

# usps postal|bulletin

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## National Dog Bite Prevention Week: May 19–25, 2012

See page 3



**EVEN SMALL  
DOGS CAN BE**

**AGGRESSIVE**

42 | Mailbox Improvement Week  
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**USPS National Emergency Hotline**  
Is your facility operating? Call 888-363-7462



# Cover Story

## National Dog Bite Prevention Week, May 19–25, 2012

The U.S. Postal Service® continues its tradition of calling attention to one of the nation's most commonly reported public health problems: dog attacks and bites. From nips and bites to actual attacks, violent dog behavior continues to pose a serious threat to our employees.

To emphasize the enormity of this issue, we are now reporting total attacks and dog bites as one number. Last year, nearly 5,600 Postal Service™ employees were victimized by dogs.

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

This year's National Dog Bite Prevention Week is May 19–25. The tools available in this kit, and additional tools now electronically posted, will guide you in promoting awareness of this public health concern in an effort to reduce dog attacks and bites in your community.

Please take full advantage of our field communications professionals listed in this kit when promoting this initiative.

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



UP 5/19/12  
DOWN 8/31/12

EVEN SMALL DOGS CAN BE  
**AGGRESSIVE**

SAFETY  
DEPENDS  
ON  
**ME**

 **UNITED STATES  
POSTAL SERVICE®**

## Fiscal Year 2011 Top 25 Dog Attack Rankings

Ranking	City	Attacks
1	Los Angeles, CA	83
2	San Diego, CA	68
3	Houston, TX	47
4	Cleveland, OH	44
6	Dallas, TX	41
6	San Antonio, TX	39
7	Phoenix, AZ	36
8	Denver, CO, and Sacramento, CA	35 each
9	Minneapolis, MN, and St. Louis, MO	32 each
10	Louisville, KY	31
11	Chicago, IL, and Philadelphia, PA	30 each
12	Seattle, WA	28
13	Brooklyn, NY, and Portland, OR	27 each
14	Baltimore, MD, and San Francisco, CA	26 each
15	Dayton, OH, and Detroit, MI	25 each
16	Cincinnati, OH; Oakland, CA; and San Jose, CA	24 each
17	Ft. Worth, TX	23
18	Buffalo, NY and Miami, FL	22
19	Indianapolis, IN	21
20	El Paso, TX and Memphis, TN	20 each
21	Oklahoma City, OK	19
22	Kansas City, MO; Las Vegas, NV; Long Beach, CA; Pittsburgh, PA; Richmond, VA; and Tacoma, WA	18 each
23	Jamaica, NY; Milwaukee, WI; and Washington, DC	17 each
24	Charlotte, NC, and Orlando, FL	16 each
25	Baton Rouge, LA, and Rochester, NY	15 each

### Dog Bite Prevention Background and Tips

#### The Victims

- More than 4.5 million people bitten annually.
- Children are the majority of victims and are 900 times more likely to be bitten than letter carriers.
- The American Veterinary Medical Association (AVMA) and the American Academy of Pediatrics (AAP) report that small children, the elderly, and letter carriers, in that order, are the most frequent victims. Dog attacks are the most commonly reported childhood public health problem in the United States.
- The AVMA also reports that the number of dog attacks exceeds the reported instances of measles, whooping cough, and mumps, combined. Dog bite victims account for up to 5 percent of emergency room visits.

- Many attacks reported by letter carriers in 2011 came from dogs whose owners used those famous last words, “my dog won’t bite.”
- According to the AVMA, as many as 800,000 people annually are admitted to U.S. emergency departments with dog bite–associated injuries, and countless more bites go unreported and untreated.

#### How to Avoid Being Bitten

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

#### How to Be a Responsible Dog Owner

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

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[Insert Date]Contact: [Insert your name]  
[Insert your phone number]  
Internet: [www.usps.com](http://www.usps.com)**News Release****[City Name] Post Office and [Local Animal Shelter] Lead the Parade for Dog Bite Prevention**

**[City]** — They walk the streets of **[City]** every day, and Saturday, **[Date]** at **[Time]**, **[Your City]** letter carriers are bringing friends and family along with them to deliver a very special message. The message they will deliver has received a lot of media attention lately, but it is one that letter carriers have been concerned about for decades. It is the need for the entire community to work together to avoid the cost and pain of dog bites.

Last year nearly 5,600 letter carriers were bitten by dogs. But that number pales in comparison to the more than 2 million children who received dog bite injuries in a single year.

“That’s why we’re coming out on a Saturday to deliver this important message,” says Postmaster **[Postmaster Name]**. “Several of our letter carriers know first-hand about both the prevention and the pain of animal attacks, and we want to do whatever we can to help educate the community — especially parents and pet owners.”

Letter carriers who are on the job, having recovered from animal attacks, will lead the parade and are available to talk about their experience. **[Name of Health Care or Animal Protection Official]** will join letter carriers along their route to talk about dog bite prevention and responsible pet ownership. A sample of some important facts that officials can share is attached. **[Attach Dog Bite Prevention Background.]**

The parade route will be **[Describe the parade’s route so reporters can catch up with you if they miss the beginning of the parade].**

# # #

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[Insert Date]Contact: [Insert your name]  
[Insert your phone number]  
Internet: [www.usps.com](http://www.usps.com)**Media Advisory****[City Name] Post Office and [Local Animal Shelter] Deliver a Very Special Message This [Day]****ATTENTION:** News Editors**WHAT:** Letter carriers of the [Name] Post Office™ will be joined by their friends, family, children, and even some of their pets as they deliver a very important message to the community. **[The appearance of a well-trained dog owned by one of your letter carriers will help dispel the myth that Postal employees don't like dogs.]** Postmaster [Name] and [Name] of the [Local Health or Animal Protection Agency] will speak about the problem of dog bites to the Postal Service and the community as they travel a parade route through the [Name] community.

Letter carriers who will lead the parade have recovered from animal attacks and will share their stories in order to help others avoid the pain they have gone through.

Media can also obtain tips on how to avoid dog bites and learn what dog owners can do to reduce aggressive pet behavior.

**WHEN:** Saturday, [Date and Time, preferably no earlier than 10:00 A.M.].**WHERE:** The parade will begin at [Describe Parade Route] and end at [Picnic Location].**BACKGROUND:** The figure of nearly 5,600 letter carriers bitten by dogs in 2011 pales in comparison to the more than 2 million children who were needlessly victimized by dogs. The owners of many of the canines claimed their pet "would never bite" or even "wouldn't hurt a fly." This year, the Postal Service and its letter carriers work to prevent these painful, sometimes fatal, injuries by promoting community awareness and responsible pet ownership.**CONTACT:** Postmaster [Postmaster Name] at [Phone].

# # #

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

## Public Service Announcement May 19–25 is National Dog Bite Prevention Week

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

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

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

### PSA 1

It's that time of year again, and the Postal Service, health care providers, and animal protection professionals need your help. Last year, nationwide, nearly 5,600 letter carriers were bitten by dogs. But that pales in comparison to the more than 4.5 million people — most of them children and the elderly — who are bitten by dogs each year. You can help protect your letter carrier, meter reader, newspaper delivery person, and neighbors' children by making sure your pet is properly restrained. Be a responsible pet owner. Help prevent the injuries and deaths caused by animal attacks. This message is a public service of this station and your local Post Office™.

### PSA 2

At this point in our nation's history, even the comedians know that "dog bites man" is no laughing matter. That's why the nation's letter carriers, who were victimized by nearly 5,600 dog attacks last year, are reminding pet owners to restrain their dogs to protect letter carriers, meter readers, children, and others who may come near their dogs. This message is a public service of this station and your local Post Office.

### PSA 3

Pet owners, did you know that if your dog attacks a letter carrier, you could be held liable for all medical expenses and other costs, which can run into thousands of dollars? Don't think your fence is the only protection you need — especially if a letter carrier or delivery person must enter your yard. The Postal Service is not anti-dog, but pro-responsibility. Responsible pet ownership includes making sure your pet is properly restrained. Last year, nearly 5,600 letter carriers were attacked while delivering the mail. Help your letter carrier deliver safely for you. This message is a public service of this station and your local Post Office.

# # #

## Community Involvement

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

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

Due to budget constraints, the 2012 dog bite prevention poster was not printed. Postmasters should e-mail [mark.r.saunders@usps.gov](mailto:mark.r.saunders@usps.gov) to obtain a link to the high-resolution image for local printing. Postmasters are asked to only display a color image of the 2012 dog bite prevention poster on their community bulletin board, located in their PO Box™ lobby, from May 19 to 25. The poster must be removed from the bulletin board by May 26, but may be displayed in the employee area through August 31. Postmasters who do not have color printers are asked to have color posters printed at their district offices. It's important that *only* color posters are displayed.

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

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

### Sample Postmaster Columns

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

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

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

### Postmaster Column No. 1

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

For every letter carrier bitten, hundreds of children needlessly suffer the pain and trauma of dog attacks. Whatever the reasons, dog attacks are a serious problem for the entire community, and not just our letter carriers, who were victimized by nearly 5,600 dog attacks last year. That's an average of 11 dog attacks every delivery day, and that figure does not include the number of threatening incidents that did not result in injury. However, these numbers pale in comparison with the more than 4.5 million people — mostly children and the elderly — who suffer injuries from dog attacks each year.

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

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

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

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

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

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

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

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

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

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

# # #

*Postmaster Column No. 2*

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

Would your dog attack? The American Veterinary Medical Association estimates that more than 4.5 million dog bites are reported to local authorities each year. Countless more go unreported.

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

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

*Why Do Some Dogs Attack?*

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

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

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

- Teach your dog appropriate behavior. Don't play aggressive games with your dog such as wrestling, tug of war, or siccing your dog on another person. It's

essential that your dog recognize members of your family as dominant figures not to be challenged.

- Be a responsible pet owner. For everyone's safety, don't allow your dog to roam. Make your pet a member of your family. Dogs that spend too much time tethered to a dog house or in the back yard have a much greater chance of developing aggressive behavioral problems.
- Stay on the safe side. Help your dog become accustomed to a variety of situations. If you don't know how your dog will react to a new situation, be cautious. If you think your dog could panic in a crowd, leave him or her at home. If your dog may overreact to visitors or delivery people, keep him or her in another room.

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

# # #

*Postmaster Column No. 3*

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

Last year, nearly 5,600 letter carriers were bitten nationwide. The Centers for Disease Control and Prevention estimates that nearly 2 percent of the American population is bitten by a dog each year, and most of the victims are children.

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

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

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

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

# # #

*Postmaster Speech*

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

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

Good morning boys and girls.

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

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

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

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

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

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

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

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

You can also help your letter carrier, because thousands of letter carriers get attacked every year, too. The most important thing is to stop your dog from getting outside and running loose. When you go outside, make sure to close

the door tight, and when you are playing with your dog in the yard, make sure you close the gate so he does not get out.

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

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

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

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

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

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

Thank you.

## Information for All Employees

*Service Talk*

### **Dog Attack Prevention Tips for Mail Carriers and Children — How You Can Help Prevent Dog Attacks**

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

1. Find out what time the carrier usually brings your mail.
2. When the carrier is due to visit your house, check to be sure your dog is inside. Keep the dog inside until the letter carrier is gone.
3. If someone needs to open the door to sign for a letter, first put the dog in another room and close the door.
4. If you have a mail slot, keep your dog away from the slot so the carrier's fingers don't get bitten.
5. If your mailbox is inside your fenced yard, and your dog is too, keep the dog on a leash away from the mailbox during the time your letter carrier delivers the mail.

6. When your dog is outside, never walk up to the letter carrier and ask for your mail. Your dog may think you are being threatened.
7. If you see a dog running loose in your neighborhood, tell your parents or report it to the proper authorities.
8. Never, ever approach a strange dog. Remember: no owner, no petting. Only approach a dog that is on a leash with his owner, and follow the steps of WAIT, as described here.
9. When a strange dog comes near you, be BORING! Stand like a tree, or if you are on the ground, curl up your legs, cup your hands over your ears and lay still like a rock!
10. Don't go near a dog that is in a car, behind a fence, or tied up — even you know him.

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

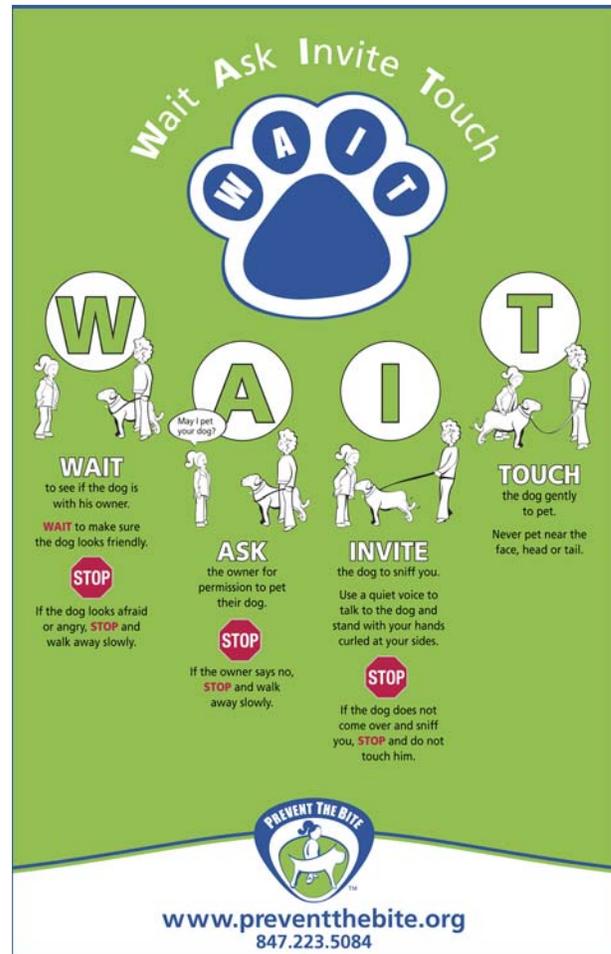
Kelly Voigt of Palatine, Illinois, tells it better than anyone. In 1999, Kelly, then seven, was bitten by a neighborhood dog. The attack left Kelly with approximately 100 stitches in her face and a fear of being outdoors. This brutal attack caused so much pain and suffering that a few months later she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

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

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

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

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



## For Postal Managers

### Progressive Warning Letters and Thank You Letter

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

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

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

- In the left sidebar, click *USPS Safety Programs*.
- Click *Accident Reduction*.
- On the Accident Reduction page, at the bottom, click *Best Practices*.
- Under “Dog Bite Prevention,” select the appropriate letter.

#### *Nondelivery of Mail Policy*

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

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

#### *Dog Owner's Responsibility*

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

## Additional Resources

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

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

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

## Area Corporate Communications Managers

### *Capital Metro*

George Maffett  
Telephone: 301-548-1465  
email: [george.t.maffett@usps.gov](mailto:george.t.maffett@usps.gov)

### *Eastern*

Paul Smith  
Telephone: 215-863-5055  
email: [paul.f.smith@usps.gov](mailto:paul.f.smith@usps.gov) (Eastern Area Office)

### *Great Lakes*

Victor Dubina  
Telephone: 216-443-4596  
email: [victor.dubina@usps.gov](mailto:victor.dubina@usps.gov)

### *Pacific*

Don Smeraldi  
Telephone: 858-674-3149  
email: [don.a.smeraldi@usps.gov](mailto:don.a.smeraldi@usps.gov)

### *Northeast*

Maureen Marion  
Telephone: 860-285-7029  
email: [maureen.p.marion@usps.gov](mailto:maureen.p.marion@usps.gov)

### *Southern*

Earl Artis  
Telephone: 214-819-8704  
email: [earl.c.artis@usps.gov](mailto:earl.c.artis@usps.gov)

### *Western*

Teresa Rudkin  
Telephone: 303-313-5130  
email: [teresa.rudkin@usps.gov](mailto:teresa.rudkin@usps.gov)

## Partner Contacts

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

### **American Academy of Pediatrics**

Gina Steiner  
[www.aap.org](http://www.aap.org)  
[www.healthychildren.org](http://www.healthychildren.org) (for parents)  
Telephone: 847-434-7945  
email: [gsteiner@aap.org](mailto:gsteiner@aap.org)

### **American Society for Reconstructive Microsurgery**

Krista Greco  
[www.microsurg.org](http://www.microsurg.org)  
Telephone: 312-456-9579  
email: [kristagreco@isms.org](mailto:kristagreco@isms.org)

### **American Veterinary Medical Association**

Sharon Granskog  
[www.avma.org/dogbite](http://www.avma.org/dogbite)  
Telephone: 847-285-6619  
email: [sgranskog@avma.org](mailto:sgranskog@avma.org)

### Insurance Information Institute

Jeanne Salvatore  
[www.iii.org](http://www.iii.org)  
 Telephone: 212-346-5555  
 email: [jeannes@iii.org](mailto:jeannes@iii.org)

### Prevent the Bite

Kathy Voigt  
[www.preventthebite.org](http://www.preventthebite.org)  
 Telephone: 847-223-5084  
 email: [kathy\\_ptb@yahoo.com](mailto:kathy_ptb@yahoo.com)

### Congressional State Representative Listing

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

#### Alphabetical State/Representative Listing

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

State	Representative	Extension
Alabama	Lambros Kapoulas	3739
Alaska	Mary Ann Simpson	3741
American Samoa	Kasia Witkowski	7217
Arizona	Cathy Pagano	3427
Arkansas	Kasia Witkowski	7217
California	Jim Cari	6029
Connecticut	Darrell Donnelly	6748
Colorado	Cathy Pagano	3427
Delaware	Darrell Donnelly	6748
District of Columbia	Darrell Donnelly	6748
Florida	Lambros Kapoulas	3739
Georgia	Lambros Kapoulas	3739
Guam	Kasia Witkowski	7217
Hawaii	Kasia Witkowski	7217
Idaho	Kasia Witkowski	7217
Illinois	Jeremy Simmons	7839
Indiana	Shaun Chang	7626
Iowa	Chatika Copeland	7505
Kansas	Chatika Copeland	7505
Kentucky	Shaun Chang	7626
Louisiana	Kasia Witkowski	7217
Maine	Ekaterina Silina	6027
Maryland	Darrell Donnelly	6748
Massachusetts	Ekaterina Silina	6027
Michigan	Jeremy Simmons	7839
Minnesota	Chatika Copeland	7505
Mississippi	Kasia Witkowski	7217
Missouri	Shaun Chang	7626
Montana	Kasia Witkowski	7217
Nebraska	Chatika Copeland	7505
Nevada	Kasia Witkowski	7217
New Hampshire	Ekaterina Silina	6027
New Jersey	Darrell Donnelly	6748
New Mexico	Cathy Pagano	3427

State	Representative	Extension
New York	Ekaterina Silina	6027
North Carolina	Jason Lamote	3743
North Dakota	Chatika Copeland	7505
Northern Marianna Islands	Kasia Witkowski	3745
Ohio	Tim Grilo	4387
Oklahoma	Kasia Witkowski	7217
Oregon	Jim Cari	6029
Pennsylvania	Tim Grilo	4387
Puerto Rico	Ekaterina Silina	6027
Rhode Island	Darrell Donnelly	6748
South Carolina	Jason Lamote	3743
South Dakota	Chatika Copeland	7505
Tennessee	Shaun Chang	7626
Texas	Kasia Witkowski	7217
Utah	Kasia Witkowski	7217
Vermont	Ekaterina Silina	6027
Virgin Islands	Ekaterina Silina	6027
Virginia	Jason Lamote	3743
Washington	Jim Cari	6029
West Virginia	Shaun Chang	7626
Wisconsin	Jeremy Simmons	7839
Wyoming	Cathy Pagano	3427

### More Resources

- PS Form 1778, *Dog Warning Card*.  
<http://blue.usps.gov/formmgmt/forms/ps1778.pdf>
- Publication 129, *Safety Talks*.  
<http://blue.usps.gov/cpim/ftp/pubs/pub129.pdf>
- Safety film, *Dogs, They Come in All Sizes*.  
 Contact your manager, training (district) for availability.
- Publication 174, *How to Avoid Dogs Bites; Dogs and Dog Repellent*.  
<http://blue.usps.gov/cpim/ftp/pubs/pub174.pdf>
- Dog training video, *Understanding Canine Behavior*.  
 Contact your manager, training (district) for availability.
- MSDS for Back-Off Dog Repellent.  
[http://safetytoolkit.usps.gov:12/arp\\_best\\_practices.aspx](http://safetytoolkit.usps.gov:12/arp_best_practices.aspx)
- Using Dog Repellent — Questions and Answers.  
[http://safetytoolkit.usps.gov:12/arp\\_best\\_practices.aspx](http://safetytoolkit.usps.gov:12/arp_best_practices.aspx)

— Community Relations,  
 Corporate Communications, 5-3-12

# Policies, Procedures, and Forms Updates

## Manuals

### DMM Revision: Increase Insurance Indemnity to \$5,000 for Integrated Barcodes

Effective June 24, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 503.4 and 708.5 to increase the postal insurance indemnity threshold to \$5000 for integrated barcodes.

Previously, limitations on insurance indemnity have applied to postal insurance purchases in various instances, such as with electronic option Delivery Confirmation™ service or Signature Confirmation™ service using integrated barcodes. Over time, the insurance indemnity thresholds have been increased from \$500 to \$5000 to align all sources of postal insurance offerings to the same \$5000 indemnity threshold.

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

\* \* \* \* \*

#### **500 Additional Mailing Services**

#### **503 Extra Services**

\* \* \* \* \*

#### **4.0 Insured Mail**

\* \* \* \* \*

#### **4.2 Basic Information**

##### **4.2.1 Description**

The following standards apply to insured mail service:

\* \* \* \* \*

*[Revise the first sentence of 4.2.1a as follows:]*

- a. Insured mail purchased at a retail Post Office location, including an Automated Postal Center (APC) or online through Click-N-Ship or a USPS-approved provider of PC Postage products and including customer-generated integrated barcodes (4.3.5), provides up to \$5,000 indemnity coverage for articles that are lost, damaged, or have missing contents, subject to the standards for the service and payment of the applicable fees.\*\*\*

\* \* \* \* \*

#### **4.3 Mailing**

\* \* \* \* \*

#### **4.3.5 Integrated Barcodes**

The following options are available for mailers who print their own labels:

\* \* \* \* \*

- e. \*\*\*The following standards also apply:

*[Revise item 4.3.5e2 as follows:]*

- 2. Mailers may purchase insurance online for indemnity coverage of more than \$200, up to \$5000, with electronic option Delivery Confirmation service or Signature Confirmation service using integrated barcodes under 4.3.5d.

\* \* \* \* \*

#### **700 Special Standards**

\* \* \* \* \*

#### **708 Technical Specifications**

\* \* \* \* \*

#### **5.0 Standards for Package and Extra Service Barcodes**

\* \* \* \* \*

#### **5.2 Other Package Barcodes**

\* \* \* \* \*

#### **5.2.4 Use With Confirmation Services and Insurance (Integrated Barcode)**

\* \* \* \* \*

*[Combine the first two sentences into one new revised first sentence of 5.2.4a as follows:]*

- a. Single Concatenated Integrated Barcode that combines postal routing information and postal insurance (503.4.0) with Delivery Confirmation service or Signature Confirmation service.\*\*\*

\* \* \* \* \*

We will incorporate this revision into the next update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

## DMM Revision: USPS Package Intercept — New Product Offerings

Effective June 24, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 507.5 and 508.7 to implement the second phase of USPS Package Intercept™ service introducing an electronic process for commercial customers requesting USPS Package Intercept and other related features.

On January 22, 2012, USPS Package Intercept service was introduced as a new domestic service that replaced the former recall of mail process. Plans were announced to implement new features for USPS Package Intercept service using a phased-in approach. The Postal Service proposes to implement the second phase of the program on June 24, 2012, by offering an electronic application method for commercial customers to register and request USPS Package Intercept service through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>. Additional related features include allowing these customers to redirect mailpieces to a new address or to a Post Office™ as Hold For Pickup service.

Additionally, customers using the electronic process will have the option of adding selected extra services to the new Priority Mail® piece. Payment of all associated fees and postage will be made through the mailer's Centralized Account Payment System (ACH-Debit) link.

Except for pieces being redirected back to the sender that were originally sent Express Mail®, Priority Mail, or First-Class Mail® service, redirected mailpieces would be subject to payment of Priority Mail postage from the location where intercepted to the new destination based on the dimensions, weight, and zone of the piece. An Intelligent Mail® package barcode will be included on the redirected new Priority Mail pieces.

The USPS Package Intercept fee implemented on January 22, 2012 (see Notice 123, *Price List*) will not change.

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

	*	*	*	*	*
<b>500</b>	<b>Additional Mailing Services</b>				
	*	*	*	*	*
<b>507</b>	<b>Mailer Services</b>				
	*	*	*	*	*

## **5.0 Package Intercept**

### **5.1 Description of Service**

*[Revise 5.1 as follows:]*

Package Intercept service provides a method for customers to authorize redirection of any mailable domestic mailpieces with a tracking barcode as provided in 5.1.1. If the mail item is found and redirected, additional postage is charged as provided under 5.2. Package Intercept requests are active for 10 business days from the date of the request. Interception of eligible mailpieces is not guaranteed. Requests can be made as follows:

- Retail customers may request the redirection of any mailable domestic mailpiece back to the sender by submitting PS Form 1509, *Sender's Request for USPS Package Intercept Service*, at any Retail Post Office location.
- Commercial customers may request the redirection of any mailable domestic mailpiece back to the sender, a new delivery address, or a Post Office as Hold For Pickup service (508.7.0) by registering and submitting requests through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>. Package information on the mailpieces to be intercepted will be provided by the customer to the USPS through an electronic file exchange.

#### **5.1.1 Eligibility**

*[Revise 5.1.1 as follows:]*

Package Intercept service is available for any Express Mail, Priority Mail, First-Class Mail, First-Class Package Service, Parcel Select, and Package Services mailpieces with a tracking barcode; addressed to, from, or between domestic destinations (608.2) that do not bear a customs declarations label; and measuring not more than 108 inches in length and girth combined except as noted in 5.1.2.

#### **5.1.2 Ineligible**

*[Revise 5.1.2 as follows:]*

Package Intercept is not available to:

- Mailpieces sent to international destinations.
- Mailpieces sent to APO/FPO/DPO destinations.
- Domestic mailpieces requiring a customs declarations label (see 608.2.4.).
- Mailpieces that indicate surface-only transportation such as Label 127, *Surface Mail Only*, or that bear other hazardous materials markings such as "Limited Quantity," "Consumer Commodity," or "ORM-D".
- Mailpieces that do not contain a tracking barcode.

**5.2 Postage and Fees**

[Revise 5.2 as follows:]

Customers must pay a nonrefundable per-piece fee to initiate the process of attempting to intercept the mailpiece. The USPS does not guarantee the interception of a mailpiece. All intercepted mailpieces that are redirected back to the sender through the retail method using PS Form 1509 are subject to payment of the applicable postage based on how the piece was originally mailed. All intercepted mailpieces that are redirected back to the sender, a new delivery address, or a Post Office as Hold For Pickup service through the electronic commercial method are relabeled and handled as a new Priority Mail piece. Except for pieces being redirected back to the sender that were originally sent by Express Mail, Priority Mail, or First-Class Mail, the new Priority Mail piece is charged the applicable Priority Mail postage from the location where intercepted to the new destination based on the dimensions, weight, and zone of the piece. The payment of fees is made as follows:

- a. For retail customers, payment of fees may be made by cash, check, credit card, or debit card at any retail Post Office location. Payment of any applicable return postage will be collected from the sender as postage due upon delivery.
- b. For commercial customers, payment of fees and any applicable postage must be processed through the mailer’s Centralized Account Payment System (ACH-Debit) account link.

**5.3 Adding Extra Services**

[Revise 5.3 as follows:]

Extra services may be added to Package Intercept mailpieces under limited circumstances. Customers who register and file their request through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm> may add, and pay additional postage for, extra services on the new Priority Mail piece at the time of their intercept request. Except for Registered Mail, which retains its original extra services identification number, the relabeled new Priority Mail item will be assigned a new extra service identification number and barcode applicable to the extra service purchased. An Intelligent Mail package barcode will be included on all redirected new Priority Mail pieces, and all available USPS acceptance, processing, and delivery scans will be available to the customer at no charge. The following extra services may be added to the new Priority Mail item at the time of the intercept request:

- a. Adult Signature Required.

- b. Adult Signature Restricted Delivery.
- c. Insurance.
- d. Signature Confirmation.
- e. Registered Mail, which must be added if the original shipment included Registered Mail service, but otherwise may not be added.

\* \* \* \* \*

**5.5 Request for Intercept**

[Revise 5.5 as follows:]

Retail customers may request to have their package intercepted and redirected to sender by submitting PS Form 1509, *Sender’s Request for USPS Package Intercept Service*, at any Post Office when presenting valid government-issued photo identification. Commercial customers may request to have their package redirected to sender, to a new postal delivery address, or to a Post Office as Hold For Pickup service through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>. Packages designated for redirection to a new address provided by the mailer that are undeliverable as addressed will be returned to sender as provided in 507.1. Only the sender or authorized representative can request Package Intercept.

\* \* \* \* \*

**508 Recipient Services**

\* \* \* \* \*

**7.0 Hold For Pickup**

**7.1 Fees and Postage**

**7.1.1 Postage Payment Methods**

Hold For Pickup service is available to mailers using the “Hold For Pickup” label when postage is paid by:

\* \* \* \* \*

[Add new item 7.1.1e. as follows:]

- e. A mailer’s Centralized Account Processing System (CAPS) account when used in conjunction with a Package Intercept request.

\* \* \* \* \*

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

*Product Classification,  
Pricing, 5-3-12*

## DMM Revision: Mobile Commerce and Personalization Promotion

Effective June 24, 2012, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 705.5 and 709.3 to add a new temporary promotion in the summer of 2012 for Presorted and automation First-Class Mail® cards, letters, and flats, and Standard Mail® letters and flats bearing two-dimensional mobile barcodes or equivalent print technology. The program period for the promotion is July 1, 2012, through August 31, 2012.

The promotion will temporarily reduce the prices for certain types of First-Class Mail and Standard Mail items that contain, in or on the mailpiece, a transactional two-dimensional barcode or similar print technology, such as watermarks or tags (collectively “Mobile Barcode” or “Mobile Barcodes”) readable by consumer mobile devices.

To be eligible, each Presorted and automation mailpiece in the mailing that is listed on the postage statement for that mailing must have a mobile barcode on the outside of each piece or on the contents within each piece. When scanned, the mobile barcode must lead the recipient of the mailpiece to either a webpage that allows the recipient to purchase a product or service, or a personalized URL that leads to a web page whose web address and content are unique to the mailpiece recipient. In both cases, the website must remain mobile-optimized. Mobile barcodes that direct consumers to web pages that allow payment for prior or future purchases, or encourage enrollment in online bill payment or paperless statement services, are not eligible for the discount. Mailpieces with mobile barcodes that convey postage information, destination, sender, or a machinable serial number for security also are not eligible for the discount.

The promotion provides an upfront price reduction of 2 percent of the eligible postage for qualifying mailpieces containing mobile barcodes as described above. Qualifying mailings are Presorted and automation mailings of First-Class Mail cards, letters, and flats, and Standard Mail (including Nonprofit) letters and flats. Commingled, co-mailed, and combined mailings are allowed, but a separate postage statement is required for mailpieces with mobile barcodes.

Eligible mailings must be accompanied by electronic documentation. Mailings that are prepared by an entity other than the mail owner must indicate the identity of the owner in the electronic documentation. The electronic documentation must identify the mail owner and mail preparer in the “By/For” fields for all mailings, either by Customer Registration ID (CRID), Mailer ID (MID), or other account type that is assigned by USPS®. Mailings of automation letters or flats must have Intelligent Mail® barcodes. Mail-

pieces with POSTNET™ barcodes will not be eligible for the price reduction.

The price reduction will be taken off the postage amount due at the time of mailing, and there will be no refunds or postage credit provided under this promotion. The promotion discount does not apply to single-piece First-Class Mail pieces including residual single-piece First-Class Mail pieces on a postage statement for Presorted and automation mailings.

Postage payment methods will be restricted to permit imprint, metered postage, or precancelled stamps. Pieces with metered postage must bear an exact amount of postage as stipulated by the class and shape of mail. MLOCR price markings are updated in DMM 705.5.3.2. Basic affixed postage values for metered mailpieces will be as follows:

First-Class Mail postcards	\$0.20
First-Class Mail automation and (PRSTD) machinable letters	\$0.25
First-Class Mail nonmachinable letters	\$0.45
First-Class Mail automation and Presorted flats	\$0.35
STD Mail Regular letters	\$0.12
STD Mail Regular flats	\$0.13
STD Nonprofit letters	\$0.05
STD Nonprofit flats	\$0.06

The postage amounts above for First-Class Mail letters and flats are for 1-ounce and 2-ounce First-Class Mail letters, and for 1-ounce First-Class Mail flats. Heavier pieces also must have the required additional postage for extra ounces affixed; see DMM 234.2 and 334.2. For Standard Mail nonidentical weight pieces over 3.3 ounces, the pound price postage must be paid by permit imprint when the affixed postage does not represent the full postage, under DMM 244.2.2 and 344.2.2. Mailings with postage paid by metered or precancelled stamp postage will have the percentage discount deducted from the additional postage due, except for Value Added Refund mailings, which may include the amount of the discount with the amount to be refunded.

The mobile barcode promotion discount cannot be combined with other incentives, with the exception of the full-service Intelligent Mail barcode discount. To participate in the promotion, customers must register on the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm> and specify which permits and CRIDs will participate in the promotion. Registration opens May 1, 2012, and must be completed at least 24 hours prior to the first mailing date. The Postal Service will implement the promotion and temporary price reduction for mailings made on July 1, 2012, through August 31, 2012. Plant-verified drop shipment (PVDS) mailings accepted no later than August 31, 2012, may be entered at destinations through Septem-

ber 15, 2012. Program requirements, including updated FAQs, are available on the RIBBS website at <https://ribbs.usps.gov/index.cfm?page=mobilebarcode> or by email to [mobilebarcode@usps.gov](mailto:mobilebarcode@usps.gov).

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

*	*	*	*	*
<b>700</b>	<b>Special Standards</b>			
		*	*	*
<b>705</b>	<b>Advanced Preparation and Special Postage Payment Systems</b>			
		*	*	*
<b>5.0</b>	<b>First-Class Mail or Standard Mail Mailings With Different Payment Methods</b>			
		*	*	*
<b>5.3</b>	<b>Producing the Combined Mailing</b>			
		*	*	*

**5.3.2 Price and Postage Marking**

The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR.\*\*\*

- a. First-Class Mail:

*[Revise item a by inserting a new row after the row with the price and postage category of "Barcoded 13 ounce Permit Imprint," as follows:]*

PRICE AND POSTAGE CATEGORY	PRICE MARKING			
	Letters		Flats	
	Basic & POSTNET	Full Service	Basic & POSTNET	Full Service
*	*	*	*	*
Promotional Postage Meter Affixed	PL	PL	PF	PF
*	*	*	*	*

- b. Standard Mail (letters only):

*[Revise item b by inserting a new row after the row with the price and postage category of "Barcoded Nonprofit Permit Imprint," as follows:]*

PRICE AND POSTAGE CATEGORY	PRICE MARKING	
	Basic & POSTNET	Full Service
Promotional Postage Meter Affixed	PR	PN
*	*	*

**709 Negotiated Service Agreements and Experimental and Temporary Classifications**

\* \* \* \* \*

*[Revise the title of 3.0 as follows:]*

**3.0 Mobile Commerce and Personalization Promotion**

**3.1 Program Description and Scope**

*[Revise 3.1 by incorporating the text of current items a and b into the body of 3.1 and revising the text as follows:]*

The mobile commerce and personalization promotion provides a 2 percent discount for pieces mailed at Presorted and automation prices in mailings of First-Class Mail cards, letters, and flats, and Standard Mail (including Nonprofit) letters and flats that include a transactional two-dimensional mobile barcode when the mailpieces meet all the conditions in these standards. Images such as watermarks and tags that, when scanned, direct consumers to mobile-optimized sites under conditions in 3.0 are also eligible. Automation pieces must bear Intelligent Mail barcodes; pieces with POSTNET barcodes are not eligible for this promotion. The promotion is valid for mailings entered from July 1, 2012, through August 31, 2012. Plant-verified drop shipment (PVDS) mailings meeting all relevant standards may be accepted at origin as late as August 31, 2012, if they are entered no later than September 15, 2012, at the destination.

**3.2 Eligibility Standards**

*[Revise 3.2 as follows:]*

To be eligible for the 2 percent discount, customers must register on Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>, and specify which permits and CRIDs will participate in the promotion. Registration opens May 1, 2012, and must be completed at least 24 hours prior to the first mailing date. Mailpieces must be mailed under the following conditions:

- a. A two-dimensional mobile barcode or similar image must be on each mailpiece, either on the outside or printed on the contents of the piece. Brief instructions or directional copy must be printed near the barcode to instruct the recipient to scan the barcode. One-dimensional barcodes do not qualify.
- b. The mobile barcode must be readable by a mobile device and must lead to a mobile-optimized website. The barcode must be relevant to the contents of the mailpiece. Scanning the barcode must lead the consumer to a webpage that allows the recipient to purchase a good or service on the mobile device, or to a personalized URL that leads to a web page unique to an individual recipient. In either situation, the website must remain mobile-optimized. Barcodes with links

- that direct consumers to sites that allow payment for prior or future purchases or that encourage enrollment in online bill payment or paperless statement services are not eligible for the discount. Mailpieces with mobile barcodes that convey postage information, destination, sender, or a machinable serial number for security also are not eligible for the discount.
- c. The mailpieces with mobile barcodes must be one of the following:
    1. Presorted or automation First-Class Mail cards, letters, or flats. Automation pieces must bear Intelligent Mail barcodes.
    2. Standard Mail (including Nonprofit) letters or flats.
  - d. Postage must be paid by permit imprint or by affixing metered postage or a precanceled stamp to each piece of mail; the postage statement and mailing documentation must be submitted electronically. Mailings that are prepared by an entity other than the mail owner must indicate the owner's identity in the electronic documentation ("eDoc"). The eDoc must identify the mail owner and mail preparer in the By/For fields, either by Customer Registration ID (CRID), Mailer ID (MID), or other account type assigned by the USPS. All Presorted and automation pieces declared on a postage statement must contain a mobile barcode that qualifies for the discount.
  - e. Mailers must provide the USPS acceptance unit with an unaddressed sample of the mailpiece that contains a mobile barcode. If mobile personalization is used, at least two samples must be submitted, demonstrating that the web addresses are unique to each addressee. Mailers must also retain, until October 31, 2012, a sample of each mailpiece claiming a discount.
    - f. Other than a full-service Intelligent Mail discount (see 705.24), no other incentives apply for mailpieces claiming a discount under this promotion.
    - g. Participants must agree to participate in a survey conducted during or after the promotional period.
    - h. Federal government official mailings under OMAS are not eligible for this promotion.

### 3.3 Discount

*[Revise the first sentence of 3.3 and add new second, third, and fourth sentences as follows:]*

Mailers must claim the 2 percent postage discount on the postage statement at the time the statement is electronically submitted. Mailings with postage affixed will deduct the discount amount from the additional postage due, except that mail service providers authorized to submit Value Added Refund (VAR) mailings may include the refund for the incentive discount in the VAR amount. Pieces with metered postage must bear an exact amount of postage as stipulated by the class and shape of mail. Affixed postage values for metered mailings may be found in the *Federal Register* notice available at [pe.usps.com](http://pe.usps.com). Provisions for additional postage for First-Class Mail pieces over 1 ounce are in 234.2.2a and 334.2.2a, and in 244.2.2 and 344.2.2 for Standard Mail pieces over 3.3 ounces.\*\*\*

\* \* \* \* \*

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

— *Product Classification, Pricing, 5-3-12*

## DMM Revision: Mailings of Lithium Batteries

Effective May 16, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* section 601.10.20 to codify that primary lithium metal or lithium alloy (nonrechargeable) cells and batteries or secondary lithium-ion cells and batteries (rechargeable) are prohibited when mailed internationally or to and from an APO, FPO, or DPO location. However, this prohibition does not apply to lithium batteries authorized under DMM 601.10.20 when mailed within the United States or its territories.

International standards have recently been the subject of discussion by the International Civil Aviation Organization (ICAO) and the Universal Postal Union (UPU), and the Postal Service anticipates that on January 1, 2013, customers will be able to mail specific quantities of lithium bat-

teries internationally (including to and from an APO, FPO, or DPO location) when the batteries are properly installed in the personal electronic devices they are intended to operate.

Until such time that a less restrictive policy can be implemented consistent with international standards, and in accordance with UPU Convention, lithium batteries are not permitted in international mail. The UPU Convention and regulations are consistent with the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions). The Technical Instructions concerning the Transport of Dangerous Goods by Post do not permit "dangerous goods" as defined by the ICAO Technical Instructions in international mail. The prohibition on mailing lithium batteries and cells internationally also

applies to mail sent by commercial air transportation to and from an APO, FPO, or DPO location.

In addition, we will revise and renumber Exhibit 601.10.20.7 to reflect “watt-hour ratings” instead of “lithium content” for secondary lithium-ion batteries when describing maximum quantity limits.

Finally, the Postal Service has moved the lithium battery standards as it relates to international, APO, FPO, or DPO locations, to the *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®). These standards appear in this *Postal Bulletin* on pages 31–32, in the article titled “IMM Revision: Outbound International Mailings of Lithium Batteries and Other Dangerous Goods.”

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

\* \* \* \* \*

**600 Basic Standards For All Mailing Services**

**601 Mailability**

\* \* \* \* \*

**10.0 Hazardous Materials**

\* \* \* \* \*

**10.20 Miscellaneous Hazardous Materials (Hazard Class 9)**

\* \* \* \* \*

**10.20.5 Primary Lithium (Non-Rechargeable) Cells and Batteries**

[Revise 10.20.5 as follows:]

Small consumer-type primary lithium cells or batteries (lithium metal or lithium alloy) like those used to power cameras and flashlights are mailable domestically under the following conditions. Mailing batteries internationally, or to and from APO, FPO, or DPO destinations, is prohibited regardless of mail class. See IMM 136 for details.

- a. *General.* The following restrictions apply to the mailability of all primary lithium (nonrechargeable) cells and batteries:
  1. Each cell must contain no more than 1.0 gram (g) of lithium content per cell.
  2. Each battery must contain no more than 2.0 g aggregate lithium content per battery.
  3. Each cell or battery must meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, and subsection 38.3 as referenced in DOT’s hazardous materials regulation at 49 CFR 171.7.

4. All outer packages must have a complete delivery and return address.
- b. *Installed In Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries properly installed in the equipment they operate:
  1. The batteries installed in the equipment must be protected from damage and short circuit.
  2. The equipment must be equipped with an effective means of preventing it from being turned on or activated.
  3. The equipment must be cushioned to prevent movement or damage and be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The mailpiece must not exceed 11 pounds.
- c. *Mailed With Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries shipped with (but not installed in) the device or equipment being mailed:
  1. The shipment cannot contain more batteries than the number needed to operate the device.
  2. The primary lithium cells and batteries must be packaged separately and cushioned to prevent movement or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The outside of the package must be marked on the address side “Package Contains Primary Lithium Batteries.”
  5. The mailpiece must not exceed 11 pounds.
- d. *Mailed Without Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries without equipment:
  1. The primary lithium cells and batteries must be mailed in “the originally sealed packaging”.
  2. The sealed packages of batteries must be separated and cushioned to prevent short circuit, movement, or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. They may only be sent via surface transportation.
  5. The outside of the package must be marked on the address side “Surface Mail Only, Primary Lith-

ium Batteries—Forbidden for Transportation Aboard Passenger Aircraft.”

6. The mailpiece must not exceed 5 pounds.

### 10.20.6 Secondary Lithium-ion (Rechargeable) Cells and Batteries

*[Revise 10.20.6 as follows:]*

Small consumer-type lithium-ion cells and batteries like those used to power cell phones and laptop computers areailable domestically under the following conditions. Mailing batteries internationally, or to and from APO, FPO, or DPO destinations is prohibited regardless of mail class. See IMM 136 for details.

- a. *General.* The following additional restrictions apply to the mailability of all secondary (rechargeable) lithium-ion cells and batteries:
  1. The lithium content must not exceed 20 Wh (Watt-hour rating) per cell.
  2. The total aggregate lithium content must not exceed 100 Wh per battery.
  3. Each cell or battery must meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, and subsection 38.3 as referenced in DOTs hazardous materials regulation at 49 CFR 171.7.
  4. The mailpiece must not contain more than three batteries.
  5. All outer packages must have a complete delivery and return address.
- b. *Installed In Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries properly installed in equipment they operate:
  1. The batteries installed in the equipment must be protected from damage and short circuit.
  2. The equipment must be equipped with an effective means of preventing it from being turned on or activated.
  3. The equipment must be cushioned to prevent movement or damage and be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail. The shipment must be mailed in a strong outer package.
- c. *Mailed With Equipment.* The following additional restrictions apply to the mailing of secondary cells or

batteries shipped with (but not installed in) the device or equipment being mailed:

1. The shipment cannot contain more batteries than the number needed to operate the device, up to three batteries.
  2. The secondary lithium cells and batteries must be packaged separately and cushioned to prevent movement or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The outside of the package must be marked on the address side “Package Contains Lithium-ion Batteries (no lithium metal).”
- d. *Mailed Without Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries without equipment:
    1. The secondary lithium cells and batteries must be mailed in “the originally sealed packaging” and no more than three batteries.
    2. The sealed packages of batteries must be separated and cushioned to prevent short circuit, movement, or damage.
    3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
    4. The outside of the package must be marked on the address side “Package Contains Lithium-ion Batteries (no lithium metal).”

### 10.20.7 Damaged or Recalled Batteries

\* \* \* \* \*

*[Delete Exhibit 10.20.7, Lithium Battery Mailability Chart, in its entirety.]*

*[Insert new item 10.20.8 and Exhibit 10.20.8 as follows:]*

### 10.20.8 Lithium Battery Mailability

To determine the mailability of primary (nonrechargeable) lithium metal and lithium alloy batteries, or secondary lithium-ion batteries, see exhibit below. For detailed information refer to 10.20.5 and 10.20.6 respectively.

**Exhibit 10.20.8 Lithium Battery Mailability Chart**

Primary Lithium Batteries <sup>1,2</sup>	Surface Transportation	Air Transportation	Mailpiece Weight Limit
<b>Small nonrechargeable consumer-type batteries</b>			
Contained in (properly installed in equipment)	Mailable	Mailable	11 lb.
Packed with equipment but not installed in equipment	Mailable	Mailable	11 lb.
Without the equipment they operate (individual batteries)	Mailable	Prohibited	5 lb.

- 1. Each primary cell must not contain more than 1g lithium content.
- 2. Each primary battery must not contain more than 2g lithium content.

Secondary Lithium-ion Batteries <sup>3,4</sup>	Surface Transportation	Air Transportation	Mailpiece Battery Limit
<b>Small rechargeable consumer-type batteries</b>			
Contained in (properly installed in equipment)	Mailable	Mailable	No more than 3 batteries
Packed with equipment but not installed in equipment	Mailable	Mailable	No more than 3 batteries
Without the equipment they operate (individual batteries)	Mailable	Mailable	No more than 3 batteries

- 3. Each secondary cell must not contain more than 20 Wh (Watt-hour rating) per cell.
- 4. Each secondary battery must not exceed 100 Wh per battery.

\* \* \* \* \*

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

— Product Classification, Pricing, 5-3-12

**ELM Revision: Back Pay**

Effective May 3, 2012, *Employee and Labor Relations Manual* (ELM) 436, Back Pay, is revised to update Postal Service<sup>™</sup> procedures. Some revisions are not significant: these include changes in section titles, job titles, and organization names as well as improvements in grammar or style.

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

\* \* \* \* \*

**4 Pay Administration**

\* \* \* \* \*

**430 Basic and Special Pay Provisions**

\* \* \* \* \*

**436 Back Pay**

*[Revise 436 to read as follows:]*

**Reference Note:**

For additional material concerning the subject matter found in 436, refer to:

- Management Instruction EL-430-2012-2, *Back Pay*, or its replacement.

\* \* \* \* \*

**436.2 Limitations**

\* \* \* \* \*

*[Revise 436.2b to read as follows:]*

- b. Back pay is allowed, unless otherwise specified in the appropriate award or decision, provided the employee has made reasonable efforts to obtain other employment, as follows (see also 436.42f).

\* \* \* \* \*

*[Revise 436.2d to read as follows:]*

- d. Leave that is recredited as a result of the corrective action may not exceed the maximum amount of leave to which the employee was eligible (see 512.321).

Uncapped annual leave is recredited as a result of the reversal or modification of a removal by the Equal Employment Opportunity Commission or, for employees eligible for veterans' preference, by the MSPB.

\* \* \* \* \*

**436.4 Documents in Support of Claim**

**436.41 Statements by Local Official**

*[Revise 436.41 to read as follows:]*

The following must be provided on PS Form 8039, *Back Pay Decision/Settlement Worksheet*:

- a. The local official must provide a tabulation of the number and type of pay hours with which the employee should have been credited during the back

pay period, including any annual or holiday leave taken, as follows:

- (1) Overtime hours and/or night differential, as applicable, are determined by averaging the number of hours that other employees of the office with the same employment status were assigned during the back pay period.
  - (2) If the claim is for a part-time flexible employee, a tabulation must be provided that shows the number and type of pay hours the employee experienced for a full 13 pay periods prior to the separation or suspension. If the back pay period is less than 1 full pay period, only a 6-pay-period tabulation is required.
- b. The local official must provide a statement indicating whether the employee is entitled to any of the following during the back pay period:
- (1) Premium pay (see 434).
  - (2) Change in pay rate or salary schedule.
  - (3) Step increase and date effective.
  - (4) Change in leave category and date effective.
  - (5) Other changes in pay of a general application.
  - (6) Any other employment-related benefits.
- c. The local official must provide a statement indicating that had the employee not been suspended or removed he or she would have worked the hours as reported.
- d. The local official must provide a statement showing that monies earned by the employee for other employment during the period covered by the corrected action must be deducted, provided the earnings were from work that replaced the lost postal employment (see 436.2a).
- e. The local official will use the employee's responses to the questions in PS Form 8038, *Employee Statement to Recover Back Pay*, as a reference when completing PS Form 8039 (see 436.42). Any discrepancies between the two back pay forms should be resolved prior to submission of the forms for processing.
- f. The local official must ensure that PS Form 8039 is completed in full and all necessary signatures, including the employee's, are obtained prior to submission of the documents for processing.

#### 436.42 Statements by Employee

The following must be provided by the employee on PS Form 8038, *Employee Statement to Recover Back Pay*:

- a. Where the original action resulted in separation or suspension, the employee must furnish the following:
- (1) The employee must provide a statement as to whether he or she earned any income during the back pay period. If the employee received any outside earnings, the employee must provide

information on whether the earnings were from any of the following: (a) a part-time job held at the time of removal; (b) in a new job; or (c) in an enlarged part-time job obtained to replace Postal Service employment. In any of those cases, the employee must provide a statement from the employer showing the record of hours worked and gross earnings during the back pay period.

- (2) If the employee was already working in a part-time job at the time of removal or suspension, the employer should include the employee's record of employment for the 6-month period prior to the removal or suspension.
  - (3) If outside earnings were from self-employment, the employee must provide an affidavit stating the amount earned during the back pay period. If such employment existed before the back pay period, the earnings must also be stated for 13 pay periods prior to the back pay period.
- b. The employee must provide a statement as to whether he or she received any unemployment compensation, and if so, state the amount received and the state that made the payments.
- c. The employee must provide a statement that the he or she was ready and able to perform his or her job during the back pay period. If not, the employee must state inclusive dates not ready and able, and the cause of the incapacity or unavailability. The employee may request payment of sick or annual leave, as appropriate, to his or her credit, for the period of incapacity or unavailability during the back pay period.
- d. Where the original action resulted in separation or indefinite suspension and the employee obtained no outside employment for all or any part of the back pay period, the employee must furnish the following:
- (1) If the back pay period is 45 days or less, the employee is not required to certify or to provide documentation in support of efforts to secure other employment during this period.
  - (2) If the back pay period is more than 45 days and does not exceed 6 months, the employee must provide a statement certifying the reasons why he or she did not obtain outside employment for all parts of the back pay period that exceeded the first 45 days.
  - (3) If the back pay period is more than 6 months, the employee must provide documentation in support of efforts to secure other employment for all parts of the back pay period that exceed the first 45 days.
- e. On health benefit coverage, the employee should state whether he or she desires to: (1) enroll in any plan, the same as a new employee; or (2) have the prior enrollment reinstated retroactive to the date it was terminated.

- f. Where the original action resulted in denial of employment with the Postal Service, the individual must provide documentation in support of his or her efforts to secure other employment for all parts of the back pay period. The individual must also provide a statement of earnings during the back pay period as required by 436.42a.
- g. The employee must complete in full and sign both PS Form 8038 and PS Form 8039 indicating his or her agreement or disagreement with the local official's completion of the form. If the employee does not agree, the basis for the disagreement should be explained.

\* \* \* \* \*

**436.7 Interest on Back Pay**

\* \* \* \* \*

**436.72 Availability of Interest**

*[Revise 436.72 to read as follows:]*

Interest is paid on back pay only under the following circumstances:

- a. *Decisions* — awards resulting from legally binding determinations by courts of law, administrative agencies, or the grievance and arbitration process. They are handled as follows:
  - (1) *Administrative Agency Decisions.* Interest is paid automatically by Accounting Services for decisions issued by the following agencies:
    - (a) Merit Systems Protection Board.
    - (b) Equal Employment Opportunity Commission.
    - (c) National Labor Relations Board.
  - (2) *Court Decisions.* Interest is not paid unless specifically awarded in the decision.
  - (3) *Arbitration Decisions.* Interest is paid automatically for arbitration decisions that award back pay for a disciplinary suspension or removal for:
    - (a) Employees represented by the National Postal Mail Handlers Union (NPMHU) for cases heard after February 20, 1991.
    - (b) Employees represented by the National Association of Letter Carriers (NALC) and the American Postal Workers Union (APWU) for cases heard after June 12, 1991.
    - (c) Employees represented by the National Rural Letter Carriers' Association (NRLCA) for cases heard after February 3, 1996.

**Note:** For arbitration decisions that are unrelated to a disciplinary suspension or removal, interest is not paid unless it is specifically required by the award.

- b. *Settlements* — awards resulting from agreements between a representative of the Postal Service and an

authorized employee representative that are reached through negotiation. Interest is not paid unless it is specifically required by the settlement agreement.

**436.73 Determination of Rate of Interest**

*[Revise 436.73 to read as follows:]*

When interest is paid on back pay, the interest rate is determined as follows:

- a. *Decisions* (see Exhibit 436.73a):
  - (1) *Merit Systems Protection Board.* The rate of interest is based on the veterans' preference eligibility of the employee.
    - (a) For veterans' preference eligible employees, the rate of interest is calculated using the Internal Revenue Code overpayment rate (26 U.S.C. 6621(a)(1)). Computation methods for applying the rate of interest are as found in 5 CFR 550.806.
    - (b) For non-veterans' preference eligible employees, the rate of interest is calculated using the federal judgment rate (28 U.S.C. 1961).
  - (2) *Equal Employment Opportunity Commission.* Interest is paid at the Internal Revenue Code overpayment rate (26 U.S.C. 6621(a)(1)). Computation methods for applying the rate of interest are as found in 5 CFR 550.806.
  - (3) *National Labor Relations Board.* Interest is paid at the rate assessed by the Internal Revenue Service for the underpayment of federal taxes (26 U.S.C. 6621(a)(2)).
  - (4) *Court Decisions.* Interest is paid at the federal judgment rate (28 U.S.C. 1961).
  - (5) *Arbitration Decisions.* For arbitration decisions that award back pay for disciplinary suspension or removal, interest is paid at the federal judgment rate (28 U.S.C. 1961).
- Note:** For arbitration decisions unrelated to disciplinary suspension or removal, interest is not paid unless specifically required by the award.
- b. *Settlements* (see Exhibit 436.73b):
  - (1) *Merit Systems Protection Board (MSPB).* The rate of interest for MSPB causes is based on the veterans' preference eligibility of the employee.
    - (a) For veterans' preference eligible employees, the rate of interest is calculated using the Internal Revenue Code overpayment rate (26 U.S.C. 6621(a)(1)). Computation methods for applying the rate of interest are as found in 5 CFR 550.806.
    - (b) For non-veterans' preference eligible employees, the rate of interest is calculated using the federal judgment rate (28 U.S.C. 1961).

- (2) *Equal Employment Opportunity Commission*. Interest is paid at the Internal Revenue Code overpayment rate (26 U.S.C. 6621(a)(1)). Computation methods for applying the rate of interest are as found in 5 CFR 550.806.
- (3) *National Labor Relations Board*. Interest is paid at the rate assessed by the Internal Revenue Service

for the underpayment of federal taxes (26 U.S.C. 6621(a)(2)).

- (4) *Court Settlements*. Interest is paid at the federal judgment rate (28 U.S.C. 1961).
- (5) *Grievance Settlements*. Interest is paid at the federal judgment rate (28 U.S.C. 1961).

#### Exhibit 436.73a Interest on Back Pay Decisions

Type of Decision	Merit Systems Protection Board Decisions		Equal Employment Opportunity Commission Decisions	National Labor Relations Board Decisions	Court Decisions	Arbitration Decisions
	Veterans' Preference Eligible Recipients	Non-Veterans' Preference Eligible Recipients				
<b>Application</b>	Veterans' Preference Eligible Recipients	Non-Veterans' Preference Eligible Recipients	All Recipients	All Recipients	All Recipients	All Recipients
<b>Whether Interest Is Paid</b>	Yes, paid automatically by AS	Yes, paid automatically by AS	Yes, paid automatically by AS	Yes, paid automatically by AS	No, unless specifically stated in the decision	Refer to Note <sup>1</sup>
<b>Rate of Interest</b>	IRS Overpayment Rate <sup>2</sup>	Federal Judgment Rate <sup>4</sup>	IRS Overpayment Rate <sup>2</sup>	IRS Underpayment Rate <sup>3</sup>	Federal Judgment Rate <sup>4</sup>	Federal Judgment Rate <sup>4</sup>

<sup>1</sup> Interest is paid automatically for arbitration decisions related to disciplinary suspension or removal for employees represented by the National Postal Mail Handlers Union (NPMHU) for cases heard after February 20, 1991, and for employees represented by the National Association of Letter Carriers (NALC) and the American Postal Workers Union (APWU) for cases heard after June 12, 1991. If an arbitration award is unrelated to disciplinary suspension or removal, interest is not paid unless specifically required by the award.

<sup>2</sup> See 26 U.S.C. 6621(a)(1) and 5 CFR 550.806.

<sup>3</sup> See 26 U.S.C. 6621(a)(2).

<sup>4</sup> 28 U.S.C. 1961. The rate used is the rate in effect 7 days prior to the date of the award.

#### Exhibit 436.73b Interest on Back Pay Settlements

Type of Settlement	Merit Systems Protection Board Settlements		Equal Employment Opportunity Commission Settlements	National Labor Relations Board Settlements	Court Settlements	Grievance Settlements
	Veterans' Preference Eligible Recipients	Non-Veterans' Preference Eligible Recipients				
<b>Application</b>	Veterans' Preference Eligible Recipients	Non-Veterans' Preference Eligible Recipients	All Recipients	All Recipients	All Recipients	All Recipients
<b>Whether Interest Is Paid</b>	No, unless specifically stated in the settlement	No, unless specifically stated in the settlement	No, unless specifically stated in the settlement	No, unless specifically stated in the settlement	No, unless specifically stated in the settlement	No, unless specifically stated in the settlement
<b>Rate of Interest</b>	IRS Overpayment Rate <sup>1</sup>	Federal Judgment Rate <sup>2</sup>	IRS Overpayment Rate <sup>1</sup>	IRS Underpayment Rate <sup>3</sup>	Federal Judgment Rate <sup>2</sup>	Federal Judgment Rate <sup>2</sup>

<sup>1</sup> See 26 U.S.C. 6621(a)(1) and 5 CFR 550.806.

<sup>2</sup> 28 U.S.C. 1961. The rate used is the rate in effect 7 days prior to the date of the award.

<sup>3</sup> See 26 U.S.C. 6621(a)(2).

#### 436.74 Responsibility

[Revise 436.74 to read as follows:]

Eagan Accounting Services is responsible for calculating the amount of interest payable.

\* \* \* \* \*

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

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

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

— Compensation,  
Labor Relations, 5-3-12

### ELM Revision: Paid Military Leave

Effective immediately, *Employee and Labor Relations Manual* (ELM) 517.12, Definition, is revised to clarify that:

- Paid military leave is authorized for hours the employee would have worked during his or her regular schedule; and
- Non-workdays are not charged against the paid military leave allowed.

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

	*	*	*	*	*
<b>5</b>	<b>Employee Benefits</b>				
<b>510</b>	<b>Leave</b>				
	*	*	*	*	*
<b>517</b>	<b>Paid Military Leave</b>				
	*	*	*	*	*
<b>517.1</b>	<b>General</b>				
	*	*	*	*	*

#### **517.12 Definition**

*[Revise 517.12 to read as follows:]*

Paid military leave is authorized absence from postal duties for hours the employee would have worked during his or her regular schedule, without loss of pay, time, or performance rating, granted to eligible employees who are members of the National Guard or reserve components of the armed forces.

**Note:** Non-workdays are not charged against the paid military leave allowed.

\* \* \* \* \*

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

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

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

— Compensation,  
Labor Relations, 5-3-12

### IMM Revision: Updates to Various Individual Country Listings

Effective June 24, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service, International Mail Manual* (IMM®) to reflect changes in various Individual Country Listings (ICLs).

The following ICL changes are a result of formal requests made by the destination country to the Universal Postal Union (UPU) via International Bureau Circulars:

- Belgium: As indicated in UPU International Bureau Circular 19, dated January 30, 2012, Belgium no longer accepts empty ink cartridges or empty laser toner cartridges.
- Germany: As indicated in UPU International Bureau Circular 48, dated March 12, 2012, Germany no longer accepts arms, including firearms, parts of arms, ammunition, and imitation arms.
- Jamaica: As indicated in UPU International Bureau Circular 24, dated January 30, 2012, Jamaica no longer accepts electronic items, including cellular telephones, unless they are sent in the original manufacturer’s packaging. In addition, mailers must pack items in accordance with UPU requirements.
- Netherlands: As indicated in UPU International Bureau Circular 242, dated December 19, 2011, Netherlands has modified its list of allowable tobacco-related items.

- Nicaragua: As indicated in UPU International Bureau Circular 221, dated November 21, 2011, Nicaragua requires a phytosanitary export certificate for plant- and animal-based substances before mailers can ship these items.
- Pakistan: As indicated in UPU International Bureau Circular 190, dated October 3, 2011, Pakistan accepts items containing immigration documents only if they are sent by Express Mail International® service or with Registered Mail™ service.
- Syria: As indicated in UPU International Bureau Circular 9, dated January 23, 2011, Syria no longer accepts psychotropic substances and dietary supplements. In addition, the Ministry of Health must approve all medical preparations before admission, and quantities are limited to 10 packs per shipment.

In addition, Brazil recently indicated that items containing dutiable contents are acceptable to Brazil in letter-post items. Consequently, we are eliminating the current observation that indicates that First-Class Mail International® items cannot contain dutiable contents.

Finally, we are revising the ICLs to the following destination countries to indicate they do not accept playing cards:

- Brazil.
- Czech Republic.

- Denmark.
- Slovak Republic.
- Sudan.
- Thailand.

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

\* \* \* \* \*

#### **Individual Country Listings**

\* \* \* \* \*

#### **Belgium**

##### **Country Conditions for Mailing**

##### **Prohibitions**

*[Insert the following entry in alphabetical order:]*

Empty ink cartridges or empty laser toner cartridges.

\* \* \* \* \*

#### **Brazil**

##### **Country Conditions for Mailing**

##### **Prohibitions**

*[Insert the following entry in alphabetical order:]*

Playing cards.

\* \* \* \* \*

##### **Observations**

*[Delete Observation #1, and renumber existing items 2 through 5 as 1 through 4.]*

\* \* \* \* \*

#### **Czech Republic**

##### **Country Conditions for Mailing**

##### **Prohibitions**

*[Insert the following entry in alphabetical order:]*

Playing cards.

\* \* \* \* \*

#### **Denmark**

##### **Country Conditions for Mailing**

##### **Prohibitions**

*[Insert the following entry in alphabetical order:]*

Playing cards.

\* \* \* \* \*

#### **Germany**

##### **Country Conditions for Mailing**

##### **Prohibitions**

\* \* \* \* \*

*[Revise the second entry ("Arms and weapons") to read as follows:]*

Arms and weapons, including firearms, parts of arms, ammunition, and imitation arms.

\* \* \* \* \*

#### **Jamaica**

##### **Country Conditions for Mailing**

\* \* \* \* \*

##### **Restrictions**

*[Revise the first entry (which starts with "Cellular telephones...") to read as follows:]*

Electronic items, including cellular telephones, are not accepted unless they are sent in the original manufacturer's packaging. In addition, the items must be packed in accordance with UPU requirements.

\* \* \* \* \*

#### **Netherlands**

##### **Country Conditions for Mailing**

\* \* \* \* \*

##### **Restrictions**

\* \* \* \* \*

*[Revise the third entry (which starts with "Cigarettes or tobacco products...") to read as follows:]*

Cigarettes are prohibited. In addition, gift shipments of the following tobacco product from one individual to another are limited to the following maximum quantities and a value of no more than 45 Euros: 1) 10 cigars; 2) 25 cigarillos (maximum weight, 3 grams each); or 3) 50 grams of pipe tobacco.

\* \* \* \* \*

#### **Nicaragua**

##### **Country Conditions for Mailing**

\* \* \* \* \*

##### **Restrictions**

*[Insert the following entry in alphabetical order:]*

Plant- and animal-based substances are subject to seizure unless they are accompanied by a phytosanitary export certificate from the country of origin.

\* \* \* \* \*

#### Pakistan

##### Country Conditions for Mailing

\* \* \* \* \*

##### Restrictions

*[Revise the first entry (which starts with “Bank checks...”) to read as follows (adding the phrase “immigration documents” as the second item in the list):]*

Bank checks, immigration documents, original educational documents, Graduate Record Examination (GRE), Test of English as a Foreign Language (TOEFL), and International English Language Testing System (IELTS) tests may be sent only by Express Mail International service or with Registered Mail service.

\* \* \* \* \*

#### Slovak Republic (Slovakia)

##### Country Conditions for Mailing

##### Prohibitions

*[Insert the following entry in alphabetical order:]*

Playing cards.

\* \* \* \* \*

#### Sudan

##### Country Conditions for Mailing

\* \* \* \* \*

##### Prohibitions

*[Insert the following entry in alphabetical order:]*

Playing cards.

\* \* \* \* \*

#### Syrian Arab Republic (Syria)

##### Country Conditions for Mailing

##### Prohibitions

*[Insert the following entries in alphabetical order:]*

Dietary supplements.

Psychotropic substances.

\* \* \* \* \*

##### Restrictions

*[Remove the word “None” and insert an entry to read as follows:]*

All medical preparations must be approved by the Ministry of Health prior to admission, and quantities are limited to 10 packs per shipment.

\* \* \* \* \*

#### Thailand

##### Country Conditions for Mailing

##### Prohibitions

*[Insert the following entry in alphabetical order:]*

Playing cards.

\* \* \* \* \*

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

— Product Classification,  
Pricing, 5-3-12

## IMM Revision: Customs Forms Requirements for Items Containing Goods

Effective June 24, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) sections 123.61, 123.623, and 264.3, as well as the Country Price Groups and Weight Limits and the Individual Country Listing for Cuba, to remove phrases such as “potentially dutiable contents” (and other similar phrases) and replace them with words such as “goods” (or other similar words and phrases, if necessary).

Under the Harmonized Tariff Schedule of the United States (HTSUS), certain items may qualify as “goods,” despite the fact that their contents may be “non-dutiable.” When this occurs, such items must bear a completed customs declaration form. In addition, we will make a parallel change in *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) section 703.2.3.7. These updates to the DMM and IMM will provide additional clarity to mailers in determining when an item requires a customs declaration form.

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

\* \* \* \* \*

**1 International Mail Services**

\* \* \* \* \*

**120 Preparation for Mailing**

\* \* \* \* \*

**123 Customs Forms and Online Shipping Labels**

\* \* \* \* \*

**123.6 Required Usage**

**123.61 Conditions**

\* \* \* \* \*

**Exhibit 123.61 Customs Declaration Form Usage by Mail Category**

[Revise Exhibit 123.61 to read as follows. Note: In both revised entries below, revised text appears only in the "Type of Item" column.]

Type of Item	Declared Value, Weight, or Physical Characteristic	Required PS Form	Comment
<b>Priority Mail International Flat Rate Envelopes (Maximum weight limit: 4 pounds)</b>			
All Priority Mail International Flat Rate Envelopes containing any goods, regardless of weight.	\$400 or less	2976	Merchandise is permitted unless prohibited by the destination country.
	Over \$400	Prohibited	Items over \$400 must be mailed using Global Express Guaranteed service, Express Mail International service, or Priority Mail International service (other than Flat Rate Envelopes or Small Flat Rate Priced Boxes).
<b>First-Class Mail International Letters and Large Envelopes (Flats), Including International Priority Airmail (IPA) Items and International Surface Air Lift (ISAL) Items (Maximum weight limit: 4 pounds)</b>			
All items containing any goods, regardless of weight.	\$400 or less	2976	Merchandise is permitted unless prohibited by the destination country.
	Over \$400	Prohibited	Items over \$400 must be mailed using Global Express Guaranteed service, Express Mail International service, or Priority Mail International service (other than Flat Rate Envelopes or Small Flat Rate Priced Boxes).

**123.62 Known Mailers**

\* \* \* \* \*

**123.623 Conditions**

The following conditions apply to "known mailers":

[Revise item a to read as follows:]

- a. The mailpieces must contain no merchandise or goods.

\* \* \* \* \*

**2 Conditions for Mailing**

\* \* \* \* \*

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

\* \* \* \* \*

**264 Mail Preparation**

\* \* \* \* \*

**264.3 Customs Forms Required**

[Revise 264.3 to read as follows:]

M-bags must be accompanied by a fully completed PS Form 2976, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*. The maximum allowable value is \$400.

\* \* \* \* \*

**Country Price Groups and Weight Limits**

\* \* \* \* \*

[Revise footnote 4 in its entirety to read as follows:]

4 Cuba: Priority Mail International parcel services to Cuba are not available. Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes (maximum weight: 4 lbs. each) may be used. Articles containing goods may not be mailed to Cuba except for gift

parcels and humanitarian donations, which must comply with the requirements and restrictions published in 15 CFR § 740.12 (and which must not exceed 4 lbs.), and consumer communications devices, computers, and software, which must comply with the requirements and restrictions published in 15 CFR § 740.19 (and which must not exceed 4 lbs.). Articles containing goods may be confiscated upon entering Cuba or returned to sender.

\* \* \* \* \*

Individual Country Listings

Cuba

Country Conditions for Mailing

\* \* \* \* \*

[In the introductory section to Cuba, revise the last sentence of the third paragraph to read as follows:]

\*\*\*Items containing goods may be confiscated upon entering Cuba or returned to sender.

\* \* \* \* \*

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

– Product Classification, Pricing, 5-3-12

IMM Revision: Use of USPS Mail Transport Equipment

Effective June 24, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) part 121 to codify that USPS®-owned mail transport equipment may be used only to transport mail to a USPS facility. Such equipment may not be used to transport foreign mail that is not intended for dispatch through the U.S. Postal Service®. This standard is consistent with part 581 of the *Postal Operations Manual*.

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

\* \* \* \* \*

1 International Mail Services

\* \* \* \* \*

120 Preparation for Mailing

[Add a new heading to read as follows:]

121 General Information for Mail Preparation

[Renumber the current 121 to be 121.1 — except for the new number, the heading and text remain the same, and we are reprinting the entire section here for clarity.]

121.1 Packaging — Sender’s Responsibility

It is the responsibility of the sender to prepare items and to address them clearly and correctly. In preparing items for

mailing, the sender must (1) use strong envelopes or durable packaging material to prevent deterioration or degradation, and (2) consider the nature of the articles being mailed and the distance they must travel to reach the addressee. (See DMM 601 for detailed instructions.)

[Add a new 121.2 to read as follows:]

121.2 Use of Postal Service Equipment

Consistent with *Postal Operations Manual* part 581, and without regard to mail class, USPS-owned mail transport equipment (MTE) may be used only to transport mail to a USPS facility. Such equipment may not be furnished to or retained by a mailer for the mailer’s internal operating use or personal convenience. In addition, MTE may not be used to transport foreign mail that is not intended for dispatch through the U.S. Postal Service.

\* \* \* \* \*

We will incorporate this revision into the next update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

– Product Classification, Pricing, 5-3-12

IMM Revision: Outbound International Mailings of Lithium Batteries and Other Dangerous Goods

Effective May 16, 2012, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) part 136 to codify that primary lithium metal or lithium alloy (nonrechargeable) cells and batteries or secondary lithium-ion cells and batteries

(rechargeable) are prohibited when mailed internationally or to and from an APO, FPO, or DPO location.

International standards have recently been the subject of discussion by the International Civil Aviation Organization (ICAO) and the Universal Postal Union (UPU), and the Postal Service anticipates that on January 1, 2013, cus-

tomers will be able to mail specific quantities of lithium batteries internationally (including to and from an APO, FPO, or DPO location) when the batteries are properly installed in the personal electronic devices they are intended to operate.

Until such time that a less restrictive policy can be implemented consistent with international standards, and in accordance with UPU Convention, lithium batteries are not permitted in international mail. The UPU Convention and regulations are consistent with the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions). The Technical Instructions concerning the Transport of Dangerous Goods by Post do not permit in international mail “dangerous goods” as defined by the ICAO Technical Instructions. Currently, the only exceptions to this general prohibition relate to certain medical materials, infectious substances, and radioactive materials that are treated in accordance with additional requirements listed in the Technical Instructions. Lithium metal or lithium alloy batteries and lithium-ion cells are listed in the Technical Instructions as Class 9 Miscellaneous Dangerous Goods. The prohibition on mailing lithium batteries and cells internationally also applies to mail sent by commercial air transportation to and from an APO, FPO, or DPO location.

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

<b>1</b>	<b>International Mail Services</b>	*	*	*	*	*
<b>130</b>	<b>Mailability</b>	*	*	*	*	*

**Handbooks**

**Handbook F-101 Revision: Revision of PS Form 3959, Stamp Stock Transactions and Daily Recap**

Effective April 17, 2012, PS Form 3959, *Stamp Stock Transactions and Daily Recap*, was revised. This edition was revised to be used at postal retail units with Electronic Money Order Voucher Entry System (eMOVES) reporting technology. All eMOVES offices will use the revised PS Form 3959 to record unit reserve stamp stock activities and a daily recap of all employee stamp credits activities. All previous editions of PS Form 3959 are obsolete and must be properly disposed. Also, all manual PS Forms 3958 will no longer be used at eMOVES offices.

**136 Nonmailable Goods**

**136.1 Dangerous Goods**

*[Revise the introduction to 136.1 and insert a new item i and a new closing paragraph to read as follows:]*

Except as provided in IMM 135, “dangerous goods” as defined by the United Nations Recommendations on the Transport of Dangerous Goods, Model Regulations, are prohibited in outbound international mail, regardless of mail class. Some examples of dangerous goods include the following:

- |   |   |   |   |   |
|---|---|---|---|---|
| *   | * | * | * | * |
| i. Primary lithium metal or lithium alloy (non-rechargeable) cells and batteries, or secondary lithium-ion cells and batteries (rechargeable), regardless of quantity, size, or watt hours, and regardless of whether the cells or batteries are packed in the equipment they are intended to operate, with the equipment they are intended to operate, or without equipment (individual batteries). This standard applies to all APO, FPO, or DPO locations. |   |   |   |   |

Additional information on dangerous goods is available at [www.unece.org/trans/danger/danger.html](http://www.unece.org/trans/danger/danger.html).

*	*	*	*	*
We will incorporate this revision into the next monthly update of the online version of the IMM, which is available via Postal Explorer® at <a href="http://pe.usps.com">http://pe.usps.com</a> .				

— *Product Classification, Pricing, 5-3-12*

PS Form 3959 has been updated to include the following:

- Unit Reserve Stamp Stock — a summary of activity of opening balance, received, shipped, and closing balance amounts. This will replace the previous manual PS Form 3958.
- Daily Recap — a detailed activity of individual employee stamp stock credit assigned such as opening balance, received, shipped sales, and closing balance amounts.
- Total Unit Accountability — the total amount of unit reserve stamp stock closing balance plus total employee credit closing balance.

**Handbook F-101, Field Accounting Procedures**

\* \* \* \* \*

**5 Daily Financial Reporting**

\* \* \* \* \*

**5-2 Electronic Money Order Voucher Entry System Units**

\* \* \* \* \*

**5-2.2 eMOVES – Unit Closeout**

\* \* \* \* \*

[Revise items t through v to read as follows:]

- t. Complete a PS Form 3959, *Stamp Stock Transaction and Daily Recap*, on daily basis. This will include the unit reserve stamp stock activities plus all stamp stock credits assigned, which will be the Total Unit Accountability.
- u. Ensure the Total Unit Accountability in PS Form 3959 matches the Consolidated Unit 1412 AIC 853 total.
- v. Sign and file PS Forms 1412 (unit and RA), PS Form 3959, and supporting documents.

**Note:** The supervisor or designee is responsible to ensure that a PS Form 3959 is completed on daily basis, that the Total Unit Accountability matches the Consolidated Unit 1412 AIC 853 totals, and the form is properly signed.

\* \* \* \* \*

**11 Accountable Paper – Postal Retail Units**

\* \* \* \* \*

**11-8 Conducting a Stock Revaluation**

**11-8.1 eMOVES Units**

\* \* \* \* \*

Unit reserve stock custodians do the following:

[Revise item f to read as follows:]

- f. Enter the total for all calculations from PS Form 17 on PS Form 3959.

\* \* \* \* \*

Closeout employees do the following:

[Revise item b to read as follows:]

- b. File PS Form 17 and PS Form 3959 locally as supporting documentation.

\* \* \* \* \*

**11-10 Accounting for Unit Reserve Stock**

**11-10.1 Maintaining Accountability**

\* \* \* \* \*

[Revise the second paragraph and the Note to read as follows:]

All transactions that affect the unit reserve stock must be listed on the system-generated report or a manual PS Form 3959, *Stamp Stock Transactions and Daily Recap*, such as:

\* \* \* \* \*

**Note:** Keep the original PS Form 3959 as supporting documentation for PS Form 1412.

**11-10.2 Transferring Accountability**

\* \* \* \* \*

**11-10.2.2 How to Transfer Accountability**

\* \* \* \* \*

[Revise the fourth and fifth paragraph to read as follows:]

Complete the Unit Reserve Stamp Stock section of PS Form 3959 as follows:

- a. The opening balance (from the previous closing balance).
- b. Any overage from the count.
- c. Any shortage from the count.
- d. Closing balance (should equal the results on PS Form 3294).
- e. The date and signature.

Submit the completed PS Form 3294 and PS Form 3959 to the supervisor or designee. A copy of PS Form 3294 and PS Form 3959 will be maintained by the unit reserve stock custodian. Change the vault combination to restrict access to the former custodian.

\* \* \* \* \*

**11-11 Verifying Total Unit Accountability**

**11-11.1 eMOVES Units**

[Revise text to read as follows:]

The unit manager verifies total stock accountability as follows:

- a. Verify the ending accountability for each category of stamp stock on the PS Form 3295.
- b. Use PS Form 3959, *Stamp Stock Transactions and Daily Recap*, to record activities for the unit reserve stamp stock and the individual employee credits.
  - Under **Unit Reserve Stamp Stock**, enter the opening balance; daily activities such as stock received, stock shipped, and stock adjustments; and the closing balance for the unit reserve stock.

- Under **Daily Recap**, enter the opening balance; the daily activities such as stock received, stock shipped, and stamps sold; and the closing balance for each individual employee with stamp stock credit.
  - Add the total amount of Unit Reserve Closing Balance plus Total Employee Credits Closing Balance to get the **Total Unit Accountability**.
- c. Ensure the **Total Unit Accountability** on PS Form 3959 matches the Consolidated Unit 1412 AIC 853 total.
  - d. Resolve any differences, if applicable.
  - e. Sign PS Form 3959 and file with Consolidated Unit 1412.

\* \* \* \* \*

**13 Stamp Stock and Cash Credits**

\* \* \* \* \*

**13-2 Stamp Credits**

\* \* \* \* \*

**13-2.5 Unit Reserve Stock Assignment**

\* \* \* \* \*

*[Revise the first row of the table to read as follows:]*

Units that use this reporting tool...	Maintain unit reserve stock accountability using...
eMOVES	A manual PS Form 3295, <i>Daily Record of Stamps, Stamped Paper, and NonPostal Stamps on Hand</i> , and PS Form 3959, <i>Stamp Stock Transaction and Daily Recap</i> .

*[Revise last paragraph to read as follows:]*

All transactions that affect the unit reserve stock must be listed on the system-generated PS Form 3958 (IRT and POS units) or on a manual PS Form 3959 (eMOVES units) supported with a system-generated or manual PS Form 17.

Submit the PS Form 3959 and PS Form(s) 17 to the close-out employee.

\* \* \* \* \*

**13-4 Unit Reserve Stamp Stock Credit Count**

\* \* \* \* \*

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

- e. For non-POS units, obtain the closing balance from the last system-generated (IRT units) or manual (eMOVES units) PS Form 3959, and record to Stamp Stock per PS Form 3959 under Unit Reserve Stamp Stock Count Summary on PS Form 3294.

\* \* \* \* \*

*[Revise the first row of the table to read as follows:]*

Units that use this reporting tool...	Report unit reserve stamp stock credit counts as follows...
eMOVES	Adjust PS Form 3959 to the amount of Unit Reserve Stamp Stock as counted. Ensure closing balance of the Unit Reserve Stamp Stock section of PS Form 3959 equals the total of all PS Forms 3295 and resolve any differences.

\* \* \* \* \*

PS Form 3959 is available on the Postal Service™ Forms website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links,” in the left-hand column, click *Forms*.
- On the Forms page, in the left-hand column, under “Browse Forms by Number” click 3000–3999.
- Scroll down to PS 3959.

(The direct URL for the Postal Service Forms is <http://blue.usps.gov/formmgmt/forms.htm>.)

– Revenue and Field Accounting, Controller, 5-3-12

## Publications

### Publication 52 Revision: Lithium Battery — Update

Effective May 16, 2012, the Postal Service™ will revise Publication 52, *Hazardous, Restricted, and Perishable Mail*, to indicate that primary lithium metal or lithium alloy (non-rechargeable) cells and batteries, or secondary lithium-ion cells or batteries (rechargeable), are prohibited when mailed internationally or to and from an APO, FPO, or DPO location. However, this prohibition does not apply to lithium batteries authorized under 349.22 when mailed within the United States or its territories.

International standards have recently been the subject of discussion by the International Civil Aviation Organization (ICAO) and the Universal Postal Union (UPU), and the Postal Service anticipates that on January 1, 2013, customers will be able to mail specific quantities of lithium batteries internationally (including to and from an APO, FPO, or DPO location) when the batteries are properly installed in the personal electronic devices they are intended to operate.

Until such time that a less restrictive policy can be implemented consistent with international standards, and in accordance with UPU Convention, lithium batteries are not permitted in international mail. The UPU Convention and regulations are consistent with the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions). The Technical Instructions concerning the Transport of Dangerous Goods by Post do not permit "dangerous goods" as defined by the ICAO Technical Instructions in international mail. Currently, the only exceptions to this general prohibition relate to certain medical materials, infectious substances, and radioactive materials when they are treated in accordance with additional requirements listed in the Technical Instructions. Lithium metal or lithium alloy batteries and lithium-ion cells are listed in the Technical Instructions as Class 9 Miscellaneous Dangerous Goods. The prohibition on mailing lithium batteries and cells internationally also applies to mail sent by commercial air transportation to and from an APO, FPO, or DPO location.

In addition, minor changes are made throughout the publication for consistency and clarity regarding the outbound domestic mailing of lithium batteries.

**Publication 52, Hazardous, Restricted, and Perishable Mail**

	*	*	*	*	*
<b>3</b>	<b>Hazardous Materials</b>				
	*	*	*	*	*
<b>34</b>	<b>Mailability by Hazard Class</b>				
	*	*	*	*	*
<b>349</b>	<b>Miscellaneous Hazardous Materials (Hazard Class 9)</b>				
	*	*	*	*	*

**349.21 Nonmailable Class 9 Materials**

The following materials are prohibited:

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

[Revise item 349.21e as follows:]

- e. For domestic mailings only, primary (nonrechargeable) lithium batteries are prohibited via air transportation if the batteries are shipped without the equipment they operate (individual batteries). Lithium batteries are prohibited in international mailings regardless of packaging.

**349.22 Mailable Class 9 Materials**

**349.221 Primary Lithium (Nonrechargeable) Cells and Batteries**

[Revise 349.221 as follows:]

For domestic mailings only, small consumer-type primary lithium cells or batteries (lithium metal or lithium alloy) like those used to power cameras and flashlights are mailable domestically under the following conditions. See 622 or IMM 136 when mailing batteries internationally or to APO, FPO, or DPO destinations.

- a. *General.* The following restrictions apply to the mailability of all primary lithium (nonrechargeable) cells and batteries:
  1. Each cell must contain no more than 1.0 gram (g) of lithium content per cell.
  2. Each battery must contain no more than 2.0 g aggregate lithium content per battery.
  3. Each cell or battery must meet the requirements of each test in the UN Manual of Tests and Criteria, part III, and subsection 38.3 as referenced in DOT's hazardous materials regulation at 49 CFR 171.7.
  4. All outer packages must have a complete delivery and return address.
- b. *Installed in Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries properly installed in the equipment they operate:
  1. The batteries installed in the equipment must be protected from damage and short circuit.
  2. The equipment must be equipped with an effective means of preventing it from being turned on or activated.
  3. The equipment must be cushioned to prevent movement or damage and be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The mailpiece must not exceed 11 pounds.
- c. *Mailed With Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries shipped with (but not installed in) the device or equipment being mailed:
  1. The shipment cannot contain more batteries than the number needed to operate the device.
  2. The primary lithium cells and batteries must be packaged separately and cushioned to prevent movement or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the

package or exposure of the contents during normal handling in the mail.

4. The outside of the package must be marked on the address side "Package Contains Primary Lithium Batteries."
5. The mailpiece must not exceed 11 pounds.
- d. *Mailed Without Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries without equipment (individual batteries):
  1. The primary lithium cells and batteries must be mailed in "the originally sealed packaging."
  2. The sealed packages of batteries must be separated and cushioned to prevent short circuit, movement, or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. They may only be sent via surface transportation.
  5. The outside of the package must be marked on the address side "Surface Mail Only, Primary Lithium Batteries—Forbidden for Transportation Aboard Passenger Aircraft."
  6. The mailpiece must not exceed 5 pounds.

### 349.222 Secondary Lithium-ion (Rechargeable) Cells and Batteries

[Revise 349.222 as follows:]

For domestic mailings only, small consumer-type lithium-ion cells and batteries like those used to power cell phones and laptop computers are mailable domestically under the following conditions. See 622 or IMM 136 when mailing batteries internationally or to and from APO, FPO, or DPO destinations.

- a. *General.* The following additional restrictions apply to the mailability of all secondary (rechargeable) lithium-ion cells and batteries:
  1. The lithium content must not exceed 20 Wh (Watt-hour rating) per cell.
  2. The total aggregate lithium content must not exceed 100 Wh per battery.
  3. Each cell or battery must meet the requirements of each test in the UN Manual of Tests and Criteria, part III, and subsection 38.3 as referenced in DOT's hazardous materials regulation at 49 CFR 171.7.
  4. The mailpiece must not contain more than three batteries.
  5. All outer packages must have a complete delivery and return address.
- b. *Installed in Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries properly installed in equipment they operate:
  1. The batteries installed in the equipment must be protected from damage and short circuit.
  2. The equipment must be equipped with an effective means of preventing it from being turned on or activated.
  3. The equipment must be cushioned to prevent movement or damage and be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail. The shipment must be mailed in a strong outer package.
- c. *Mailed With Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries shipped with (but not installed in) the device or equipment being mailed:
  1. The shipment cannot contain more batteries than the number needed to operate the device up to three batteries.
  2. The secondary lithium cells and batteries must be packaged separately and cushioned to prevent movement or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The outside of the package must be marked on the address side "Package Contains Lithium-ion Batteries (no lithium metal)."
- d. *Mailed Without Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries without equipment (individual batteries):
  1. The secondary lithium cells and batteries must be mailed in "the originally sealed packaging", and the package may contain no more than three batteries.
  2. The sealed packages of batteries must be separated and cushioned to prevent short circuit, movement, or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The outside of the package must be marked on the address side "Package Contains Lithium-ion Batteries (no lithium metal)."

\* \* \* \* \*

<b>6</b>	<b>International Mail</b>	* * * * *
<b>62</b>	<b>Hazardous Materials: International Mail</b>	* * * * *
<b>622</b>	<b>Mailable Hazardous Materials</b>	* * * * *

[Revise the heading and text of 622.5 as follows:]

**622.5 Lithium and Lithium-ion Cells and Batteries – General**

Primary lithium metal or lithium alloy (nonrechargeable) cells and batteries, or lithium-ion cells and batteries (rechargeable), regardless of quantity, size, watt hours, and regardless of whether the cells or batteries are packed in the equipment they are intended to operate, with the equipment they are intended to operate, or without equipment (individual batteries) are prohibited when mailed internationally or to and from an APO, FPO, or DPO location regardless of mail class.

\* \* \* \* \*

**Appendix A Hazardous Materials Table: Postal Service Mailability Guide**

\* \* \* \* \*

[Delete the three entries whose names in column “(a)” are “Lithium batteries, contained in equipment,” “Lithium batteries packed with equipment” and “Lithium battery” (the three entries are consecutive), and insert the following six entries as follows in their place:]

Hazardous Materials Descriptions and Proper Shipping Names (a)	Hazard Class (b)	ID Number (c)	DOT PG (d)	USPS Mailability (e)	Domestic Mail Air (f)	Domestic Mail Surface (g)
* * * * *						
Lithium-ion batteries	9	UN3480	II	Only as permitted in 349.22	9D	9D
Lithium-ion batteries contained in equipment	9	UN3481	II	Only as permitted in 349.22	9D	9D
Lithium-ion batteries packed with equipment	9	UN3481	II	Only as permitted in 349.22	9D	9D
Lithium metal batteries	9	UN3090	II	Only as permitted in 348.22b and 349.22	9D	9D
Lithium metal batteries contained in equipment	9	UN3091	II	Only as permitted in 349.22	9D	9D
Lithium metal batteries packed with equipment	9	UN3091	II	Only as permitted in 349.22	9D	9D
* * * * *						
* * * * *						

**Appendix C USPS Packaging Instructions for Mailable Hazardous Materials**

\* \* \* \* \*

**USPS Packaging Instructions 9D**

**Lithium and Lithium-ion Cells and Batteries**

[Revise Lithium and Lithium-ion Cells and Batteries paragraph as follows:]

- When mailed domestically only: Primary lithium (non-rechargeable) cells and batteries and secondary lithium-ion (rechargeable) cells and batteries are mailable in limited quantities domestically via air or surface transportation when they are installed in or

packed with the equipment they are intended to operate. Individual secondary batteries (without equipment) are mailable in limited quantities domestically via air or surface transportation only, provided the batteries are in the originally sealed packaging. Individual primary batteries (without equipment) are mailable in limited quantities only via surface transportation, provided the batteries are in the originally sealed packaging.

- When mailed internationally or to APO, FPO, or DPO destinations: Primary lithium metal or secondary lithium alloy (nonrechargeable) cells and batteries, or lithium-ion cells or batteries (rechargeable), regard-

less of quantity, size, watt hours, and regardless of whether the cells or batteries are packed in the equipment they are intended to operate, with the equipment they are intended to operate, or without equipment (individual batteries) are prohibited when mailed internationally or to and from an APO, FPO, or DPO location regardless of mail class.

\* \* \* \* \*

### Mailability

*[Revise the Mailability paragraph as follows:]*

- Domestic Mail: Primary and secondary lithium cells and batteries installed in or packed with equipment are mailable via air or surface transportation. Primary lithium cells and batteries not packed with or installed in equipment (individual batteries) are mailable via surface transportation only.
- International Mail: Primary lithium metal or lithium alloy (nonrechargeable) cells and batteries, or lithium-ion cells or batteries (rechargeable), regardless of quantity, size, and watt hours, and regardless of whether the cells or batteries are packed in the equipment they are intended to operate, with the equipment they are intended to operate, or without equipment (individual batteries) are prohibited when mailed internationally or to and from an APO, FPO, or DPO location regardless of mail class.

### Required Packaging

*[Revise the entire Required Packaging section as follows:]*

#### Primary (nonrechargeable) and Secondary (rechargeable) Lithium Batteries — Domestic Mail Only

- The equipment must be cushioned to prevent movement or damage and be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
- All outer packages must have a complete delivery and return address.

### Markings

- Primary (nonrechargeable) properly installed in the equipment they are intended to operate:
  - Mailable via air transportation or surface transportation domestically. Prohibited internationally.
  - No markings required provided the quantities are within the limits of 349.22. Primary (nonrechargeable) packed with the equipment they are intended to operate.
  - Mailable via air and surface transportation domestically. Prohibited internationally.

- The outside of the package must be marked on the address side “Package Contains Primary Lithium Batteries.”
- Primary (nonrechargeable) not packed with or installed in equipment (individual batteries):
  - Mailable domestic via surface transportation only. Prohibited internationally.
  - The outside of the package must be marked on the address side “Surface Mail Only, Primary Lithium Batteries — Forbidden for Transportation Aboard Passenger Aircraft.”
- Secondary (rechargeable) properly installed in the equipment they are intended to operate:
  - Mailable via air transportation or surface transportation domestically. Prohibited internationally.
    - No markings required provided the quantities are within the limits.
  - Secondary (rechargeable) packed with the equipment they are intended to operate:
    - Mailable via air and surface transportation domestically. Prohibited internationally.
    - The outside of the package must be marked on the address side “Package Contains Lithium-ion Batteries (no lithium metal).”
  - Secondary (rechargeable) not packed with or installed in equipment (individual batteries):
    - Mailable domestic via surface transportation only. Prohibited internationally.
    - The outside of the package must be marked on the address side “Package Contains Lithium-ion Batteries (no lithium metal).”

### Quantities

#### Domestic — Primary Lithium (nonrechargeable) Cells and Batteries:

Installed in or packed with the equipment they are intended to operate:

- Each cell must contain no more than 1.0 gram (g) of lithium content per cell.
- Each battery must contain no more than 2.0 g aggregate lithium content per battery.
- The shipment cannot contain more batteries than the number needed to operate the device.
- The mailpiece must not exceed 11 pounds.

Individual batteries mailed without equipment:

- Each cell must contain no more than 1.0 gram (g) of lithium content per cell.
- Each battery must contain no more than 2.0 g aggregate lithium content per battery.

- The mailpiece must not exceed 5 pounds.

#### Domestic – Secondary Lithium-ion (Rechargeable) Cells and Batteries:

Installed in equipment, packed with equipment, or mailed without equipment (individual batteries):

- The lithium content must not exceed 20 Wh (Watt-hour rating) per cell.
- The total aggregate lithium content must not exceed 100 Wh per battery.
- The mailpiece must not contain more than three batteries.

#### International – Primary (nonrechargeable) and Secondary (rechargeable) Lithium Batteries:

Primary lithium metal or lithium alloy (nonrechargeable) cells and batteries, or lithium-ion cells and batteries

(rechargeable), regardless of quantity, size, watt hours, and regardless of whether the cells or batteries are packed in the equipment they are intended to operate, with the equipment they are intended to operate, or without equipment (individual batteries) are prohibited when mailed internationally or to and from an APO, FPO, or DPO location regardless of mail class.

\* \* \* \* \*

We will incorporate these revisions into the next update of the online Publication 52 available via Postal Explorer® at <http://pe.usps.com>.

– Product Classification,  
Pricing, 5-3-12

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

Effective May 3, 2012, 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*

\* \* \* \* \*

[Revise the following entries:]

ZIP Code	Fee Group
02724	31
02761	31
02762	31
02862	33
02891	33
02891A	33
02895	33
02905	33
02910	33
06133	33
06137	32
06480	33
06516	32
06516A	32
06516B	32
06824	32
07005	31
07016	33
07047W	31
07091	31
07102B	34
07424	32
07481	31
07644	31
07663	32
07871	33

ZIP Code	Fee Group
07922	31
07961	32
08835	32
16507	35
33949	33
33951	33
43227B	33
45015	35

\* \* \* \* \*

The online version of Publication 431 is dated July 2010. 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.

– Retail Services,  
Channel Access, 5-3-12

## Forms

### Revised PS Form 6831, Request for Headquarters Identification Badge

Effective April 16, 2012, PS Form 6831, *Request for Headquarters Identification Badge*, has been revised. All previous versions of PS Form 6831 are obsolete; please recycle or destroy.

- A copy of PS Form 6831 is available on page [41](#).
- The PDF and Adobe LiveCycle versions are available at <http://blue.usps.gov/formmgmt/forms/ps6831.pdf>.

— *Security and Crime Prevention,  
Postal Inspection Service, 5-3-12*



### Request for Headquarters Identification Badge

Fill out all non-shaded fields, have your PCES manager complete the shaded areas, and return to: ID Badge Office, Room 1P331, Ext. 3670

Name (Last, first, MI)	Employee Identification Number (EIN)
------------------------	--------------------------------------

Type of Badge:  New  Renewal  Replacement

#### Headquarters Career Employee

VP Organization	Job Title
Employee Extension	

#### Headquarters Temporary Employee

Type of Badge: <input type="checkbox"/> Detail <input type="checkbox"/> Postal Temporary	Start Date (MM/DD/YYYY) (To be completed by PCES Manager)
	End Date (MM/DD/YYYY)

#### Contractor

Company Name	Start Date (MM/DD/YYYY) (To be completed by PCES Manager)
Department Name	End Date (MM/DD/YYYY)

#### Other

Industry Representative  Union Official  Tenant

Type of Badge:  New  Renewal/Update

#### Request for Additional Door Access (Explain request)

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#### Authorizing PCES Manager

Name (Print)	Signature	Date
Title	<i>I certify the individual named on this form will visit Headquarters at least once within 90 days. Individuals who do not visit at least once within 90 days will lose Headquarters access.</i>	Extension

#### Other Approval Signature

Name (Print)	Signature	Date
Title	<i>I certify the individual named on this form will visit Headquarters at least once within 90 days. Individuals who do not visit at least once within 90 days will lose Headquarters access.</i>	Extension

#### Privacy Act Statement

Your information will be used to authorize access to USPS Facilities. Collection is authorized by 39 U.S.C. 401. Providing the information is voluntary, but if not provided, we may not grant access. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policies visit [usps.com/privacypolicy](http://usps.com/privacypolicy).

# Organization Information

## Delivery

### Mailbox Improvement Week, May 19–25

Each year, the Postal Service™ designates the third full week of May as Mailbox Improvement Week to encourage customers on city motorized, rural, or contract delivery service routes (formerly highway contract box delivery routes) to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and streets in suburban areas. Mailbox Improvement Week, May 19–25, calls attention to the need for providing mailboxes that are:

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

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

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

1. Traditional design (see Exhibit A, page 43).
2. Contemporary design (see Exhibit B, page 43).
3. Locked, full, or limited service.

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

#### Notice 209

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

- Use touch-tone order entry (TTOE). Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait

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

#### Ordering Information

Use the following information to order Notice 209:

<b>PSIN:</b>	NOT209
<b>PSN:</b>	7610-03-000-9145
<b>Unit of Issue:</b>	EA
<b>Quick Pick Number:</b>	496
<b>Bulk Pack Quantity:</b>	3,000
<b>Minimum Order Quantity:</b>	50
<b>Price:</b>	\$0.0260

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

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

**Note:** Postmasters *do not have the authority* to approve mailbox systems such as USPS-STD-4C wall-mounted units or cluster box units (CBUs) that are not approved by the postmaster general through the normal USPS® approval process.

Carriers on motorized city routes may continue to serve mailboxes that are designed primarily for use by customers receiving door delivery and that have been erected and served under previous regulations (see Exhibit C, page 43). However, carriers should advise customers that they may use only approved curbside mailboxes when replacing these types of mailboxes. A list of approved manufacturers of traditional curbside mailboxes appears on pages 69–71.

Exhibit A

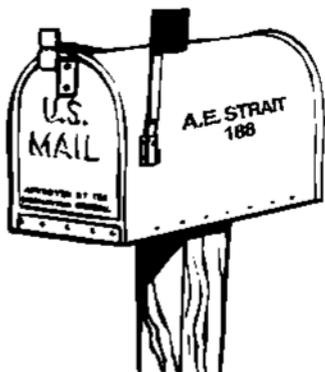
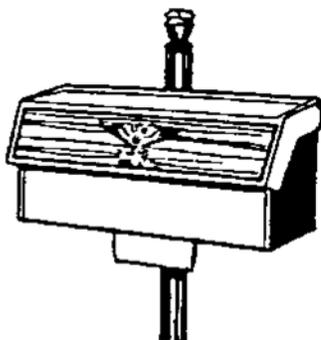


Exhibit B



Exhibit C



For motorized city routes, and where the use of street names and house numbers is authorized on rural and contract delivery service routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is on a street other than the one on which the customer resides, the street name and house number must be on the mailbox. When rural and contract delivery service route customers have assigned box numbers, the numbers must appear on the side of sin-

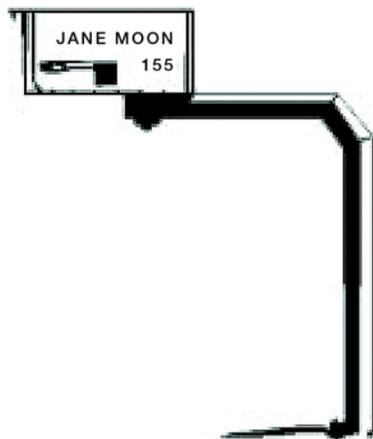
gle mailboxes or on the doors of grouped mailboxes, visible to the approaching carrier. The street number, box number, and any other address information must be inscribed in contrasting color in neat letters and numerals not less than 1 inch in height. In all instances, placing the owner's name on the box is optional, but not recommended by USPS.

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

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

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

Exhibit D



### Location

Customers must place mailboxes on motorized city, rural, and contract delivery service routes so a carrier can safely and conveniently serve them without leaving his or her vehicle. The mailboxes must be on the right-hand side of the road in the carrier's travel direction in all cases where traffic conditions make it dangerous for the carrier to drive

to the left to reach the mailboxes, or where doing so would constitute a violation of traffic laws and regulations. *Postal Operations Manual* (POM) 632.6 specifies postal regulations regarding locations for apartment houses and other multiple unit dwellings. On new rural and contract delivery service routes, all mailboxes must be on the right-hand side of the road in the direction of the route line of travel. Mailbox placement must conform with state laws and highway regulations. City motorized, rural, and highway contract box delivery route carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede safe and efficient delivery. Except when a mailbox is temporarily blocked, carriers must have access to the mailbox without leaving the vehicle unless authorized to dismount.

Location of centralized delivery equipment is discussed during the advent of planning and prior to the start of construction whenever possible. Discussing equipment locations early in the process allows for builders and USPS officials to determine the safest and most efficient locations for equipment. By co-locating boxes, USPS and the building industry realize the best return on the investments of centralized delivery. Factors to consider when determining locations for centralized delivery equipment include but are not limited to the following:

- Co-locating delivery equipment.
- Carriers' line of travel.
- Customer and carrier safety.
- Customer accessibility (sufficient turnaround space and access for customers with mobility disabilities).
- Equipment security.

### Mailbox Supports

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

The Federal Highway Administration (FHWA) has determined that wooden mailbox supports no larger than 4

inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E (page [67](#)) and F (page [68](#)) for examples of mailbox mountings and supports suggested by the FHWA.

### Make Your Mailbox Green — Rightsize Your Mailbox

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

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

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

### Greener Mailboxes Lead to Greener Neighborhoods

Every mailbox appropriately constructed, installed, and in good physical condition allows the Postal Service to deliver the mail safely and efficiently, thus eliminating a trip to the Post Office for our customers, which saves fuel, thereby reducing carbon dioxide emissions.

However, the “greenest” form of mail delivery occurs where centralized mail delivery systems are located in neighborhoods that serve multiple residents from a single location.

Sometimes referred to as “clustered mailboxes” or “community mailboxes”, these neighborhood mailbox centers provide the greatest amount of fuel savings and carbon emission reductions because of the built-in efficiency of less truck idle time due to the carrier’s ability to deliver mail to multiple customers during a single stop.

Consider these statistics: For every 1 million curblines delivery points added, had they instead been added as centralized delivery at an average of 13 customer mailboxes per stop...

- Postal delivery trucks would stop only 76,923 times per day versus 1,000,000 times for each curblines start/stop.
- When expanded to include the entire delivery year, 280,000,000 truck stops per year — every year — would be saved for a whopping 92 percent reduction!

When the Postal Service increases the use of centralized delivery for new and existing customers, the benefits to our environment are significant. We realize immediate fuel savings, reductions in carbon emissions, and “greener” neighborhoods everywhere across the country.

In addition to fostering a sense of community, centralized delivery provides the added benefits of secure equip-

ment for mail and package delivery, outgoing mail collection, and reduced carbon emissions.

So, if you’re establishing or extending centralized delivery in your area of operations, or as a customer, moving into or living in a neighborhood served through centralized mail delivery, know that you are also helping to improve your environment because your neighborhood is served using the greenest form of mail delivery.

*(Article continues on page [67](#)).*

**DID YOU  
KNOW** 

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**It's illegal  
to sell pallets  
and other  
Mail Transport  
Equipment.**



# Pull-Out Information

## Fraud

### Domestic Order

False representation is enforced by postmasters at the city listed below.

State, City ZIP Code	Name and Address Covered	Product
IL, Washington Park 62204-2219	Edgar Foxworth, 1727 N. 59th St.	Fraudulent sweepstakes and lottery scheme

— *Judicial Officer, 5-3-12*

## Invalid Express Mail Corporate Account Numbers

This listing should be provided to Contract Postal Units and used by acceptance clerks in non-POS locations without intranet access to validate an Express Mail Corporate Account (EMCA) number online. For all other locations, online EMCA validation is preferred. The online validation process is outlined in the EMCA Validation SOP on the Retail webpage. This list supersedes all previous notices,

which must be recycled. Acceptance clerks must not accept Express Mail® shipments bearing an invalid EMCA number in the "Payment by Account" or "Agreement Number" section of the Express Mail 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.

005957	012116	022004	060380	093996	156224	301462	402915	606560	770920	900068	901464	902822
006037	012169	022083	060387	094424	156235	301502	403003	607234	770927	900069	901539	902853
006324	012179	022093	060394	095728	156240	305502	405016	607888	771037	900070	901559	902912
006359	012186	022123	060398	095906	159059	308023	405021	608012	771661	900072	901641	902924
006685	012200	022847	060399	095994	159085	312187	405093	617603	771931	900076	901643	902925
006699	012269	025104	060405	096356	159095	312545	405110	618130	774006	900079	901698	903024
006883	012305	025350	060426	097450	165028	314166	405160	631430	775029	900082	901699	903028
006970	012323	027102	060501	097843	165067	314557	405186	631527	775372	900084	901703	903049
007239	012324	028364	060514	098479	165071	314791	405210	631614	784311	900086	901718	903078
007399	012326	028506	060617	098852	165195	321165	410094	652415	785564	900091	901726	903110
008055	012349	029074	060683	<b>100461</b>	171097	322710	410219	658108	786122	900097	901734	903120
008105	012358	029287	060730	100733	171286	323001	420002	662303	787175	900104	901861	903122
008413	012359	030580	060735	101312	175065	323196	420023	664100	787182	900112	901906	903137
008418	012360	031101	060747	102090	191129	323721	420063	680073	799300	900116	901967	903164
008580	012377	032001	060815	102388	192591	327087	420305	681646	<b>800436</b>	900139	901979	903233
008623	012399	038409	060959	102734	192618	327308	420999	685112	802179	900163	901995	903236
008880	012402	041154	061062	103462	192652	327669	424017	<b>701693</b>	802451	900165	901997	903290
009322	012407	046306	061751	106272	192876	327857	426005	708300	803118	900175	902027	903327
009520	012411	046307	062003	109206	192928	328408	426007	708369	813240	900177	902039	903382
010489	012421	047020	063111	111275	193144	328425	430181	708612	815005	900185	902050	903390
010490	012422	047113	064175	112035	193307	328470	441265	716021	816129	900186	902068	903407
010497	012428	047132	064302	112036	193325	329040	461130	720023	820826	900188	902113	903413
010526	012450	048306	064406	112049	199070	329084	462781	727059	836201	900189	902123	903421
010542	013085	049001	064923	112113	<b>200540</b>	331157	467020	727074	837154	900199	902124	903533
010550	013101	049311	064998	112114	200558	332271	471079	730596	837193	900200	902176	903585
010564	013113	051033	065615	115025	206143	332936	477122	736019	840254	900273	902187	903591
010587	013114	051056	065954	117005	207190	333023	477124	740024	841620	900305	902241	903592
010594	013120	054293	067367	117447	207435	334309	481245	740246	852206	900319	902250	903665
010596	013148	060020	068236	119109	208852	334660	481812	740519	891218	900338	902265	903713
010601	013152	060023	068250	122446	210043	335048	486055	740732	891495	900344	902306	903718
010616	013172	060024	068592	124028	210133	335224	489507	740766	891929	900350	902378	903737
010619	013183	060042	069295	128604	210135	336515	494151	740964	895348	900351	902423	903771
010627	013199	060071	069773	131013	210427	337055	495581	741605	895465	900362	902424	903776
010647	013215	060072	069946	133010	210437	337100	<b>532827</b>	741785	895934	900375	902427	903796
010654	013222	060098	070601	134002	210792	340398	551182	747023	<b>900013</b>	900415	902465	903866
010656	013226	060108	070638	139607	210884	349733	551340	750115	900015	900461	902466	903878
010679	013228	060111	070728	142810	220439	351066	553808	750131	900019	900464	902496	903886
010684	013229	060116	075600	142902	220849	352782	554248	750487	900023	900518	902514	903960
010691	013236	060118	076342	150113	221648	365078	557007	751001	900027	900552	902517	904078
010704	013257	060121	078899	151154	222346	370046	596595	752065	900030	900824	902525	904087
010710	013260	060138	080021	152028	223048	381013	599545	752153	900039	900912	902529	904155
010715	013261	060177	080062	152073	235546	397050	<b>600017</b>	752736	900040	900938	902544	904214
010728	015611	060193	080442	152352	249104	<b>401035</b>	601276	760521	900041	900944	902548	904221
010729	015802	060221	080519	152380	261030	401045	601704	761328	900043	900947	902560	904232
010732	018094	060229	080663	152708	266001	402028	602710	770019	900048	901012	902582	904257
010766	020461	060240	080718	152784	275276	402261	604174	770053	900054	901031	902599	904295
010790	020609	060245	082341	152841	276008	402624	605063	770068	900055	901160	902612	904302
011036	021083	060252	085494	152898	276080	402675	605136	770078	900056	901210	902621	904307
011080	021213	060270	085686	153084	277022	402785	605653	770356	900057	901290	902682	904310
011380	021870	060307	089686	154027	287071	402793	606128	770397	900059	901304	902684	904330
011412	021876	060365	091733	154033	<b>300765</b>	402843	606392	770501	900060	901371	902718	904354
012105	021955	060368	092994	156028	301461	402911	606503	770881	900061	901387	902770	904357

904359	904540	904745	906156	907388	913936	917564	922068	930201	937643	947101	958210	972936
904360	904551	904765	906491	907556	915094	917583	926413	931076	937727	948587	958901	973111
904363	904621	904781	906506	907589	915321	917589	926607	931119	940256	948702	967284	980790
904369	904636	904785	906542	907615	915627	917669	926738	933004	940519	948746	968171	981737
904423	904639	904791	906800	907694	917408	917711	926808	933096	941013	948810	968745	982559
904462	904645	904796	906802	907806	917419	917902	926837	933319	941024	949553	968881	982633
904483	904708	904890	906932	910271	917420	917907	926917	935101	941310	949597	968941	982705
904518	904712	906041	907097	913163	917425	920214	927283	935204	941668	950330	969143	992356
904522	904716	906050	907168	913646	917436	921014	927284	935262	946257	951333	970927	
904537	904734	906091	907368	913753	917505	921599	928113	935277	947086	954711	971096	

— *Product Information Requirements, Mail Entry & Payment Technology, 5-3-12*

## 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. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*. The actual serial

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

<b>010 001 0200 to 0299</b>	041 623 8889 to 8899	078 219 4931 to 4999	161 194 2857 to 0899
010 504 1932 to 1999	041 803 6565 to 6599	078 250 4756 to 4799	162 032 4447 to 4499
011 582 1889 to 1899	043 129 1968 to 1997	078 823 8312 to 8399	163 257 1085 to 1099
011 588 2900 to 3099	043 205 5922 to 5999	079 374 0300 to 2499	166 101 1433 to 1499
012 579 5675 to 5699	044 087 3457 to 3499	079 807 2342 to 2399	167 555 5201 to 5212
013 289 6176 to 6199	044 087 4000 to 4099	<b>082 721 0228 to 0254</b>	167 555 5214 to 5299
013 610 0014 to 0099	044 306 4200 to 4299	083 140 5000 to 7499	169 618 6274 to 6299
014 932 1000 to 1099	044 306 4370 to 4599	083 784 8886 to 8899	<b>173 639 4685 to 4699</b>
014 972 0800 to 0899	045 524 4121 to 4298	083 913 6915 to 6999	174 238 2779 to 2799
015 363 0065 to 0099	046 800 9870 to 9899	084 478 3920 to 3999	174 281 9347 to 9399
017 028 3200 to 3299	047 352 4000 to 4099	086 000 8271 to 8299	175 251 2600 to 0699
018 569 5333 to 5399	048 383 7650 to 7659	086 798 3840 to 3849	176 281 7937 to 7950
018 986 5264 to 5299	048 396 3647 to 3699	088 404 4472 to 4499	176 281 7963 to 7999
019 518 2814 to 2899	<b>051 142 0755 to 0799</b>	088 404 5584 to 5699	176 731 6586 to 6599
<b>020 698 5159 to 5199</b>	051 774 8857 to 8899	088 757 8688 to 8699	178 254 5000 to 9999
020 844 7307 to 7399	051 781 2875 to 2885	088 757 9400 to 9499	178 881 9900 to 9999
020 972 8948 to 8999	051 977 7010 to 7023	089 358 2248 to 2257	<b>180 031 2089 to 2098</b>
022 021 9110 to 9181	052 058 7115 to 7199	090 663 9678 to 9684	180 403 7723 to 7741
022 037 1411 to 1499	054 450 1130 to 1167	091 818 0071 to 0099	180 428 4580 to 0599
022 527 9201 to 9210	057 670 0563 to 0599	<b>093 106 9346 to 9355</b>	182 368 7544 to 0599
022 529 1882 to 1899	058 187 3836 to 3899	093 203 0500 to 0599	182 475 3229 to 3258
023 637 7169 to 7199	058 523 3003 to 3099	093 684 3630 to 3699	182 475 3904 to 3933
024 380 4100 to 4199	058 591 1153 to 1299	094 081 5074 to 5099	182 631 0031 to 0099
024 496 6870 to 6896	058 895 3746 to 3799	094 216 2555 to 2599	185 828 1474 to 1499
025 092 0987 to 0999	059 986 0814 to 0899	094 580 7062 to 7099	186 132 7583 to 0599
025 369 5535 to 5599	<b>060 406 7650 to 7699</b>	094 639 4200 to 4299	186 629 0589 to 0599
025 729 1151 to 1199	063 491 8122 to 8199	095 070 7186 to 7199	187 184 6177 to 0199
025 729 1643 to 1799	063 916 9968 to 9999	095 076 8300 to 8399	187 323 8200 to 8299
026 492 3180 to 3199	064 091 4500 to 4599	095 354 6864 to 6899	187 441 6080 to 6099
027 361 0430 to 0499	065 170 0471 to 0499	097 224 1350 to 1599	188 835 6370 to 6399
027 369 4482 to 4495	065 255 7909 to 7999	<b>100 160 3800 to 3899</b>	189 083 1064 to 1099
027 671 8762 to 8776	065 392 6345 to 6399	104 667 6400 to 6499	189 660 9583 to 9599
027 787 9886 to 9899	066 099 2014 to 2099	104 876 8937 to 8999	191 179 0377 to 0399
027 965 9487 to 9499	066 648 2880 to 2899	<b>112 049 4413 to 4499</b>	199 105 0778 to 0799
028 100 8069 to 8099	066 787 3639 to 3699	112 870 9765 to 9799	199 678 2968 to 2999
028 191 1852 to 1999	066 845 7500 to 9999	114 402 3850 to 3899	<b>210 221 0548 to 0599</b>
028 850 3000 to 3199	067 093 3869 to 3899	114 866 5368 to 5397	<b>227 275 9400 to 9999</b>
029 510 1500 to 1599	068 895 0334 to 0399	116 154 2800 to 2899	<b>273 070 8059 to 8099</b>
<b>030 687 0903 to 0999</b>	<b>070 724 4488 to 4499</b>	116 986 4400 to 4499	273 775 7700 to 7899
030 701 3442 to 3499	070 841 9181 to 9199	117 175 1647 to 5169	<b>302 000 0000 to 9999</b>
031 077 4507 to 4799	070 844 2546 to 2599	117 951 4687 to 4699	<b>349 746 2056 to 2099</b>
032 295 7500 to 9999	070 916 1340 to 1399	117 951 5200 to 5299	<b>350 518 7350 to 7374</b>
034 394 1000 to 1099	071 047 5768 to 5799	119 786 3051 to 3064	<b>360 011 1690 to 1699</b>
034 943 0400 to 0799	071 179 9800 to 9899	119 815 8961 to 6199	360 168 6008 to 6099
035 035 4337 to 4399	071 386 3682 to 3699	119 850 7400 to 7499	360 173 8800 to 8899
037 706 9578 to 9599	071 507 6840 to 6899	119 850 7700 to 7999	360 324 2326 to 2399
037 805 3677 to 3699	072 045 9641 to 9699	<b>121 634 0460 to 0499</b>	362 861 3064 to 3099
037 909 5490 to 5499	072 675 8287 to 8299	122 451 9879 to 9899	<b>373 006 2176 to 2199</b>
037 931 4660 to 4699	073 763 0867 to 0876	122 714 6805 to 6900	374 768 2600 to 2699
039 145 6521 to 6595	073 763 0878 to 0887	124 916 0304 to 0499	375 169 4400 to 4599
<b>040 024 3901 to 3999</b>	073 763 0889 to 0898	126 423 0136 to 0169	375 829 3400 to 3499
040 674 7100 to 7199	077 617 5481 to 5499	127 500 2328 to 2399	375 851 9100 to 9199
040 688 8816 to 8899	077 999 4001 to 4090	<b>160 901 2254 to 2299</b>	376 196 0911 to 0999
041 299 6752 to 6799	078 174 4475 to 4499	161 103 6581 to 6599	378 085 3679 to 3699

378 351 1063	to	1099	404 041 8838	to	8899	422 587 7024	to	7099	452 890 4679	to	4799
379 843 5100	to	5199	404 071 4268	to	4299	422 819 7533	to	7599	452 900 8215	to	8238
<b>380 093 9600</b>	<b>to</b>	<b>9699</b>	404 347 5356	to	5399	422 842 5073	to	5087	453 117 9146	to	9199
380 165 1165	to	1199	404 347 5548	to	5599	422 907 7563	to	7599	453 334 3631	to	3699
381 325 4500	to	4599	404 726 4500	to	4599	424 500 6050	to	6099	453 603 7841	to	7891
381 604 2510	to	2699	404 961 5001	to	5199	424 641 8500	to	8599	453 650 1140	to	1199
381 645 9525	to	9599	405 325 0188	to	0198	424 871 6600	to	6699	453 741 1300	to	1399
383 314 3968	to	3999	406 009 4587	to	4599	425 298 2352	to	2399	454 013 2919	to	2999
383 892 1000	to	1344	406 260 6830	to	6899	425 418 4269	to	4299	454 186 2411	to	2499
383 892 1382	to	1399	406 459 6641	to	6999	425 418 4405	to	4499	454 268 4883	to	4899
384 925 3641	to	3654	406 733 3000	to	3999	426 547 4566	to	4599	454 302 5400	to	5499
385 568 2331	to	2399	407 545 1557	to	1599	427 412 6337	to	6499	454 490 8300	to	8399
385 599 7554	to	7575	407 594 0412	to	0599	427 481 0900	to	0999	454 547 7434	to	7499
385 774 2024	to	2099	407 692 9100	to	9299	428 027 2742	to	2752	454 922 4867	to	4895
386 624 1412	to	1599	407 959 2190	to	2199	429 474 4172	to	4199	455 221 1348	to	1499
386 883 8936	to	8999	408 265 2275	to	2288	429 889 2900	to	2999	455 364 2147	to	2199
387 314 5574	to	5599	408 499 7700	to	7799	<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	455 399 5400	to	5499
387 837 6300	to	6399	408 499 7900	to	7999	430 172 9800	to	9899	455 476 0676	to	0699
388 828 0656	to	0699	408 682 8484	to	8599	430 177 1900	to	2099	455 543 0618	to	0699
389 696 2400	to	2799	408 698 7015	to	7099	430 444 9500	to	9699	456 410 9006	to	9099
389 846 3104	to	3135	409 072 3941	to	3999	430 664 4070	to	4099	456 470 4146	to	4299
389 846 3145	to	3195	<b>410 491 2311</b>	<b>to</b>	<b>2399</b>	432 168 8419	to	8499	456 619 4460	to	4499
389 887 9211	to	9230	410 694 8400	to	8599	432 708 6800	to	6999	457 333 2686	to	2699
389 887 9234	to	9299	410 775 1500	to	1599	432 744 1544	to	1599	457 729 1767	to	1777
<b>390 001 3182</b>	<b>to</b>	<b>3199</b>	410 795 7927	to	7999	432 995 9775	to	9799	457 937 8615	to	8699
390 001 3500	to	3699	410 867 0917	to	0966	433 003 5800	to	5899	458 028 9810	to	9899
390 545 5974	to	5999	410 867 0970	to	0999	433 757 3047	to	3099	458 057 2712	to	2999
391 104 6146	to	6199	411 868 1023	to	1199	433 765 4003	to	4099	458 069 9537	to	9599
391 574 1466	to	1499	411 922 2322	to	2399	434 482 7060	to	7199	458 069 9665	to	9699
391 783 3020	to	3599	412 193 0900	to	0999	434 513 2386	to	2399	458 337 5222	to	5299
391 792 6100	to	6199	412 395 8599	to	8699	434 968 3076	to	3092	458 354 7653	to	7999
392 668 2956	to	2999	412 485 6500	to	6599	435 303 1831	to	1842	458 671 8678	to	8699
392 854 8500	to	8899	412 485 6610	to	6699	435 303 1986	to	1999	458 671 8721	to	8798
393 584 7566	to	7699	412 885 5953	to	5999	435 666 6092	to	6399	458 847 5044	to	5999
393 650 0074	to	0099	414 193 3608	to	3674	436 082 6400	to	6899	459 274 7624	to	7699
393 838 8316	to	8499	414 193 3677	to	3699	436 160 6441	to	6499	459 365 5432	to	5499
393 893 6007	to	6099	414 411 7348	to	7399	437 316 7115	to	7199	459 378 5764	to	5799
394 126 6907	to	6999	414 640 0757	to	0799	437 427 0500	to	3499	459 472 4816	to	4999
394 189 0405	to	0599	414 965 1727	to	1799	439 179 2300	to	2399	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>
394 822 3243	to	3278	417 302 8104	to	8199	439 310 0458	to	0499	460 550 1909	to	1999
394 990 1810	to	1899	417 387 6532	to	6599	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	460 997 5234	to	5299
395 343 3264	to	3299	417 496 6800	to	6999	440 858 6300	to	6399	461 973 6443	to	6499
395 373 3035	to	3099	417 871 9250	to	9299	440 858 6420	to	7299	462 152 0107	to	0299
395 396 9649	to	9799	417 930 9533	to	9599	441 199 1655	to	1699	462 274 1072	to	1099
395 970 3240	to	3299	418 164 6500	to	6799	443 127 3648	to	3699	462 277 8373	to	8399
397 622 4054	to	4099	418 423 9863	to	9899	443 127 4000	to	4099	462 554 6051	to	6099
397 819 8902	to	8999	418 633 5922	to	5999	443 673 7900	to	7999	463 011 5529	to	5540
398 149 7200	to	7699	418 719 8520	to	8599	443 800 9335	to	9399	463 176 4115	to	4199
399 070 0872	to	0899	418 744 2235	to	2299	444 382 8822	to	8899	463 176 4229	to	4299
399 156 7119	to	7199	418 962 2848	to	2899	444 390 1667	to	1699	463 185 2600	to	2799
399 203 5064	to	5099	419 543 0286	to	0299	444 457 3854	to	3899	463 227 7711	to	7799
399 296 9910	to	9999	419 730 0300	to	0399	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	463 414 4869	to	4899
399 396 8935	to	8999	<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	450 048 4442	to	4699	463 808 3484	to	3499
399 792 7775	to	7799	420 599 0734	to	0798	450 560 5173	to	5199	463 945 7400	to	7899
399 792 8300	to	8399	420 661 4115	to	4199	450 620 3077	to	3099	464 629 9000	to	9399
<b>400 427 1051</b>	<b>to</b>	<b>1999</b>	420 758 9500	to	9699	450 620 3135	to	3199	464 711 4332	to	4399
401 045 1505	to	1549	420 969 3951	to	3971	450 780 2716	to	2799	465 692 3963	to	3999
401 045 1571	to	1599	420 969 3973	to	3999	450 801 2700	to	2799	465 698 8300	to	8599
401 294 2700	to	2799	421 116 3565	to	3599	451 109 2967	to	2984	465 743 7745	to	7799
401 310 9505	to	9599	421 130 9300	to	9399	451 115 4110	to	4125	466 798 6056	to	6067
401 382 5312	to	5399	421 313 4500	to	4999	451 115 4127	to	4199	467 147 4300	to	4399
402 578 7876	to	7899	421 364 5537	to	5599	451 746 0700	to	0799	468 079 5782	to	5799
403 125 6744	to	6799	421 656 2609	to	2699	452 265 0074	to	0099	469 067 2817	to	2899
403 260 7000	to	7499	421 988 9700	to	9799	452 265 0246	to	0299	469 127 8000	to	8199
403 280 6470	to	6499	422 172 4667	to	4699	452 265 0335	to	0999	469 213 0359	to	0399
403 685 8600	to	8699	422 484 4212	to	4299	452 509 1169	to	1199	469 213 0500	to	0599
404 003 0300	to	0399	422 556 1270	to	1299	452 855 6471	to	6499	469 561 8011	to	8099

469 658 1961	to	1999	488 206 4100	to	4199	602 829 7061	to	7099	625 088 6735	to	6799
469 666 9900	to	9999	488 226 0200	to	0299	603 483 9572	to	9599	625 916 9500	to	9799
469 678 1900	to	1999	488 709 3906	to	3999	603 490 7200	to	7299	625 968 8956	to	8999
469 781 4900	to	4999	488 855 8359	to	8399	603 678 7100	to	7199	627 005 3938	to	3999
469 947 6960	to	6999	489 181 8963	to	8999	603 678 7662	to	7699	627 384 3907	to	4099
<b>470 755 5800</b>	<b>to</b>	<b>5818</b>	489 223 2000	to	2099	603 678 7902	to	7999	627 496 7549	to	7599
471 918 0300	to	0999	489 311 1930	to	1999	603 678 8418	to	8499	627 708 3605	to	3699
471 985 2408	to	2419	489 318 6200	to	6300	603 678 8700	to	9999	627 776 2500	to	2599
472 191 6700	to	6799	489 384 0027	to	0099	604 086 0880	to	0899	628 226 3100	to	3199
472 270 2555	to	2599	489 427 0658	to	0899	604 349 1414	to	1499	628 814 4702	to	4799
472 987 0213	to	0241	489 997 5252	to	5299	604 503 7776	to	7799	628 851 9689	to	9699
472 987 0290	to	0299	<b>490 669 5850</b>	<b>to</b>	<b>6099</b>	605 520 9037	to	9099	629 510 7200	to	7299
473 151 2069	to	2199	490 717 7080	to	7099	605 685 4010	to	4099	629 964 4200	to	4294
473 666 9138	to	9199	490 721 6000	to	6099	605 988 6467	to	6499	<b>630 389 3056</b>	<b>to</b>	<b>3071</b>
473 952 3429	to	3499	490 793 1500	to	2099	607 689 7951	to	7960	630 463 0588	to	0599
474 108 5402	to	5499	490 886 8171	to	8199	607 728 1276	to	1299	631 459 9117	to	9199
474 356 5193	to	5299	490 977 9221	to	9240	608 727 7100	to	7199	631 762 9325	to	9399
474 949 3366	to	3399	491 258 8100	to	9099	608 727 7273	to	7599	632 217 4933	to	4999
475 134 9362	to	9399	491 567 1376	to	1399	608 813 9950	to	9999	632 500 0000	to	640 3999
475 167 9667	to	9699	492 254 4800	to	4899	609 067 5325	to	5399	633 110 4165	to	4199
475 319 3415	to	3499	492 283 5100	to	5199	609 067 5488	to	5499	633 110 4303	to	4499
475 319 3649	to	3799	492 610 6813	to	6899	609 067 5600	to	5699	633 438 6429	to	6599
475 340 6400	to	6599	493 394 5568	to	5599	609 289 6123	to	6199	633 588 7173	to	7182
475 424 8410	to	8499	493 470 2562	to	2599	609 438 4400	to	4499	634 725 0700	to	0799
475 629 9156	to	9199	493 473 7700	to	7799	609 493 1100	to	1199	634 803 3239	to	3299
475 850 6101	to	6199	493 716 2153	to	2199	609 766 8091	to	8999	634 807 2474	to	2499
475 875 2500	to	2599	494 206 2972	to	2999	609 825 4100	to	4115	634 827 5900	to	5999
476 169 8264	to	8299	494 217 3446	to	3999	609 884 2981	to	2999	634 886 3428	to	3499
476 189 3000	to	3499	494 224 0500	to	0599	609 893 1000	to	1099	635 559 3449	to	3499
476 331 2480	to	2499	495 145 0600	to	0699	<b>610 092 3200</b>	<b>to</b>	<b>3299</b>	636 289 6214	to	6299
477 289 8601	to	8699	496 209 7425	to	7499	610 582 4200	to	4299	636 634 8007	to	8042
477 681 5206	to	5299	496 213 8728	to	8799	611 879 6939	to	6999	637 150 1200	to	1299
478 010 4243	to	4268	496 474 5226	to	5248	612 291 8013	to	8099	637 562 5828	to	5899
478 010 4270	to	4291	497 053 8517	to	8699	612 751 5171	to	5199	638 042 1647	to	1699
478 450 5071	to	5099	497 854 8673	to	8699	612 751 5226	to	5299	638 049 4984	to	4999
478 469 7838	to	7858	498 449 8888	to	8899	612 751 6083	to	6099	638 318 1115	to	1199
478 469 7883	to	7899	498 929 8285	to	8499	612 751 6268	to	6299	638 318 1453	to	1499
479 280 9800	to	9899	498 936 5310	to	5399	612 751 6572	to	6599	638 885 0000	to	0299
479 365 9116	to	9176	499 016 5425	to	5499	612 774 2111	to	2199	638 903 4362	to	4373
479 412 9900	to	9999	499 440 8575	to	8899	612 774 2254	to	2299	639 415 1929	to	1999
479 667 6190	to	6199	499 731 6717	to	6799	612 774 2500	to	2599	639 415 2019	to	2099
479 748 9680	to	9699	<b>500 064 1858</b>	<b>to</b>	<b>1869</b>	614 469 0979	to	0999	639 420 6200	to	6299
479 860 7000	to	7199	500 070 5725	to	7799	614 474 3000	to	3099	639 469 3517	to	3799
<b>480 526 2000</b>	<b>to</b>	<b>2099</b>	501 058 0016	to	0026	614 521 3490	to	3499	639 605 2143	to	2199
480 640 6330	to	6399	501 331 0300	to	0399	614 645 1800	to	1899	639 657 8600	to	8799
480 658 0568	to	0599	502 227 7645	to	7699	614 832 1100	to	2099	<b>640 289 7500</b>	<b>to</b>	<b>7599</b>
480 689 5100	to	5199	502 424 0200	to	0499	615 017 7505	to	7599	640 289 7700	to	7999
481 072 9463	to	9499	502 424 0600	to	0699	617 711 6609	to	6699	641 170 4420	to	4499
481 673 0074	to	0095	503 003 2700	to	2899	617 760 5266	to	5299	641 318 3133	to	3199
482 527 1500	to	1599	503 194 5144	to	5153	617 813 3601	to	3699	641 378 6500	to	6999
482 541 5255	to	5299	503 790 9922	to	9948	618 840 9200	to	9299	641 383 8739	to	8799
482 729 6800	to	6899	504 045 4030	to	4099	619 551 7229	to	7299	641 877 3187	to	3299
483 363 7207	to	7299	504 166 0200	to	0599	619 859 3000	to	3099	641 877 3310	to	3399
483 402 2356	to	2399	504 240 1062	to	1399	<b>620 073 9400</b>	<b>to</b>	<b>9499</b>	642 355 8094	to	8199
483 486 5100	to	5199	504 805 3300	to	3499	621 614 7907	to	7930	642 355 8308	to	8999
483 632 1521	to	1599	505 893 7739	to	7799	621 614 7932	to	7999	642 900 0018	to	0099
483 632 2600	to	2799	505 893 7800	to	7999	621 648 8021	to	8199	643 030 6254	to	6299
483 849 1615	to	1699	506 124 0800	to	0999	621 648 8500	to	8599	644 066 0882	to	0899
484 174 4803	to	5299	506 165 7027	to	0099	621 904 8351	to	8599	644 069 0600	to	0699
484 323 8900	to	9199	508 488 6226	to	6299	621 916 1978	to	1989	644 077 7506	to	7699
484 680 5000	to	5038	<b>600 645 3223</b>	<b>to</b>	<b>3299</b>	622 989 8032	to	8099	644 085 8157	to	8199
484 680 5040	to	5074	601 339 1200	to	1399	623 076 9300	to	9399	644 112 9839	to	9899
484 680 5077	to	5099	601 653 5884	to	5899	623 819 5006	to	5099	644 373 9083	to	9099
485 029 4913	to	4999	601 661 7700	to	7799	623 895 8200	to	8399	644 380 1460	to	1499
486 176 0600	to	0699	601 682 5343	to	5399	623 917 0000	to	0099	644 733 4715	to	4799
486 559 7555	to	7599	601 928 1600	to	1699	623 917 0200	to	0299	644 900 9712	to	9799
486 696 3023	to	3199	602 512 2972	to	2999	624 468 5288	to	5299	644 901 0109	to	1299
488 173 7900	to	7999	602 555 2400	to	2799	624 665 3162	to	3198	644 901 1325	to	1399

644 923 6800	to	7799	663 938 9200	to	9299	690 941 6000	to	6199	740 241 9049	to	9099
644 932 4655	to	4699	664 253 8000	to	8499	691 313 6383	to	6399	740 252 9265	to	9294
645 318 7240	to	7499	664 656 3055	to	3099	691 313 6600	to	6699	740 255 1718	to	1799
645 333 1766	to	1799	665 174 6400	to	6499	691 582 8003	to	8099	740 277 0366	to	0392
645 790 8632	to	8699	665 274 8208	to	8299	691 664 1800	to	1999	740 332 7658	to	7671
645 821 0657	to	0699	665 669 5400	to	5499	691 664 2400	to	2499	740 348 6641	to	6658
645 930 7948	to	7999	666 132 8226	to	8299	692 727 9362	to	9399	740 351 4790	to	4799
645 975 0737	to	0762	666 696 2209	to	2299	692 798 1800	to	1899	740 374 7416	to	7499
646 242 6200	to	6299	666 696 2309	to	2399	693 249 0779	to	0799	740 470 2420	to	2443
646 270 7639	to	7799	667 032 9300	to	9399	693 249 0877	to	1699	740 514 0300	to	0499
646 798 4000	to	4999	667 729 5529	to	5599	693 445 0566	to	0999	740 523 7432	to	7449
647 048 7035	to	7099	668 383 8400	to	8699	693 448 8500	to	8999	740 535 1555	to	1580
647 049 2900	to	2999	<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	693 645 9583	to	9599	740 557 3570	to	3579
647 398 8300	to	8399	670 369 7336	to	7399	693 965 4200	to	4299	740 650 4104	to	4140
647 398 8481	to	8499	670 750 7169	to	7199	695 741 2906	to	2999	740 684 0620	to	0800
647 437 3000	to	4999	671 046 6200	to	6399	695 947 8518	to	8599	740 701 6105	to	6114
647 811 2188	to	2199	671 251 5448	to	5499	696 662 8247	to	8299	740 705 9790	to	9799
648 009 6057	to	6099	671 926 5600	to	5799	697 447 8285	to	8296	740 726 6400	to	6500
648 163 5300	to	5499	672 444 2000	to	2999	698 042 4816	to	4899	740 765 3306	to	3399
648 722 5283	to	5299	672 828 3410	to	3499	698 131 2138	to	2157	740 774 8434	to	8499
648 892 3164	to	3199	673 167 5776	to	5799	698 227 0000	to	0099	740 786 1885	to	1899
649 100 3989	to	3999	675 464 3700	to	3799	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	740 790 5989	to	5999
649 647 0370	to	0399	675 464 4000	to	4199	700 065 4800	to	4899	740 820 4854	to	7836
649 647 0522	to	0599	676 365 5958	to	5999	700 190 3350	to	3359	740 827 7578	to	7594
649 647 5237	to	5399	676 669 1024	to	1099	700 228 6048	to	6099	740 917 7490	to	7499
649 647 9100	to	9299	677 126 6734	to	6799	700 650 0452	to	0499	740 918 5531	to	5549
649 666 7800	to	8299	677 333 9979	to	9999	700 666 1323	to	1349	741 037 8528	to	8551
<b>650 114 7707</b>	<b>to</b>	<b>7719</b>	677 466 1088	to	1099	700 786 9106	to	9142	742 040 3300	to	3309
650 130 3400	to	3599	678 071 4500	to	4799	700 859 0744	to	0758	<b>805 885 8411</b>	<b>to</b>	<b>8499</b>
650 213 0406	to	0499	678 096 7531	to	7599	701 028 6780	to	6899	806 087 1100	to	1499
650 555 1749	to	1799	679 909 2578	to	2599	701 213 3900	to	3999	806 268 9275	to	9299
650 564 1900	to	1999	<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	701 267 2000	to	3999	806 534 3400	to	3477
650 627 4212	to	4299	680 244 0903	to	0999	701 335 7312	to	7399	807 342 3283	to	3399
650 736 2043	to	2099	680 412 6046	to	6099	701 369 2005	to	2050	808 086 7100	to	7199
650 739 1540	to	1699	680 761 6800	to	6899	701 499 2260	to	2299	808 090 3440	to	3499
651 741 4415	to	4499	681 677 0540	to	0699	701 503 2247	to	2299	808 325 5161	to	5699
651 882 2800	to	2899	682 070 1029	to	1099	701 541 2271	to	2299	808 784 8000	to	8299
652 754 6317	to	6399	682 956 6280	to	6299	701 553 6557	to	6599	<b>830 125 0672</b>	<b>to</b>	<b>0699</b>
653 131 4945	to	4999	682 956 6490	to	6599	701 578 7460	to	7469	830 602 5800	to	5999
653 426 3300	to	3399	682 956 6700	to	6799	701 578 7475	to	7499	830 610 3700	to	3799
653 455 4874	to	4899	682 965 1178	to	1199	701 601 3457	to	3499	830 983 3500	to	3599
654 238 0000	to	0399	682 965 1201	to	1299	701 605 5913	to	5999	830 983 3635	to	3699
654 404 3065	to	3092	683 118 2389	to	2399	701 695 3982	to	3999	831 354 1387	to	1399
654 962 2900	to	3199	683 378 2000	to	2099	701 695 4148	to	4199	831 815 8240	to	8299
655 103 5081	to	5199	683 378 2117	to	2299	701 695 4227	to	4299	832 525 3810	to	3899
655 523 2600	to	2999	683 415 1200	to	1499	701 708 1741	to	1799	833 159 1884	to	1899
656 305 2448	to	2499	683 444 8159	to	8199	701 736 3966	to	3999	833 456 2567	to	2599
657 347 4438	to	4999	685 154 7780	to	7789	701 772 0870	to	0899	833 566 3015	to	3071
657 710 8100	to	8999	685 297 7645	to	7699	701 838 2800	to	2899	834 130 5200	to	5299
657 780 0985	to	0999	685 623 5264	to	5299	701 941 0600	to	0699	834 316 5444	to	5499
658 586 1400	to	1499	685 650 9487	to	9499	702 171 1603	to	1699	834 354 8747	to	8766
658 877 8000	to	8199	685 669 4200	to	4299	702 195 5109	to	5199	834 354 8824	to	8838
658 880 8000	to	8199	685 757 8452	to	8499	702 254 9300	to	9399	835 269 5700	to	5799
659 398 7300	to	7399	686 071 2694	to	2799	702 264 7569	to	7599	835 496 7303	to	7399
659 706 8113	to	8199	686 176 3333	to	3354	702 519 0513	to	0524	835 539 5200	to	5999
659 846 7837	to	7899	686 372 3200	to	3299	702 713 1800	to	1809	835 813 3015	to	3099
<b>660 510 4100</b>	<b>to</b>	<b>4199</b>	686 644 5879	to	5899	702 821 5730	to	5799	837 672 8967	to	8999
660 673 0400	to	0599	686 899 1371	to	1399	702 821 5805	to	5899	837 784 3282	to	3299
661 488 5000	to	5099	686 931 7636	to	7699	702 844 6975	to	6994	838 176 8377	to	8399
661 609 9100	to	9199	687 601 0973	to	0999	702 846 6331	to	6399	838 518 1257	to	1299
661 716 9420	to	9499	687 614 6774	to	6799	702 848 3900	to	3999	839 718 8257	to	8299
661 906 6522	to	6599	688 120 9000	to	9999	702 857 7302	to	7499	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>
662 021 8332	to	8399	688 314 3107	to	3191	702 878 0114	to	0199	840 875 6235	to	6299
662 068 0700	to	0899	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	703 364 1707	to	1799	840 910 0900	to	0999
662 553 0774	to	0799	690 788 2877	to	2899	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>	841 349 5000	to	5099
663 078 7034	to	7099	690 893 5344	to	5399	740 119 2275	to	2284	841 805 7747	to	7899
663 763 5300	to	5399	690 893 5512	to	5599	740 130 6688	to	6698	841 805 7944	to	8099
663 883 7039	to	7499	690 904 1300	to	1599	740 144 2780	to	2795	842 226 0685	to	0695

842 685 4600	to	4699	862 271 5000	to	5099	906 158 1508	to	1599	919 889 5178	to	5199
842 685 4742	to	4999	863 871 5138	to	5199	906 558 8812	to	8899	919 889 5030	to	5070
842 860 0300	to	0399	863 949 5300	to	5399	906 982 2214	to	2299	919 889 5090	to	5099
842 898 5582	to	5599	864 088 8200	to	8299	907 725 8500	to	8599	919 915 2774	to	2787
843 062 7100	to	7199	864 426 3972	to	3999	907 815 0216	to	0257	<b>920 155 4662</b>	<b>to</b>	<b>4687</b>
843 077 6288	to	6299	864 520 6117	to	6136	908 622 4225	to	4235	920 309 9039	to	9199
843 077 6378	to	6399	865 151 0526	to	0599	908 936 9254	to	9299	920 771 5321	to	5399
843 758 5769	to	5778	865 500 4034	to	4099	909 066 4494	to	7499	920 857 5500	to	5899
843 786 2554	to	2699	865 883 6082	to	6099	909 067 7400	to	7499	920 864 3480	to	3499
845 656 8165	to	8199	866 004 3000	to	3999	909 100 1787	to	1799	920 963 4567	to	4599
845 727 2100	to	2199	866 442 4100	to	4899	909 100 1900	to	2099	921 333 7400	to	7499
845 746 2618	to	2635	867 366 9108	to	9118	909 355 0422	to	0499	921 477 3762	to	3799
846 390 7531	to	7599	867 633 7403	to	7499	909 568 8900	to	9099	922 278 1048	to	1399
846 918 0572	to	0599	867 737 5623	to	5699	909 568 9300	to	9499	922 280 2019	to	2099
847 237 7690	to	7699	868 169 4529	to	4599	909 725 7307	to	7399	922 280 2233	to	2299
847 284 2481	to	2499	868 173 8400	to	8599	909 833 0947	to	0999	922 773 0459	to	0499
847 374 7055	to	7065	868 514 9000	to	9099	<b>910 219 8631</b>	<b>to</b>	<b>8699</b>	923 032 7000	to	7399
847 374 7055	to	7065	868 566 9200	to	9299	910 265 1100	to	1199	923 045 3630	to	3699
847 636 5304	to	5399	869 200 0000	to	9999	910 471 7273	to	7299	923 484 3600	to	3699
847 700 5447	to	5499	869 387 1150	to	1199	910 536 2505	to	2599	923 493 9403	to	9599
847 723 7500	to	7599	869 505 3500	to	3599	910 958 7499	to	7599	923 493 9681	to	9699
849 485 3427	to	3499	869 523 7033	to	7099	911 140 1000	to	2199	923 604 4424	to	4499
849 520 9850	to	9899	869 566 6150	to	6167	911 245 2545	to	2599	923 810 7800	to	8299
849 608 1357	to	1399	869 800 0000	to	999 9999	911 268 9077	to	9099	924 252 1200	to	1299
849 792 2600	to	2699	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>	911 400 8948	to	8999	924 252 1400	to	1499
<b>850 546 1862</b>	<b>to</b>	<b>1899</b>	870 491 4812	to	4849	911 508 1620	to	1799	924 533 0711	to	0799
851 143 6826	to	6844	870 536 5820	to	5829	911 509 9310	to	9399	924 533 2343	to	2399
851 209 9880	to	9899	870 541 7167	to	7239	911 523 3000	to	3999	924 533 2428	to	2499
851 928 9221	to	9299	870 575 8155	to	8999	912 057 9922	to	9999	924 685 1957	to	1999
852 589 6560	to	6599	870 589 0485	to	0494	912 882 0563	to	0899	924 946 6300	to	6699
853 049 3646	to	3699	870 691 7060	to	7099	913 605 2218	to	2299	925 333 5900	to	6099
854 304 4089	to	4999	872 028 4850	to	4899	913 709 2429	to	2499	925 336 2300	to	2399
854 529 2200	to	2299	872 029 9306	to	9399	913 818 3501	to	3999	926 432 5907	to	5999
854 532 0000	to	2999	872 078 3709	to	3799	914 063 4300	to	4399	926 436 3600	to	3699
855 001 6204	to	6249	872 100 0445	to	0459	914 346 7621	to	7644	927 765 6257	to	6299
855 319 9364	to	9399	<b>900 556 4178</b>	<b>to</b>	<b>4199</b>	914 453 1366	to	1399	928 197 8100	to	8199
855 361 3390	to	3399	900 845 0044	to	0099	914 529 6185	to	6299	928 197 8283	to	8299
856 226 0490	to	0499	900 936 0217	to	0299	914 896 4658	to	4699	928 856 2059	to	2068
856 656 5800	to	5999	900 936 0435	to	0499	915 187 8774	to	8779	<b>930 219 1722</b>	<b>to</b>	<b>1799</b>
856 752 0200	to	0299	901 058 5255	to	5280	915 300 2783	to	2799	930 335 7810	to	7819
857 111 1352	to	1399	901 273 1082	to	1099	915 546 6822	to	6999	931 097 9259	to	9299
857 279 3450	to	3499	901 287 5143	to	5199	915 646 5183	to	5199	931 156 1502	to	1579
857 843 4000	to	4099	901 291 2789	to	2799	915 671 3963	to	3980	931 156 1600	to	1625
858 124 7644	to	7699	901 525 7122	to	7199	915 671 3982	to	3999	931 156 1671	to	1699
858 756 3111	to	3299	902 089 1253	to	1299	915 675 2217	to	2299	932 506 6400	to	6599
859 063 8200	to	8699	902 198 9769	to	9799	916 440 3377	to	3399	932 732 1796	to	1799
859 190 0600	to	0644	902 948 1269	to	1299	916 670 6352	to	6399	932 827 9026	to	9099
859 437 5538	to	5599	902 985 0833	to	0899	916 682 5300	to	5399	932 957 2300	to	2399
859 811 2888	to	2899	903 370 6934	to	6999	916 694 1414	to	1499	933 060 6160	to	6189
859 855 8873	to	8999	904 600 6523	to	6599	916 703 0802	to	0821	933 387 2541	to	2561
<b>860 240 8520</b>	<b>to</b>	<b>8599</b>	904 892 0378	to	0399	917 089 0709	to	0799	933 760 3609	to	4199
860 275 3900	to	3999	904 892 0648	to	1299	917 089 0842	to	0899	933 894 0928	to	0999
860 518 9629	to	9699	905 056 2216	to	2299	917 216 2928	to	2999	934 018 2729	to	2741
860 600 0021	to	0999	905 510 6647	to	6799	917 370 6300	to	6499	934 180 0300	to	0399
861 158 2350	to	2599	905 510 6900	to	7099	917 486 4900	to	4999	934 236 3954	to	3999
861 367 5400	to	5499	905 794 0000	to	0199	918 460 0602	to	0699	934 622 8717	to	8999
861 637 6010	to	6099	905 794 0288	to	0299	918 951 7231	to	7299	935 216 0312	to	0399
861 979 7292	to	7499	905 873 6900	to	6999	919 519 2786	to	2799	935 843 2202	to	2247
862 216 6100	to	6199	905 873 7100	to	7299	919 536 0770	to	0799	936 024 8889	to	8899
862 263 9213	to	9299	905 880 8900	to	8999	919 814 3095	to	3199	936 339 4455	to	4499
862 271 0800	to	0999	905 889 7100	to	7199	919 889 5110	to	5134			

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

752 206 861	to	7 100	762 593 431	to	3 460	773 348 739	to	8 940	803 729 731	to	9 850
752 295 241	to	5 600	763 155 160	to	5 180	773 575 891	to	5 950	803 747 402	to	7 520
752 731 351	to	1 410	763 178 631	to	8 660	773 852 971	to	3 030	804 138 181	to	8 420
752 767 441	to	7 470	763 506 001	to	6 060	775 373 449	to	3 460	804 428 224	to	8 250
753 008 941	to	9 030	763 522 141	to	2 470	<b>789 257 191</b>	<b>to</b>	<b>7 250</b>	804 682 411	to	2 710
753 194 311	to	4 370	763 717 694	to	7 800	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	805 272 525	to	2 540
753 620 378	to	0 400	763 826 461	to	6 520	790 597 485	to	7 530	805 523 445	to	3 460
754 013 917	to	3 940	763 900 460	to	0 471	790 911 883	to	1 900	805 745 704	to	5 730
754 161 061	to	1 120	763 900 479	to	0 530	791 057 441	to	7 550	806 452 907	to	2 980
754 358 445	to	8 610	763 917 271	to	7 750	791 239 081	to	9 290	806 744 781	to	4 850
754 410 451	to	0 660	764 125 801	to	5 860	791 374 483	to	4 500	806 982 181	to	2 300
754 438 393	to	8 410	764 284 525	to	4 560	791 387 971	to	8 030	807 764 791	to	4 910
754 493 109	to	3 130	764 526 241	to	6 330	791 447 521	to	7 850	808 089 931	to	9 960
754 664 182	to	4 220	764 601 421	to	1 600	791 451 151	to	1 240	808 656 423	to	6 450
754 816 377	to	6 470	764 650 231	to	0 470	791 500 009	to	0 470	808 753 771	to	3 800
755 487 421	to	7 600	764 984 371	to	4 850	791 771 431	to	1 490	809 189 001	to	9 010
755 592 901	to	3 140	765 003 667	to	3 680	792 004 293	to	4 320	809 886 879	to	6 930
755 790 020	to	0 030	765 042 517	to	2 540	792 018 379	to	8 420	809 890 489	to	0 500
755 791 730	to	1 800	765 194 728	to	4 970	792 070 621	to	0 740	<b>810 323 734</b>	<b>to</b>	<b>3 760</b>
755 926 951	to	7 070	765 387 365	to	7 450	792 145 211	to	5 230	810 367 116	to	7 140
755 934 332	to	4 510	765 541 801	to	2 100	792 391 381	to	1 620	810 526 351	to	6 500
755 957 701	to	8 000	765 638 461	to	8 970	792 452 779	to	2 790	810 806 911	to	6 940
755 962 981	to	3 280	765 647 101	to	7 190	792 772 728	to	2 770	810 807 211	to	7 240
756 035 371	to	5 490	765 813 781	to	4 029	792 903 511	to	3 990	811 423 021	to	3 110
756 301 257	to	1 290	765 879 314	to	9 390	793 282 518	to	2 533	811 517 221	to	7 239
756 371 565	to	1 580	765 954 001	to	4 030	794 041 831	to	2 040	811 721 101	to	1 130
756 876 031	to	6 120	766 120 286	to	0 320	794 397 709	to	7 780	812 025 721	to	5 900
756 876 151	to	6 240	766 125 716	to	5 750	794 581 741	to	2 040	812 093 073	to	3 130
756 970 129	to	0 140	766 158 824	to	8 840	794 592 122	to	2 150	812 100 821	to	0 840
757 059 613	to	9 630	766 388 433	to	8 460	795 032 251	to	2 340	812 465 251	to	5 610
757 078 540	to	8 560	766 509 421	to	9 660	795 796 291	to	6 350	812 918 341	to	8 670
757 086 209	to	6 240	766 572 901	to	3 020	796 070 139	to	0 160	812 918 701	to	8 760
757 240 591	to	0 650	766 748 500	to	8 521	796 143 151	to	3 630	813 050 491	to	0 520
757 277 371	to	7 700	767 024 341	to	4 370	796 159 725	to	9 740	813 073 171	to	3 200
757 291 591	to	2 730	767 326 471	to	6 590	796 169 306	to	9 340	813 398 476	to	8 550
757 964 251	to	4 280	767 332 561	to	2 950	796 373 406	to	3 430	813 713 971	to	4 000
758 067 001	to	7 090	768 009 841	to	9 960	796 602 961	to	3 050	813 858 121	to	8 150
758 105 221	to	5 250	768 011 489	to	1 520	796 708 441	to	8 500	814 789 330	to	9 349
758 324 941	to	5 000	768 177 980	to	7 990	796 886 281	to	6 430	814 984 656	to	4 680
758 593 628	to	3 650	768 391 081	to	1 170	796 901 701	to	2 000	815 016 020	to	6 030
758 709 038	to	9 060	768 661 569	to	1 650	796 975 466	to	5 590	815 199 410	to	9 420
758 744 101	to	4 160	769 000 051	to	0 080	797 272 917	to	2 950	815 240 491	to	0 520
758 850 883	to	0 900	769 050 841	to	0 900	797 519 441	to	9 460	815 755 591	to	5 620
758 860 951	to	1 550	769 159 081	to	9 178	797 519 731	to	0 240	815 755 622	to	5 650
759 152 851	to	2 880	769 737 496	to	7 510	797 535 181	to	5 330	815 806 381	to	6 680
759 740 941	to	1 090	769 778 491	to	8 730	797 646 151	to	6 180	816 126 834	to	6 870
<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	769 827 331	to	7 450	798 040 053	to	0 080	816 156 721	to	6 780
760 118 191	to	8 250	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	798 055 813	to	5 830	816 580 903	to	0 920
760 155 001	to	5 090	770 723 281	to	3 400	798 055 891	to	5 950	816 945 571	to	5 600
760 378 002	to	8 020	770 790 451	to	0 480	798 326 371	to	6 520	817 253 011	to	3 280
760 692 722	to	2 749	770 915 150	to	5 490	798 339 167	to	9 210	817 763 881	to	4 060
761 055 460	to	5 480	771 455 551	to	5 610	798 562 411	to	2 440	818 330 562	to	0 610
761 169 781	to	9 810	771 609 661	to	9 690	798 632 461	to	2 490	818 459 641	to	9 670
761 504 941	to	5 120	771 932 551	to	2 580	798 807 151	to	7 510	818 926 273	to	6 320
761 516 836	to	6 910	772 057 224	to	7 440	798 944 761	to	5 030	818 950 351	to	0 380
761 613 588	to	3 600	772 162 660	to	3 070	799 118 616	to	8 640	818 962 492	to	2 530
761 688 631	to	8 690	772 718 615	to	8 640	799 133 191	to	3 220	819 032 341	to	2 730
761 805 199	to	5 240	772 940 140	to	0 160	799 177 626	to	7 650	819 127 054	to	7 080
761 826 106	to	6 120	772 970 886	to	0 940	799 854 751	to	5 200	819 278 540	to	8 670
761 881 171	to	1 560	773 009 419	to	9 430	<b>800 044 320</b>	<b>to</b>	<b>4 410</b>	819 544 681	to	4 740
761 975 641	to	5 670	773 112 031	to	2 060	800 211 901	to	2 440	819 928 441	to	8 650
761 975 886	to	5 895	773 125 387	to	5 410	800 427 530	to	7 540	<b>820 034 406</b>	<b>to</b>	<b>4 430</b>
762 304 144	to	4 170	773 179 320	to	9 410	800 872 741	to	2 830	820 070 761	to	1 540
762 324 931	to	4 960	773 202 989	to	3 140	801 349 801	to	9 830	820 191 342	to	1 360
762 439 261	to	9 290	773 208 991	to	9 290	801 676 681	to	7 100	820 274 856	to	4 880
762 524 158	to	4 220	773 231 311	to	1 340	802 967 821	to	7 940	820 600 171	to	0 230
762 584 872	to	4 970	773 348 739	to	8 940	803 217 601	to	7 780	821 172 241	to	2 360

821 229 661	to	9 720	824 156 325	to	6 340	827 291 502	to	1 520	828 830 952	to	0 963
821 229 743	to	9 780	824 511 252	to	1 270	827 575 381	to	5 470	828 939 781	to	0 050
821 903 731	to	3 910	824 588 281	to	8 370	827 609 085	to	9 100	829 002 721	to	2 870
821 927 841	to	7 850	825 140 397	to	0 460	827 619 811	to	9 840	829 005 301	to	5 540
822 505 801	to	5 830	825 409 651	to	9 680	827 883 511	to	3 600	829 080 241	to	0 330
822 703 442	to	3 470	825 472 171	to	2 200	828 160 441	to	0 530	829 160 986	to	1 000
822 900 991	to	1 020	826 042 898	to	2 920	828 376 201	to	6 260	829 176 841	to	6 930
822 925 951	to	6 100	826 226 644	to	6 670	828 441 602	to	1 630	829 471 561	to	1 590
823 284 931	to	4 990	826 582 951	to	3 430	828 539 316	to	9 340	829 561 065	to	1 080
823 293 031	to	3 210	826 720 201	to	0 230	828 539 341	to	9 370	829 566 481	to	6 510
823 556 011	to	6 100	827 005 671	to	5 830	828 732 331	to	2 390	829 569 931	to	9 960
824 078 341	to	8 370	827 287 861	to	7 950	828 807 781	to	7 840			

— Criminal Investigations Group, Postal Inspection Service, 5-3-12

## 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 [www.usps.com/shop/accepting-money-orders.htm](http://www.usps.com/shop/accepting-money-orders.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,  
Channel Access, 5-3-12

## Counterfeit Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— Criminal Investigations Group,  
Postal Inspection Service, 5-3-12

## Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— Criminal Investigations Group,  
Postal Inspection Service, 5-3-12

## 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 deter-

mine 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.

### Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09319	Close	05/03/2012	

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
09002	A1-B-C-D-H-M-R-U	09069	A-A1-B-C-D-H-U-V	09173	A1-B-C-D-H-M-R-U	09311	A-A1-B-C1-E2-F-H1-M-R-V-Z1
09003	A1-B-C-D-H-M-P-R-U	09075	A1-B-C-D-H-M-R-U	09177	A1-B-C-D-H-M-R-U	09313	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09004	A1-B-C-D-H-M-R-U	09079	A1-B-C-D-H-M-R-U	09180	A1-B-C-D-H-M-R-U	09314	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09005	A1-B-C-D-H-M-P-R-U	09081	A1-B-C-D-H-M-R-U	09186	A1-B-C-D-H-M-R-U	09320	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09006	A1-B-C-D-H-M-R-U	09088	A1-B-C-D-H-M-R-U	09211	A1-B-C-D-H-M-P-R-U	09323	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09007	A1-B-C-D-H-M-R-U	09090	A1-B-C-D-H-M-P-R-U	09213	A1-B-C-D-H-M-R-U	09327	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09008	A-A1-B-C-D-H-M-P-R-U	09092	A1-B-C-D-H-M-R-U	09214	A1-B-C-D-H-M-R-U	09328	A-A1-B-C1-E2-F-H1-R-R1-V-Z1
09009	A1-B-C-D-H-M-R-U	09094	A1-B-C-D-H-M-P-R	09226	A1-B-C-D-H-M-R-U	09330	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09011	A1-B-C-D-H-M-R-U	09095	A1-B-C-D-H-M-R-U	09227	A1-B-C-D-H-M-R-U	09337	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09012	A1-B-C-D-H-M-R-U	09096	A1-B-C-D-H-M-R-U	09229	A1-B-C-D-H-M-R-U	09338	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1
09013	A1-B-C-D-F-F1-H-M-R-U-Z1	09099	A1-B-C-D-H-M-R-U	09237	A1-B-C-D-H-M-R-U-V	09339	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-C-D-H-M-R-U	09100	A1-B-C-D-H-M-R-U	09245	A1-B-C-D-H-M-R-U	09340	A-A1-B-C1-F-H-R-V
09020	A1-B-C-D-H-M-R-U	09102	A1-B-C-D-H-M-R-U	09250	A1-B-C-D-H-M-R-U	09343	A-A1-B-C1-F-M-N-V-Z1
09021	A1-B-C-D-H-M-R-U	09103	A1-B-C-D-H-U	09261	A1-B-C-D-F1-H-M-R-U-V	09347	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-C-D-H-M-R-U	09104	A1-B-C-D-H-M-R-U	09263	A1-B-C-D-H-M-R-U	09348	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z1
09033	A1-B-C-D-H-M-R-U	09107	A1-B-C-D-H-M-R-U	09264	A1-B-C-D-H-M-R-U	09352	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-C-D-H-M-R-U	09112	A1-B-C-D-H-M-R-U	09265	A1-B-C-D-H-M-N-R-U	09353	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09038	A1-B-C-D-H-M-R-U	09114	A1-B-C-D-H-M-R-U	09267	A1-B-C-D-H-M-R-U	09354	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-C-D-H-M-R-U	09123	A1-B-C-D-H-M-R-U	09301	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1		
09046	A1-B-C-D-H-M-R-U	09126	A1-B-C-D-H-M-P-R	09302	A-A1-B-C1-F-F1-H-M-N-V-Z-Z1		
09049	A1-B-C-D-H-M-R-U	09128	A1-B-C-D-H-M-R-U	09306	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1		
09053	A1-B-C-D-H-M-R-U	09131	A1-B-C-D-H-M-R-U	09307	A1-B-N-V-Z1		
09054	A1-B-C-D-H-M-R-U	09136	A1-B-C-D-F1-H-M-P-R	09308	A-A1-B-C1-E2-F-H1-I-M-N-R-V-Z-Z1		
09055	A1-B-C-D-F-H-M-R-R1-U-V	09137	A1-B-C-D-H-M-R-U	09309	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1		
09058	A1-B-C-D-H-M-R-U	09138	A1-B-C-D-H-M-R-U	09310	A-A1-B-C1-E2-F-H1-M-R-V-Z1		
09059	A1-B-C-D-H-M-R-U	09139	A1-B-C-D-H-M-R-U				
09060	A1-B-C-D-F1-H-M-R-U	09140	A1-B-C-D-H-M-R-U				
09063	A1-B-C-D-L-H-M-R-U	09142	A1-B-C-D-H-M-R-U				
09067	A1-B-C-D-H-M-R-U	09143	A1-B-C-D-H-M-R-U				
09068	A1-B-C-D-H-U-Z1	09154	A1-B-C-D-H-M-R-U				
		09172	A1-B-C-D-H-M-R-U				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09355	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-B-V	09618	A1-B-C-F-U	09734	A-A1-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09356	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-V	09620	A1-B-C-F-U	09735	A1-B-N-V-Z1
09357	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-B-V	09621	A1-B-C-F-U	09736	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09360	A1-B-V	09505	A1-B-V	09622	A1-B-C-F-U	09737	A-A1-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z-Z1
09363	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-B-V	09623	A1-B-C-F-U	09738	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09364	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09507	A1-B-V	09624	A1-B-C-F-U	09739	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09365	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09625	A1-B-C-F-U	09741	A-A1-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1
09366	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V	09626	A1-B-C-F-U	09742	A-A1-B-B2-F-F1-J-L-M-N-R-T-V-Z1
09367	A-A1-B-B2-C1-E2-F-H1-M-R-R1-V-Z1	09510	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09627	A1-B-C-F-U	09743	A-A1-B-F-H-N-Q-V-Z-Z1
09368	A-A1-B-C1-E2-F-H1-M-N-R-V-Z1	09511	A1-B-V	09630	A1-B-C-F-U-V	09744	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09369	A-A1-B-C1-E2-F-H1-M-R-R1-V	09513	A1-B-F-F1-R-R1-V	09631	A1-B-C-F-U	09745	A-A1-B-F-F1-M-N-R-R1-V-Z1
09370	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09517	A1-B-F-F1-R-R1-V	09633	A1-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1	09747	A1-B-F-J-N-U-V-Z1
09372	A-A1-B-C1-E2-F-H1-M-R-R1-V	09524	A1-B-F-F1-R-R1-V	09636	A1-B-C-F-U	09748	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09373	A-A1-B-C1-E2-F-H1-M-R-R1-V	09532	A1-B-F-F1-R-R1-V	09642	A1-B-M-N-R-U	09749	A-A1-B-F-H-N-V-Z1
09374	A-A1-B-C1-E2-F-H1-I-M-N-R-V-Z-Z1	09534	A1-B-F-F1-R-R1-V	09643	A1-B-M-R-U-V	09750	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09378	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09543	A1-B-F-F1-R-R1-V	09645	A1-B-C-F-F1-U	09751	A1-B-C-D-H-M-R-U
09380	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09545	A1-B-V	09647	A1-B-N-R-U	09752	A1-B-C-D-H-U
09382	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09549	A1-B-V	09648	A1-B-N-U-V-Z1	09758	A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1
09383	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09554	A1-B-F-F1-R-R1-V	09649	A1-B-N-U-Z1	09759	A-A1-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1
09384	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09556	A1-B-F-F1-R-R1-V	09701	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09762	A-A1-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1
09387	A-A1-B-C1-E2-F-H1-M-R-V	09557	A1-B-F-F1-R-R1-V	09702	A1-B-C-C1-F1-M-R-R1-U	09769	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1
09393	A-A1-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09564	A1-B-F-F1-R-R1-V	09703	A1-B-C-F1-H-U	09777	A-A1-B-C-E1-M-N-R
09394	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1	09565	A1-B-F-F1-R-R1-V	09704	A1-B-C-V-V1	09780	A-A1-B-F-H-N-R-V
09397	A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z-Z1	09566	A1-B-F-F1-R-R1-V	09705	A1-B-U	09798	A1-B-C-D-H-L-U-V
09403	A1-B-C-C1-M-R-U	09567	A1-B-F-F1-R-R1-V	09706	A1-B-C-N-R-U-V	09801	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1
09421	A1-B-C-C1-M-R-U	09568	A1-B-V	09707	A1-B-C-J-M-N-R-U-V	09803	A1-B-E2-E3-F-F1-I-N-R-R1-U1-V-Z1
09447	A1-B-C-C1-R-U-V	09569	A1-B-F-F1-R-R1-V	09708	A1-B	09804	A-A1-B-F-F1-N-R-V-Z1
09454	A1-B-C-C1-M-R-U-V	09570	A1-B-F-F1-R-R1-V	09709	A1-B-F1-H	09805	A-B-F-F1-R-R1-V-Z1
09459	A1-B-C-C1-M-R-U	09573	A1-B-F-F1-R-R1-V	09710	A1-B-C-C1-F1-M-N-R-R1-U	09806	A-A1-B-C1-E2-F-H1-L-M-N-R-R1-V-Z1
09461	A1-B-C-C1-M-P-R-U	09574	A1-B-F-F1-R-R1-V	09711	A1-B-F1-N-R-Z1	09807	A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1
09463	A1-B-C-C1-R-U	09575	A1-B-F-F1-R-R1-V	09713	A1-B-C-F1-R	09809	A1-B-V-Z1
09464	A1-B-C-C1-R-U	09576	A1-B-F-F1-R-R1-V	09714	A1-B-C-C1-F1-M-R-R1-U	09810	A-A1-B-F-F1-N-R-V-Z1
09468	A1-B-C-C1-M-R-U	09577	A1-B-V	09715	A1-B-F1-M-R	09811	A1-B-E2-E3-F-F1-N-R-R1-U1-V-Z1
09469	A1-B-C-C1-R-U	09578	A1-B-F-F1-R-R1-V	09716	A1-B-C-M-N-R-V	09812	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09470	A1-B-C-C1-M-R-U	09579	A1-B-F-F1-R-R1-V	09717	A-A1-B-M-R-V-W	09813	A-A1-B-B2-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1
09494	A1-B-C-C1-M-R-U	09581	A1-B-F-F1-R-R1-V	09718	A1-B-F-M-N-R-U-V	09814	A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09496	A1-B-C-C1-R-U-V	09582	A1-B-F-F1-R-R1-V	09719	A1-B-C-D-M-R-U-V		
09498	A1-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09586	A1-B-F-F1-R-R1-V	09720	A1-B-M-R-U-V		
09501	A1-B-V	09587	A1-B-F-F1-R-R1-V	09721	A1-B-N-R-U-V-Z1		
		09588	A1-B-V	09722	A-A1-B-F-H-N-Q-V-Z-Z1		
		09589	A1-B-V	09723	A1-B-M-N-R-U-V-Z1		
		09590	A1-B-V	09724	A1-B-C-C1-F1-M-R-R1-U		
		09591	A1-B-F-F1-R-R1-V	09726	A1-B-M-N-R-U-V		
		09593	A1-B-V	09727	A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1		
		09594	A1-B-V	09728	A-A1-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1		
		09599	A1-B-F-F1-R-R1-V	09729	A1-B-C-F-N-R-R1-U-V		
		09602	A1-B-C-F-F1-N-R-U-V	09730	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1		
		09603	A1-B-C-F-F1-R-U-V	09731	A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1		
		09604	A1-B-C-F-F1-P-R-U-V	09732	A1-B-N-V-Z1		
		09605	A1-B-C-D-H-M-R-U-V	09733	A1-B-N-V		
		09606	A1-B-C-D-H-M-R-U-V				
		09607	A-A1-B-C-F-F1-M-R-R1-U-U3-V-W				
		09608	A1-B-C-F-N-U-V				
		09609	A1-B-C-F-U				
		09610	A1-B-C-F-F1-M-R-U-V				
		09613	A1-B-C-F-U-V				
		09617	A1-B-C-F-U				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09815	A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1	09871	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34060	A1-B-B2-C1-E2-F-J-L-N-R-R1-T-V-Z1	96350	A1-B-F-F1-F2-H-M-W
09816	A-A1-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1	09872	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34078	A1-B-F1-N-V-Z1	96351	A1-B-F-F1-F2-H-M-W
09817	A-A1-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09873	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34090	A1-B-F-F1-R-R1-V	96362	A1-B-F-F1-F2-M-W
09818	A-A1-B-C-F-M-V-Z1	09874	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34091	A1-B-F-F1-R-R1-V	96365	A1-B-M-V-W
09820	A-A1-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1	09875	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1	34092	A1-B-F-F1-R-R1-V	96367	A1-B-L-M-W
09821	A-A1-B-F-N-R-V-Z1	09876	A-A1-B-C1-E2-F-H1-I-M-N-P-R-R1-T-U-U4-V-Z-Z1	34093	A1-B-F-F1-R-R1-V	96368	A1-B-M-W
09822	A-A1-B-F-R-V-Z1	09880	A-A1-B-C1-E2-F-H1-R-R1-U-V-Z1	34095	A1-B-V	96370	A1-B-F-F1-F2-H-M-W
09823	A-A1-B-F-R-V-Z1	09890	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	34098	A1-B-V	96372	A1-B-M-W
09824	A-A1-B-F-R-V-Z1	09892	A-A1-B-E2-F-N-R-R1-V-Z1	34099	A1-B-V	96373	A1-B-M-W
09825	A-A1-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1	09898	A1-B-E2-F-H1-N-R-R1-U2-V-Z1	96201	A-A1-B	96374	A1-B-M-W
09826	A-A1-B-B2-C1-E1-E2-E3-F-L-M-N-R-R1-T-V-W-Z1	34002	A1-B-J-L-N-U-Z1	96202	A-A1-B-U	96375	A1-B-M-W
09827	A-A1-B-F-F1-N-R-V-Z1	34004	A1-B-J-L-N-T-U-V	96203	A-A1-B	96376	A1-B-M-W
09828	A1-B-J-L-N-T-V-Z1	34006	A-A1-B-C1-F1-N-V-Z1	96204	A-A1-B	96377	A1-B-M-W
09829	A1-B-C-N-R-V-Z1	34007	A-A1-B-C1-F-F1-M-N-R-R1-V-Z1	96205	A-A1-B-U	96378	A1-B-M-W
09830	A1-B-C-M-N-R-V-Z1	34008	A1-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1	96206	A-A1-B-U	96379	A1-B-M-W
09831	A1-B-F-N-U-V-Z1	34011	A1-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1	96207	A-A1-B-U	96384	A1-B-M-W
09832	A-A1-B-U1-V-Z1	34020	A1-B-J-L-M-N-U-V-Z1	96209	A-A1-B-J-L-N-T-U	96386	A1-B-M-W
09833	A1-B-U1-V-Z1	34021	A1-B-J-L-M-N-U-V-Z1	96213	A-A1-B-U	96387	A1-B-M-W
09834	A1-B-F-F1-R-R1-V-Z1	34022	A1-B-D-F-J-L-M-N-U-V-Z1	96214	A-A1-B-U	96388	A1-B-M-W
09835	A-A1-B-V-Z1	34023	A1-B-J-L-M-N-U-V-Z1	96218	A-A1-B-U	96401	A1-B-F-N-V-Z1
09836	A-A1-B-C-F-M-V-Z1	34024	A1-B-L-M-N-U-V-Z1	96224	A-A1-B-U	96426	A-A1-B-C1-E2-F-H1-M-R-V
09837	A1-B-V-Z1	34025	A1-B-F-J-L-M-N-U-V-Z1	96257	A-A1-B-U	96427	A-A1-B-C1-E2-F-H1-M-R-R1-V
09838	A1-B-V-Z1	34030	A1-B-J-L-M-N-U-V-Z1	96258	A-A1-B-U	96447	A1-B-F-N-U3-V-V1
09839	A-A1-B-U-V-Z1	34031	A1-B-J-L-M-N-U-V-Z1	96262	A-A1-B-U-V	96501	A-A1-B-N-V
09840	A-A1-B-V-Z1	34032	A1-B-J-L-M-N-T-U-V-Z1	96264	A-A1-B-U	96502	A1-B-F-N-U3-V
09841	A-A1-B-N-R-U-Z1	34033	A1-B-C-F-J-L-M-N-V-Z1	96266	A-A1-B-U	96503	A1-B-F-N-U3-V
09842	A-A1-B-M-N-R-Z1	34034	A1-B-J-L-M-N-V-Z1	96267	A-A1-B-U-V	96507	A-A1-B-F-V
09844	A-A1-B-C-F-N-U-V-Z1	34035	A1-B-H-J-L-M-N-U-V-Z1	96269	A-A1-B-U	96510	A1-B-I-N-V
09845	A-A1-B-B2-E3-F-F1-L-M-N-T-V-Z1	34036	A1-B-J-L-M-N-U-V-Z1	96271	A-A1-B-U	96511	A1-B-I-N-V
09846	A-A1-B-B2-C1-F-J-L-N-R-R1-T-V-Z1	34037	A1-B-C-F-H-I-L-M-N-V-Z1	96275	A-A1-B-V	96515	A1-B-D-F-U3
09848	A-A1-B-F-M-R-V-Z1	34038	A1-B-L-M-N-U-V-Z1	96276	A-A1-B	96516	A1-B-D-F
09852	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34039	A1-B-J-L-M-N-U-V-Z1	96278	A-A1-B-U	96517	A1-B-F-U3-V
09853	A1-B-E2-F-H1-R-R1-U2-V-Z1	34041	A1-B-J-L-M-N-T-U-V-Z1	96283	A-A1-B-U	96520	A1-B-F-N-U3-V
09855	A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1	34042	A1-B-D-F-M-N-V-Z1	96284	A-A1-B-U-V	96521	A1-B-F-N-U3
09858	A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1	34050	A1-B-V	96303	A1-B-H-J-L-M-N-T-W	96522	A1-B-F-N-U
09859	A1-B-C1-F-F1-H1-N-R-R1-V-Z1	34055	A1-B-J-L-M-N-U-V-Z1	96306	A1-B-F-F1-F2-H-M-W	96530	A-A1-B-F-F1-H-H1-M-N-U-V
09865	A-A1-B-V-Z1	34058	A1-B-F-F1-R-R1-V-Z1	96309	A1-B-M-V-W	96531	A-A1-B-F-F1-H-M-N-U-V
09868	A-A1-B-N-U-V-Z1			96310	A1-B-M-W	96532	A-A1-B-H-J-L-M-N-T-U-V
09870	A-A1-B-C1-E2-F-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1			96319	A1-B-M-W	96534	A-A1-B-F-U
				96321	A1-B-F-F1-F2-H-M-W	96535	A-A1-B-F-V
				96322	A1-B-F-F1-F2-H-M-W	96537	A1-B-V
				96323	A1-B-M-V-W	96538	A1-B-V
				96326	A1-B-M-W	96540	A1-B-V
				96328	A1-B-M-W	96541	A1-B-V
				96330	A1-B-M-W	96542	A1-B-V
				96336	A1-B-M-V-W	96543	A1-B-P-V
				96337	A1-B-M-W	96544	A1-B-F-N-U3-V
				96338	A1-B-M-W	96546	A1-B-F-U3
				96339	A1-B-M-V-W	96548	A-A1-B-H-M-U
				96343	A1-B-M-W	96549	A-A1-B-H-M-U
				96346	A1-B-F-F1-F2-H-M-V-W	96550	A-A1-B-H-M-U-V
				96347	A1-B-F-F1-F2-H-M-W	96551	A-A1-B-H-M-N-U
				96348	A1-B-F-F1-F2-H-M-W		
				96349	A1-B-F-F1-F2-H-M-W		

<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>	<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>	<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>	<b>APO/ FPO/ DPO</b>	<b>See Restrictions</b>
96552	A1-B	96606	A1-B-V	96622	A1-B-F-F1-R-R1-V	96670	A1-B-V
96553	A-A1-B-F-F1-H-M-U	96607	A1-B-V	96624	A1-B-F-F1-R-R1-V	96671	A1-B-F-F1-R-R1-V
96554	A-A1-B-H-M-U	96608	A1-B-V	96628	A1-B-F-F1-R-R1-V	96672	A1-B-F-F1-R-R1-V
96555	A1-B-F-M-V	96609	A1-B-V	96629	A1-B-F-F1-R-R1-V	96673	A1-B-V
96557	A1-B-F-M-V	96610	A1-B-V	96643	A1-B-F-F1-R-R1-V	96674	A1-B-F-F1-R-R1-V
96562	A-A1-B-B2-C-C1-D-E2- E3-F-F1-H-H1-I-L-M-N- R-T-V-Z-Z1	96611	A1-B-V	96650	A1-B-F-F1-R-R1-V	96675	A1-B-F-F1-R-R1-V
96577	A-A1-B-F-H-M-U	96612	A1-B-F-F1-R-R1-V	96657	A1-B-F-F1-R-R1-V	96677	A1-B-F-F1-R-R1-V
96595	A1-B-V	96613	A-A1-B-C1-E2-F-H1-I- M-R-R1-U2-V-Z-Z1	96660	A1-B-F-F1-R-R1-V	96678	A1-B-F-F1-R-R1-V
96598	A1-B-N-V	96614	A-A1-B-C1-E2-F-H1-I- M-R-R1-U2-V-Z-Z1	96661	A1-B-F-F1-R-R1-V	96679	A1-B-F-F1-R-R1-V
96599	A1-B-N-V	96615	A1-B-F-F1-R-R1-V	96662	A1-B-F-F1-R-R1-V	96681	A1-B-V
96601	A1-B-V	96616	A1-B-F-F1-R-R1-V	96663	A1-B-F-F1-R-R1-V	96682	A1-B-V
96602	A1-B-V	96617	A1-B-F-F1-R-R1-V	96664	A1-B-V	96683	A1-B-V
96603	A1-B-V	96619	A1-B-V	96665	A1-B-V	96686	A1-B-V
96604	A1-B-V	96620	A1-B-F-F1-R-R1-V	96666	A1-B-V	96687	A1-B-V
96605	A1-B-V	96621	A1-B-V	96667	A1-B-F-F1-R-R1-V	96698	A1-B-V
				96668	A1-B-F-F1-R-R1-V		
				96669	A1-B-F-F1-R-R1-V		

## RESTRICTIONS

### LEGEND

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

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

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
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.** Regardless of mail class, a customs declaration form is required for all items weighing 16 ounces or more, or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise) addressed to an APO, FPO, or DPO ZIP Code. PS Form 2976 is required for items weighing less than 16 ounces, and PS Form 2976-A is required for items weighing 16 ounces or more. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). When the surface area of the address side of the mailpiece is not large enough to contain a PS Form 2976-A, the smaller PS Form 2976 may be substituted (e.g., the Priority Mail Small Flat Rate Box). The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/DPOs to which restriction "B2" applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

**B2.** All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.

**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.

**S.** Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions and weight:

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height 5 1/2 inches.
- Maximum weight 25 pounds.

The maximum length and girth combined may not exceed 47 inches.

**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.

**U4.** Mail addressed to Box C is limited to 2 pounds, regardless of class.

**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.



In Memory of

*Bill Keane*

**SATURDAY  
MAY 12, 2012**

**LETTER  
CARRIERS  
FOOD DRIVE**



**PUT YOUR NON-PERISHABLE DONATION IN A BAG BY YOUR MAILBOX.  
WE'LL DELIVER IT TO A LOCAL FOOD BANK.**



NATIONAL PARTNERS



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

## U.S. Flag at Half-Staff

### How to Display

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

### Specific Dates

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

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



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

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

## POW-MIA Flag

### How to Display

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

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

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

### Specific Dates

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

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

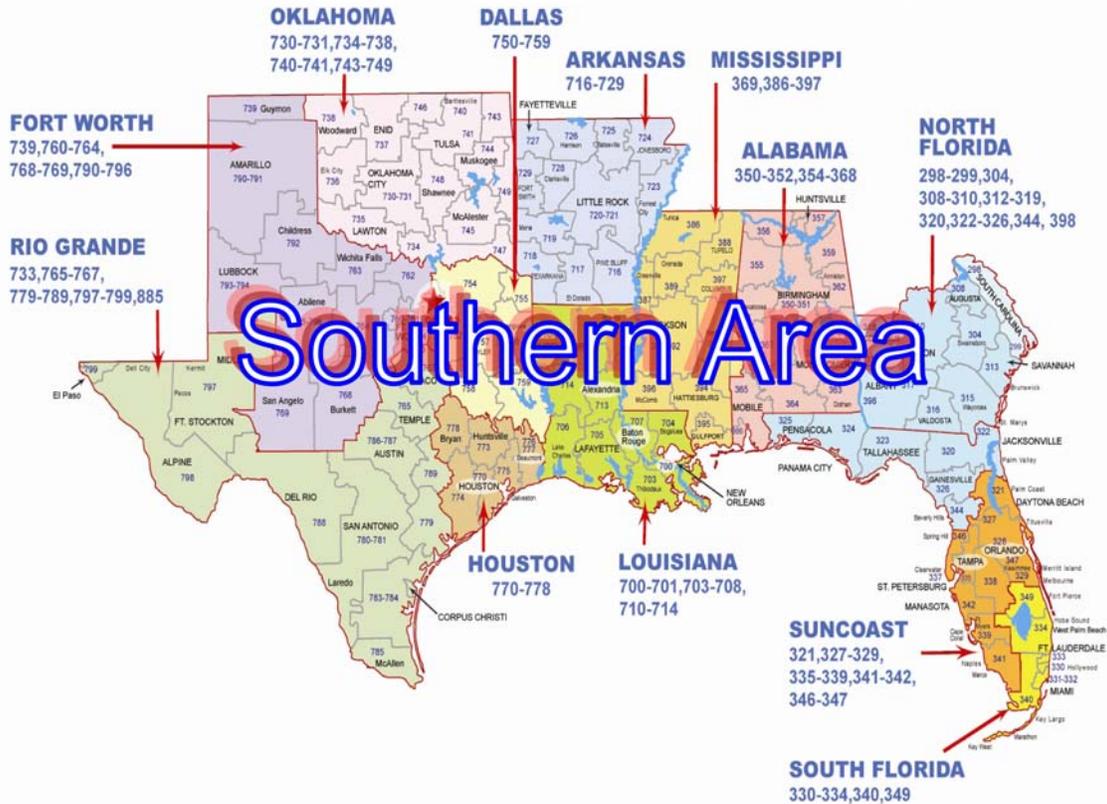
If any of these days fall on a nonbusiness day, display the POW-MIA flag on the last business day before the designated day.

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

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



# The Southwest becomes Southern Area



Effective May 3, the name of the Southwest Area will be changed to the Southern Area.

The name change more accurately reflects the geographic territory of the 12 districts which Vice President Jo Ann Feindt manages.

The acronym for the Southern Area will be “SA.”

Southern Area employees should order new stationary and business cards only after current supplies are exhausted.

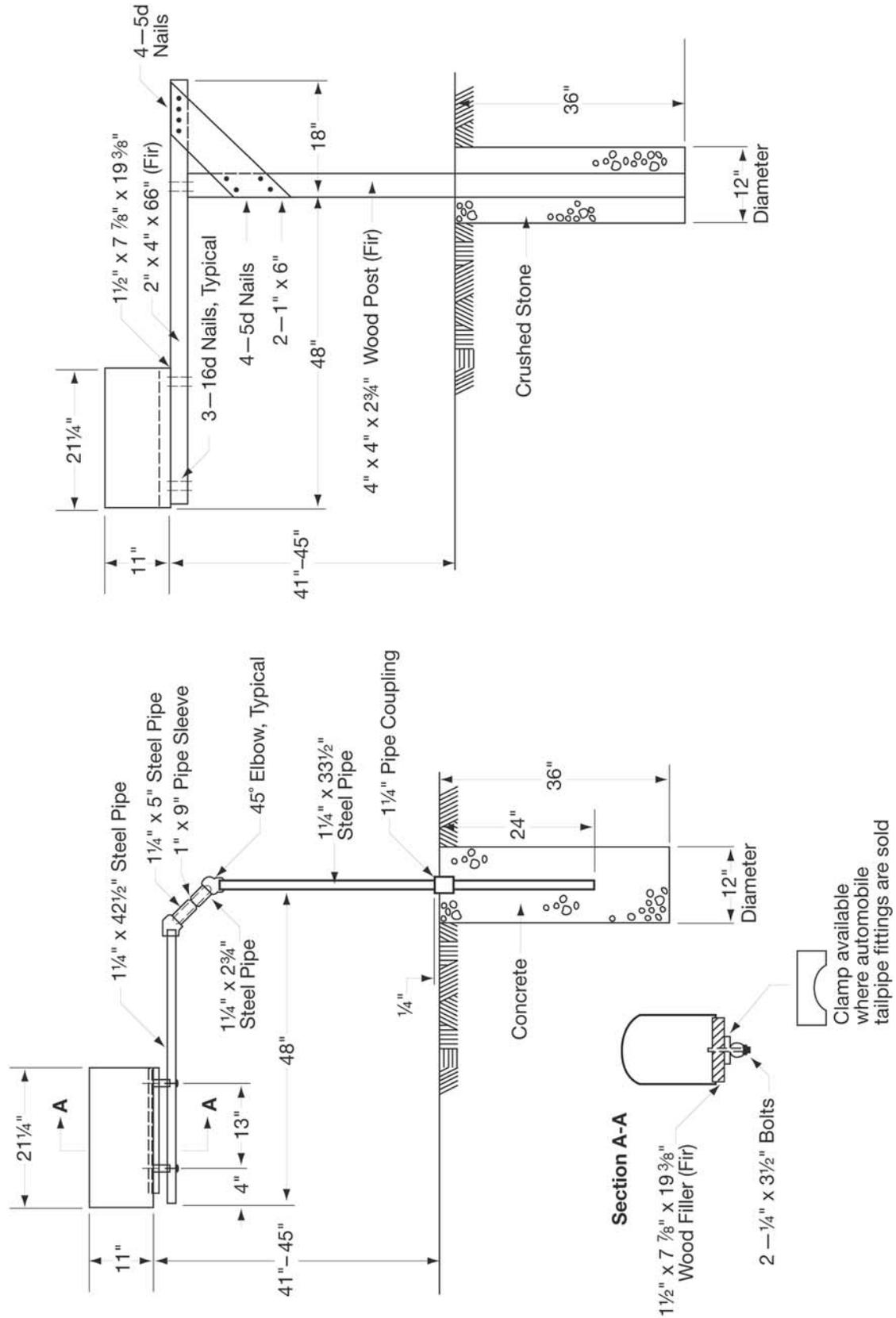
## DID YOU KNOW

Lean Green  
Teams saved  
USPS more than  
**\$9 million** in  
landfill fees  
during fiscal  
2010.

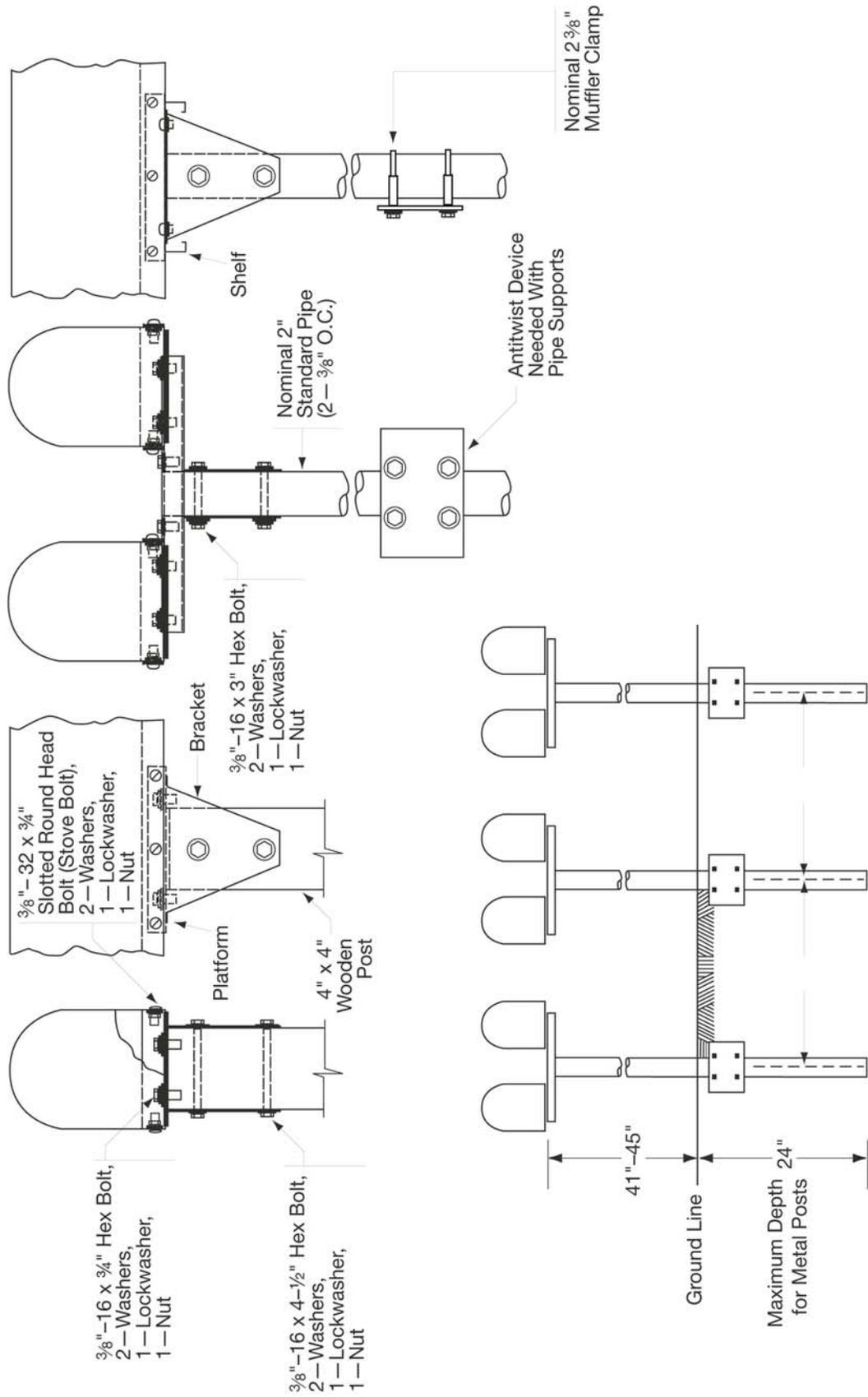


Mailbox Improvement Week, May 19-25 (continued)

**Exhibit E**  
Cantilever Mailbox Supports



**Exhibit F**  
Single and Double Mailbox Installations



**Curbside Mailboxes Approved by the Postmaster General****USPS-STD-7B (Supersedes all previously published lists of approved manufacturers)****Address Art**

PO Box 90018  
Indianapolis, IN 46290-0018

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

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

**Alpha Products**

5570 West 70<sup>th</sup> Pl.  
Chicago, IL 60638-5326

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

MV1215 (Locking)

**American Postal Manufacturing**

500 W. Oklahoma Ave.  
Milwaukee, WI 53207-2649

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

1812 (Contemporary)  
N1926045 (Contemporary)

**Architectural Mailboxes, LLC**

123 W. Torrance Blvd., Suite 201  
Redondo Beach, CA 90277

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

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

**Armadillo Enclosures**

PO Box 462199  
Escondido, CA 92046-2199

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

1000F (Traditional)  
1000R (Locking)

**Bobi Company**

32 Hillcrest Ave.  
Collingswood, NJ 08108-1315

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

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

**Brandon Industries**

1601 W. Wilmeth Rd.  
McKinney, TX 75069-8250

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

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

**Brightlight Solutions**

201 S.W. 25th Ave.  
Cape Coral, FL 33991-1236

[www.brightlightsolutions.net](http://www.brightlightsolutions.net)

1000 (Contemporary)

**Creative Solutions, LLC**

22 Millbranch Rd., S-710  
Hattiesburg, MS 39402-1670  
PP10

**Crown Expressions**

1095 N.W. Nuff Rd.  
Atlanta, GA 30318-4176

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

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

**Davis Tool**

3740 N.W. Alockek Pl.  
Hillsboro, OR 97124-7142

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

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

**dVault Company, Inc.**

9800 Mount Pyramid Court  
Englewood, CO 80112-2669

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

DVCS0015 (Locking)  
DVU0050 (Locking)

**Energy Technology Labs**

976 United Circle  
Sparks, NV 89431-6514

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

Secure Mail Vault (Locking)

**Epoch Design**

17617 N.E. 65 St., Ste. 2  
Redmond, WA 98052-4979

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

Mail Boss-7104 (Locking)

**Estes Design and Manufacturing**

345 S. Post Rd.  
Indianapolis, IN 46219

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

EPS2640437 (Contemporary)

EPS2640319 (Contemporary)

**Euroasia Products**

3956 Town Center Blvd. #166  
Orlando, FL 32837-6103

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

UWWRX060401 (Contemporary)

UBBDX060403 (Contemporary)

UBBXX060404 (Contemporary)

USBXX060407 (Contemporary)

**Florence Manufacturing Company**

5935 Corporate Dr.  
Manhattan, KS 66503-9675

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

MB2000 (Locking)

**Florida Aluminum Products**

359 Douglas Rd.  
Oldsmar, FL 34677-2973

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

ME (Contemporary)

**Fort Knox Mailbox**

265 Tech Way  
Grants Pass, OR 97526-8530

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

Large Standard Mailbox (Locking)

The Fortress (Locking)

**Fuoriserie Imports**

351 37th St.  
Brooklyn, NY 11232-2505

[www.ecco-products.com](http://www.ecco-products.com)

ECCO 3 (Traditional)

**Gaines Manufacturing**

12200 Kirkham Rd.  
Poway, CA 92064-6806

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

Keystone (Contemporary)

**Imperial Mailbox Systems**

3901 Norris Ln.  
Millbrook, AL 36054-2433

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

001-01 (Contemporary)

001-04 (Contemporary)

001-06 (Contemporary)

001-07 (Contemporary)

001-08 (Contemporary)

001-09 (Contemporary)

002-00 (Contemporary)

**Jamestown Advanced Products, Inc.**

2855 Girls Rd.  
Jamestown, NY 14701-9666

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

56 (Traditional)

49 (Traditional)

54 (Traditional)

23 (Traditional)

**Janzer**

9 Chelton Way  
Trenton, NJ 08638-5000

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

StoneyBrae (Traditional)

**Kaps**

6357 Myrtle Grove Rd.  
Wilmington, NC 28409-4526

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

Toll Free: 877-872-9868

1981 (Small Mailbox Tray Accessory)

1982 (Medium Mailbox Tray Accessory)

1983 (Large Mailbox Tray Accessory)

**Kay Jay Novelties**

PO Box 96  
Naselle, WA 98638-3780

[kayjay@wwest.net](mailto:kayjay@wwest.net)

FF0100 (Accessory)

**Letter Locker**

21483 Waale Rd.  
Apple Valley, CA 92307-1025

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

Supreme Letter Locker (Locking)

Standard Letter Locker (Locking)

**Mailcase**

PO Box 241  
Midvale, UT 84047-0241

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

801-859-2679

92107 (Locking)

**Mackenzie-Childs LLC**

3260 State Rd. 90  
Aurora, NY 13026-8704

[www.mackenzie-childs.com](http://www.mackenzie-childs.com)

1000 (Contemporary)

**Mackenzie Enterprise LLC**

12391 Broy St.  
Marcellus, MI 49067-9745

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

20408 OS (Accessory)

20408 ST (Accessory)

**Mail Systems NW**

12365 S.W. Tooze Rd.  
Sherwood, OR 97140-7205

<http://www.mailsystems.com>

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

**Mailbox Solutions**

19350 S.W. 118th Ave.  
Tualatin, OR 97062-7293

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

SteelHead (Locking)  
Columbia (Locking)

**Postal Vault**

4620 Royal Ln.  
Dallas, TX 75229-4203

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

PV101 (Locking)  
PV201 (Locking)  
PV300 (Locking)  
PV400 (Locking)

**Salsbury Industries**

1010 East 62<sup>nd</sup> St.  
Los Angeles, CA 90001-1598

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

4850 (Contemporary)  
4855 (Contemporary)  
4325 (Locking)  
4350 (Locking)  
4375 (Locking)  
4550 (Locking)

**Security Manufacturing**

815 S. Main St.  
Grapevine, TX 76051-5535

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

Trailmaster (Locking)

**Solar Group**

107 Fellowship Rd.  
PO Box 525  
Taylorsville, MS 39168-0525

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

ST-10 (Traditional)  
ST-15 (Traditional)  
E-16 (Traditional)  
ST-20 (Traditional)  
ST-11 (Traditional)  
ES15 Estate (Traditional)  
ST-16 (Traditional)  
PL-10 (Traditional)  
CENTURY 2000 (Contemporary)  
CL-1 (Contemporary)  
E-11 (Contemporary)  
RSK (Locking)

A15 (Contemporary)  
Gentry (Contemporary)  
PED (Locking)  
MB-950BSN Seville (Traditional)  
MB-550 Georgian (Traditional)  
MB-158 Tuscany (Traditional)  
MB-950BRBC Seville (Traditional)  
MB-170 Mainstreet (Traditional)  
MB-541 Northpointe (Traditional)  
MB-970AB Westminster (Traditional)  
MB-950WBC Seville (Traditional)  
MB-370 Ventura (Traditional)  
MB-320 Hamilton (Traditional)  
MB-801 Ironsides (Traditional)  
MB-384BC Alta Vista (Traditional)  
MB-386C Monterey (Traditional)  
MB-388B Hillcrest (Traditional)  
MB-382T Fremont (Traditional)  
MB-386OBR Monterey (Traditional)  
MB-380B Sierra (Traditional)  
MB-981B Reliant (Locking)  
VM-000 B01 (Victorian)

**Spring City Electrical Manufacturing Company**

PO Box 19  
Spring City, PA 19475-0019

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

Estate (Contemporary)

**Step 2**

PO Box 2412  
Streetsboro, OH 44241-0412

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

5402 (Contemporary)  
5452 (Contemporary)  
5317 (Locking)  
5605 MailMinder (Accessory)

**Veeders Mailbox**

10050 Montgomery Rd. #324  
Cincinnati, OH 45242-5322

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

LGVMB-G (Traditional)  
LGVMB-SS (Traditional)  
SMVMB-B (Traditional)  
SMVMB-SS (Traditional)

**Whitehall Products**

8786 Water St.  
Montague, MI 49437

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

Whitehall (Contemporary)  
Capitol (Contemporary)

**Y'All Got Mail**

3088 Ragsdale Dr.  
Milan, TN 38358-3420

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

Y'All Got Mail (Accessory)

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

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

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

Upon completing the reviews, keep a copy in your local office and send consolidated copies to the designated growth coordinator for each district. Use PS Form 8143, *Equipment Checklist and Followup Review*, in conducting and recording the reviews. PS Form 8143 is available in this *Postal Bulletin* (see Exhibit G on page 74). PS Form 8143 is also available on the PolicyNet website at <http://blue.usps.gov/cpim/>; click *Forms*. Employees conducting the reviews must complete PS Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. You can order PS Form 1624 from the MDC using touch-tone order entry (see page 42 for MDC ordering instructions), or download it from the PolicyNet website at <http://blue.usps.gov/cpim/>. Ordering information for PS Form 1624 is as follows:

<b>PSIN:</b>	PS1624
<b>PSN:</b>	7530-01-000-9392
<b>Unit of Issue:</b>	SE
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	10,000
<b>Minimum Order:</b>	100
<b>Price:</b>	\$0.0284

### Equipment Review Procedure

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

1. List the 5-digit, USPS-marked postal ID number of the unit. This is usually visible on the front or side of the body or pedestal. If a postal ID number is not

available, list the unit location, equipment type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's vendor-supplied serial number. You *must* distinguish the type listed as an NDCBU or CBU.

2. Assign each checklist item one of the following ratings:
  - a. OK — Equipment does not need attention for this item.
  - b. X — Equipment needs attention for this item.
  - c. NA — Item does not apply to this particular piece of equipment.
3. When examining the equipment, use the instructions below to complete PS Form 8143:
  - a. Check equipment. All delivery and collection equipment should be straight, vertical, and firmly mounted. For safety concerns, please ensure that customer compartments are facing **away** from the street (refer to the safety note below) or are oriented such that safe collection and delivery of the mail may occur. Visually verify that four bolts/nuts are firmly in place securing the pedestal to the concrete pad and to the delivery equipment. Apply hand pressure to the top edge of the unit from the front side. While the unit may flex under the load, verify that the pedestal stays firmly mounted to the concrete and that the unit does not separate from the pedestal.

**Note:** For safety concerns, ensure that customer compartments are located such that customers do not have to stand in the street to access their mail or that letter carriers do not have to stand in the street to deliver mail. Consider all factors of equipment location including setbacks from streets that may allow customer compartments to face the road, but be of such a distance so as not to affect the safe delivery and collection of mail.

- b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.



FOR IMMEDIATE RELEASE  
[Insert Date]

**POSTAL NEWS**

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

## Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service® is asking all [city name] homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 19–25, says Postmaster [full name].

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

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

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

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

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

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

# # #



- c. For CBUs and NDCBUs, observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the two master doors from blowing closed. These devices, which may have to be set manually, should be serviceable.
  - d. Ensure that the Arrow lock operates smoothly and easily and that the mounting hardware is tight. For NDCBUs, CBU parcel doors, and OPLs, the protective cover that shields the Arrow lock from customer tampering or theft must be serviceable and firmly attached.
  - e. For OPLs, secure the cover that protects the Arrow lock from theft with the proper quantity of tamper-resistant screws.
  - f. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are legible.
  - g. Ensure that the exterior surface of the unit is free from rust and graffiti.
  - h. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
  - i. Check whether the unit and any protecting structure appears watertight and in good repair. Check whether there are any noticeable watermarks inside the unit or any wet mail.
  - j. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
  5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for centralized delivery equipment installation or repair in the area.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning NDCBU/CBU. You can order PS Form 1767 from the MDC using touch-tone ordering procedures (see page 42). Ordering information for PS Form 1767 is as follows:

<b>PSIN:</b>	PS1767
<b>PSN:</b>	7530-01-000-9422
<b>Unit of Issue:</b>	SE
<b>Quick Pick Number:</b>	141
<b>Bulk Pack Quantity:</b>	1000
<b>Minimum Order:</b>	25
<b>Price:</b>	\$0.0570

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

In January of 1999, the Postal Service announced that NDCBUs cannot be installed for delivery of mail beginning in FY 2000. As previously stated, there are no waivers granted for this policy. Place all orders for CBUs and OPLs against the national contracts listed below. Use eBuy2 to place all orders.

Graffiti on mailboxes? There is a new special soy-based cleaner available through eBuy or the MDC identified as "Cleaner, Graffiti Remover, Collection Box" PSN: 7930-13-000-4764. Cost \$17.41 per 22 oz. bottle.

This product has proven successful in removing graffiti from collection boxes. While most effective on the most current collection boxes when treated as graffiti-resistant, this cleaner may still prove effective with any legacy equipment that has a good quality paint coating. For older collection boxes, test the product in an inconspicuous spot on the collection box to ensure it does not damage the current paint coating.

For eBuy2 ordering instructions, go to the Postal Service Intranet at <http://blue.usps.gov>; and in the left-hand column, click *eBuy/eBuy2*. You may also call 800-USPS-HELP for additional help.

### Cluster Box Units

#### USPS-B-1118G

##### **Florence Manufacturing Company**

5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400

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

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

Unit is powder-coated aluminum.

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

**Note:** You must use eBuy2 to purchase supplies from this contract supplier.

## Cluster Box Unit Accessories

### Florence Manufacturing Company

5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400

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

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

Decorative CBU Accessories  
Vogue-Vogue C1 Crown Molding Cap  
Vogue-Vogue P114 Short Pedestal Cover  
Vogue-Vogue P128 Tall Pedestal Cover  
Regency — 1201, Tall Pedestal Cover  
Regency — 1202, Short Pedestal Cover  
Regency — 1200, Top Cover  
Regency — Flame & Ball, Top Cover Finials

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

## High Security Cluster Box Units

### Florence Manufacturing Company

5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400

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

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

Unit is powder-coated aluminum and stainless steel.

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

#### **Note:**

- 1) You must use eBuy2 to purchase supplies from this contract supplier.
- 2) Unit is anodized, painted aluminum. Pedestal is anodized, painted stainless steel.

Contract No. 1CDSEQ-05-B-3001, available on eBuy2.

## Outdoor Parcel Locker (OPL)

### USPS-B-1116B

Florence Manufacturing Company  
5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400

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

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

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

**Note:** You must use eBuy2 to purchase supplies from this contract supplier.

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

### Florence Manufacturing Company

5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400

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

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

NDCBU Universal Pedestal is anodized aluminum — does not fit Superior units

Replacement Pedestal — OPL

Replacement Pedestal — American Locker CBU

Replacement Pedestal — American Locker OPL

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy2.

**Note:** You must use eBuy2 to purchase supplies from this contractor.

## Wall-Mounted Centralized Mail Receptacles

### USPS-STD-4C

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

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

The receptacles offer:

- Improved compartment security.
- Customer-friendly compartment designs, which allow mail to be placed flat into the compartment.
- Increased ease of use for carriers
- Larger customer compartment capacity for small parcels and rolls (SPRs), small parcels, and large volumes of mail.
- One parcel locker for every 10 customer compartment ratios for installations with 10 customer compartments or more.
- Secure outgoing mail compartments.

The use of USPS-STD-4C boxes is primarily intended for new construction and not as a means of retrofitting existing complexes. However, buildings undergoing significant renovations or rehabilitations may be required to convert to wall-mounted receptacles that are USPS-STD-4C compliant. If these renovations include significant struc-

tural changes and present an opportunity for more complete makeovers, the builders should include 4C receptacles. Buildings that are simply remodeling or changing the outward/surface appearance of the lobby are *not* considered examples of renovations that would trigger the use of 4C receptacles.

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

## Approved Manufacturers

### USPS-STD-4C

#### **2BGlobal**

16 Technology Dr., Ste. 172  
Irvine, CA 92618-2328

Telephone: 800-650-2606  
949-502-3778

Fax: 949-502-3772

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

Front Loader Designs

1 & 2 High Customer Compartments

Largest Approved Double-Column Unit has 20  
(1 High) Customer Boxes

#### **Bommer Industries, Inc.**

PO Box 187  
Landrum, SC 29356-0187

Telephone: 800-334-1654  
864-457-3301

Fax: 864-457-5370

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

Front Loader Designs

1 & 2 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High)  
Customer Boxes

#### **Florence Manufacturing Company**

5935 Corporate Dr.  
Manhattan, KS 66503-9675

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

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

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

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High)  
Customer Boxes

#### **Jensen Mailboxes**

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

Front Loader Designs

1 & 2 High Customer Compartments

Largest Approved Double-Column Unit has 17 (1 High)  
Customer Boxes

#### **Postal Products Unlimited**

500 West Oklahoma Ave.  
Milwaukee, WI 53207-2649

Telephone: 800-229-4500

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

Front Loader Designs

1 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High)  
Customer Boxes

#### **Salsbury Industries**

1010 E. 62<sup>nd</sup> St.  
Los Angeles, CA 90001-1598

Telephone: 800-624-5269

Fax: 800-624-5299

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

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High)  
Customer Boxes

#### **Security Manufacturing Corp.**

2701 Regent Blvd., Suite 200  
DFW Airport, TX 75261

Telephone: 800-762-6937

Fax: 817-481-3993

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

Front Loader Designs

1 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High)  
Customer Boxes

## Apartment House Mail Receptacles — Horizontal and Vertical

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

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

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

## Approved Manufacturers

### USPS-STD-4B+

#### American Device Manufacturing

5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400  
Fax: 800-275-5081 (toll-free)  
785-323-4470

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

Horizontal units only

#### American Eagle Mailboxes

PO Box 070099  
Milwaukee, WI 53207-2649  
Telephone: 866-263-2454  
Fax: 800-570-0007

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

Horizontal units only

#### Bommer Industries, Inc.

PO Box 187  
Landrum, SC 29356-0187  
Telephone: 800-334-1654  
864-457-3301

Fax: 864-457-5370

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

#### Florence Manufacturing Company

5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400

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

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

#### Jensen Mailboxes

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

Horizontal units only

#### Salsbury Industries

1010 E. 62<sup>nd</sup> St.  
Los Angeles, CA 90001-1598  
Telephone: 800-624-5269  
Fax: 800-624-5299

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

#### Security Manufacturing Corp.

800-762-6937  
Fax: 817-481-3993

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

## Locks

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

#### CompX Security Products\*

200 Old Mill Rd.  
PO Box 200  
Mauldin, SC 29662-0200

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

\*Formerly National Cabinet Lock

Contact: Larry Springgate

Telephone: 864-286-1696

Fax: 864-286-1698

Contract No. 1CDSEQ-11-B-1005

#### Note:

1) In accordance with Helping Hand Issue #23, return all nonfunctioning Post Office box locks (PSIN O306B, O306D, O308, O306A1 and O306A2) and excess keys, and Rev. E CBU Parcel Locker Locks (PSIN O306P, see MMO-123-06 and *Postal Bulletin* 22204 (4-12-07, pages 93-94), reorder using PSIN O306P1), to CompX at the address shown below. This should now include Armor Safe Corporation (ASC) and Royal (RL) Post Office box locks needing replacement keys, which were previously returned to the Mail Equipment Shop.

Lock Refurb Program  
CompX Security Products  
PO Box 200  
Mauldin, SC 29662-0200

2) The preferred method to order locks is from eBay2, Supplier — MDIMSCAT, which is the Topeka Material Distribution Center. Use the following information to order locks:

Material Distribution Center  
Attn. Supply Requisitions  
500 S.W. Gary Ormsby Dr.  
Topeka, KS 66624-9702  
e-mail: [mdc.customerservice@usps.gov](mailto:mdc.customerservice@usps.gov)  
TTOE: 800-273-1509  
Option 1, followed by option 2

## Licensing

USPS licenses two products of USPS-approved delivery and collection equipment for sale to customers other than USPS itself: a) customer compartment locks (O910A and B) used in centralized delivery equipment, and b) the CBU, which, when combined with the O910 lock, surpasses a required security level. Commercial manufacturers who wish to become licensed suppliers of either the O910 lock (USPS-L-1172D) or the CBU (USPS-B-1118G) should contact the following office for application procedures.

**USPS Licensing Contact**

Delivery Team Licensing  
3190 S. 70<sup>th</sup> St. Rm. 601  
Philadelphia, PA 19153-9990

**Current O910 Lock Licensees****CompX Security Products\***

200 Old Mill Rd.  
PO Box 200  
Mauldin, SC 29662-0200

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

\*Formerly National Cabinet Lock

Telephone: 864-286-1696

Fax: 864-286-1698

License Number: 1CDSEQ-08-B-0011

**Current CBU Licensees****Florence Manufacturing Company**

5935 Corporate Dr.  
Manhattan, KS 66503-9675  
Telephone: 800-275-1747  
785-323-4400

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

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

Unit is powder-coated aluminum in a choice of six colors: Sandstone, Black, Bronze, White, Green, and Postal Gray

License Number: 1CDSEQ-08-B-0012

**Salsbury Industries**

1010 E. 62<sup>nd</sup> St.  
Los Angeles, CA 90001-1598  
Telephone: 800-624-5269

Fax: 800-624-5299

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

Unit is powder-coated aluminum in a choice of five colors: Sandstone, Black, Bronze, White, and Green

License Number: 1CDSEQ-08-B-0026

**Postal Products Unlimited, Inc.**

500 West Oklahoma Ave.  
Milwaukee, WI 53207-2649  
Telephone: 800-229-4500

Fax: 800-570-0007

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

License Number: 1CDSEQ-10-B-0011

**State and Local Regulations**

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

American Association of State Highway  
and Transportation Officials  
444 N. Capitol St. N.W., Ste. 249  
Washington, DC 20001-1512

Federal Highway Administration  
Office of Highway Safety HHS-10  
400 7<sup>th</sup> St. S.W.  
Washington, DC 20590-0003

**Publicity**

Postmasters must give these guidelines and suggestions maximum local publicity. Consult your area Corporate Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 73 is provided for postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. Retype the press release, double-spaced, on Postal Service letterhead. You may also find it helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

**Responsibility**

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

— City Delivery,  
Delivery and Post Office Operations, 5-3-12

## Finance

### Plant-Verified Drop Shipment

The Postal Service™ is continuing its Sarbanes-Oxley Act (SOX) compliance efforts. Accurately handling plant-verified drop shipment (PVDS) mailings is critical to the SOX Compliance Program. The SOX program continues to test key controls to ensure SOX controls are in place and effective.

When accepting business mail, the destination office must confirm that documentation is complete, accurate, and matches the physical mail. This is especially important when handling PVDS mailings, as discrepancies or inaccuracies could result in lost revenue. The latest SOX Key Control Guide ([http://blue.usps.gov/sox/\\_pdf/Current\\_Key\\_Control\\_Guide.pdf](http://blue.usps.gov/sox/_pdf/Current_Key_Control_Guide.pdf)) lays out the proper procedure and required documentation for PVDS destination processes.

Remember the **3 R's** when receiving PVDS loads at the destination site:

**Review** PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, and PS Form 8017, *Expedited Plant-Load Shipment Clearance*:

- Confirm all critical fields are complete.
- Verify that the load arrived at the correct destination.
- Identify errors and resolve discrepancies with the origin office prior to unloading the load.

## Information Security

### Protect Sensitive Data

Protecting the Postal Service's business, customer, or employee sensitive data isn't only a good idea — it's a requirement. All employees transmitting or maintaining sensitive information electronically are required to use encryption for sensitive (name, date of birth, social security number, credit card info, etc.) files. Encryption is the process of transforming plain text data, by using an algorithm, to make the text unreadable. A password (key) is required to access the document.

The Postal Service™ has developed a quick and easy self-paced training video (7 minutes) on how to encrypt emails and

**Receive** the Load:

- Confirm container counts are performed prior to releasing mail to operations.
- Complete the Destination Entry Post Office section.

**Record** Irregularities:

- Record all drop shipment irregularities on PS Form 8125 and/or PS Form 8017 and in the electronic Mail Irregularity Report System (eMIRS).
- Record all appointment-related irregularities in Facility Access and Shipment Tracking (FAST).

With your help and diligence, the Postal Service will continue to be a SOX-compliant organization.

To see how your unit is doing, check the SOX Compliance Scorecard, available on the SOX website at [http://blue.usps.gov/sox/sox\\_compliance\\_scorecard\\_2012.htm](http://blue.usps.gov/sox/sox_compliance_scorecard_2012.htm).

You can also view links to the Key Control Guide Webinar series, hosted earlier this year by the SOX Program Management Office (PMO), and download the accompanying Q&A document here.

Don't forget — send SOX-related questions to the SOX inbox at [SOX@usps.gov](mailto:SOX@usps.gov).

— SOX Management Controls and Integrations,  
Controller, 5-3-12

documents. Encryption 101 training is available online at [http://56.88.100.141/ipchecker/odrouter.asp?v=encryption\\_101.wmv](http://56.88.100.141/ipchecker/odrouter.asp?v=encryption_101.wmv) or, upon request, in DVD format. Contact information: Gerri Wallace, Corporate Information Security Office, Headquarters, at 202-268-6821 or [gerri.wallace@usps.gov](mailto:gerri.wallace@usps.gov).

— Corporate Information Security Office,  
Chief Information Officer and  
Executive Vice President, 5-3-12

## Mailing and Shipping Services

### Mail Alert

The mailings below will be deposited in the near future. Offices should process this mail according to applicable service standards with the in-home dates in mind. 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 Ser-

vice™ 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](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
5/07/12–5/10/12	Seventh Avenue	Standard Catalog	1.0	National	3/5 Digit	Quad Graphics
5/15/12–5/17/12	jcp – Wk 16 Best Prices	Standard A/Letter	4.0	National	3/5 Digit	Harte-Hanks/RRD

– Business Service Network Integration, Sales, 5-3-12

### New Flats Dimension and Change to Addressing Specifications for Every Door Direct Mail

As announced in “DMM Revision: Change in Dimensions for Standard Mail Saturation Flats With Simplified Addresses” in *Postal Bulletin 22335* (4-19-12, pages 4–6) several changes are being made to enhance the Every Door Direct Mail product and create more options for mailers. These changes, effective May 7, 2012, will appear in the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* as noted below.

With this revision, the Postal Service™ is providing more options for customers sending Standard Mail® simplified addressed mailpieces. The expanded dimensional eligibility enables more types of mailpieces to qualify for Every Door Direct Mail. For example, flat-sized mailpieces, like menus and door-hangers, which are typically distributed to neighborhoods by means other than mail delivery, are now eligible to be mailed by Every Door Direct Mail. Similarly, the addressing changes will simplify mail preparation for Every Door Direct Mail entered at a Business Mail Entry Unit (BMEU).

#### Dimensional Changes and Markings for Flats (Standard Mail Simplified Address Only – Optional for Rural Route Mail Entered at BMEU) – DMM 301

The defining characteristics for flats prepared as Standard Mail Simplified Address mail are being revised with the change affecting one dimension only. The minimum length for flats is being lowered from exceeding 11½ inches to exceeding 10½ inches. This new flats definition applies to Standard Mail Simplified Address mailpieces only. The main impact of this change will be to expand Every Door

Direct Mail opportunities for mailers entering pieces at retail as well as mailers of pieces addressed to city routes that are entered through a BMEU. **Note:** Neither of these changes applies to letters.

For Every Door Direct Mail intended for distribution to rural routes and entered at a BMEU, mailers have the option of preparing their mailing as flats or letters when the mailpiece falls within new or old dimensions; i.e., they may adhere to the old or new flats dimensional criteria.

Under the new criteria, mailpieces entered as Standard Mail Simplified Address flats must be one of the following (bold emphasis added):

New Definition	Old Definition
More than <b>10½</b> inches in length OR	More than 11½ inches in length OR
More than 6 inches in height OR	More than 6 inches in height OR
More than ¼ inch thick	More than ¼ inch thick

As a reminder, to be defined as a flat (except under the new definition described above), at least one dimension of the mailpiece must exceed the maximum letter dimensions, e.g., the mailpiece’s length, height, or width. Also, all Standard Mail flats continue to have maximum dimensions of 15 inches in length, 12 inches in height, and ¾ inch in thickness.

#### NEW REQUIRED MARKINGS – IMPORTANT TO NOTE

Standard Mail Simplified Address mailpieces being entered as flats and that are greater than 10½ inches and

up to and including 11½ inches in length (minimum height of 3½ inches) submitted at a BMEU must also include an “EDDM” marking directly after the ECRWSS marking on the label.

### Business Route Mailings — DMM 602

Customers now will be able to target Standard Mail mailings to all-business routes using a “Postal Customer” simplified address. This change pertains to Standard Mail Simplified Address mailpieces entered both at BMEUs and retail.

## Retail

### Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® (SBM) print run cutoff schedule for fiscal year (FY) 12. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The remaining FY 12 print cycle cut-off dates are as follows:

- May 18, 2012 (YR).
- June 29, 2012 (YR).
- August 24, 2012 (HOL).

Starting with the June 25, 2010, print cycle, the English-only brochures have been replaced with bilingual (English and Spanish) brochures. All orders received from SBM sites by June 25 and thereafter will be provided bilingual brochures. There is no change in the price.

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (April 2011), 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 83 in this *Postal Bulletin*.

The cost per unit of 500 is \$12.00. 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

### Addressing Requirements on BMEU Entry — DMM 602

Use of the city/state/ZIP Code™ is being removed as a requirement for Standard Mail Simplified Address flats. It is nonetheless recommended (when mail is not entered directly at a destination delivery unit) that the city/state/ZIP Code be included to ensure accurate delivery.

— *Catalogs and Saturation Mail, Domestic Products, 5-3-12*

(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, Channel Access, 5-3-12*

**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**

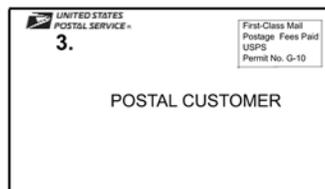
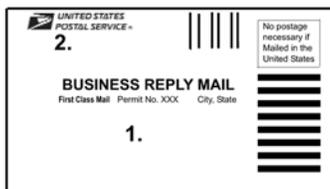
To: STAMPS BY MAIL CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (Include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____	@ \$12.00 ea. per pack =	
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$12.00 ea. per pack =	
<b>Total</b>			<b>\$</b>

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

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

**Imprint Information**  
(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



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

_____	_____
_____	_____
_____	_____

**Payment Information**

**Orders over \$10,000:** Submit this form with an approved eBuy2 to Supply Management. To route the request in eBuy2, click *Route to Supply Management* as the Purchasing Method; then select *Eastern Services CMC* from the menu.

**Orders \$10,000 and under:** Notify the Cyril-Scott Co. immediately if there are any credit card changes within 30 days after the print cycle cutoff date.

**Shipping and Delivery:** Orders ship within 35 calendar days after brochures are printed (see brochure print schedule in the first edition of the *Postal Bulletin* printed each month). Delivery time varies depending on the destination.

If shipment is more than 20,000 forms (40 packs), enter finance number to be charged for transportation costs: \_\_\_\_\_

<input type="checkbox"/> Visa/IMPAC Card No.: _____ Expiration Date: _____	<input type="checkbox"/> Check (Include with order) <input type="checkbox"/> USPS Money Order (Include with order)
Requestor's Signature	Manager/Supervisor's Signature
Funding/Credit Card Official Signature	Date Signed

## Stamps/Philately

### Stamp Announcement 12-30: Mail a Smile



© 2011 USPS

On June 1, 2012, in Orlando, Florida, the Postal Service™ will issue *Mail a Smile* commemorative stamps (Forever® priced at 45 cents) in five designs in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 470000) and a \$15.95 Premium Stamped Postal Card Booklet of 20 (Item 470066).

The stamps will go on sale nationwide June 1, 2012.

With these stamps, the U.S. Postal Service® presents the second of two issuances featuring beloved Disney•Pixar characters. Following up on *Send a Hello*, which was issued in 2011, *Mail a Smile* includes five different designs that spotlight Flik and Dot from *A Bug's Life* (1998); Bob Parr (Mr. Incredible) and Dashiell "Dash" Parr from *The Incredibles* (2004), with "Dash" also shown running in the background; Nemo and Squirt from *Finding Nemo* (2003); Woody, Bullseye, and Jessie from *Toy Story 2* (1999); and Boo, Mike Wazowski, and James P. "Sulley" Sullivan from *Monsters, Inc.* (2001). The back of the stamp pane shows blue-pencil sketches of characters from these movies interspersed among text that exhorts readers to "mail a smile" to a loved one. Art director William J. Gicker worked with Disney•Pixar to design the stamp art.

#### **Distribution: Item 470000, Mail a Smile (Forever priced at 45 cents) Commemorative PSA Pane of 20 Stamps**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantity for a PSA pane stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

#### **Initial Supply to Post Offices**

SDOs/SDCs will make a subsequent automatic distribution to Post Offices of a quantity to cover approximately 45

days of sales. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on the Asset Management SDC webpage at [http://blue.usps.gov/purchase/assetmgnt/am\\_sdchome.htm](http://blue.usps.gov/purchase/assetmgnt/am_sdchome.htm).

SDOs/SDCs must not distribute this commemorative sheet to Post Offices before May 18, 2012.

#### **Additional Supply**

Post Offices requiring additional quantities of Item 470000 must requisition them from their designated SDO/SDC *after the first day of issue* using PS Form 17, *Stamp Requisition/Stamp Return*.

#### **How to Order the First Day of Issue Postmark**

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Mail a Smile Stamp  
Main Office — Orlando  
10401 Post Office Drive  
Orlando, FL 32862-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 1, 2012.

#### **Special Dedication Postmarks**

Only the following pictorial postmark is permitted for the *Mail a Smile* stamp. The word "Station" or the abbreviation "STA" is required somewhere in the design, because it will be a temporary station.

Guidelines for Finalizing Mail a Smile Stamp Pictorial Postmark Art





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

The Postal Service must make all special postmarks known to collectors through advance publicity in the *Postal Bulletin*. Therefore, all special dedication cancellations must be reported to Stamp Services 4 weeks before the events using PS Form 413, *Pictorial Postmark Announcement/Report*. To get a copy of the form, go to <http://blue.usps.gov/formmgmt/forms/ps413.pdf>.

### How to Order First Day Covers

The Postal Service also offers first day covers for new stamp issues and Postal Service stationery items post-marked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

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

### Philatelic Products

There are ten philatelic products available for this stamp issue:

- 470063\*, First Day Cover Set of 5, \$4.45.
- 470066, Postcards (20) 4 of each design, \$15.95.
- 470067\*, First Day of Sale Set of 5, \$4.45.
- 470068\*, Digital Color Postmark Set of 5, \$8.00.
- 470084, Uncut Press Sheets, \$36.00.
- 470091\*, Ceremony Program (random single), \$6.95.
- 470092\*, Stamp Deck Card, \$0.95.
- 470094\*, Stamp Deck Card w/DCP (random single), \$1.95.
- 470097\*, Panel, \$9.95.
- 470099, Cancellation Keepsake (Random DCP w/ Pane), \$10.95.

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

Issue:	<i>Mail a Smile</i>
Item Number:	470000
Denomination & Type of Issue:	First-Class Forever Commemorative
Format:	Pane of 20 (5 designs)
Series:	N/A
Issue Date & City:	June 1, 2012, Orlando, FL 32862
Art Director:	William J. Gicker, USPS
Engraver:	WRE
Modeler:	Avery Dennison, Designed and Engineered Solutions
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	125 million stamps
Paper Type:	Nonphosphored, Type III, Blocktagged
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	
Front:	Yellow, Magenta, Cyan, Black
Back:	PMS 7470 (BP Blue)
Stamp Orientation:	Square
Image Area (w x h):	1.085 x 1.085 in./27.56 x 27.56 mm
Overall Size (w x h):	1.225 x 1.225 in./31.12 x 31.12 mm
Full Pane Size (w x h):	7.75 x 7.00 in./196.85 x 177.80 mm
Plate Size:	80 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	
Front:	Header: "Mail a SMILE" • Plate numbers in upper left and lower right hand corners of stamp pane
Back:	Header: "Mail a SMILE" • Sketches of characters from the movies featured on the back of pane • © 2011 USPS • USPS logo • © Disney/Pixar • Disney/Pixar logo • Plate position diagram • Barcode (470000) in lower right hand corner of pane • Verso text on back of pane • Promotional text • Proprietary notice

Issue:	<i>Mail a Smile</i>
Item Number:	470066
Denomination & Type of Issue:	32-cent Stamped Postal Cards
Format:	\$15.95 Premium Stamped Postal Card Booklet of 20 (5 designs)
Series:	N/A
Issue Date & City:	June 1, 2012, Orlando, FL 32862
Designer:	William J. Gicker, USPS
Art Director:	William J. Gicker, USPS
Typographer:	William J. Gicker, USPS
Modeler:	Donald Woo
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Roland, 300
Print Quantity:	25,000 booklets
Paper Type:	Phosphor Tagged, Block
Colors:	Black, Cyan, Magenta, Yellow, PMS 5473 (Teal)
Stamp Orientation:	Horizontal
Booklet Size (w x h):	6.69 x 4.13 in./169.93 x 107.95 mm
Plate Size:	18 cards per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Front:	Header: "20 PREMIUM STAMPED CARDS" • FOREVER® POSTAGE PAID • Price: "\$15.95" • Picture of movie characters • FEATURING FIVE DISNEY-PIXAR FAVORITES at the bottom • MAIL A SMILE postmark
Back:	© 2012 USPS • Silhouette of MAIL A SMILE postmark • Narrative • UPC code (04700661) • USPS logo • Item number (470066) • Price: "15.95" • AIC 092 • © Disney/Pixar • Disney/Pixar Materials • Made in the USA • Includes 20 postcards with pre-printed Forever® postage! • Pictures of the four designs, other movie characters, and post card addressed to Buzz Lightyear from Woody

## Stamp Announcement 12-31: Four Flags



On June 1, 2012, in McLean, Virginia, the Postal Service™ will issue a *Four Flags* First-Class Mail® stamp (Forever® priced at 45 cents), in four designs in a pressure-sensitive adhesive (PSA) booklet of 10 stamps (Item 688300).

The stamps will go on sale June 1, 2012.

Previously issued *Four Flags* stamps include the following:

- PSA Booklet of 20 Stamps (Item 688100).
- PSA Coil of 100 Stamps (Item 788700).

### **Distribution: Item 688300, Four Flags First-Class Mail (Forever priced at 45 cents) PSA Booklet of 10 Stamps (\$4.50 value)**

Stamp distribution offices (SDOs)/stamp distribution centers (SDCs) will *not* make a subsequent automatic distribution to Post Offices of this stamp issue. Post Offices requiring quantities of Item 688300 must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs requiring these stamps must order them from the appropriate SDC using PS Form

17. SDOs must not distribute this stamp to Post Offices before May 18, 2012.

### **Sales Policy**

All Post Offices should maintain a sufficient inventory level of this item until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

### **How to Order the First Day of Issue Postmark**

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Four Flags Stamp  
McLean West Branch  
1544 Springhill Road  
McLean, VA 22102-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 1, 2012.

### **How to Order First Day Covers**

The Postal Service also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop) or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

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

### **Philatelic Products**

There is one philatelic product available for this stamp issue:

- 688363\*, First Day Cover Set of 4, \$3.56.

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

Issue:	<i>Four Flags</i>
Item Number:	688300
Denomination & Type of Issue:	First-Class Mail Forever
Format:	Booklet of 10 (4 designs)
Series:	N/A
Issue Date & City:	June 1, 2012, McLean, VA 22101, Stamp Exhibition (NAPEX)
Designer:	Howard E. Paine, Delaplaine, VA
Typographer:	Howard E. Paine, Delaplaine, VA
Artist:	Arnold C. Holeywell
Engraver:	WRE
Modeler:	Avery Dennison, Designed and Engineered Solutions
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	10
Print Quantity:	200 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.736 x 0.854 in./18.69 x 21.69 mm
Overall Size (w x h):	0.87 x 0.98 in./22.10 x 24.89 mm
Booklet Size (w x h):	1.74 x 6.50 in./44.20 x 165.10 mm
Plate Size:	500 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	
Cover Side:	USPS logo © 2011 USPS Plate number centered below USPS logo
Back:	Header: "Justice, Equality, Freedom, Liberty" • TEN FIRST-CLASS FOREVER STAMPS • Promotional text • Barcode UPC format (015645688308)

— Stamp Services,  
Government Relations and Public Policy, 5-3-12

## Stamp Announcement 12-32: Bobcat



© 2012 USPS

On June 1, 2012, in San Marcos, Texas, the Postal Service™ will issue a 1-cent *Bobcat* definitive stamp in one design in a pressure-sensitive adhesive (PSA) coil of 3,000 stamps (Item 789100).

The stamp will go on sale nationwide June 1, 2012.

The U.S. Postal Service® will issue a 1-cent stamp featuring a bobcat (*Lynx rufus*), a member of the feline family found across America. The stamp art is a highly stylized, digital image of a bobcat with golden eyes, pink nose, and fur in shades of brown. Nancy Stahl illustrated the stamp, under the direction of Carl T. Herrman.

### Distribution: Item 789100, One-cent Bobcat Definitive PSA Coil of 3,000 Stamps (\$30.00 value)

Stamp distribution offices (SDOs)/stamp distribution centers (SDCs) will *not* make a subsequent automatic distribution to Post Offices of this stamp issue. Post Offices requiring quantities of Item 789100 must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs requiring these stamps must order them from the appropriate SDC using PS Form 17. SDOs must not distribute this stamp to Post Offices before May 18, 2012.

### Sales Policy

All Post Offices should maintain a sufficient inventory level of this item until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

### How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Bobcat Stamp  
Postmaster  
301 N. Guadalupe Street  
San Marcos, TX 78666-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 1, 2012.

### How to Order First Day Covers

The Postal Service also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

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

### Philatelic Products

There is one philatelic product available for this stamp issue:

- 789162\*, First Day Cover (1 Bobcat, 1- \$0.44 U.S. Flag), \$0.89.

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

Issue:	<i>Bobcat</i>
Item Number:	789100
Denomination & Type of Issue:	1-cent Definitive, Non-Profit Organization
Format:	Coil of 3,000 (1 design)
Series:	N/A
Issue Date & City:	June 1, 2012, San Marcos, TX 78666 (Field Event)
Designer:	Carl T. Herrman, North Las Vegas, NV
Art Director:	Carl T. Herrman, North Las Vegas, NV
Typographer:	Carl T. Herrman, North Las Vegas, NV
Artist:	Nancy Stahl, New York, NY
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "USPS"
Engraver:	N/A
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A76
Stamps per Coil:	3,000
Print Quantity:	30 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Stamp Orientation:	Vertical
Image Area (w x h):	0.73 x 0.84 in./18.54 x 21.34 mm
Overall Size (w x h):	0.87x 0.98 in./22.10 x 24.89 mm
Coil Size (w x h):	10,000.00 x 0.98 in./254,000 x 24.89 mm
Colors:	Black, Cyan, Magenta, Yellow
Plate Size:	594 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Plate Number Frequency:	Plate block number on first stamp of the form below stamp
Coil Back Number Frequency:	Sequential numbering in increments of 10 located behind every 10th stamp throughout the coil
Marginal Markings:	N/A
Other:	Packaging barcode (07891001)

— Stamp Services,  
Government Relations and Public Policy, 5-3-12

## Stamp Announcement 12-33: Aloha Shirts



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On June 2, 2012, in McLean, Virginia, the Postal Service™ will issue *Aloha Shirts* definitive stamps in five designs in a pressure-sensitive adhesive (PSA) booklet of 10 stamps (Item 688200).

The stamps will go on sale nationwide June 2, 2012.

Previously issued *Aloha Shirts* stamps include the following:

- 32-cent PSA Pane of 20 (Item 115100).
- 32-cent PSA Coil of 100 (Item 788800).

### Distribution: Item 688200, Aloha Shirts Definitive PSA Booklet of 10 Stamps (\$3.20 value)

Stamp distribution offices (SDOs)/stamp distribution centers (SDCs) will *not* make a subsequent automatic distribution to Post Offices of this stamp issue. Post Offices requiring quantities of Item 688200 must requisition them from their designated SDO/SDC using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs requiring these stamps must order them from the appropriate SDC using PS Form 17. SDOs must not distribute this stamp to Post Offices before May 18, 2012.

### Sales Policy

All Post Offices should maintain a sufficient inventory level of this item until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

### How to Order the First Day of Issue Postmark

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

should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Aloha Shirts Stamp  
McLean West Branch  
1544 Springhill Road  
McLean, VA 22102-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 2, 2012.

### How to Order First Day Covers

The Postal Service also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

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

### Philatelic Products

There is one philatelic product available for this stamp issue:

- 688263\*, First Day Cover Set of 5, \$5.40.

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

Issue:	<i>Aloha Shirts</i>
Item Number:	688200
Denomination & Type of Issue:	32-cent Definitive
Format:	Booklet of 10 (5 designs)
Series:	N/A
Issue Date & City:	June 2, 2012, McLean, VA 22101, Stamp Exhibition (NAPEX)
Designer:	Carl T. Herrman, North Las Vegas, NV
Art Director:	Carl T. Herrman, North Las Vegas, NV
Typographer:	Carl T. Herrman, North Las Vegas, NV
Existing Photo:	Ric Noyle
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Print Quantity:	200 million stamps
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Press Type:	Mueller Martini, A76
Stamps per Booklet:	10
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.73 x 0.84 in./18.54 x 21.34 mm
Overall Size (w x h):	0.87 x 0.98 in./22.10 x 24.89 mm
Booklet Size (w x h):	1.74 x 6.5 in./44.20 x 165.10 mm
Plate Size:	560 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	
Cover Side:	Header: "ALOHA" • Ten 32-cent Stamps valid for the Postcard price effective 1/22/12 • Barcode (015645 688209) • Promotional text
Stamp Side:	© 2011 USPS • Plate block number in one position • USPS logo

— *Stamp Services,  
Government Relations and Public Policy 5-3-12*

## Stamp Announcement 12-34: Bicycling



© 2011 USPS

On June 7, 2012, in Minneapolis, Minnesota, the Postal Service™ will issue a *Bicycling* commemorative stamp (Forever® priced at 45 cents) in four designs in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 469300).

The stamp will go on sale nationwide June 7, 2012.

With this issuance of these stamps, the U.S. Postal Service® celebrates bicycling, one of the most popular outdoor activities in the country. Each of the four colorful stamps features a different kind of bike and rider: a young child just learning to ride with training wheels, a commuter pedaling to work, a road racer intent on the finish line and an airborne BMX rider. Illustrator John Mattos worked with art director Phil Jordan to create the stamp art.

### **Distribution: Item 469300, Bicycling (Forever priced at 45 cents) Commemorative PSA Pane of 20 Stamps**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantity for a PSA pane stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

### **Initial Supply to Post Offices**

SDOs/SDCs will make subsequent automatic distribution to Post Offices of a quantity to cover approximately 45 days of sales. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on the Asset Management SDC webpage at [http://blue.usps.gov/purchase/assetmgnt/am\\_sdchome.htm](http://blue.usps.gov/purchase/assetmgnt/am_sdchome.htm). SDOs/SDCs must not distribute this commemorative sheet to Post Offices before May 25, 2012.

### **Additional Supply**

Post Offices requiring additional quantities of Item 469300 must requisition them from their designated SDO/SDC *after the first day of issue* using PS Form 17, *Stamp Requisition/Stamp Return*.

### **Sales Policy**

All Post Offices should maintain a sufficient inventory level of this item until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

### **How to Order the First Day of Issue Postmark**

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Bicycling Stamp  
Main Post Office  
100 S. First Street, Room 127  
Minneapolis, MN 55401-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 7, 2012.

### **How to Order First Day Covers**

The Postal Service also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

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

### **Philatelic Products**

There are eight philatelic products available for this stamp issue:

- 469363\*, First Day Cover Set of 4, \$3.56.
- 469368\*, Digital Color Postmark Set of 4, \$6.40.
- 469384, Uncut Press Sheet, \$54.00.
- 469391\*, Ceremony Program (random single), \$6.95.
- 469392\*, Stamp Deck Card, \$0.95.
- 469394\*, Stamp Deck Card w/DCP (random single), \$1.95.
- 469397\*, Panel, \$9.95.

- 469399\*, Cancellation Keepsake (DCP Set 4 w/ Pane), \$15.95.

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

Issue:	<i>Bicycling</i>
Item Number:	469300
Denomination & Type of Issue:	First-Class Mail Forever Commemorative
Format:	Pane of 20 (4 designs)
Series:	N/A
Issue Date & City:	June 7, 2012, Minneapolis, MN 55401
Designer:	Phil Jordan, Falls Church, VA
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Artist:	John Mattos, San Francisco, CA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "USPS"
Engraver:	N/A
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller, A76
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Nonphosphored Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 0.84 in./36.07 x 21.34 mm
Overall Size (w x h):	1.56 x 0.98 in./39.62 x 24.89 mm
Full Pane Size (w x h):	7.24 x 5.95 in./183.90 x 151.13 mm
Colors:	Black, Cyan, Magenta, Yellow, PMS 8923 (C Copper)
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	
Front:	Plate numbers in four positions of pane
Back:	© 2011 USPS • Plate position diagram • USPS logo • Barcode (469300) in lower left and upper right corners of pane • Verso text on back of each pane • Promotional text at bottom of pane

— Stamp Services,  
Government Relations and Public Policy, 5-3-12

## Stamp Announcement 12-35: Celebrate Scouting



© 2011 USPS

On June 9, 2012, in Washington, DC, the Postal Service™ will issue a *Celebrate Scouting* commemorative stamp (Forever® priced at 45 cents), in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 469400).

The stamp will go on sale nationwide June 9, 2012.

*Celebrate Scouting*, the “sister” stamp to the 2010 *Scouting* stamp, pays tribute to scouting organizations for the opportunities and pleasures they have provided millions of youths worldwide. The stamp features a large silhouette of a girl with binoculars looking into the distance. A scene within the silhouette features a scout in mid-stride on a serious summer trek, in an environment composed of large redwoods, a lake, and a distant forested mountain-side. Working with art director Derry Noyes, illustrator Craig Frazier created the stamp art.

**Distribution: Item 469400, Celebrate Scouting (Forever priced at 45 cents) Commemorative PSA Pane of 20 Stamps**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantity for a PSA pane stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

**Initial Supply to Post Offices**

SDOs/SDCs will make a subsequent automatic distribution to Post Offices of a quantity to cover approximately 45 days of sales. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on the Asset Management SDC webpage at [http://blue.usps.gov/purchase/assetmgnt/am\\_sdchome.htm](http://blue.usps.gov/purchase/assetmgnt/am_sdchome.htm). SDOs/SDCs must not distribute this commemorative sheet to Post Offices before May 25, 2012.

**Additional Supply**

Post Offices requiring additional quantities of Item 469400 must requisition them from their designated SDO/SDC *after the first day of issue* using PS Form 17, *Stamp Requisition/Stamp Return*.

**How to Order the First Day of Issue Postmark**

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

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

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 9, 2012.

**How to Order First Day Covers**

The Postal Service also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

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

**Philatelic Products**

There are five philatelic products available for this stamp issue:

- 469461\*, First Day Cover, \$0.89.
- 469465\*, Digital Color Postmark, \$1.60.
- 469491\*, Ceremony Program, \$6.95.
- 469497\*, Panel, \$9.95.
- 469499\*, Cancellation Keepsake (DCP w/Pane), \$10.95.

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

Issue:	<i>Celebrate Scouting</i>
Item Number:	469400
Denomination & Type of Issue:	First-Class Mail Forever Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	June 9, 2012, Washington, DC 20066
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Artist:	Craig Frazier, Mill Valley, CA
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint "USPS"
Engraver:	N/A
Printer:	Banknote Corporation of America, Inc./ SSP
Printed at:	Browns Summit, NC
Press Type:	Man Roland, 300
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Phosphor Tagged, Overall
Adhesive Type:	Pressure-sensitive
Processed at:	Sennett Security Products Finishing, Fredericksburg, VA
Colors:	PMS 1235 (Yellow), PMS 7551 (Gold), PMS 5763 (Green), PMS 485 (Red), Blue, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.42 in./21.33 x 36.06 mm
Overall Size (w x h):	0.98 x 1.56 in./24.89 x 39.42 mm
Full Pane Size (w x h):	5.88 x 7.147 in./149.35 x 181.53 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"S" followed by six (6) single digits
Marginal Markings:	
Front:	Plate block numbers in four corners of pane
Back:	© 2011 USPS • USPS logo • Plate position diagram • Barcode (469400) in lower left and upper right corners of pane • Verso text • Promotional text

— Stamp Services,  
Government Relations and Public Policy 5-3-12

## Stamp Announcement 12-36: Miles Davis/Edith Piaf



© 2012 USPS

On June 12, 2012, in New York, New York, the Postal Service™ will issue *Miles Davis/Edith Piaf* (Forever® priced at 45 cents) commemorative se-tenant pair stamps in two designs in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 469500). La Poste, the postal administration of France, will issue its stamps on the same day in Paris, France.

The stamps will go on sale nationwide June 12, 2012.

The U.S. Postal Service® is proud to honor Edith Piaf, one of the few French popular singers to become a household name in the U.S., and the great American jazz trumpeter Miles Davis, beloved in France, where he performed frequently. Art director Greg Breeding designed the stamps using an undated photo of Piaf from the Michael Ochs Archives and a photo of Davis, from 1970, by David Gahr.

### **Distribution: Item 469500, Miles Davis/Edith Piaf (Forever priced at 45 cents) Commemorative PSA Pane of 20 Stamps**

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive their standard automatic distribution quantity for a PSA pane stamp. Distributions

are rounded up to the nearest master carton size of 40,000 stamps.

### **Initial Supply to Post Offices**

SDOs/SDCs will make a subsequent automatic distribution to Post Offices of a quantity to cover approximately 45 days of sales. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on the Asset Management SDC webpage at [http://blue.usps.gov/purchase/assetmgnt/am\\_sdchome.htm](http://blue.usps.gov/purchase/assetmgnt/am_sdchome.htm).

SDOs/SDCs must not distribute this commemorative sheet to Post Offices before May 25, 2012.

### **Additional Supply**

Post Offices requiring additional quantities of Item 469500 must requisition them from their designated SDO/SDC *after the first day of issue* using PS Form 17, *Stamp Requisition/Stamp Return*.

### **How to Order the First Day of Issue Postmark**

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Miles Davis/Edith Piaf Stamp  
Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 12, 2012.

### **Special Dedication Postmarks**

Only the following pictorial postmark is permitted for the *Miles Davis/Edith Piaf* stamp. The word "Station" or the abbreviation "STA" is required somewhere in the design, because it will be a temporary station.

## Guidelines for Finalizing Miles Davis/Edith Piaf Stamp Pictorial Postmark Art



To finalize the *Miles Davis/Edith Piaf* stamp pictorial postmark art, insert the date, city, state, and ZIP Code™ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch.

The Postal Service must make all special postmarks known to collectors through advance publicity in the *Postal Bulletin*. Therefore, all special dedication cancellations must be reported to Stamp Services 4 weeks before the events using PS Form 413, *Pictorial Postmark Announcement/Report*. To get a copy of the form, go to <http://blue.usps.gov/formmgmt/forms/ps413.pdf>

### How to Order First Day Covers

The Postal Service also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic Catalog*, online at [www.usps.com/shop](http://www.usps.com/shop) or by calling 800-782-6724. Customers may request a free catalog by calling 800-782-6724 or writing to:

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

### Philatelic Products

There are eight philatelic products available for this stamp issue:

- 469562\*, Joint First Day Cover Set of 2, \$3.95.
- 469563\*, First Day Cover Set of 2, \$1.78.
- 469568\*, Digital Color Postmark Set of 2, \$3.20.
- 469574, Folio, \$16.95
- 469584, Uncut Press Sheets, \$36.00.
- 469591\*, Ceremony Program (random single), \$6.95.
- 469597\*, Panel, \$9.95.
- 469599, Cancellation Keepsake (DCP Set 2 w/Pane), \$12.95.

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

Issue:	<i>Miles Davis/Edith Piaf</i>
Item Number:	469500
Denomination & Type of Issue:	First-Class Mail Forever Commemorative
Format:	Pane of 20 (2 designs)
Series:	N/A
Issue Date & City:	June 12, 2012, New York, NY 10199/ Paris, France
Designer:	Greg Breeding, Charlottesville, VA
Art Director:	Greg Breeding, Charlottesville, VA
Typographer:	Greg Breeding, Charlottesville, VA
Engraver:	Trident
Modeler:	Avery Dennison, Designed and Engineered Solutions
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	30 million stamps
Paper Type:	Nonphosphored, Type III, Block
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	7520 (Pink), 7462 (Blue), 7435 (Purple), Black Tint, PMS 8404 (Silver Gray), Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.42 in./21.34 x 36.07 mm
Overall Size (w x h):	0.98 x 1.56 in./24.89 x 39.62 mm
Full Pane Size (w x h):	8.50 x 7.75 in./215.90 x 196.85 mm
Plate Size:	160 stamps per revolution
Plate Numbers:	"V" followed by six (6) single digits
Marginal Markings:	
Front:	Header: "MILES DAVIS /// EDITH PIAF" • Plate numbers in upper right and lower left corners of pane
Back:	Header: "MILES DAVIS /// EDITH PIAF" • ©2012 USPS • USPS logo • Plate position diagram • Barcode (469500) in upper right and lower left corners of pane • Promotional text • Narrative text on back of each pane • Proprietary notice

— Stamp Services,  
Government Relations and Public Policy 5-3-12

## 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.

The following pictorial postmark has been extended for 90 days:



February 12, 2012  
*United States Postal Service*  
 ZIP Code Station  
 Postmaster  
 900 E. Fayette St., Rm. 118  
 Baltimore, MD 21233-9998

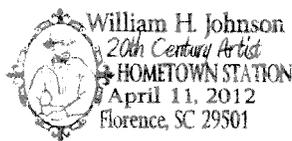


February 29, 2012  
*United States Postal Service*  
 Dragon Leap Day Station  
 Postmaster  
 900 E. Fayette St., Rm. 118  
 Baltimore, MD 21233-9998

The following pictorial postmark has been extended for 30 days:



March 23, 2012  
*United States Postal Service*  
 Whitman Coin Show Station  
 Postmaster  
 900 E. Fayette St., Rm. 118  
 Baltimore, MD 21233-9998



April 11, 2012  
*Florence Museum of Art Science & History*  
 Hometown Station  
 Postmaster  
 1901 W. Evans St.  
 Florence, SC 29501-9998



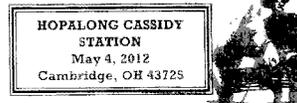
May 1, 2012  
**Town of Duck**  
 Duck Station  
 Postmaster  
 1245 Duck Rd.  
 Duck, NC 27949-9998



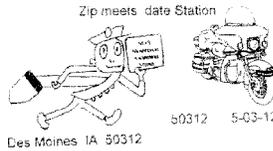
May 4, 2012  
**United States Postal Service**  
 Churchill Downs Station  
 Postmaster  
 PO Box 9998  
 Louisville, KY 40208-9998



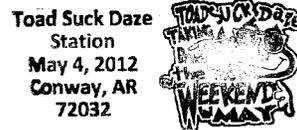
May 3, 2012  
**Salvation Army**  
 Dedication of Mission  
 House Station  
 Postmaster  
 2700 Mount Ephraim Ave.  
 Camden, NJ 08104-9998



May 4, 2012  
**Hopalong Cassidy Museum**  
 Hopalong Cassidy Station  
 Postmaster  
 954 Wheeling Ave.  
 Cambridge, OH  
 43725-9998



May 3, 2012  
**United States Postal Service**  
 Zip Meets Date Station  
 Postmaster  
 PO Box 9998  
 Des Moines, IA  
 50312-9998



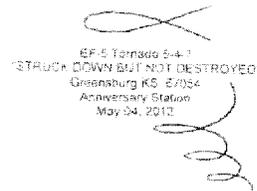
May 4-5, 2012  
**United States Postal Service**  
 Toad Suck Daze Station  
 Postmaster  
 1060 Hogan Ln.  
 Conway, AR 72034-9998



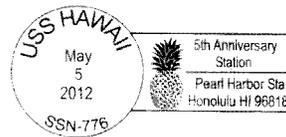
May 3-6, 2012  
**New Orleans Jazz & Heritage Foundation**  
 Jazz Fest Station  
 Postmaster  
 PO Box 50336  
 New Orleans, LA  
 70150-0336



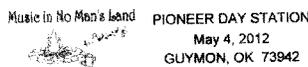
May 4-6, 2012  
**United States Postal Service**  
 Philatelic Show 2012  
 Station  
 Postmaster  
 7 Post Office Sq.  
 Acton, MA 01720-9998



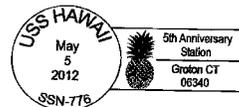
May 4, 2012  
**United States Postal Service**  
 Anniversary Station  
 Postmaster  
 PO Box 9998  
 Greensburg, KS  
 67054-9998



May 5, 2012  
**Stephen Decatur Chapter #4 Universal Ship Cancellation Society**  
 5th Anniversary Station  
 Postmaster  
 3600 Aolele St.  
 Honolulu, HI 96820-9998



May 4, 2012  
**United States Postal Service**  
 Pioneer Day Station  
 Postmaster  
 302 N. Quinn St.  
 Guymon, OK 73942-9998



May 5, 2012  
**Stephen Decatur Chapter #4 Universal Ship Cancellation Society**  
 5th Anniversary Station  
 Postmaster  
 100 Plaza Ct.  
 Groton, CT 06340-9998



May 5, 2012  
 Stephen Decatur Chapter  
 #4 Universal Ship  
 Cancellation Society  
 Christening Station  
 Postmaster  
 PO Box 85530  
 San Diego, CA  
 92186-5530



May 10, 2012  
 General Archives or Puerto Rico, Instituto de Cultura de Puerto Rico  
 The Art of Bonzzo at the General Archive of Puerto Rico Station  
 Postmaster  
 585 Ave. FD Roosevelt, Ste. 110  
 San Juan, PR 00936-9681



May 5, 2012  
 United States Postal Service  
 Churchill Downs Station  
 Postmaster  
 PO Box 9998  
 Louisville, KY 40208-9998



May 10-12, 2012  
 American Numismatic Association  
 Convention Station  
 Postmaster  
 7500 E. 53<sup>rd</sup> Pl., Ste. 2204  
 Denver, CO 80266-9999



May 5, 2012  
 United States Postal Service  
 100 Years Santa Cruz Station  
 Postmaster  
 850 Front St.  
 Santa Cruz, CA  
 95060-9998



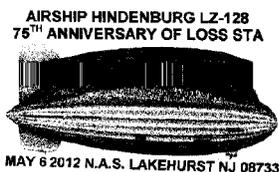
May 11, 2012  
 United States Postal Service  
 Motorcycle Awareness Station  
 Postmaster  
 PO Box 9998  
 Jackson, NE 68743-9998



May 5, 2012  
 United States Postal Service  
 Kolache Festival Station  
 Postmaster  
 PO Box 9998  
 Prague, OK 74864-9998



May 11, 2012  
 Stephen Decatur Chapter #4 Universal Ship Cancellation Society  
 Keel Laying Station  
 Postmaster  
 7715 Post Rd.  
 North Kingstown, RI 02852-9998



May 6, 2012  
 Universal Ship Cancellation Society  
 Airship Hindenburg LZ-128 75<sup>th</sup> Anniversary of Loss Station  
 Postmaster  
 1 Brown Ave.  
 Lakehurst, NJ 08733-9998



May 11, 2012  
 United States Postal Service  
 Dawson Dragon Station  
 Postmaster  
 218 Juniper St.  
 Welch, TX 79377-9998



May 9, 2012  
 White Mountain Sheriff's Posse  
 Pony Express Station  
 Postmaster  
 712 E. White Mountain Blvd.  
 Pinetop, AZ 85935-9998



May 11, 2012  
 United States Postal Service  
 Postmaster Installation Station  
 Postmaster  
 40 Post Office Park  
 Wilbraham, MA 01095-9998



May 11-12, 2012  
**Butler County Philatelic Society**  
 Butlerpex Station  
 Postmaster  
 PO Box 9998  
 Butler, PA 16001-9998



May 15, 2012  
**The Mark Twain Boyhood Home and Museum**  
 Mark Twain Boyhood Home Centennial Celebration Station  
 Postmaster  
 800 Broadway St.  
 Hannibal, MO 63401-9998



May 11-13, 2012  
**Salem Stamp Society**  
 PIPEX Station  
 Postmaster  
 PO Box 9998  
 Aumsville, OR 97325-9998



May 15, 2012  
**Village of Andover**  
 Andover P.O. Anniversary Station  
 Postmaster  
 PO Box 9998  
 Andover, IL 61233-9998

Bicentennial Station  
 May 12, 2012  
 Fairport Harbor,  
 OH 44077



May 12, 2012  
**United States Postal Service**  
 Bicentennial Station  
 Postmaster  
 215 E. Jackson St.  
 Painesville, OH 44077-9998



May 15-19, 2012  
**Old Petersburg-Addison Historical Society**  
 National Road Festival Station  
 Postmaster  
 PO Box 9998  
 Addison, PA 15411-9998



May 12, 2012  
**Cachetmakers Association**  
 Motorcycle Awareness Station  
 Postmaster  
 100 County Rd. 379  
 Dora, MO 65637-9998



May 16, 2012  
**Oxford Town/Village Historian**  
 Sesquicentennial Station  
 Postmaster  
 11 South Canal St.  
 Greene, NY 13778-9998



**Centralia Depot 100<sup>th</sup> Anniversary**  
 National Train Day Station  
 May 12, 2012  
 Centralia WA 98531

May 12, 2012  
**Centralia Downtown Association**  
 National Train Day Station  
 Postmaster  
 214 Centralia College Blvd.  
 Centralia, WA 98531-9998

— Stamp Services,  
 Government Relations and Public Policy, 5-3-12

## 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](http://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.



### Cherry Blossom Centennial Stamp

Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

May 24, 2012

### Digital Color Pictorial



### William H. Johnson Stamp

Main Post Office  
900 E. Fayette Street  
Baltimore, MD 21233-9998

June 11, 2012

### Digital Color Pictorial

**Twentieth-Century Poets Stamp**

Main Post Office  
7001 S. Central Avenue  
Los Angeles, CA 90052-9998

June 21, 2012

**Digital Color Pictorial**

**The Civil War: 1862 Stamp**

Postmaster  
PO Box 50336  
New Orleans, LA 70150-0036

June 24, 2012

**Black and White Pictorial**

**The Civil War: 1862 Stamp**

Postmaster  
PO Box 50336  
New Orleans, LA 70150-0036

June 24, 2012

**Digital Color Pictorial**

**Jose Ferrer Stamp**

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

June 26, 2012

**Digital Color Pictorial**

**Louisiana Statehood Stamp**

Postmaster  
750 Florida Street, Rm. 300  
Baton Rouge, LA 70801-9998

June 30, 2012

**Black and White Pictorial**

**Louisiana Statehood Stamp**

Postmaster  
750 Florida Street, Rm. 300  
Baton Rouge, LA 70801-9998

June 30, 2012

**Digital Color Pictorial**



**Mail a Smile Stamp**  
 Main Office — Orlando  
 10401 Post Office Drive  
 Orlando, FL 32862-9998

August 1, 2012

**Black and White Pictorial**



**Mail a Smile Stamp**  
 Main Office — Orlando  
 10401 Post Office Drive  
 Orlando, FL 32862-9998

August 1, 2012

**Digital Color Pictorial**



**Bicycling Stamp**  
 Main Post Office  
 100 S. First Street, Room 127  
 Minneapolis, MN 55401-9998

August 7, 2012

**Digital Color Pictorial**



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

August 9, 2012

**Digital Color Pictorial**



**Miles Davis/Edith Piaf Stamp**  
 Postmaster  
 421 Eighth Ave., Rm. 2029B  
 New York, NY 10199-9998

August 12, 2012

**Black and White Pictorial**



**Miles Davis/Edith Piaf Stamp**  
 Postmaster  
 421 Eighth Ave., Rm. 2029B  
 New York, NY 10199-9998

August 12, 2012

**Digital Color Pictorial**

## 2012 Stamps and Postal Stationery

This schedule is subject to change.

Updated Announcement 12-C

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products, visit The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop).

NOTE	ISSUE	NATIONWIDE FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
N	25¢ Spectrum Eagle (Presorted First-Class)	Jan 3	Liberty, MO 64068	PSA Coil of 3000 PSA Coil of 10000 (M) (6 designs)	Mar 3
0	\$5.15 Sunshine Skyway Bridge (Pre-Stamped Priority Mail Envelope)	Jan 3	Liberty, MO 64068	Pre-Stamped Priority Mail Envelope	Mar 3
N P DC	New Mexico Statehood (44¢ Forever)	Jan 6	Santa Fe, NM 87501	PSA Pane of 20 (C)	Mar 6
N	32¢ Aloha Shirts	Jan 19	Honolulu, HI 96820	PSA Pane of 20 PSA Coil of 100 (M) (5 designs)	Mar 19
N	85¢ Glacier National Park, MT (International rate, Canada and Mexico)	Jan 19	Kalispell, MT 59901	PSA Pane of 20 (M)	Mar 19
N	65¢ Dogs at Work (2 oz.)	Jan 20	Merrifield, VA 22081	PSA Pane of 20 (M) (4 designs)	Mar 20
N	65¢ Checkerspot Butterfly	Jan 20	Baltimore, MD 21233	PSA Pane of 20 (M)	Mar 20
N	85¢ Birds of Prey (3 oz.)	Jan 20	Washington, DC 20066	PSA Pane of 20 (M) (5 designs)	Mar 20
N	\$1.05 Lancaster County, PA (International rate)	Jan 20	Lancaster, PA 17604	PSA Pane of 20 (M)	Mar 20
N DC	65¢ Wedding Cake (2 oz.)	Jan 20	Alexandria, VA 22314	PSA Pane of 20 (M)	Mar 20
N	45¢ Weather Vanes	Jan 20	Shelburne, VT 05482	PSA Coil of 3000 PSA Coil of 10000 (M) (5 designs)	Mar 20
N	Sailboat (32¢ Forever)	Jan 22	Oyster Bay, NY 11771	Stamped Card Single Stamped Card Double Stamped Card Sheet	Mar 22
N DC	Bonsai (45¢ Forever)	Jan 23	Sacramento, CA 95813	PSA Booklet of 20 (M) (5 designs)	Mar 23
N	WAG Purple Martin (45¢ Forever) Available only at SFS	Jan 23	Mulberry, FL 33860	Stamped Envelope #10 Stamped Envelope #10W Stamped Envelope #9 Stamped Envelope #9W Stamped Envelope #6 3/4 Stamped Envelope #6 3/4W	Mar 23
N	PSA Purple Martin (45¢ Forever)	Jan 23	Mulberry, FL 33860	PSA #10 PSA Envelope #10W PSA Envelope #9 PSA Envelope #9W PSA Envelope #6 3/4 PSA Envelope #6 3/4W	Mar 23
N DC	Celebrating Lunar New Year: Year of the Dragon (45¢ Forever)	Jan 23	San Francisco, CA 94188	PSA Pane of 12 (C)	Mar 23
N P DC	John H. Johnson (Black Heritage) (45¢ Forever)	Jan 31	Chicago, IL 60607	PSA Pane of 20 (C)	Mar 31
N DC	Heart Health (45¢ Forever)	Feb 9	Washington, DC 20066	PSA Pane of 20 (C)	Apr 9
N DC	Love Ribbons (45¢ Forever) February 2, 2012 Retail Sales authorized	Feb 14	Colorado Springs, CO 80903	PSA Pane of 20 (M)	Apr 14
N P DC	Arizona Statehood (45¢ Forever)	Feb 14	Phoenix, AZ 85026	PSA Pane of 20 (C)	Apr 14
N DC	Danny Thomas (45¢ Forever)	Feb 16	Memphis, TN 38101	PSA Pane of 20 (C)	Apr 16

NOTE	ISSUE	NATIONWIDE FIRST DAY OF ISSUE	FIRST DAY CITY/STATE	FORMAT	DEADLINE
	Four Flags (45¢ Forever)	Feb 22	Washington, DC 20066	PSA Booklet of 20 (M) (4 designs) PSA Coil of 100 (M) (4 designs)	Apr 22
N	\$5.15 Sunshine Skyway Bridge (Priority Mail)	Feb 28	St. Petersburg, FL 33730	PSA Pane of 20 (M)	Apr 28
N	\$18.95 Carmel Mission (Express Mail)	Feb 28	Carmel, CA 93923	PSA Pane of 10 (M)	Apr 28
N DC	Cherry Blossom Centennial (45¢ Forever)	Mar 24	Washington, DC 20066	PSA Pane of 20 (C) (2 designs)	May 23
N DC	William H. Johnson (American Treasures) (45¢ Forever)	Apr 11	Baltimore, MD 21233	PSA Pane of 20 (C)	Jun 10
N DC	Twentieth-Century Poets (45¢ Forever)	Apr 21	Los Angeles, CA 90052	PSA Pane of 20 (C) (10 designs)	Jun 20
N P DC	The Civil War: 1862 (45¢ Forever)	Apr 24	New Orleans, LA 70113	Souvenir Sheet of 12 (C) (2 designs)	Jun 23
N DC	Jose Ferrer (45¢ Forever)	Apr 26	New York, NY 10199	PSA Pane of 20 (C)	Jun 25
N P DC	Louisiana Statehood (45¢ Forever)	Apr 30	Baton Rouge, LA 70826	PSA Pane of 20 (C)	Jun 29
N DC	Great Film Directors (45¢ Forever)	May 23	Silver Spring, MD 20910	PSA Pane of 20 (C) (4 designs)	Jul 22
N P DC	Mail a Smile (45¢ Forever)	Jun 1	Orlando, FL 32862	PSA Pane of 20 (C) (5 designs)	Jul 31
	Four Flags (45¢ Forever)	Jun 1	McLean, VA 22101	PSA Booklet of 10 (M) (4 designs)	Jul 31
N	1¢ Bobcat	Jun 1	San Marcos, TX 78666	PSA Coil of 3000 (M)	Jul 31
N	32¢ Aloha Shirts	Jun 2	McLean, VA 22101	PSA Booklet of 10 (M) (5 designs)	Aug 1
N DC	Bicycling (45¢ Forever)	Jun 7	Minneapolis, MN 55401	PSA Pane of 20 (C) (4 designs)	Aug 6
N DC	Celebrate Scouting (45¢ Forever)	Jun 9	Washington, DC 20066	PSA Pane of 20 (C)	Aug 8
N P DC	Miles Davis/Edith Piaf (45¢ Forever)	Jun 12	New York, NY Paris, France	PSA Pane of 20 (C)	Aug 11
N	Sailboat (32¢ Forever)	Jun 22	Lancaster, PA 17604	Stamped Card 4-Up Pack of Ten (40 cards)	Aug 21
N	Scenic American Landscapes (\$15.95)	Jun 23	Lancaster, PA 17604	Premium Stamped Card (set of 20)	Aug 22
N P DC	Major League Baseball All-Stars (45¢ Forever)	Jul 20	Cooperstown, NY 13326	PSA Pane of 20 (C) (4 designs)	Sep 18
N DC	Innovative Choreographers (45¢ Forever)	Jul 28	Los Angeles, CA 90052	PSA Pane of 20 (C) (4 designs)	Sep 26
N P DC	Flags of our Nation: Set 6 (45¢ Forever)	Aug 16	Sacramento, CA 95813 (APS Stamp Show)	PSA Coil of 50 (M) (10 designs)	Oct 15
N P DC	Edgar Rice Burroughs (45¢ Forever)	Aug 17	Tarzana, CA 91356	PSA Pane of 20 (C)	Oct 16
N P DC	The War of 1812: USS Constitution (45¢ Forever)	Aug 18	Boston, MA 02205	PSA Pane of 20 (C)	Oct 17
N DC	O. Henry (45¢ Forever)	Sep 11	Greensboro, NC 27420	PSA Pane of 20 (C)	Nov 10
N DC	Santa and Sleigh (45¢ Forever)	Oct 14	New York, NY 10199 (Mega Stamp Show)	PSA Double-sided Booklet of 20 PSA ATM Booklet of 18 (M) (4 designs)	Nov 30
N DC	Holy Family (45¢ Forever)	Oct	TBD	PSA Double-sided Booklet of 20 (M)	
	Purple Heart (45¢ Forever)	TBD	TBD	PSA Pane of 20 (M)	

**Note Descriptions**

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

*DC: Digital Color Postmark*

*N: New issue*

*P: Pictorial first day postmark*

*S: Special Dedication Postmark*

*(C): Collectible*

*(M): Mail use*

1. Customers must affix additional postage to bring total postage to at least the minimum First-Class Mail<sup>®</sup> rate for an envelope or stamped card, depending on which is used. Also, the cost for a stamped envelope is the value of the postage plus 11 cents, and the cost for a stamped card is the value of the postage plus 3 cents.

— Stamp Services, Government Relations and Public Policy, 5-3-12

## Sustainability

### Standardized Reporting Requirements for Environmental Notices of Violation and Environmental Regulatory Agency Site Visits

It is Postal Service<sup>™</sup> policy to comply with all applicable local, state, and federal environmental regulations. A Notice of Violation (NOV), or similarly entitled actions, such as a warning letter or a notice of noncompliance, is issued to the Postal Service for the violation of an environmental regulation. These actions can be issued from a local, state, or federal agency.

Examples of noncompliance actions include, but are not limited to, the following:

- The issuance of an NOV from a state environmental protection agency for a Vehicle Maintenance Facility's noncompliance with the state's underground storage tank regulations.
- The issuance of a notice of noncompliance from a state environmental agency for the improper disposal of hazardous waste generated by a postal worker or contractor working at a postal facility.
- A warning letter issued by a state department of environmental protection for storm water violations.

The Office of Environmental Compliance and Risk Management, now within the Office of Sustainability, is standardizing the tracking and reporting of all NOVs within the Postal Service. Tracking NOVs will ensure that timely and necessary actions are taken to respond to NOVs and that certain critical NOVs are referred to the Law Department, and will assist in trend analysis to determine internal compliance-focused activities.

When installation heads or facility department project managers become aware of an NOV or similarly entitled action issued by a local, state, or federal agency, they must send an electronic copy of the NOV to the respective regional manager of Environmental Compliance and Sustainability within 5 days of receipt.

In addition, the Environmental Compliance and Risk Management Office is also standardizing the reporting of site visits and site inspections by local, state, or federal environmental regulatory agencies. Regardless of whether the site visit is announced (prescheduled) or unannounced, notification to the respective regional manager, Environmental Compliance and Sustainability, must be reported as soon as it is known.

For environmental regulatory agency visits and NOVs generated in the Northeast, Eastern, and Capital Metro Areas, and Headquarters-related facilities, send an email notification and/or electronic copy to Nick DeCarlo, Regional Manager Environmental Compliance and Sustainability at [Nicholas.Decarlo@usps.gov](mailto:Nicholas.Decarlo@usps.gov).

For environmental regulatory agency visits and NOVs generated in the Great Lakes, Western, Southwest, and Pacific Areas, send an email notification and/or electronic copy to Larry Hanna, Regional Manager Environmental Compliance and Sustainability at [Larry.J.Hanna@usps.gov](mailto:Larry.J.Hanna@usps.gov).

— Environmental Compliance and Risk Management,  
Office of Sustainability, 5-3-12



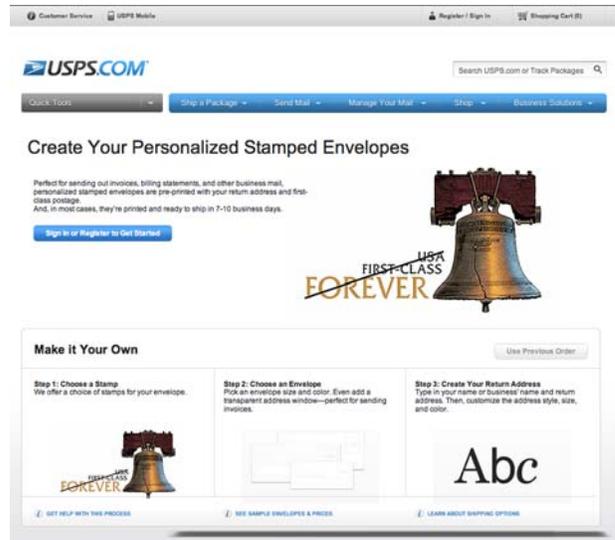
What's New on USPS.com?

In January, the Personalized Stamped Envelope (<https://store.usps.com/pse/pse-home.action>) application was redesigned to improve the customer experience. The updates include the following:

- Ability to add multiple orders to the same shopping cart.
- An image of the envelope, which appears throughout the order process.
- Ability for customers to use their address book to select return address (instead of typing it in).

There are other enhancements to USPS.com® planned for later this year.

— Digital Access,  
Channel Access, 5-3-12





UNITED STATES  
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***We can't afford to lose them or not get them back.***