year. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The FY '09 print cycle dates are as follows:

- November 27, 2009 (YR).
- February 5, 2010 (YR).
- April 9, 2010 (Price Change).
- May 7, 2010 (YR).
- June 25, 2010 (YR).
- August 20, 2010 (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 [98](#) 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 Products and Services, 11-5-09

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	

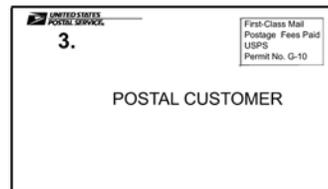
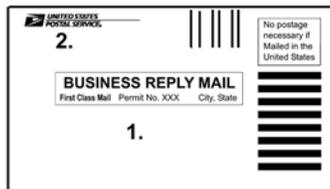
Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____	@ \$12.51 ea. per pack =	_____
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$12.51 ea. per pack =	_____
Total			\$

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.)



1. Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4)	2 & 3. Return Address (MUST include ZIP + 4)
_____	_____
_____	_____
_____	_____

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): _____

Supply Management

The Interim Purchasing Shared Services Centers Help Desk Offers a Solution to Local Buying Questions

As part of the continuing effort to integrate supply chain management in the U.S. Postal Service® and in support of the recent organizational announcement (<http://blue.usps.gov/hr/edr/csfp/ocg/restructure.htm>) realigning the district purchasing specialist roles under Supply Management (SM), two new Purchasing Shared Services Centers (PSSCs) are being created — one in Windsor, Connecticut, and the second in Denver, Colorado. The PSSCs will consolidate the district-level local buying resources into a single SM customer-focused organization. The new PSSCs will provide call center support as well as district-level local buying assistance to Postal Service™ employees.

Help Desk support for general SM (purchasing and local buying) policies and process questions/guidance is available for all Postal Service areas as outlined below:

- Call Center hours: M–F 8:00 A.M.–4:30 P.M. EST.
- Call Center phone number: 877-293-2410. When calling, have your Fedstrip number available.
- Call Center e-mail: helpdesk.pssc.eastern@usps.gov. When e-mailing, provide the following: name, phone number, Fedstrip number, and detailed question.

Beginning November 16, the PSSCs will start transitioning district purchasing specialist roles and responsibilities as follows:

- Transitioning purchase card agency program coordinator (APC) roles from areas and district purchasing specialists to the PSSCs.
- Transitioning eBuy/eBuy2 administrator roles from areas and districts to PSSCs.

- Customizing district-level eBuy2 approval matrices.
- Processing PS Form 8230, *Authorization for Payment*, payments for district-level local buys where the supplier does not accept the purchase credit card.

Additional SM resources are available as described below.

- National Materials Customer Service (NMCS) Self-Service website (for online self-help system and a directory of answers/resources to common SM-related topics): <http://topkksgics.usps.gov/nmcs/BlueBalloon/en-us/default.asp>.
- PSSC website: <http://blue.usps.gov/purchase/services/pssc/home.htm>.
- Supply Management website: <http://blue.usps.gov/purchase>.

The target completion date for this transition is April 2010, when the two new PSSCs will be fully staffed and operational.

— Eastern Services Category Management Center,
Windsor CT, Supply Management, 11-5-09



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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Permit No. G-10

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