

postal|bulletin

PUBLISHED SINCE MARCH 4, 1880

Work Safely This Winter



**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE

- Dress appropriately for cold weather
- Prevent slips, trips, and falls

See page 3

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POSTAL BULLETIN 2018 SEMI-ANNUAL INDEX

2018 Semi-Annual Index PB 22499 (8-2-18)

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USPS ePacket[®] Service

Cover Story

Work Safely This Winter

During winter, the secrets to preventing injuries and staying safe are preparation for and awareness of potential dangers. The hazards associated with winter weather include exposure to cold temperatures and wet or icy sidewalks and streets.

Prevent cold weather-related injuries by dressing appropriately in the following three light layers:

- An inner layer for wicking moisture away from your body.
- A middle layer to insulate you from the cold.
- An outer layer that repels wind, snow, and rain that can be removed, as needed.

Also, protect your hands, neck, and face, and wear warm, waterproof shoes or boots. Prolonged exposure to cold temperatures can cause your body to lose heat, which puts you at risk of hypothermia or frostbite. Frostbite occurs when skin is exposed to extreme cold for long periods and the skin and underlying tissue freeze. The fingers, toes, and feet are most commonly affected, but other extremities such as the nose, ears, and cheeks can also develop frostbite.

At the first sign of frostbite, get out of the cold. Unless absolutely necessary, do not walk on frostbitten feet or toes. Do not rub the frostbitten area because it will cause more damage. Warm the affected area using body heat or by immersing in warm water; avoid using a heating pad, heat lamp, or the heat of a stove, fireplace, or radiator for warming because direct heat can burn damaged tissue. Drink warm beverages to replace lost fluids. In case of severe frostbite, seek medical attention.

Snow and icy conditions increase the likelihood of slips, trips, and falls which result in pain, injury, and lost productivity. Proper footwear with good treads is essential for safe walking on slippery surfaces. Prevent slips, trips, and falls with the following tips:

- Wear grippers (ice cleats).
- Walk with care and take short steps.
- Only finger mail when it is safe to do so.
- Take extra precautions when entering and exiting your vehicle.
- Use handrails on steps.
- Wait for vehicles to stop completely on snow or ice-covered roadways before crossing the street.

Wet and icy road surfaces, longer periods of darkness, and poor visibility from snow, rain, and fog create driving hazards during the winter months. Prepare for driving in bad weather with the following tips:

- Maintain your vehicle and tune up the engine for winter.
- Keep good treads on your tires.
- Make sure your lights function properly.
- Add anti-freeze and windshield wiper fluid, if necessary.
- Replace worn wipers.
- Clear ice and snow from windows, headlights, and the hood and roof of your car before starting out; repeat as needed.
- Keep an emergency kit in your car with the following supplies:
 - Sand or cat litter,
 - An ice scraper or snow brush,
 - A small shovel,
 - Extra clothes and blankets, and
 - Non-perishable food.

If you plan to travel in bad weather, monitor road and weather conditions by checking local news stations or traffic and weather websites. Winter driving can be challenging — practice safe driving techniques with the following tips:

- Leave a few minutes earlier so you have plenty of time to reach your destination.
- Wear your seat belt.
- Stay alert and calm; keep an eye on traffic farther ahead so you have extra time to react to sudden changes in traffic flow.
- Maintain a safe speed for road conditions and keep a safe distance between you and other vehicles.
- Do not use cruise control; touching your brakes to deactivate it can cause you to skid.
- Avoid making abrupt lane changes.
- Make room for maintenance vehicles and snow plows.
- Watch for black ice on slippery overpasses and bridges.
- Do not use alcohol or drugs while driving.

If you get stuck in the snow or skid off the road, stay in your car and wait for help (if your car is safely out of harm's way). Turn on the car heater to stay warm, but make sure your exhaust pipe is clear of snow. Always remember, "Safety Depends on Me."

For more winter safety tips, see the following resources:

- Safety talk module in the Safety Toolkit: safetytoolkit.usps.gov/SafetyTalks2/Listing.aspx.
- Safety Depends on Me videos: blue.usps.gov/corp-comm/uspstv/safety-and-health.
- Safety resources in the Safety Toolkit: safetytoolkit.usps.gov:12.
- Centers for Disease Control and Prevention (CDC) website: cdc.gov/niosh/topics/coldstress.
- Occupational Safety and Health Administration (OSHA) website: osha.gov/dts/weather/winter_weather/index.html

— *Safety and OSHA Compliance Programs, Employee Resource Management, 1-3-19*

Policies, Procedures, and Forms Updates

Manuals

ELM Revision: Changes to Thrift Savings Plan

Effective January 3, 2019, the Postal Service™ is revising the *Employee and Labor Relations Manual* (ELM), section 590, to reflect changes in Thrift Savings Board policies and procedures. This ELM section is being revised to ensure compliance, improve efficiency, and provide employees with updated information. The revised language is consistent with information provided on tsp.gov.

Although effective January 3, 2019, the Postal Service will incorporate these revisions into the next edition of the online ELM, which is currently scheduled for March 2019.

The online ELM is available on the Postal Service PolicyNet website:

- Go to blue.usps.gov.
- In the left-hand column under “Essential Links,” click *PolicyNet*.
- Go to the right-hand side under “Published Forms and Directives.”
- *Click Manuals*.

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

— *Compensation and Benefits, Human Resources, 1-3-19*

IMM Revision: Indemnity Limits for International Registered Mail Service

Effective January 1, 2019, the Postal Service™ revised the following sections in *Mailing Standards of the United States Postal Service, International Mail Manual* (IMM®) to reflect the annual change to the indemnity limits for international Registered Mail™ items:

- Section 333.2.
- Section 934.2.
- The Individual Country Listing for each country that offers Registered Mail service.

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

| | | | | | |
|------------|----------------------------------|---|---|---|---|
| | * | * | * | * | * |
| 3 | Extra Services | | | | |
| | * | * | * | * | * |
| 330 | Registered Mail | | | | |
| | * | * | * | * | * |
| 333 | Fees and Indemnity Limits | | | | |
| | * | * | * | * | * |

333.2 Indemnity Limit

[Revise the text of 333.2 to read as follows, reflecting a change in the indemnity limit to \$42.66:]

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$42.66.

* * * * *

9 Inquiries, Indemnities, and Refunds

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930 Indemnity Payments

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934 Payments for Registered Mail

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934.2 Special Provisions

[Revise the text of 934.2 to read as follows, reflecting a change in the indemnity limit to \$42.66:]

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$42.66.

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Individual Country Listings

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Extra Services

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Registered Mail (330)

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[For every country that offers Registered Mail service in the "Extra Services" section, revise the maximum indemnity limit to \$42.66, to read as follows:]

Maximum Indemnity: \$42.66

* * * * *

Although effective January 1, 2019, the Postal Service will incorporate these revisions into the next edition of the online IMM, which is currently scheduled for January 27, 2019. The online IMM is available via Postal Explorer[®] at pe.usps.com.

— Product Classification, Marketing, 1-3-19

Handbooks

Handbook AS-805 Revision: Information Security

Effective December 2018, the Postal Service™ revised Handbook AS-805, *Information Security*, to update policy and procedures related to continuous improvement of governance, compliance, and the cybersecurity posture of the organization.

Handbook AS-805, *Information Security*

* * * * *

1 Introduction: Corporate Information Security

1-1 Purpose

[Revise the second paragraph of 1-1 to read as follows:]

Adherence to information security policies enables compliance with regulations to which USPS is subject, including Sarbanes-Oxley (SOX) and Payment Card Industry Data Security Standards (PCI-DSS). This policy reflects standards and guidelines suggested by industry organizations such as the Public Company Accounting Oversight Board (PCAOB), American Institute of Certified Public Accountants (AICPA), Committee of Sponsoring Organizations (COSO), and National Institute of Standards and Technology (NIST).

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3 Information Designation and Control

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3-5 Protection of Postal Service Information and Media

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3-5.4 Encryption of Information

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[Revise the text of item g. to read as follows:]

- g. For portable Public Key Infrastructure (PKI) backup media, see 9-7.1 for encryption compliance methods.

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[Add new section 3-7 to read as follows:]

3-7 Cyber Threat Information

Cyber threat information is any information that can assist in identifying, assessing, monitoring, and responding to cyber threats. Organizations can gain a more complete understanding of threats by analyzing information from multiple sources and by exchanging threat information within vetted sharing communities.

Threat is any circumstance or event (human, physical, or environmental) with the potential to cause harm to an information resource in the form of destruction, disclosure,

adverse modification of data, and/or denial of service by exploiting a vulnerability.

The objective of sharing is to support the overall CISO strategy and all information sharing agreements, which must be approved by CISO leadership. The agreements must be coordinated with CISO units with a role in the collection, processing, storage, and protection of threat information. Insider threat information is as follows:

- a. Insider threat information is collected or produced as a product of cybersecurity operations by internal tools, sensors, and repositories. To identify what threat information may be shared, the scope of information-sharing activities must be defined and rules put in place to control the flow of information.
- b. All threat information sharing must be managed within a Threat Intelligence Platform (TIP). The threat information-sharing process includes engaging in ongoing communication with partners, consuming security alerts and indicators, organizing and storing information, and producing and publishing information for sharing with partners.

Threat information sharing must comply with Postal Service legal restrictions on the type of information that may be shared, including the requirement that shared threat information must not be attributable to the Postal Service.

Information types, such as Personally Identifiable Information (PII), classified information, and Postal Service proprietary information, may not be shared and must be protected. Adequate security and privacy controls must be implemented to protect this information from unauthorized disclosure or modification.

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6 Personnel Security

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6-4 Background Investigations and Clearances

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6-4.2 Access Privileges

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6-4.2.3 Controlled Areas

[Revise the text of 6-4.2.3 to read as follows:]

All personnel, whose duties require unescorted access to controlled areas, whether located at a Postal or non-Postal Service facility, must have an appropriate clearance or background investigation as determined by the Inspection Service before being granted unescorted access privileges.

For further information, refer to the USPS *Administrative Support Manual (ASM)*, Section 272, Personnel Security Clearances.

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6-5 Information Security Awareness Training

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6-5.3 Training Requirements

[Revise the text of 6-5.3 to read as follows:]

Exhibit 6-5.3

Training Requirements

| Training Type | Requirement(s) |
|--|---|
| Annual Training | Based on requirements defined by the CISO at the beginning of the fiscal year (see the Information Security Training Matrix on the CISO Website), all personnel with an ACE ID or access to the Postal Service intranet must participate in information security training and data protection requirement training annually. Information security training is recommended for all other non-bargaining personnel |
| Information Resource Operational Security Training | All personnel with access to the Postal Service network must be trained to handle and report information security breaches and incidents. All PCI developers and administrators must complete formal training [1] in general secure coding techniques, [2] in developing secure code in the programming language(s) they use, and [3] and must maintain evidence of successful completion. For information resources processing sensitive-enhanced, sensitive, or critical information, operational security training must be developed and conducted that is appropriate for job responsibilities, and role-based activities. All privileged users possessing access to any sensitive-enhanced, sensitive, or critical information or systems supporting information must undergo security awareness training and records are maintained within the Learning Management System (LMS). If training does not occur, the role cannot be fulfilled. For privileged account holders who have not received annual refresher training, access is disabled until required training has been completed, unless the CISO grants a waiver. The training should explain how to protect information throughout its life cycle and report incidents. All C&A stakeholders, including Business Relationship Management portfolio managers, Solution Development Teams, and their staff |
| New Personnel Training | All new personnel must receive information security training and be issued a copy of Handbook AS-805-C, <i>Information Security for General Users</i> . |

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8 Development and Operations Security

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8-3 Operations Security

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8-3.2 Environment Restrictions

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8-3.2.1 Development Environment

[Revise the text of 8-3.2.1 to read as follows:]

Developers get full access (e.g., read, write, execute, allocate, and delete) in this environment to application software. Restrictions for the development environment include the following:

- Developers are restricted to read and execute privileges for database and operating system software.
- Personally identifiable information (PII), which is defined in 3-2.3.2, and payment card industry (PCI) primary account number (PAN) must not be used in this environment.
- No access to production systems is allowed from this environment.
- Development environment is an isolated infrastructure (DEVSUB) or enclaved.
- Use of nonsensitive production information in this environment requires the creation of a generic production data usage letter (PDUL). This letter approves the use of nonsensitive production data until the end of the current fiscal year. The PDUL is needed only for the application to be tested not for every system the application touches.
- Use of sensitive or sensitive-enhanced production information in this environment requires:
 - A specific PDUL that approves the use of this data until the end of the current fiscal for 1 year from the time of the request at which time another PDUL will be required. The PDUL is needed only for the application to be tested, not for every system the application touches.
 - The development environment must implement the same controls as the production environment or the PII or PCI PANs, and sensitive information must be de-identified in the production environment before data is transferred to the development environment. The project manager must validate (and attest in a letter to the CISO and the privacy office) that all PII and PCI PANs, and sensitive information have been de-identified.
- All connection of developer workstations to databases in all environments must be added as a temporary request for no more than 6 months with the option to renew when the NCRB team (coordinating with the ISSO) contacts the requester prior to expiration; con-

tact the users listed in the database connections in the general tab of ServiceNow. This fits the 6-month access review policy.

- h. All connections for developers will be from their workstations/laptops and not from a subnet.

8-3.2.2 SIT Environment

[Revise the text of 8-3.2.2 to read as follows:]

Developers have full access (e.g., read, write, execute, allocate, and delete) in this environment to application software. Code is migrated from the SIT environment back to the development environment to apply updates/fixes. Restrictions for the SIT environment include the following:

- a. Developers may have access to the SIT environment with documented management approval.
- b. Systems moved to the SIT environment are documented and managed by a version control library system.
- c. PII and PCI PANs, and sensitive information must not be used in this environment.
- d. Use of nonsensitive production information in this environment requires a generic PDUL that approves upfront the use of nonsensitive production data for up to 1 year from the time of the request until the application requires recertification and reaccreditation at which time another PDUL will be required.
- e. Use of production PII and PCI PANs, and sensitive information in this environment requires:
 - 1. A specific PDUL that approves the use of this data for 1 year from the time of the request; at which time another PDUL will be required. The PDUL is only needed for the application to be tested not for every system the application touches.
 - 2. The SIT environment must implement the same controls as the production environment or the PII, or PCI PANs, and sensitive information must be de-identified in the production environment before the data is transferred to the SIT environment. The project manager must validate (and attest in a letter to the CISO and the privacy office) that all PII, and PCI PANs, and sensitive information have been de-identified.
- f. All connection of developer workstations to databases in all environments should be added as a temporary request for no more than 6 months with the option to renew when the NCRB team (coordinating with the ISSO) contacts the requester prior to expiration; contact the users listed in the database connections in the general tab of ServiceNow. This fits the 6-month access review policy.
- g. All connections for developers will be from their workstations/laptops and not from a subnet.

8-3.2.3 CAT Environment

[Revise the text of 8-3.2.3 to read as follows:]

Access is restricted to production operations personnel, executive sponsorship, and developers with proper authorization. The CAT environment must implement the same controls and security requirements as production. Restrictions for the CAT environment include the following:

- a. Developers may have access to the CAT environment with documented management approval.
- b. Systems moved to the CAT environment are documented and managed by a version control library system.
- c. PCI PANs must not be used in this environment.
- d. PII and sensitive information must be de-identified prior to use in the CAT environment; any exceptions to the de-identification requirement must be approved by the CIO, CPO, and the executive sponsor. If PII that is not de-identified is approved for use in the CAT environment, the PII and sensitive information must be encrypted.
- e. Use of nonsensitive production information in this environment requires a generic PDUL that approves upfront the use of nonsensitive production data for up to 1 year from the time of the request until the application requires recertification and reaccreditation at which time another generic PDUL will be required. See 8-3.2.5, Other Environments.
- f. Use of PII, and PCI PANs, and sensitive information in this environment requires:
 - 1. A specific PDUL that approves the use of this data until the end of the current fiscal for 1 year from the time of the request at which time another PDUL will be required. The PDUL is only needed for the application to be tested, not for every system the application touches.
 - 2. The CAT environment must implement the same controls as the production environment or the PII and PCI PANs, and sensitive information must be de-identified in the production environment before data is transferred to the CAT environment. The project manager must validate and attest in a letter to the CISO and the Privacy Office that all PII and PCI PANs, and sensitive information have been de-identified.
- g. All connection of developer workstations to databases in all environments should be added as a temporary request for no more than 6 months with the option to renew when the NCRB team (coordinating with the ISSO) contacts the requester prior to expiration; contact the users listed in the database connections in the general tab of ServiceNow. This fits the 6-month access review policy.

h. All connections for developers will be from their workstations/laptops and not from a subnet.

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9 Information Security Services

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9-4 Accountability

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9-4.2 Types of Accounts

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9-4.2.4 Shared Accounts

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[Revise the text of item a. to read as follows:]

a. Shared accounts (e.g., training accounts) have a single log-on ID and password that is used by more than one individual. A shared account will be used only for qualifying circumstances and deemed necessary by the CISO. This approach to account usage is highly discouraged and requires the appropriate level of management approval via eAccess as well as approval by the CISO. The use of shared accounts must be tracked (e.g., logged) to manage individual accountability. The requesting manager is responsible for undocumented usage of the shared accounts and is responsible for password management. Shared accounts must not include access to any Postal Service production systems, the Internet, or the PCI environment. System operators will not share identification or authentication materials of any kind, nor allow any other person to operate any information systems by employing that user's identity. Generic accounts must not be used to administer PCI system components.

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9-6 Authentication

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9-6.4 Digital Certificates and Signatures

[Revise the text of 9-6.4 to read as follows:]

A digital certificate is an X.509 certificate that uses the widely accepted international X.509 public key infrastructure (PKI) standard to verify that a public key belongs to the user, computer, or service identity contained within the certificate. The certificate's purpose is to relate a unique name to a specific public key and is used for encryption and decryption of files and the nonrepudiation of messages. USPS sets standards for the properties, utilization, and acceptance of digital certificates in USPS systems and applications where digital certificates are used.

Cryptographically, X.509 is the standard defined by the public key certificate within USPS. As defined in 11-1.1.4, USPS uses X.509 certificates for secure communication, including the TLS and SSL protocols. An X.509 certificate contains a public key and an identity (a hostname, or an organization, or an individual). When signed by a trusted certificate authority, someone holding that certificate can rely on the public key it contains to authenticate the identity presented therein.

An X.509 is defined by the International Telecommunications Union's Standardization sector (ITU-T), and is based on ASN.1, another ITU-T standard and contains information about the identity to which a certificate is issued and the identity that issued it. Standard information in an X.509 certificate includes the following:

- a. Version — which X.509 version applies to the certificate (which indicates what data the certificate must include).
- b. Serial number — the identity creating the certificate must assign it a serial number that distinguishes it from other certificates.
- c. Algorithm information — the algorithm used by the issuer to sign the certificate.
- d. Issuer distinguished name — the name of the entity issuing the certificate (usually a certificate authority).
- e. Validity period of the certificate — start/end date and time.
- f. Subject distinguished name — the name of the identity the certificate is issued to.
- g. Subject public key information — the public key associated with the identity.
- h. Extensions (optional).

Within USPS, the CISO determines the eligibility of each proposed role, group, code signer, system, application, or device to receive one or more certificates. The CISO determines and verifies the identity of the human sponsor for each proposed role, group, code signer, system, application, or device to receive one or more certificates.

9-6.4.1 Digital Certificate

[Revise the text of 9-6.4.1 to read as follows:]

A digital certificate contains a public key and a private key. Digital certificates are used for identity verification prior to performing a separate action [by way of another process entirely, such as the Transport Layer Security (TLS) protocol] to transmit data securely. The Postal Service sets standards for the properties, utilization, and acceptance of digital certificates in Postal Service systems and applications where digital certificates are used.

* * * * *

9-6.4.3 Certificate and Signature Standards

[Revise the text of 9-6.4.3 to read as follows:]

Certificate Authority (CA) operating requirements are defined within this policy, and may also be well-defined within a Certificate Policy (CP) document. This includes digital certificate properties, as well as utilization and acceptance. Certificate Authority server operational practices are defined within the Security Plan document for each Enterprise Information Repository (EIR) at USPS that operates Certificate Authority (CA) servers, and may also be well-defined within Certificate Practice Statement (CPS) documents. If used, CPS documents are required for each CA Server and are used to describe how each of those CA servers are operated in accordance with the relevant CP document under which they must function.

* * * * *

9-6.4.5 Certificate Stores

[Revise the text of 9-6.4.5 to read as follows:]

The certificate store is a permanent storage where a public key infrastructure (PKI) stores its certificates, CRLs, and certificate trust lists. A trusted root certificate is the cornerstone and trust anchor of authentication and security on the Internet. Silently adding a root certificate gives any owner of the private key that goes with that certificate lots of options to perform actions on a computer where that certificate is installed; therefore, anyone who gets ahold of the private key that belongs to a root certificate can generate certificates for their own purposes and sign them with the private key.

Vendors' products come pre-populated with many root certificates in their trust stores, potentially certificates that USPS does not want to implicitly trust. The CISO sets the direction of what should be included in the trust stores and the PKIMA provides technical assistance to application and system owners with regards to the content of installed product's trust stores through automated or manual processes, to include the following:

- a. Removing all certificates that have passed their expiration date.
- b. Removing all certificates that are no longer trusted.
- c. Removing all certificates that are no longer required.

9-6.4.6 Naming Constraints

[Revise the text of 9-6.4.6 to read as follows:]

Names for certificate issuers and certificate subjects are of the X.500 Distinguished Name (DN) form. The ""United States Postal Service"" is a registered name in accordance with American National Standards Institute. The U.S. National Name Registration Authority uses of this identifier within USPS are not restrictive because the identifier is unambiguous and may be used in a variety of environments and various encoding methods. To be unambiguous, USPS

must establish context and naming hierarchies. A single naming hierarchy is established within the Postal Service as outlined below:

- a. Names for certificate issuers (i.e., USPS CA) and certificate subjects (i.e. subscriber or end entity) are of the X.500 DN form. These names are unique and unambiguous within the USPS hierarchy.
- b. Certificate issuers have entries at the organization name level. The DNs will use the following form: OU=United States Postal Service, O=U.S. Government, C=US.
- c. Certificate subjects have entries at the organizational Unit Name level. The DNs must follow the following form: CN=Subscriber Name, OU=United States Postal Service, O=U.S. Government, C=US.

Certificate subjects choose an optional Alternated Subject Name if marked noncritical. Certificate subjects choose to have additional name forms, such as an email address; however, the DN is the primary name and the one used to populate the subject fields of certificates and CRLs. Additional objects outside the scope of this policy must also be present in the naming hierarchy.

9-6.4.7 Meaningful Names

[Revise the text of 9-6.4.7 to read as follows:]

All names, including machine names and application names, are unique and understandable to humans. The DN must represent the subscriber in a way that is easily interpretable. For people, this is a legal name. For equipment, this is a model name and serial number. Distinguished names must be unique for all end entities of the USPS CA. X.500 DNs are used, and the USPS CAs enforce name uniqueness within the X.500 name space for which they have been authorized. When name forms other than a DN (e.g., email address or DNS name) are used, they too will be allocated to ensure name uniqueness.

The contents of each certificate Subject and Issuer name field have an association with the authenticated name of the Entity. A certificate issued for a device or application must include, within the Directory entry, the name of the person or organization responsible for that device or application. All certificates have name constraints asserted that limit the name space of the CAs to that appropriate for the domain.

9-6.4.8 Rules for Constructing Various Name Forms

[Revise the text of 9-6.4.8 to read as follows:]

Name forms are contained in the applicable certificate profile. As the USPS organization responsible for management and operation of the USPS X.500 directory. The Information Technology Engineering and Architecture (ITEA) group is responsible for the USPS X.500 directory name space and works with the Change Management Process for naming approval prior to final certificate provisioning.

9-6.4.9 Name Claim Dispute Resolution Procedure

[Revise the text of 9-6.4.9 to read as follows:]

Any dispute related to a name claim between USPS and an organization or individual outside of USPS is resolved using the following dispute settlement mechanism:

- a. A dispute is resolved by negotiation, if possible.
- b. A dispute not settled by negotiation is resolved through arbitration by the USPS PKIPA.

* * * * *

9-6.8 Nonrepudiation

[Revise the text of 9-6.8 to read as follows:]

Nonrepudiation is the security property that ensures that the sender cannot deny sending the message, the recipient cannot deny receiving the message, and actions can be conclusively traced to a specific individual. When required, an information resource must have the capability to support nonrepudiation.

A single public/private key pair and its associated certificate issued to any device may be used for signing (including authentication), key management (for encryption), or both. Device certificates must not assert nonrepudiation as well; all subscriber private keys must not be used by more than one entity.

* * * * *

9-6.9 Remote-Access Authentication

[Revise the text of 9-6.9 to read as follows:]

Postal Service information resource workers must support and maintain access control for personnel using networked and Internet connections to Postal Service information resources. Strong authentication or other stringent access controls must be implemented for personnel entering through the Internet, or other non-Postal Service communication networks. Source restrictions (i.e., destination verification of remote session source address) may be used as a substitution to strong authentication for remote access. Two-factor authentication is required for remote access to PCI cardholder data.

Multifactor authentication is required for remote access to sensitive, sensitive-enhanced, and PCI cardholder data. Application owners centrally manage all remote access connections to their systems and ensure that remote access capabilities provide strong multi-factor authentication, audit capabilities, and protection for sensitive information throughout transmission. All remote access connections must support cryptographic-based, multifactor authentication. Any multifactor authentication is based on USPS-controlled certificates or hardware tokens issued directly to each authorized user. Remote access solutions

must comply with the encryption requirements of FIPS 140-2, Level 3, Security Requirements for Cryptographic Modules.

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9-7 Confidentiality

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9-7.1 Encryption

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9-7.1.1 Minimum Encryption Standards

[Revise the first three paragraphs of 9-7.1.1 to read as follows:]

Synchronous encryption: Products using FIPS 197 Advanced Encryption Standard (AES) algorithms with at least 256 bit encryption that has been validated under FIPS 140-2. Legacy systems must have plans for moving to the minimum encryption standard; the associated timeline for this action is based on feasibility (technical capability, business plan for upgrade/retirement, etc.), identification of a published exploit to the implemented encryption algorithm, and associated risk to the Postal Service.

Asynchronous encryption: RSA with a 2048-bit encryption key pair. Elliptic curve algorithms ECDH or ECDSA may be used with key sizes 224-bit or greater. Legacy systems must have plans for moving to the minimum encryption standard; the associated timeline for this action is based on feasibility (technical capability, business plan for upgrade/retirement, etc.), identification of a published exploit to the implemented encryption algorithm, and associated risk to the Postal Service.

PCI systems also require Transport Layer Security (TLS) protocol version 1.2. New implementations must meet the minimum standard. Legacy systems must have plans for moving to the minimum encryption standard; the associated timeline for this action is based on feasibility (technical capability, business plan for upgrade/retirement, etc.), identification of a published exploit to the implemented encryption algorithm, and associated risk to the Postal Service.

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9-7.2 Use of Encryption Products

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[Revise the text of item c. to read as follows:]

- c. Application Owners follow encryption standard operating procedures for their application as documented within their specific EIR deliverables, as required by USPS Handbook AS-805-A (4-4.2 Deliverables, a. Standard operating procedures).

9-7.3 Key Management

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9-7.3.3 Key Management Requirements

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[Revise the text of items n., o., and p. to read as follows:]

- n. Sponsors for nonhuman subscribers (systems, applications, and devices) are responsible for the security of and use of the subscriber’s private keys.
- o. All subscribers including human and device private keys are not used by more than one entity.
- p. Public keys (Digital Certificates) must be changed at least 30 days prior to the digital certificate’s expiration date.

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9-7.3.4 Public and Private Key Management Agreement

[Revise the text of 9-7.3.4 to read as follows:]

The United States Postal Service (USPS) Cryptographic Keys (aka Private Keys) and Digital Certificates (aka Public Keys); including those provided by third-party vendors intended for use by the USPS, must be used only in accordance with this Public and Private Key Management Agreement, including the following:

- a. To use your Cryptographic Key(s) and Digital Certificate(s) exclusively for authorized management of a USPS asset, or authorized USPS business partner asset.
- b. To take all necessary precautions to protect your Cryptographic Key(s) and Digital Certificate(s) from loss, disclosure, modification, or unauthorized use, as per this policy derivative; as well as USPS Handbook AS-805C, Information Security for General Users.

Every United States Postal Service employee and contractor will maintain control of Cryptographic Keys at all times and abide by the agreements above.

9-7.4 Cryptographic Hash Function

[Revise the text of 9-7.4 to read as follows:]

A cryptographic hash function is an algorithm that takes an arbitrary block of data and returns a fixed-size bit string, hash value, such that an (accidental or intentional) change to the data will (with very high probability) change the hash value. The data to be encoded is often called the “message,” and the hash value is sometimes called the message digest. The ideal cryptographic hash function must have the following significant properties:

- a. It is easy to compute the hash value for any given message.

- b. It is infeasible to generate a message that has a given hash.
- c. It is infeasible to modify a message without changing the hash.
- d. It is infeasible to find two different messages with the same hash.

The Postal Service cryptographic hash standard is SHA-2 or SHA 256. Older algorithms (e.g., SHA 1) maintained by commercial products and applications used and developed by the Postal Service may continue to be supported since they may be required to validate digital signatures executed in the past and to decrypt objects encrypted in the past using the older algorithms and key sizes. These cases must show acceptable effort of migration to standard algorithms as identified in this policy and receive an exception waiver by the CISO. In addition it is recommended that:

- a. A Salt value is always used with your hash. This is especially important if the sensitive data to be protected is short like a password, social security number, or a payment card number.
- b. Always use a Strong Salt value when creating a credential hash. A Salt is a fixed-length cryptographically-strong random value. Follow these practices to properly implement credential-specific salts:
 1. Generate a unique salt upon creation of each stored credential (not just per user or system wide.)
 2. Use cryptographically-strong random data.
 3. As storage permits, use a 32-byte or 64-byte salt.
- c. The Salt value should be protected as any other cryptographic value.

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9-11 Audit Logging

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9-11.1 Audit Logging Functionality Requirements

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[Revise the text of item j. to read as follows:]

- j. Generating real-time alarms indicating immediate attention is required for operational problems (e.g., running out of storage space) and audit log malfunctions. USPS Authorizing Official(s) (AOs) ensure that reports on information security operations status and incident reporting are provided to the policy authority as required by this policy.

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10 Hardware and Software Security

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10-4 General Practices for Hardware and Software

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10-4.7 Maintaining Inventories

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10-4.7.2 Individual Information Resource Inventories*[Revise the text of 10-4.7.2 to read as follows:]*

All personnel are responsible for ensuring accurate inventories are maintained of Postal Service information resources assigned to them including hardware, non-ACE software, firmware, and documentation. The inventory management process must ensure accountability and must include current copies of hardware and non-ACE software maintenance agreements, licenses, purchase orders, and serial numbers. The inventory must indicate the individual authorized to use the information resource. The category supports granting access to auditors or other authorized personnel. The business system owner (VP or Mgr) grants access to auditors or other authorized personnel and the FSC (Functional System Coordinator) reviews and provides access. Information resources supporting PCI are labeled with information that can be correlated to the application purpose, owner contact information, and the personnel authorized to use the information resource.

Payment cardholder media must be inventoried and the inventory reconciled semiannually.

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11 Network Security**11-1 Policy**

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11-1.1 Generic Information Security Architectural Standards Network Architecture

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11-1.1.4 Externally Facing Websites*[Revise the text of 11-1.1.4 to read as follows:]*

An HTTPS-Only standard is used for all external-facing USPS web services browsers and other HTTPS clients are configured to trust a set of certificate authorities that can issue cryptographically signed certificates on behalf of web service owners and communicate to the client that the web service host demonstrates ownership of the domain to the certificate authority at the time of certificate issuance. Internally issued certificates will not be permitted for web services whose users may not always be expected to trust the issuing federal certificate authority. These web services use

a certificate issued from a publicly trusted certificate authority. The CISO is responsible for reviewing and approving, where applicable, requests for certificates from an external CA.

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11-6 Network Connections

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11-6.1 Establishing Network Connections*[Revise the text of 11-6.1 to read as follows:]*

The NCRB must approve all system network access before connectivity is established to the USPS network. Systems with high or moderate impact values with respective confidentiality, integrity, or availability security objectives have unique identity and authenticate network devices before establishing a connection to the USPS network. All connectivity to the USPS network must be monitored and audited in advance of the establishment of network connectivity. Any connectivity to the Postal Service network must allow monitoring.

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11-11 Wireless Networking Requirements

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11-11.3 Standard Wireless Solution

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11-11.3.2 Architecture Requirements

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[Revise the text of item a4 to read as follows:]

4. Application and Network device owners using PKI-based encryption on any wireless device implement and maintain a key management plan as identified within this policy document and approved by CISO.

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*[Revise the title and text of Chapter 12 in its entirety.]***12 Service Continuity Management (formerly Business Continuity Management)****12-1 Policy**

Service Continuity consists of the alignment of Business Continuity Plans (including Emergency Action Plans) and Disaster Recovery Plans.

The USPS CISO is responsible for the overall coordination of the USPS CIO Service Continuity (SC) which enhances the operational resilience of CIO partner organizations¹, their systems and processes.

This policy develops the management and governance framework for USPS CIO SC organizations to prepare for, respond to, and recover from any event that disrupts, or threatens to disrupt, normal operations. This policy is applicable to all CIO Service Partners and Owners (see Chapter 2, Security Roles and Responsibilities).

This policy ensures that within the CIO organization, the creation of missing, review alignment and/or augmentation of existing; USPS Disaster Recovery (DR), Business Continuity (BC), Functional (FF) and Emergency Action (EAP) Plans as defined and mandated elsewhere in this document (Handbook AS-805) and Management Instruction (MI) AS-280-2018-1, *Integrated Emergency Management Supporting Field Business Continuity* (published January 2018).

This policy, its recommendations, and resulting products (plans) are in compliance with the following:

- a. The National Institute of Standards and Technology (NIST) SP 800.34.
- b. Homeland Security Exercise and Evaluation Program (HSEEP).
- c. *USPS Employee Labor Manual* (ELM), 810, Occupational Safety and Health Program; 840, Safety Awareness Program; and 850, Emergency Action Plans and Fire Prevention and Control.
- d. MI AS-280-2018-1, *Integrated Emergency Management Supporting Field Business Continuity*.

Specifically, this policy provides for the: identification, prioritization, and vetting of CIO and VP High Value Services (HVS); compliance with Federal and USPS standards and guidelines for recovery plan(s) documentation, maintenance (updating), testing, exercising and evaluation (TT&E); and personnel training.

An Information Security Management System is characterized by (per ISO 27001) the following:

- a. Has a centrally managed framework for keeping information safe.
- b. Protects the confidentiality, availability, and integrity of information.
- c. Consists of a set of policies, procedures, and technical and physical controls.
- d. Has a scope that can be applied to the entire organization or only a specific area or department.
- e. Is based on an organization-wide risk assessment that considers internal and external risks.
- f. Has had all risks assessed, analyzed, and evaluated against a set of predetermined criteria.
- g. Has controls that are applied to treat risks based on the likelihood and impact of the risks.

- h. Has controls that include technology as well as controls to manage people, resources, assets, and processes.
- i. Helps you control risks that are specific to your own business environment.
- j. Requires support and involvement from the entire business from the cleaner right up to the CEO.
- k. Is not an IT function but a business management process.
- l. Requires constant review, monitoring, audits, and continual improvement to be effective.

The CIO Service Continuity (SC) Program Policy develops all USPS CIO organization's (CISO, EA, ENG, IT, and MEPT) capability to prepare for, respond to, and recover from any event that disrupts, or threatens to disrupt, normal operations which depend on services provided through the CIO organization. The program improves organizational and technical resilience processes and capabilities to ensure critical CIO services continue during and after an incident and applies to all USPS functional organizational elements and personnel.

This is achieved through the establishment and implementation standards and guidelines for CIO Service Continuity, which includes emergency management, service continuity and disaster recovery activities, standards and plans (operational risk). Its focus is based on the identification and prioritization of the CIO's and VP's high-value services and their recovery/hardening/resilience through a governance program which ensures maintenance and training on service continuity.

Specifically, through the development, documentation, and implementation of testing, exercising and evaluation processes, and documentation which validate compliance (or noncompliance) to (CIO SC) service continuity standards, guidelines, and processes, and effectively address non-compliance and corrective action.

Service owners develop strategies and plans to sustain functions during a disruption.

Resilience: is the ability to quickly adapt and recover from any known or unknown changes to the environment. Resiliency is not a process, but rather an end-state for organizations. The goal of a resilient organization is to continue mission essential functions at all times during any type of disruption. Resilient organizations continually work to adapt to changes and risks that can affect their ability to continue critical functions. Risk management, contingency, and continuity planning are individual security and emergency management activities that can also be implemented in a holistic manner across an organization as components of a resiliency program.

Contingency planning normally applies to information systems, and provides the steps needed to recover the operation of all or part of designated information systems at an existing or new location in an emergency.

Cyber Incident Response Planning is a type of plan that normally focuses on detection, response, and recovery to a computer security incident or event.

Organizations require a suite of plans to prepare themselves for response, continuity, recovery, and resumption of mission/business processes and information systems in the event of a disruption. Each plan has a specific purpose and scope; however, because of the lack of standard definitions for these types of plans, in some cases, the scope of actual plans developed by organizations may vary from the following basic descriptions.

The goal of a resilient organization is to continue functions at all times during any type of disruption. Resilient organizations continually work to adapt to changes and risks that can affect their ability to sustain operations. Risk management, contingency, and continuity planning are individual security and emergency management activities that can be implemented in a holistic manner across an organization as components of a resiliency program.

12-2 Business Continuity Plan Requirements

The purpose of business continuity plans are to ensure that business processes which rely upon personnel to perform specific functions will continue after an unplanned emergent event. This event may affect the prerequisite or dependent personnel, tools, or facilities and require that the function be relocated or that an alternate process be initiated.

Business Continuity Plans mitigate operational risk by doing the following:

- a. Protecting personnel and identifying essential business processes during an incident or disaster.
- b. Reducing the impact of an incident or disaster on facilities' personnel and business processes.
- c. Satisfying business continuity needs as defined by USPS management and aligning with industry best practices and United States federal government requirements and guidance.

The minimum requirements for Business Continuity Plans are defined in the following documents:

- a. ASM, 28, Emergency Preparedness.
- b. Management Instruction (MI) AS-280-2018-1, *Integrated Emergency Management Supporting Field Business Continuity* (published October 24, 2016).
- c. Federal Continuity Directive 1 (FCD 1), "Federal Executive Branch National Continuity Program and Requirements" dated January 2017.

All CIO managed facilities will use the structure, tools, products, and nomenclature of the integrated emergency management (IEMM / IEMP) discipline to include the following:

- a. Emergency Management Team (EMT) concept of operations.
- b. Integrated Emergency Management Module (IEMM) within the Facilities Database System for data entry.
- c. Integrated Emergency Management Plan (IEMP) that consists of emergency action, fire prevention, and continuity of operations (COOP) plans, and emergency response checklists.
- d. Business Continuity Preparedness (BCP) cyclical requirements for testing, training, exercise, and review.
- e. IEMP update and certification requirements.

12-3 Disaster Recovery Plan Requirements

12-3.1 General

All Application and Infrastructure Service owners must develop Disaster Recovery (DR) plans to provide for the resumption of automated systems in the event that those systems are unable to operate as built. Application teams develop Application Disaster Recovery Plans (ADRP). These plans make a reference to dependent Infrastructure Services but recovery of those services is not in scope for the ADRP. Infrastructure Services develop Infrastructure Disaster Recovery Plans (IDRP) that are designed to achieve the RTO (Recovery Time Objective) of the applications that rely on these services.

Both Applications and Information Technology Infrastructure systems need to be designed to achieve availability targets required to sustain the business functions they support. See 9-9 of this document for Availability requirements.

Application and Infrastructure Service owners may use templates when developing DR plans.

12-3.2 Application Disaster Recovery Plan Requirements

The Application Disaster Recovery Plan (ADRP) Requirements are as follows:

- a. Each application that is registered in the Enterprise Information Repository (EIR) must have an ADRP.
- b. The requirements for the plan are determined based on the Criticality results of the Business Impact Assessment (BIA). See 3-2.3 of this document for requirements of Criticality determination. The ADRP must be designed to achieve the recovery time objectives (RTO) required to meet the business requirements as specified in the BIA.
- c. The ADRP does not include the recovery plans for the infrastructure that it's dependent upon.

- d. The ADRP documentation is stored in the Technical Solution Life Cycle (TSLC) IT Artifact Library systems documentation testing section of the application as Program-Level Artifacts and is considered “Sensitive”.
- e. The ADRP must be reviewed, tested, and the results certified by the development organization and the executive sponsor. Evidence of the testing and certification must be kept in the TSLC IT Artifact Library as a Program-Level Artifacts and is considered “Sensitive”. Test results are also recorded in the EIR system.
- f. ADRP’s Critical-High and Critical-Moderate applications must be tested within 180 days of the application going into production and within 180 days of changes which would invalidate previous tests.
- g. Applications designated as Critical-High must be tested within 18 months of the last successful test.
- h. Applications designated as Critical-Moderate must be tested within 36 months of the last successful test and within 12 months of changes which would invalidate previous tests.
- i. Non-Critical (Low) applications can conduct a table-top evaluations of the ADRP or can conduct a test of the ADRP. These tests must be repeated as least once every 5 years.
- j. Failed tests must be re-attempted within 90 days of the failed test.
- k. All recovery documents must be protected as restricted information.

12-3.3 Infrastructure Disaster Recovery Plan (IDRP)

Infrastructure Disaster Recovery Plan is an internal documented process or set of procedures to recover and protect the Postal Service IT Infrastructure in the event of a disaster as follows:

- a. Many applications are dependent on shared information technology infrastructure services. Therefore, these services must be designed to meet the availability requirements of the applications using the service. See 9-9 for availability requirements.
- b. The IDRP must support the RTO for the most critical application that uses the Infrastructure Service.
- c. The IDRP must be developed and certified by the Infrastructure Service Owner and the executive sponsor (see 2-2.11, Executive Sponsors).
- d. The IDRP must be maintained in the designated plan repository. The availability to the repository must not be dependent on any one facility.
- e. Infrastructure Services must have contingency plans that address the following:
 - 1. Loss of capacity due to failures of underlying requirements (power, cooling, facilities, servers, network, etc.).
 - 2. Loss of connectivity.
 - 3. Denial of Service attacks.
 - 4. Data corruption.
- f. The IDRP must be exercised quarterly to insure DR infrastructure services provide the same functionality as production.
- g. Test activities and results are documented as part of the normal change and configuration management services.

The IDRP must include essential personnel to support and validate recovery.

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The Postal Service incorporated these revisions into the online Handbook AS-805, *Information Security*, which is available on the Postal Service PolicyNet website:

- Go to blue.usps.gov.
- In the left-hand column under “Essential Links,” click *PolicyNet*.
- Go to the right-hand side under “Published Forms and Directives.”
- Click *Handbooks*.

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

— *Corporate Information Security Office,
Chief Information Security Officer
and Digital Solutions, 1-3-19*

Management Instructions

Management Instruction EL-510-2019-2: Additional Wounded Warriors Leave Available

Compensation and Benefits recently published Management Instruction (MI) EL-510-2019-2, *Wounded Warriors Leave*, which provides details regarding additional leave for eligible Postal Service™ employees for medical treatment that qualifies under the Wounded Warriors Federal Leave Act of 2015.

Effective January 5, 2019, in addition to the statutorily mandated leave, the Postal Service will credit eligible employees with 104 hours of Wounded Warriors Leave on the first day of each leave year. This leave time is available to use until the last day of the leave year. MI EL-510-2019-2 replaces MI EL-510-2016-8 (formerly posted on the web).

MI EL-510-2019-2 is available on the Postal Service PolicyNet website:

- Go to blue.usps.gov.
- In the left-hand column under “Essential Links,” click *PolicyNet*.
- Go to the right-hand side under “Published Forms and Directives.”
- Click *Management Instructions*.

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

— *Compensation and Benefits, Human Resources, 1-3-19*

Organization Information

Address Management

Mover's Guides and Internet Change of Address Message Cards

Postal Service™ employees must recycle any old copies of Publication 75, *Mover's Guide*, by January 1, 2019. All Post Offices should have received the new January–March 2019 issue of Publication 75 by December 31, 2018.

Since more customers submit change-of-address orders online, Post Offices need fewer *Mover's Guide* copies. Conserve copies the following ways:

- Make sure customers know that usps.com is the most convenient, safe, and secure way to submit a change-of-address order.
- Encourage carriers to take Internet Change of Address (ICOA) message cards on their routes instead of *Mover's Guide* copies.

Important Reminders

- The Postal Service prints and distributes *Mover's Guide* four times a year.
- Keep *Mover's Guide* copies behind the counter only, not in inner or outer lobbies or on clerk counters.
- Give customers who are unwilling or unable to submit their change of address at usps.com a complete, unopened copy of *Mover's Guide*.
- Provide no more than three *Mover's Guide* copies to each customer.

Shipment Information and Inventory Management

Post Offices will receive copies of *Mover's Guide* in one or two shipments. The first shipments should have arrived

by the end of December. The second shipments will arrive 3 to 5 weeks later.

- Boxes with pink stickers are the first shipment for this print run.
- Boxes with green stickers are the second and final shipment for this print run.

To track shipment information, go to blue.usps.gov/purchase/operations/ops_downloads.htm and click *Mover's Guide* (Pub75) Distribution for January–March 2019. To search for your office, highlight the “Fedstrip” column and press Ctrl+F.

To reorder copies of *Mover's Guide*, use the eBuy2 website (blue.usps.gov/supplymanagement/eBuy2_home.htm) and search for PSN 7610-03-000-4795.

Internet Change of Address Message Card Information

The Postal Service no longer mails ICOA message cards directly to Post Offices. To reorder ICOA message cards, use the eBuy2 website (blue.usps.gov/supplymanagement/eBuy2_home.htm) and search for PSN 7610-18-000-2416.

For questions regarding eBuy2, contact National Materials Customer Service at 800-332-0317, option 4.

— Address Management,
Addressing and Geospatial Technology, 1-3-19

Finance

Equipment Maintenance Allowance Schedule for Rural Routes

Rural Carriers

In accordance with the provisions of Article 9, section 2.J.3 of Handbook EL-902, *Agreement Between the United States Postal Service and the National Rural Letter Carriers' Association*, effective January 5, 2019 (pay period 02-19), the equipment maintenance allowance (EMA) will decrease to 72.5 cents per mile. The EMA is 72.5 cents per mile or a minimum of \$29.00 per day, whichever is greater.

Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance

Employees providing auxiliary assistance or serving auxiliary routes under the provisions of Article 9, section

2.J.5, receive an EMA of 72.5 cents per mile or \$7.85 per hour, whichever is greater. This EMA must not exceed the amount provided in the special equipment maintenance allowance for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages [20](#) and [21](#) supersedes all previously published EMA schedules for employees receiving EMA.

— Collective Bargaining and Arbitration,
Labor Relations, 1-3-19

EMA Rate Schedule (page 2 of 2)

| USPS 26-9902 MINNEAPOLIS ISC REPORT AAQ530P1 | RURAL EQUIPMENT MAINTENANCE | RATE SCHEDULE | DATE 12-14-18 |
|--|---|-----------------------|---------------|
| MILES STOPS = | BASED ON \$0.725 PER MILE | EFFECTIVE PP-YR 02-19 | PAGE 2 |
| 8 | 30.50 30.60 30.70 30.80 30.90 31.00 31.10 31.20 31.30 31.40 31.50 31.60 31.70 31.80 31.90 32.00 32.10 32.20 32.30 | | |
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| 33 | 33.00 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 | | |
| 34 | 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 | | |
| 35 | 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 | | |
| 36 | 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 | | |
| 37 | 33.40 33.50 33.60 33.70 33.80 33.90 34.00 | | |
| 38 | 33.50 33.60 33.70 33.80 33.90 34.00 | | |
| 39 | 33.60 33.70 33.80 33.90 34.00 | | |
| 40 | 33.70 33.80 33.90 34.00 | | |
| 41 | 33.80 33.90 34.00 | | |
| 42 | 33.90 34.00 | | |
| 43 | 34.00 | | |

Form W-4 Completion for Employees Claiming Exempt Status for 2019

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2019 to claim total exemption from federal tax withholding if they owed no federal taxes for 2018. These regulations also require that employees submit a new Form W-4, *Employee's Withholding Allowance Certificate*, every calendar year if they claim an exempt status. However, employees can use *PostalEASE* to file their Form W-4 instead of filing a hard copy Form W-4.

Employees may meet IRS filing requirements for exempt Forms W-4 using the following methods:

- Log on to *PostalEASE* at liteblue.usps.gov, or
- Call *PostalEASE* toll-free at 877-477-3273, option 1.

To update your Form W-4 for calendar year 2019, follow the Form W-4 instructions provided by *PostalEASE*. If you need to contact the HR Shared Service Center (HRSSC) in Greensboro, NC, for more information, call 877-477-3273, option 5, and then request "Benefits" when prompted. If you have a hearing disability and you need to contact the HRSSC, call the Federal Relay Service at 800-877-8339.

Any employee currently in an exempt status who does not submit a new Form W-4 claiming a continuation of the exempt status will be converted to a taxable status, effective Pay Period (PP) 04-2019. For the exempt status to remain effective into 2019, the employee must enter updated Form W-4 information into *PostalEASE* no later than Wednesday, February 13, 2019, 3:00 P.M. CST. However, to ensure a seamless continuation of the exempt

status for 2019, the Postal Service™ encourages employees to update their W-4 information no later than a day or two in advance of the February 13 cut-off date.

Note: An employee currently in an exempt status may use *PostalEASE* to file for exemption after the February 13 cut-off date; however, in that instance, the employee's exempt status will not be continuous from 2018 to 2019. Depending on the day of the pay period in which the employee enters his or her W-4 information into *PostalEASE*, the 2019 exempt status is effective the pay period of entry or the pay period following entry.

Any employee who claimed exempt status for 2018 and who does not submit a new Form W-4 will have federal taxes withheld at the rate normally applicable to an employee claiming "Single" with "0" allowances. Employees with an exempt status (as of PP 26-2018) will receive printed messages on their earnings statements during PP 02-2019, PP 03-2019, and PP 04-2019 reminding them of the requirement to file a new Form W-4.

Reminders

- The Postal Service prohibits all administrative and managerial employees from providing any tax advice to employees about the completion of Form W-4.
- The Postal Service no longer requires employees to send information about exempt Form W-4 to Eagan Accounting Services.

— Payroll,
Controller, 1-3-19

Pull-Out Information

Fraud

Invalid USPS Corporate Account Numbers

Provide this listing to Contract Postal Units and acceptance clerks in non-POS locations without intranet access to validate a USPS Corporate Account (USPSCA) number online. For all other locations, online USPSCA validation is preferred. This list supersedes all previous notices, which you must recycle.

Acceptance clerks must not accept Priority Mail Express® shipments bearing an invalid USPSCA number in the “Payment by Account” or “Agreement Number” section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Agreement make up the Corporate Account Number.

| | | | | | | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 006009 | 021485 | 071118 | 111517 | 150075 | 253400 | 410094 | 551091 | 608089 | 681288 | 820828 | 922037 | 968974 |
| 006206 | 025390 | 071324 | 115279 | 152832 | 264004 | 432006 | 553748 | 608092 | 685153 | 841206 | 926165 | 969176 |
| 006353 | 029789 | 071516 | 115371 | 153086 | 270001 | 436170 | 554228 | 608094 | 685298 | 841996 | 926892 | 969204 |
| 007149 | 033008 | 075329 | 117193 | 156156 | 272255 | 441553 | 554327 | 608115 | 701292 | 856495 | 931556 | 970673 |
| 007171 | 043307 | 076056 | 117493 | 174088 | 277021 | 443560 | 601107 | 608201 | 730153 | 891204 | 932007 | 970691 |
| 008008 | 047100 | 076148 | 119567 | 176142 | 282770 | 445157 | 601138 | 608440 | 731355 | 891396 | 932571 | 980025 |
| 008125 | 049317 | 076253 | 122303 | 185034 | 300635 | 448702 | 601695 | 608554 | 740013 | 900005 | 933441 | 980115 |
| 008731 | 050095 | 077267 | 122304 | 185077 | 327627 | 452708 | 605155 | 608567 | 741203 | 900023 | 934289 | 980616 |
| 008747 | 057019 | 080489 | 124131 | 192598 | 329050 | 454269 | 605825 | 618137 | 752197 | 900355 | 941642 | 981828 |
| 008801 | 058029 | 080623 | 125072 | 192906 | 329052 | 468555 | 606024 | 626090 | 752902 | 901354 | 951389 | 982434 |
| 015407 | 060205 | 082421 | 132138 | 197032 | 330242 | 479601 | 606068 | 627047 | 760507 | 901828 | 954102 | 982614 |
| 015601 | 060258 | 085222 | 135193 | 197203 | 333209 | 480320 | 607268 | 629139 | 778362 | 906338 | 958400 | 995004 |
| 018398 | 060659 | 088658 | 142114 | 200183 | 336179 | 481261 | 607349 | 630587 | 785555 | 906460 | 968354 | 995005 |
| 019004 | 063015 | 088769 | 142365 | 200296 | 336240 | 488279 | 608018 | 631129 | 787039 | 910386 | 968461 | 995108 |
| 019406 | 063453 | 089332 | 142516 | 208744 | 336280 | 488324 | 608021 | 631523 | 787734 | 913550 | 968526 | 995358 |
| 019615 | 064620 | 098629 | 142608 | 210192 | 336618 | 488726 | 608024 | 631802 | 801403 | 913588 | 968555 | 995455 |
| 021199 | 065264 | 098976 | 146027 | 210447 | 337122 | 490715 | 608031 | 633660 | 803102 | 914001 | 968557 | 995881 |
| 021320 | 070931 | 100851 | 146351 | 210799 | 339119 | 492039 | 608083 | 658134 | 813278 | 920088 | 968582 | |
| 021414 | 070942 | 108110 | 146538 | 235249 | 405400 | 494259 | 608084 | 660226 | 820221 | 921071 | 968695 | |

— Product Information Requirements, Mail Entry and Payment Technology, 1-3-19

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

Provide this listing 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 tenth 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.

| | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 010 001 0200 to 0299 | 037 909 5490 to 5499 | 070 916 1340 to 1399 | 114 402 3850 to 3899 |
| 010 504 1932 to 1999 | 037 931 4660 to 4699 | 071 047 5768 to 5799 | 114 866 5368 to 5397 |
| 011 582 1889 to 1899 | 039 145 6521 to 6595 | 071 179 9800 to 9899 | 116 154 2800 to 2899 |
| 011 588 2900 to 3099 | 040 024 3901 to 3999 | 071 386 3682 to 3699 | 116 986 4400 to 4499 |
| 012 441 0784 to 0799 | 040 674 7100 to 7199 | 071 507 6840 to 6899 | 117 175 1647 to 5169 |
| 012 579 5675 to 5699 | 040 688 8816 to 8899 | 072 045 9641 to 9699 | 117 951 4687 to 4699 |
| 013 289 6176 to 6199 | 041 299 6752 to 6799 | 072 675 8287 to 8299 | 117 951 5200 to 5299 |
| 013 610 0014 to 0099 | 041 623 8889 to 8899 | 073 763 0867 to 0876 | 119 786 3051 to 3064 |
| 014 932 1000 to 1099 | 041 803 6565 to 6599 | 073 763 0878 to 0887 | 119 815 8961 to 6199 |
| 014 972 0800 to 0899 | 043 129 1968 to 1997 | 073 763 0889 to 0898 | 119 850 7400 to 7499 |
| 015 363 0065 to 0099 | 043 205 5922 to 5999 | 077 617 5481 to 5499 | 119 850 7700 to 7999 |
| 017 028 3200 to 3299 | 044 087 3457 to 3499 | 077 999 4001 to 4090 | 121 634 0460 to 0499 |
| 018 569 5333 to 5399 | 044 087 4000 to 4099 | 078 174 4475 to 4499 | 122 451 9879 to 9899 |
| 018 986 5264 to 5299 | 044 226 2487 to 2512 | 078 219 4931 to 4999 | 122 714 6805 to 6900 |
| 019 518 2814 to 2899 | 044 306 4200 to 4299 | 078 250 4756 to 4799 | 124 916 0304 to 0499 |
| 020 698 5159 to 5199 | 044 306 4370 to 4599 | 078 823 8312 to 8399 | 126 423 0136 to 0169 |
| 020 844 7307 to 7399 | 045 524 4121 to 4298 | 079 374 0300 to 2499 | 127 500 2328 to 2399 |
| 020 972 8948 to 8999 | 046 800 9870 to 9899 | 079 807 2342 to 2399 | 160 901 2254 to 2299 |
| 022 021 9110 to 9181 | 047 352 4000 to 4099 | 082 721 0228 to 0254 | 161 103 6581 to 6599 |
| 022 037 1411 to 1499 | 048 383 7650 to 7659 | 083 140 5000 to 7499 | 161 194 2857 to 0899 |
| 022 527 9201 to 9210 | 048 396 3647 to 3699 | 083 784 8886 to 8899 | 162 032 4447 to 4499 |
| 022 529 1882 to 1899 | 051 142 0755 to 0799 | 083 913 6915 to 6999 | 163 257 1085 to 1099 |
| 023 637 7169 to 7199 | 051 774 8857 to 8899 | 084 478 3920 to 3999 | 164 359 2406 to 2499 |
| 024 380 4100 to 4199 | 051 781 2875 to 2885 | 086 000 8271 to 8299 | 166 101 1433 to 1499 |
| 024 496 6870 to 6896 | 051 977 7010 to 7023 | 086 798 3840 to 3849 | 167 555 5201 to 5212 |
| 025 092 0987 to 0999 | 052 058 7115 to 7199 | 088 404 4472 to 4499 | 167 555 5214 to 5299 |
| 025 369 5535 to 5599 | 054 450 1130 to 1167 | 088 404 5584 to 5699 | 169 618 6274 to 6299 |
| 025 729 1151 to 1199 | 057 670 0563 to 0599 | 088 757 8688 to 8699 | 171 806 6878 to 6893 |
| 025 729 1643 to 1799 | 058 187 3836 to 3899 | 088 757 9400 to 9499 | 173 639 4685 to 4699 |
| 026 492 3180 to 3199 | 058 523 3003 to 3099 | 089 358 2248 to 2257 | 174 238 2779 to 2799 |
| 027 361 0430 to 0499 | 058 591 1153 to 1299 | 090 663 9678 to 9684 | 174 281 9347 to 9399 |
| 027 369 4482 to 4495 | 058 895 3746 to 3799 | 091 818 0071 to 0099 | 175 251 2600 to 0699 |
| 027 671 8762 to 8776 | 059 986 0814 to 0899 | 093 106 9346 to 9355 | 176 281 7937 to 7950 |
| 027 787 9886 to 9899 | 060 406 7650 to 7699 | 093 203 0500 to 0599 | 176 281 7963 to 7999 |
| 027 965 9487 to 9499 | 063 491 8122 to 8199 | 093 684 3630 to 3699 | 176 731 6586 to 6599 |
| 028 100 8069 to 8099 | 063 916 9968 to 9999 | 094 081 5074 to 5099 | 178 254 5000 to 9999 |
| 028 191 1852 to 1999 | 064 091 4500 to 4599 | 094 216 2555 to 2599 | 178 881 9900 to 9999 |
| 028 850 3000 to 3199 | 065 170 0471 to 0499 | 094 580 7062 to 7099 | 180 031 2089 to 2098 |
| 029 510 1500 to 1599 | 065 255 7909 to 7999 | 094 639 4200 to 4299 | 180 403 7723 to 7741 |
| 030 687 0903 to 0999 | 065 392 6345 to 6399 | 095 070 7186 to 7199 | 180 428 4580 to 0599 |
| 030 701 3442 to 3499 | 066 099 2014 to 2099 | 095 076 8300 to 8399 | 182 368 7544 to 0599 |
| 031 077 4507 to 4799 | 066 648 2880 to 2899 | 095 354 6864 to 6899 | 182 475 3229 to 3258 |
| 032 295 7500 to 9999 | 066 787 3639 to 3699 | 097 224 1350 to 1599 | 182 475 3904 to 3933 |
| 034 394 1000 to 1099 | 066 845 7500 to 9999 | 100 160 3800 to 3899 | 182 631 0031 to 0099 |
| 034 943 0400 to 0799 | 067 093 3869 to 3899 | 104 667 6400 to 6499 | 182 911 6539 to 6600 |
| 035 035 4337 to 4399 | 068 895 0334 to 0399 | 104 876 8937 to 8999 | 184 218 2760 to 2799 |
| 037 312 7500 to 7599 | 070 724 4488 to 4499 | 112 049 4413 to 4499 | 185 828 1474 to 1499 |
| 037 706 9578 to 9599 | 070 841 9181 to 9199 | 112 870 9765 to 9799 | 186 132 7583 to 0599 |
| 037 805 3677 to 3699 | 070 844 2546 to 2599 | 113 319 2000 to 2099 | 186 629 0589 to 0599 |

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|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|
| 187 184 6177 | to | 0199 | 225 970 0700 | to | 0799 | 383 892 1382 | to | 1399 | 404 347 5548 | to | 5599 |
| 187 323 8200 | to | 8299 | 227 033 8679 | to | 8699 | 384 925 3641 | to | 3654 | 404 726 4500 | to | 4599 |
| 187 441 6080 | to | 6099 | 227 275 9400 | to | 9999 | 385 568 2331 | to | 2399 | 404 961 5001 | to | 5199 |
| 188 831 6774 | to | 6799 | 228 463 2456 | to | 2499 | 385 599 7554 | to | 7575 | 405 325 0188 | to | 0198 |
| 188 835 6370 | to | 6399 | 228 510 4852 | to | 4899 | 385 774 2024 | to | 2099 | 406 009 4587 | to | 4599 |
| 189 083 1064 | to | 1099 | 229 462 8451 | to | 8475 | 386 624 1412 | to | 1599 | 406 260 6830 | to | 6899 |
| 189 660 9583 | to | 9599 | 229 668 5977 | to | 5999 | 386 883 8936 | to | 8999 | 406 459 6641 | to | 6999 |
| 191 179 0377 | to | 0399 | 229 923 9176 | to | 9199 | 387 314 5574 | to | 5599 | 406 733 3000 | to | 3999 |
| 192 050 5762 | to | 5781 | 229 924 6696 | to | 6699 | 387 837 6300 | to | 6399 | 407 545 1557 | to | 1599 |
| 194 456 8600 | to | 0699 | 230 051 9500 | to | 9999 | 388 828 0656 | to | 0699 | 407 594 0412 | to | 0599 |
| 195 194 6881 | to | 6899 | 236 366 2431 | to | 2499 | 389 696 2400 | to | 2799 | 407 692 9100 | to | 9299 |
| 195 874 1112 | to | 1199 | 236 607 6882 | to | 6899 | 389 846 3104 | to | 3135 | 407 959 2190 | to | 2199 |
| 196 979 0524 | to | 0599 | 236 660 5853 | to | 5872 | 389 846 3145 | to | 3195 | 408 265 2275 | to | 2288 |
| 197 244 6100 | to | 6199 | 239 322 5200 | to | 5299 | 389 887 9211 | to | 9230 | 408 499 7700 | to | 7799 |
| 197 244 6300 | to | 6399 | 239 322 5400 | to | 5499 | 389 887 9234 | to | 9299 | 408 499 7900 | to | 7999 |
| 197 244 6400 | to | 6499 | 239 322 5600 | to | 5699 | 390 001 3182 | to | 3199 | 408 682 8484 | to | 8599 |
| 197 244 6500 | to | 6599 | 239 322 5800 | to | 5899 | 390 001 3500 | to | 3699 | 408 698 7015 | to | 7099 |
| 197 244 6600 | to | 6699 | 239 322 5900 | to | 5999 | 390 545 5974 | to | 5999 | 409 072 3941 | to | 3999 |
| 197 244 6700 | to | 6799 | 239 607 4783 | to | 4799 | 391 104 6146 | to | 6199 | 410 491 2311 | to | 2399 |
| 197 244 6800 | to | 8999 | 240 593 1879 | to | 1899 | 391 574 1466 | to | 1499 | 410 694 8400 | to | 8599 |
| 198 285 2556 | to | 2566 | 242 591 2048 | to | 2099 | 391 783 3020 | to | 3599 | 410 775 1500 | to | 1599 |
| 199 105 0778 | to | 0799 | 242 735 0388 | to | 0398 | 391 792 6100 | to | 6199 | 410 795 7927 | to | 7999 |
| 199 678 2968 | to | 2999 | 242 951 7276 | to | 7299 | 392 668 2956 | to | 2999 | 410 867 0917 | to | 0966 |
| 202 748 5133 | to | 5199 | 243 535 6370 | to | 6399 | 392 854 8500 | to | 8899 | 410 867 0970 | to | 0999 |
| 202 748 5245 | to | 5299 | 244 004 9985 | to | 9999 | 393 584 7566 | to | 7699 | 411 868 1023 | to | 1199 |
| 202 748 5300 | to | 5399 | 244 004 9985 | to | 9999 | 393 650 0074 | to | 0099 | 411 922 2322 | to | 2399 |
| 202 748 5400 | to | 5499 | 244 268 9765 | to | 9799 | 393 838 8316 | to | 8499 | 412 193 0900 | to | 0999 |
| 203 256 1240 | to | 1299 | 244 347 4471 | to | 4499 | 393 893 6007 | to | 6099 | 412 395 8599 | to | 8699 |
| 204 230 3577 | to | 3595 | 249 056 1551 | to | 1599 | 394 126 6907 | to | 6999 | 412 485 6500 | to | 6599 |
| 205 019 0174 | to | 0199 | 249 336 9438 | to | 9499 | 394 189 0405 | to | 0599 | 412 485 6610 | to | 6699 |
| 207 196 9900 | to | 9999 | 250 566 9644 | to | 9699 | 394 822 3243 | to | 3278 | 412 885 5953 | to | 5999 |
| 207 204 0700 | to | 0799 | 251 335 5731 | to | 5799 | 394 990 1810 | to | 1899 | 414 193 3608 | to | 3674 |
| 207 204 0800 | to | 0899 | 252 005 7626 | to | 7699 | 395 343 3264 | to | 3299 | 414 193 3677 | to | 3699 |
| 207 514 3857 | to | 3899 | 252 833 3286 | to | 3297 | 395 373 3035 | to | 3099 | 414 411 7348 | to | 7399 |
| 208 556 4707 | to | 4799 | 252 464 2810 | to | 2899 | 395 396 9649 | to | 9799 | 414 640 0757 | to | 0799 |
| 210 057 4038 | to | 4047 | 253 565 7400 | to | 7499 | 395 970 3240 | to | 3299 | 414 965 1727 | to | 1799 |
| 210 221 0548 | to | 0599 | 273 775 7700 | to | 7899 | 397 622 4054 | to | 4099 | 417 302 8104 | to | 8199 |
| 214 061 4711 | to | 4724 | 302 000 0000 | to | 9999 | 397 819 8902 | to | 8999 | 417 387 6532 | to | 6599 |
| 214 303 6311 | to | 6325 | 349 746 2056 | to | 2099 | 398 149 7200 | to | 7699 | 417 496 6800 | to | 6999 |
| 214 303 6239 | to | 6258 | 350 518 7350 | to | 7374 | 399 070 0872 | to | 0899 | 417 871 9250 | to | 9299 |
| 214 877 4251 | to | 4273 | 360 011 1690 | to | 1699 | 399 156 7119 | to | 7199 | 417 930 9533 | to | 9599 |
| 215 252 3918 | to | 3992 | 360 168 6008 | to | 6099 | 399 203 5064 | to | 5099 | 418 164 6500 | to | 6799 |
| 218 698 2157 | to | 2199 | 360 173 8800 | to | 8899 | 399 296 9910 | to | 9999 | 418 423 9863 | to | 9899 |
| 218 746 0800 | to | 0899 | 360 324 2326 | to | 2399 | 399 396 8935 | to | 8999 | 418 633 5922 | to | 5999 |
| 219 095 0100 | to | 0399 | 362 861 3064 | to | 3099 | 399 792 7775 | to | 7799 | 418 719 8520 | to | 8599 |
| 219 389 1885 | to | 1899 | 373 006 2176 | to | 2199 | 399 792 8300 | to | 8399 | 418 744 2235 | to | 2299 |
| 219 568 7435 | to | 7456 | 374 768 2600 | to | 2699 | 400 427 1051 | to | 1999 | 418 962 2848 | to | 2899 |
| 219 568 7469 | to | 7487 | 375 169 4400 | to | 4599 | 401 045 1505 | to | 1549 | 419 543 0286 | to | 0299 |
| 221 316 5757 | to | 5799 | 375 829 3400 | to | 3499 | 401 045 1571 | to | 1599 | 419 730 0300 | to | 0399 |
| 223 476 3914 | to | 3999 | 375 851 9100 | to | 9199 | 401 294 2700 | to | 2799 | 420 277 0015 | to | 0049 |
| 223 565 4921 | to | 4957 | 376 196 0911 | to | 0999 | 401 310 9505 | to | 9599 | 420 599 0734 | to | 0798 |
| 223 565 4979 | to | 4999 | 378 085 3679 | to | 3699 | 401 382 5312 | to | 5399 | 420 661 4115 | to | 4199 |
| 224 636 4745 | to | 4765 | 378 351 1063 | to | 1099 | 402 578 7876 | to | 7899 | 420 758 9500 | to | 9699 |
| 224 636 4776 | to | 4799 | 379 843 5100 | to | 5199 | 403 125 6744 | to | 6799 | 420 969 3951 | to | 3971 |
| 224 636 4855 | to | 4885 | 380 093 9600 | to | 9699 | 403 260 7000 | to | 7499 | 420 969 3973 | to | 3999 |
| 224 636 4932 | to | 4948 | 380 165 1165 | to | 1199 | 403 280 6470 | to | 6499 | 421 116 3565 | to | 3599 |
| 224 636 4950 | to | 4962 | 381 325 4500 | to | 4599 | 403 685 8600 | to | 8699 | 421 130 9300 | to | 9399 |
| 224 636 4985 | to | 4999 | 381 604 2510 | to | 2699 | 404 003 0300 | to | 0399 | 421 313 4500 | to | 4999 |
| 224 730 2207 | to | 2299 | 381 645 9525 | to | 9599 | 404 041 8838 | to | 8899 | 421 364 5537 | to | 5599 |
| 225 970 0500 | to | 0599 | 383 314 3968 | to | 3999 | 404 071 4268 | to | 4299 | 421 656 2609 | to | 2699 |
| 225 970 0600 | to | 0699 | 383 892 1000 | to | 1344 | 404 347 5356 | to | 5399 | 421 988 9700 | to | 9799 |

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|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|
| 422 172 4667 | to | 4699 | 451 109 2967 | to | 2984 | 463 808 3484 | to | 3499 | 480 689 5100 | to | 5199 |
| 422 484 4212 | to | 4299 | 451 115 4110 | to | 4125 | 463 945 7400 | to | 7899 | 481 072 9463 | to | 9499 |
| 422 556 1270 | to | 1299 | 451 115 4127 | to | 4199 | 464 629 9000 | to | 9399 | 481 673 0074 | to | 0095 |
| 422 587 7024 | to | 7099 | 451 746 0700 | to | 0799 | 464 711 4332 | to | 4399 | 482 527 1500 | to | 1599 |
| 422 819 7533 | to | 7599 | 452 265 0074 | to | 0099 | 465 692 3963 | to | 3999 | 482 541 5255 | to | 5299 |
| 422 842 5073 | to | 5087 | 452 265 0246 | to | 0299 | 465 698 8300 | to | 8599 | 482 729 6800 | to | 6899 |
| 422 907 7563 | to | 7599 | 452 265 0335 | to | 0999 | 465 743 7745 | to | 7799 | 483 363 7207 | to | 7299 |
| 424 500 6050 | to | 6099 | 452 509 1169 | to | 1199 | 466 798 6056 | to | 6067 | 483 402 2356 | to | 2399 |
| 424 641 8500 | to | 8599 | 452 855 6471 | to | 6499 | 467 147 4300 | to | 4399 | 483 486 5100 | to | 5199 |
| 424 871 6600 | to | 6699 | 452 890 4679 | to | 4799 | 468 079 5782 | to | 5799 | 483 632 1521 | to | 1599 |
| 425 298 2352 | to | 2399 | 452 900 8215 | to | 8238 | 469 067 2817 | to | 2899 | 483 632 2600 | to | 2799 |
| 425 418 4269 | to | 4299 | 453 117 9146 | to | 9199 | 469 127 8000 | to | 8199 | 483 849 1615 | to | 1699 |
| 425 418 4405 | to | 4499 | 453 334 3631 | to | 3699 | 469 213 0359 | to | 0399 | 484 174 4803 | to | 5299 |
| 426 547 4566 | to | 4599 | 453 603 7841 | to | 7891 | 469 213 0500 | to | 0599 | 484 323 8900 | to | 9199 |
| 427 412 6337 | to | 6499 | 453 650 1140 | to | 1199 | 469 561 8011 | to | 8099 | 484 680 5000 | to | 5038 |
| 427 481 0900 | to | 0999 | 453 741 1300 | to | 1399 | 469 658 1961 | to | 1999 | 484 680 5040 | to | 5074 |
| 428 027 2742 | to | 2752 | 454 013 2919 | to | 2999 | 469 666 9900 | to | 9999 | 484 680 5077 | to | 5099 |
| 429 474 4172 | to | 4199 | 454 186 2411 | to | 2499 | 469 678 1900 | to | 1999 | 485 029 4913 | to | 4999 |
| 429 889 2900 | to | 2999 | 454 268 4883 | to | 4899 | 469 781 4900 | to | 4999 | 486 176 0600 | to | 0699 |
| 430 150 4401 | to | 4599 | 454 302 5400 | to | 5499 | 469 947 6960 | to | 6999 | 486 559 7555 | to | 7599 |
| 430 172 9800 | to | 9899 | 454 490 8300 | to | 8399 | 470 755 5800 | to | 5818 | 486 696 3023 | to | 3199 |
| 430 177 1900 | to | 2099 | 454 547 7434 | to | 7499 | 471 918 0300 | to | 0999 | 488 173 7900 | to | 7999 |
| 430 444 9500 | to | 9699 | 454 922 4867 | to | 4895 | 471 985 2408 | to | 2419 | 488 206 4100 | to | 4199 |
| 430 664 4070 | to | 4099 | 455 221 1348 | to | 1499 | 472 191 6700 | to | 6799 | 488 226 0200 | to | 0299 |
| 432 168 8419 | to | 8499 | 455 364 2147 | to | 2199 | 472 270 2555 | to | 2599 | 488 709 3906 | to | 3999 |
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| 859 190 0600 | to | 0644 | 901 525 7122 | to | 7199 | 915 546 6822 | to | 6999 | 928 197 8283 | to | 8299 |
| 859 437 5538 | to | 5599 | 902 089 1253 | to | 1299 | 915 646 5183 | to | 5199 | 928 856 2059 | to | 2068 |
| 859 811 2888 | to | 2899 | 902 198 9769 | to | 9799 | 915 671 3963 | to | 3980 | 930 078 5800 | to | 5899 |
| 859 855 8873 | to | 8999 | 902 948 1269 | to | 1299 | 915 671 3982 | to | 3999 | 930 219 1722 | to | 1799 |
| 860 240 8520 | to | 8599 | 902 985 0833 | to | 0899 | 915 675 2217 | to | 2299 | 930 335 7810 | to | 7819 |
| 860 275 3900 | to | 3999 | 903 370 6934 | to | 6999 | 916 440 3377 | to | 3399 | 931 097 9259 | to | 9299 |
| 860 518 9629 | to | 9699 | 904 600 6523 | to | 6599 | 916 670 6352 | to | 6399 | 931 156 1502 | to | 1579 |
| 860 600 0021 | to | 0999 | 904 892 0378 | to | 0399 | 916 682 5300 | to | 5399 | 931 156 1600 | to | 1625 |
| 861 158 2350 | to | 2599 | 904 892 0648 | to | 1299 | 916 694 1414 | to | 1499 | 931 156 1671 | to | 1699 |
| 861 367 5400 | to | 5499 | 905 056 2216 | to | 2299 | 916 703 0802 | to | 0821 | 932 506 6400 | to | 6599 |
| 861 637 6010 | to | 6099 | 905 510 6647 | to | 6799 | 917 089 0709 | to | 0799 | 932 732 1796 | to | 1799 |
| 861 979 7292 | to | 7499 | 905 510 6900 | to | 7099 | 917 089 0842 | to | 0899 | 932 827 9026 | to | 9099 |
| 862 216 6100 | to | 6199 | 905 794 0000 | to | 0199 | 917 216 2928 | to | 2999 | 932 957 2300 | to | 2399 |
| 862 263 9213 | to | 9299 | 905 794 0288 | to | 0299 | 917 370 6300 | to | 6499 | 933 060 6160 | to | 6189 |
| 862 271 0800 | to | 0999 | 905 873 6900 | to | 6999 | 917 486 4900 | to | 4999 | 933 387 2541 | to | 2561 |
| 862 271 5000 | to | 5099 | 905 873 7100 | to | 7299 | 918 460 0602 | to | 0699 | 933 760 3609 | to | 4199 |
| 863 871 5138 | to | 5199 | 905 880 8900 | to | 8999 | 918 951 7231 | to | 7299 | 933 894 0928 | to | 0999 |
| 863 949 5300 | to | 5399 | 905 889 7100 | to | 7199 | 919 519 2786 | to | 2799 | 934 018 2729 | to | 2741 |
| 864 088 8200 | to | 8299 | 906 158 1508 | to | 1599 | 919 536 0770 | to | 0799 | 934 180 0300 | to | 0399 |
| 864 426 3972 | to | 3999 | 906 558 8812 | to | 8899 | 919 814 3095 | to | 3199 | 934 236 3954 | to | 3999 |
| 864 520 6117 | to | 6136 | 906 982 2214 | to | 2299 | 919 889 5110 | to | 5134 | 934 622 8717 | to | 8999 |
| 865 151 0526 | to | 0599 | 907 725 8500 | to | 8599 | 919 889 5137 | to | 5176 | 935 216 0312 | to | 0399 |
| 865 500 4034 | to | 4099 | 907 815 0216 | to | 0257 | 919 889 5178 | to | 5199 | 935 843 2202 | to | 2247 |
| 865 883 6082 | to | 6099 | 908 622 4225 | to | 4235 | 919 889 5030 | to | 5070 | 936 024 8889 | to | 8899 |
| 866 004 3000 | to | 3999 | 908 936 9254 | to | 9299 | 919 889 5090 | to | 5099 | 936 339 4455 | to | 4499 |

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|--------------------|-----------|--------------|-------------|----|-------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 751 539 121 | to | 9 180 | 761 504 941 | to | 5 120 | 770 216 071 | to | 6 100 | 797 272 917 | to | 2 950 |
| 751 541 311 | to | 1 790 | 761 516 836 | to | 6 910 | 770 723 281 | to | 3 400 | 797 519 441 | to | 9 460 |
| 751 757 641 | to | 7 700 | 761 613 588 | to | 3 600 | 770 790 451 | to | 0 480 | 797 519 731 | to | 0 240 |
| 751 936 951 | to | 7 010 | 761 688 631 | to | 8 690 | 770 915 150 | to | 5 490 | 797 535 181 | to | 5 330 |
| 751 951 861 | to | 1 890 | 761 805 199 | to | 5 240 | 771 455 551 | to | 5 610 | 797 646 151 | to | 6 180 |
| 751 999 021 | to | 9 110 | 761 826 106 | to | 6 120 | 771 609 661 | to | 9 690 | 798 040 053 | to | 0 080 |
| 752 139 516 | to | 9 570 | 761 881 171 | to | 1 560 | 771 932 551 | to | 2 580 | 798 055 813 | to | 5 830 |
| 752 182 892 | to | 2 950 | 761 975 641 | to | 5 670 | 772 057 224 | to | 7 440 | 798 055 891 | to | 5 950 |
| 752 206 861 | to | 7 100 | 761 975 886 | to | 5 895 | 772 162 660 | to | 3 070 | 798 326 371 | to | 6 520 |
| 752 295 241 | to | 5 600 | 762 304 144 | to | 4 170 | 772 718 615 | to | 8 640 | 798 339 167 | to | 9 210 |
| 752 731 351 | to | 1 410 | 762 324 931 | to | 4 960 | 772 940 140 | to | 0 160 | 798 562 411 | to | 2 440 |
| 752 767 441 | to | 7 470 | 762 439 261 | to | 9 290 | 772 970 886 | to | 0 940 | 798 632 461 | to | 2 490 |
| 753 008 941 | to | 9 030 | 762 524 158 | to | 4 220 | 773 009 419 | to | 9 430 | 798 807 151 | to | 7 510 |
| 753 194 311 | to | 4 370 | 762 584 872 | to | 4 970 | 773 112 031 | to | 2 060 | 798 944 761 | to | 5 030 |
| 753 620 378 | to | 0 400 | 762 593 431 | to | 3 460 | 773 125 387 | to | 5 410 | 799 118 616 | to | 8 640 |
| 754 013 917 | to | 3 940 | 763 155 160 | to | 5 180 | 773 179 320 | to | 9 410 | 799 133 191 | to | 3 220 |
| 754 161 061 | to | 1 120 | 763 178 631 | to | 8 660 | 773 202 989 | to | 3 140 | 799 177 626 | to | 7 650 |
| 754 358 445 | to | 8 610 | 763 506 001 | to | 6 060 | 773 208 991 | to | 9 290 | 799 854 751 | to | 5 200 |
| 754 410 451 | to | 0 660 | 763 522 141 | to | 2 470 | 773 231 311 | to | 1 340 | 800 044 320 | to | 4 410 |
| 754 438 393 | to | 8 410 | 763 717 694 | to | 7 800 | 773 348 739 | to | 8 940 | 800 211 901 | to | 2 440 |
| 754 493 109 | to | 3 130 | 763 826 461 | to | 6 520 | 773 348 739 | to | 8 940 | 800 427 530 | to | 7 540 |
| 754 664 182 | to | 4 220 | 763 900 460 | to | 0 471 | 773 575 891 | to | 5 950 | 800 872 741 | to | 2 830 |
| 754 816 377 | to | 6 470 | 763 900 479 | to | 0 530 | 773 852 971 | to | 3 030 | 801 349 801 | to | 9 830 |
| 755 487 421 | to | 7 600 | 763 917 271 | to | 7 750 | 775 373 449 | to | 3 460 | 801 676 681 | to | 7 100 |
| 755 592 901 | to | 3 140 | 764 125 801 | to | 5 860 | 789 257 191 | to | 7 250 | 802 967 821 | to | 7 940 |
| 755 790 020 | to | 0 030 | 764 284 525 | to | 4 560 | 790 448 020 | to | 8 460 | 803 217 601 | to | 7 780 |
| 755 791 730 | to | 1 800 | 764 526 241 | to | 6 330 | 790 597 485 | to | 7 530 | 803 729 731 | to | 9 850 |
| 755 926 951 | to | 7 070 | 764 601 421 | to | 1 600 | 790 911 883 | to | 1 900 | 803 747 402 | to | 7 520 |
| 755 934 332 | to | 4 510 | 764 650 231 | to | 0 470 | 791 057 441 | to | 7 550 | 804 138 181 | to | 8 420 |
| 755 957 701 | to | 8 000 | 764 984 371 | to | 4 850 | 791 239 081 | to | 9 290 | 804 428 224 | to | 8 250 |
| 755 962 981 | to | 3 280 | 765 003 667 | to | 3 680 | 791 374 483 | to | 4 500 | 804 682 411 | to | 2 710 |
| 756 035 371 | to | 5 490 | 765 042 517 | to | 2 540 | 791 387 971 | to | 8 030 | 805 272 525 | to | 2 540 |
| 756 301 257 | to | 1 290 | 765 194 728 | to | 4 970 | 791 447 521 | to | 7 850 | 805 523 445 | to | 3 460 |
| 756 371 565 | to | 1 580 | 765 387 365 | to | 7 450 | 791 451 151 | to | 1 240 | 805 745 704 | to | 5 730 |
| 756 876 031 | to | 6 120 | 765 541 801 | to | 2 100 | 791 500 009 | to | 0 470 | 806 452 907 | to | 2 980 |
| 756 876 151 | to | 6 240 | 765 638 461 | to | 8 970 | 791 771 431 | to | 1 490 | 806 744 781 | to | 4 850 |
| 756 970 129 | to | 0 140 | 765 647 101 | to | 7 190 | 792 004 293 | to | 4 320 | 806 982 181 | to | 2 300 |
| 757 059 613 | to | 9 630 | 765 813 781 | to | 4 029 | 792 018 379 | to | 8 420 | 807 764 791 | to | 4 910 |
| 757 078 540 | to | 8 560 | 765 879 314 | to | 9 390 | 792 070 621 | to | 0 740 | 808 089 931 | to | 9 960 |
| 757 086 209 | to | 6 240 | 765 954 001 | to | 4 030 | 792 145 211 | to | 5 230 | 808 656 423 | to | 6 450 |
| 757 240 591 | to | 0 650 | 766 120 286 | to | 0 320 | 792 391 381 | to | 1 620 | 808 753 771 | to | 3 800 |
| 757 277 371 | to | 7 700 | 766 125 716 | to | 5 750 | 792 452 779 | to | 2 790 | 809 189 001 | to | 9 010 |
| 757 291 591 | to | 2 730 | 766 158 824 | to | 8 840 | 792 772 728 | to | 2 770 | 809 886 879 | to | 6 930 |
| 757 964 251 | to | 4 280 | 766 388 433 | to | 8 460 | 792 903 511 | to | 3 990 | 809 890 489 | to | 0 500 |
| 758 067 001 | to | 7 090 | 766 509 421 | to | 9 660 | 793 282 518 | to | 2 533 | 810 323 734 | to | 3 760 |
| 758 105 221 | to | 5 250 | 766 572 901 | to | 3 020 | 794 041 831 | to | 2 040 | 810 367 116 | to | 7 140 |
| 758 324 941 | to | 5 000 | 766 748 500 | to | 8 521 | 794 397 709 | to | 7 780 | 810 526 351 | to | 6 500 |
| 758 593 628 | to | 3 650 | 767 024 341 | to | 4 370 | 794 581 741 | to | 2 040 | 810 806 911 | to | 6 940 |
| 758 709 038 | to | 9 060 | 767 326 471 | to | 6 590 | 794 592 122 | to | 2 150 | 810 807 211 | to | 7 240 |
| 758 744 101 | to | 4 160 | 767 332 561 | to | 2 950 | 795 032 251 | to | 2 340 | 811 423 021 | to | 3 110 |
| 758 850 883 | to | 0 900 | 768 009 841 | to | 9 960 | 795 796 291 | to | 6 350 | 811 517 221 | to | 7 239 |
| 758 860 951 | to | 1 550 | 768 011 489 | to | 1 520 | 796 070 139 | to | 0 160 | 811 721 101 | to | 1 130 |
| 759 152 851 | to | 2 880 | 768 177 980 | to | 7 990 | 796 143 151 | to | 3 630 | 812 025 721 | to | 5 900 |
| 759 740 941 | to | 1 090 | 768 391 081 | to | 1 170 | 796 159 725 | to | 9 740 | 812 093 073 | to | 3 130 |
| 760 004 596 | to | 4 610 | 768 661 569 | to | 1 650 | 796 169 306 | to | 9 340 | 812 100 821 | to | 0 840 |
| 760 118 191 | to | 8 250 | 769 000 051 | to | 0 080 | 796 373 406 | to | 3 430 | 812 465 251 | to | 5 610 |
| 760 155 001 | to | 5 090 | 769 050 841 | to | 0 900 | 796 602 961 | to | 3 050 | 812 918 341 | to | 8 670 |
| 760 378 002 | to | 8 020 | 769 159 081 | to | 9 178 | 796 708 441 | to | 8 500 | 812 918 701 | to | 8 760 |
| 760 692 722 | to | 2 749 | 769 737 496 | to | 7 510 | 796 886 281 | to | 6 430 | 813 050 491 | to | 0 520 |
| 761 055 460 | to | 5 480 | 769 778 491 | to | 8 730 | 796 901 701 | to | 2 000 | 813 073 171 | to | 3 200 |
| 761 169 781 | to | 9 810 | 769 827 331 | to | 7 450 | 796 975 466 | to | 5 590 | 813 398 476 | to | 8 550 |

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|-------------|----------|--------------------|-----------------|-------------|----------|-------------|----------|
| 813 713 971 | to 4 000 | 818 962 492 | to 2 530 | 823 284 931 | to 4 990 | 827 883 511 | to 3 600 |
| 813 858 121 | to 8 150 | 819 032 341 | to 2 730 | 823 293 031 | to 3 210 | 828 160 441 | to 0 530 |
| 814 789 330 | to 9 349 | 819 127 054 | to 7 080 | 823 556 011 | to 6 100 | 828 376 201 | to 6 260 |
| 814 984 656 | to 4 680 | 819 278 540 | to 8 670 | 824 078 341 | to 8 370 | 828 441 602 | to 1 630 |
| 815 016 020 | to 6 030 | 819 544 681 | to 4 740 | 824 156 325 | to 6 340 | 828 539 316 | to 9 340 |
| 815 199 410 | to 9 420 | 819 928 441 | to 8 650 | 824 511 252 | to 1 270 | 828 539 341 | to 9 370 |
| 815 240 491 | to 0 520 | 820 034 406 | to 4 430 | 824 588 281 | to 8 370 | 828 732 331 | to 2 390 |
| 815 755 591 | to 5 620 | 820 070 761 | to 1 540 | 825 140 397 | to 0 460 | 828 807 781 | to 7 840 |
| 815 755 622 | to 5 650 | 820 191 342 | to 1 360 | 825 409 651 | to 9 680 | 828 830 952 | to 0 963 |
| 815 806 381 | to 6 680 | 820 274 856 | to 4 880 | 825 472 171 | to 2 200 | 828 939 781 | to 0 050 |
| 816 126 834 | to 6 870 | 820 600 171 | to 0 230 | 826 042 898 | to 2 920 | 829 002 721 | to 2 870 |
| 816 156 721 | to 6 780 | 821 172 241 | to 2 360 | 826 226 644 | to 6 670 | 829 005 301 | to 5 540 |
| 816 580 903 | to 0 920 | 821 229 661 | to 9 720 | 826 582 951 | to 3 430 | 829 080 241 | to 0 330 |
| 816 945 571 | to 5 600 | 821 229 743 | to 9 780 | 826 720 201 | to 0 230 | 829 160 986 | to 1 000 |
| 817 253 011 | to 3 280 | 821 903 731 | to 3 910 | 827 005 671 | to 5 830 | 829 176 841 | to 6 930 |
| 817 763 881 | to 4 060 | 821 927 841 | to 7 850 | 827 287 861 | to 7 950 | 829 471 561 | to 1 590 |
| 818 330 562 | to 0 610 | 822 505 801 | to 5 830 | 827 291 502 | to 1 520 | 829 561 065 | to 1 080 |
| 818 459 641 | to 9 670 | 822 703 442 | to 3 470 | 827 575 381 | to 5 470 | 829 566 481 | to 6 510 |
| 818 926 273 | to 6 320 | 822 900 991 | to 1 020 | 827 609 085 | to 9 100 | 829 569 931 | to 9 960 |
| 818 950 351 | to 0 380 | 822 925 951 | to 6 100 | 827 619 811 | to 9 840 | | |

— Criminal Investigations Group, Postal Inspection Service, 1-3-19

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 Service 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.
 - When there is discoloration around the dollar amounts, this might indicate the amounts were changed.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at usps.com/shop/money-orders.htm.

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

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

— Retail and Customer Service Operations, 1-3-19

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

— Criminal Investigations Group, Postal Inspection Service, 1-3-19

Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation has 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, 1-3-19

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 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 must use the table with the Retail System Software terminal to determine which APO/FPO/DPO ZIP Codes are active and which conditions of mailing apply. Send inquiries to the Military Postal Service Agency at amps.usps.gov/jy2/frm.htm.

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 | A-B-F-H-N-Q-S-V-Z-Z1 | 09096 | B-C-D-E-F3-H-M-R-S-U | 09263 | B-C-D-E-F3-H-M-R-S-U | 09320 | A-B-C1-E2-F-F3-H1-M-N-R-R1-V-Z1 |
| 09003 | B-C-D-E-F3-H-M-P-R-S-U | 09104 | B-C-D-F3-H-M-R-S-U-Z1 | 09264 | B-C-D-E-F3-H-M-R-S-U | 09321 | A-B-C1-E2-F-F3-H1-M-N-R-R1-V-Z1 |
| 09004 | B-C-D-E-F3-H-M-R-S-U | 09107 | B-C-D-E-F3-H-M-R-S-U | 09265 | B-C-D-F-F1-H-J-L-M-N-R-T-U-V-Z1 | 09322 | A-B-C1-E2-F-F3-H1-M-R-R1-S-V-Z1 |
| 09005 | B-C-D-E-F3-H-M-P-R-S-U | 09112 | B-C-D-E-F3-H-M-R-S-U | 09301 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 09330 | A-B-C1-E2-F-F1-F3-H1-M-R-R1-V-Z1 |
| 09006 | B-C-D-E-F3-H-M-R-S-U | 09114 | B-C-D-E-F3-H-M-R-S-U | 09302 | A-B-C1-F-F1-H-M-N-V-Z-Z1 | 09333 | A-B-C-C1-E2-F-F1-F3-H1-I3-M-N-R-R1-S-V-V1-Z-Z1 |
| 09008 | A-B-F-H-N-Q-S-V-Z-Z1 | 09123 | B-C-D-E-F3-H-M-R-S-U-Z1 | 09304 | A-B-C-C1-D-E2-F-F1-F3-H1-J-L-M-N-R-R1-T-V-Z1 | 09337 | A-B-C1-E2-F-F1-F3-H1-M-R-R1-V-Z1 |
| 09009 | B-C-D-E-F3-H-M-R-S-U-Z1 | 09125 | A-B-C-F-F1-F3-H-N-R-R1-S-V-V1 | 09305 | A-B-C1-E2-F-F1-H1-I3-M-N-R-R1-T-V-Z-Z1 | 09340 | A-B-C1-F-H-N-R-V |
| 09010 | B-C-D-E-F3-H-M-R-S-U2 | 09126 | B-C-D-F3-H-M-P-R-S-Z1 | 09306 | A-B-C1-E2-F-F1-F3-H1-R-R1-U2-V-Z1 | 09343 | A-B-C1-F-M-N-V-Z1 |
| 09011 | B-C-D-E-F3-H-M-R-S-U | 09128 | B-C-D-E-F3-H-M-R-S-U | 09307 | B-N-V-Z1 | 09347 | A-B-C1-E2-F-F1-F3-H1-M-R-R1-V-Z1 |
| 09012 | B-C-D-E-F3-H-M-R-S-U-Z1 | 09131 | B-C-D-E-F3-H-M-R-S-U | 09308 | A-B-C1-E2-F-F1-F3-H1-I3-M-N-R-R1-T-V-Z-Z1 | 09348 | A-B-C1-E2-F-F1-F3-H1-I3-M-N-R-R1-T-V-Z-Z1 |
| 09013 | B-C-D-E-F-F1-H-M-R-S-U-Z1 | 09136 | B-C-D-E-F1-F3-H-M-P-R-S-U | 09309 | A-B-C-C1-C2-E2-F-F1-M-N-R-V-Z1 | 09351 | A-B-C1-E2-E3-F-F1-F3-H-H1-I3-M-N-R-R1-S-T-V-X-Z-Z1 |
| 09014 | B-C-D-E-F3-H-M-P-R-S-U | 09138 | B-C-D-F3-H-M-R-S-U | 09310 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 09352 | A-B-C1-E2-F-F3-H1-M-R-R1-V-Z1 |
| 09016 | B-C-D-E-F1-H-M-R-S-U | 09140 | B-C-D-E-F3-H-M-R-S-U | 09311 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 09354 | A-B-C1-E2-F-F3-H1-M-R-R1-V-Z1 |
| 09017 | A-B-F-H-N-Q-S-V-Z-Z1 | 09142 | B-C-D-E-F3-H-M-R-S-U | 09312 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U-U4-V-Z-Z1 | 09355 | A-B-C1-E2-F-F3-H1-M-R-R1-V-Z1 |
| 09018 | A-B-F-H-N-Q-S-V-Z-Z1 | 09154 | B-C-D-E-F3-H-M-R-S-U | 09313 | A-B-C-C1-E2-F-F1-F2-H1-R-R1-V-Z1 | 09356 | A-B-C1-E2-F-F3-H1-M-N-R-V-Z1 |
| 09020 | B-C-D-E-F3-H-M-R-S-U | 09160 | B-C-C2-D-F-F1-F3-H-J-L-M-N-R-R1-T-U-V-Z1 | 09314 | A-B-C1-E2-F-F1-F3-H1-M-N-R-R1-S-V-Z1 | 09357 | A-B-C1-E2-F-F3-H1-M-R-V-Z1 |
| 09021 | B-C-D-E-F3-H-M-R-S-U-Z1 | 09172 | B-C-D-E-F3-H-M-R-S-U | 09315 | A-B-C1-E2-F-F3-N-R-R1-V-Z1 | 09363 | A-B-C1-E2-F-F3-H1-M-R-R1-V-Z1 |
| 09028 | B-C-D-E-F1-H-M-R-S-U | 09173 | B-C-D-E-F3-H-M-R-S-U | 09316 | A-B-C1-E2-F-F1-F3-H1-I3-M-N-R-R1-T-V-Z-Z1 | 09365 | A-B-C-C1-E2-F-F3-H1-M-N-R-V-Z1 |
| 09034 | B-C-D-E-F3-H-M-R-S-U | 09177 | B-C-D-E-F3-H-M-R-S-U | 09317 | A-B-C1-E2-F-F1-F3-H1-I3-M-N-R-R1-T-V-X-Z-Z1 | 09366 | A-B-C1-E2-F-F1-F3-H1-M-R-R1-V-Z1 |
| 09044 | B-C-D-F1-H-S-U | 09180 | B-C-D-F3-H-M-R-S-U | 09318 | A-B-C1-E2-F-F3-H1-M-R-R1-S-V-Z1 | 09378 | A-B-C1-E2-F-F1-F3-H1-I3-M-N-R-R1-T-V-Z-Z1 |
| 09046 | B-C-D-E-F3-H-M-R-S-U | 09186 | B-C-D-E-F3-H-M-P-R-S-U | 09319 | A-B-C-C1-E2-F-F1-F2-H1-R-R1-U2-V-Z1 | 09381 | A-B-C1-E2-F-F1-F3-H1-I3-M-N-R-R1-T-V-Z-Z1 |
| 09049 | B-C-D-E-F3-H-M-R-S-U | 09203 | A-B-C-C1-C2-F-F1-F3-I3-J-L-M-N-R-R1-T-V-Z-Z1 | | | 09403 | B-C-C1-F3-M-R-S-U-Z1 |
| 09053 | B-C-D-E-F3-H-M-R-S-U | 09204 | B-C-F3-M-N-R-S-V-Z1 | | | 09421 | B-C-C1-F3-M-R-S-U-Z1 |
| 09054 | B-C-D-E-F3-H-M-R-S-U | 09211 | B-C-D-E-F3-H-M-P-R-S-U | | | | |
| 09060 | B-C-D-E-F1-F3-H-M-R-S-U-Z1 | 09213 | B-C2-F-F1-F3-H-J-L-M-N-R-R1-T-U-V-Z1 | | | | |
| 09067 | B-C-D-E-F3-H-M-R-S-U | 09214 | B-C-D-E-F3-H-M-R-S-U-Z1 | | | | |
| 09068 | B-C-D-E-H-U-Z1 | 09227 | B-C-D-E-F3-H-M-R-S-U | | | | |
| 09069 | A-B-C-D-E-H-N-U-V | 09250 | B-C-D-E-F3-H-M-R-S-U | | | | |
| 09079 | B-C-D-E-F3-H-M-R-S-U | 09261 | B-C-D-E-F3-H-M-N-R-S-U-V-Z1 | | | | |
| 09090 | B-C-D-E-F3-H-M-R-S-U | | | | | | |
| 09094 | B-C-D-F3-H-M-P-R-S-Z1 | | | | | | |
| 09095 | B-C-D-E-H-M-R-U | | | | | | |

| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
|---------------------|-----------------------------------|---------------------|---|---------------------|--|---------------------|---|
| 09447 | B-C-C1-F3-M-R-S-U-V-Z1 | 09575 | B-F-F1-R-R1-V | 09630 | B-C-F-U-V | 09730 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09454 | B-C-C1-F3-M-R-S-U-V-Z1 | 09576 | B-F-F1-R-R1-V | 09631 | B-C-F-F3-R-U-V-Z1 | 09731 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09459 | B-C-C1-F3-M-R-S-U-Z1 | 09577 | B-V | 09633 | B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1 | 09732 | B-N-V-Z1 |
| 09461 | B-C-C1-F3-M-P-R-S-U-Z1 | 09578 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | 09634 | A-B-F-F3-M-N-R-S-V-Z | 09733 | B-I3-L-N-V |
| 09463 | B-C-C1-F3-M-R-S-U-Z1 | 09579 | B-F-F1-R-R1-V | 09635 | A-B-F1-F3-H-M-N-R-R1-S-U2-V | 09734 | A-B-C-C1-C2-F-F1-F3-I3-J-L-M-N-R-R1-T-V-Z1 |
| 09464 | B-C-C1-F3-R-S-U-Z1 | 09581 | B-F-F1-R-R1-V | 09636 | B-C-F-F3-R-U-V-Z1 | 09735 | B-N-V-Z1 |
| 09468 | B-C-C1-F3-M-R-S-U-Z1 | 09582 | B-E2-E3-F-F1-F3-R-R1-V-Z1 | 09642 | B-C2-F-F1-F3-J-L-M-N-R-T-U-V | 09736 | A-B-C1-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09469 | B-C-C1-R-U-Z1 | 09583 | B-F-F1-F3-I3-J-R-R1-S-V-V1-Z | 09643 | B-C-F3-M-R-S-U-V-Z1 | 09737 | A-B-C1-C2-F-F1-F3-I3-J-L-M-N-R-R1-T-V-W-Y-Z-Z1 |
| 09470 | B-C-C1-M-R-U-Z1 | 09586 | B-F-F1-R-R1-V | 09645 | B-C-F-F1-F3-R-U-Z1 | 09738 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09494 | B-C-C1-F3-M-R-S-U-Z1 | 09587 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | 09647 | B-F3-M-N-R-U-Z1 | 09739 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09497 | A-B-C1-E2-F3-H1-M-N-R-R1-V-Z1 | 09588 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | 09648 | B-F3-N-R-U-V-Z1 | 09741 | A-B-C1-C2-E2-F-F1-F3-H1-J-L-M-N-R-R1-T-V-W-Y-Z1 |
| 09498 | B-C1-C2-F-F1-F3-J-L-N-R-R1-T-V-Z1 | 09589 | B-F-F1-F3-R-S-V | 09649 | B-F3-N-R-U-Z1 | 09742 | A-B-C2-F-F1-F3-J-L-M-N-R-S-T-V-Z1 |
| 09501 | B-V | 09590 | B-V | 09701 | A-B-B2-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 09743 | A-B-F-H-N-Q-V-Z-Z1 |
| 09502 | B-V | 09591 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | 09702 | B-C-C1-F1-M-R-R1-U | 09744 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09503 | B-F-F1-R-R1-V | 09592 | B-F-F1-R-R1-V | 09703 | B-C-D-F1-H-U | 09745 | A-B-F-F1-F3-M-N-R-R1-S-V-Z1 |
| 09504 | B-V | 09593 | B-F-F1-F3-R-S-V | 09704 | B-C-V-V1 | 09748 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09505 | B-V | 09594 | B-F-F1-F3-I3-R-R1-S-V-V1-Z | 09705 | B-C-C1-F1-M-R-R1-U | 09749 | A-B-F-H-N-U-V-Z1 |
| 09506 | B-V | 09595 | B-F-F1-F3-I3-J-S-V-V1-Z-Z1 | 09706 | B-C-F3-M-N-R-S-U-V-Z1 | 09750 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09507 | B-V | 09596 | B-F-F1-R-R1-V | 09707 | B-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 09751 | B-C-D-E-F3-H-M-R-S-U |
| 09508 | B-F-F1-R-R1-V | 09599 | B-F-F1-R-R1-V | 09708 | B-C-C1-F1-M-R-R1-U | 09752 | B-C-D-F1-H-U |
| 09509 | B-F-F1-R-R1-V | 09600 | B-C-C2-F-F1-F3-R-U-Z1 | 09709 | B-B2-C1-C2-E2-F-F1-F3-H-H1-J-L-N-R-R1-T-V-Z1 | 09753 | A-B-F-N-V-Z1 |
| 09510 | A-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09602 | B-C-F-F1-N-R-U-V | 09710 | B-C-C1-F-F1-J-L-M-N-R-R1-T-U-V-Z1 | 09754 | A-B-F-H-L-N-Q-S-V-Z-Z1 |
| 09511 | B-F-F1-R-R1-V | 09603 | B-C-F-F1-F3-R-S-U-V-Z1 | 09711 | A-B-F-F1-F3-N-R-R1-S-V-Z1 | 09755 | A-B-B2-C-C1-D-F-F1-J-L-M-N-Q-R-R1-T-V-Z1 |
| 09513 | B-F-F1-R-R1-V-V1 | 09604 | B-C-F-F1-F3-P-R-S-U-V-Z1 | 09712 | A-B-F-F3-H-R-U-V-Z1 | 09756 | A-B-B2-E3-F-F1-J-L-N-Q-R-R1-T-V-Z1 |
| 09517 | B-F-F1-R-R1-V | 09605 | B-C-D-H-M-R-U-V | 09714 | B-C-C1-F1-M-R-R1-U | 09758 | A-B-F-F1-M-N-R-R1-V-Z1 |
| 09520 | B-F-F1-R-R1-V | 09606 | B-C-D-H-M-R-U-V | 09715 | B-F-F1-J-L-M-N-R-T-V-Z1 | 09759 | A-B-C-C1-C2-E2-F-F1-F3-J-L-N-R-R1-T-V-Z1 |
| 09522 | B-F-F1-F3-R-S-V | 09607 | A-B-C-F-F1-F3-M-N-R-R1-U-V-W-Z1 | 09716 | B-C-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 09760 | A-B-B2-C-C1-D-F-F1-J-L-M-N-Q-R-R1-S-T-V-Z1 |
| 09523 | B-F-F1-R-R1-V | 09608 | B-C-F-F3-N-R-U-V-Z1 | 09717 | A-B-F3-M-R-S-V-W-Z1 | 09761 | B-F-F1-F3-M-N-R-R1-V-Z-Z1 |
| 09524 | B-F-F1-R-R1-V | 09609 | B-C-F-F3-R-U-Z1 | 09718 | B-F-F1-J-L-M-N-R-T-U-V-Z1 | 09762 | A-B-C2-E3-F-F1-F3-J-L-N-R-R1-T-V-Z1 |
| 09532 | B-F-F1-R-R1-V | 09610 | B-C-F-F1-F3-M-R-S-U-V-Z1 | 09719 | B-C-D-F3-M-R-S-U-V-Z1 | 09769 | A-B-B2-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09533 | B-V | 09613 | B-C-F-N-U-V | 09720 | B-M-R-S-U-V-Z1 | 09777 | A-B-C-C1-C2-E1-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09534 | B-F-F1-R-R1-V | 09614 | A-B-C1-C2-E2-F-F1-F3-H1-J-L-M-N-R-R1-T-V-W-Z1 | 09722 | A-B-F-H-N-Q-V-Z-Z1 | 09780 | A-B-F-H-N-R-V |
| 09541 | B-V | 09616 | B-C-F3-M-R-S-U-V-Z1 | 09723 | B-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | | |
| 09542 | B-V | 09617 | B-C-F-F3-R-U-Z1 | 09724 | B-C-C1-F1-M-R-R1-U | | |
| 09544 | B-V | 09618 | B-C-F-F3-R-U-Z1 | 09725 | A-B-F-F3-H-N-Q-S-V-V1-Z-Z1 | | |
| 09545 | B-V | 09620 | B-C-F-R-U-Z1 | 09726 | B-F-F1-J-L-M-N-R-T-U-V-Z1 | | |
| 09550 | B-F-F1-R-R1-V | 09621 | B-C-F-F3-R-U-Z1 | 09727 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | | |
| 09554 | B-F-F1-R-R1-V | 09622 | B-C-F-F3-R-U-Z1 | 09728 | A-B-C-C1-C2-F-F1-F3-J-L-N-R-R1-T-V-Z1 | | |
| 09556 | B-F-F1-R-R1-V | 09623 | B-C-F-F3-R-U-V-Z1 | 09729 | B-C-F-F3-N-R-R1-U-V-Z1 | | |
| 09566 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | 09624 | B-C-C2-F-F1-F3-I3-J-L-N-R-R1-T-U-V-Z-Z1 | | | | |
| 09567 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | 09625 | B-C-F-F3-N-R-U-Z1 | | | | |
| 09568 | B-V | 09626 | B-C-F-F3-R-U-Z1 | | | | |
| 09569 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | 09627 | B-C-F-F3-R-U-V-Z1 | | | | |
| 09570 | B-F-F1-R-R1-V | | | | | | |
| 09573 | B-C2-E2-E3-F-F1-F3-R-R1-V-Z1 | | | | | | |
| 09574 | B-F-F1-R-R1-V | | | | | | |

| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
|---------------------|--|---------------------|---|---------------------|---|---------------------|--|
| 09789 | A-B-C2-F-F3-N-R-S-V-Z1 | 09831 | B-C1-C2-F-F1-F3-J-L-N-R-R1-T-V-Z1 | 09870 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 34037 | B-C-C1-C2-F-F1-F3-H-J-L-M-N-R-R1-T-V-Z1 |
| 09800 | A-B-E2-F-F1-F3-N-R-R1-S-V-Z1 | 09832 | B-C1-E2-F1-F3-S-V-Z1 | | | 34038 | B-L-M-N-U-V-Z1 |
| 09801 | A-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09833 | B-C1-E2-F1-F3-S-V-Z1 | 09873 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 34039 | B-C1-C2-F-F1-J-L-M-N-T-V-Z1 |
| 09802 | A-B-C-C2-D-F-F1-F3-H-H1-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 09834 | B-E2-E3-F-F1-F3-R-R1-U-Z1 | 09874 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 34041 | B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09803 | B-E2-E3-F-F1-F3-H1-N-R-R1-U-V-Z1 | 09836 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-V-Z1 | 09875 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 34042 | A-B-C-F-F1-M-N-R-U-V-W-Z1 |
| 09804 | A-B-F-F1-F3-M-N-R-S-V-Z1 | 09837 | B-E2-E3-F1-F3-V-Z1 | 09876 | A-B-C1-C2-E2-F-F1-F3-H1-I3-L-M-N-R-R1-S-T-U4-V-Z-Z1 | 34044 | A-B-D-F-M-N-O-R-R1-V-V1-Z-Z1 |
| 09805 | B-E2-E3-F-F1-F3-R-R1-Z1 | 09838 | B-E2-E3-F-F1-F3-U-Z1 | 09877 | A-B-F-F3-M-R-S-V-Z | 34050 | B-V |
| 09806 | A-B-C1-C2-E2-F-F1-F3-H1-J-L-M-N-R-R1-T-V-Z1 | 09839 | A-B-E1-E2-E3-F1-F3-M-R-S-U-V-Z1 | 09880 | A-B-C1-E2-F-F1-H1-N-R-R1-U-V-Z1 | 34051 | B-V |
| 09808 | A-B-C1-C2-E2-F-F1-F3-H-H1-J-L-N-R-R1-T-V-Z1 | 09841 | A-B-F3-N-R-U-Z1 | 09881 | A-B-C1-E2-F-F1-H1-N-R-R1-U-V-Z1 | 34052 | B-V |
| 09809 | B-C1-C2-F-F1-F3-J-L-N-T-V-Z1 | 09842 | A-B-C1-C2-F-F1-F3-J-L-N-R-R1-T-V-Z1 | 09882 | B-E2-F-H1-N-R-R1-U2-V-Z1 | 34053 | B-V |
| 09810 | A-B-F-F1-F3-N-R-S-V-Z1 | 09844 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 09883 | A-B-C1-C2-E2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 34054 | B-V |
| 09811 | B-E2-E3-F-F1-F3-H1-N-R-R1-U-V-Z1 | 09845 | A-B-C1-C2-E3-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 09884 | A-B-C1-C2-E2-F-F1-F3-J-L-M-N-R-R1-T-V-W-Z1 | 34055 | B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09812 | B-E2-E3-F-F1-I-J-L-N-R-T-U-V-Z-Z1 | 09846 | A-B-C1-C2-F-F1-F3-J-L-N-R-R1-T-V-Z1 | 09885 | B-C-C1-E2-F-F1-F3-H1-N-R-R1-U2-V-Z1 | 34058 | B-F-F1-R-R1-V-Z1 |
| 09813 | A-B-C1-C2-E2-E3-F-F1-F3-J-L-N-R-R1-T-V-Z1 | 09847 | B-C-C2-F-F1-F3-J-L-M-N-R-R1-S-T-V-Z1 | 09886 | A-B-F-M-R-V-Z1 | 34060 | B-C1-C2-E2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 |
| 09814 | B-C2-E2-E3-F-F1-F3-I3-J-L-N-R-R1-T-V-Z-Z1 | 09848 | A-B-F-M-R-V-Z1 | 09887 | B-E2-E3-F-F1-F3-H1-N-R-R1-U-V-Z1 | 34078 | B-F1-N-V |
| 09815 | A-B-F-F3-N-R-S-V-Z1 | 09852 | B-E2-E3-F-F1-F3-H1-N-R-R1-U-V-Z1 | 09853 | B-E2-F-H1-R-R1-U2-V-Z1 | 34080 | B-F-F1-R-R1-V |
| 09816 | A-B-C1-C2-E2-E3-F-F1-F3-J-L-N-R-R1-T-V-Z1 | 09853 | B-E2-F-H1-R-R1-U2-V-Z1 | 09854 | A-B-C1-C2-F-F1-F3-J-L-N-R-R1-S-T-V-Z1 | 34081 | B-F-F1-R-R1-V |
| 09817 | A-B-C1-C2-E2-E3-F-F1-F3-H-H1-J-L-M-N-R-R1-T-V-Z1 | 09854 | A-B-C1-C2-F-F1-F3-J-L-N-R-R1-S-T-V-Z1 | 09855 | A-B-C1-E2-F-F1-H1-M-R-R1-U2-V-Z1 | 34082 | B-F-F1-R-R1-V |
| 09818 | A-B-C-F-F3-M-S-V-Z1 | 09855 | A-B-C1-E2-F-F1-H1-M-R-R1-U2-V-Z1 | 09856 | B-C-C1-C2-F-F1-F3-H1-L-M-N-S-T-V-Z1 | 34083 | B-F-F1-R-R1-V |
| 09820 | A-B-C2-F-F1-F3-H-H1-J-L-M-N-R-R1-T-V-Z1 | 09856 | B-C-C1-C2-F-F1-F3-H1-L-M-N-S-T-V-Z1 | 09857 | A-B-C2-E2-F-F1-F3-I3-L-M-N-R-R1-S-T-V-Z-Z1 | 34084 | B-F-F1-R-R1-V |
| 09821 | A-B-C-F-F3-N-R-S-V-Z1 | 09857 | A-B-C2-E2-F-F1-F3-I3-L-M-N-R-R1-S-T-V-Z-Z1 | 09858 | B-C1-E2-E3-F-F1-F3-H1-N-R-R1-U-V-Z1 | 34085 | B-F-F1-R-R1-V |
| 09822 | A-B-C-F-F3-M-R-S-V-Z1 | 09858 | B-C1-E2-E3-F-F1-F3-H1-N-R-R1-U-V-Z1 | 09859 | B-C1-E2-E3-F-F1-F3-H1-R-R1-S-U-Z1 | 34086 | B-F-F1-R-R1-V |
| 09823 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 09859 | B-C1-E2-E3-F-F1-F3-H1-R-R1-S-U-Z1 | 09860 | A-B-C2-F-F1-F3-L-M-N-R-R1-S-T-V-Z1 | 34087 | B-F-F1-R-R1-V |
| 09824 | A-B-C-F-F3-M-R-S-V-Z1 | 09860 | A-B-C2-F-F1-F3-L-M-N-R-R1-S-T-V-Z1 | 09861 | A-B-F-F1-F3-N-R-R1-S-V-Z1 | 34088 | B-F-F1-R-R1-V |
| 09825 | A-B-C1-C2-F-F1-F3-J-L-M-N-R-R1-T-V-Z1 | 09861 | A-B-F-F1-F3-N-R-R1-S-V-Z1 | 09862 | A-B-C-C2-F-F1-F3-I3-L-M-N-R-R1-S-T-V-Z-Z1 | 34089 | B-F-F1-R-R1-S-V |
| 09826 | A-B-C1-C2-E1-E2-E3-F-F1-F3-J-L-M-N-R-R1-T-V-W-Z1 | 09862 | A-B-C-C2-F-F1-F3-I3-L-M-N-R-R1-S-T-V-Z-Z1 | 09863 | A-B-F-F1-F3-N-R-R1-S-V-V1-Z1 | 34090 | B-F-F1-R-R1-V |
| 09827 | A-B-F-F1-J-L-M-N-R-T-V-Z1 | 09863 | A-B-F-F1-F3-N-R-R1-S-V-V1-Z1 | 09864 | A-B-C-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 34091 | B-E2-E3-F-F1-F3-R-R1-V-Z1 |
| 09828 | A-B-C1-C2-F-F1-F3-I3-J-L-N-R-R1-T-V-Z-Z1 | 09864 | A-B-C-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 09865 | A-B-F3-R-U-V-Z1 | 34092 | B-F-F1-R-R1-V |
| 09829 | B-C-N-R-V-Z1 | 09865 | A-B-F3-R-U-V-Z1 | 09866 | A-B-C-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 34093 | B-F-F1-R-R1-V |
| 09830 | B-C-F-F1-F3-J-L-M-N-R-R1-S-T-V-Z1 | 09866 | A-B-E1-E2-E3-F1-F3-M-N-R-S-U-V-Z1 | 09867 | A-B-C-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 34094 | B-F-F1-R-R1-V |
| | | 09867 | A-B-E1-E2-E3-F1-F3-M-N-R-S-U-V-Z1 | 09868 | A-B-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 34095 | B-F-F1-R-R1-V |
| | | 09868 | A-B-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 09869 | A-B-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 96201 | A-B-F-F1-F3-S-U |
| | | 09869 | A-B-C1-C2-E2-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | | | 96202 | A-B-F-F1-F3-S-U |
| | | | | | | 96203 | A-B-F-F1-F3-S-U |
| | | | | | | 96204 | A-B-F-F1-F3-S-U |
| | | | | | | 96205 | A-B-F-F1-F3-S-U |
| | | | | | | 96206 | A-B-F-F1-F3-S-U |
| | | | | | | 96207 | A-B-F-F1-F3-S-U-V |
| | | | | | | 96208 | A-B-E-F1-F3-R-S-U |
| | | | | | | 96209 | A-B-C1-C2-F-F1-J-L-M-N-T-U-V-Z1 |
| | | | | | | 96210 | A-B-C1-C2-F-F1-F3-I3-L-M-N-R-R1-T-V-Z-Z1 |
| | | | | | | 96212 | B-F-F1-F2-H-M-W-Z1 |
| | | | | | | 96213 | A-B-C-F1-R-U |
| | | | | | | 96214 | A-B-C-F1-R-U |
| | | | | | | 96218 | A-B-F-F1-F3-S-U |
| | | | | | | 96224 | A-B-F-F1-F3-S-U |
| | | | | | | 96251 | A-B-F-F1-F3-S-U |
| | | | | | | 96257 | A-B-F-F1-F3-S-U |

| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
|---------------------|---------------------------------|---------------------|--|---------------------|--|---------------------|-------------------------|
| 96258 | A-B-F-F1-F3-S-U | 96371 | B-F-F3-M-S-W | 96537 | B-V-Z1 | 96632 | B-F-F1-R-R1-V |
| 96260 | A-B-F-F1-F3-S-U | 96372 | B-M-W | 96540 | B-V-Z1 | 96633 | B-V |
| 96262 | A-B-F-F1-F3-R-S-U-V-Z1 | 96373 | B-M-W | 96542 | B-V-Z1 | 96641 | B-V |
| 96264 | A-B-C-F1-R-U | 96374 | B-M-W | 96543 | B-P-V-Z1 | 96642 | B-V |
| 96266 | A-B-C-F1-R-U | 96375 | B-M-W | 96546 | B-F-N-R-U3 | 96643 | B-F-F1-R-R1-V |
| 96267 | A-B-C-F1-R-U-V | 96376 | B-M-W | 96548 | A-B-H-M-R-U | 96644 | B-V |
| 96269 | A-B-F1-U-Z1 | 96377 | B-M-W | 96549 | A-B-C1-C2-F-F1-H-J-L-M-N-R-R1-S-T-V-Z1 | 96645 | B-V |
| 96271 | A-B-F-F1-F3-S-U | 96378 | B-M-W | 96550 | A-B-H-M-N-U-V-Z1 | 96649 | B-F-F1-R-R1-V |
| 96273 | A-B-F-F1-F3-S-U | 96379 | B-M-W | 96551 | A-B-C1-C2-F-F1-H-J-L-M-N-R-R1-S-T-V-Z1 | 96650 | B-F-F1-R-R1-V |
| 96275 | A-B-E-F1-F3-S-U | 96380 | B-M-W | 96552 | B-Z1 | 96657 | B-F-F1-R-R1-V |
| 96276 | A-B-C-F1-R | 96382 | B-M-W | 96553 | A-B-F-F1-H-M-N-R-U | 96660 | B-F-F1-R-R1-V |
| 96278 | A-B-C-F1-R-U | 96384 | B-M-W | 96554 | A-B-C1-C2-F-F1-H-J-L-M-N-R-R1-S-T-V-Z1 | 96662 | B-F-F1-R-R1-V |
| 96283 | A-B-F-F1-F3-S-U | 96385 | B-M-W | 96555 | B-F-M-V | 96663 | B-F-F1-R-R1-V |
| 96284 | A-B-F-F1-F3-S-U | 96386 | B-M-W | 96557 | B-F-M-V | 96664 | B-V |
| 96297 | A-B-F-F1-F3-S-U | 96387 | B-M-W | 96562 | A-B-C1-C2-D-E2-E3-F-F1-H-H1-I3-L-M-N-R-R1-S-T-V-Z1 | 96665 | B-V |
| 96301 | A-B-F3-M-R-S-W | 96388 | B-M-W | 96577 | A-B-F-H-M-N-R-U | 96666 | B-V |
| 96303 | B-C1-C2-F-F1-H-J-L-M-N-T-V-W-Z1 | 96389 | B-M-W | 96578 | B-B2-F1-H-J-N-R | 96667 | B-F-F1-R-R1-V |
| 96306 | B-F-F1-F2-H-M-W-Z1 | 96401 | B-C-F-N-O-R-V-V1-Z1 | 96595 | B-F-S-V-Z1 | 96668 | B-F-F1-R-R1-V |
| 96309 | B-C-M-R-V-W | 96501 | A-B-N-V | 96598 | B-N-V-V1 | 96669 | B-F-F1-R-R1-V |
| 96310 | B-M-W | 96504 | A-B-C-C1-C2-F-F1-F3-I3-L-M-N-R-R1-T-V-W-Z-Z1 | 96599 | B-N-V | 96670 | B-V |
| 96319 | B-C-M-R-W | 96505 | A-B-C-C1-C2-F-F1-F3-I3-L-M-N-R-R1-S-T-V-W-Z-Z1 | 96601 | B-V | 96671 | B-F-F1-R-R1-S-V |
| 96321 | B-F-F1-F2-H-M-W-Z1 | 96507 | A-B-C1-C2-F-F1-H-J-L-M-N-T-V-Z1 | 96602 | B-V | 96672 | B-F-F1-R-R1-V |
| 96322 | B-F-F1-F2-H-M-W-Z1 | 96510 | B-I3-N-V | 96603 | B-V | 96673 | B-V |
| 96323 | B-C-M-R-V-W | 96511 | B-I3-N-V | 96604 | B-V | 96674 | B-F-F1-R-R1-V |
| 96326 | B-C-F-M-R-W | 96515 | B-C-D-E1-F-F1-F3-H-H1-M-R-S-T-Z1 | 96605 | B-V | 96675 | B-F-F1-R-R1-V |
| 96328 | B-C-M-R-W | 96516 | B-C-D-E1-E2-F-F1-F3-H-H1-M-R-S-T-Z1 | 96606 | B-V | 96677 | B-F-F1-R-R1-V |
| 96330 | B-C-M-R-W | 96517 | B-C-D-E1-E2-F-F1-F3-H-H1-M-N-R-T-U-V-Z1 | 96607 | B-V | 96678 | B-F-F1-R-R1-S-V |
| 96331 | A-B-F1-J-L-M-N-S-W | 96520 | B-F-N-U3-V | 96608 | B-E2-F-H1-R1-U2-V-Z1 | 96679 | B-F-F1-R-R1-V |
| 96336 | B-C-M-R-V-W | 96521 | B-C1-C2-F-F1-J-L-M-N-R-R1-S-T-V-Z1 | 96609 | B-E2-F-H1-R1-U2-V-Z1 | 96681 | B-V |
| 96337 | B-M-W | 96530 | A-B-C1-C2-F-F1-H-H1-J-L-M-N-R-R1-S-T-V-Z1 | 96610 | B-E2-F-H1-R1-U2-V-Z1 | 96682 | B-V |
| 96338 | A-B-F3-M-R-S-W | 96531 | A-B-C-F-F1-H-M-N-R-U-V | 96611 | B-E2-F-H1-R1-U2-V-Z1 | 96683 | B-V |
| 96339 | A-B-F3-M-R-S-W | 96532 | A-B-C1-C2-F-F1-H-J-L-M-N-R-R1-S-T-V-Z1 | 96612 | B-V | 96686 | B-V |
| 96343 | P | 96534 | A-B-F-U-Z1 | 96613 | B-V | 96691 | B-F-F1-R-R1-V |
| 96346 | B-F-F1-F2-H-M-V-W-Z1 | 96535 | A-B-C1-C2-F-F1-J-L-M-N-R-R1-S-T-V-Z1 | 96615 | B-F-F1-R-R1-V | 96692 | B-F-F1-R-R1-V |
| 96347 | B-F-F1-F2-H-M-W-Z1 | | | 96616 | B-C2F-F1-R-R1-V | 96693 | E2-F-F3-R-R1-S-V |
| 96349 | B-F-F1-F2-H-M-W-Z1 | | | 96617 | B-F-F1-R-R1-V | 96694 | B-F-F1-I3-J-R-R1-V-V1-Z |
| 96350 | B-F-F1-F2-H-M-W-Z1 | | | 96619 | B-V | 96695 | B-F-F1-R-R1-V |
| 96351 | B-F-F1-F2-H-M-W-Z1 | | | 96620 | B-F-F1-R-R1-V | 96696 | B-F-F1-R-R1-V |
| 96362 | B-F-F1-F2-M-W-Z1 | | | 96628 | B-F-F1-R-R1-V | 96698 | B-V |
| 96365 | B-C-M-R-V-W | | | 96629 | B-F-F1-R-R1-V | | |
| 96367 | B-C-L-M-R-W | | | | | | |
| 96368 | B-C-M-R-W | | | | | | |
| 96370 | B-F-F1-F2-H-M-W-Z1 | | | | | | |

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*

PS Form 2976-B, *Priority Mail Express International Shipping Label and Customs Form*

| | |
|--------|---|
| ATF | = Bureau of Alcohol, Tobacco, Firearms, and Explosives |
| Box C | = Department of State (DOS) contractor personnel |
| Box R | = Retired military personnel |
| DPO | = Diplomatic Post Office |
| MPO | = Military Post Office |
| PACT | = Prevent All Cigarette Trafficking Act |
| PAL | = Parcel Airlift |
| PMEMS | = Priority Mail Express Military Service |
| PUB 52 | = Publication 52, <i>Hazardous, Restricted, and Perishable Mail</i> |
| 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, including in their raw, unmanufactured state, are prohibited. Official Mail shipments are exempt from this restriction.

A1. Reserved for future use.

A2. Reserved for future use.

B. Other than for PMEMS and the exceptions listed below, a customs declaration PS Form 2976 or PS Form 2976-A is required for all items weighing 16 ounces or more, and for all items (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise or goods) addressed to or from this ZIP Code. Other than the exceptions listed below, all PMEMS mailpieces (regardless of mail contents or weight) addressed to or from this ZIP Code must bear a properly completed PS Form 2976-B. The surface area of the address side of the mailpiece must be large enough to contain the applicable customs declaration. The following exceptions apply to known mailers, who for this purpose are defined as follows:

- Business mailers who enter volume mailings through business mail entry units or other bulk mail acceptance locations, pay postage through advance deposit accounts, use permit imprints for postage payment, and submit completed postage statements at the time of entry that certify that the mailpieces contain no dangerous materials that are prohibited by postal regulations. Such business mailers are exempt from providing customs documentation on non-dutiable letters and printed matter.
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail." Such agencies are exempt from providing customs documentation, except for any items addressed to an MPO or DPO to which restriction "B2" applies.

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

C. Cigarettes and other tobacco products, including tobacco leaves, chewing and pipe tobacco, snuff, and cigars are prohibited, including those that are authorized in Publication 52 under PACT.

C1. Obscene and horror articles, images, prints, paintings, cards, films, videotapes, comic books, etc., are prohibited.

C2. E-cigarettes and related products (e.g., nicotine liquids, e-liquids, parts, or supplies) are prohibited.

D. Coffee is prohibited.

E. Medicines (prescription, over-the-counter, vitamins, and supplements) are prohibited when mailed to individuals for human or animal use. This prohibition does not apply when medicines are sent as Official Mail only between specifically designated agencies such as pharmaceutical distributors, hospitals, clinics, and pharmacies.

E1. Mailers are responsible to ensure that all medicines and vaccines conform to host nation laws.

E2. Any matter depicting nude or seminude persons, pornographic, or sexual items are prohibited. Non-authorized political materials are prohibited. Religious materials contrary to the Islamic faith are prohibited in bulk quantities, but individual items for the personal use of the addressee are permissible.

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

F. Firearms of any type are prohibited, except firearms mailed to or by official U.S. government agencies. This restriction does not apply to firearms mailed from this MPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms do not require an ATF form.

F1. Weapons of any type are prohibited.

F2. Mailing firearms to or from this MPO ZIP Code is restricted to one shotgun and one single shot .22 caliber rifle per individual.

F3. Replica weapons and inert explosive devices (such as grenades) and weapons parts are prohibited.

G. Parcels of any class are prohibited.

H. Meats, including preserved meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, and wool samples whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Reserved for future use.

I1. Reserved for future use.

I2. Reserved for future use.

I3. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

- Maximum length 27 inches.
- Maximum width 14 inches.
- Maximum height 14 inches.

J. Standard Post and Parcel Select parcels may not exceed 108 inches in length and girth combined.

K. Reserved for future use.

L. All Official Mail is prohibited.

M. Fruits, vegetables, live animals, and live plants are prohibited.

N. Registered Mail service is prohibited.

O. Reserved for future use.

P. 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 Publication 52, Part 421, are prohibited.

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

S. Synthetic cannabinoids used to stimulate the central nervous system commonly known as "synthetic marijuana," "K2," or "Spice" are prohibited.

T. Mailings of household shipments and case lots of food to or from an MPO require military transportation office approval prior to mailing. Mailings to or from a DPO require pre-approval from the Diplomatic Pouch and Mail Director.

U. Mail addressed to Retirees (Box R) is limited to 16 ounces and up to a 90-day supply of TRICARE medications. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail items, including audio and video media, weighing 13 ounces or less. This limitation does not apply to Official Mail.

U2. Retirees (Box R) are not authorized mail service.

U3. Reserved for future use.

U4. Mail addressed to Box C is limited to 2 lbs.

V. PMEMS is not available.

V1. Electronic Delivery status information for Extra Services is not available on *USPS.com*. Manual record of delivery may be available upon request.

W. Hermetically sealed packages of meat products bearing USDA certification, such as dried beef, salami, and sausage, may be mailed. 200 grams of tobacco per parcel are permitted duty free.

X. Cremated remains are prohibited.

Y. Mail is limited to First-Class Mail and Priority Mail items only. This restriction also applies to Official Mail.

Z. No outside pieces (OSPs).

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

— *International Network Operations,
Global Business, 1-3-19*

Freely Associated States Restrictions

We list the mailing restrictions for Freely Associated States (FAS) in the Pull-Out section of the *Postal Bulletin*. All FAS Restrictions will be updated periodically.

Freely Associated States

Mail addressed to freely associated states is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The following FAS Restrictions table outlines these conditions as listed by each affected FAS ZIP Code™ through the use of footnoted mailing restrictions codes (see the [Restrictions](#) following the table). For more information on available extra services for FAS destinations, see *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)*, part 503.

Acceptance clerks must use the table with the Retail System Software terminal to determine which FAS ZIP Codes are active and which conditions of mailing apply. Send inquiries to Randall Sobol at randall.f.sobol@usps.gov.

FAS Restrictions Table

| FAS Table | See Restrictions |
|--------------------------------|------------------|
| 96939 | A, B |
| 96940 | A, B |
| 96941 | A, B |
| 96942 | A, B |
| 96943 | A, B |
| 96944 | A, B |
| 96960 | A, B |
| 96970 | A, B, D |
| Marshall Islands | C |
| Federated States of Micronesia | C |

RESTRICTIONS LEGEND

PS Form 2976, *Customs Declaration CN 22 – Sender's Declaration*

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

FAS = Freely Associated State

- A.** Bank currency (coin and paper) is prohibited.
- B.** Signature Confirmation, Signature Confirmation Restricted Delivery, Adult Signature Requested, Adult Signature Restricted Delivery, Certified Mail Adult Signature Required, and Certified Mail Adult Signature Restricted Delivery not available.
- C.** Collect on Delivery is prohibited.
- D.** Betel nut (Areca catechu) is prohibited.

— *Asia-Pacific Relations, Global Business, 1-3-19*

2018 Tax Information: Form W-2 Wage and Tax Statement; Form 1099

General Form W-2 Information

If an employee has earnings from more than one state or locality, a separate Form W-2 (see pages [45](#) and [46](#)) will be issued for each.

The Postal Service™ will mail the 2018 Form W-2, *Wage and Tax Statement*, to all employees, except those employees who elected not to receive mailed copies of Forms W-2 (through the *PostalEASE* W-2 module) in lieu of official, electronic Forms W-2. The *PostalEASE* W-2 module makes online viewing and printing of Forms W-2 available to all employees for the last 7 years.

The format of the 2018 Form W-2 remains unchanged from the 2017 version.

An employee may be able to take the Earned Income Credit (EIC) for 2018, if he or she meets qualifying requirements. Details are printed in the “Notice to Employee” section of the Form W-2. An employee may also qualify for a state EIC credit. Employees must visit applicable state taxing authority websites to determine eligibility.

The Patient Protection and Affordable Care Act created the “Additional Medicare Tax” effective January 1, 2013. All wages and other compensation that are subject to regular Medicare tax in excess of \$200,000 are subject to an additional Medicare tax of 0.9%. All Medicare tax withheld is reported in Box 6 of the Form W-2.

Inquiries

Direct all inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, territorial cost-of-living allowance (TCOLA), money differences between earnings statement and Form W-2 (see Reconciliation Formula on Form W-2), leave buy backs, erroneous state or local tax deductions, Thrift Savings Plan (TSP), and Flexible Spending Accounts (FSAs) to the Accounting Help Desk at 866-974-2733.

Provide the following information:

- Employee name.
- Current mailing address.
- Social Security number and Employee ID.
- Year(s) involved.
- Specific question.

Or

Submit questions regarding Forms W-2 in writing to the following addresses in the table.

| Form W-2 inquiries concerning payroll items Provide employee name, current mailing address, Social Security number and Employee ID, year(s) involved, specific question, and employee signature. If the first three digits of your Social Security number are... | Send a written request to.... |
|--|---|
| 000–999 (Rural Employees) | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9635 |
| 000–254 | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9634 |
| 255–475 | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9636 |
| 476–End | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9661 |

| Form W-2 inquiries relating to Postal Service payments made under the Annuity Protection Program (APP) Provide employee name, current mailing address, Social Security number and Employee ID, year(s) involved, specific question, and employee signature. | Send a written request to.... |
|---|--|
| | Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9621 |

General Questions

Source of Reported Wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee’s Pay Period 26-2018 (or the last pay period in pay status 2018) Earnings Statement, plus several other totals from the Form W-2. The employee’s Earnings Statement year-to-date amounts and the Reconciliation Formula calculation specific to the employee are printed on the employee’s Form W-2 (top left section of the page). In addition, employees can access this information via the *PostalEASE* W-2 module.

Flexible Spending Accounts (FSAs): Dependent Care (DC) and Health Care (HC)

Employee contributions to an FSA for dependent care are pre-tax and are reported in Box 10 (Dependent Care Benefits). Per the Reconciliation Formula, FSA contributions are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation).

Employee contributions to an FSA for health care are pre-tax and are not reported separately in any box on the

Form W-2. Per the Reconciliation Formula, FSA contributions are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26-2018 (or the last pay period in pay status 2018) Earnings Statement year-to-date amount to determine your total Health Care FSA contributions made in 2018.

Thrift Savings Plan (TSP)

Employee TSP traditional (pre-tax) contributions including TSP Catch-up (employees 50 years old and older) are reported in Box 12 (letter code "D").

Per the Reconciliation Formula, traditional TSP contributions (Box 12, letter code "D") are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation).

TSP Roth (post-tax) contributions including TSP Roth Catch-Up are reported in Box 12 (letter code "AA"). TSP Roth contributions do not reduce gross pay; they are included in Box 1 (Wages, tips, other compensation). Roth contributions (letter code "AA") are reported for your information only.

Federal Employees Health Benefits (FEHB)

FEHB premiums are considered pre-tax unless the employee declined the pre-tax benefit. Payroll deductions for pre-tax FEHB premium payments are no longer reported separately in any box on the Form W-2. Per the Reconciliation Formula, payroll deductions for pre-tax FEHB premiums are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26-2018 (or the last pay period in pay status 2018) Earnings Statement year-to-date amount to determine your total pre-tax FEHB premium payments made in 2018.

The Cost of Employer-Sponsored Health Coverage (employer cost plus employee pre-tax or post-tax cost) is reported in Box 12 (letter code "DD"). Reporting is required by the Affordable Care Act but is reported for informational purposes only.

Health Savings Accounts (HSAs)

Employee HSA contributions are pre-tax and are reported in Box 12 (letter code "W"). Per the Reconciliation Formula, employee HSA contributions (Box 12) are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation).

Federal Employees Dental and Vision Insurance Program (FEDVIP)

FEDVIP premiums are considered pre-tax. Per the Reconciliation Formula, payroll deductions for FEDVIP premiums are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26-2018 (or the last pay period in pay status 2018) Earnings Statement year-to-date amount to determine your total pre-tax FEDVIP premium payments made in 2018.

USPS Health Benefits (HB)

USPS[®] HB premiums are considered post-tax, unless the employee opts for pre-tax deductions. Post-tax premiums are included in Box 1 (Wages, tips, other compensation).

For those employees who elected pre-tax premiums, the pre-tax premium payments are not reported separately in any box on the Form W-2. Per the Reconciliation Formula, payroll deductions for pre-tax USPS HB premiums are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26-2018 (or the last pay period in pay status 2018) Earnings Statement year-to-date amount to determine your total pre-tax USPS HB premium payments made in 2018.

The Cost of Employer-Sponsored Health Coverage, (employer share plus employee pre-tax or post-tax share), is reported in Box 12 (letter code "DD"). Reporting is required by the Affordable Care Act, but such reporting is for informational purposes only.

Commuter Program

Employee contributions for the Commuter Program are considered pre-tax for 2018 up to the Internal Revenue Service (IRS) \$260 monthly limit for public transportation and the IRS \$260 monthly limit for parking. Per the Reconciliation Formula, employee pre-tax commuter contributions are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26-2018 (or the last pay period in pay status 2018) Earnings Statement Pay Period 26-2018 year-to-date amount to determine your total Commuter Program contributions made in 2018. Any commuting contributions elected over the IRS limits are considered post-tax. Post-tax contributions do not reduce gross pay; they are included in Box 1 (Wages, tips, other compensation).

Relocation Payments

The Tax Cuts and Jobs Act (TCJA) of 2017 eliminated the federal exclusion for relocation expenses. As a result, all moving expenses incurred on or after January 1, 2018, and reimbursed to an employee or vendor on the employee's behalf, are reportable income (included in Boxes 1, 3, and 5, and considered subject to federal tax withholding).

Most states have conformed to TCJA and relocation expenses will be included in box 16 (State Wages) and box 18 (Local Wages), if applicable. The states that did not conform to TCJA as of December 20, 2018, and continue to exclude certain relocation expenses from state taxable wages (and local, if applicable) are: Arizona, Arkansas, California, Hawaii, Iowa, Kentucky, Maine, Massachusetts, Minnesota, New Jersey, New York, Pennsylvania, South Carolina, and Virginia.

If a qualified relocation (excludable) reimbursement was paid in 2018 for expenses incurred in 2017, it will be reported in Box 12 (letter code "P"). This reimbursement

will not be included in Boxes 1, 3, 5, 16, and 18. For more information, see the statements issued by the Postal Service Relocation Management firm (Brookfield).

Employee Business Expense (EBE)

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, and supervisor vehicle usage are considered employee expenses paid by the U.S. Postal Service®. The nontaxable (not the total) EBE amount is reported in Box 12 (letter code "L"). If there is a taxable amount, it is reported in Box 14 (Other). Per the Reconciliation Formula, taxable vehicle (Box 14) is added to gross pay and is included in Box 1 (Wages, tips, other compensation).

Imputed Life Insurance

Imputed Income Life Insurance is reported in Box 12 (letter code "C"). The IRS requires employers to report as income the employer cost of Group Term Life Insurance in excess of \$50,000 (see IRS Publication 15-B).

Per the Reconciliation Formula, Imputed Income Life Insurance (Box 12) is added to gross pay and is included in Box 1 (Wages, tips, other compensation).

Locality Pay, LEAP, AUO

Per the Reconciliation Formula, Locality Pay, LEAP (Law Enforcement Availability Pay), and AUO (Administratively Uncontrollable Overtime) are added to gross pay and are included in Box 1 (Wages, tips, other compensation).

Geographic (GEO) Pay

Per the Reconciliation Formula, GEO Pay is added to gross pay and is included in Box 1 (Wages, tips, other compensation).

Military Differential Payments

Military Differential Payments are reported in Box 14 (Other) and are included in Box 1 (Wages, tips, other compensation). Differential payments made to an individual while on active duty for more than 30 days are not subject to Social Security and Medicare taxes. Differential payments made to an individual while on active duty for 30 days or less are subject to Social Security and Medicare taxes.

Oregon Statewide Transit Tax

Oregon Statewide Transit Tax (OR STT) is reported in Box 14 (Other) with taxable wages identified as OR STT WAGES and tax withholding identified as OR STT W/H.

State/Territory Reportable Wages

The amount in Box 16 (State wages, tips, etc.) will equal Box 1 (Wages, tips, other compensation) with the following exceptions:

- Hawaii includes territorial cost-of-living allowance (TCOLA) in Box 16 (State wages, tips, etc.).
- California does not allow income deferral for HSAs.

- Mississippi does not allow income deferral for commuter program public transportation and parking.
- New Jersey allows no income deferral. Therefore, there is no income deferral for TSP, FSA DC, FSA HC, HB, HSA, FEDVIP, or a commuter program (public transportation and parking).
- Pennsylvania does not allow income deferral for TSP, FSA Dependent Care, or a commuter program (public transportation and parking); however, Pennsylvania does not require the addition of Imputed Income Life Insurance to state gross pay.
- Puerto Rico does not allow income deferral for employee FSA DC, FSA HC, HB, HSA, FEDVIP, or a commuter program (public transportation and parking) contributions.
- Arizona, Arkansas, California, Hawaii, Iowa, Kentucky, Maine, Massachusetts, Minnesota, New Jersey, New York, Pennsylvania, South Carolina, and Virginia still have exclusions for certain relocation expenses. See section on "Relocation Payments."

Local Reportable Wages

The following statements do not take into account taxable wage limits that exist for certain localities. For those localities, amounts in Box 18 (Local wages, tips, etc.) will not exceed local taxable wage limits.

The amount in Box 18 (Local wages, tips, etc.) will equal gross pay with the following exceptions:

- New York City, NY; St. Louis, MO; and MI Locals (Battle Creek, Detroit, Flint, Grand Rapids, Lansing, Pontiac, and Saginaw): Local taxable wages are the same as the federal taxable wages reported in Box 1 (Wages, tips, other compensation).
- Kansas City, MO: Local taxable wages equals federal taxable wages plus HSA.
- OH Locals (Akron, Brecksville, Brook Park, Canton, Cincinnati, Cleveland, Columbus, Dayton, Fairview Park, Heath, Kettering, Mansfield, Newark, Oberlin, Sharonville, Springfield, Toledo, Whitehall, and Youngstown): Local taxable wages equals federal taxable wages plus TSP and minus Life Insurance Imputed Income.
- With the exception of Philadelphia and Pittsburgh, PA Locals (Bethlehem, Erie, Greene, Hanover, Harrisburg, Horsham, Lancaster, Middletown, Reading, Scranton, South Park, Sunbury/Gregg, Tincum, Warminster, Wilkes-Barre, and York) are the same as the PA taxable wages reported in Box 16 (State wages, tips, etc.).
- Kentucky, New York, and Pennsylvania still have exclusions for certain relocation expenses. See section on "Relocation Payments."

Obtaining Duplicate Forms W-2 for Tax Years 2012 to the Present

PostalEASE

Employees may use the *PostalEASE* W-2 module to view and print official, electronic copies of their Forms W-2 for any of the last seven years, including the most recent W-2 year.

Except for an approximate 6-week period (mid-December through late January), an employee may also exercise the option to have reprinted copies of any of the seven most recent Tax Year Form(s) W-2 mailed to his or her home address. Requests are processed weekly (daily during March and April). Employees must allow two weeks to receive the W-2 reprint(s) by mail to the address of record. In mid to late January 2019, Tax Year 2018 will be loaded to the *PostalEASE* W-2 module. At the same time, Tax Year 2011 will be removed from the W-2 module.

PostalEASE Interactive Voice Response (IVR)

USPS Employees now have the option to request a duplicate Form W-2 reprint by telephone using the *PostalEASE* automated Interactive Voice Response (IVR) system.

Access *PostalEASE* at 877-477-3273 through the following steps:

1. For *PostalEASE*, press or say "1."
2. Press or say 8-digit "Employee Identification Number."
3. Press or say 4-digit "USPS Pin."
4. For payroll options, press 2.
5. For W-2 reprints, press 3.

Written Request

| If you are unable to obtain duplicate Form(s) W-2 via PostalEASE for Tax Years 2012 to Present | Send a written request to.... |
|--|---|
| Provide employee name, current mailing address, Social Security number and Employee ID, year(s) requested, and employee signature. | Financial Reporting Section (W-2) Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9617 |

Obtaining Duplicate Forms W-2 for Tax Years 2011 and Older

Eagan Accounting Services does not retain W-2 records older than seven years.

| To request duplicate Forms W-2 older than seven years | Send a written request to.... |
|--|--|
| Provide employee name, current mailing address, Social Security number, date of birth, requested tax years, name and location of employing Federal agency, beginning and ending dates of Federal service and signature (signed in cursive and dated within the last year). | National Personnel Records Center, Annex 1411 Boulder Boulevard Valmeyer, IL 62295-2603 Fax: 618-935-3014 |

Form W-2c, Corrected Wage and Tax Statement

General Form W-2c Information

The Postal Service uses Form W-2c to correct a previously filed Form W-2. The Form W-2c will only report the corrections and must be used in conjunction with the original Form W-2 issued when filing taxes and other related information.

If you disagree with the Form W-2 tax information provided and you want the tax statement to be reviewed and corrected, you must submit your request in writing.

| To request a Form W-2 review (and correcting Form W-2c) | Send a written request to.... |
|---|---|
| Provide employee name, current mailing address, Social Security number and Employee ID, year(s) requested, reason for request, and employee signature. Send request as follows: If the first three digits of your Social Security number are... | |
| 000-999 (Rural Employees) | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9635 |
| 000-254 | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9634 |
| 255-475 | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9636 |
| 476-End | Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9661 |

| To request a Form W-2 review (and correcting Form W-2c) for Postal Service payments made under the Annuity Protection Program (APP) | Send a written request to.... |
|---|--|
| Annuity Protection Program Provide employee name, current mailing address, Social Security number and Employee ID, year(s) requested, reason for request, and employee signature. | Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9621 |

Requesting a Duplicate Form W-2c

All requests for duplicate Forms W-2c must be submitted in writing.

| To request duplicate Forms W-2c (2012 to the present)... | Send a written request to... |
|--|--|
| Provide employee name, current mailing address, Social Security number and Employee ID, year(s) requested, and employee signature. | Financial Reporting Section (W-2c) Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9617 |

IRS Form 1099

Depending on your specific circumstances, the following three different IRS Forms 1099 may be issued to you:

- IRS Form 1099-MISC, *Statement for Recipient of Miscellaneous Income*.
- IRS Form 1099-R, *Statement for Recipient of Distributions from Pensions, Annuities, Retirement, or Profit Sharing Plans, IRAs, Insurance Contracts, etc.*
- IRS Form 1099-INT, *Statement for Recipient of Interest Income*.

Form 1099-MISC and Form 1099-INT

These forms originate from Accounting Services. View the Payer’s name and address in the upper left-hand corner of Form 1099. **Note:** Payer name and address shows St. Louis, MO for payments made by both San Mateo and St. Louis. Determine the nature of the payments and contact the appropriate Accounting Services group.

Payer’s Name: Eagan, MN (Upper left-hand corner of Form 1099)

| Requests for duplicate copies and questions regarding... | Should be directed to... |
|---|--|
| Payments to the beneficiaries of deceased employees pertaining to unpaid compensation due the employee Send a written request. Provide deceased employee’s name, Social Security number and Employee ID, and date of payment, if known. | Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9616 |
| Lump sum payments with no deductions as the result of settlements Send a written request. Provide name, Social Security number and Employee ID, amount of settlement, and date of payment, if known. | Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9616 |
| Interest payments (postal employment-related back-pay) Send a written request. Provide name, Social Security number and Employee ID, and date of payment, if known. | Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9616 |

Payer’s Name: St. Louis, MO (Upper left-hand corner of Form 1099)

| Requests for duplicate copies and questions regarding... | Should be directed to... |
|---|---|
| Contract Postal Unit or Government Services Agency (GSA) Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, and problem. | General Accounting Branch Contract Postal Units PO Box 80105 St. Louis, MO 63180- 0105 |
| Uniform Allowance Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, and problem. | General Accounting Branch Uniform Allowance PO Box 80106 St. Louis, MO 63180- 0106 |
| Highway Contractor or Rail Contractor Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, 5-digit HCR number, and problem. | General Accounting Branch Highway Transportation PO Box 80191 St. Louis, MO 63180- 0191 |
| Air Contractor Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, Carrier Code number, and problem. | General Accounting Branch Transportation Section PO Box 80193 St. Louis, MO 63180- 0193 |
| Rents/Leases Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, and problem. | Facility Asset Accounting Section General Accounting Branch PO Box 80452 St. Louis, MO 63180- 0452 |
| Contract Cleaners Send a written request. Include contract cleaner’s TIN (Taxpayer Identification Number) or Social Security number and Employee ID, tax year of Form 1099, amount of Form 1099, date of payment (if known), phone number, and problem. | Contract Cleaners Unit San Mateo Accounting Services 2700 Campus Drive San Mateo, CA 94497- 9426 |
| All Others Send a written request. Include service provider’s name, TIN (Taxpayer Identification Number), tax year of Form 1099, amount of Form 1099, date of payment (if known), phone number, and problem. | San Mateo Accounting Services Attn: 1099 Research Team 2700 Campus Drive San Mateo, CA 94497- 9400 |

Form 1099-R

Both the Office of Personnel Management (OPM) and Eagan Accounting Services issue Forms 1099-R. The Eagan Accounting Services office issues a Form 1099-R for annuity protection checks, and OPM issues a Form 1099-R for monthly annuity checks. The originating agency must be listed on the Form 1099-R. Determine which agency made the payments before making an inquiry.

| Requests for duplicate copies and questions regarding forms issued from... | Should be directed to... |
|---|--|
| Eagan Accounting Services Send a written request. Provide name, address, Social Security number and Employee ID, tax year for Form 1099, and amount of Form 1099. | Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9621 |
| Office of Personnel Management Send a written request. Provide name, address, claim number (CSA or CSF) or Social Security number, tax year for Form 1099, and amount of Form 1099. | Office of Personnel Management Retirement Operations Center PO Box 45 Boyers, PA 16017- 0045 |

— Payroll,
Controller, 1-3-19

Human Resources

It's Time to Set Your New Year's Resolution

Does it seem like you set a New Year's resolution each year and then fall off by March?

Like most Americans, you might plan to become more active, lose weight, or eat healthier. This year, try a different approach — U.S. Health and Human Services recommends setting SMART goals, instead of general goals. SMART stands for Specific, Measurable, Attainable, Realistic, and Time-specific.

Use the following tips to help you set SMART goals and achieve your resolution:

- Set goals that motivate you.
- Write your goals down.
- Share your goals with others.
- Make an action plan.
- Find ways to keep yourself on track.
- Review and reflect on your progress.

For more information about setting goals, eating healthy, and weight management, visit the Wellness page on *LiteBlue* at liteblue.usps.gov/wellness/.

— Benefits and Wellness,
Human Resources, 1-3-19

Form W-2, Wage and Tax Statement (page 1 of 2)



Exemption from withholding: Employees claiming "exempt" from withholding during the year must complete a new Form W-4 each year to keep their "exempt" status. Please contact HRSSC for details.

Notice: If an employee has earnings for more than one state or locality, a separate W-2 is issued for each.

This information is being furnished to the Internal Revenue Service.

Finance Number:

If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

ATTENTION POSTMASTER DO NOT FORWARD

Source of reported wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-2018 (or last period in pay status 2018) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your W-2. If any checks issued during 2018 were returned or canceled after the last Earnings Statement was printed, this reconciliation is not applicable.

Table with 2 columns: Earnings Statement (YTD) and Reconciliation Formula. Rows include Social Security Tax, Medicare Tax, Fed Tax, HB Pretax, State Income Tax, State Other Tax, Thrift Savings Plan, FSA, Commuter, FEDVIP, HSA, Local Tax, Gross Pay (YTD), FSA Contributions, Thrift Savings Plan (tax deferred), Relocation Excludable, Pretax HB HSA FEDVIP, Pretax Commuter Program, Taxable Vehicle, Imputed Income-Life Insurance, Miscellaneous, Relocation Gross, Locality Pay LEAP AUO GeoPay, and Deferred Comp Distribution.

FOR EMPLOYMENT VERIFICATION CALL 1-800-367-5690

Visit the IRS website at www.irs.gov/efile



Form W-2 grid with fields for Employee's social security number, Employer identification number, Employer's name, address, and ZIP code, Control number, Employee's first name and initial, Last name, Suff., Employee's address and ZIP code, Wages, tips, other compensation, Federal income tax withheld, Social security wages, Social security tax withheld, Medicare wages and tips, Medicare tax withheld, Social security tips, Allocated tips, Verification code, Dependent care benefits, Nonqualified plans, See instructions for box 12, Statutory Retirement employee plan, Third-party sick pay, Other, State, Employer's state ID no., State wages, tips, etc., State income tax, Local wages, tips, etc., Local income tax, Locality name.

W-2 Wage and Tax Statement 2018 Department of the Treasury-Internal Revenue Service Copy C - For EMPLOYEE'S RECORDS OMB No. 1545-0008

Form W-2 Copy B - To Be Filed With Employee's FEDERAL Tax Return. Includes fields for social security number, employer identification number, employer name, address, ZIP code, control number, employee name, address, ZIP code, wages, taxes, and verification code.

Form W-2 Copy 1 - For State, City, or Local Tax Department. Includes fields for social security number, employer identification number, employer name, address, ZIP code, control number, employee name, address, ZIP code, wages, taxes, and verification code.

Form W-2 Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return. Includes fields for social security number, employer identification number, employer name, address, ZIP code, control number, employee name, address, ZIP code, wages, taxes, and verification code.

Form W-2, Wage and Tax Statement (page 2 of 2)

Notice to Employee

Do you have to file? Refer to the Form 1040 instructions to determine if you are required to file a tax return. Even if you don't have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2018 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You can't take the EIC if your investment income is more than the specified amount for 2018 or if income earned for services provided while you were an inmate at a penal institution. For 2018 income limits and more information, visit www.irs.gov/EITC. Also see Pub. 596, Earned Income Credit. Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.

Clergy and religious workers. If you aren't subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but aren't the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 800-772-1213. You also may visit the SSA website at www.SSA.gov.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. The amount reported with code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2018 and more than \$7,960.80 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$4,674.60 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 instructions and Pub. 505, Tax Withholding and Estimated Tax.

Instructions for Employee

Box 1. Enter this amount on the wages line of your tax return.
Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 5. You may be required to report this amount on Form 8959, Additional Medicare Tax. See the Form 1040 instructions to determine if you are required to complete Form 8959.

Box 6. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above \$200,000.

Box 8. This amount is not included in box 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

You must file Form 4137, Social Security and Medicare Tax on Unreported Tip Income, with your income tax return to report at least the allocated tip amount unless you can prove that you received a smaller amount. If you have records that show the actual amount of tips you received, report that amount even if it is more or less than the allocated tips. On Form 4137 you will calculate the social security and Medicare tax owed on the allocated tips shown on your Form(s) W-2 that you must report as income and on other tips you did not report to your employer. By filing Form 4137, your social security tips will be credited to your social security record (used to figure your benefits).

Box 9. If you are e-filing and if there is a code in this box, enter it when prompted by your software. The only valid characters are the letters A-F and the digits 0-9. This code assists the IRS in validating the W-2 data submitted with your return. The code is not entered on paper-filed returns.

Box 10. This amount includes the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 also is included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan, or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box shouldn't be used if you had a deferral and a distribution in the same calendar year. If you had a deferral and received a distribution in the same calendar year, and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131, Employer Report of Special Wage Payments, with the Social Security Administration and give you a copy.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$18,500 (\$12,500 if you only have SIMPLE plans, \$21,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$18,500. Deferrals under code H are limited to \$7,000.

However, if you were at least age 50 in 2018, your employer may have allowed an additional deferral of up to \$6,000 (\$3,000 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the instructions for Form 1040.

Note: If a year follows code D through H, S, Y, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A-Uncollected social security or RRTA tax on tips. Include this tax on Form 1040. See the Form 1040 instructions.

B-Uncollected Medicare tax on tips. Include this tax on Form 1040. See the Form 1040 instructions.

C-Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (up to social security wage base), and 5)

D-Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E-Elective deferrals under a section 403(b) salary reduction agreement

F-Elective deferrals under a section 408(k)(6) salary reduction SEP

G-Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan

H-Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See the Form 1040 instructions for how to deduct.

J-Nontaxable sick pay (information only, not included in box 1, 3, or 5)

K-20% excise tax on excess golden parachute payments. See the Form 1040 instructions.

L-Substantiated employee business expense reimbursements (nontaxable)

M-Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See the Form 1040 instructions.

N-Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See the Form 1040 instructions.

P-Excludable moving expense reimbursements paid directly to a member of the U.S. Armed Forces (not included in box 1, 3, or 5)

Q-Nontaxable combat pay. See the instructions for Form 1040 for details on reporting this amount.

R-Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

S-Employee salary reduction contributions under a section 408(p) SIMPLE plan (not included in box 1)

T-Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

V-Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525, Taxable and Nontaxable Income, for reporting requirements.

W-Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).

Y-Deferrals under a section 409A nonqualified deferred compensation plan

Z-Income under a nonqualified deferred compensation plan that fails to satisfy section 409A. This amount also is included in box 1. It is subject to an additional 20% tax plus interest.

See the Form 1040 instructions.

AA-Designated Roth contributions under a section 401(k) plan

BB-Designated Roth contributions under a section 403(b) plan

DD-Cost of employer-sponsored health coverage. The amount reported with code DD is not taxable.

EE-Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.

FF-Permitted benefits under a qualified small employer health reimbursement arrangement

GG-Income from qualified equity grants under section 83(i)

HH-Aggregate deferrals under section 83(i) elections as of the close of the calendar year

Box 13. If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct. See Pub. 590-A, Contributions to Individual Retirement Arrangements (IRAs).

Box 14. Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report railroad retirement (RRTA) compensation, Tier 1 tax, Tier 2 tax, Medicare tax and Additional Medicare Tax. Include tips reported by the employee to the employer in railroad retirement (RRTA) compensation.

Note: Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year.

Information Security

2019 CyberSafe Courses for Contractors are Launching Soon

On January 7, 2019, the Corporate Information Security Office (CISO) will launch three CyberSafe courses for contractors as part of the annual CISO cybersecurity training requirement. The protection of employee, customer, and supplier data continues to be a top priority for the U.S. Postal Service®. The assigned training courses will show USPS® employees how to safely use the Internet while protecting themselves and the Postal Service™ from cyber threats.

The completion deadline for these courses is **February 11, 2019**. Users who don't meet this deadline will be subject to limited ACE system access until they complete the courses.

Please log into the new Learning Management System (HERO) at usps.csod.com/LMS/catalog/Welcome.aspx to complete the following courses:

- **CyberSafe Fundamentals Part I and Part II.** Developed for all contractors with active ACE IDs, this series provides users with the fundamental skills and

knowledge to adhere to cybersecurity policy to protect Postal Service information assets.

- **CyberSafe 201: Data Protection.** Developed for all contractors with active ACE IDs who interact with sensitive information, this course provides users with best practices for handling sensitive and sensitive-enhanced information to keep Postal Service information assets secure.

For more information about these courses, visit the security training page on *Blue* at blue.usps.gov/cyber/training.htm or send an email to CyberSafeComms@usps.gov. For cybersecurity tips, visit *CyberSafe at USPS®* at blue.usps.gov/cyber/welcome.htm.

— Corporate Information Security Office,
Chief Information Security Officer
and Digital Solutions, 1-3-19

Mailing and Shipping Services

Mail Alert

The mailings below will be deposited in the near future. Offices must 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 mil-

lion pieces or more, must contact Business Service Network Integration at 202-268-3258 at least 1 month before the requested delivery dates.

| Requested Delivery Dates | Title of Mailing | Class and Type of Mail | Number of Pieces (Millions) | Distribution | Presort Level | Comments |
|--------------------------|------------------|------------------------|-----------------------------|--------------|---------------|---------------|
| 01/14/19–01/17/19 | Midnight Velvet | Standard Catalog | 1.0 | Nationwide | 3/5 Digit | Quad Graphics |
| 01/14/19–01/17/19 | Montgomery Ward | Standard Catalog | 3.0 | Nationwide | 3/5 Digit | Quad Graphics |
| 01/16/19–01/19/19 | Ashro | Standard Catalog | 2.0 | Nationwide | 3/5 Digit | RR Donelly |
| 01/22/19–01/25/19 | Seventh Avenue | Standard Catalog | 2.0 | Nationwide | 3/5 Digit | Quad Graphics |
| 01/22/19–01/25/19 | Ginny's | Standard Catalog | 3.0 | Nationwide | 3/5 Digit | Quad Graphics |

— Business Customer Support and Services, Sales and Customer Relations, 1-3-19



\$1.4 trillion

Annual amount that the U.S.
mailing industry contributes
to the nation's economy

Retail

Competitive Fees for PO Boxes

The PO Box fees for competitive locations are changing on January 27, 2019, as follows:

| 3-Month | | | | | |
|-----------|---------|---------|----------|----------|----------|
| Fee Group | Size 1 | Size 2 | Size 3 | Size 4 | Size 5 |
| C30 | \$44.00 | \$87.00 | \$144.00 | \$230.00 | \$360.00 |
| C31 | 40.00 | 59.00 | 105.00 | 155.00 | 247.00 |
| C32 | 35.00 | 51.00 | 89.00 | 130.00 | 198.00 |
| C33 | 30.00 | 44.00 | 77.00 | 118.00 | 168.00 |
| C34 | 26.00 | 39.00 | 67.00 | 102.00 | 147.00 |
| C35 | 23.00 | 34.00 | 59.00 | 89.00 | 131.00 |
| C36 | 20.00 | 29.00 | 51.00 | 75.00 | 116.00 |
| C37 | 17.00 | 25.00 | 45.00 | 66.00 | 101.00 |
| C38 | 39.00 | 58.00 | 102.00 | 153.00 | 246.00 |
| C39 | 34.00 | 49.00 | 85.00 | 127.00 | 197.00 |
| C40 | 29.00 | 43.00 | 74.00 | 112.00 | 167.00 |
| C41 | 25.00 | 37.00 | 64.00 | 97.00 | 144.00 |
| C42 | 22.00 | 32.00 | 56.00 | 84.00 | 124.00 |
| C43 | 19.00 | 27.00 | 48.00 | 71.00 | 113.00 |
| C44 | 16.00 | 24.00 | 42.00 | 62.00 | 99.00 |

| 6-Month | | | | | |
|-----------|---------|----------|----------|----------|----------|
| Fee Group | Size 1 | Size 2 | Size 3 | Size 4 | Size 5 |
| C30 | \$75.00 | \$150.00 | \$250.00 | \$400.00 | \$625.00 |
| C31 | 70.00 | 103.00 | 183.00 | 269.00 | 429.00 |
| C32 | 61.00 | 88.00 | 154.00 | 226.00 | 344.00 |
| C33 | 53.00 | 77.00 | 134.00 | 205.00 | 293.00 |
| C34 | 46.00 | 67.00 | 117.00 | 178.00 | 256.00 |
| C35 | 40.00 | 59.00 | 102.00 | 155.00 | 227.00 |
| C36 | 35.00 | 50.00 | 88.00 | 131.00 | 202.00 |
| C37 | 30.00 | 44.00 | 78.00 | 115.00 | 176.00 |
| C38 | 68.00 | 100.00 | 177.00 | 266.00 | 428.00 |
| C39 | 59.00 | 85.00 | 148.00 | 220.00 | 343.00 |
| C40 | 51.00 | 74.00 | 128.00 | 195.00 | 290.00 |
| C41 | 44.00 | 64.00 | 112.00 | 168.00 | 250.00 |
| C42 | 38.00 | 56.00 | 97.00 | 146.00 | 215.00 |
| C43 | 33.00 | 47.00 | 83.00 | 124.00 | 196.00 |
| C44 | 28.00 | 41.00 | 73.00 | 108.00 | 173.00 |

– Retail Operations,
Retail and Customer Service Operations, 1-3-19

Stamp Services

Stamp Announcement 19-09: Cactus Flowers Stamps



©2018 USPS

On February 15, 2019, in Mesa, AZ, the U.S. Postal Service® will issue the *Cactus Flowers* stamps (Forever® priced at the First-Class Mail® rate) in 10 designs, in a pressure-sensitive adhesive booklet of 20 stamps (Item 680000). The stamps will go on sale nationwide February 15, 2019, and must not be sold or cancelled before the first-day-of-issue.

These stamps celebrate the beauty of the cactus flower; each stamp features a photograph of one of these ten cacti flowers:

- *Opuntia engelmannii*,
- *Rebutia minuscula*,
- *Echinocereus dasyacanthus*,
- *Echinocereus poselgeri*,
- *Echinocereus coccineus*,
- *Pelecyphora aselliformis*,
- *Parodia microsperma*,
- *Echinocactus horizonthalonius*,
- *Thelocactus heterochromus*, and
- *Parodia scopa*.

Within the booklet, each stamp design is featured twice. With new DNA studies, botanists sometimes reclassify plants. As of the printing of these stamps, the scientific names are accurate. Cacti also have common names, with some plants having several different names in popular use. Art director Ethel Kessler designed the stamps with existing photographs taken by John P. Schaefer.

Availability to Post Offices: Item 680000 Cactus Flowers, (Forever Priced at the First-Class Mail Rate) Double-sided Booklet of 20 Stamps

Stamp Fulfillment Services will make an automatic push distribution to Post Offices of a quantity to cover approximately 30 days of sales. Distribution quantities for the automatic push distribution are available by logging on to SFS Web at sfsweb.usps.gov. Post Offices may begin ordering stamps on the first-day-of-issue through SFS Web; offices must also check the amount they will receive in their automatic push distribution.

How to Order the First-Day-of-Issue Postmark

Customers have 120 days to obtain the first-day-of-issue postmark by mail. They may purchase new stamps at their local Post Office™ or at The Postal Store® website at usps.com/shop. They must affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

FDI – Cactus Flowers Stamps
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

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 up to a quantity of 50. There is a 5-cent charge for each additional postmark over 50. All orders must be postmarked by June 15, 2019.

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 *USA Philatelic* publication and online at usps.com/shop. Customers may register to receive a free *USA Philatelic* publication online at usps.com/philatelic.

Locally produced items are not authorized. Only merchandise that has been approved and assigned an item number by Headquarters Retail Marketing may be produced and sold.

| | |
|-------------------------------|---|
| Issue: | <i>Cactus Flowers</i> Stamps |
| Item Number: | 680000 |
| Denomination & Type of Issue: | First-Class Mail Forever |
| Format: | Double-sided Booklet of 20 (10 designs) |
| Series: | N/A |
| Issue Date & City: | February 15, 2019, Mesa, AZ 85201 |
| Art Director: | Ethel Kessler, Bethesda, MD |

| | |
|----------------------------|--|
| Designer: | Ethel Kessler, Bethesda, MD |
| Typographer: | Ethel Kessler, Bethesda, MD |
| Existing Photos: | John P. Schaefer, Tucson, AZ |
| Modeler: | Sandra Lane/Michelle Finn |
| Manufacturing Process: | Offset |
| Printer: | Banknote Corporation of America |
| Press Type: | Alprinta 74 |
| Stamps per Booklet: | 20 |
| Print Quantity: | 400,000,000 stamps |
| Paper Type: | Phosphor Tagged Paper, Block Tag |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Banknote Corporation of America |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | 1.05 x 0.77 in./26.67 x 19.558 mm |
| Stamp Size (w x h): | 1.19 x 0.91 in./30.226 x 23.114 mm |
| Full Booklet Size (w x h): | 2.375 x 5.743 in./60.325 x 145.872 mm |
| Press Sheet Size (w x h): | 11.486 x 9.5 in./291.744 x 241.3 mm |
| Colors: | Pantone Cool Gray 6, Cyan, Magenta, Yellow, Black |
| Plate Size: | 800 stamps per revolution |
| Plate Numbers: | “B” followed by five (5) single digits |
| Marginal Markings: | Header: CACTUS FLOWERS Twenty First-Class Forever Stamps • USPS Logo • Barcode • Plate number in peel strip area • ©2018 USPS in peel strip area • Promotional text in peel strip area |

– Stamp Services, Marketing, 1-3-19

Update: Stamp Announcement 19-03: Joshua Tree Stamp

In the article “Stamp Announcement 19-03: Joshua Tree Stamp,” in *Postal Bulletin* 22509, (12-20-18, page 53), the technical details were not available. The technical details table for the *Joshua Tree* stamp is shown here.

Locally produced items are not authorized. Only merchandise that has been approved and assigned an item number by Headquarters Retail Marketing may be produced and sold.

| | |
|-------------------------------|---|
| Issue: | <i>Joshua Tree</i> Stamp |
| Item Number: | 120000 |
| Denomination & Type of Issue: | \$7.35 Priority Mail® Rate |
| Format: | Pane of 4 (1 design) |
| Series: | N/A |
| Issue Date & City: | January 27, 2019, Kansas City, MO 64108 |
| Art Director: | Greg Breeding, Charlottesville, VA |

| | |
|-------------------------|---|
| Designer: | Greg Breeding, Charlottesville, VA |
| Typographer: | Dan Cosgrove, Chicago, IL |
| Artist: | Dan Cosgrove, Chicago, IL |
| Modeler: | Joseph Sheeran |
| Manufacturing Process: | Offset, Microprint |
| Printer: | Ashton Potter (USA) Ltd. (APU) |
| Press Type: | Muller A76 |
| Stamps per Pane: | 4 |
| Print Quantity: | 7,000,000 stamps |
| Paper Type: | Nonphosphored Type III, Block Tag |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Ashton Potter (USA) Ltd. (APU) |
| Colors: | Black, Cyan, Magenta, Yellow |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | 1.42 x 1.085 in./36.068 x 27.559 mm |
| Overall Size (w x h): | 1.56 x 1.225 in./39.624 x 31.115 mm |
| Full Pane Size (w x h): | 4.12 x 3.45 in./104.648 x 87.63 mm |
| Plate Size: | 144 stamps per revolution |
| Plate Numbers: | “P” followed by four (4) single digits |
| Marginal Markings: | |
| Front: | Plate number in two corners of pane |
| Back: | ©2018 USPS • USPS Logo • Four barcodes (120000) • Plate position diagram • Promotional text |

– Stamp Services, Marketing, 1-3-19

Update: Stamp Announcement 19-04: Bethesda Fountain Stamp

In the article “Stamp Announcement 19-04: Bethesda Fountain Stamp,” in *Postal Bulletin* 22509, (12-20-18, page 54), the technical details were not available. The technical details table for the *Bethesda Fountain* stamp is shown here.

Locally produced items are not authorized. Only merchandise that has been approved and assigned an item number by Headquarters Retail Marketing may be produced and sold.

| | |
|-------------------------------|---|
| Issue: | <i>Bethesda Fountain</i> Stamp |
| Item Number: | 129900 |
| Denomination & Type of Issue: | \$25.50 Priority Mail Express® Rate |
| Format: | Pane of 4 (1 design) |
| Series: | N/A |
| Issue Date & City: | January 27, 2019, Kansas City, MO 64108 |
| Art Director: | Greg Breeding, Charlottesville, VA |

| | |
|-------------------------|---|
| Designer: | Greg Breeding, Charlottesville, VA |
| Typographer: | Dan Cosgrove, Chicago, IL |
| Artist: | Dan Cosgrove, Chicago, IL |
| Modeler: | Joseph Sheeran |
| Manufacturing Process: | Offset, Microprint |
| Printer: | Ashton Potter (USA) Ltd. (APU) |
| Press Type: | Muller A76 |
| Stamps per Pane: | 4 |
| Print Quantity: | 1,260,000 stamps |
| Paper Type: | Nonphosphored Type III, Block Tag |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Ashton Potter (USA) Ltd. (APU) |
| Colors: | Black, Cyan, Magenta, Yellow |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | 1.42 x 1.085 in./36.068 x 27.559 mm |
| Overall Size (w x h): | 1.56 x 1.225 in./39.624 x 31.115 mm |
| Full Pane Size (w x h): | 4.12 x 3.45 in./104.648 x 87.63 mm |
| Plate Size: | 24 stamps per revolution |
| Plate Numbers: | “P” followed by four (4) single digits |
| Marginal Markings: | |
| Front: | Plate number in two corners of pane |
| Back: | ©2018 USPS • USPS Logo • Four barcodes (129900) • Plate position diagram • Promotional text |

— Stamp Services, Marketing, 1-3-19

Update: Stamp Announcement 19-07: Uncle Sam’s Hat Stamp

In the article “Stamp Announcement 19-07: Uncle Sam’s Hat Stamp,” in *Postal Bulletin* 22509, (12-20-18, page 58), the technical details were not available. The technical details table for the *Uncle Sam’s Hat* stamp is shown here.

Locally produced items are not authorized. Only merchandise that has been approved and assigned an item number by Headquarters Retail Marketing may be produced and sold.

| | |
|-------------------------------|---|
| Issue: | <i>Uncle Sam’s Hat</i> Stamp |
| Item Number: | 746900 |
| Denomination & Type of Issue: | Non-denominated Additional Ounce Rate |
| Format: | Coil of 100 (1 design) |
| Series: | N/A |
| Issue Date & City: | January 27, 2019, Kansas City, MO 64108 |
| Art Director: | Antonio Alcalá, Alexandria, VA |

| | |
|------------------------|---|
| Designer: | Antonio Alcalá, Alexandria, VA |
| Typographer: | Antonio Alcalá, Alexandria, VA |
| Modeler: | Sandra Lane/Michelle Finn |
| Manufacturing Process: | Offset, Microprint |
| Printer: | Banknote Corporation of America |
| Press Type: | Alprinta 74 |
| Stamps per Coil: | 100 |
| Print Quantity: | 100,000,000 stamps |
| Paper Type: | Phosphor Tagged Paper, Overall |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Banknote Corporation of America |
| Colors: | Pantone 7687, Pantone 7621, Cool Gray 7, Cyan, Magenta, Yellow, Black |
| Stamp Orientation: | Vertical |
| Image Area (w x h): | 0.73 x 0.84 in./18.542 x 21.336 mm |
| Stamp Size (w x h): | 0.87 x 0.98 in./22.098 x 24.892 mm |
| Plate Size: | 744 stamps per revolution |
| Plate Numbers: | “B” followed by seven (7) single digits |
| Coil Number Frequency: | Plate number every 31st stamp |

— Stamp Services, Marketing, 1-3-19

Correction: Pictorial Postmarks Announcement

In the article “Pictorial Postmarks Announcement” in *Postal Bulletin* 22508 (12-6-18, page 32), the address for the Holiday Station postmark was incorrect.

The correct address is:

Holiday Station
Postmaster
202 West Main Street
Joy, IL 61260-9998

— Stamp Services, Marketing, 1-3-19

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 on the following pages. 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 must 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 next to the postmark.

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 postmarks have been extended for 30 days:

Nguzo Saba Station



*St. Louis, MO 63110
December 26, 2018*

December 26, 2018

*United States Postal Service
Nguzo Saba Station
Retail
1720 Market Street, #2033
St Louis, MO 63155-9998*



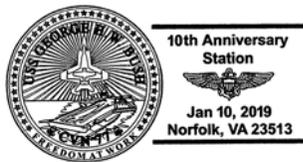
December 28, 2018

*United States Postal Service
100th Anniversary Station
Postmaster
313 East Broadway
Glendale, CA 91205-9998*



December 29, 2018

*United States Postal Service
First Armenian Station
Postmaster
313 East Broadway
Glendale, CA 91205-9998*



January 10, 2019

*Stephen Decatur Chapter
#4, Universal Ship
Cancellation Society
10th Anniversary USS
George H. W. Bush CVN77
Postmaster
PO Box 719
Norfolk, VA 23501-9998*



January 12, 2019

*Stephen Decatur Chapter
#4, Universal Ship
Cancellation Society
USS Wichita LCS
Commissioning Station
Postmaster
1100 Kings Road, #319
Jacksonville, FL 32203-9998*

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

Customers have 120 days to obtain the first-day-of-issue postmarks by mail. Each cover must have sufficient postage to meet First-Class Mail® requirements. Customers may purchase new stamps at their local Post Office™, by phone at 800-782-6724, or on The Postal Store® website at usps.com/shop.

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-inch side seams with no glue on the flap. The maximum size of all digital color postmarks is 2 inches high by 4 inches 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 must 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 must 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. Address customer requests for digital color postmarks to:

FDOI – (Name of Stamp Issue)
USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

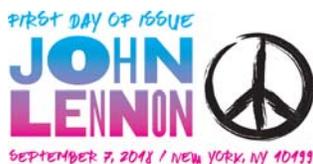
After applying the first-day-of-issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail®.

Traditional Postmarks

Customers must 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. Address customer requests for traditional postmarks to:

FDOI – (Name of Stamp Issue)
USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail™. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers must submit a check, money order, or credit card for payment.



Digital Color Pictorial

FDOI – John Lennon Stamps

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

January 7, 2019



Black and White Pictorial

FDOI – John Lennon Stamps

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

January 7, 2019



Digital Color Pictorial

FDOI – Honoring First Responders Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

January 13, 2019



Black and White Pictorial

FDOI – Honoring First Responders Stamp

USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

January 13, 2019



Digital Color Pictorial

FDOI – Birds in Winter Stamps

USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

January 22, 2019



Black and White Pictorial

FDOI – Birds in Winter Stamps

USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

January 22, 2019



Digital Color Pictorial

FDOI – Hot Wheels Stamps

USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

January 29, 2019



Black and White Pictorial

FDOI – Hot Wheels Stamps

USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

January 29, 2019



Digital Color Pictorial

FDOI – “Madonna and Child” by Bachiacca Stamp

USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

February 3, 2019



Black and White Pictorial

FDOI – “Madonna and Child” by Bachiacca Stamp

USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

February 3, 2019



Digital Color Pictorial

FDOI – Kwanzaa 2018 Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

February 10, 2019



Black and White Pictorial

FDOI – Kwanzaa 2018 Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

February 10, 2019



Digital Color Pictorial

FDOI – Sparkling Holidays Stamps

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

February 11, 2019



Black and White Pictorial

FDOI – Sparkling Holidays Stamps

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

February 11, 2019



Digital Color Pictorial

FDOI – Hanukkah 2018 Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

February 16, 2019



Black and White Pictorial

FDOI – Hanukkah 2018 Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

February 16, 2019



Digital Color Pictorial

FDOI – Hearts Blossom Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

May 10, 2019



Black and White Pictorial

FDOI – Hearts Blossom Stamp
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

May 10, 2019



Digital Color Pictorial

FDOI – Year of the Boar Stamp
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

May 17, 2019



Black and White Pictorial

FDOI – Year of the Boar Stamp
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

May 17, 2019



Digital Color Pictorial

FDOI – Joshua Tree Stamp
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

May 27, 2019



Black and White Pictorial

FDOI – Joshua Tree Stamp
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

May 27, 2019



Digital Color Pictorial

FDOI – Bethesda Fountain Stamp
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

May 27, 2019



Black and White Pictorial

FDOI – Bethesda Fountain Stamp
 USPS Stamp Fulfillment Services
 8300 NE Underground Drive, Suite 300
 Kansas City, MO 64144-9900

May 27, 2019



Black and White Pictorial

FDOI – California Dogface (Butterfly)**Stamp**

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

May 27, 2019



Digital Color Pictorial

FDOI – Gregory Hines Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

May 28, 2019



Black and White Pictorial

FDOI – Gregory Hines Stamp

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

May 28, 2019



Digital Color Pictorial

FDOI – Cactus Flowers Stamps

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

June 15, 2019



Black and White Pictorial

FDOI – Cactus Flowers Stamps

USPS Stamp Fulfillment Services
8300 NE Underground Drive, Suite 300
Kansas City, MO 64144-9900

June 15, 2019

Supply Management

5-Gallon Bottled Drinking Water Services

The new Nestle eBuy2 catalog for 5-gallon bottled drinking water services (BDWS) will be available by January 15, 2019. Facilities currently receiving service from Nestle with valid eBuy2 requisitions completed (until December 30, 2018), do not need to perform any action. Nestle will continue providing service to existing sites until their products are available in eBuy2, which allows facilities time to submit a new eBuy2 requisition for Fiscal Year 2019 (which runs from January to September).

To request new service, contact Nestle by phone at 800-950-9907 or send an email to RREnterpriseSupport@waters.nestle.com. Be sure to provide your “ship to” address and ZIP Code™. Instructions for ordering new service through Nestle will be provided based on service coverage. If you have any questions about ordering new service, contact Sijo V. Sunny by phone at 214-819-7118 or send an email to sijo.v.sunny@usps.gov.

— *Operational Supplies and MTE,
Supply Management, 1-3-19*

Interest Rate on Contract Claims

The Postal Service™ periodically publishes the interest rate payable on a claim decided in a supplier's favor under the Contract Disputes Act of 1978 in the *Postal Bulletin*. This rate also applies for late payments to suppliers under the Prompt Payment Act, as amended.

The interest rate effective for the 6-month period of January 1 to June 30, 2019, is 3.625 percent.

— *Supply Management Infrastructure,
Supply Management, 1-3-19*

Sustainability

Environmental Compliance Reminder: Storing Deicing Materials

Sites that store large quantities of deicing/anti-skid products, which includes sodium chloride (“rock salt”), calcium chloride, magnesium chloride, calcium magnesium acetate, and sand, may be regulated by environmental laws. Potential regulations include mandatory chemical reporting, restrictions on stored quantities, and permits or requirements for onsite storage areas.

Regardless of location, sites that order or store deicing/anti-skid products must:

1. Cover deicing/anti-skid product piles stored onsite (i.e., store materials under shelter, such as an awning, shed, or tarp), as required by the Postal Service™ Zero Discharge policy (see blue.usps.gov/cpim/ftp/policy/cso/cso06162016.pdf).

2. Never purchase or store quantities of deicing/anti-skid product in excess of 10,000 pounds at one site. Sites that store 10,000 pounds or more (including sand) are subject to Tier II Reporting (see blue.usps.gov/sustainability/environmental/tier-ii-reporting.htm).

Depending on your location, additional requirements may apply to your site. Contact your designated environmental specialist for assistance in determining your compliance obligations (see blue.usps.gov/sustainability/contact.htm).

— *Environmental Compliance and Risk Management,
Office of Sustainability, 1-3-19*

Birds in Winter

Forever® Stamps for the Winter Season



On Sale Nationwide: September 22, 2018