

LOOK. LISTEN. LOOK AGAIN. DRIVE DEFENSIVELY. PAGE 62.

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22123, March 4, 2004

Invite
your customers to

Click



Print



Ship



during
Click-N-Ship[®] Week
March 22–March 26

FAST EASY CONVENIENT

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Publicity Kit Enclosed

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The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

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The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



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

PB 22123: 7690-07-000-0107	PB 22115: 7690-05-000-5984	PB 22108: 7690-05-000-5977	PB 22101: 7690-05-000-5970
PB 22122: 7690-05-000-5991	PB 22114: 7690-05-000-5983	PB 22107: 7690-05-000-5976	PB 22100: 7690-05-000-5969
PB 22121: 7690-05-000-5990	PB 22113: 7690-05-000-5982	PB 22106: 7690-05-000-5975	PB 22099: 7690-05-000-5968
PB 22120: 7690-05-000-5989	PB 22112: 7690-05-000-5981	PB 22105: 7690-05-000-5974	PB 22098: 7690-05-000-5967
PB 22119: 7690-05-000-5988	PB 22111: 7690-05-000-5980	PB 22104: 7690-05-000-5973	PB 22097: 7690-05-000-5966
PB 22118: 7690-05-000-5987	PB 22110: 7690-05-000-5979	PB 22103: 7690-05-000-5972	PB 22096: 7690-05-000-5965
PB 22117: 7690-05-000-5986	PB 22109: 7690-05-000-5978	PB 22102: 7690-05-000-5971	PB 22095: 7690-05-000-5964

USPSNEWS@WORK

NUMERO UNO: USPS is top-ranked federal agency, survey says

We're number one. Americans give us a big thumbs-up when it comes to protecting their privacy. Of 60 government agencies, USPS® is rated highest by the American public in terms of safeguarding personal information, according to an independent survey.

The Privacy Trust Survey was conducted by the Ponemon Institute and sponsored by the CIO Institute of Carnegie Mellon University. The goal of the study was to determine whether or not individuals believe the government is committed to protecting their privacy and which agencies they trust most with their personal information, according to Dr. Larry Ponemon, director of the institute.

Americans have a special relationship with their letter carriers. That's the reason respondents ranked USPS so high, said Ponemon. They associate the Postal Service™ with the friendly person who delivers their catalogs and birthday cards and holds their mail when they go on vacation. They trust their mail carrier and in turn the Postal Service.

USPS was one of the first government agencies to appoint a chief privacy officer, whose mission is to protect and enhance the Postal Service's commitment to privacy. USPS has developed a comprehensive privacy policy that reflects best practices from the private and public sectors.

PARCEL RETURN SERVICE: Great opportunity — if we handle it right

Parcel Return Service makes it easy for customers to return items bought online or from a catalog. Companies provide a special Parcel Return Service return label with their order so it's quick, easy and convenient.

The return label has the address of the bulk mail center in the customer's service area — but with a unique ZIP Code™ that begins 569. That 569 ZIP Code should not be crossed out or "corrected." These packages must be accepted, collected and processed — they must not be returned to sender.

The color may be wrong. The size may be wrong. But the ZIP Code on the return label — beginning with 569 — is right. Parcel Return Service is a great revenue opportunity if we handle it right.

DELIVERING MEDICINE: USPS carriers could deliver medicine in the event of a catastrophe

Under a plan presently being developed, Postal Service letter carriers could be called upon to deliver antibiotics to residential addresses in the event of a catastrophic incident involving a biological agent for which antibiotic use is appropriate. *Participation would be voluntary.*

The planning is the result of a memorandum of agreement among the Department of Health and Human Services, the Department of Homeland Security and the Postal Service. The Postal Service is working closely with the National Association of Letter Carriers and the National Rural Letter Carriers Association on the issue.

USPS was approached by the two agencies because of its extensive delivery reach and the trust Americans in every community have in their letter carriers.

The delivery plan would supplement the public health system in the event of a catastrophic emergency. Procedures under consideration would add to — not replace — local plans.

Individual local health agencies would dispense initial and follow-up supplies of antibiotics and relevant information in an affected area. Antibiotics for residential delivery would come from the Strategic National Stockpile.

Further discussion of the plan with state and local officials will be required to determine the feasibility of incorporating Postal Service assistance in antibiotics delivery to residential addresses into emergency planning by local communities.

eBAY POSTERS: Message to small businesses — "Dream big. Save big."

USPS and eBay have teamed up again for a new promotion that began Feb. 19 in many Post Offices™. With its "Dream big. Save big." contest, eBay highlights its role as a marketplace for small businesses. USPS gets a prominent plug for its online shipping solutions and the new Carrier Pickup program.

Posters are on display in Post Offices located in 10 U.S. markets — New York, Los Angeles, San Francisco–Oakland–San Jose, Chicago, Philadelphia, Boston–Manchester, Washington, DC (Hagerstown), Dallas–Ft. Worth, Seattle–Tacoma and Atlanta. If your office is located in one of these markets and didn't get a poster, contact your district retail specialist.

USPSNEWS@WORK

ANSWER CENTRAL: “Contact Us” site now offers customers more options and information

Call it Answer Central. It's the new Contact Us Web site on usps.com. “We're making it easier for customers to get the answers they need,” said USPS Vice President and Consumer Advocate Francia Smith.

The Contact Us Web site features an expanded frequently asked questions section with more than 1,500 entries, an enhanced search engine, a link to e-mail USPS and important USPS toll-free numbers.

Customer e-mail inquiries are answered with the same resources used by the call center agents. Questions requiring specialized attention are forwarded to the appropriate postal subject matter expert.

STAYING INFORMED: New Emergency Preparedness Web site

Add this one to your list of important cyber locations. It's the new Emergency Preparedness Web site on the Postal Service Intranet. The site contains emergency preparedness policy and documents, weekly updates, USPS protective measures, contingency plans and a “reading room.”

“The Web site is another tool to help keep employees informed and properly prepared in case of a crisis,” said Emergency Preparedness Vice President Henry Pankey.

The site also has links to the Department of Homeland Security, Centers for Disease Control and Prevention, Federal Emergency Management Agency and state emergency management agencies.

See it for yourself at <http://blue.usps.gov/emergencypreparedness/welcome.htm>.

APPS-olutely amazing: New package sorter testing begins

Automation revolutionized letter and flat processing for the Postal Service. Now it's about to do the same thing for packages.

The first article test for the automated package processing system (APPS) began at Twin Cities Metro Hub in Minneapolis. APPS, the next-generation package sorter, replaces the older, labor-intensive, small parcel bundle sorter.

APPS has a number of enhanced features. *Singulation* gets packages to politely line-up for processing. *Dimensioning* measures package length and girth. An *image tunnel* lifts images from four sides of a package.

APPS combines these features with tested automation scanning favorites like an optical character reader, a bar-code reader and a video coding system using up to 200 outputs, to improve productivity and sortation accuracy.

TOP TALENT: Engineering VP recognized

National Journal named Engineering Vice President Thomas Day one of 100 key government officials and outside experts. Day was recognized for playing “a lead role in USPS efforts to safeguard the mail,” said the *Journal*. His ability to explain technical and complicated information in understandable language often made him “the public face of USPS” during the anthrax attacks. He is overseeing the installation of biohazard-detection equipment in 238 mail-processing centers across the country. *National Journal* covers the people, issues and trends that drive federal policy making.

Stop Redistributing the Postal Bulletin to CPUs, and Decrease Your Subscription Accordingly

Why?

We now have access to the master mailing list for contract postal units (CPUs). Effective with this issue of the *Postal Bulletin*, we are mailing the *Postal Bulletin* directly to all CPUs.

What Does This Mean for You?

Less work.

Since we are mailing the *Postal Bulletin* directly to CPUs, you won't have to spend your time and energy doing it. We'll do it for you.

You must do the following if you are redistributing to CPUs:

- Immediately stop redistributing.
- As soon as possible, contact us to decrease your subscription (since you won't need those extra copies to redistribute anymore).

Example:

If you currently have a subscription of 15 copies, and you usually keep 10 for your facility and you redistribute 5 to CPUs, you'll need to stop redistributing the 5 copies and let us know as soon as possible that we should decrease your subscription from 15 to 10.

How Do You Decrease Your Subscription?

We have the list of CPUs and their mailing lists, but we don't know how many you are forwarding to your CPUs. So we need your help. If you're redistributing to CPUs, contact us to decrease your subscriptions, by sending us an e-mail or by calling us:

- Send an internal e-mail to *Postal Bulletin*.
- Call us at 202-268-5776.

— *Policies and Procedures Information, Public Affairs and Communications, 3-4-04*

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, PSN (Postal Service™ stock number), and the Postal Service and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on *More References*.

WWW = USPS www page = www.usps.com.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

We will incorporate these revisions into the next printed version of Publication 223 and also into the online version of Publication 223, which is available on the Postal Service PolicyNet Web site. Go to <http://blue.usps.gov>; click on *More References*, then *Publications*.

New Directives

Management Instructions

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
MI AS-340-2004-1	2/04	How to Communicate with Headquarters Employees	8 1/2 x 11	N/A	EACH	GR	IWEB	N/A

Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 110	01/04	We Care Acknowledgment Card	6 x 4 1/4	7610-07-000-8494	N/A	CA	MDC	N/A

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 138	8/01	Keep the Mail Safe	18 x 11	7630-05-000-5532	EACH	NOM	MDCIWB	N/A

Revised Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-178-VOL-A	11/03	Automated Flats Sorting Machine 100 (AFSM 100), General Information	7610-05-000-4207	N/A	ENG	MDC	R
HBK MS-178-VOL-B	11/03	Automated Flats Sorting Machine 100 (AFSM 100), Maintenance Information	7610-05-000-4208	N/A	ENG	MDC	R
HBK MS-178-VOL-C	11/03	Automated Flats Sorting Machine 100 (AFSM 100), Troubleshooting Information	7610-05-000-4209	N/A	ENG	MDC	R
HBK MS-178-VOL-D	11/03	Automated Flats Sorting Machine 100 (AFSM 100), Parts Information	7610-05-000-4210	N/A	ENG	MDC	R
HBK MS-178-VOL-E	11/03	Automated Flats Sorting Machine 100 (AFSM 100), Software Reference	7610-05-000-4573	N/A	ENG	MDC	R
HBK MS-180-VOL-A	10/03	Semi-Automatic Scan Where You Band (SASWYB), Maintenance Information	7610-05-000-4578	N/A	ENG	MDC	R
HBK MS-190-VOL-B	8/03	Delivery Bar Code Sorter Phase 5, Input/Output Subsystem (DBCS-5/DIOSS), Maintenance Information	7610-05-000-0647	N/A	ENG	MDC	R
HBK MS-191-VOL-C	7/03	Delivery Bar Code Sorter Phase 5, Input/Output Subsystem (DBCS-5/DIOSS), Parts Information	7610-05-000-4561	N/A	ENG	MDC	R
HBK MS-196-APP-D	12/03	Singulate-Scan-Induction Unit (SSIU), Denver Site-Specific Data	7610-05-000-5092	N/A	ENG	MDC	R
HBK MS-196-APP-F	12/03	Singulate-Scan-Induction Unit (SSIU), Detroit Site-Specific Data	7610-05-000-5094	N/A	ENG	MDC	R
HBK MS-196-APP-J	12/03	Singulate-Scan-Induction Unit (SSIU), Los Angeles Site-Specific Data	7610-05-000-5098	N/A	ENG	MDC	R
HBK MS-196-APP-N	12/02	Singulate-Scan-Induction Unit (SSIU), Pittsburgh Site-Specific Data	7610-05-000-5102	N/A	ENG	MDC	R
HBK MS-221-VOL-A	11/03	AccuSort TMS System Level Maintenance, System Information	7610-07-000-8221	N/A	ENG	MDC	R
HBK MS-221-VOL-B	11/03	AccuSort TMS System Level Maintenance, Maintenance Information	7610-07-000-8222	N/A	ENG	MDC	R
HBK MS-221-VOL-C	11/03	AccuSort TMS System Level Maintenance, Reference Information	7610-07-000-8223	N/A	ENG	MDC	R
HBK MS-221-VOL-D	11/03	AccuSort TMS System Level Maintenance Parts Information	7610-07-000-8224	N/A	ENG	MDC	R
HBK MS-238-VOL-B	10/03	CASI Staging, Tracking, and Retrieval (STAR) System, Parts Information	7610-07-000-7062	N/A	ENG	MDC	R
HBK MS-247-VOL-D	10/03	Siemens Daifuku TMS Staging Unit, Parts Information	7610-07-000-8260	N/A	ENG	MDC	R

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 136	2/04	REDRESS Resolve Employment Disputes Reach Equitable Solutions Swiftly	18 x 24	7690-04-000-5420	EACH	ERM	MDCIWB	MDC

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 354	1/04	African Americans on Stamps: A Celebration of African-American Heritage	7610-03-000-9403	N/A	DIV	MDCIWB	P/F
PUB 524	2/04	Global Direct — Canada Admail (service guide)	7610-04-000-5275	N/A	IB	IWEB	WWW
PUB 524-C	2/04	Global Direct — Canada Admail (brochure)	7610-05-000-4139	N/A	IB	IWEB	WWW

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 4515	1/04	1/04	Vehicle Request, Review and Approval	7530-02-000-9232	PS	SHEET	D&R	MDIBFF	N/A
PS 5429	12/03	12/03	Certification of Exceptional Contract Service Performed	7530-02-000-9467	PS	SET	SM	MDIBFF	N/A

Obsolete Directives*Headquarters Circulars*

PSIN	Edition Date	Title	Filing Number	Org.	USPS Source
HC 83-1	1/83	Management and Filing of Records Concerning Interagency Agreements	N/A	ERM	HQS

Management Instructions

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
MI EL-860-1999-3	10/99	Emergency Responses to Mail Allegedly Containing Anthrax	8 1/2 x 11	7690-04-000-8739	N/A	ERM	MDC	N/A

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 63	5/95	Designing Flat Mail	7610-03-000-9221	DMM	P&C	MDCIWB	P/F

Obsolete Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 2964	5/81	5/81	Quarterly Account — International Parcels Exchanged	7530-03-000-3550	XO	SET	FIN	MDC	N/A
PS 3600-PMPX	6/02	2/02	Postage Statement — Presorted Priority Mail	7530-05-000-5025	PS	SHEET	P&C	HQO	N/A
PS 3602-IR	6/02	6/02	Postage Statement — International Inbound Regular Standard Mail Permit Imprint	7510-05-000-4792	PU	SHEET	P&C	MDCIWB	WWW

— Policies and Procedures Information,
Public Affairs and Communications, 3-4-04

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 703-292-4041 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Catherine's March Booklet	Standard/Flat	3/5/04–3/10/04	1.4	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Mail-Well Services, Memphis, TN
JCP Spring Sale	Standard/Catalog	3/6/04–3/11/04	7.8	Nationwide	Car-Rt	RR Donnelley
JCP Summer Home Values	Standard/Catalog	3/6/04–3/11/04	10.6	Nationwide	Car-Rt	RR Donnelley
JCP Week 6 Privilege Gold	Standard/Letter	3/8/04–3/10/04	5.2	Nationwide	Car-Rt	Harte-Hanks
Ginny's	Standard/Catalog	3/8/04–3/11/04	2.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Through the Country Door	Standard/Catalog	3/8/04–3/11/04	1.207	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Private Label Spring	Standard/Catalog	3/12/04–3/15/04	2.2	Nationwide	Car-Rt	Quebecorworld
JCP Week 7 Spring Sale Preview	Standard/Flat	3/13/04–3/16/04	12.5	Nationwide	Car-Rt	Harte-Hanks
JCP Spring Preview Catalog	Standard/Postcard	3/15/04–3/17/04	8.0	Nationwide	Car-Rt	Harte-Hanks
The Sportsman's Guide, March Camp	Standard/Catalog	3/15/04–3/19/04	1.0	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Spartanburg, SC
Heloise Around the House	Standard/Flat	3/17/04–3/19/04	2.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Prevention	Standard/Flat	3/17/04–3/19/04	3.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct

— *Business Service Network Integration, Service and Market Development, 3-4-04*

Click-N-Ship: So Good, They Named a Week After It! That's Click-N-Ship Week, March 22 – 26, 2004

Every minute, every day, thousands of consumers and businesses do the smart thing by taking advantage of Click-N-Ship®, the Postal Service's™ popular, online shipping solution.

And — hard to believe — not everyone's gotten the word. That's what Click-N-Ship week is all about — spreading the word by inviting customers to experience a service that's so good, they named a whole week after it.

We've got a great story to tell. This online service is quick, easy, and convenient. Customers can create shipping labels — and pay for postage — right from their own computers. We're going to use Click-N-Ship week to tell that story. Through a nationally sponsored, locally coordinated series of activities, you'll have the opportunity to increase awareness of our online shipping service among employees and customers. Through that awareness, we can increase use and grow revenue.

For Carrier Pickup offices, the two services are complementary elements of the best package service offered by any shipper in the business. That's a best seller!

How you shape Click-N-Ship Week to get the most out of it for your office is up to you. You can use it as an anchor or to organize customer meetings that include presentations on package services and demonstrations of online shipping. You can also use it as a platform for demonstrations and themed events at retail. Your options are as wide as your imagination.

This kit includes a stand-up talk, local newsbreak, a Frequently Asked Questions section, publicity ideas, and more. You can also use advertising materials that are available through Message Maker to support your local events. Message Maker materials include direct mail, radio and print ads, a poster, event invitations, and "take-ones."

Message Maker is an online system that allows users to create customized signage that complements the design of approved U.S. Postal Service® advertising materials. With Message Maker, Post Offices™ can customize materials that support local promotions, communicate extended hours, announce grand openings, and more. One benefit of creating materials specifically for your office on Message Maker is that your materials will have synergy with national advertisements and communications. All Message Maker materials are also highly professional and use the most current logos and branding. However, not everyone has access to this Message Maker. Please check with your area advertising coordinator for additional information.

Click-N-Ship Week puts you in a great position to deliver one of the best shipping solutions for your customers just in time for tax day, and busy spring shipping season, which includes Mother's Day, Graduation Day, and Father's Day.

We encourage you to start planning your Click-N-Ship Week activities now. After all, your office could be the winner in our exciting Click-N-Ship contest. The award categories are *Highest Click-N-Ship Revenue April 1–June 30* and *Highest Dollar Increase in Revenue Over Baseline*. So, you won't want to waste a minute to get Clicking-N-Shipping!

PUBLICITY KIT

Click-N-Ship — A Quick, Easy, Convenient Service

Click-N-Ship® Week Is March 22–26, 2004.

On March 22, 2004, the Postal Service™ will be kicking off Click-N-Ship Week. Click-N-Ship is the Postal Service's quick, easy, convenient online shipping service available on www.usps.com to allow users to create and pay for shipping labels for Express Mail®, Priority Mail®, Global Express Mail™ and Global Express Guaranteed® with postage using their credit card, personal computer, and printer — or without postage for no fee. Click-N-Ship Week is a nationally sponsored program consisting of locally coordinated activities designed to increase overall awareness and use of Click-N-Ship among employees and customers. Promoting and encouraging the use of Click-N-Ship can increase volume and revenue.

Each day of Click-N-Ship Week will have a special customer focus.

Monday	March 22	Employee Communication and Media Launch Day
Tuesday	March 23	Small Business Day
Wednesday	March 24	University Day
Thursday	March 25	Shipper's Day
Friday	March 26	Household Day

The following five markets will be targeted with print and radio advertisements:

- Los Angeles, California
- Louisville, Kentucky
- Miami, Florida
- Providence, Rhode Island
- Washington, DC

Other areas are encouraged to publicize Click-N-Ship. Items in this kit that will help you do that include:

- Messaging Points
- Publicity Ideas
- Frequently Asked Questions
- Click-N-Ship Contest Information
- Events Guide
- Stand-Up Talk
- Newsbreak
- Newspaper Ad
- Sample Direct Mail Piece
- "Take-One" via Message Maker

■ Poster

To access the information located on Message Maker, please contact your area advertising coordinator listed below:

Area	Name	Telephone Number
Capital Metro	Cathy Samples	301-548-1454
Eastern	Joann Wilson	814-533-6124
Great Lakes	Suzanne Slivka	630-539-4725
New York Metro	Frank Mayer Marie Donahue	718-321-5709 718-321-5724
Northeast	Mark Kielbasa	860-285-7104
Pacific	Vincent Morales	415-536-6505
Southeast	Mary Reed Dinah Casalette	901-747-7618 901-747-7257
Southwest	Michael O'Hara	214-819-8768
Western	Jim McDowel	303-313-5116

We have created 50,000 Click-N-Ship Online Shipping tutorial mini CDs, which we will disseminate to the area advertising coordinators, who will distribute them locally.

We have included a Drop Off Your Prepaid Packages Here poster on page 23 of this kit. On March 8, we will send buttons to offices that are slated to receive Cat in the Hat counter cards.

It is entirely up to you to decide how your district supports Click-N-Ship Week to increase volume and revenue. The Field Public Affairs and Communications Managers listed below can assist in maximizing existing opportunities.

Area	Name	Telephone Number
Capital Metro	Deborah Yackley	301-548-1465
Eastern	Paul Smith	215-931-5054
Great Lakes	Jim Mruk	630-539-6565
New York Metro	Diane Todd	212-330-3167
Northeast	Debra Hawkins	860-285-7265
Pacific	Don Smeraldi	323-586-1210
Southeast	Earl Artis	678-442-6018
Southwest	Cesta Ayers	214-819-8717
Western	Scott Budny	303-313-5130

Messaging Points

- Click-N-Ship is quick, easy, and convenient.
- Click-N-Ship is made to order for consumers and small businesses.

- The newest version of Click-N-Ship, coming later this month, features small business upgrades such as shipping history, which automatically stores all your postage paid label information for easy online reference.
- We know our customers are busy, and we want them to make the best use of their time. Click-N-Ship and our other online services offer great time-saving solutions.

Publicity Ideas

- Contact consumer and small business reporters in your local area and offer to demonstrate how quick, easy, and convenient Click-N-Ship is for both consumers and small business owners.
- Contact the technology reporters from your local newspapers and television stations to see if they would be interested in seeing the technology involved in Click-N-Ship.
- Contact the Small Business Administration office in your respective area and offer to provide a demonstration of Click-N-Ship.
- Throw a Click-N-Ship Week party in your lobby. Provide refreshments and have someone demonstrate how easy it is to use Click-N-Ship to the customers carrying in packages. Explain how using Click-N-Ship could allow them to save time the next time they need to mail a package. Invitations to planned events are available on Message Maker.
- If your office participates in Carrier Pickup, publicize this in conjunction with Click-N-Ship as another way we're making it even easier to send packages with the Postal Service.
- Contact local colleges and universities to see if they'd be interested in seeing this technology for their administration, small business center, as well as for their students.
- Invite regular customers to a special presentation of Click-N-Ship. Postmasters or retail supervisors generally know the customers who ship packages on a regular basis.
- Take advantage of the advertising materials available through Message Maker to support local events. You can access them in coordination with the area field advertising coordinators. The materials available in Message Maker include direct mail, radio and print ads, a poster, event invitations, and "take-ones."

Frequently Asked Questions

Q. What Is Click-N-Ship Service?

A. Click-N-Ship™ is the Postal Service's quick, easy, convenient online shipping service available on www.usps.com. Using Click-N-Ship, you can create and pay for shipping labels for Express Mail®, Priority Mail®, Global Express Mail™ and Global Express Guaranteed® service with postage using your credit card. And you can do it all from your personal computer and printer. Click-N-Ship will calculate postage rates, find ZIP Codes™, and standardize and save addresses as well as all shipping history information.

Q. How Do I Know the Weight of What's in My Click-N-Ship Package?

A. We recommend that you use a scale. Five and ten pound scales can now be purchased online at www.usps.com/shop. Or, you can use your bathroom scale — weigh yourself first and then get on the scale with your package and figure out the difference. Our convenient alternative to a scale is our flat-rate Priority Mail or Express Mail envelopes make it even easier; for one low price, you can mail any amount of material (regardless of weight) that fits inside the flat-rate envelope.

Q. Can I Print the Shipping Labels on Regular Printer Paper?

A. Yes — it's that easy.

Q. How Should I Attach the Labels to the Package?

A. Labels need to be placed flat on the address side of the package and not folded over any edges. Use clear tape to securely affix labels on all four sides and to cover address areas. Do not tape over the "Postal Use" area on the Express Mail label, over the barcode, or over the postage.

Q. Can I Purchase Insurance Online?

A. Not at this time. If you require Insurance for your item, you can purchase it separately at the retail counter. (Express Mail service is automatically insured up to \$100 against loss or damage.)

Q. Can I Hand Packages That Contain Online Labels and Postage to My Letter Carrier When He/She Delivers My Mail?

A. Yes, in most cases. In fact, you can use the link on Click-N-Ship to request free carrier pickup. The

Web site will let you know if the service is currently available in your area.

Q. Can I Place Packages With Online Labels and Postage in the Blue Postal Service Collection Boxes?

A. Yes, but only if the following apply: the package has a domestic Express Mail or Priority Mail label complete with postage that you paid for online with your credit card, the package has a return address, and the package fits in the collection box opening. You can drop larger packages at your local Post Office or hand them to your letter carrier, or you can schedule a pickup online.

Q. Do I Need to Use Postal Service Boxes and Packaging to Mail My Item?

A. No. However, using Postal Service boxes and other packaging and stickers when using Click-N-Ship labels means that your package is clearly marked regarding the type of service purchased. You can order free Express Mail, Priority Mail, Global Express Guaranteed, and Global Express Mail shipping supplies on www.usps.com.

Q. If I'm Mailing Several Items to the Same Person, Why Can't I Make Photocopies of the Same Label?

A. Each label has a unique barcode and number assigned to it. If you use photocopied labels with identical numbers, you will not get valid delivery information. Labels are monitored for possible duplication to make sure postage is paid for each item.

Click-N-Ship Contest

Contest Dates

April 1, 2004–June 30, 2004

Description

The Click-N-Ship® contest will start shortly after the conclusion of Click-N-Ship Week (March 22–26) and will run for a total of three months. The contest goal is to increase Click-N-Ship awareness and usage nationwide. Areas, districts, and Post Offices™ will compete nationally for awards using two measurement criteria:

- Highest Click-N-Ship Revenue April 1–June 30.

- Highest Dollar Increase in Revenue Over Baseline (the baseline is equivalent to each office's combined total Click-N-Ship revenue for the months of January, February, and March 2004, as reported in Web EIS).

Award Structure

The Click-N-Ship contest will provide awards based on six levels of competition. The two winners at each level will receive a plaque and public recognition through such sources as NewsLink, Direct Line, the USPS® blue page, executive conferences, and so forth. In addition, winning districts and Post Offices will receive the following dollar awards.

Level	Eligibility	Awards
1	Area Offices	–
2	District Offices	\$5,000
3	PCES — 26 Post Offices	\$2,000
4	24–22 level offices	\$1,000
5	21–18 level offices	\$500
6	15 and below offices	\$200

Use dollar awards to recognize employees for their efforts during the Click-N-Ship contest period. Winning offices have the discretion of determining how to spend the money and will be encouraged to supplement the awards as needed (or as their budgets permit). Suggested activities include:

- Employee Appreciation Day.
- Employee breakfast/luncheon.
- Tickets to sporting event.
- Gift cards (i.e., books, restaurants, etc.).
- Postal Service™ apparel.

Award Rules

- Activities will be funded by a Headquarters-approved PS Form 7381 and all awards must be used by the end of fiscal year 2004.
- If an office qualifies for both award categories, we will give one award to the office with the second highest revenue within the same contest level.
- In the case of a tie, Headquarters will conduct a drawing to determine the winner.

EVENTS GUIDE

The following information (pages 13–19) contains a step-by-step guide to plan an event, sample letters, and feedback and check list forms.

Step 1 — Plan the Meeting Logistics

Where and When to Have the Event

What is the best time for your customers to attend an event? Most of them are very busy and would likely attend an event in the morning before work or in the evening after work. If your event is at your Post Office™ think about logistical issues: When is your busiest time? Is there adequate parking at your office? You should start planning your event and getting invitations to your customers no later than two weeks before the event date.

There are different locations to host an event. If you are on a budget, you can have an event right in your Post Office, or you can work with the local library, college, Chamber of Commerce, or Small Business Administration for free classrooms. You also have the option of renting a conference room at a hotel.

Step 2 — Invite Customers to Your Event

Send Customer Invitations

Once you have decided on the date and time of your event, it is time to get your Direct Mail piece printed. You can get a fully designed mailpiece from Message Maker. Please speak with your area advertising coordinator for help in getting Message Maker access (the contact list is on page 10). Then you need to decide how you are going to distribute the mailpiece. You may use a compiled list of customers in your current database or the purchase list option, which can be obtained from the advertising department. Again, please see your area advertising coordinator for details. You may send out saturation mailpieces with carriers in your target area or you may provide “take-ones” in Postal Service™ lobbies. There are many ways you can get lists, including through your local Chamber of Commerce or Small Business Administration.

Step 3 — Prepare for Meeting

Do a Head Count

Determine how many customers will be coming to your event and use this information to plan the room set-up and order appropriate materials and refreshments. (There is generally a 1% to 2% response rate to Direct Mail pieces.)

Order Enough Materials for Session

Depending on the number of participants, you will need to order an appropriate amount of literature for handout materials, giveaways (if applicable), and so forth. If you are printing the material from Message Maker, please give yourself enough time to contact your area advertising coordinator and print the material.

Set Up Computers for Demonstrations

Be sure you arrange for computers well in advance of your event and that you have the appropriate hook-ups. Also be sure you have trained employees who are helping you execute the demonstrations.

Arrange for Local Personnel to Attend

Arrange for appropriate personnel to attend your event. It's important to have local presence whenever possible in order to engage as many customers as possible. By leveraging your local resources, the event becomes a team effort. Some possible representatives include:

- District manager, district marketing manager/local postmasters.
- Sales specialists to capitalize on sales opportunities.
- Customer relations coordinator to assist with presentation and customer relationship building.

Step 4 — Conduct the Meeting

Set Up the Meeting Room

A Meeting Room Prep Checklist is included on page 14 to help keep you organized. You can also display the literature/materials and set up the refreshments in advance. It will take some time to make sure things are properly set up. People will start to arrive up to 15 minutes early and you want to make sure you are prepared to greet them.

Greet Participants As They Arrive

Welcome participants as they arrive. This will create a more relaxed atmosphere and give you the opportunity to learn about individual business challenges so you can better address real customer objectives during the meeting.

Use a Sign-In Sheet

Right before you kick off the session, pass along the registered Sign-In Sheet on page 15 to verify attendance.

This sheet also has a blank column to record any action items a customer may have.

Collect Feedback Surveys With Action Items

After each session, distribute the Feedback Form on page 16. This feedback will help determine overall satisfaction and identify additional topics the participants would like to cover in future events.

Network

After you collect the *Feedback Form*, allow time for customers to network with each other and ask you questions.

Step 5 — Conduct Meeting Follow-Up

Manage Follow-Up Requests and Items

Make sure you follow up. By developing strong relationships with other internal Postal Service resources, you can confidently refer to them for selling opportunities, support issues, and assistance in streamlining customer activities at Retail and in the BMEU.

Send Thank You Letters

Send out thank you letters promptly after the session. In building relationships, the thank you letter closes the loop and invites the customer to do more business with us.

Forward Appropriate Contact Information

If a customer has a follow-up request or item that requires additional information, forward that customer's contact information (name, telephone number, and address) to the appropriate area. Follow up with the appropriate internal contact to confirm that this customer has been contacted. In addition, you may want to follow up with the customer to ensure that he or she received the information needed.

Meeting Room Prep Checklist

Topic	
Meeting Date and Time	
Location	
Contact Information	

- Seating
 - Round tables
 - Square U
 - Classroom style
 - Other: _____
- Computer/laptop setup
- Audio/Video setup
 - Projector
 - Sound/speakers (if needed)
 - VCR and monitor (if needed)
- Supplies:
 - Paper copies of presentation
 - Pens/paper
 - Name tags
 - Registration form
 - RSVP list
- Display table set up
 - Location: _____
 - Amount of space needed: _____
- Food/refreshments
- Restroom facilities location: _____

U.S. Postal Service Preferred Outreach Program Feedback Form

Session Date:

Date:

Location:

1. Please rate the following aspects of the program and feel free to provide comments (circle one):

	Poor		Average		Excellent
Depth of topic suited my needs	1	2	3	4	5
Instructor's presentation of subject	1	2	3	4	5
Handouts/materials	1	2	3	4	5
Meeting facility	1	2	3	4	5

2. What part of the program did you find most beneficial?
3. What part of the program did you find least beneficial?
4. How could we improve the program?
5. What are one or more things you will do differently in your business based on what you have heard here today?
6. Would you recommend this program to other potential participants? (If so, please provide their contact information.)
7. Please indicate which of the following future seminars you would be interested in learning more about (check all that apply).
 - How Meters and Permits Can Save You Time and Money
 - Creative Use of the Mail to Generate Your Customer's Attention and Loyalty
 - Using the Internet to Your Benefit — Strategic Planning using *USPS.com*
 - Unleashing the Power of Integrated Marketing
 - Growing Your Business Beyond Your Boundaries — International Mail and Shipping
8. What additional topics might you be interested in us addressing?

Your name (optional)

THANK-YOU LETTER**[DATE]****[CUSTOMER NAME]****[CUSTOMER TITLE]****[CUSTOMER COMPANY]****[MAILING ADDRESS]****[CITY, STATE, ZIP+4]**Dear **[PREFIX] [CUSTOMER LAST NAME]:**

Thank you very much for attending the recent seminar **[SESSION NAME]** on **[DATE AND TIME]** at **[LOCATION]**. I hope you found the session not only informative, but also beneficial to the way that you think about how to use USPS® to meet some of your business challenges.

[IF THERE IS SOMETHING PARTICULAR YOU REFERRED TO WITH THE CUSTOMER YOU MAY WANT TO INSERT HERE]

As I mentioned at the session, the U.S. Postal Service™ will continue to educate the important customers through additional sessions like this (with different topics). Stay tuned for further sessions in your area. In the meantime, please feel free to contact me or visit www.usps.com for additional information.

Sincerely,

[SIGN]**[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

MANDATORY STAND-UP TALK

It's Click-N-Ship Week, March 22–26

Remember Click-N-Ship®, the service that allows customers to print labels with or without postage from their home computer? The Postal Service™ will kick off Click-N-Ship Week, March 22–26. Each day of the week will have a special focus.

Monday	March 22	Employee Communication and Media Launch Day
Tuesday	March 23	Small Business Day
Wednesday	March 24	University Day
Thursday	March 25	Shipper's Day
Friday	March 26	Household Day

While district and area retail coordinators are organizing events around Click-N-Ship Week, our goal will be to help increase volume and revenue in our district.

[FOR OFFICES DISTRIBUTING PINS AND TAKE-ONES]

During this time, we will wear pins that encourage customers to ask us about Click-N-Ship. When they do, we'll give them this take-one **[HOLD UP THE SAMPLE TAKE-ONE]**.

[FOR OFFICES DISTRIBUTING ONLY PINS]

During this time, we will wear pins that encourage customers to ask us about Click-N-Ship.

[FOR OFFICES DISTRIBUTING ONLY TAKE-ONES]

During this time, we will remind customers about Click-N-Ship. When they ask about the service, we'll give them this take-one **[HOLD UP THE SAMPLE TAKE-ONE]**.

[FOR OFFICES NOT DISTRIBUTING PINS OR TAKE-ONES]

During this time, we will remind customers about Click-N-Ship.

[FOR ALL OFFICES]

We will also share these important facts about Click-N-Ship service with them:

- Available from *usps.com*, Click-N-Ship is quick, easy, and convenient. You can use it to buy postage for a single package or more — and you don't need a corporate account to do it.

- Click-N-Ship saves you money by offering free Delivery Confirmation™ and Signature Confirmation™ service for just \$1.30. Use Priority Mail® service and your shipping supplies are free, too.
- You get all that plus 24-hour support. For scheduled pickups, to order free supplies or for more information, visit *usps.com* or call 800-222-1811.
- And, now Click-N-Ship offers added advantages to small businesses — shipping history and batch processing.

[FOR OFFICES OFFERING CARRIER PICKUP]

Click-N-Ship let's you do everything from home. Combined with Carrier Pickup, also on *usps.com*, your Priority Mail, Express Mail®, Global Express Mail™ and Global Express Guaranteed® packages are picked up by your letter carrier and delivered to the Post Office™ for you, saving you the trip.

[FOR OFFICES OFFERING CARRIER PICKUP]

Carrier Pickup is available to customers on 100,000 city routes — maybe yours, too. To find out, go to Carrier Pickup on *usps.com* and plug in your ZIP Code™. Best of all, Carrier Pickup is free.

It's our job to make sure our customers know how Click-N-Ship can make shipping quicker, easier, and more convenient. That will keep them coming back.

LOCAL NEWSBREAK

Click-N-Ship. So Quick, So Easy, So Convenient, We Named a Week After It!

Put on your party hat! The Postal Service™ will celebrate Click-N-Ship® Week March 22–26. That's when Post Offices™ nationwide will host events to increase awareness and use of the service that allows customers to print labels with or without postage from their home computer. Click-N-Ship is so quick, so easy, so convenient, we named a week after it!

Each day of Click-N-Ship Week will have a special focus.

Monday	March 22	Employee Communication and Media Launch Day
Tuesday	March 23	Small Business Day
Wednesday	March 24	University Day
Thursday	March 25	Shipper's Day
Friday	March 26	Household Day

Tell your customers, neighbors, family, and friends that Click-N-Ship isn't just for e-labels anymore. It's a complete online shipping solution for consumers and small businesses. Now the service offers so much more, and Click-N-Ship customers get to do it all from their personal computer at home or in their office.

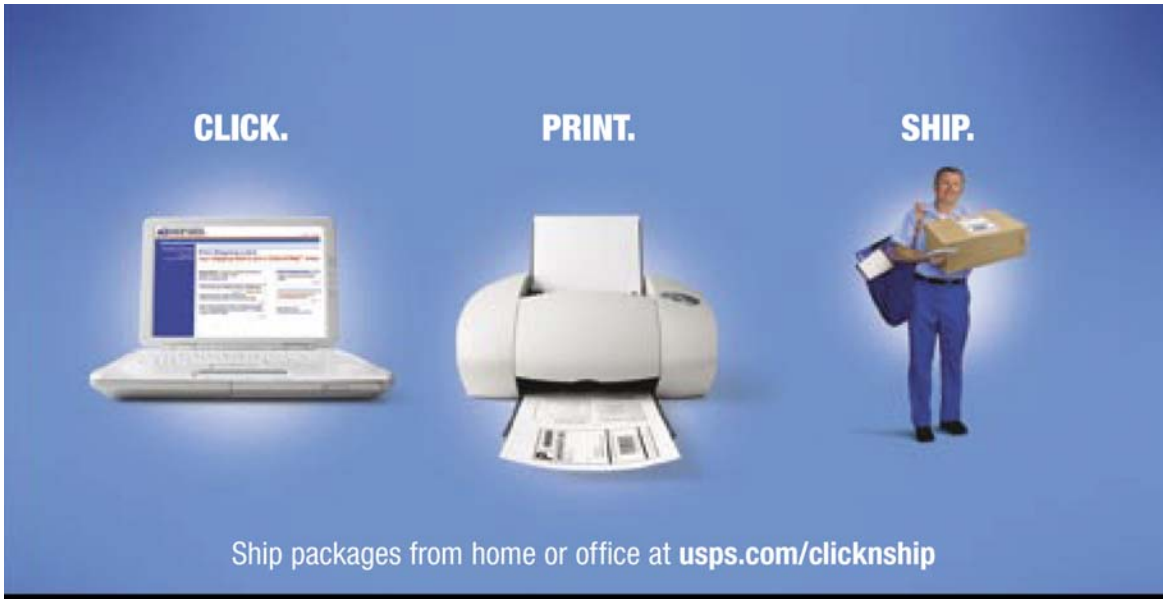
Customers can combine Click-N-Ship service with Carrier Pickup, also available on *usps.com*, and their Priority Mail®, Express Mail®, Global Express Mail™ and Global Express Guaranteed® packages are picked up by their letter carrier — saving customers a trip to the Post Office. Carrier Pickup is available to customers on an amazing 100,000 city routes and it's free!

Click-N-Ship saves customers even more money by offering free Delivery Confirmation™ and Signature Confirmation™ service for just \$1.30. When customers use Priority Mail®, the packaging is free, too!

All that plus customers get 24-hour support. To schedule pickups, order free supplies, or just for information, customers can visit *usps.com* or call 800-222-1811.

With all that convenience, it's no wonder customers have used Click-N-Ship more than 8 million times. It's our job to make sure every customer knows how Click-N-Ship can make shipping quicker, easier, and more convenient — and that will keep them coming back.

— Advertising and Promotion,
Marketing, 3-4-04



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Click for Convenience

Click-N-Ship® service. It's everything you need to ship your packages online. You can calculate rates, print labels, pay postage and even get free Delivery Confirmation™ service for your Priority Mail® packages. Then just hand the package to your mail carrier. It's that easy. To get started, visit usps.com/clicknship and you're on your way.

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

POSTAL CUSTOMER



(Sample Direct Mail piece)

Prefer online convenience?

Click 

Print 

Ship 

at usps.com/clicknship
See back for details.



usps.com

It's easy to ship from your home or office:

Click on usps.com/clicknship to get started. A one-time software download for your PC is required to print a label. Once you've checked the system requirements and downloaded Java software, you can register and begin.

Print your label with or without postage. It's simple. Fill in your mailing information, enter the weight of the package, and choose your shipping option: Express Mail® or Priority Mail® service. Then if you want to pay for postage, use your credit card.

As a bonus You'll get Delivery Confirmation® service at no additional charge when you print Priority Mail labels!

Ship your package. Affix the printed label to your package. Then choose how to ship your package:

If you pay online with a credit card

- Hand your packages to your letter carrier at the time of regular delivery for no charge. **OR**
- Schedule package collection online or by calling 1-800-ASK-USPS. There's one low fee of \$12.50 for a scheduled package collection – regardless of the number of pieces. **OR**
- Drop it off at the Post Office® or one of our conveniently located collection boxes.

If you pay at the Post Office™

- Drop it off at the Post Office counter.

Log onto usps.com for more information.

usps.com/clicknship

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(Sample take-one)

CLICK.



PRINT.



SHIP.



Click-N-Ship® It's everything you need to ship your packages online. You can calculate rates, print labels, pay postage and even get free Delivery Confirmation® service for your Priority Mail® packages. Then just hand the package to your mail carrier. It's that easy. To get started, visit usps.com/clicknship and you're on your way.



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VISIT THE POSTAL SERVICE™ AND LEARN HOW TO

CLICK



PRINT



SHIP



TIME: **PLACE:**

Click-N-Ship® Visit the United States Postal Service™ and learn everything you need to know to ship your packages online. You can calculate rates, print labels, pay postage and even get free Delivery Confirmation® service. Then just hand the package to your mail carrier. It's that easy. To get started, visit a Post Office™ near you or visit usps.com/clicknship and you're on your way.



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(Sample newspaper ad)

Drop Off Your Prepaid* Packages Here

- Click-N-Ship®
- PC Postage
- Postage Meter
- Parcel/Merchandise
Return Labels

*Please present stamped packages of 16 oz. or more at window



(Sample Poster)

Domestic Mail

DMM REVISION

Clarification of Other Nonmailable Matter

Effective March 4, 2004, *Domestic Mail Manual* (DMM™) C010.10.2 is revised to clarify the handling of other nonmailable matter. The word “forwarded” is replaced by “delivered” since the reference concerns the delivery of and not the forwarding of nonmailable matter.

We will incorporate this revision into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

* * * * *

C Characteristics and Content

C000 General Information

C010 General Mailability Standards

* * * * *

10.0 NONMAILABLE MATTER

* * * * *

10.2 Other Nonmailable Matter

[Revise text to read as follows:]

Matter is nonmailable also when it cannot be delivered because of an illegible, incorrect, or insufficient address, or when it does not meet USPS® standards for mail preparation, classification, postage rates, size, or weight.

* * * * *

— *Mailing Standards, Pricing and Classification, 3-4-04*

DMM REVISION

Refunds for Undated Metered Mail

Effective March 4, 2004, *Domestic Mail Manual* (DMM™) P014 is revised to allow refunds for unused, undated metered postage. This mailing standard will benefit any mailer who generates significant quantities of unused, undated metered postage and is able to meet the refund criteria. In addition, this revision includes minor clarifications to the mailing standards for refunds of unused, dated meter indicia. Portions of P014 are reorganized to consolidate all of the information related to submitting a refund request for unused meter indicia. Also included is a clarification to specify that a contract postal unit (CPU) will handle refunds for unused meter indicia in accordance with the contract each CPU has executed with the Postal Service™ for the sale of metered postage.

Inclusion of a date in meter indicia is optional for Standard Mail™ and Package Services items. Many mailers choose to omit the date to increase their production flexibility and allow them to deposit the mailing at any time. The DMM is revised to allow the Postal Service to grant a refund for undated metered mail when the mailer can provide sufficient documentation with the refund request to support and validate the proper amount of the refund, the date the

mailing was prepared, and the validity of the indicia on the mailpieces. The existing time-frame restrictions for dated metered mail apply to undated metered mail. Additionally, refunds for unused, undated metered postage will only be considered when the customer submits at least 500 mailpieces from a single mailing, or, as an alternative, indicia worth at least \$500 from a single mailing, along with the required supporting documentation. When more than one meter was used to prepare the mailing, a separate PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, must be submitted for each meter used to print the unused indicia submitted for refund. Mailers concerned about their inability to obtain a refund for unused, undated metered postage because they have less than the required mail volume or cannot provide the required documentation should use dated meter indicia or permit imprint for their Standard Mail and Package Services mailpieces, as permitted, in lieu of undated meter indicia.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

* * * * *

P Postage and Payment Methods

P000 Basic Information

P010 General Standards

* * * * *

P014 Refunds and Exchanges

* * * * *

2.0 POSTAGE AND FEES REFUNDS

2.1 Refund Standards

A refund for postage and fees may be made:

* * * * *

[Add new item e to read as follows:]

- e. Under the terms of a contract between the contract postal unit (CPU) and the USPS® for unused postage printed by the CPU.

* * * * *

[Delete 2.5 and 2.6. Renumber current 2.7 through 2.12 as new 2.5 through 2.10, respectively.]

* * * * *

2.7 Applying for Refund

[Revise text of renumbered 2.7 to read as follows:]

For refunds under 2.0, the customer must apply for a refund on Form 3533; submit it to the postmaster; and provide the envelope, wrapper, or a part of it showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid. Refunds for metered postage are submitted under 3.0.

2.8 Ruling on Refund Request

[Revise text of renumbered 2.8 to read as follows:]

Refund requests are decided based on the specific type of postage or mailing:

- a. Refunds under 2.0. The local postmaster grants or denies refunds under 2.0. The customer may appeal an adverse ruling through the postmaster to the rates and classification service center (RCSC) manager who issues the final agency decision.
- b. Dated metered postage, except for PC Postage® systems, under 3.0. The postmaster at the licensing Post Office™ grants or denies requests for refunds for dated metered postage under 3.0. The licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters (see G043 for address), who is-

sues the final agency decision. The original meter indicia must be submitted with the appeal.

- c. Undated metered postage under 3.0. The manager, business mail entry (MBME), at the district Post Office overseeing the mailer's licensing Post Office, or designee authorized in writing, grants or denies requests for refunds for undated metered postage under 3.0. The customer may appeal a decision on undated metered postage within 30 days through the MBME, or designee, to the RCSC manager who issues the final agency decision. The original meter indicia must be submitted with the appeal.
- d. PC Postage systems under 3.0. The system provider grants or denies a request for a refund for dated indicia printed by PC Postage systems under 3.0 using established USPS criteria. For dated PC Postage indicia only, the licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters, who issues the final agency decision. The original indicia must be submitted with the appeal.
- e. Optional procedure (OP) mailings. Mailer's request for a refund must be submitted to the manager, Business Mailers Support (BMS), USPS Headquarters (see G043 for address).

* * * * *

3.0 REFUND REQUEST FOR POSTAGE EVIDENCING SYSTEMS AND METERED POSTAGE

* * * * *

[Revise title and text of 3.2 to read as follows:]

3.2 Unused, Dated Postage Evidencing System Indicia, Except for PC Postage Indicia

Unused, dated postage meter indicia are considered for refund only if complete, legible, and valid. PC Postage indicia refunds are processed under 3.3. All other metered postage refund requests must be submitted as follows:

- a. The licensee must submit the request. The refund request must include proof that the person or entity requesting the refund is the licensee for the postage meter that printed the indicia. Acceptable proof includes a copy of the lease, rental agreement, or contract.
- b. The licensee must submit the request, along with the items bearing the unused postage, to the licensing Post Office. The items must be sorted by meter used and then by postage value shown in the indicia, and must be properly faced and packaged in groups of 100 identical items when quantities allow. The

request is processed by the USPS. The postmaster approves or denies the refund request.

- c. The licensee must submit the refund request within 60 days of the date(s) shown in the indicia.
- d. When the unused metered postage is affixed to a mailpiece, the refund request must be submitted with the entire envelope or wrapper. The unused metered postage must not be removed from the mailpiece once applied.
- e. Indicia printed on labels or tapes not stuck to wrappers or envelopes must be submitted loose and must not be stapled together or attached to any paper or other medium. However, self-adhesive labels printed without a backing may be submitted on a plain sheet of paper.
- f. If a part of one indicium is printed on one envelope or card and the remaining part on one or more others, the envelopes or cards must be fastened together to show that they represent one indicium.
- g. Refunds are allowable for indicia on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed on them.
- h. The refund request must be submitted with a properly completed Form 3533 (see I021). A separate Form 3533 must be completed for each meter for which a refund is requested. All identifying information and all sections related to the refund requested must be completed. Charges for processing a refund request for unused, dated meter indicia are as follows:
 - (1) If the total face value of the indicia is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
 - (2) If the total face value is more than \$350, the amount refunded is reduced by a figure representing \$35 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35. The postmaster will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center.

[Renumber current 3.3 and 3.4 as new 3.5 and 3.6, respectively. Add new 3.3 and 3.4 to read as follows:]

3.3 Unused, Dated PC Postage Indicia

Unused, dated PC Postage indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the PC Postage licensee may request the refund. The licensee must submit the request, along with the items bearing the unused postage, to the

system provider. The request is processed by the provider, not the USPS.

- b. The licensee must submit the refund request within 30 days of the date(s) shown in the indicia.
- c. The refund request must be submitted as required by 3.2.d through 3.2.g.
- d. The provider may, at its discretion, charge for processing a refund request.

3.4 Undated Metered Postage

Unused, undated postage evidencing system indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the meter licensee or the commercial entity that prepared the mailing for the licensee using the licensee's meter may request the refund. The request must include a letter signed by the meter licensee or the commercial entity that prepared the mailing for the licensee explaining why the mailpieces were not mailed.
- b. The minimum quantity of unused, undated metered postage that may be submitted for refund is 500 pieces from a single mailing or, as an alternative, indicia with a total postage value of at least \$500 from a single mailing.
- c. The meter licensee, or the commercial entity that prepared the mailing for the licensee using the licensee's meter, must submit the request, along with the items bearing the unused postage and the required documentation, to the manager, business mail entry, at the district Post Office overseeing the mailer's licensing Post Office, or to a designee authorized in writing. The manager or designee approves or denies the refund request.
- d. The request must include the items bearing the unused postage, sorted by meter used and then by postage value shown in the indicia. The items must be properly faced and packaged in groups of 100 identical items, when quantities allow, and must meet the requirements of 3.2.d through 3.2.g.
- e. The request must be submitted within 60 days of the date the mail was metered. Supporting documentation must be submitted to validate the date. Examples of supporting documentation include the job order from the customer, production records, the USPS qualification report, spoilage report, and reorders created report, as well as customer billing records, postage statements, and a sample mailpiece.
- f. The refund request must be submitted with a properly completed Form 3533 (see I021). All identifying information and all sections related to the refund

requested must be completed. When more than one meter was used to prepare the mailing, a separate Form 3533 must be completed for each.

- (1) If the total face value of the indicia for a single mailing submitted for refund is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
- (2) If the total face value of the indicia for a single mailing submitted for refund is more than \$350, the amount refunded is reduced by a figure representing \$35 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35. The MBME will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center.

3.5 Ineligible Metered Postage Items

The following metered postage items are ineligible for refunds:

* * * * *

[Revise text of renumbered item d to read as follows:]

- d. Indicia lacking identification of the licensing Post Office, or other required information.

* * * * *

— *Mailing Standards,
Pricing and Classification, 3-4-04*

DMM REVISION

Alternative Addressing Formats

Effective April 1, 2004, *Domestic Mail Manual* (DMM™) A020 is revised to specify when alternative addressing formats may be used and to clarify the differences between the various formats.

Three types of alternative addressing formats may be used in lieu of the typical addressing format (i.e., addressee name; address; city, state, and ZIP Code™). These alternative addressing formats are as follows:

- A simplified address format (such as “Postal Customer”) with no actual delivery address.
- An occupant address format with a generic customer reference and a specific delivery address.
- An exceptional address format with traditional addressing elements and a “current resident” alternative to provide for delivery even if the specific addressee is no longer at the address

In addition, postage payment options for mailpieces with simplified addresses are specified and prohibit the use of uncanceled stamps to enable efficient handling and processing of this mail. Corresponding sections of DMM E050 and F010 also are revised.

We will incorporate this revision into the printed edition of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

A Addressing

A000 Basic Addressing

* * * * *

A020 Alternative Addressing Formats

Summary

[Revise text to read as follows:]

A020 specifies the conditions for use and treatment of mail bearing alternative addressing formats. These formats are the simplified address format (i.e., “Postal Customer” in lieu of specific name and address); the occupant address format (i.e., “Occupant” in lieu of specific name, followed by specific address); and the exceptional address format (i.e., “Jane Doe or Current Occupant,” followed by specific address).

[Renumber current 1.0 through 3.0 as new 2.0 through 4.0. Add new 1.0 to read as follows:]

1.0 GENERAL USE AND TREATMENT

1.1 Use

Alternative addressing formats may be used as described in 2.0 through 4.0.

1.2 Prohibited Use

Alternative addressing formats may not be used on:

- a. Express Mail® pieces.
- b. Mail with any special service under S900.
- c. Mail with any ancillary service endorsement under F010.
- d. Periodicals intended to count as subscriber or requester copies to meet the applicable circulation standards.
- e. Mail addressed to an overseas military post office under A010.6.0.

1.3 Treatment

Mail with an occupant or an exceptional address format is delivered as addressed and is not forwarded. Such mail is treated as undeliverable only when the address is incorrect or incomplete or when the mail cannot be delivered for another reason related solely to the address (e.g., a vacant building), as shown in Exhibit F010.4.1. Periodicals publishers are notified only when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons. Mail with a simplified address format is distributed to all deliveries on a route or to Post Office™ boxholders. Undeliverable mail with any alternative addressing format is disposed of as waste under F010.8.1.

2.0 SIMPLIFIED ADDRESS

2.1 Use-Rural and Highway Contract Routes, P.O. Boxholders

[Revise text of renumbered 2.1 to read as follows:]

The simplified address format (i.e., “Postal Customer”) may be used on mail only when complete distribution (except as provided for congressional mail under E050) is made to each family or boxholder on a rural or highway contract route at any Post Office and/or to all Post Office boxholders at a Post Office without city carrier service. The Post Office name and state may be added after the simplified address. The word “Local,” instead of the Post Office name and state, is optional. Also, a more specific address may be used, such as the following options:

- a. “Rural Route Boxholder” for mail intended to all boxholders on a rural route.
- b. “Highway Contract Route Boxholder” for mail intended to all boxholders on a highway contract route.
- c. “Post Office Boxholder” for mail intended to all Post Office boxholders.

2.2 Use—City Routes, P.O. Boxholders

[Revise introductory text of renumbered 2.2 to read as follows:]

When distribution is to be made to each active possible delivery on city carrier routes or to each Post Office boxholder at a Post Office with city carrier service, the addressee’s name; mailing address; and city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government (including mail with the congressional frank prepared under E050); any state, county, or municipal government; and the governments of the District of Columbia, the Commonwealth of Puerto Rico, and any U.S. territory or possession listed in G010. The requirement for distribution to each stop or Post Office boxholder may be modified for congressional mail under E050. The following also applies:

* * * * *

2.4 Postage

[Revise text of renumbered 2.4 to read as follows:]

Postage must be paid with permit imprint, meter indicia, precanceled stamps, or other authorized methods not requiring cancellation, according to the standards for the class of mail.

* * * * *

[Delete renumbered 2.6, 3.2, 4.2, and 4.4. Renumber current 4.3 as new 4.2.]

* * * * *

E Eligibility

E000 Special Eligibility Standards

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E050 Official Mail (Franked)

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2.0 ADDRESSING

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2.2 Alternative Addressing

[Revise text of 2.2 to read as follows:]

Mail sent under the franking privilege of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the U.S. House of Representatives may be addressed under the alternative addressing formats in 2.0 through 4.0 for delivery to customers within the congressional district, state, or area that he or she represents. A member of the House of Representatives may not, under the franking privilege, use the alternative addressing formats to send mail outside the congressional district that he or she represents. Any representative-at-large may send franked mail with the

simplified address format to Postal Service™ customers within the entire state that he or she represents.

* * * * *

2.4. Delivery

[Revise text of 2.4 to read as follows:]

Mail with a simplified address format is delivered within the district, state, or area to any of the following:

- a. Each boxholder or family on a rural or highway contract route.
- b. Each Post Office boxholder.
- c. Each active possible delivery on city carrier routes.
- d. For deliveries under 2.4a and 2.4c, partial distribution of simplified address mailings is permitted only when the carrier's delivery territory crosses congressional district boundaries. In these cases, complete distribution is made to the portion of the route within a single congressional district.

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F Forwarding and Related Services

F000 Basic Services

F010 Basic Information

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4.0 BASIC TREATMENT

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Exhibit 4.1 USPS Endorsements for Mail Undeliverable as Addressed

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[Revise the footnote to read as follows:]

*Alternative addressing formats may not be used on the following: Express Mail pieces; mail with any special service; mail sent with any ancillary service endorsement; or mail sent to any overseas military post office. When an

alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (*).

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5.0 CLASS TREATMENT FOR ANCILLARY SERVICES

5.1 First-Class Mail and Priority Mail

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[Revise item b to read as follows:]

- b. Alternative addressing formats under A020 may not be used on mail with any ancillary service endorsement or mail with any special service. Forwarding service is not provided for such mail. Undeliverable First-Class Mail® pieces with any alternative addressing format are returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in Exhibit 4.1.

* * * * *

5.2 Periodicals

* * * * *

[Revise item b to read as follows:]

- b. Publications with an alternative addressing format under A020 are delivered to the address when possible. Forwarding service is not provided for such mail. Periodicals publishers are notified only when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons.

* * * * *

— *Mailing Standards, Pricing and Classification, 3-4-04*

DMM REVISION

Customized MarketMail — Addressing, Attachments, and Mail Preparation

Effective March 4, 2004, *Domestic Mail Manual* (DMM™) E610.4.2, E610.4.5, E660.1.2, M072.1.0, and M660.2.0 are revised to amend or clarify the standards for Customized MarketMail™ (CMM) service for the following:

- Addressing.
- Standard Mail™ attachments.
- Mail preparation including packaging, labeling, and containerization.

These revisions include adding two enhancements to CMM service: (1) using complete standard delivery addresses, and (2) affixing Standard Mail attachments. Both enhancements have been requested by mailers and by direct marketing organizations not long after the launch of CMM service on August 10, 2003.

Addressing

Revised DMM E660.1.2 adds the option of using a standard addressing format under DMM A010 to the approved formats for addressing CMM pieces. The standard addressing format is a complete delivery address containing the name of the intended recipient (addressee).

This option is in addition to the two alternative addressing formats permitted for CMM pieces. CMM mailers may not, however, use the simplified address format under DMM A020.2.0. The two permitted alternative addressing formats are as follows:

- *Occupant address format* under DMM A020.3.0. That is, “Occupant,” “Resident,” “Householder,” or “Postal Customer” used in place of an addressee name.
- *Exceptional address format* under DMM A020.4.0. That is, “or Current Resident” or “or Current Occupant” used with the recipient’s name such as “Jane Doe or Current Resident.”

Including the optional use of complete standard delivery addresses on CMM pieces directly meets the needs of mailers, marketers, and advertisers who prefer preparing CMM pieces with complete standard delivery addresses for targeting specific market segments or who must use such addressing formats for observing certain requirements in fulfilling customer requests to offers and solicitations. The three addressing formats now available for CMM mailers are shown in the following chart.

Addressing Format	Addressing Example
Standard	JANE DOE 3801 WALNUT ST KANSAS CITY MO 64111-1517
Alternative (Occupant)	OCCUPANT 3801 WALNUT ST KANSAS CITY MO 64111-1517
Alternative (Exceptional)	JANE DOE OR CURRENT RESIDENT 3801 WALNUT ST KANSAS CITY MO 64111-1517

Regardless of which of the three address formats is used, all CMM pieces must still include the endorsement “Carrier — Leave If No Response,” as specified in DMM D042. This endorsement ensures that a deliverable CMM piece is to be left in a safe location near the recipient’s mail receptacle if the piece cannot be placed inside the receptacle.

CMM pieces may not bear an ancillary service endorsement, either on the host CMM piece or on any attachment to the CMM piece (see the following section “Standard Mail Attachments”). As with all Standard Mail pieces not bearing an ancillary service endorsement, CMM pieces that are undeliverable-as-addressed (UAA) may not be forwarded or returned. All UAA CMM pieces not otherwise deliverable

under DMM D042 must be disposed of by the Postal Service™.

Standard Mail Attachments

Revised DMM E610.4.2 clarifies that incidental First-Class Mail® attachments and enclosures are not permitted with CMM pieces, regardless of content of the CMM piece. This clarification also supports revised DMM E610.4.5, which now permits mailers to attach to CMM pieces Standard Mail matter up to 1/4 inch thick.

Permissible attachments could include business reply mail cards or envelopes, individual coupons or coupon booklets, thin merchandise samples, advertising magnets, pockets containing inserts, and other types of marketing material. Before this revision, attachments of Standard Mail matter were permitted with Standard Mail service only if the host pieces were sorted to carrier routes.

The face of the attachment (that is, the visible side or part of the attachment) must not bear any rate marking or endorsement not permitted for the host piece. At the time of mailing, the CMM piece must show only one complete delivery address. If the attachment is a reply card, the address for returning the piece must not be visible. For example, the delivery address side of a business reply mail (BRM) card must be the side used for attaching the piece to the host piece in order to conceal the First-Class Mail marking and the BRM markings and return delivery address.

An attachment is considered part of the CMM piece for determining maximum mailing weight and dimensions. Any CMM piece bearing an attachment must not exceed the maximum weight of 3.3 ounces or the maximum thickness of 3/4 inch at the thickest point of the CMM piece. Folded or multipage attachments must be secured with tabs or similar devices to prevent their opening during handling.

Every piece in the CMM mailing using attachments must bear an identical-weight attachment but not necessarily the same attachment. Because many CMM mailings are national in preparation and distribution but often segmented by market for local delivery, a mailer may want to attach coupons with different addresses or designs representing different local stores or dealers.

No matter how designed or configured, CMM attachments must not interfere with the processing or delivery of the host CMM piece. CMM pieces with attachments must meet all physical requirements that are specific to CMM service, including size and flexibility.

For purposes of the definition of attachments, magnet strips that are bonded to the host piece are not considered attachments but an integral part of the construction of the CMM piece. Many mailers affix these strips to their pieces

to allow customers to adhere the entire CMM piece to a metal surface such as a filing cabinet in the office or a refrigerator in the home.

Mail Preparation

These revised standards specify that CMM mailings may be prepared for distribution to destination delivery units using standard Postal Service letter trays, flat trays, or sacks as well as Postal Service-supplied mailing envelopes and boxes (e.g., Priority Mail® boxes) and mailer-supplied containers. The standards for required and optional packaging and containerizing are also clarified to give mailers the greatest flexibility in preparing CMM pieces for mailing.

Priority Mail and Express Mail® drop shipments may be prepared, as appropriate, in Postal Service Express Mail pouches and Priority Mail sacks, as well as in Postal Service Express Mail and Priority Mail boxes and envelopes. As an alternative to Postal Service Priority Mail sacks, boxes, and envelopes, Postal Service letter trays may be used for Priority Mail drop shipment if the mailer affixes Label 23, *Priority Mail Drop Shipment*. Mailer-supplied containers, such as cartons and envelopes, may also be used for Express Mail and Priority Mail drop shipments.

This clarification also provides that mailer-supplied Priority Mail and Express Mail drop shipment containers must show the appropriate instruction “Postmaster — Open and Distribute.”

Additionally, this revision requires the use of Tag 157, *Express Mail Drop Shipment*, for Express Mail drop shipments not prepared in Express Mail pouches and Tag 159, *Priority Mail Drop Shipment Tag*, for Priority Mail drop shipments not prepared in Priority Mail sacks. Mailer-produced facsimiles of Tags 157 and 159, including adhesive label designs or tags incorporated into the address labels used on the containers, may be approved by the local business mail entry office.

Because Express Mail and Priority Mail drop shipments do not require PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, securing the tags to the drop shipment pouches or sacks or affixing the tags to the outside of the mailing containers remains critical for efficient distribution as well as revenue assurance.

At the time of verification of the drop shipments, Postal Service acceptance employees stamp and initial these tags to ensure proper verification of postage payment for the mailpieces inside the mailing containers. At the time of receipt of the drop shipments at the destination facility, Postal Service employees opening and distributing the contents of the drop shipments check the tag to determine that the mail had been properly accepted.

Reference Information

In support of CMM service, the Postal Service maintains a Web site dedicated to updated information on CMM service at www.usps.com/customizedmarketmail. This site includes frequently asked questions, testimonials, benefits, a list of commercial printers, and a special Quick Service Guide on CMM service, as well as links to related information on using the mail for selling products and services.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

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E Eligibility

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E600 Standard Mail

E610 Basic Standards

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4.0 ENCLOSURES AND ATTACHMENTS

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4.2 Incidental First-Class Attachments and Enclosures

[Add the following sentence after the first sentence of 4.2 to read as follows:]

Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail pieces under E660.

* * * * *

[Revise the heading of 4.5 to read as follows:]

4.5 Standard Mail Attachments

[Revise 4.5 to read as follows:]

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. Pieces bearing the attachment are claimed as Customized MarketMail (CMM) pieces under E660 or as Enhanced Carrier Route Standard Mail pieces under E630.
- b. The face of the attachment may bear only the rate markings and endorsements permitted for the rate claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.

- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under C600.2.0.
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

* * * * *

E660 Customized MarketMail

1.0 BASIC STANDARDS

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[Revise the heading of 1.2 to read as follows:]

1.2 All Pieces

All pieces in a CMM mailing must:

* * * * *

[Revise the first sentence of 1.2c to read as follows:]

- c. Bear a complete delivery address using the general addressing formats in A010 or the exceptional or occupant address formats in A020, with the correct ZIP Code™ or ZIP+4® code.***

* * * * *

[Revise 1.2c(3) and 1.2c(4) to read as follows:]

- (3) The ZIP Code accuracy standard in A030.2.0 must be met.
- (4) At the mailer's option, a carrier route information line under M014 may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must meet the carrier route accuracy standard in A030.3.0.

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

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M070 Mixed Classes

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M072 Express Mail and Priority Mail Drop Shipment

1.0 BASIC STANDARDS

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1.5 Tag 157

[Add the following sentence at the end of 1.5 to read as follows:]

***This tag or an approved facsimile must also be affixed to containers used for Express Mail drop shipment of Customized MarketMail (CMM) pieces.

1.6 Tag 159

[Add the following sentence at end of 1.6 to read as follows:]

***This tag or an approved facsimile must also be affixed to containers used for Priority Mail drop shipment of CMM pieces.

* * * * *

[Add new 1.8 to read as follows:]

1.8 Open and Distribute

In addition to Tag 157 or Tag 159, USPS®-supplied cartons and envelopes and mailer-supplied containers used for Express Mail or Priority Mail drop shipment must be addressed "POSTMASTER—OPEN AND DISTRIBUTE"; followed by street address (mailing address) of the facility on the next line; and city, state, and ZIP Code on the last line.

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M600 Standard Mail (Nonautomation)

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M660 Customized MarketMail

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[Revise 2.0 to read as follows:]

2.0 PREPARATION

2.1 Required Packaging

Packaging is required before sacking, traying, or filling other types of mailing containers. A package must be prepared when two or more addressed pieces are destined to the same 5-digit ZIP Code or to the same carrier route if the optional carrier route presort level is used. The maximum weight for any package is 20 pounds. Pieces of irregular thickness must be counterstacked as provided in M020. At the mailer's option, facing slips, optional endorsement lines, or pressure-sensitive package labels may be used on packages. CMM pieces prepared in optional carrier route packages are subject to M050 and E630 but are not required to meet any minimum number of pieces per route.

2.2 Packaging and Labeling

Preparation sequence, package size, and labeling:

- a. Carrier route (optional); no minimum; and carrier route information line (required).
- b. 5-digit (required); no minimum; and facing slip (optional), red Label 5 (optional), or optional endorsement line (OEL).

2.3 Required Containerizing

The following standards apply to containerizing CMM packages:

- a. Packages and single pieces to a destination must be prepared in 5-digit containers or optionally in 5-digit scheme under L606, carrier route, or 5-digit carrier routes containers, with no minimum volume (piece or weight) required for an individual container.
- b. Packages for PVDS drop shipment mailings or non-PVDS mailings under E650 must be placed in letter trays, flat trays, or sacks. Packages in Priority Mail and Express Mail drop shipments under M072 may be placed in USPS-supplied or mailer-supplied mailing containers.
- c. The container size must be appropriate to the dimensions of the pieces, and the number of containers must be appropriate to the volume of pieces in the mailing.
- d. If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system (MMS), unless the Business Mailer Support (BMS) manager approves another postage payment system. Each mailing presented in mailer-supplied containers must include sample containers for tare weight calculations.

2.4 Containerizing and Labeling

Containers are prepared and labeled as follows:

- a. PVDS drop shipments and non-PVDS mailings under E650 must be prepared in 5-digit trays or sacks, or as an option, in 5-digit scheme (under L606), carrier route, or 5-digit carrier routes trays or sacks, labeled as follows:
 - (1) Line 1: For 5-digit, carrier route, 5-digit carrier routes, city, state, and 5-digit ZIP Code on mail; for 5-digit scheme (optional), L606.
 - (2) Line 2: "DEL LTR STD CMM MAN" (for letter trays); "DEL FLTS STD CMM MAN" (for flat trays); "DEL STD CMM MAN" (for sacks).
 - (3) Line 3: Office of mailing or mailer information (see M031).
- b. Express Mail and Priority Mail drop shipments must be prepared in USPS-provided Express Mail or Priority Mail containers (i.e., pouches, sacks, cartons, or envelopes) or in mailer-supplied containers, labeled under M072.

* * * * *

— *Mailing Standards,
Pricing and Classification, 3-4-04*

DMM REMINDER

Presort Destination Package Labels — April Effective Date

Effective April 1, 2004, the new barcoded format for pressure-sensitive presort destination package labels (stickers) must be used instead of the older, nonbarcoded labels. Extensive information on the new labels, along with the supporting changes to the *Domestic Mail Manual* (DMM™), appeared in the article “DMM Revision: Presort Destination Package Labels — New Barcoded Format” (*Postal Bulletin* 22114, 10-30-03, pages 10–26).

Ordering instructions for these labels appear in the article “New and Revised Labels: Barcoded Presort Destination Package Labels — Ordering Instructions” on page 36 of this *Postal Bulletin*.

Background

In recent years, numerous automated advances in mail processing technology developed by the Postal Service™ have led to faster, more efficient methods of sorting individual letter-size and flat-size pieces. New equipment — designated as the Automated Package Processing System (APPS) — will extend similar benefits of automated processing to small, lightweight parcels and to flat-size pieces, such as magazines and catalogs prepared in packages (several mailpieces presorted and secured together into a single unit). The APPS equipment represents the next generation of the small parcel and bundle sorter (SPBS) currently used by the Postal Service.

With its large processing capacity, the APPS will replace current labor-intensive methods with more efficient automated methods that improve the sortation of parcels, Priority Mail® pieces, and presort destination packages of flat-size mailpieces. The APPS contains several advanced features, including an integrated optical character/barcode reader with four-sided image capture. With this feature, the APPS can read and interpret information from properly prepared parcels and presort destination packages and automatically direct the parcels and presort packages to the appropriate bins. The changes to the presort labels ensure that presort packages can be scanned and sorted efficiently on the APPS.

Purpose and Placement

Applying a pressure-sensitive package label to the top mailpiece in a presort package of banded mailpieces — rather than using an optional endorsement line (OEL) — is one method that mailers use to indicate the sortation level for certain letter-size mail, flat-size mail, and small parcels that must be packaged before being placed into a tray or

sack or onto a pallet. The sortation level also determines the appropriate container level for sorting the individual packages.

For letter-size mail, the label must be placed in the lower left corner of the address side of the top piece in the package. For flat-size mail, the label should be placed to the lower left of the address area on the address side of the top piece in the package to ensure optimal recognition. The label must not be obscured by banding or shrinkwrap.

Label Format Changes

The changes affect the five pressure-sensitive package labels that mailers currently use. The size of the new rectangular labels is 3/4 inch wide by 1/2 inch high. A width-modulated barcode appears on the right side of the new labels as a unique indicator of the sortation level. The bars of the barcode are 0.02 inch wide and 0.50 inch high. The rightmost bar ends 0.04 inch from the right edge of the label. Each label also contains a human-readable single alpha or numeric character to the left of the barcode, corresponding to the sortation level of the package as shown in the following table.

Package Labels — Sortation Characters and Colors

Sortation Level	Label Color	Approximate Pantone Equivalent	Presort Character
Firm (Periodicals use only)	Blue	PMS 306	F
5-digit	Red	PMS 811	5
3-digit	Green	PMS 373	3
ADC	Pink	PMS 224	A
Mixed ADC	Tan	PMS 727	X

The new label design allows the APPS equipment to find and read the necessary information quickly. At the same time, the redundant (barcode) information ensures a higher read rate. The various pressure-sensitive package labels are approximately the same color as the nonbarcoded labels. Besides label shape, label size, and barcode, the only other changes are the following:

- The alpha character “D” that appears on the older red labels for the 5-digit sortation level is replaced with the numeric “5.”
- The alpha characters “MXD” that appear on the older tan labels for the mixed ADC sortation level are replaced with the single alpha character “X.”

New Barcoded Presort Labels

Old Label → New Label Sortation Level
(Actual label size 3/4 inch long by 1/2 inch high)
(Label colors do not change)

F → **F**  Firm (Periodicals only)

D → **5**  5-Digit

3 → **3**  3-Digit

A → **A**  ADC

MXD → **X**  Mixed ADC (working)

Label Availability

The new barcoded labels are all available from the Material Distribution Center in Topeka, Kansas (see below). Orders placed for labels will be fulfilled only with the new barcoded labels. Managers of business mail entry, working with their staffs, must ensure that all Post Offices™ within the service area of their district have access to the new barcoded pressure-sensitive package labels as needed.

Effective April 1, 2004, mailers not using OELs will be required to use only the barcoded pressure-sensitive package labels rather than the nonbarcoded labels. Mailers with

questions about the use or availability of the new labels should contact the local district manager of business mail entry.

Mailers needing to find the address and telephone number of the appropriate business mail entry unit should see DMM G042 or go to <http://pe.usps.gov>; click on *Postal Links* in the upper left corner, then on *Business Mail Entry* under *Postal Locator*.

— *Mailing Standards,
Pricing and Classification, 3-4-04*

NEW AND REVISED LABELS

Barcoded Presort Destination Package Labels — Ordering Instructions

In October 2003, the Postal Service™ revised five barcoded pressure-sensitive presort destination package labels that mailers affix to the address side of the top mailpiece in packages of mailpieces instead of using optional endorsement lines (OELs). Here are the five labels:

- Label F, *Firm — Same Address*.
- Label 5, *Same 5-Digit ZIP Code*.
- Label 3, *Same 3-Digit ZIP Code*.
- Label A, *All for ADC*.
- Label X, *Mixed ADC*.

Some of these labels are revisions with familiar names and some are new, but all of them have this new barcoded format. The new design has no impact on mail preparation and current mailing standards.

The presort labels are 3/4 inch wide by 1/2 inch high and include both a width-modulated barcode and a presort character that identify the presort level of the package. The labels are printed in colors similar to those used for the older, nonbarcoded labels. Beginning on April 1, 2004, the new, barcoded labels must be used in place of the older, nonbarcoded labels.

You can order the five barcoded labels from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): 800-332-0317, option 2. *Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order).

Use the following information to order the barcoded labels:

	Label F	Label 5	Label 3	Label A	Label X
PSIN:	LAB F	LAB 5	LAB 3	LAB A	LAB X
PSN:	7690-01-000-9004	7690-01-000-9003	7690-01-000-9791	7690-03-000-9313	7690-03-000-8654
Unit of Measure:	Roll	Roll	Roll	Roll	Roll
Minimum Order Quantity:	1	1	1	1	1
Bulk Pack Quantity:	100	100	100	100	100
Quick Pick Number:	371	61	52	369	62
Price:	\$0.39	\$0.45	\$0.58	\$0.52	\$0.3790

Until April 1, 2004, mailers may continue using the nonbarcoded labels. Managers of business mail entry must ensure that every Post Office™ within the service area of their districts has access to the new barcoded pressure-sensitive package labels as needed. Mailers can request these new labels from their local Post Office or business mail entry unit.

— *Mailing Standards,
Pricing and Classification, 3-4-04*

*EBAY FIELD INFORMATION KIT***"The World's Online Marketplace" Gets a New "Post Office"**

"The World's Online Marketplace™" has a new "Post Office."

On February 13, 2004, U.S. Postal Service® shipping services became fully integrated into eBay, the most popular shopping destination on the Internet, with 94.9 million registered users at the end of 2003 and nearly a billion items posted for sale last year alone.

Integrating postal shipping solutions into the high-traffic web site makes it easier for eBay members to use the Postal Service™. Now millions of small and home-based businesses can:

- Print Priority Mail® and Express Mail® shipping labels directly from the eBay web site, and pay postage by debiting their PayPal accounts. Starting in mid-March 2004, they will be able to print shipping labels for First-Class Mail® parcels, Media Mail items, and Parcel Post® items.
- Arrange for the postage indicia on the labels to show the exact postage paid or *not* to display the postage value by simply stating "US Postage Paid" along with the appropriate weight, zone, and any surcharge or special service for the shipment. The option not to display the postage value on the label is a feature that is very important to customers.
- Let the system do the work in creating shipping labels. The eBay shipping interface, called "Online Postage," automatically fills in for the seller the buyer's shipping address and package information.
- Track their shipping expenses easily and quickly using their PayPal accounts.
- Confirm delivery of each shipment from their eBay or PayPal accounts.
- Access Carrier Pickup (where available) from their eBay web site to request next-day pickup. Carrier Pickup is available in many locations nationwide and allows shippers to get their Priority Mail and Express Mail packages picked up by the letter carrier at no additional charge, thereby saving a trip to the Post Office™.

eBay has chosen Pitney Bowes as its designated shipping label provider. See page 61 in this *Postal Bulletin* for sample labels. Since these labels carry postage paid with PC Postage indicia, the sender is "known" to the Postal Service, so acceptance restrictions do not apply. Mailers can give these packages to the letter carrier, have them

collected via Carrier Pickup, place them in a collection box, or drop them off at a Post Office facility. Like all other mail paid with PC Postage indicia, the revenue is reallocated to the originating ZIP Code™.

For proper acceptance procedures of articles with online labels, refunds, and short-paid items, see the instructions outlined in the September 23, 2003 memo from Chief Operating Officer Patrick R. Donahoe and Chief Marketing Officer Anita J. Bizzotto. Standard operating procedures for online labels can be found on the Delivery and Retail web site at http://blue.usps.gov/delivery/cs_retail_online_labels.htm.

For more information about online postage on eBay, visit the eBay web site at <http://pages.ebay.com/services/buyandsell/shippingcenter9.html>.

This eBay Field Information Kit contains the following items:

- Fact Sheet — eBay Online Postage.
- Employee Stand-Up Talk.
- Frequently Asked Questions (FAQs).
- Sample labels.

Fact Sheet – "eBay Online Postage"

Overview

- Starting February 13, 2004, postal shipping solutions are fully integrated into eBay, "The World's Online Marketplace™." The eBay shipping interface, called "Online Postage," provides postal access and convenience on the most popular shopping destination on the Internet.
- Now eBay sellers can calculate and pay postage from their PayPal accounts, and print Priority Mail® and Express Mail® shipping labels directly from the eBay site. Starting in mid-March 2004, they will also be able to print shipping labels for First-Class Mail® parcels, Media Mail items, and Parcel Post® items.
- The postage indicia on the labels may show the exact postage paid or may *not* display the postage value by simply stating "US Postage Paid" along with the appropriate weight, zone, and any surcharge or special service for the shipment. The option not to display the postage value on the label is a feature that is very important to customers.

- The proper acceptance procedures of articles with online labels, refunds, and short-paid items are outlined in detail in the September 23, 2003, memo from Chief Operating Officer Patrick R. Donahoe and Chief Marketing Officer Anita J. Bizzotto. Standard operating procedures for online labels can be found on the Delivery and Retail web site at http://blue.usps.gov/delivery/cs_retail_online_labels.htm.
- Postage refunds for Express Mail service failures are given at Post Office facilities. All other refunds or questions must be handled through the PayPal web site.

Details

- Through eBay, users have the advantage of printing professional-looking postage-paid shipping labels with one click. Here's how it works.
 - The seller posts an item for sale on eBay. From the "View Item" page, prospective buyers can learn about the product and calculate shipping costs by entering their ZIP Code™.
 - When the item sells, the seller collects a shipping fee from the buyer. The seller selects the appropriate shipping method, prints the appropriate shipping label, and pays the appropriate postage from his or her PayPal account.
- In many locations around the country, sellers also can access Carrier Pickup from the eBay web site to request next-day pickup of their Priority Mail and Express Mail packages at no extra charge, saving themselves a trip to the Post Office.

Business Potential

- "Fast, affordable, and reliable shipping services are essential to eBay buyers and sellers alike," said Meg Whitman, President and CEO of eBay. "We are very excited about this relationship because the Postal Service is committed to working with us to deliver more value to the eBay community."
- "'The World's Online Marketplace' needed a Post Office, and we delivered," said Postal Service Chief Marketing Officer Anita Bizzotto. "The eBay partnership is yet another example of our commitment to improving access, convenience, and value for our customers, already the benchmark for the shipping industry. No one else comes close to matching the Postal Service's presence across the nation. We're everywhere our customers live, work, and shop."

For More Information About eBay Postage

- Visit <http://pages.ebay.com/services/buyandsell/shippingcenter9.html>.

Employee Stand-Up Talk

[Please read this stand-up talk to all employees. Show them the sample shipping labels (see page 61 in this Postal Bulletin). Make copies of this stand-up talk and the sample shipping labels and post them on official bulletin boards.]

"The World's Online Marketplace" Gets a New "Post Office"

"The World's Online Marketplace™" has a new "Post Office." And it's getting a lot of business!

On February 13, 2004, the Postal Service™ finished integrating its shipping services into eBay, the most popular shopping destination on the Internet, with 94.9 million registered users at the end of 2003 and nearly a billion items posted for sale last year alone.

Installing a "virtual Post Office" on eBay's web site makes it easier for eBay's millions of members — many of whom are small and home-based businesses — to ship their items.

Now they can print Priority Mail® and Express Mail® shipping labels directly from the eBay web site, and pay postage by debiting their PayPal accounts. Starting in mid-March 2004, they will be able to print shipping labels for First-Class Mail® parcels, Media Mail items, and Parcel Post® items.

Members of eBay can print those labels with the exact postage paid or use shipping labels that do *not* show the postage value directly. The latter labels must have the phrase "US Postage Paid" along with the appropriate weight, zone, and any surcharge or special service for the shipment. The option not to display the postage value on the label is a feature that is very important to customers. Either way, the postage has been paid.

Printing labels through eBay is easy. The eBay shipping interface, called "Online Postage," automatically enters the buyer's shipping address and package information for the seller. Sellers can track their shipments and expenses and confirm delivery easily and quickly from their PayPal accounts.

Fraud Alert

Withholding of Mail Orders

Withholding of mail orders are enforced by the postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
GA, Atlanta 30305-2918	Ed Dunson, 2870 Peachtree Road, NW, #148
NJ, Wildwood 08260-4421	Maksim Veratsilin, 145 East Hildreth Avenue, Apt C

— Judicial Officer, 3-4-04

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of the invalid numbers (listed below) in the “customer

number” or “agreement number” section of the label or form.

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

005097	019365	065943	080713	096681	100283	117372	185700	278023	322317	340117	441748	481623
005117	019370	065986	085581	096754	100291	117391	187001	278078	322533	340165	441923	481641
005387	019407	067132	088007	096886	100358	117397	187042	278208	323064	340174	443034	481642
005407	019489	067226	088062	096938	101515	117531	191174	281145	323176	340481	443138	481646
005505	019870	068013	088145	097061	101548	117902	192436	282540	326690	340562	443211	481703
005831	019957	068060	088153	097076	101737	118009	192836	283269	326726	340771	443335	481716
006346	020238	068070	088197	097121	101952	118056	192847	284032	327825	340805	445121	481728
006654	021216	068248	088745	097282	102047	118255	192888	285021	327876	340949	447006	481740
006864	021753	068460	089296	097375	102060	118740	192899	286116	329009	344063	450180	481746
006961	022429	068941	089727	097496	102269	118877	193106	293227	329065	344158	452237	481757
007070	022441	069283	089728	097582	102711	119459	193587	296516	330096	349019	452262	481760
007110	022831	069321	090603	097733	103425	119507	193727	297054	330134	349511	452410	481762
007136	023482	069579	091476	097752	104099	119543	195084	300168	330165	349818	452528	481807
007281	023501	069687	091497	097789	104420	120298	196086	300404	330233	351026	452536	481813
008011	023564	069983	091636	097839	104454	123155	198014	300834	330282	352271	454748	481842
008295	023614	070422	091677	097960	104515	136202	200478	300928	330374	361343	454801	481848
008382	025482	070613	092070	098167	104628	139101	200512	300933	330404	374069	458097	481849
008524	026006	070772	092429	098177	105297	142027	200739	300990	330612	381507	458101	481856
008697	026174	071040	092670	098280	105340	142050	200826	301212	330682	383145	461097	481870
008860	026589	071442	092680	098302	108500	142174	200925	301221	330782	387020	462031	481906
008874	026620	071488	093047	098322	108736	142463	200955	301302	330788	388054	462728	481927
009009	028022	071505	093222	098336	108770	142519	206142	301414	330803	388077	462796	481974
009082	028055	071589	093246	098346	108842	146608	208482	301913	330901	392707	462852	481980
009262	028636	071691	093290	098392	109950	151074	209251	301963	331140	401010	462931	481984
009307	028659	071820	093427	098480	110061	151115	210024	301978	331681	402151	464050	481991
009758	029398	075134	093567	098489	110065	151207	210528	302108	332048	402176	464052	482186
009932	029505	075180	093589	098495	110786	152447	210585	302275	332084	402180	464100	482227
010577	030468	075267	093719	098528	110886	152465	210812	302408	332827	402235	464153	482258
010677	033065	075573	094048	098644	110891	152579	210818	302479	332986	402236	465072	482288
010722	033242	075847	094103	098647	111719	152757	210819	303903	332989	402260	465114	482421
011101	037009	075945	094112	098658	113006	152808	210834	305023	333148	402281	468112	482473
012177	038097	076008	094282	098683	113159	152903	210838	305034	333345	402621	469104	482481
012311	039001	076229	094372	098706	113605	165050	220086	305042	333646	402661	469112	482519
014023	041174	076395	094430	098715	113718	165078	220374	305069	333899	402711	469124	482527
014424	044058	076512	094572	098817	113906	165246	220675	306253	333910	402771	469188	482537
014482	047304	076640	094634	098825	114225	165316	221107	311033	334028	402825	469189	482591
014897	049081	077400	094653	098867	114243	170340	221243	311125	334052	403005	469200	482597
014910	050068	077406	094710	098872	114259	171334	221338	311372	334066	405168	473069	482678
014939	054011	077453	094787	098905	114517	178058	222297	312468	335020	405209	473155	482684
015291	055111	077510	094956	098937	114525	180018	223114	314360	335260	405800	477162	482697
015441	055236	077768	094964	098947	114630	180022	227100	314383	335350	421022	477175	482712
015671	060052	077782	094965	098949	115096	180033	229071	314953	335691	427025	480035	482730
015713	060081	079027	095276	098956	115184	180047	235316	315028	335922	431032	480181	482764
016123	060231	079057	095533	098967	115309	180061	271006	317340	336082	432106	480793	482770
016197	060371	079200	095584	100037	115315	180066	272214	317341	336139	432144	481121	482779
016650	060385	080002	095600	100080	115512	180083	272326	319156	336377	432424	481122	482818
018018	060925	080010	095830	100088	115532	180089	274313	320052	336455	432813	481142	482950
018105	060929	080023	096104	100168	115576	180096	275007	320877	337033	439712	481148	482985
018229	061543	080151	096342	100170	115583	180100	275029	321050	337082	439713	481153	482987
018365	061589	080191	096393	100190	115833	180104	275062	321090	338069	441256	481372	483317
018567	063145	080220	096467	100193	117150	183005	275201	321167	338344	441335	481417	483341
018839	063318	080342	096509	100224	117274	184033	275205	321235	339614	441449	481430	483345
019263	064131	080356	096624	100249	117311	184037	276083	322044	340002	441559	481440	483425
019289	064152	080708	096649	100250	117337	184066	277075	322100	340008	441630	481598	483839

483873	563052	610177	741017	770165	805454	853357	856440	906505	907825	926545	948522	968321
484002	563053	611111	741237	770224	805552	853361	856478	906545	907878	927026	948599	968416
485243	570005	618111	741551	770354	809023	853377	856508	906551	907881	927701	948625	968719
485317	573001	627040	741602	770423	811001	853391	856573	906639	907926	930025	948646	968762
485331	581011	628014	741625	770554	812037	853397	856585	906821	907945	930354	949512	968863
488009	591280	628139	741650	770561	814031	853422	860085	906822	907987	930394	949711	968911
488020	598652	631174	741664	771756	814212	853484	860098	906832	910209	931230	950944	969085
489228	600302	631524	741674	771953	815094	853490	871653	906835	910405	931919	951004	969093
489244	600337	631946	741789	772552	816180	853534	891230	906899	911301	933460	951019	970810
489329	600408	641112	741877	773515	816253	853543	891376	906912	912389	934268	951077	970916
489419	600638	641133	741895	774319	827104	853556	891396	906921	913051	936102	951139	970930
490290	601105	641246	744095	775026	827351	853573	891609	906934	913059	937245	951381	972284
490578	601203	641370	744118	778003	837132	853601	891788	906961	913076	937737	951786	972296
490692	601268	641402	745009	782516	841981	853634	891867	907036	913093	937867	951834	972376
492040	601271	641484	747020	782945	846065	853690	891891	907052	913649	939128	952236	972669
492067	601608	641602	750217	785411	846190	853715	891921	907126	913987	940050	952282	972769
492069	601791	641644	750226	785525	850005	853728	891957	907161	914025	940053	952324	972868
492101	601931	641681	750232	785533	850064	853737	895069	907187	914281	940394	952343	973115
494066	601937	641996	750375	785545	850285	853763	900302	907193	914287	940428	953240	974150
494074	602003	652415	750396	786100	850344	853764	901193	907218	914946	940443	953259	980298
495439	602760	658118	750433	787062	850514	853775	902169	907264	915025	940451	953282	980821
496131	602832	658208	750442	787667	850749	853776	902593	907296	915054	940456	953348	981955
498350	602846	660613	750459	787689	852315	853782	903283	907317	915119	940493	953362	982479
520001	603029	662165	750471	791119	852439	853785	903458	907350	915227	941466	953372	985056
522025	604326	662287	750479	797165	852593	853790	903632	907352	915341	941548	954148	992371
524119	604577	672050	750486	799004	852610	853801	903781	907353	915401	945286	954435	992377
531612	604750	672270	750497	799134	852646	853806	904161	907403	915451	945389	958713	992413
531658	605027	675002	750500	800079	852675	853812	906011	907424	915504	945560	958860	992467
531794	605040	687025	750574	800526	852677	856030	906076	907448	915525	945816	958883	992520
532574	605072	708365	750640	800555	852734	856058	906078	907468	915575	945893	958897	992559
537216	605076	708646	750650	801311	852798	856075	906088	907469	915631	945914	958905	992690
537414	605163	711016	750996	801473	852857	856102	906092	907470	915705	945941	958915	992736
541230	605209	712016	751024	801593	852904	856111	906114	907491	917495	946230	958920	992744
544047	605798	730167	752009	801606	852911	856126	906143	907541	917714	946375	958922	992767
549189	606222	730173	752060	801716	852954	856150	906176	907590	918171	946452	958925	995267
549211	606378	730531	752063	802248	853077	856155	906182	907629	921038	946595	958927	995909
551009	606417	730537	752484	802260	853087	856156	906191	907645	921336	947118	958954	997126
551016	606448	730661	752655	802334	853095	856193	906214	907646	921448	948099	958959	998343
551162	606577	731048	757082	802341	853114	856246	906315	907661	921959	948112	958974	
551187	606611	731750	757500	802590	853115	856252	906396	907730	921960	948225	958980	
551224	606735	740131	760025	802717	853207	856274	906412	907771	921970	948332	960671	
551322	607117	740678	760033	803126	853216	856284	906414	907777	924088	948379	967386	
554859	607417	740767	763021	805121	853273	856304	906416	907800	926130	948406	968155	
559051	607831	740997	770103	805409	853338	856425	906440	907817	926342	948438	968269	

— Product Information Requirements,
Product Development, 3-4-04

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

010 504 1932 to 010 504 1999	025 729 1643 to 025 729 1799	041 803 6565 to 041 803 6599	374 768 2600 to 375 169 4400 to	2699 4599
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	375 829 3400 to 375 851 9100 to	3499 9199
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	376 196 0911 to 378 085 3679 to	0999 3699
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	378 351 1063 to 379 843 5100 to	1099 5199
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	380 093 9600 to 380 165 1165 to	9699 1199
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014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	047 352 4000 to 047 352 4099	381 645 9525 to 383 314 3968 to	9599 3999
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 552 4370 to 047 552 4399	383 892 1000 to 383 892 1382 to	1344 1399
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018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	051 781 2875 to 051 781 2885	386 624 1412 to 386 883 8936 to	1599 8999
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	058 187 3836 to 058 187 3899	387 314 5574 to 387 837 6300 to	5599 6399
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	058 591 1153 to 058 591 1299	388 828 0656 to 389 696 2400 to	0699 2799
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395 396 9649 to 9799	414 411 7348 to 7399	434 513 2386 to 2399	457 333 2686 to 2699
395 970 3240 to 3299	414 640 0757 to 0799	434 968 3076 to 3092	457 729 1767 to 1777
397 622 4054 to 4099	414 965 1727 to 1799	435 303 1831 to 1842	457 937 8615 to 8699
397 819 8902 to 8999	417 302 8104 to 8199	435 303 1986 to 1999	458 028 9810 to 9899
398 149 7200 to 7699	417 387 6532 to 6599	435 666 6092 to 6399	458 057 2712 to 2999
399 070 0872 to 0899	417 496 6800 to 6999	436 082 6400 to 6899	458 069 9537 to 9599
399 156 7119 to 7199	417 871 9250 to 9299	436 160 6441 to 6499	458 069 9665 to 9699
399 203 5064 to 5099	417 930 9533 to 9599	437 316 7115 to 7199	458 337 5222 to 5299
399 296 9910 to 9999	418 164 6500 to 6799	437 427 0500 to 3499	458 354 7653 to 7999
399 396 8935 to 8999	418 423 9863 to 9899	439 179 2300 to 2399	458 671 8678 to 8699
399 792 7775 to 7799	418 633 5922 to 5999	439 310 0458 to 0499	458 671 8721 to 8798
399 792 8300 to 8399	418 719 8520 to 8599	440 698 1947 to 1999	458 847 5044 to 5999
400 427 1051 to 1999	418 744 2235 to 2299	440 858 6300 to 6399	459 274 7624 to 7699
401 045 1505 to 1549	418 962 2848 to 2899	440 858 6420 to 7299	459 365 5432 to 5499
401 045 1571 to 1599	419 543 0286 to 0299	441 199 1655 to 1699	459 378 5764 to 5799
401 294 2700 to 2799	419 730 0300 to 0399	443 127 3648 to 3699	459 472 4816 to 4999
401 310 9505 to 9599	420 277 0015 to 0049	443 127 4000 to 4099	460 349 6878 to 6899
401 382 5312 to 5399	420 599 0734 to 0798	443 673 7900 to 7999	460 550 1909 to 1999
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403 125 6744 to 6799	420 758 9500 to 9699	444 382 8822 to 8899	461 973 6443 to 6499
403 260 7000 to 7499	420 969 3951 to 3971	444 390 1667 to 1699	462 152 0107 to 0299
403 280 6470 to 6499	420 969 3973 to 3999	444 457 3854 to 3899	462 274 1072 to 1099
403 685 8600 to 8699	421 116 3565 to 3599	450 048 4173 to 4199	462 277 8373 to 8399
404 003 0300 to 0399	421 130 9300 to 9399	450 048 4442 to 4699	462 554 6051 to 6099
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404 071 4268 to 4299	421 364 5537 to 5599	450 620 3077 to 3099	463 176 4115 to 4199
404 347 5356 to 5399	421 656 2609 to 2699	450 620 3135 to 3199	463 176 4229 to 4299
404 347 5548 to 5599	421 988 9700 to 9799	450 780 2716 to 2799	463 185 2600 to 2799
404 726 4500 to 4599	422 172 4667 to 4699	450 801 2700 to 2799	463 227 7711 to 7799
404 961 5001 to 5199	422 484 4212 to 4299	451 109 2967 to 2984	463 414 4869 to 4899
405 325 0188 to 0198	422 556 1270 to 1299	451 115 4110 to 4125	463 808 3484 to 3499
406 009 4587 to 4599	422 587 7024 to 7099	451 115 4127 to 4199	463 945 7400 to 7899
406 260 6830 to 6899	422 819 7533 to 7599	451 746 0700 to 0799	464 629 9000 to 9399
406 459 6641 to 6999	422 842 5073 to 5087	452 265 0074 to 0099	464 711 4332 to 4399
406 733 3000 to 3999	422 907 7563 to 7599	452 265 0246 to 0299	465 692 3963 to 3999
407 545 1557 to 1599	424 500 6050 to 6099	452 265 0335 to 0999	465 698 8300 to 8599
407 594 0412 to 0599	424 641 8500 to 8599	452 509 1169 to 1199	465 743 7745 to 7799
407 692 9100 to 9299	424 871 6600 to 6699	452 855 6471 to 6499	466 798 6056 to 6067
407 959 2190 to 2199	425 298 2352 to 2399	452 890 4679 to 4799	467 147 4300 to 4399
408 265 2275 to 2288	425 418 4269 to 4299	452 900 8215 to 8238	468 079 5782 to 5799
408 499 7700 to 7799	425 418 4405 to 4499	453 117 9146 to 9199	469 067 2817 to 2899
408 499 7900 to 7999	426 547 4566 to 4599	453 334 3631 to 3699	469 127 8000 to 8199
408 682 8484 to 8599	427 412 6337 to 6499	453 603 7841 to 7891	469 213 0359 to 0399
408 698 7015 to 7099	427 481 0900 to 0999	453 650 1140 to 1199	469 213 0500 to 0599
409 072 3941 to 3999	428 027 2742 to 2752	453 741 1300 to 1399	469 561 8011 to 8099
410 491 2311 to 2399	429 474 4172 to 4199	454 013 2919 to 2999	469 658 1961 to 1999
410 694 8400 to 8599	429 889 2900 to 2999	454 186 2411 to 2499	469 666 9900 to 9999
410 775 1500 to 1599	430 150 4401 to 4599	454 268 4883 to 4899	469 678 1900 to 1999
410 795 7927 to 7999	430 172 9800 to 9899	454 302 5400 to 5499	469 781 4900 to 4999
410 867 0917 to 0966	430 177 1900 to 2099	454 490 8300 to 8399	469 947 6960 to 6999
410 867 0970 to 0999	430 444 9500 to 9699	454 547 7434 to 7499	470 755 5800 to 5818
411 868 1023 to 1199	430 664 4070 to 4099	454 922 4867 to 4895	471 918 0300 to 0999
411 922 2322 to 2399	432 168 8419 to 8499	455 221 1348 to 1499	471 985 2408 to 2419
412 193 0900 to 0999	432 708 6800 to 6999	455 364 2147 to 2199	472 191 6700 to 6799
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412 485 6500 to 6599	432 995 9775 to 9799	455 476 0676 to 0699	472 987 0213 to 0241
412 485 6610 to 6699	433 003 5800 to 5899	455 543 0618 to 0699	472 987 0290 to 0299
412 885 5953 to 5999	433 757 3047 to 3099	456 410 9006 to 9099	473 151 2069 to 2199
414 193 3608 to 3674	433 765 4003 to 4099	456 470 4146 to 4299	473 666 9138 to 9199
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474 108 5402 to	5499	489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199
474 356 5193 to	5299	489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799
474 949 3366 to	3399	489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699
475 134 9362 to	9399	489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299
475 167 9667 to	9699	490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
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479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
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480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
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480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
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482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
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485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
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486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
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488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
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488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
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644 923 6800 to 7799	661 716 9420 to 9499	685 757 8452 to 8499	701 736 3966 to 3999
644 932 4655 to 4699	661 906 6522 to 6599	686 071 2694 to 2799	701 838 2800 to 2899
645 318 7240 to 7499	662 021 8332 to 8399	686 176 3333 to 3354	701 941 0600 to 0699
645 333 1766 to 1799	662 068 0700 to 0899	686 372 3200 to 3299	702 171 1603 to 1699
645 790 8632 to 8699	662 553 0774 to 0799	686 644 5879 to 5899	702 195 5109 to 5199
645 821 0657 to 0699	663 078 7034 to 7099	686 899 1371 to 1399	702 254 9300 to 9399
645 930 7948 to 7999	663 763 5300 to 5399	686 931 7636 to 7699	702 264 7569 to 7599
645 975 0737 to 0762	663 883 7039 to 7499	687 601 0973 to 0999	702 713 1800 to 1809
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646 270 7639 to 7799	664 253 8000 to 8499	688 120 9000 to 9999	702 821 5805 to 5899
646 798 4000 to 4999	664 656 3055 to 3099	688 314 3107 to 3191	702 846 6331 to 6399
647 048 7035 to 7099	665 174 6400 to 6499	690 291 1361 to 1371	702 848 3900 to 3999
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647 437 3000 to 4999	666 696 2209 to 2299	690 904 1300 to 1599	740 241 9049 to 9099
647 811 2188 to 2199	666 696 2309 to 2399	690 941 6000 to 6199	740 255 1718 to 1799
648 009 6057 to 6099	667 032 9300 to 9399	691 313 6383 to 6399	740 470 2420 to 2443
648 163 5300 to 5499	667 729 5529 to 5599	691 313 6600 to 6699	740 523 7432 to 7449
648 722 5283 to 5299	668 383 8400 to 8699	691 582 8003 to 8099	740 535 1555 to 1580
648 892 3164 to 3199	670 368 3400 to 3499	691 664 1800 to 1999	740 701 6105 to 6114
649 100 3989 to 3999	670 369 7336 to 7399	691 664 2400 to 2499	740 705 9790 to 9799
649 647 0370 to 0399	670 750 7169 to 7199	692 727 9362 to 9399	740 726 6400 to 6500
649 647 0522 to 0599	671 046 6200 to 6399	692 798 1800 to 1899	740 765 3306 to 3399
649 647 5237 to 5399	671 251 5448 to 5499	693 249 0779 to 0799	805 885 8411 to 8499
649 647 9100 to 9299	671 926 5600 to 5799	693 249 0877 to 1699	806 087 1100 to 1499
649 666 7800 to 8299	672 444 2000 to 2999	693 445 0566 to 0999	806 268 9275 to 9299
650 114 7707 to 7719	672 828 3410 to 3499	693 448 8500 to 8999	806 534 3400 to 3477
650 130 3400 to 3599	673 167 5776 to 5799	693 645 9583 to 9599	807 342 3283 to 3399
650 213 0406 to 0499	675 464 3700 to 3799	693 965 4200 to 4299	808 086 7100 to 7199
650 555 1749 to 1799	675 464 4000 to 4199	695 741 2906 to 2999	808 090 3440 to 3499
650 564 1900 to 1999	676 365 5958 to 5999	695 947 8518 to 8599	808 325 5161 to 5699
650 627 4212 to 4299	676 669 1024 to 1099	696 662 8247 to 8299	808 784 8000 to 8299
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653 131 4945 to 4999	679 909 2578 to 2599	700 065 4800 to 4899	831 354 1387 to 1399
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654 238 0000 to 0399	680 412 6046 to 6099	700 650 0452 to 0499	833 159 1884 to 1899
654 404 3065 to 3092	680 761 6800 to 6899	700 666 1323 to 1349	833 456 2567 to 2599
654 962 2900 to 3199	681 677 0540 to 0699	700 786 9106 to 9142	833 566 3015 to 3071
655 103 5081 to 5199	682 070 1029 to 1099	700 859 0744 to 0758	834 130 5200 to 5299
655 523 2600 to 2999	682 956 6280 to 6299	701 028 6780 to 6899	834 316 5444 to 5499
656 305 2448 to 2499	682 956 6490 to 6599	701 213 3900 to 3999	834 354 8747 to 8766
657 347 4438 to 4999	682 956 6700 to 6799	701 267 2000 to 3999	834 354 8824 to 8838
657 710 8100 to 8999	682 965 1178 to 1199	701 335 7312 to 7399	835 269 5700 to 5799
657 780 0985 to 0999	682 965 1201 to 1299	701 369 2005 to 2050	835 496 7303 to 7399
658 586 1400 to 1499	683 118 2389 to 2399	701 499 2260 to 2299	835 539 5200 to 5999
658 877 8000 to 8199	683 378 2000 to 2099	701 503 2247 to 2299	835 813 3015 to 3099
658 880 8000 to 8199	683 378 2117 to 2299	701 541 2271 to 2299	837 672 8967 to 8999
659 398 7300 to 7399	683 415 1200 to 1499	701 553 6557 to 6599	837 784 3282 to 3299
659 706 8113 to 8199	683 444 8159 to 8199	701 601 3457 to 3499	838 176 8377 to 8399
659 846 7837 to 7899	685 154 7780 to 7789	701 605 5913 to 5999	838 518 1257 to 1299
660 510 4100 to 4199	685 297 7645 to 7699	701 695 3982 to 3999	839 718 8257 to 8299
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661 488 5000 to 5099	685 650 9487 to 9499	701 695 4227 to 4299	840 875 6235 to 6299
661 609 9100 to 9199	685 669 4200 to 4299	701 708 1741 to 1799	840 910 0900 to 0999

841 349 5000 to 5099	857 279 3450 to 3499	870 536 5820 to 5829	909 833 0947 to 0999
841 805 7747 to 7899	857 843 4000 to 4099	870 541 7167 to 7239	910 219 8631 to 8699
841 805 7944 to 8099	858 124 7644 to 7699	870 575 8155 to 8999	910 265 1100 to 1199
842 226 0685 to 0695	858 756 3111 to 3299	870 589 0485 to 0494	910 471 7273 to 7299
842 685 4600 to 4699	859 063 8200 to 8699	870 691 7060 to 7099	910 536 2505 to 2599
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842 860 0300 to 0399	859 437 5538 to 5599	900 556 4178 to 4199	911 140 1000 to 2199
842 898 5582 to 5599	859 811 2888 to 2899	900 845 0044 to 0099	911 245 2545 to 2599
843 062 7100 to 7199	859 855 8873 to 8999	900 936 0217 to 0299	911 268 9077 to 9099
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845 656 8165 to 8199	861 158 2350 to 2599	901 291 2789 to 2799	912 057 9922 to 9999
845 727 2100 to 2199	861 367 5400 to 5499	901 525 7122 to 7199	912 882 0563 to 0899
845 746 2618 to 2635	861 637 6010 to 6099	902 198 9769 to 9799	913 605 2218 to 2299
846 390 7531 to 7599	861 979 7292 to 7499	902 948 1269 to 1299	913 709 2429 to 2499
846 918 0572 to 0599	862 216 6100 to 6199	902 985 0833 to 0899	913 818 3501 to 3999
847 237 7690 to 7699	862 263 9213 to 9299	903 370 6934 to 6999	914 063 4300 to 4399
847 284 2481 to 2499	862 271 0800 to 0999	904 600 6523 to 6599	914 346 7621 to 7644
847 374 7055 to 7065	862 271 5000 to 5099	904 892 0378 to 0399	914 529 6185 to 6299
847 374 7055 to 7065	863 871 5138 to 5199	904 892 0648 to 1299	915 546 6822 to 6999
847 636 5304 to 5399	863 949 5300 to 5399	905 056 2216 to 2299	915 671 3963 to 3980
847 700 5447 to 5499	864 088 8200 to 8299	905 510 6647 to 6799	915 671 3982 to 3999
847 723 7500 to 7599	864 426 3972 to 3999	905 510 6900 to 7099	915 675 2217 to 2299
849 485 3427 to 3499	864 520 6117 to 6136	905 794 0000 to 0199	916 440 3377 to 3399
849 520 9850 to 9899	865 151 0526 to 0599	905 794 0288 to 0299	916 670 6352 to 6399
849 608 1357 to 1399	865 500 4034 to 4099	905 873 6900 to 6999	916 682 5300 to 5399
849 792 2600 to 2699	865 883 6082 to 6099	905 873 7100 to 7299	916 694 1414 to 1499
850 546 1862 to 1899	866 004 3000 to 3999	905 880 8900 to 8999	916 703 0802 to 0821
851 143 6826 to 6844	866 442 4100 to 4899	905 889 7100 to 7199	917 089 0709 to 0799
851 209 9880 to 9899	867 366 9108 to 9118	906 158 1508 to 1599	917 089 0842 to 0899
851 928 9221 to 9299	867 633 7403 to 7499	906 558 8812 to 8899	917 370 6300 to 6499
852 589 6560 to 6599	867 737 5623 to 5699	906 982 2214 to 2299	917 486 4900 to 4999
853 049 3646 to 3699	868 169 4529 to 4599	907 725 8500 to 8599	918 460 0602 to 0699
854 304 4089 to 4999	868 173 8400 to 8599	907 815 0216 to 0257	918 951 7231 to 7299
854 529 2200 to 2299	868 514 9000 to 9099	908 622 4225 to 4235	919 519 2786 to 2799
854 532 0000 to 2999	868 566 9200 to 9299	908 936 9254 to 9299	919 536 0770 to 0799
855 001 6204 to 6249	869 387 1150 to 1199	909 100 1787 to 1799	919 915 2774 to 2787
855 319 9364 to 9399	869 387 1150 to 1199	909 100 1900 to 2099	920 309 9039 to 9199
855 361 3390 to 3399	869 505 3500 to 3599	909 355 0422 to 0499	920 857 5500 to 5899
856 226 0490 to 0499	869 523 7033 to 7099	909 568 8900 to 9099	920 864 3480 to 3499
856 656 5800 to 5999	869 800 0000 to 999 9999	909 568 9300 to 9499	921 333 7400 to 7499
856 752 0200 to 0299	870 054 4814 to 4899	909 725 7307 to 7399	923 032 7000 to 7399
857 111 1352 to 1399	870 491 4812 to 4849		

— Group2—Internal and External Investigations,
Postal Inspection Service, 3-4-04

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001 to 692 600 000	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
692 720 871 to 0 900	702 128 306 to 8 400	709 733 281 to 3 580	720 227 871 to 7 930
692 876 955 to 7 050	702 179 891 to 9 900	710 046 813 to 6 840	720 227 949 to 7 960
693 290 380 to 0 400	702 260 751 to 0 850	710 358 093 to 8 166	720 368 543 to 8 570
693 290 426 to 0 450	702 410 595 to 1 050	710 358 257 to 8 270	720 392 151 to 2 570
694 063 700 to 3 897	702 660 151 to 0 540	711 021 501 to 1 510	720 556 491 to 6 640
694 063 900 to 4 000	702 723 429 to 3 450	711 049 411 to 9 560	720 558 621 to 8 650
694 550 501 to 0 530	703 004 401 to 4 820	711 408 045 to 8 090	720 575 361 to 5 570
694 595 031 to 5 050	703 083 819 to 4 020	712 003 381 to 3 650	720 590 152 to 0 179
694 595 087 to 5 300	703 432 131 to 2 230	712 104 220 to 4 230	721 638 331 to 9 170
694 698 551 to 8 650	703 626 061 to 6 090	712 327 861 to 7 890	721 815 391 to 5 420
694 745 458 to 5 600	703 863 121 to 3 240	712 327 952 to 7 980	721 969 713 to 9 740
695 105 313 to 5 350	703 863 477 to 3 540	712 647 061 to 7 090	722 072 137 to 2 160
695 142 809 to 3 050	703 867 801 to 7 980	713 284 171 to 4 260	722 378 265 to 8 280
695 144 666 to 4 700	704 030 628 to 0 640	713 292 871 to 2 990	722 413 990 to 4 004
695 272 601 to 2 750	704 154 024 to 4 120	714 035 101 to 5 160	722 764 948 to 4 980
695 277 576 to 7 650	704 227 561 to 7 829	714 155 011 to 5 400	722 825 840 to 5 889
695 530 761 to 0 800	704 227 831 to 8 069	714 328 231 to 8 440	723 153 841 to 3 850
696 487 701 to 7 800	704 228 071 to 8 100	714 442 952 to 2 980	723 237 616 to 7 630
696 784 101 to 4 550	704 420 344 to 0 490	714 562 843 to 2 860	723 331 081 to 1 110
696 870 601 to 0 650	704 568 751 to 8 990	714 590 391 to 0 430	723 496 443 to 6 470
697 047 501 to 7 600	704 965 301 to 5 770	714 609 811 to 9 930	723 967 291 to 7 320
697 052 101 to 2 350	705 116 780 to 6 790	714 609 961 to 9 990	724 655 196 to 5 340
697 217 251 to 7 400	705 280 801 to 0 980	714 807 181 to 7 240	724 711 441 to 1 500
697 249 952 to 50 050	705 475 651 to 6 040	714 871 321 to 1 500	724 711 538 to 1 560
697 414 886 to 4 900	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
697 469 606 to 9 700	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
697 850 401 to 0 750	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 098 446 to 8 550	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 300 251 to 0 300	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 504 383 to 4 650	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
698 533 927 to 4 200	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
698 562 268 to 2 400	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
699 090 686 to 0 750	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
699 752 699 to 2 850	706 638 211 to 8 420	717 083 841 to 3 960	725 738 581 to 8 730
700 068 473 to 8 500	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
700 161 501 to 1 650	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 202 522 to 2 700	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 290 275 to 0 300	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
700 465 730 to 5 750	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
700 561 444 to 1 550	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
701 423 101 to 3 150	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 625 469 to 5 550	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
701 643 829 to 3 850	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
701 945 451 to 5 500	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
702 033 701 to 4 050	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
702 051 501 to 1 750	709 222 591 to 2 920	718 795 881 to 6 000	726 626 356 to 6 370
702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780	727 182 271 to 2 510
	709 411 171 to 1 320	718 982 001 to 2 300	727 416 181 to 6 240

727 481 431 to 1 460	735 783 961 to 3 990	744 234 751 to 4 780	756 371 565 to 1 580
727 749 241 to 9 780	735 803 401 to 3 430	744 499 591 to 9 680	756 876 031 to 6 120
728 382 331 to 2 480	736 005 420 to 5 440	744 626 901 to 6 910	756 876 151 to 6 240
728 702 338 to 2 400	736 366 021 to 6 110	745 388 794 to 8 910	756 970 129 to 0 140
728 915 371 to 5 850	736 624 456 to 4 500	746 446 806 to 6 820	757 059 613 to 9 630
728 953 141 to 3 410	736 670 851 to 1 060	746 818 351 to 8 410	757 078 540 to 8 560
728 954 280 to 4 310	736 767 061 to 7 090	747 245 266 to 5 280	757 086 209 to 6 240
729 169 081 to 9 140	736 767 093 to 7 120	747 364 813 to 4 830	757 240 591 to 0 650
729 363 841 to 3 870	736 982 191 to 2 370	747 501 434 to 1 450	757 277 371 to 7 700
729 682 891 to 3 190	736 982 551 to 2 730	747 739 891 to 0 070	757 291 591 to 2 730
729 838 940 to 9 070	737 110 141 to 0 170	748 148 649 to 8 760	757 964 251 to 4 280
729 839 101 to 9 130	737 185 501 to 5 710	748 259 960 to 9 970	758 067 001 to 7 090
730 077 683 to 7 840	737 317 321 to 7 350	748 565 162 to 5 280	758 105 221 to 5 250
730 109 847 to 9 880	737 517 781 to 7 840	748 874 988 to 5 030	758 324 941 to 5 000
730 373 761 to 3 850	737 628 181 to 8 210	749 137 381 to 7 410	758 593 628 to 3 650
730 501 951 to 2 130	737 634 258 to 4 270	749 190 192 to 0 210	758 709 038 to 9 060
730 519 379 to 9 470	738 361 971 to 1 980	749 685 421 to 5 450	758 744 101 to 4 160
730 569 278 to 9 360	738 447 601 to 7 660	749 846 791 to 6 850	758 850 883 to 0 900
730 711 711 to 1 740	738 648 355 to 8 450	749 993 131 to 3 580	758 860 951 to 1 550
730 722 991 to 3 230	738 849 811 to 9 900	750 071 587 to 1 610	759 152 851 to 2 880
730 845 970 to 5 990	738 892 270 to 2 290	750 408 167 to 8 183	759 740 941 to 1 090
730 888 291 to 8 320	738 997 259 to 7 380	750 438 421 to 8 501	760 004 596 to 4 610
730 927 591 to 7 680	739 161 451 to 1 540	750 743 911 to 4 030	760 118 191 to 8 250
731 307 914 to 7 930	739 219 381 to 9 440	750 779 118 to 9 400	760 155 001 to 5 090
731 402 431 to 2 460	739 740 151 to 0 180	750 910 981 to 1 010	760 378 002 to 8 020
731 407 232 to 7 320	739 793 491 to 3 520	750 960 841 to 0 900	760 692 722 to 2 749
731 588 301 to 8 340	739 793 527 to 3 550	751 296 211 to 6 240	761 055 460 to 5 480
731 767 273 to 7 320	739 942 621 to 2 650	751 539 121 to 9 180	761 169 781 to 9 810
731 781 061 to 1 120	739 999 231 to 9 320	751 541 311 to 1 790	761 504 941 to 5 120
731 837 821 to 7 910	740 011 517 to 1 530	751 757 641 to 7 700	761 516 836 to 6 910
731 841 377 to 1 450	740 030 701 to 0 970	751 936 951 to 7 010	761 613 588 to 3 600
732 018 481 to 8 600	740 261 740 to 1 820	751 951 861 to 1 890	761 688 631 to 8 690
732 067 972 to 8 370	740 265 811 to 6 290	751 999 021 to 9 110	761 805 199 to 5 240
732 188 649 to 8 670	740 299 111 to 9 170	752 139 516 to 9 570	761 826 106 to 6 120
732 193 460 to 3 470	740 299 231 to 9 260	752 182 892 to 2 950	761 881 171 to 1 560
732 201 241 to 1 390	740 329 266 to 9 320	752 206 861 to 7 100	761 975 641 to 5 670
732 220 431 to 0 440	740 889 081 to 9 090	752 295 241 to 5 600	761 975 886 to 5 895
732 355 201 to 5 380	741 010 421 to 0 530	752 731 351 to 1 410	762 304 144 to 4 170
732 472 320 to 2 560	741 113 041 to 3 370	752 767 441 to 7 470	762 324 931 to 4 960
732 541 605 to 1 620	741 373 891 to 4 340	753 008 941 to 9 030	762 439 261 to 9 290
732 572 221 to 2 490	741 452 369 to 2 490	753 194 311 to 4 370	762 524 158 to 4 220
732 586 479 to 6 710	741 492 991 to 3 140	753 620 378 to 0 400	762 584 872 to 4 970
732 994 037 to 4 080	741 553 460 to 3 470	754 013 917 to 3 940	762 593 431 to 3 460
733 163 449 to 3 460	741 764 431 to 4 520	754 161 061 to 1 120	763 155 160 to 5 180
733 297 171 to 7 290	742 178 834 to 8 880	754 358 445 to 8 610	763 178 631 to 8 660
733 446 631 to 7 110	742 325 500 to 5 520	754 410 451 to 0 660	763 506 001 to 6 060
733 474 665 to 4 770	742 325 668 to 5 700	754 438 393 to 8 410	763 522 141 to 2 470
733 704 482 to 4 570	742 408 771 to 8 830	754 493 109 to 3 130	763 717 694 to 7 800
733 751 041 to 1 130	742 512 120 to 2 150	754 664 182 to 4 220	763 826 461 to 6 520
734 009 101 to 9 130	742 684 849 to 4 890	754 816 377 to 6 470	763 900 460 to 0 471
734 290 759 to 0 770	742 839 553 to 9 630	755 487 421 to 7 600	763 900 479 to 0 530
734 389 273 to 9 290	742 913 668 to 3 700	755 592 901 to 3 140	763 917 271 to 7 750
734 440 031 to 0 111	742 917 287 to 7 296	755 790 020 to 0 030	764 125 801 to 5 860
734 797 201 to 7 320	742 921 891 to 1 980	755 791 730 to 1 800	764 284 525 to 4 560
734 939 611 to 9 640	742 983 631 to 3 810	755 926 951 to 7 070	764 526 241 to 6 330
734 950 111 to 0 170	743 020 021 to 0 170	755 934 332 to 4 510	764 601 421 to 1 600
735 120 331 to 0 840	743 206 491 to 6 500	755 957 701 to 8 000	764 650 231 to 0 470
735 283 008 to 3 020	743 235 992 to 6 050	755 962 981 to 3 280	764 984 371 to 4 850
735 293 131 to 3 220	743 940 631 to 0 900	756 035 371 to 5 490	765 003 667 to 3 680
735 635 010 to 5 040	743 978 011 to 8 070	756 301 257 to 1 290	765 042 517 to 2 540

765 194 728	to	4 970	773 202 989	to	3 140	778 570 771	to	0 830	786 676 937	to	6 980
765 387 365	to	7 450	773 208 991	to	9 290	778 699 096	to	9 110	786 730 831	to	0 920
765 541 801	to	2 100	773 231 311	to	1 340	778 779 471	to	9 480	786 743 671	to	3 700
765 638 461	to	8 970	773 348 739	to	8 940	779 146 205	to	6 230	786 743 711	to	3 730
765 647 101	to	7 190	773 575 891	to	5 950	779 233 681	to	3 710	786 854 491	to	4 550
765 813 781	to	4 029	773 852 971	to	3 030	779 316 961	to	7 200	786 977 256	to	7 461
765 879 314	to	9 390	773 858 011	to	8 100	779 339 221	to	9 400	787 158 121	to	8 390
765 954 001	to	4 030	773 892 721	to	7 190	779 702 191	to	2 250	787 325 701	to	5 910
766 120 286	to	0 320	773 958 061	to	8 660	779 994 001	to	4 090	787 493 281	to	3 340
766 125 716	to	5 750	774 101 148	to	1 190	780 103 591	to	3 650	787 793 816	to	3 880
766 158 824	to	8 840	774 107 161	to	7 190	780 533 288	to	3 310	787 822 428	to	2 440
766 388 433	to	8 460	774 177 226	to	7 270	780 625 208	to	5 920	787 887 881	to	7 901
766 509 421	to	9 660	774 279 481	to	9 810	780 711 345	to	1 540	788 306 478	to	6.490
766 572 901	to	3 020	774 408 399	to	8 420	780 778 894	to	8 920	788 326 339	to	6 380
766 748 500	to	8 521	774 431 821	to	2 450	780 865 851	to	5 920	788 403 671	to	3 690
767 024 341	to	4 370	774 510 451	to	0 780	780 873 421	to	3 450	788 815 771	to	5 860
767 326 471	to	6 590	774 652 981	to	3 010	781 141 891	to	1 980	789 044 014	to	4 100
767 332 561	to	2 950	774 778 981	to	9 040	781 238 697	to	8 730	789 326 341	to	6 880
768 009 841	to	9 960	774 867 481	to	7 510	781 503 151	to	3 180	790 209 421	to	9 480
768 011 489	to	1 520	774 867 515	to	7 540	781 518 818	to	8 840	790 418 170	to	8 190
768 177 980	to	7 990	774 934 275	to	4 290	781 624 126	to	4 200	790 448 020	to	8 460
768 391 081	to	1 170	774 961 261	to	1 290	781 679 221	to	9 340	790 597 485	to	7 530
768 661 569	to	1 650	775 106 223	to	6 235	781 723 771	to	3 890	790 911 883	to	1 900
769 000 051	to	0 080	775 106 237	to	6 248	781 723 964	to	3 990	791 057 441	to	7 550
769 050 841	to	0 900	775 331 515	to	1 550	781 761 391	to	1 720	791 239 081	to	9 290
769 159 081	to	9 178	775 444 210	to	4 230	781 878 721	to	9 020	791 374 483	to	4 500
769 737 496	to	7 510	775 579 301	to	9 320	782 424 840	to	4 900	791 387 971	to	8 030
769 778 491	to	8 730	775 622 683	to	2 760	782 939 821	to	9 850	791 447 521	to	7 850
769 827 331	to	7 450	776 144 621	to	4 670	782 985 347	to	5 360	791 451 151	to	1 240
770 216 071	to	6 100	776 154 010	to	4 060	783 063 631	to	3 690	791 500 009	to	0 470
770 723 281	to	3 400	777 561 631	to	2 080	783 578 101	to	8 130	791 771 431	to	1 490
770 790 451	to	0 480	776 657 371	to	7 490	783 578 143	to	8 160	792 004 293	to	4 320
770 915 150	to	5 490	776 817 421	to	7 450	783 663 991	to	4 050	792 018 379	to	8 420
771 455 551	to	5 610	776 951 225	to	1 250	783 739 838	to	0 280	792 070 621	to	0 740
771 609 661	to	9 690	777 141 601	to	2 140	784 142 598	to	2 610	792 391 381	to	1 620
771 932 551	to	2 580	777 297 421	to	7 510	784 380 061	to	0 090	792 452 779	to	2 790
772 057 224	to	7 440	777 621 721	to	1 750	784 507 591	to	7 740	792 772 728	to	2 770
772 162 660	to	3 070	777 810 309	to	0 330	784 507 759	to	7 860	792 903 511	to	3 990
772 718 615	to	8 640	778 049 651	to	9 670	784 913 509	to	3 531	794 041 831	to	2 040
772 940 140	to	0 160	778 106 225	to	6 310	785 429 491	to	9 520	796 373 406	to	3 430
772 970 886	to	0 940	778 218 730	to	8 780	785 989 351	to	9 440	796 708 441	to	8 500
773 009 419	to	9 430	778 251 871	to	1 930	786 036 450	to	6 480	796 886 281	to	6 430
773 112 031	to	2 060	778 286 911	to	6 940	786 111 854	to	1 930	796 901 701	to	2 000
773 125 387	to	5 410	778 328 699	to	8 730	786 510 527	to	0 540			
773 179 320	to	9 410	778 567 471	to	7 860	786 510 571	to	0 600			

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— *Group2—Internal and External Investigations,
Postal Inspection Service, 3-4-04*

Toll-Free Number Available to Verify Canadian Money Orders

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

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

— *Group2—Internal and External Investigations,
Postal Inspection Service, 3-4-04*

Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO table below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09003	Activate	1 March 2004	A1-B-B1-C-D-P-U-V
APO AE 09310	Activate	1 March 2004	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09316	Activate	1 March 2004	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09368	Close	Immediately	

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

APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09081	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U
09012	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09094	A1-B-B1-C-D	09172	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09028	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09031	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1
09036	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09185	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09046	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09053	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09054	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09226	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09237	A1-B-B1-C-D-U-V		
09063	A1-B-B1-C-D-L-U	09137	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09080	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09315	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09575	A1-B-V
09316	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09576	A1-B-V
09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09577	A1-B-V
09320	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V- Z1	09578	A1-B-V
09321	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1- N-R-V-Z1	09409	A1-B-B1-C-C1-U-V	09579	A1-B-V
09322	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09581	A1-B-V
09323	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09421	A1-B-B1-C-C1-U	09582	A1-B-V
09324	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09586	A1-B-V
09325	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09587	A1-B-V
09327	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09588	A1-B-V
09328	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09589	A1-B-B1-V
09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09590	A1-B-V
09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09591	A1-B-V
09332	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09593	A1-B-V
09333	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09594	A1-B-V
09334	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09377	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09595	A1-B-V
09335	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09470	A1-B-B1-C-C1-U	09596	A1-B-V
09336	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09599	A1-B-V
09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V	09601	A1-B-B1-C-F-F1-U
09338	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09383	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U	09602	A1-B-B1-C-F-F1-N-U
09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09603	A1-B-B1-C-F-F1-U
09340	A-A1-B-B1-C1-F-R-V	09385	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09501	A1-B-V	09604	A1-B-B1-C-F-F1-U
09342	A-A1-B-B1-C1-E2-F- H1-M-I-R-R1-V-Z-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09502	A1-B-V	09609	A1-B-B1-C-F-U
09344	A-A1-B-B1-C1-E2-F- H1-M-I-R-R1-V-Z-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09503	A1-B-V	09610	A1-B-B1-C-F-U
09346	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09504	A1-B-V	09612	A1-B-B1-C-F-U
09347	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09505	A1-B-V	09613	A1-B-B1-C-F-U-V
09348	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09390	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09506	A1-B-V	09617	A1-B-B1-C-F-U
09349	A-A1-B-B1-C-C1-D- E2-F-F1-H-I-M-N-R- R1-V-Z-Z1	09391	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09507	A1-B-V	09618	A1-B-B1-C-F-U
09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09508	A1-B-V	09619	A1-B-B1-C-F-U
09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1			09509	A1-B-V	09620	A1-B-B1-C-F-U
				09510	A1-B-V	09621	A1-B-B1-C-F-U
				09511	A1-B-V	09622	A1-B-B1-C-F-U
				09512	A1-B-V	09623	A1-B-B1-C-F-U
				09517	A1-B-V	09624	A1-B-B1-C-F-U
				09521	A1-B-V	09625	A1-B-B1-C-F-U
				09524	A1-B-V	09626	A1-B-B1-C-F-U
				09532	A1-B-V	09627	A1-B-B1-C-F-U
				09534	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
				09542	A1-B-V	09630	A1-B-B1-C-F-U-V
				09543	A1-B-V	09631	A1-B-B1-C-F-U
				09545	A1-B-V	09636	A1-B-B1-C-F-U
				09549	A1-B-V	09642	A1-B-B1-N-U
				09550	A1-B-V	09643	A1-B-B1-U
				09554	A1-B-B1-V	09644	A1-B-B1-U
				09556	A1-B-V	09645	A1-B-U
				09557	A1-B-V	09647	A1-B-B1-N-U
				09564	A1-B-V	09648	A1-B-B1-N-U-V-Z1
				09565	A1-B-V	09649	A1-B-B1-U
				09566	A1-B-V	09701	A1-B-B1-C-V-Z1
				09567	A1-B-V	09702	A1-B-B1-C-V-Z1
				09568	A1-B-V	09703	A1-B-B1-C-F1
				09569	A1-B-V	09704	A1-B-B1-C-D-V
				09570	A1-B-V	09705	A1-B-B1-U
				09573	A1-B-V	09706	A1-B-B1-C-U-V
				09574	A1-B-V	09707	A1-B-B1-C-N-U-V
						09708	A1-B-B1
						09709	A1-B-B1-F1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09822	A-A1-B-F-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96284	A-A1-B-B1-U-V
09711	A1-B-B1-F1-Z1	09823	A-A1-B-F-V-Z1			96297	A-A1-B-B1-U
09713	A1-B-B1-C-F1	09824	A-A1-B-F-V-Z1	34038	A1-B-B1-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09827	A-A1-B-F-Z1	34039	A1-B-N-V-Z1		
		09828	A1-B-N-V-Z1	34040	A1-B-V-Z1	96309	A1-B-B1-M-V-W
09715	A1-B-B1-F1	09830	A1-B-B1-C-N-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96310	A1-B-B1-M-W
09716	A1-B-B1-C-D-N-U-V	09831	A1-B-B1-F-N-U-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96311	A1-B-B1-M-W
09717	A1-B-B1-M-W	09832	A-B-B1-U1-V-Z1			96313	A1-B-B1-F-F1-F2-M-W
09718	A1-B-B1-F-I-N-U-V	09833	A1-B-B1-U1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1		
09719	A1-B-B1-C-F1-V	09834	A1-B-B1-V-Z1			96319	A1-B-B1-M-W
09720	A1-B-B1-U-V	09835	A-A1-B-B1-V-Z1	34050	A1-B-V	96321	A1-B-B1-F-F1-F2-M-W
09721	A1-B-B1-N-U-V-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34053	A1-B-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09722	A1-B-B1-C-D-N-U-V			34055	A1-B-N-V-Z1		
09723	A1-B-B1-N-U-V-Z1	09837	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96323	A1-B-B1-M-V-W
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09838	A1-B-B1-V-Z1	34071	A1-B-I-M-N-V-Z	96326	A1-B-B1-M-W
		09839	A-A1-B-B1-U-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96328	A1-B-B1-M-W
09725	A1-B-B1-C	09841	A-A1-B-B1-U-Z1	34078	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W
09726	A1-B-B1-N-U	09842	A-A1-B-B1-Z1	34079	A1-B-B1-F1-N-V-Z1	96336	A1-B-B1-M-V-W
09727	A1-B-B1-C-V-Z1	09844	A-A1-B-B1-U-V-Z1	34090	A1-B-V	96337	A1-B-B1-M-W
09728	A1-B-B1-C	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34091	A1-B-V	96338	A1-B-B1-M-W
09729	A1-B-B1-N-U-V			34092	A1-B-V	96339	A1-B-B1-M-V-W
09730	A1-B-B1-C-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V	96343	A1-B-B1-M-W
09731	A1-B-B1-C-V-Z1			34095	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W
09732	A1-B-B1-N-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V		
09733	A1-B-B1-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34099	A1-B-V	96348	A1-B-B1-F-F1-F2-M-W
09735	A1-B-B1-N-V-Z1			96201	A-A1-B		
09777	A-A1-B-B1-C-E1-N	09865	A-A1-B-B1-V-Z1	96202	A-A1-B1-U-V	96349	A1-B-B1-F-F1-F2-M-W
09788	A-A1-B-B1-F-R-V	09868	A-A1-B-B1-U-V-Z1	96203	A-A1-B		
09779	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	96204	A-A1-B-B1	96350	A1-B-B1-F-F1-F2-M-W
09780	A-A1-B-B1-F-R-V			96205	A-A1-B-B1-U		
09789	A-A1-B-B1-F-R-V			96206	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W
09790	A-A1-B-B1-C1-F-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96207	A-A1-B-B1-V		
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96208	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W
				96212	A-A1-B-B1-U		
09793	A-A1-B-B1-F-R-V	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96213	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
09797	A1-B-B1-C-D-P-V			96214	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96215	A-A1-B-B1-U-V	96368	A1-B-B1-M-W
				96217	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96218	A-A1-B-B1-U	96372	A1-B-B1-M-W
				96219	A-A1-B-B1-U-V	96373	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34002	A1-B-B1-N-U-Z1	96220	A-A1-B-B1-U-V	96374	A1-B-B1-M-W
		34004	A1-B-B1-D-F-M-N-V-Z1	96221	A-A1-B-B1-U-V	96375	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U	96376	A1-B-B1-M-W
		34021	A1-B-M-N-V-Z1	96251	A-A1-B-B1-U	96377	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96257	A-A1-B-B1-U	96378	A1-B-B1-M-W
				96258	A-A1-B-B1-U	96379	A1-B-B1-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96384	A1-B-B1-M-W
		34024	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U	96386	A1-B-B1-M-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96266	A-A1-B-B1-U	96387	A1-B-B1-M-W
		34030	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V	96388	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34031	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
		34032	A1-B-M-N-V-Z1	96271	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34033	A1-B-C-F-M-N-V-Z1	96275	A-A1-B-B1-V		
		34034	A1-B-B1-M-N-V-Z1	96276	A-A1-B-B1	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34035	A1-B-B1-H-M-N-V-Z1	96278	A-A1-B-B1-U		
		34036	A1-B-M-N-V-Z1	96283	A-A1-B-B1-U		
09819	A-A1-B-F-P-V-Z1						
09821	A-A1-B-F-V-Z1						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96490	A1-B-B1-V	96548	A-A1-B-B1-H-M-U	96613	A-A1-B-B1-C1-E2-F-	96663	A1-B-V
96507	A-A1-B-F-V	96549	A-A1-B-B1-H-M-U		H1-I-M-R-R1-U2-V-Z-	96664	A1-B-V
96511	A1-B-B1-I-N-V	96551	A-A1-B-B1-H-M-U		Z1	96665	A1-B-V
96515	A1-B-B1-F	96553	A-A1-B-B1-H-M-N-U-	96614	A-A1-B-B1-C1-E2-F-	96666	A1-B-V
96517	A1-B-B1-F-U3-V		V		H1-I-M-R-R1-U2-V-Z-	96667	A1-B-V
96518	A1-B-B1-V	96554	A-A1-B-B1-H-M-U		Z1	96668	A1-B-V
96520	A1-B-F-U3-V	96555	A1-B-B1-F-M-V	96615	A1-B-V	96669	A1-B-V
96521	A1-B-F-N	96557	A1-B-B1-F-M-V	96617	A1-B-V	96670	A1-B-V
96522	A1-B-F-N-U	96595	A1-B-B1-V	96619	A1-B-V	96671	A1-B-V
96530	A-A1-B-B1-H-M-N-U-	96598	A1-B-B1-V	96620	A1-B-V	96672	A1-B-V
	V	96599	A1-B-B1-V	96621	A1-B-V	96673	A1-B-V
96531	A1-B-B1-H-M-U-V	96601	A1-B-V	96622	A1-B-V	96674	A1-B-V
96534	A-A1-B-F	96602	A1-B-V	96623	A1-B-V	96675	A1-B-V
96535	A-A1-B-B1-F-V	96603	A1-B-V	96624	A1-B-V	96677	A1-B-V
96536	A1-B-B1-V	96604	A1-B-V	96628	A1-B-V	96678	A1-B-V
96537	A1-B-B1-V	96605	A1-B-O-V	96629	A1-B-V	96679	A1-B-V
96538	A1-B-B1-V	96606	A1-B-V	96634	A1-B-V	96681	A1-B-V
96540	A1-B-B1-V	96607	A1-B-V	96635	A1-B-V	96682	A1-B-V
96541	A1-B-B1-V	96608	A1-B-V	96643	A1-B-V	96683	A1-B-V
96542	A1-B-B1-V	96609	A1-B-V	96657	A1-B-V	96684	A1-B-V
96543	A1-B-B1-P-V	96610	A1-B-V	96660	A1-B-V	96686	A1-B-V
96544	A1-B-F-U3-V	96611	A1-B-V	96661	A1-B-V	96687	A1-B-V
96546	A1-B-F-U3	96612	A1-B-V	96662	A1-B-V	96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

B. PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

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

Length	
42"	72" length and girth combined
over 42" to 44"	24" girth
over 44" to 46"	20" girth
over 46" to 48"	16" girth
Maximum length	48"

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM C021, are prohibited.

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

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class Mail letters only when addressed to Box R.

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

V. Express Mail Military Service (EMMS) not available from any origin.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

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



WALK RIGHT

**Make
Safety
Happen.**



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

SAFETY DEPENDS ON ME.

We revised this poster, which we originally published in the *Postal Bulletin*, to align with our current policy requirements. The poster now includes the following: "Do not finger paper or mail while walking on ice."

Want to know who signed for it?

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 City: _____ State: _____ ZIP Code: _____
 Payment: Visa Mastercard Amex Money Order
 Card number: _____ Expiration date: _____
 Purchaser: _____ Signature: _____
 Telephone: _____ Fax: _____ E-mail: _____
 Quantity (minimum 5 watches per model): SVX: _____ SKX: _____

FAX YOUR ORDER TO 973-624-6664 * PLEASE ALLOW 3-4 WEEKS FOR DELIVERY

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

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

(Continued)

And in many locations nationwide, eBay members can access Carrier Pickup from the eBay web site to request next-day pickup of their Priority Mail and Express Mail packages at no additional charge, thereby saving a trip to the Post Office.

Postage refunds for Express Mail service failures are given at Post Office facilities. All other postage refunds or questions must be handled through the PayPal web site. If a piece proves to be short-paid — whether the piece is using a label with the exact-postage method or a label that does not show the postage value — the normal short-paid procedures for articles bearing online labels will apply.

eBay has chosen Pitney Bowes to be its designated shipping label provider. Here are illustrations of the eBay shipping labels. [*Pass around the sample labels — see page 61 in this Postal Bulletin (22123).*] And remember, since these labels carry a PC Postage indicia, the sender is "known" to the Postal Service, so acceptance restrictions do not apply. Mailers can give these packages to the letter carrier, have them collected via Carrier Pickup, place them in a collection box, or drop them off at a Post Office facility.

We're off to a great start with the eBay partnership. After only a few days of operation, volume and revenue are way ahead of original forecasts and growing exponentially. Now it's up to us to make sure we scan every parcel every time, and deliver them for our customers — *this is really important to the user experience.*

We have a Fact Sheet and Frequently Asked Questions for the retail clerks and acceptance personnel. Let me know if anyone else wants a copy. Copies of the sample eBay labels will be posted on the bulletin board.

Frequently Asked Questions (FAQs) About "Online Postage" and Integration of U.S. Postal Service Shipping Solutions on eBay

I Heard That eBay Has a "Post Office." What's the Story?

Since February 13, 2004, eBay members can "go to the Post Office" without having to leave the most popular site on the Internet, much less their homes or offices. eBay's "Online Postage" shipping solution is fully integrated into the eBay web site, "The World's Online Marketplace™."

What Does This Mean for eBay Members?

Millions of eBay members will be able to calculate and pay postage from their Pay Pal accounts, and print shipping labels while they do business on eBay. Sellers will be able to arrange for prospective buyers to calculate their shipping costs based on the delivery ZIP Code™ directly from the "View Item" page. And in many locations across the country, sellers can access Carrier Pickup from the eBay web site to request next-day pickup of their Priority Mail® and Express Mail® parcels for free, saving themselves a trip to the Post Office™.

Starting in mid-March 2004, eBay members will also be able to print shipping labels for First-Class Mail® parcels, Media Mail items, and Parcel Post® items, thereby expanding their postal shipping options.

How Did It Come About?

In October 2003, the Postal Service™ and eBay launched a partnership to make it easier for the eBay community to use postal products and services. The partnership started by launching a Postal Service shipping center on eBay, and then added Express Mail rates to eBay's shipping calculator.

How Does It Work?

Here's how "Online Postage" works:

- The seller posts an item for sale on eBay. From the "View Item" page, prospective buyers can learn about the product and calculate shipping costs by entering their ZIP Code.
- When the item sells, the seller collects a shipping fee from the buyer. The seller selects the appropriate shipping method, prints the appropriate shipping label, and pays the appropriate postage from his or her PayPal account.

In many locations around the country, sellers also can access Carrier Pickup from the eBay web site to request next-day pickup of their Priority Mail and Express Mail parcels for free, saving themselves a trip to the Post Office.

Can Anyone Use the Service?

Anyone who has a PayPal account can take advantage of this service.

Does My Post Office Receive Credit for the Revenue?

Online Postage on eBay uses a PC Postage indicia, and like all PC Postage indicia shipments, the revenue is reallocated to the originating ZIP Code.

What Do the Labels Look Like?

Illustrations of the four types of labels are shown on page 61 in this *Postal Bulletin* (22123). They are produced by Pitney Bowes, eBay's designated shipping label provider. They show either a "P" for Priority Mail or "E" for Express Mail, and they may show the exact postage paid or may simply state "US Postage Paid" along with the appropriate weight, zone, and any surcharge or special service for the shipment. The option not to display the postage value on the label is a feature that is very important to customers. Either way, the postage has been collected from the shipper.

Is This "PC Postage"?

Yes, packages shipped through "Online Postage" on the eBay web site use postage paid by a PC Postage indicia.

Are the eBay-Generated Parcels Subject to Acceptance Restrictions?

Since eBay-generated parcels use a PC Postage indicia, the sender is "known" to the Postal Service, so acceptance restrictions do not apply. Mailers can give these packages to the letter carrier, have them collected via Carrier Pickup, place them in a collection box, or drop them off at a Post Office facility. Like all shipments bearing a PC Postage indicia, the revenue is reallocated to the originating ZIP Code.

Some of the Labels Don't Show the Postage Paid. How Do We Know Postage Has Been Paid?

If the label shows the weight, zone, and any surcharge or special service in the postage indicia, and says "US Postage Paid," the correct postage has already been paid by the shipper. If the mailpiece does not match the description on the label, the package should be handled as postage due.

What About Postage Refunds?

Only refunds for Express Mail service failures are given at Post Office facilities. All other postage refunds or questions must be handled through the PayPal web site.

What About Items That Are Short-Paid?

Normal procedures concerning articles bearing online labels with short-paid postage apply.

What's the Big Deal?

Millions of people shop on eBay, the most popular shopping destination on the Internet, with more than 1 billion items for sale last year. That's a lot of items that need to be shipped. And the U.S. Postal Service® can deliver these items at a great value and great service to the eBay community

What Does This Mean for the Postal Service?

The Postal Service is a preferred shipper for eBay members, handling more than 75 percent of all items shipped within the U.S. market. This complete integration of services will provide the Postal Service with total access to the Internet's busiest web site and will give every eBay customer the opportunity to pick the Postal Service to fulfill the purchase with quality and value.

"The eBay partnership is yet another example of our commitment to improving access, convenience, and value for our customers, already the benchmark for the shipping industry," says Postal Service Chief Marketing Officer Anita Bizzotto. "No one else comes close to matching the Postal Service's presence across the nation. We're everywhere our customers live, work, and shop."

What Does This Mean for eBay?

Quality, access, and convenience. "Fast, affordable, and reliable shipping services are essential to eBay buyers and sellers alike," said Meg Whitman, President and CEO of eBay. "We are very excited about this relationship because the Postal Service is committed to working with us to deliver more value to the eBay community."

Where Can I Get More Information About eBay Online Postage?

For more information, visit <http://pages.ebay.com/services/buyandsell/shippingcenter9.html>.

— *Implementation and Outreach, Pricing and Classification, 3-4-04*



Priority Mail® sample with postage shown.



Priority Mail® sample with postage *not* shown.



Express Mail® sample with postage shown.



Express Mail® sample with postage *not* shown.

NOW YOU SEE THEM. NOW YOU DON'T.



Children are like that. One minute they're playing in the yard.
The next minute they're chasing a ball into the street.
Or playing hide-and-seek around your vehicle.
Or trying to hitch a ride on your bumper.
Don't count on children or pedestrians to be
watching for you.
Be on the lookout for them.

LOOK. LISTEN. LOOK AGAIN. DRIVE DEFENSIVELY.

**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE

Finance

NOTICE

Household Diary Study

The Postal Service's™ Household Diary Study (HDS), conducted since 1987, provides information about the contents of the mail sent and received by U.S. households. The Postal Service uses this information to help understand why and how customers use the mail. The results are used to:

- Forecast mail volume.
- Plan marketing strategies.
- Provide information for rate-setting purposes.

The HDS is administered at Headquarters by the Office of Demand Forecasting and Economic Analysis, Finance. NuStats, the HDS survey research firm contractor since July 1999, conducts the interviews and collects and analyzes the HDS data throughout the year.

HDS is a two-stage survey. Stage 1 is the *Household Interview*. NuStats sends an advance letter, signed by the postmaster general, to a representative sample of U.S. households. This letter emphasizes the importance of the HDS and asks for participation. These sample households are contacted either by telephone or in person and asked about the mail they send and receive, their adoption and use of various communications' technologies, their attitudes about mail service in general, and information relating to their household and personal demographics. Those respondent households are recruited to participate in HDS Stage 2.

Stage 2 is the *Mail Diary*. NuStats asks households that agree to participate in Stage 2 to record information about the mail they send and receive for a 7-day period from Monday to Sunday. Information recorded includes: number of mailpieces received and sent, industry mail source, mail characteristics, and attitudes regarding mail received. As an incentive for HDS Stage 2 participation, households are offered the options of receiving: \$30, \$30 to donate to the Lance Armstrong Foundation, or a roll of 100 First-Class Mail® stamps.

Data gathered in both HDS stages is available in a final report, "The Household Diary Study — Mail Use and Attitudes." The report is published in hard copy and as a free electronic file. Order forms for the latest HDS report may be obtained via the Postal Service Internet at www.usps.com/householddiary.

For additional information, contact either of the following individuals:

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— Office of Demand Forecasting and Economic Analysis,
Finance, 3-4-04

HANDBOOK F-1 REVISION

Claim for Loss

Effective March 1, 2004, Handbook F-1, *Post Office Accounting Procedures*, is revised to modify the procedures for claiming a loss of either stamp stock or cash.

Installation heads who request relief from financial liability must use the January 2004 edition of PS Form 2130, *Claim for Loss* (see page 67 of this *Postal Bulletin*). The installation head completes section I, Request for Claim for Loss, to identify the cause of loss and submits PS Form 2130 with supporting documentation to the district Finance manager for approval.

Upon approval (or disapproval), the district Finance manager returns PS Form 2130 and supporting documentation to the originating Post Office™. The Post Office completes section III, Post Office 1412 Entry, and includes the appropriate reason code from the revised reason code list in section 847.13.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *More References*; then *HBKs*.

Handbook F-1, *Post Office Accounting Procedures*

* * * * *

8 Accounting Service Center Activities

* * * * *

84 Claims for Accountable Financial Loss

[Delete the first sentence.]

* * * * *

[Revise title and text of 844 to read as follows:]

844 Identifying the Type of Loss

Once the type of loss is identified, an authorized Postal Service official enters the accounting information on PS Form 1412 as follows:

If the type of loss is...	Then an authorized Postal Service official...	And makes the accounting entry on PS Form 1412...
Stamp Stock <ul style="list-style-type: none"> ■ Burglary, robbery, theft. ■ Natural disasters such as fire, flood, etc. ■ Stamps by Mail loss. ■ In-transit loss. 	Audits the stamp stock inventory.	Posts the amount of loss in AIC 767, Employee Stamp Stock Shortage.
Cash Loss <ul style="list-style-type: none"> ■ Burglary, robbery, theft. ■ Natural disasters, such as fire, flood, etc. 	Audits the daily financial transactions (money order sales and other services). Calculates the amount of loss, or uses the bank deposit slip as support for the amount of loss, or audits all accountable cash and stamp stock credits to calculate the amount of loss.	Posts the amount of loss in AIC 764, Employee Cash Shortage.

[Revise the title and text of 845 to read as follows:]

845 Initiating a Claim for Loss

The installation head initiates a claim for loss using PS Form 2130, *Claim for Loss*, as follows:

- 1> Use the January 2004 edition of PS Form 2130 (see Exhibit 845).
- 2> Complete section I, Request for Claim for Loss, to identify the cause of loss.
- 3> Submit PS Form 2130 with supporting documentation to the district Finance manager for adjudication.

* * * * *

[Revise the title and text of 847 to read as follows:]

847 Adjudicating a Claim for Loss

The adjudicating authority either allows or disallows the claim; completes PS Form 2130, section II, Adjudicator; and returns the form with the supporting documentation to the originating office.

847.1 Allowing Claims

847.11 Adjudicating Authority

The adjudicating officer or district Finance manager allows claims as follows:

- 1> Complete PS Form 2130, section II, Adjudicator, including the type of loss, amount of allowance, number of items, date adjudicated, signature, and office and mailing address.
- 2> Return PS Form 2130 with the supporting documentation to the originating Post Office for unit 1412 reporting.

847.12 Originating Office

If the claim is allowed, the originating Post Office completes the claim for loss process as follows:

- 1> Complete section III, Post Office 1412 Entry, and include the reason code (see section 847.3, Reason Codes).
- 2> On PS Form 1412, enter the amount approved in the appropriate AIC to clear the original suspense entry issued and post the offset to AIC 647, Financial Differences Shortage.
- 3> Retain the approved PS Form 2130 and supporting documentation at the originating Post Office.
- 4> Upon approval, make the appropriate accounting entries on PS Form 1412 as follows:

If the type of loss is...	And the original claim for loss was posted...	Then for the approved amount...
Stamp Stock <ul style="list-style-type: none"> ■ Burglary, robbery, theft. ■ Natural disasters, such as fire, flood, etc. ■ Stamps by Mail loss. ■ In-transit loss. 	To AIC 767, Employee Stamp Stock Shortage.	<ul style="list-style-type: none"> ■ Enter the approved amount in AIC 367, Employee Stamp Stock Shortage Cleared. ■ Offset the amount to AIC 647, Financial Differences — Shortage. ■ Use the corresponding reason code on the receipt.
Cash Loss <ul style="list-style-type: none"> ■ Burglary, robbery, theft. ■ Natural disasters, such as fire, flood, etc. 	To AIC 764, Employee Cash Shortage.	<ul style="list-style-type: none"> ■ Enter the approved amount into AIC 364, Employee Cash Shortage Cleared. ■ Offset to AIC 647, Financial Differences — Shortage. ■ Use the corresponding reason code on the receipt.

Note: Locally perform the reconciliation of claim for loss amounts.

847.13 Reason Codes Used in Claim for Loss Process

The following are the reason codes authorized for claim for loss:

Code	Reason/Explanation
01	Bank Discrepancy
02	1412 Discrepancy
03	Credit/Debit Card
04	Money Order
05	Stock Difference
06	Stamps by Mail
07	Burglary/Robbery
08	Fire/Flood
09	Grievance Unresolved
10	Grievance Settlement
11	Cash Transfer
12	Employee Credit Shortage
13	Other: (explanation)

847.2 Disallowing Claims

847.21 Adjudicating Authority

The adjudicating officer or district Finance manager disallows claims as follows:

- 1> Complete PS Form 2130, section II, Adjudicator, and include the type of loss, amount of disallowance, number of items, date adjudicated, signature, and office and mailing address.
- 2> Include a brief explanation on PS Form 2130 to validate the disallowance.
- 3> Return the adjudicated PS Form 2130 and supporting documentation to the originating Post Office.

847.22 Originating Office

- > When a claim is disallowed, in whole or in part, the installation head of the originating office takes action to clear the suspense items by collecting from the responsible individual.

[Revise the title and text of 848 to read as follows:]

848 Recovered Items

Items that are recovered after submission and approval of the claim for loss, make the appropriate accounting entries on PS Form 1412 as follows:

If the type of loss is...	And the original claim for loss was posted...	Then for the recovered amount...
<p>Stamp Stock</p> <ul style="list-style-type: none"> ■ Burglary, robbery, theft. ■ Natural disasters such as fire, flood, etc. ■ Stamps by Mail loss. ■ In-transit loss. 	<p>To AIC 647, Financial Differences — Shortage.</p>	<ul style="list-style-type: none"> ■ Enter the recovered amount of stamp stock into the unit's inventory using AIC 841, Stamps Received. ■ Inform the Accounting Service Center of the recovered stamp stock by calling the Accounting Help Desk at 866-9-SHARED (866-974-2733). ■ The ASC reverses the original expense debited to the unit's finance number expense account. <p><i>Notes:</i></p> <ul style="list-style-type: none"> ■ If stamp stock is recovered in sealed packages or original cartons, it may be used as salable items. ■ If the stamp stock is not recovered in sealed packages or boxes, handle it as stock to be destroyed.
<p>Cash Loss</p> <ul style="list-style-type: none"> ■ Burglary, robbery, theft. ■ Natural disasters such as fire, flood, etc. 	<p>To AIC 647, Financial Differences — Shortage.</p>	<ul style="list-style-type: none"> ■ Enter the recovered amount of cash loss into AIC 247, Financial Differences — Overage. ■ Offset the amount to AIC 752, Cash Remitted, as a banking deposit.

[Delete 849.]

[Replace Exhibit 845 with the January 2004 edition of PS Form 2130.]

[Delete Exhibit 848.11.]

* * * * *

— Revenue and Field Accounting,
Finance, 3-4-04



Claim for Loss

Section I — Request for Claim for Loss

Post Office Name		Telephone (including area code)	
State	ZIP + 4 Code	Finance Number	Unit ID
Date of Loss	Amount	Installation Head Signature	
Cause of Loss (Burglary, fire, etc.)			

Section II — Adjudicator

Your Claim of Loss has been reviewed and based on the evidence submitted, the following decision has been made:

Type of Loss	Allowed	Disallowed	No. of Items
Date Adjudicated	Adjudicator's Signature		

Office and Mailing Address

Section III — Post Office 1412 Entry (after approval from District Finance)

1412 Entry	AIC 647, Financial Differences Shortage	Reason Code
Amount		Date of Entry (MMDD/YYYY)
Installation Head Signature		

Information Technology

Multifunctional Peripherals and Other Document Output Devices — Acquisition and Support

New Contract — Strategic Multifunction Peripheral Devices

In a collaborative effort between Information Technology and Supply Management, the Postal Service™ awarded two new strategic contracts for Multifunctional Peripheral (MFP) devices on November 10, 2003. Information Technology's goal in awarding these contracts is to standardize and consolidate devices and to drive down the cost of our current document output environment. We will accomplish this goal using an as-needed replacement strategy, as described below.

MFPs are single devices that can print, fax, scan, and copy documents. If a printer or copier becomes inoperable or too expensive to maintain, MFPs are a viable, cost-effective replacement. Each office should develop a long-term office profile, so that as existing devices become obsolete, they may be replaced easily with MFPs.

The **Hewlett Packard** (HP) MFP contract provides stand-alone MFPs, devices that are not attached to the network directly. A stand-alone MFP device, however, *can* be connected to a workstation that is attached to the network. Stand-alone MFPs are expense items that may be funded and purchased locally.

The **Lexmark** MFP contract provides workgroup MFP devices, which are directly attached to the network. Lexmark devices must be purchased with capital money, and the decision to deploy such equipment should be made based on sound economic analysis. The Capital Review Team (CRT) must approve any decision to purchase Lexmark workgroup MFPs, and all capital approval processes must be followed. Documents providing guidance on the capital approval process are available on the Finance Web site at <http://blue.usps.gov/finance/capital/capital.htm>.

Acquisition of Document Output Devices

The table below describes the funding, contracts, and support for the various authorized document output devices.

MFP devices can be used to replace existing equipment as it becomes obsolete or as leasing agreements expire and to purchase new equipment for “new” organizations.

Document Output Device	Network Connectivity?	Who Funds?	Contract	IT Corporate Help Desk Support?
MFP Device — workgroup	Yes	Local	Lexmark MFP	Yes
MFP Device — stand-alone	No	Local	HP MFP	Yes
Copiers — workgroup	Yes	Local	Lexmark MFP	Yes
Copiers — stand-alone	No	Local	Ricoh Copiers	No
Printers — workgroup	Yes	ACE	Adept II	Yes
Printers — stand-alone	No	Local	Adept II	Yes

Support of Existing (Legacy) Equipment

Information Technology will support existing equipment as follows:

- Legacy printers or MFP devices originally purchased via the ADEPT contract continue to be ACE compliant, and the IT Corporate Help Desk will still support them.
- Ricoh copiers not currently connected to the network cannot be connected, and the IT Corporate Help Desk will not support them.
- Legacy Ricoh copiers previously attached to the network that are being used as network printers can continue to function as network copiers or printers so long as they work within the ACE environment. However, if changes to the environment cause them to stop functioning, IT will not be responsible for engineering changes to support the device. If you need to replace this equipment, you must use the Lexmark MFP contract.

— Technology Support,
Information Technology, 3-4-04

International Mail

IMM REVISION

Compliance Date for New Customs Forms Rescheduled to April 4, 2004

In *Postal Bulletin* 22116 (11-27-03, page 15), the article "IMM Revision: New International Mail Customs Declaration Forms" noted that, starting on March 1, 2004, mailers must use the January 2004 editions of the following three customs forms:

- PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration* (green label).
- PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*.
- PS Form 2976-E, *Customs Declaration Envelope — CP 91*.

However, we have rescheduled the mandatory compliance date for the January 2004 editions of these forms to **April 4, 2004**.

Accordingly, we will remove from the *International Mail Manual* the reference to the previously stated compliance date.

We will incorporate this revision into the printed version of IMM 30 and also into the online version of the IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

1	International Mail Services	*	*	*	*	*
120	Preparation for Mailing	*	*	*	*	*
123	Customs Forms					
123.1	General	*	*	*	*	*

[In the Note for 123.1, remove the second sentence (which refers to the previously stated mandatory compliance date of March 1, 2004) so that the Note in its entirety reads as follows:]

Note: The current edition of all three forms is January 2004. Except as provided in 123.3, mailers must present at the time of mailing a fully completed Sender's Declaration (the Post Office copy of PS Form 2976), which specifies both the sender's name and address and the addressee's name and address.

* * * * *

— *Mailing Standards,
Pricing and Classification, 3-4-04*

HANDBOOK T-5

Reformatting of International Mail Labeling Lists

Effective March 4, 2004, we are reformatting (not revising) International Mail Labeling Lists I101 and I102 (for International Express Mail® and airmail) in Handbook T-5, *International Mail Operations*, so that the information previously contained in the "Note" section of each list is contained within the table itself. *Note that there is no change to the information in the lists, but only to the presentation of the lists.*

We will incorporate these revisions into the online version of Handbook T-5, which is available on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

Handbook T-5, *International Mail Operations*

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Appendix 1, International Mail Labeling Lists

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International Mail Labeling List I101: Originating Office to International Facility — International Express Mail and Airmail (Except Canada)

From: Originating Offices to International Facility

To: All Countries Except Canada

International Mail Classes:

- Global Express Mail
- Airmail Letter-post
- Airmail Parcels
- Airmail M-Bags
- International Priority Airmail (IPA)

Domestic Equivalent: Express, Priority, First-Class Mail

[Reformat the list by replacing the current table and "Note" with the following table — there is no change to the information, but only to the presentation.]

International Mail Classes Listed Above <i>Do not commingle classes</i>	From Origin ZIP Codes	Destination Country	Label To	NASS Code
All	005, 010–297, 400–427, 470, 471, 476, 477	All	ISC NEW YORK NY 003	JFK
All	006–009, 298–399, 723	All	ISC MIAMI FL 33112	33ISC
All	430–469, 472–475, 478–589, 600–699, 739	All	ISC JTW IL 60688	60ISC
All EXCEPT <i>Airmail Parcels</i>	700–722, 724–738, 740–799, 885	All EXCEPT MEXICO	ISC JTW IL 60688	60ISC
<i>Airmail Parcels Only</i>	700–722, 724–738, 740–799, 885	All EXCEPT MEXICO	FOREIGN CENTER NJ 099	EWR
All	700–722, 724–738, 740–799, 885	MEXICO ONLY	ISC LOS ANGELES CA 900	90ISC
All	850–884, 889–891, 900–935	All	ISC LOS ANGELES CA 900	90ISC
All	590–599, 800–838, 840–847, 893–898, 936–961, 970–999	All	ISC SAN FRANCISCO CA 94013	94ISC
All	967–969	All	P&DC HONOLULU HI 967	HNL

International Mail Labeling List I102: Originating Office to International Facility — International Express Mail and Airmail (Canada)

From: Originating Offices to International Facility

To: Canada

International Mail Classes:

- Global Express Mail
- Airmail Letter-post
- Airmail Parcels
- Airmail M-Bags
- International Priority Airmail (IPA)

Domestic Equivalent: Express, Priority, First-Class Mail

[Reformat the list by replacing the current table and "Note" with the following table — there is no change to the information, but only to the presentation.]

International Mail Classes Listed Above <i>Do not commingle classes</i>	From Origin ZIP Codes	Label To	NASS Code
All	005–129, 150–297, 400–427, 470, 471, 476, 477	ISC NEW YORK NY 003	JFK
All	130–149	P&DC BUFFALO NY 140	14240
All	298–339, 341, 342, 344, 346, 347, 349–399, 723	ISC MIAMI FL 33112	33ISC
All	430–459, 480–497	AMC DETROIT MI 48242	DTW

International Mail Classes Listed Above <i>Do not commingle classes</i>	From Origin ZIP Codes	Label To	NASS Code
All	460-469, 472-475, 478, 479, 498-589, 600-699, 739, 800-816, 822-831, 840-847, 870-884, 893, 898	ISC JTW IL 60688	60ISC
All EXCEPT Airmail Parcels	700-722, 724-738, 740-799, 885	ISC JTW IL 60688	60ISC
Airmail Parcels Only	700-722, 724-738, 740-799, 885	FOREIGN CENTER NJ 099	EWR
All	590-599, 821, 832-838, 970-999	AMC SEATTLE WA 980	SEA
All	850-865, 889-891, 900-935	ISC LOS ANGELES CA 900	90ISC
All	820, 894-897, 936-961	ISC SAN FRANCISCO CA 94013	94ISC
All	967-969	P&DC HONOLULU HI 967	HNL

* * * * *

— International Network Operations,
Network Operations Management, 3-4-04

HANDBOOK T-5 REVISION

Dispatch Instructions for Global Priority Mail to Mexico

Effective February 13, 2004, Handbook T-5, *International Mail Operations*, was revised to reflect a change in the routing of Global Priority Mail® to Mexico. Consequently, all Post Offices™ must update their labeling procedures and dispatch such mail to AMC Los Angeles CA 900.

This change is required because of the closing of the Dallas International Service Center. See *Postal Bulletin* 22121 (2-5-04, page 25).

We have incorporated this revision into the online version of Handbook T-5, which is available on the Postal Service™ PolicyNet Web site; go to <http://blue.usps.gov>; click on *More References*, then *HBKs*.

Handbook T-5, International Mail Operations

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Appendix 1, International Mail Labeling Lists

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International Mail Labeling List I201: Network Origin Offices — Global Priority Mail

* * * * *

[Revise the entry for Mexico to read as follows:]

Country	Label to	From Origin ZIP Codes
* * * * *	* * * * *	* * * * *
Mexico (limited to Mexico City, Guadalajara Monterrey)	AMC LOS ANGELES CA 900	All Network Origin Zip Codes
* * * * *	* * * * *	* * * * *

* * * * *

— International Network Operations,
Network Operations Management, 3-4-04

REMINDER

International Business Reply Service

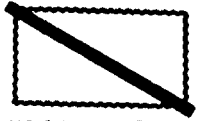
Postal Service™ facilities must forward International Business Reply Service (IBRS) items, with ordinary letters and cards, to the designated international service center (ISC) for return to the appropriate country. Facilities must *not* return IBRS items to the sender for payment of postage.

We have received reports from foreign postal administrations concerning our handling of international business reply items for their countries. In some instances, Postal Service facilities are returning foreign IBRS items to the sender for postage. As noted above, such action is incorrect.

The U.S. Postal Service® participates in IBRS with other countries. This service is similar to domestic reply mail service. IBRS is a reciprocal service that allows authorized customers to distribute envelopes and cards that can be returned to the foreign country without prepayment of postage. The Postal Service is obligated to return to other countries items destined to them without prepayment of postage. The Postal Service receives reimbursement for returning these items to the foreign country involved.

See the sample below of a foreign IBRS item.

— *Mailing Standards,
Pricing and Classification, 3-4-04*

<p>By airmail <i>Par avion</i></p>	<p>NE PAS AFFRANCHIR</p>  <p>NO STAMP REQUIRED</p>
<p>IBRS NUMBER: PHQ-B/15/SW CCRI NUMERO:</p>	
<p>REPONSE PAYEE GRANDE-BRETAGNE</p>	
<p>ROYAL MAIL INTERNATIONAL 52 GROSVENOR GARDENS LONDON SW1W 0YA GREAT BRITAIN</p>	

Philately

STAMP ANNOUNCEMENT 04-05

United States Air Force Academy Commemorative Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent *United States Air Force Academy* commemorative stamp (Item 455600) in a pressure-sensitive adhesive (PSA) pane of 20 on April 1, 2004, in Colorado Springs, Colorado. The stamp, designed by Phil Jordan of Falls Church, Virginia, goes on sale nationwide April 2, 2004.

This stamp will mark the 50th anniversary of the establishment of the United States Air Force Academy, whose mission is “to inspire and develop outstanding young men and women to become Air Force officers with knowledge, character, and discipline; motivated to lead the world’s greatest aerospace force in service to this nation.”

The stamp’s focal point is the Cadet Chapel, the most visually compelling structure on the grounds of the academy. From its base to the tips of its 17 silvery spires, this soaring, wedge-shaped edifice reaches 150 feet toward the sky. It is, in the words of the academy’s Web site, “the crowning architectural feature of the Air Force Academy campus.” Running across the stamp’s blue background are horizontal white lines representing the contrails of high-flying Air Force jets.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice,

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

UNITED STATES AIR FORCE ACADEMY
 COMMEMORATIVE STAMP
 POSTMASTER
 201 E PIKES PEAK AVE
 COLORADO SPRINGS CO 80903-9998

Issue:	<i>United States Air Force Academy</i>
Item Number:	455600
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	April 1, 2004, Colorado Springs, CO 80903
Designer:	Phil Jordan, Falls Church, VA
Engraver:	Armotek Industries
Photographer:	Philip Handleman, Birmingham, MI
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec 4
Stamps per Pane:	20
Print Quantity:	60 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, PMS 273 (Dark blue), PMS 135 (Orange), PMS 272 (Purple)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x 0.84 in./35.81 x 21.33 mm
Overall Size (w x h):	1.56 x 0.99 in./39.21 x 25.14 mm
Full Pane Size (w x h):	7.25 x 5.94 in./184.15 x 150.87 mm
Plate Size:	360 stamps per revolution
Plate Numbers:	“S” followed by six (6) single digits
Marginal Markings:	© 2003 USPS • Price • Plate numbers in four corners • Plate position diagram • Barcodes on four corners on back of pane
Catalog Item Number(s):	455620 Block of 4 — \$1.48 455630 Block of 10 — \$3.70 455640 Full Pane of 20 — \$7.40 455661 First Day Cover — \$0.75 455693 Full Pane w/FDC — \$8.15

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 1, 2004.

How to Order the First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 800-STAMP-24 or writing to:

INFORMATION FULFILLMENT
DEPT 6270
US POSTAL SERVICE
PO BOX 219014
KANSAS CITY MO 64121-9014

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: 37-cent *United States Air Force Academy Commemorative Stamp, Item 455600*

Stamp distribution offices (SDOs) will receive approximately one-third of the standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-quarter of their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before March 26, 2004.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in six positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>United States Air Force Academy Commemorative Stamp, Item 455600</i>
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
8	96,000
9	108,000
12	144,000
13	156,000
16	192,000
19	228,000

Additional Supply

Post Offices requiring additional quantities of Item 455600 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis APD and the New York APD will each receive 2,200,000 additional stamps; the Chicago APD will receive 2,000,000 additional stamps; the San Francisco APD will receive 1,600,000 additional stamps; and the Denver APD will receive 1,000,000 additional stamps.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
Government Relations, 3-4-04

Stamp Stock Items Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close of business March 31, 2004, all Post Offices™, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed below and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, subchapter 45, Destroying Stamp Stock.

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed below at retail counters and outlets after March 31, 2004, unless otherwise instructed. Items listed are also withdrawn from sale at Stamp Fulfillment Services (SFS).

Item Number	Description
Stamp Issues	
108062	78-cent American Clock First Day Cover
109661	\$1.38 Wisdom First Day Cover
205561	55-cent Nurturing Love Envelope First Day Cover
265561	55-cent Nurturing Love Envelope First Day Cover
452900	37-cent Cary Grant Stamp
452984	\$44.40 Cary Grant Uncut Press Sheet
452993	\$8.15 Cary Grant Keepsake
453761	75-cent Year of the Ram First Day Cover
453861	75-cent Thurgood Marshall First Day Cover
453961	75-cent Ohio Statehood First Day Cover
454061	75-cent Pelican Island First Day Cover

Item Number	Description
454261	75-cent Zora Neale Hurston First Day Cover
562593	\$10.40 Snowmen Keepsake
562597	\$8.75 Snowmen Panel
562661	75-cent Flag ATM First Day Cover
563862	\$6.20 American Filmmaking First Day Cover
563864	\$22.20 American Filmmaking Uncut Press Sheet
564161	\$1.18 Special Olympics First Day Cover
781562	76-cent Tiffany Lamp First Day Cover
781762	78-cent New York Public Library Lion First Day Cover
782062	77-cent Sea Coast First Day Cover

Exceptions: Stamp items listed below are off sale at SFS effective March 31, 2004. However, they will remain on general sale until further notice.

Stamp Items	Description
229500	55-cent Mt Rainer Stamped Cards
229510	\$5.50 Mt Rainer Stamped Cards
562500	37-cent Snowmen Stamp
562515	\$7.40 Snowmen Pane
670100	\$7.40 Snowmen Booklet
670101	\$7.40 Snowmen Shrink Wrapped Booklet
781200	\$37.00 Snowmen Linerless Coil
781201	\$37.00 Snowmen Linerless Coil Shrink Wrapped
781202	\$38.00 Snowmen Linerless Coil and Dispenser

— Stamp Services,
Government Relations, 3-4-04

CORRECTION

Love — Candy Hearts Special Stamp

In the article, “Stamp Announcement 03-35, *Love — Candy Hearts Special Stamp*,” in *Postal Bulletin* 22117 (12-11-03, page 65), the information about the manufacturing process (listed in the technical details table) incorrectly lists “Gravure with Scrambled Indicia.”

The manufacturing process should have been listed as simply “Gravure.” Scrambled indicia was not used in the stamp’s manufacturing process.

— Stamp Services,
Government Relations, 3-4-04

Pictorial Cancellations Announcement

As a community service, the Postal Service™ offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary Post Office™ station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® post-

age. Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP+4 code).

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

The following cancellation has been extended for 60 days.



ROBERT E. LEE
Birthday Station

January 19, 2004
Antietam Battlefield
Sharpsburg, MD 21782

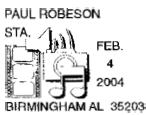
January 19, 2004
ROBERT E LEE BIRTHDAY STATION
POSTMASTER
PO BOX 9998
SHARPSBURG MD 21782-9998

The following cancellations have been extended for 30 days.



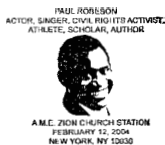
BLACK HISTORY MONTH
DISTRICT COUNCIL 37 STATION
FEBRUARY 2, 2004
NEW YORK, NY 10007

February 2, 2004
District Council 37
BLACK HERITAGE MONTH DISTRICT
COUNCIL 37 STATION
POSTMASTER
SPECIAL EVENTS
JAF BLDG
421 EIGHT AVE RM 2029B
NEW YORK NY 10199-9998



PAUL ROBESON
STA.
FEB.
4
2004
BIRMINGHAM AL 35203

February 4, 2004
PAUL ROBESON STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9813



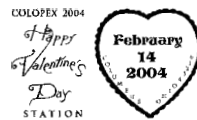
PAUL ROBESON
ACTOR, SINGER, CIVIL RIGHTS ACTIVIST,
ATHLETE, SCHOLAR, AUTHOR
A.M.E. ZION CHURCH STATION
FEBRUARY 12, 2004
NEW YORK, NY 10007

February 12, 2004
Mother A.M.E. Zion Church
AME ZION CHURCH STATION
POSTMASTER
SPECIAL EVENTS
JAF BLDG
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



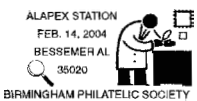
COLOPEX 2004 STATION
COLUMBUS OH 43216
15 Stars
13 Stripes
One Nation
Friday the 15th of February 2004

February 13, 2004
Colopex 2004
COLOPEX 2004 STATION
PHILATELIC UNIT
6316 NICHOLAS DR
COLUMBUS OH 43235-9998



COLOPEX 2004
Happy Valentine's Day
STATION

February 14, 2004
Colopex 2004
HAPPY VALENTINES DAY STATION
PHILATELIC UNIT
6316 NICHOLAS DR
COLUMBUS OH 43235-9998



ALAPEX STATION
FEB. 14, 2004
BESSEMER AL
35020
BIRMINGHAM PHILATELIC SOCIETY

February 14-15, 2004
ALAPEX STATION
POSTMASTER
1112 4TH AVE N
BESSEMER AL 36601-9813



COLOPEX 2004 COLUMBUS OH 43216
LOUISIANA PURCHASE LEWIS & CLARK STATION
February 15, 2004
World's greatest philatelic competition at the World's Fair - St. Louis 1904

February 15, 2004
Colopex 2004
LOUISIANA PURCHASE LEWIS AND
CLARK STATION
PHILATELIC UNIT
6316 NICHOLAS DR
COLUMBUS OH 43235-9998



PAUL ROBESON
STA.
FEB.
19
2004
MOBILE ALA 36601

February 19, 2004
PAUL ROBESON STATION
POSTMASTER
250 ST JOSEPH ST
MOBILE AL 36601-9813



Iwo Jima Reunion Station

February 18, 2004
Wichita Falls TX 76307

February 18, 2004
Postal Service
IWO JIMA REUNION STATION
POSTMASTER
1000 LAMAR ST
WICHITA FALLS TX 76307-9998



March 2, 2004
Borough of Paulsboro
100TH YEAR CELEBRATION STATION
POSTMASTER
1015 NORTH DELAWARE ST
PAULSBORO NJ 08066-9998

PAUL ROBESON STATION - FORT WORTH, TX 76102
February 19, 2004



"... there truly is a kinship among us all, a basis for mutual respect and brotherly love."

February 19, 2004
Postal Service
PAUL ROBESON STATION
POSTMASTER
251 W LANCASTER
FORT WORTH TX 76102-9998



March 3-6, 2004
Biathlon World Cup Organizing Committee
BIATHLON WORLD CUP
FORT KENT
MAINE USA STATION
POSTMASTER
152 W MAIN ST
FORT KENT ME 04743-9998



February 21, 2004
Marysville Post Office
BOK KAI PARADE STATION
POSTMASTER
407 C ST
MARYSVILLE CA 95901-9998



March 5, 2004
Borough of Somerset Bicentennial Committee
BOROUGH OF SOMERSET STATION
POSTMASTER
201 N CENTER AVE
SOMERSET PA 15501-9998



Battle of Vincennes 225th Anniversary Station

February 23, 2004
Vincennes, IN 47591

February 23, 2004
Postal Service
BATTLE OF VINCENNES 225TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
VINCENNES IN 47591-9998



March 5, 2004
Racine Garden Club
RACINE GARDEN CLUB STATION
POSTMASTER
2635 4 MI RD
RACINE WI 53404-9998

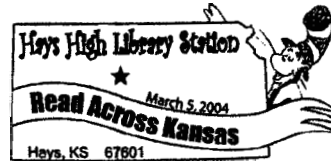


February 23, 2004



Paul Robeson Station

February 23, 2004
Philander Smith College
PAUL ROBESON STATION
POSTMASTER
600 E CAPITOL DR
LITTLE ROCK AR 72202-9998



March 5, 2004
Hays High School Library
HAYS HIGH LIBRARY STATION
POSTMASTER
PO BOX 9998
HAYS KS 67601-9998



ANNUAL STATE AWARDS STATION SOUTHERN UNIVERSITY LAW CENTER
National Association for the Advancement of Colored People
Louisiana State Conference
FEBRUARY 28, 2004 - BATON ROUGE LA 70813

February 28, 2004
NAACP
ANNUAL STATE AWARDS STATION
POSTMASTER
PO BOX 262100
BATON ROUGE LA 70801-9998



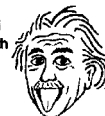
March 6, 2004
Norwalk (CT) Stamp Club
NORPEX 04 STATION
POSTMASTER
16 WASHINGTON ST
NORWALK CT 06856-9998



February 29, 2004
Clinton Stamp Club
CLINTPEX STATION
POSTMASTER
2 W MAIN ST
CLINTON CT 06413-9998



Albert Einstein Happy 125th Birthday



March 6, 2004
Knoxville Philatelic Society
KNOXPEx STATION
POSTMASTER
1237 E WEISGARBER RD
KNOXVILLE TN 37950-9998



6 MARCH 2004 * WARREN OH 44482

March 6, 2004
 City of Warren
 WARREN STAMP FUN 2004
 STATION
 POSTMASTER
 201 HIGH ST
 WARREN OH 44481-9998

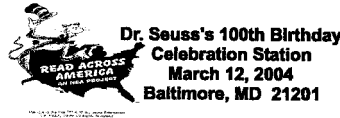


March 12, 2004
 CHAMPIONSHIP STATION
 CORNING MAIN OFFICE
 POSTMASTER
 198 BAKER ST
 CORNING NY 14830-9998

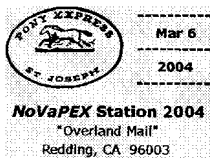


H.U.G.S. Fair Station
 White Salmon, WA 98672
 March 6, 2004

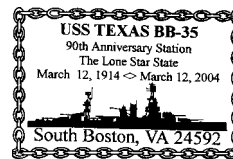
March 6, 2004
 Klickitat County Extension Office
 HUGS FAIR STATION
 POSTMASTER PHILATELIC
 SERVICES
 185 NE SNOHOMISH AVE
 WHITE SALMON WA
 98672-9998



March 12, 2004
 DR SEUSS 100TH BIRTHDAY
 CELEBRATION STATION
 MANAGER MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



March 6, 2004
 Postal Service
 NOVAPEX STATION
 POSTMASTER
 2323 CHURN CREEK RD
 REDDING CA 96003-9998



March 12, 2004
 USS TEXAS BB 35 90TH
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 S BOSTON VA 24592-9998



March 7, 2004
 City of Warren
 FIRST FLIGHT STATION
 POSTMASTER
 201 HIGH ST
 WARREN OH 44481-9998



March 12-14, 2004
 Nature Coast Civil War
 Reenactment
 REENACTMENT STATION
 POSTMASTER
 18 NE 4TH AVE
 CRYSTAL RIVER FL 34429-9998



March 11, 2004
 Camp Fire Girls
 CAMP FIRE USA STATION
 POSTMASTER
 251 W LANCASTER
 FORT WORTH TX 76101-9998



March 13, 2004
 ST PATRICKS DAY STATION
 POSTMASTER
 320 THAMES ST
 NEWPORT RI 02840-9998



**TWO TOWNS
 ONE BOOK STATION**
 MARCH 11, 2004
 WENDELL, MA 01379

March 11, 2004
 Wendell Free Library/New Salem
 Library/Postal Service
 TWO TOWNS ONE BOOK
 STATION
 POSTMASTER
 59 LOCKES VILLAGE RD
 WENDELL MA 01379-9998

Pots O' Gold Station
 March 13, 2004
 Utica, NY 13502



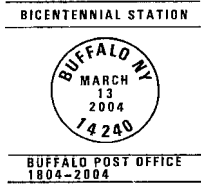
March 13, 2004
 Utica Hibernians
 POT O GOLD STATION
 POSTMASTER
 100 PITCHER ST
 UTICA NY 13504-9998



March 11-14, 2004
 SUBURBAN WASHINGTON AND
 BALTIMORE COIN SHOW
 STATION
 MANAGER MAIN OFFICE
 WINDOW SERVICES
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



March 13, 2004
 State University College at Delhi
 CHAMPIONSHIP STATION
 POSTMASTER
 8 COURT ST
 DELHI NY 13753-9998



March 13, 2004
 Buffalo Stamp Club
 BICENTENNIAL STATION
 POSTMASTER
 1200 WILLIAM ST
 BUFFALO NY 14240-9998



"Frozen Guy Station"
 Nederland Postmaster
 350 East St. Nederland, CO 80466
 Saturday March 13, 2004

March 13, 2004
 Chamber of Commerce
 FROZEN GUY STATION
 POSTMASTER
 350 EAST ST
 NEDERLAND CO 80466-9998

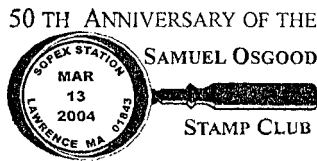


March 13, 2004
 Erin Historical Society
 IRISH FESTIVAL STATION
 POSTMASTER
 336 WHEATON RD
 ERIN NY 14838-9998



Taste of
 Tillamook County
 March 13, 2004
 Taste of Tillamook County
 Station
 Tillamook, Oregon
 97141

March 13, 2004
 Economic Development Council of
 Tillamook County
 TASTE OF TILLAMOOK
 COUNTY STATION
 POSTMASTER PHILATELIC
 SERVICES
 PO BOX 9998
 TILLAMOOK OR 97141-9998



March 13, 2004
 Samuel Osgood Stamp Club
 SOPEX 2004 STATION
 POSTMASTER
 431 COMMON ST
 LAWRENCE MA 01842-9998



CIPEX
 46TH
 STA

March 13-14, 2004
 Centerville Stamp Club
 CIPEX 46 STATION
 POSTMASTER
 400 N A ST
 RICHMOND IN 47374-9998



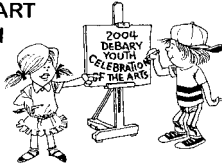
March 13, 2004
 Wakulla County Historical Society
 ST PATRICKS FESTIVAL
 STATION
 POSTMASTER
 12 TOWLES RD
 CRAWFORDVILLE FL
 32327-9998



March 13-14, 2004
 Rockford Stamp Club
 ROCKFORD STAMP CLUB
 STATION
 POSTMASTER
 5225 HARRISON AVE
 ROCKFORD IL 61125-9998

YOUTH ART STATION

DeBARY,
 FL
 32713
 MAR. 13,
 2004



March 13, 2004
 YOUTH ART STATION
 POSTMASTER
 133 S HWY 17 92
 PO BOX 9998
 DEBARY FL 32713-9998



March 14, 2004
 Indian River Stamp Club
 STAMP SHOW STATION
 POSTMASTER
 2050 13TH AVE
 VERO BEACH FL 32960-9998



March 13, 2004
 HERITAGE STATION
 POSTMASTER
 520 7TH ST W
 PALMETTO FL 34220-9998



March 15, 2004
 Mullens Area Chamber of
 Commerce
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 MULLENS WV 25882-9998



March 13, 2004
 Collinston Centennial and
 Museum Committee
 COLLINSTON CENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 COLLINSTON LA 71229-9998



March 15-April 15, 2004
 Highland Reading Group
 BUZZARD DAY STATION
 POSTMASTER
 PO BOX 9998
 HINCKLEY OH 44233-9998

**NJCAA WOMEN'S BASKETBALL
NATIONAL CHAMPIONSHIP!**



MARCH 16, 2004 - BICENTENNIAL CENTER STATION - SALINA, KS 67401

March 16, 2004
NJCAA Women's Basketball
Committee
BICENTENNIAL CENTER
STATION
POSTMASTER
PO BOX 9998
SALINA KS 67401-9998



March 17, 2004
Shamrock Station
Robins
Ireland
23rd
Irish Spring Festival
West Virginia 26376

March 17, 2004
Shamrock CEOS Club
SHAMROCK STATION
POSTMASTER
PO BOX 9998
IRELAND WV 26376-9998



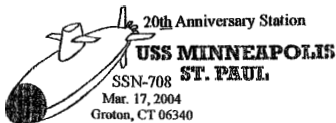
**NJCAA DIVISION 1 MEN'S BASKETBALL
CHAMPIONSHIP STATION
HUTCHINSON KS 67501-9998
March 20, 2004**

March 16-20, 2004
NJCAA Division 1 Men's
Basketball Championships
NJCAA CHAMPIONSHIP
STATION
POSTMASTER
128 E 1ST AVE
HUTCHINSON KS 67501-9998



March 17, 2004
Erin Station
Erin, NY 14838

March 17, 2004
Erin Historical Society
ERIN STATION
POSTMASTER
336 WHEATON RD
ERIN NY 14838-9998



20th Anniversary Station
**USS MINNEAPOLIS
ST. PAUL**
SSN-708
Mar. 17, 2004
Groton, CT 06340

March 17, 2004
USS MINNEAPOLIS ST PAUL
SSN 708 20TH ANNIVERSARY
STATION
POSTMASTER
100 PLZ CT
GROTON CT 06340-9998



March 17, 2004
Holt Count Historical Society
KINCAID STATION
POSTMASTER
PO BOX 9998
ONEILL NE 68763-9998

— Stamp Services,
Government Relations, 3-4-04

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4th Week in May	May 1–May 31
Support Research for “NF,” Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30

Cancellation	Period of Use
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards, Pricing and Classification, 3-4-04

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	02–0312	99502	AK	Anchorage	Anchorage	Main Office	Post Office		Establish a new ZIP Code™ for a delivery area. Use Anchorage AK 99529 as last line of address for a portion of the deliveries previously in ZIP Code 99502.
New	02–0312	99529	AK	Anchorage	Anchorage	Anchorage	Air Mail Facility	02/02/2004	
Old	02–0312	99502	AK	Anchorage	Anchorage	Main Office	Post Office		Establish a new ZIP Code for a delivery area. Use Anchorage AK 99530 as last line of address for a portion of the deliveries previously in ZIP Code 99502.
New	02–0312	99530	AK	Anchorage	Anchorage	Anchorage	General Mail Facility	02/02/2004	
Old	05–6552	92518	CA	Riverside	Riverside	March Air Force Base	Classified Branch		This announcement changes the preferred last line of this ZIP Code from March Air Force Base CA to March Air Reserve Base CA. Use March Air Reserve Base CA 92518 as last line of address.
New	05–6552	92518	CA	Riverside	Riverside	March Air Reserve Base	Classified Branch	01/01/2004	
Old	48–3220	76178	TX	Fort Worth	Tarrant	Main Office	Post Office		ZIP Code discontinued. Use Fort Worth TX 76177 as last line of address.
New	48–3220	76177	TX	Fort Worth	Tarrant	Main Office	Post Office	11/01/2002	
Old	51–9950	23691	VA	Yorktown	York	Main Office	Post Office		This announcement expands the use of ZIP Code 23691 to include delivery.
New	51–9950	23691	VA	Yorktown	York	Main Office	Post Office	04/01/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	51-8562	24476	VA	Steeles Tavern	Augusta	Main Office	Post Office		This announcement expands the use of ZIP Code 24476 to include delivery.
New	51-8562	24476	VA	Steeles Tavern	Augusta	Main Office	Post Office	04/01/2004	

— Address Management,
Intelligent Mail and Address Quality, 3-4-04

Dispose of Plastic Pallets Only at MTESCs

We have established Mail Transport Equipment Service Centers (MTESCs) as centers for processing mail transport equipment (MTE). In accordance with established procedures, the MTESCs receive, inspect, repair, ship, and condemn MTE.

The Postal Service™ generates revenue by recycling nonuseable MTE (such as plastic pallets) through authorized recyclers. We have learned that some Postal Service facilities and some customers are improperly disposing of defective and damaged plastic pallets.

Postal Service policy states that employees must return *all* plastic pallets, regardless of their condition, to the MTESCs in a timely manner. By not disposing or recycling plastic pallets *locally*, you help systemwide distribution of safe and serviceable plastic pallets and help maintain equipment inventory.

— Mail Transport Equipment,
Network Operations Management, 3-4-04

Use Plastic Pallets Only for Transporting Mail

We distribute plastic pallets for transporting mail from origin to destination. We purchase and distribute pallets based on demand from Postal Service™ facilities and customers. In the past several months, demand for plastic pallets has increased significantly, and the availability of pallets as an inventory item is critical. Use plastic pallets properly to ensure that a serviceable inventory is available to customers.

Do *not*:

- Use pallets as top caps.
- Double pallets before loading them with mail.
- Use pallets for storage of non-mail transport equipment.

Misuse of pallets results in fewer available serviceable pallets; and without sufficient pallets, mailers and Postal Service facilities cannot dispatch mail efficiently.

For guidelines on the types and uses of pallets and top caps, see *Domestic Mail Manual* M041 and M041.2, respectively.

— Mail Transport Equipment,
Network Operations Management, 3-4-04

Retail

NOTICE

Confirmation Services Certification Process Change

Effective immediately, the certification process for Confirmation Services is revised. Confirmation Services include Delivery Confirmation™, Signature Confirmation™, and Merchandise Return With Delivery Confirmation services.

For mailers using a shipping/manifesting system that is currently certified by the Postal Service™ (see <http://ribbs.usps.gov/files/vendors/DCVEND1.PDF>), the requirement to submit barcoded labels and transmit the electronic file is waived. Mailers who choose to have their barcoded labels analyzed and/or electronic files verified may still do so *at their option*. The only requirement for mailers using a certified shipping/manifesting system is to transmit an electronic file to verify that the Postal Service™ logon ID/password and connectivity have been established. *Note: This change affects the certification process for Confirmation Services only and does not change any requirements for MAC/MACGOLD or for software vendors certifying their products.*

For mailers using their own shipping/manifesting system or vendor-supplied systems that have not been certified by the Postal Service™, the certification process remains and they will need to submit barcoded labels and transmit an electronic file per the instructions contained in Publication 91, *Confirmation Services Technical Guide*.

Questions regarding these changes should be directed to the Technical Support Group at DCONFIRM@usps.gov or 877-264-9693, option 1. We will update Publication 91 to reflect these changes.

— *Product Information Requirements,
Product Development, 3-4-04*

NOTICE

Parcel Return Service

Parcel Return Service (PRS) provides merchants a cost-effective solution for merchandise returned by their customers. The Postal Service™ has designated ZIP Codes™ 56901 through 56999 for PRS. Those ZIP Codes are valid only for PRS. Do *not* line out, replace, or obliterate those ZIP Codes. "\$0.00" value or orphan PVI labels are not required for parcels bearing PRS labels. Accept those parcels and send them for further processing. See "Retail Coaches Corner" on page 87, and USPSNEWS@WORK on page 3, for more information.

— *Customer Service Operations,
Delivery and Retail, 3-4-04*

What's in Store

Click-N-Ship Week!
It's almost here!

*Quick. Easy.
Convenient.*

Have you heard the buzz? Click-N-Ship® Week is fast approaching — March 22–26 — and Post Offices™ across the country are making plans. This nationally sponsored, locally coordinated series of activities is an opportunity to spread the word about this online shipping solution to employees and customers. Once they try it, they'll love it!

It's also the best time to make sure every employee in your Post Office knows how Click-N-Ship adds convenience to customer shipping and provides an easy-to-use alternative to competitors. Key benefits to signing up as a Click-N-Ship user are the following: free Delivery Confirmation™ service with Priority Mail® service, reduced rates for Signature Confirmation™ service, and online request for free Carrier Pickup. Of course, USPS.com also provides direct access to free shipping supplies, ZIP Code™ information, and postage rates. As a Postal Service™ employee, you should be familiar with all these benefits so you can encourage customers to discover this convenient online shipping solution.

Look for more information on Click-N-Ship Week in this *Postal Bulletin*.

Button, button...

Yes! Ask me!



Who's got the Click-N-Ship button? A limited number of promotional "buttons" are being distributed to 17,000 Post Offices in connection with Click-N-Ship Week activities. Post Offices may use them at their discretion — they're not mandatory. But they *are* pretty cool.

What's in Store

Counter cards are coming, too

Features Dr. Seuss stamp



The same 17,000 Post Offices that get the Click-N-Ship buttons mentioned above also will receive counter cards promoting the DVD and movie video release of *Dr. Seuss' The Cat in the Hat*. Look for the "up/down" information in the lower right hand corner of the counter cards. This tells you when to put them on display and when to remove them.

And, do you still have signage hanging from the ceiling? Remember: Queue panels are no more.

eBay posters 2

Sell! Sell! Sell!

Message to small businesses: "Dream big. Save big." Many of our Post Offices are displaying a poster promoting this new contest from eBay, which highlights its role as a marketplace for small businesses. The posters feature Postal Service online shipping solutions and the new Carrier Pickup program.

Got your poster up? You should, if your office is located in the following markets: New York, Los Angeles, San Francisco-Oakland-San Jose, Chicago, Philadelphia, Boston-Manchester, Washington, DC (Hagerstown), Dallas-Ft. Worth, Seattle-Tacoma, and Atlanta. Didn't get one? If your office is located in one of the above areas, contact your local district retail specialist.

And remember: Take down the posters April 16.

What's in Store

Lobby makeovers

See what they said



The lobby makeover assessments are in! Find out what the expert team had to say about the Lobby Makeover Contest's winning Post Offices in San Carlos, California, and East Sandwich, Massachusetts, and how they could make their lobbies even more customer-friendly. And find out what other retail employees had to say about the makeovers. Plus, find out who won the \$100 gift certificates for participating in the latest phase of the Lobby Makeover Contest. Just go to the Marketing Web site at blue.usps.gov/marketing and click on the link for the current ad campaign. Coming soon: Photographs of the lobby makeovers.

Feedback

Send comments and questions to:

WHATS IN STORE
US POSTAL SERVICE
1735 N LYNN STREET RM 6042
ARLINGTON VA 22209-6057

What's in Store

Retail Coaches Corner

This month's edition has information about **Merchandise Return Service vs. Parcel Return Services**.

Merchandise Return Service (MRS) and Parcel Return Services (PRS) are easy and convenient ways for consumers to return products — “*No Postage Necessary*.” Authorized merchants provide preprinted return labels to their customers and guarantee postage payment to the Postal Service™. With both MRS and PRS, consumers simply place the preprinted label on the package they wish to return and give it to a letter carrier, drop it in a collection box, or take it to the Post Office™. Although MRS and PRS are similar, Postal Service handling procedures are different for each service, and it is important for Postal Service employees to accurately read the package labels in order to correctly identify the service.

MRS provides end-to-end return service — from consumer to merchant. Merchants pay full postage for each package returned based upon weight, destination, and the level of service they select. All MRS labels contain a legend that reads:

MERCHANDISE RETURN SERVICE

At the time of mailing, consumers can add insurance at their own expense to MRS packages. Only MRS packages containing insurance should be entered into the Point of Sale System (POS). All MRS packages should be sent to the bulk mail center (BMC) for processing.

PRS requires merchants or their agents to retrieve returned parcels from designated local Post Offices where consumers deposit them — return delivery unit (RDU) or from the nearest return bulk mail centers (RBMCs). The postage is discounted because the Postal Service's processing and transportation costs are less for PRS than MRS. There are two possible label legends for PRS labels:

PARCEL SELECT RETURN SERVICE

or

**BOUND PRINTED MATTER (BPM)
RETURN SERVICE**

PRS packages addressed to the local RDU should be scanned as “Available for Pickup” when received, held for pickup, and then scanned “Picked up by Agent” when the merchant or agent picks them up. The ZIP Code™ for an RDU package is the same as the delivery unit's ZIP Code. PRS packages addressed to a nonlocal RDU, or the RBMC, should be sent to the BMC for processing and do not require any scans. In addition, do not add insurance or any special services to PRS packages and do not enter PRS packages in POS.

Note: ZIP Code range **56901** through **56999** is valid for PRS packages destined for an RBMC. Do not deface PRS packages containing these ZIP Codes or return them to the sender. Zip Codes **56901** through **56999** cannot be used for mail that is not PRS. Advise consumers who may try to use these ZIP Codes for non-PRS packages to contact the merchant for an alternate address and ZIP Code.

What's in Store

march

retail employee bulletin

New Year '04 Retail Drive Period
12/27/03 – 03/31/04



Carrier Pickup Now in More Cities!

Carrier Pickup is now more convenient than ever because it recently expanded to more ZIP Codes™ nationwide. With Carrier Pickup, busy customers can notify their Post Office™ at usps.com when packages need to be picked up. Only customers residing in ZIP Codes with city carrier delivery service who are connected to the My Post Office web application are eligible for Carrier Pickup. Letter carriers will then pick up the packages on their regular delivery routes.

Since November, Carrier Pickup has been tested in six markets and has received rave reviews! Carrier Pickup is especially appealing to small business employees who don't want to leave their office to accomplish shipping tasks. Plus, the service is free!

Carrier Pickup is limited to prepaid, properly addressed and packaged Express Mail® and Priority Mail® packages that meet Postal Service™ mailing standards.

New Stamps

Theodor Seuss Geisel:
37¢ March 2

Garden Blossoms (Weddings):
37¢ and 60¢ March 4



On Wednesday, March 31, remember to replace
New Year POP materials with Spring POP signs!

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information.
Visit <http://retail.usps.gov> to access the Retail Intranet Site.

What's in Store

march

retail employee bulletin

New Year '04 Retail Drive Period
12/27/03 – 03/31/04



Focus on FIRSTCLASS PHONECARDS!

FIRSTCLASS PHONECARDS® are a great way to build revenue! Remind customers to purchase these phonecards currently on sale:

- 50-minute Statue of Liberty Card (\$8.00)
- 120-minute Capitol Dome Card (\$15.00)
- 350-minute United We Stand Flag Card (\$30.00)

NOTE:

The Holiday Roller-Skating Santa and Reindeer multipack was pulled from sale on February 13. Please destroy any unsold Holiday multipacks. Contact your district retail manager for more information.

New & Improved NetPost Mailing Online!

Earlier this year, NetPost Mailing Online™ launched more features and functions to better serve customers. Check out the new features:

- New printing/ mailing options including two-sided postcards and 5" x 8" postcards
- Support for Microsoft® Office XP
- Added graphic element formats including JPEG, EPS, and more
- Improved mail-merge capabilities
- Alternate payment options
- Improved user interface

For more information, go to www.usps.com/maillingonline

What's in Store



John Jones
Sales and Services Associate
10 years of service

march

retail employee bulletin

New Year '04 Retail Drive Period
12/27/03 - 03/31/04

SAT		SUN		MON	TUES	WED	THUR	FRI	
				1	2	3	4	5 Gather VESS data for February	
6	7	8	9	10	11	12 \$\$\$ payday! Last day for districts to input VESS data for February			
13	14	15	16	17 St. Patrick's Day	18	19			
20	21	22	23	24	25	26 \$\$\$ payday!			
Spring begins									
27	28	29	30	31	<p>focus! Priority Mail® bundles appeal to time-pressed customers. The numbers associated with each bundle are for easy customer ordering — so make sure you know the benefit of each bundle and its corresponding number!</p>				
					<p>DOWN 3/31/04 Take down New Year POP</p>				

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office® for additional information. Visit <http://retail.usps.gov> to access the Retail Intranet Site.

Supply Management

REMINDER — INSTALLATION HEADS AND MAOs

Semiannual Inventory Reviews

In accordance with the Office of Inspector General's recent audit, we are reminding you that installation heads and material accountability officers (MAOs) must conduct semi-annual inventory reviews of both sensitive and capital property. You must be accountable for and have control of these assets under your finance number.

Please review the following documents:

- The Postal Service™ policy outlined in Handbook AS 701, *Material Management*, Section 541.28, Internal Reviews.
- The article titled "Installation Heads and MAOs: Semiannual Review of Capital Records" in *Postal Bulletin* 22070 (2-21-02, page 69).

PS Form 961-A, *Property Record*, is discontinued and will no longer be issued for new assets. Record the local information on the hard copy Property Change Report, which the San Mateo Accounting Service Center will mail to the address for the accountable finance number. For assets that you already have, you can continue to use and update the corresponding PS Form 961-A as needed.

Property Change Reports are also available via the Accounting Data Mart (ADM). For instructions on how to gain access to ADM, please contact your district material management specialist or material service center.

— *Supply Management Operations,*
Supply Management, 3-4-04

PUBLICATION REVISION

Publication 247, Supply and Equipment Catalog

Effective November 1, 2003, Publication 247, *Supply and Equipment Catalog*, was revised to reflect changes pertaining to ordering rubber and steel hand canceling stamps.

We will incorporate these revisions into the next printed version of Publication 247 and into the next update of the online version available on the Postal Service™ PolicyNet Website; go to <http://blue.usps.gov>; click on *More References*, then *Publications*.

Publication 247, Supply and Equipment Catalog

1	Introduction	*	*	*	*	*
12	Requisitioning Instructions	*	*	*	*	*
123	Requisitioning Special Orders	*	*	*	*	*
123.3	Pre-Inked and Self-Inking Stamps and Postmarking Equipment	*	*	*	*	*
123.32	Ordering Instructions	*	*	*	*	*

123.322 Rubber and Steel Hand Canceling Stamps

123.3221 Essential Information

[Revise 123.3221 to read as follows:]

This procedure applies only to the following Postal Service Item Numbers (PSINs): 500, 502, 550, 550M, 552, 570, 577B, 579, 579A, 579B, 602, 602A, 603, 603B, 603C, 716, 718H, 762.

Note: Prices shown are valid for orders placed on or before 10/31/2005. For orders placed after 10/31/2005, consult the Postal Bulletin or call the supplier for current pricing. Please note that since May 1, 2003, orders placed from The Baumgarten Co. of Washington require a mailing fee of \$3.25 per order. A previous option to submit a pre-addressed permit label in lieu of this delivery fee is no longer available. (See section 123.3222, Ordering Procedures, below.)

SUPPLIER:
ATTN DIANE WILER
HANLEY POSTAL SUPPLY CO INC
PO BOX 10006
ERIE PA 16514-0006
Telephone: 814-898-2720
Fax: 814-898-2825

PSIN	Description	Unit Price
716	Steel Stamp, completely assembled with handle.	\$65.00
718H	Steel Stamp, completely assembled with handle.	\$104.00

Hanley Postal Supply Co., Inc. will deliver the two items listed above 90 days after it receives the order.

SUPPLIER:

ATTN JAMES BATURIN
THE BAUMGARTEN CO OF WASHINGTON
325 WASHINGTON BLVD
LAUREL MD 20707-4617

Telephone: 301-317-3933

Fax: 301-317-4012

PSIN	Description	Unit Price
500	Rubber Stamp, pointing hand up to 4 lines of lettering outside hand.	\$3.63
502	Rubber Stamp up to 5 lines (specify with or without border).	\$5.30
	Cost for each additional line over five, for PSIN 502.	\$1.50
550	Printing face only with killer bars (order handle PSIN O550H from the MDC).	\$6.82
550M	Printing face only without killer bars (order handle PSIN O550H from the MDC).	\$6.07
552	Rubber Stamp (USPS must provide metal base; does not include type).	\$10.19
570	Printing face only without type (order handle PSIN O570R from the MDC).	\$5.66
762	Rubber Stamp, completely assembled with handle.	\$13.17
577B	Rubber Stamp, completely assembled with handle (includes box of type and tweezers).	\$37.49
579	Facsimile signature, completely assembled with handle.	\$9.68
579A	Title line below facsimile signature for Item 579.	\$1.49
579B	Boxwood cut or die for making facsimile of signature stamp, Item 579	\$4.47
602	Rubber Stamp, completely assembled with handle.	\$52.25
602A	Rubber face only for Item 602	\$5.51
603	Rubber Stamp, completely assembled with handle.	\$26.42
603B	Rubber face only for Item 603.	\$4.41
603C	Date bands only for Item 603.	\$4.17
	Delivery fee	\$3.25.

Some of the stamps listed above are shown on pages 136–138 under *Supplies, Postmarking Equipment*. For your other rubber stamp needs, pre-inked and self-inked generic title stamps (including 16-piece kits) are available

through the MDC. Ordering procedures are outlined in 123.3222 below, and these stamps are shown on pages 126–135 under *Supplies, Stamps, Generic Title*.

123.3222 Ordering Procedures

[Revise 123.3222 to read as follows:]

Ordering procedures for rubber and steel hand canceling stamps are as follows:

- Complete PS Form 1567, *Requisition for Rubber and Steel Hand Canceling Stamps* (see Exhibit 11). A separate PS Form 1567 is required for each supplier from whom items are being ordered. It must contain the name and the 10-digit telephone number of the person placing the order and must legibly specify the exact engraving in the appropriate field. See the Supplier Item and Pricing Chart in Exhibit 12 for details on supplier names, prices, and item numbers.
- Prepare a check or money order (attach these to PS Form 1567) payable to the appropriate supplier for the total amount of the order, or enter your Postal Service International Merchant Purchase Authorization Card (I.M.P.A.C.) VISA credit card number and expiration date in block 11 of PS Form 1567.
- Submit the completed PS Form 1567 and check or money order directly to the appropriate supplier at the address shown in Exhibit 12.
- Hanley Postal Supply Co., Inc. will ship the items ordered 90 days after receipt of order. Shipping charges are included in the price of the items for the Hanley Postal Supply Co., Inc. The Baumgarten Co. of Washington requires payment of a mailing fee of \$3.25 per order. A previous option to submit a pre-addressed permit label in lieu of this delivery fee is no longer available. Items ordered from The Baumgarten Co. of Washington ship about 30 days after receipt of order.

PS Form 1567 is available on the Postal Service PolicyNet Web site; go to <http://blue.usps.gov>; click on *Forms*. It is also available on the Internet; go to www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Find a Form*.

You can order PS Form 1567 from the MDC by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

The relevant ordering information for PS Form 1567 is as follows:

PSIN: PS1567
PSN: 7530-01-000-9360
Unit of Measure: SH
Minimum Order Quantity: 1
Bulk Pack Quantity: 4000
Quick Pick Number: 132
Price: \$0.0195

Publication 247 is available on the Postal Service Policy-Net Web site; go to <http://blue.usps.gov>; click on *More References*, then *PUBs*. It is also available on the Internet; go to www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

You can also order Publication 247 from the MDC by using the TTOE instructions provided above.

The relevant ordering information for Publication 247 is as follows:

PSIN: PUB 247
PSN: 7610-02-000-7982
Unit of Measure: EA
Minimum Order Quantity: 1
Bulk Pack Quantity: 15
Quick Pick Number: 266
Price: \$2.4284

To order type sets (months, days, etc.), local maintenance departments must submit a request to the MDC using PS Form 4984, *Repair Parts Requisition*. Use the FEDSTRIP Address Activity Code (AAC).

* * * * *

— *SCM Strategies, Supply Management, 3-4-04*

Multifunctional Peripherals (MFPs) Now Available on eBuy

Two new national contracts for multifunctional peripherals (MFPs) have been awarded to Hewlett-Packard (HP) and Lexmark, effective November 10, 2003. Information Technology and Supply Management have been working together to roll out this new program. As a result, the HP MFPs and their consumable supplies are now available on eBuy.

The HP MFPs are available on the Computer Hardware catalog via eBuy. Double clicking on the *Computer Hardware Catalog* folder will give you the MFP option. Item numbers are as follows:

- HP OfficeJet 7110 Printer: MFP-101-000
- HP LaserJet 3330 Printer: MFP-102-000

Consumable supplies for the HP MFPs are also available on the Boise catalog via eBuy and are listed with item numbers as follows:

- HP OfficeJet 7110 Printer:
- Inkjet Cartridge Color: S1C5010DN
 - Inkjet Cartridge Black: S1C5011DN
 - Inkjet Cartridge Printhead Black: S1C4920A
 - Inkjet Cartridge Printhead Cyan: S1C4921A
 - Inkjet Cartridge Printhead Magenta: S1C4922A
 - Inkjet Cartridge Printhead Yellow: S1C4923A

HP LaserJet 3330 Printer:

- UltraPrecise Print Cartridge Low-Yield: S1C7115A
- UltraPrecise Print Cartridge High-Yield: S1C7115X

To order through eBuy, view the catalogs available on eBuy, or obtain an eBuy logon ID and password, go to the Blue page at <http://blue.usps.gov>; under "eLinks," click on *eBuy*.

For more information on the MFP contracts, please refer to the article titled "Multifunctional Peripherals and Other Document Output Devices — Acquisition and Support," under the Information Technology section on page 68. You may also contact the suppliers at the following toll-free numbers:

Hewlett-Packard: 800-896-8699, Option 2
 Lexmark: 800-444-7881

— *SCM Strategies, Supply Management, 3-4-04*

National Custodial Rental Items Contracts — Cintas and UniFirst

The Postal Service's™ chief financial officer, chief operating officer, and executive vice president issued a directive on December 23, 2002, mandating that all Postal Service facilities with Web access use eBuy for all requisitions created after January 11, 2003.

To comply with this directive, all Postal Service locations that currently receive custodial rental items from Cintas or UniFirst must place on-catalog orders through eBuy to cover requirements for a two-year period.

If you do not have access to the Web and have received prior funding approval for your requirements, contact Cintas or UniFirst and request that they place the eBuy order for you.

How to Order Through eBuy

Contact the suppliers toll-free to complete a client profile before placing your eBuy order.

- UniFirst: 800-480-5432
- Cintas: 800-795-7368

Completing a client profile ensures that the information necessary to complete an eBuy order is correct and confirms that the supplier will provide delivery. Suppliers will not begin delivery until they receive your completed eBuy order.

To order through eBuy and to obtain an eBuy logon ID and password, go to the Blue page at <http://blue.usps.gov>; under "eLinks," click on *eBuy*.

Reconciliation Procedures

You must monitor the declining balances on each line item of an eBuy order by reconciling the monthly billing summary report. As quantities on each line item on the eBuy order decrease — including loss and damage line items — enter a new eBuy order to replenish those quantities.

Once you place an order through eBuy, you cannot cancel it without first contacting the appropriate supplier.

Payment

You must make all payments for custodial rental items through eBuy and must charge them to your facility's FED-STRIP number.

Do not use the following methods for payment to UniFirst or Cintas:

- Checks, money orders, or credit cards.
- PS Form 8230, *Authorization for Payment*.

If you use these other payment methods, you will be making duplicate payments.

Invoices

These contracts require that the supplier invoice in cycles of weekly, biweekly, or monthly deliveries depending on the delivery frequencies established within the eBuy order. The supplier will close quantities that remain after the required two-year period.

Suppliers Other Than Cintas or UniFirst

During 2004, we will terminate all existing *national* Postal Service contracts for custodial rental items. We will continue to address *local* agreements with suppliers other than Cintas or UniFirst on a case-by-case basis.

If your facility is not currently using Cintas or UniFirst for national custodial rental items, contact Dan Davisson at 214-819-7116 or Pat Chumney at 214-819-7105 for questions about transitioning to the national contracts or about placing your on-catalog eBuy orders.

— *SCM Strategies,
Supply Management, 3-4-04*

POS Thermal Receipt Paper Rolls Now in Boise Office Solutions Catalog

Boise has recently added POS Thermal Receipt Paper Rolls to the Boise Office Solutions catalog for Postal Service™ employees. These 3 1/8" x 3 3/16" x 273' single-ply rolls are manufactured by a minority-owned company and sold by the 50-roll carton for \$55.79. The Inspection Service is no longer requiring that the Postal Service logo be printed on the back of the rolls.

To order POS rolls (Item P358) through eBuy, you should contact your district or area eBuy representative to receive a logon ID and password. If you have access to the Postal Service Intranet, you must order through eBuy and can obtain an eBuy logon ID and password at the blue page. Go to <http://blue.usps.gov>; under "eLinks," click on eBuy.


If you do not have access to the Intranet, you may contact Boise directly at 888-229-8777 to place your order after obtaining the proper approvals.

POS Thermal Receipt Paper Roll

- Non-logoed
- 3 1/8" x 3 3/16" x 273'
- 50 rolls per carton
- Single-ply paper

Item Number P4998995264
 Customer Number P358
Units/Carton

Brought to you by:
Boise and American Products Distributors (ADP)
a Certified Minority-Owned Company



**Free
Delivery**

Now available on eBuy!
(Also, by phone or fax orders)

— SCM Strategies,
Supply Management, 3-4-04



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