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Hanukkah stamp

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

GXG Retail Training Tools Field Information Kit

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Overview

This kit is designed to introduce Postal Service™ retail employees to Global Express Guaranteed® (GXG®) service or to refresh their knowledge of it, so that they can confidently offer GXG to customers who are shipping internationally.

The kit contains the following materials:

- General information.
- How to order GXG shipping supplies.
- Images of GXG shipping labels and commercial invoices.
- Information for postal employees on correctly filling out GXG forms.
- Standard operating procedures for retail associates.
- GXG acceptance matrix.
- Frequently Asked Questions.
- GXG ready reference card.

Background

Global Express Guaranteed (GXG) is the Postal Service's fastest international expedited delivery service, provided through an alliance with FedEx Express. GXG fulfills the needs of our customers who require a day-definite international delivery service with a money-back guarantee.

POS ONE walks retail associates through the process of completing a GXG transaction and provides the most up-to-date information and special mailing requirements for each country. Helpful standard operating procedures are included in the kit to ensure that retail associates are confident and thorough as they perform GXG retail transactions.

Information is also provided for those GXG acceptance offices that do not have POS ONE.

GXG Service for Hawaii Uses a Modified Kit

GXG service for Hawaii begins on October 5, 2009 (see *Postal Bulletin* 22266, 8-27-09, page 11). The first Hawaii GXG acceptance Post Offices have received this retail training tools kit, with a few differences, directly from Headquarters. Since GXG acceptance procedures vary slightly from Mainland GXG acceptance, Hawaiian acceptance sites should follow that retail training tools kit.

Let's Talk Retail: GXG is Our Premier International Shipping Product

Global Express Guaranteed (GXG) is the Postal Service's fastest international expedited delivery service, provided through an alliance with FedEx Express.

We'd like to introduce you to GXG or refresh your knowledge of this product so that you can confidently offer it to your customers who are shipping internationally.

Use POS ONE for the most up-to-date and accurate information needed to complete a GXG transaction.

GXG on POS ONE:

- Calculates and provides the delivery date.
- Provides country-specific restrictions and prohibitions for package contents.
- Tells you when a Commercial Invoice (CI) is required.
- Walks you through each step of the GXG transaction in just a couple of minutes.

GXG offers the most accessible, reliable, high-speed premium guaranteed international service in the competitive marketplace.

USPS International Shipping Options

Service	Average Delivery Time	Prices	Countries Served	Carrier Pickup	Expedited Handling	Special Services Available	Tracking	Guaranteed Service
Global Express Guaranteed (GXG)	1–3 business days	Starting at $31.95. 10% online discount	190+ countries	✓	✓	✓ $100 insurance included	✓	✓ 190+ countries
Express Mail International®	3–5 business days	Starting at $25.95. 8% online discount	190+ countries	✓	✓	✓ $100 insurance included	✓	Australia, China, Hong Kong, Japan, Great Britain, Northern Ireland, Spain (except Canary Islands), and Korea, Republic of (South Korea).
Priority Mail International® (PMI)	6–10 business days	Starting at $10.95. 5% online discount	190+ countries	✓	✓	—	Tracking to major destinations	—
First-Class Mail International™	varies	Starting at $0.75	190+ countries	✓	—	✓	—	—

	Additional Information
Global Express Guaranteed	■ Money-back guarantee. ■ Tracking available. ■ Free packaging and Carrier Pickup™ service. ■ Prices based on weight and distance. ■ Click-N-Ship® postage, if different from POS ONE, may be due to the 10% online discount or a weight discrepancy, which will automatically be corrected by POS ONE and charged back to the customer's credit card. ■ Postal code required for GXG to major destinations. ■ Shipping label 11FGG1 (*GXG International Air Waybill*/Shipping Label) required to be completed on all shipments. ■ PS Form 6182, *Commercial Invoice,* required depending on contents and destination.
Express Mail International	■ Guaranteed delivery to select locations. ■ Tracking available. ■ Flat-rate envelope. ■ Free packaging and Carrier Pickup service. ■ Prices based on weight and distance. ■ Click-N-Ship postage shortage must be corrected and collected at the counter. ■ PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration,* or PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72,* may be required (refer to the *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM®)).

	Additional Information

Priority Mail International	■ Tracking to major destinations for Priority Mail International packages.
	■ Free packaging and Carrier Pickup service.
	■ Flat-rate envelope and flat-rate boxes.
	■ Priority Mail International Flat-Rate Envelope can weigh up to 4 pounds and is limited to $400 in value.
	  ■ No Customs form required on Priority Mail International Flat-Rate Envelopes containing only documents, that weigh under 16 ounces, are no more than 3/4 inches thick, and are uniformly thick.
	  ■ PS Form 2976 is required on Priority Mail International Flat-Rate Envelopes that weigh 16 ounces or more, are more than 3/4 inches thick or not uniformly thick, or contain dutiable goods.
	  ■ PS Form 2976 is required on Priority Mail International Small Flat-Rate Boxes, which can weigh up to 4 pounds and are limited to $400 in value.
	  ■ No tracking or insurance available for Priority Mail International Flat-Rate Envelope or Small Flat-Rate Box.
	  ■ Registered Mail service without insurance available for flat-rate envelope and small flat-rate box only.
	■ All other Priority Mail International package items bearing either a Priority Mail International sticker or marked with the words “Priority Mail International” are priced based on weight and shape.
	  ■ PS Form 2976-A is required on all Priority Mail International packages.
	  ■ Priority Mail International packages receive limited indemnity coverage.
	  ■ Tracking and insurance are available.

First-Class Mail International	■ Registered Mail service available. ■ Prices based on weight and distance. ■ No Customs form required on First-Class Mail International letter-size and flat-size items containing only documents weighing under 16 ounces or containing only documents and entered by a known mailer. ■ PS Form 2976 required on all letter-size and flat-size items containing only documents and weighing over 16 ounces or containing potentially dutiable items regardless of weight.
Customer Care — *www.usps.com* or 800-222-1811 **Customs Forms Online — *www.usps.com/international/customsforms***	

GXG Product

Help your customers see how GXG’s premium product features can benefit them.

Features to Share With Customers	Benefits to Share With Customers
■ Available at almost 16,000 locations.	■ Ship from a nearby Post Office.
■ Fastest USPS international product.	■ Meets your urgent international shipping needs.
■ Date-certain delivery.	■ Be certain when your shipment will arrive.
■ Reliable service performance.	■ Be confident that your shipment will arrive on time.
■ Money-back guarantee.	■ Your postage will be refunded if the delivery date is not met.*
■ Tracking on *www.usps.com* or call 800-222-1811.	■ Check the status of your shipment from mailing through delivery.
■ Includes $100 insurance (additional insurance can be purchased up to $2,499 to most countries).	■ Shipments valued at less than $100 are automatically insured for their full amount.
■ Shipping supplies available.	■ Enjoy the convenience of free GXG packaging.
■ Priced below competitors’ published retail rates; no surcharges.	■ Save money while receiving premium service.
■ Offered online (online discounts available).	■ Ship from the convenience of your home or office and receive an automatic 10% discount when you purchase online.
■ Carrier Pickup service available.	■ Convenient, free Carrier Pickup service available.

* *Certain restrictions apply. The Postal Service will refund the postage unless 1) the delivery was attempted but could not be made; 2) the delivery address was incomplete or inaccurate; 3) the shipment was delayed by circumstances beyond our control, including severe weather, strikes, and import/export clearance delays; 4) the shipment was addressed to a PO Box even if otherwise acceptable for delivery.*

POS ONE User Info

GXG POS ONE Features for Retail Associates (RAs)	GXG POS ONE Benefits for Retail Associates (RAs)
■ Automatically provides all information required for GXG transaction.	■ Eliminates the need to use Publication 141, *Global Express Guaranteed Service Guide*, except during offline mode.
■ Requires selection of each item in the shipment from a standardized list.	■ Provides requirements and prohibitions for each item selected.
■ Provides country-specific requirements.	■ Prevents refusal of items due to improper contents, preparation, and/or documentation.
■ Informs when a Commercial Invoice (CI) is required.	■ Provides information needed to advise customer on the required documentation.
■ Automatically calculates the delivery date (takes into account nondelivery days and foreign and domestic holidays).	■ Eliminates the need to manually calculate the delivery date.
■ Provides process to select appropriate postage rate for the shipment	■ Assures accurate postage for items being shipped.

Postal Codes

Countries That Require Postal Codes

A postal code is required on the shipping label for GXG items mailed to the countries listed below. POS ONE will provide a postal code when possible. Only for the countries below, POS ONE will stop the transaction if no postal code is provided:

- Australia.
- Austria.
- Belgium.
- Brazil.
- Canada.
- China.
- Denmark.
- Faeroe Islands.
- Finland.
- France.
- Germany.
- Great Britain & Northern Ireland.
- Greece.
- Greenland.
- India.
- Indonesia.
- Italy.
- Japan.
- Liechtenstein.
- Luxemburg.
- Malaysia.
- Mexico.
- Monaco.
- Netherlands.
- Norway.
- Philippines.
- Portugal.
- Singapore.
- Spain.
- Sweden.
- Switzerland.
- Thailand.

Abbreviated Postal Codes in POS ONE

POS ONE may only show the first few letters/numbers of the postal code for the following countries, when you search by city name:

- Brazil.
- Canada.
- Great Britain & Northern Ireland.
- Japan.
- Taiwan.

Note: The abbreviated postal codes can be entered on the shipping label, and the shipment will be delivered in accordance with the delivery date.

City Search

Enter at least the first few letters of the city name.

The city search will return a postal code for cities with one individual postal code.

Example 1: France: 'Peray' will be returned with postal code 72260.

Example 2: France: 'Paris' will not be returned with a postal code because 'Paris' has multiple postal codes.

"All Other Cities" Selection

Some countries offer the option to select "All Other Cities" when GXG is offered to all destinations within the country. Only use this option after trying to retrieve the actual city, because "All Other Cities" will provide the longest transit time in that country.

Shipment Contents Selection

Select the items that appear on the shipping label. If the specific items are not on the POS ONE list, then select a similar item. Sample scenarios below:

Scenario 1: *Customer is shipping a Passport:* Search for Passport > Select Passport

Scenario 2: *Customer is shipping an I-Pod:* Search for I-Pod (I-Pod not found) > Search for Computer > Select Computer Hardware

Scenario 3: *Customer is shipping an Airline Ticket:* Search for Airline Ticket > Prompted by POS ONE, ask customer if ticket is blank or issued > Select Airline Ticket Blank or Airline Ticket Issued depending on customer's response.

Online Label Handling (Click-N-Ship)

If a customer has paid postage online, no additional postage should be collected at the counter. If the item is short paid, don't return the package or document to the customer. Tell the customer he/she will receive an e-mail informing him/her that the item is short paid, at which time

the customer will need to pay the balance with the credit card of record before he/she can mail any other Click-N-Ship items.

How to Order Global Express Guaranteed Shipping Supplies

If you have Internet access, use the eBuy on-catalog requisition system to order your GXG supplies from the Material Distribution Center (MDC). Search for items using the postal stock number (PSN) listed below (without the dashes).

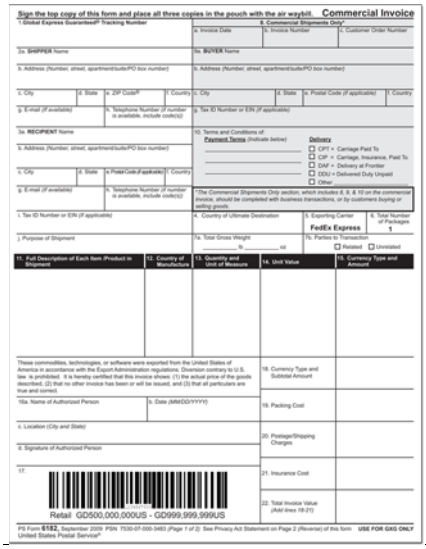
If your office does not have access to eBuy, you may order using touch-tone order entry (TTOE): Call 800-273-1509.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at *http://blue.usps.gov/purchase/_doc/ops_ ttoeins.doc* or call 800-332-0317, option 4, option 4.

Those without eBuy can fax 800-270-6233 or call 800-610-8734. Supplies are also available online at *http://www.usps.com/shippingsupplies*.

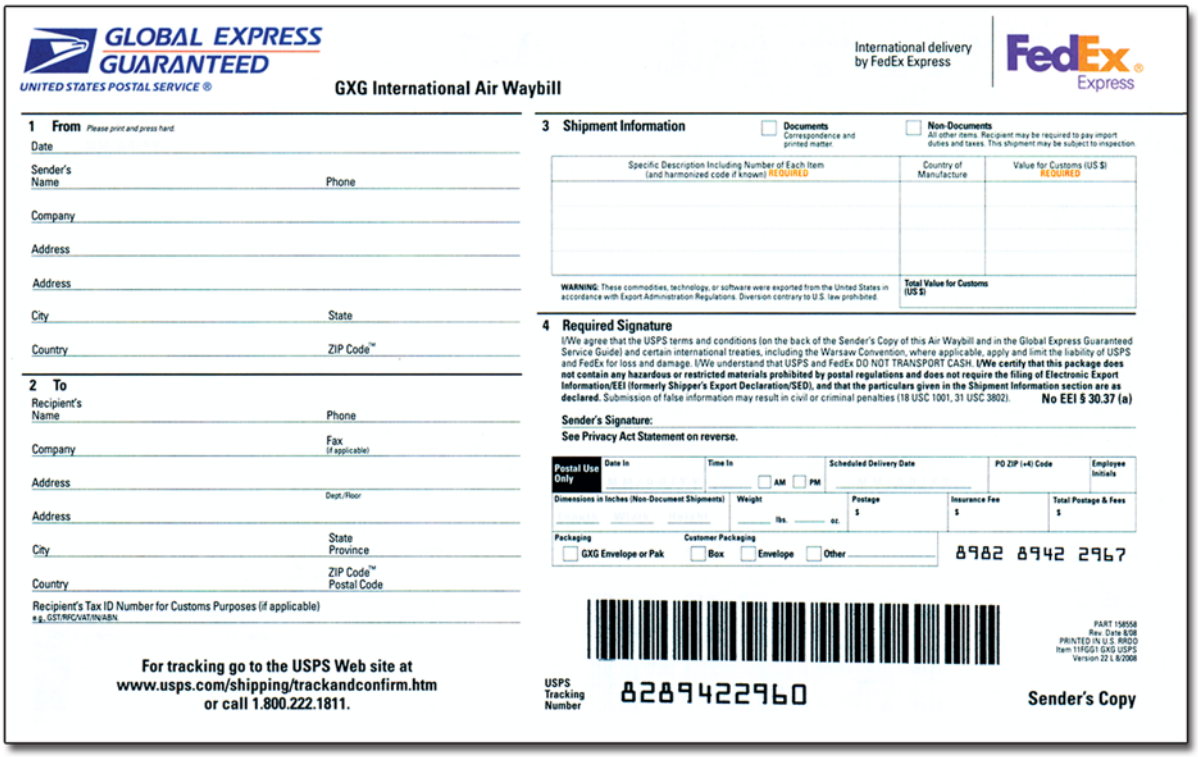
Global Express Guaranteed Supplies

Item	Supply Item Description	Item Number (PSIN)	PSN
	Global Express Guaranteed Envelope — Cardboard	EP16A	7690-04-000-6856
	Global Express Guaranteed Plastic Envelope	EP16B	7530-04-000-8878
	GXG International Air Waybill/ Shipping Label	11FGG1	7690-04-000-8880

Item	Supply Item Description	Item Number (PSIN)	PSN
	PS Form 6182, *Commercial Invoice* (Customs Form)	PS6182	7530-07-000-3483
	PS Form 2976-E, *Customs Form Envelope,* Plastic pouch to hold shipping label and Customs forms	PS2976E	7530-03-000-5174
	GXG ID stickers for customer packaging (pressure sensitive, 100 per roll)	107RGG3	7690-04-000-8879
	GXG package return label (pressure sensitive, 100 per roll) FOR POST OFFICE USE ONLY	11FGG2R	7690-07-000-1225
	GXG Sack Tag FOR POST OFFICE USE ONLY	PS141	7690-04-000-6856

Shipping Label and Completion Instructions

Shipping Label, Item 11FGG1, *GXG International Air Waybill*



Note: The shipping label (Item 11FGG1, *GXG International Air Waybill)* must be completed in English. If not filled out entirely in English, the shipment will be refused and returned to the origin office.

Section 1 — From Mailer's address information. Make sure all of the following information is entered completely and accurately:

- Date.
- Sender's full name.
- Sender's telephone number.
- Company name, if applicable.
- Sender's complete address, including city, state, country, and ZIP Code.

Section 2 — To Destination address information. Make sure all the following information is entered completely and accurately:

- Recipient's full name.
- Recipient's telephone number — required if shipment is addressed to a PO Box.
- Recipient's fax number, if applicable; helpful in case of an inaccurate destination address or difficulty with delivery.
- Recipient's complete address, including postal code. Do *not* abbreviate city, state/province, or country. Make sure to use English (for instance, "Moscow" instead of "Moskva"). POS ONE and Click-N-Ship service provide the postal code when required, if the correct city name is entered.
- Recipient's tax ID number for Customs purposes (if applicable).

Section 3 — Shipment Information

- **Documents:** Check this box if the shipment contains only correspondence and/or printed matter.
- **Non-Documents:** Check this box for all other items. The recipient may be required to pay import duties and taxes. This shipment may be subject to Customs inspection.
- **Description:** REQUIRED. A proper description must be provided on the shipping label for each item in the shipment in order for the shipment to clear Customs. A proper description consists of four parts: item, detailed description, country of manufacture (where known), and value (the selling price or fair market value of the contents, in U.S. dollars.) Document value is $1.00 or the cost of document reconstruction, whichever is higher. ***Exception:*** Document shipments to Mexico cannot have a value listed. Each document item should be fully described (e.g., diploma, birth certificate, marriage license).

	Acceptable Descriptions		
Unacceptable Description Item	**Specific Description Including Quantity of Each Item**	**Country of Manufacture**	**Value for Customs (US $)**
Clothing	Clothing: Men's cotton T-shirts (3)	China	$30.00
Computer parts	Computer Parts: PC motherboard (1))	Taiwan	$60.00
Medicine	Medicine: Zocor 80 mg (personal use) (12 tablets))	USA	$25.00
Vitamins	Vitamins: Vitamin C 100 mg (50 tablets))	USA	$30.00
Papers	Papers: legal contract)		$1.00

- Total Value for Customs — If a Commercial Invoice is required, enter the sum of the total postage, fees, and packaging costs to the value of the items.

Section 4 — Required Signature

The shipping label must be signed by the sender or company representative. Online labels do not need signatures — the name printed online serves as the signature.

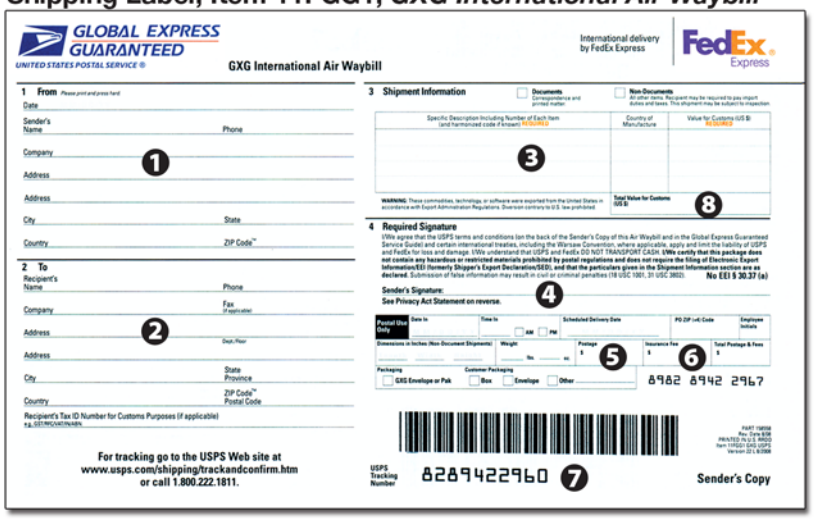
Section 5 — Postal Use Only

Each block of the "Postal Use Only" section must be completed by the retail associate. Please note that some of these fields, such as Postage and Insurance Fee, will be prepopulated in the online labels.

- Date in (date accepted).
- Time in (check A.M. or P.M.) (time accepted).
- Scheduled delivery date.
- PO (ZIP+4) Code (acceptance Post Office ZIP+4 Code).
- Employee initials.
- Dimensions in inches (Nondocument shipments).
- Weight (in pounds and ounces).
- Postage in U.S. dollars.
- Insurance fee in U.S. dollars.
- Total postage and fees in U.S. dollars — *Note that on shipments where a Commercial Invoice is required, the Total Postage and Fees amount should be added to the value of items in Section 4 above plus any packing costs, to give the amount that is filled in the Total Value for Customs field.*
- Packaging — Check GXG packaging or type of customer-provided packaging.

How to Transfer Information From Shipping Label to Commercial Invoice

Shipping Label, Item 11FGG1, *GXG International Air Waybill*


GLOBAL EXPRESS GUARANTEED
UNITED STATES POSTAL SERVICE ®

GXG International Air Waybill

International delivery by FedEx Express

FedEx Express

1 From

Date

Sender's Name Phone

Company

Address

Address

City State

Country ZIP Code™

2 To

Recipient's Name Phone

Company Fax

Address Dept./Floor

Address

City State/Province

Country ZIP Code™/Postal Code

Recipient's Tax ID Number for Customs Purposes (if applicable)

For tracking go to the USPS Web site at www.usps.com/shipping/trackandconfirm.htm or call 1.800.222.1811.

3 Shipment Information

Documents

Non-Documents

Specific Description Including Number of Each Item (and harmonized code if known)

Country of Manufacture

Value for Customs (US $)

WARNING: These commodities, technology, or software were exported from the United States in accordance with Export Administration Regulations. Diversion contrary to U.S. law prohibited.

Total Value for Customs (US $)

4 Required Signature

I/We agree that the USPS terms and conditions (on the back of the Sender's Copy of this Air Waybill and in the Global Express Guaranteed Service Guide) and certain international treaties, including the Warsaw Convention, where applicable, apply and limit the liability of USPS and FedEx for loss and damage. I/We understand that USPS and FedEx DO NOT TRANSPORT CASH. I/We certify that this package does not contain any hazardous or restricted materials prohibited by postal regulations and does not require the filing of Electronic Export Information/EEI (formerly Shipper's Export Declaration/SED), and that the particulars given in the Shipment Information section are as declared. Submission of false information may result in civil or criminal penalties (18 USC 1001, 31 USC 3802).

No EEI § 30.37 (a)

Sender's Signature:

See Privacy Act Statement on reverse.

Postal Use Only | Date In | Time In | Scheduled Delivery Date | PO ZIP (+4) Code | Employee Initials

Dimensions in Inches (Non-Document Shipments) | Weight | Postage | Insurance Fee | Total Postage & Fees

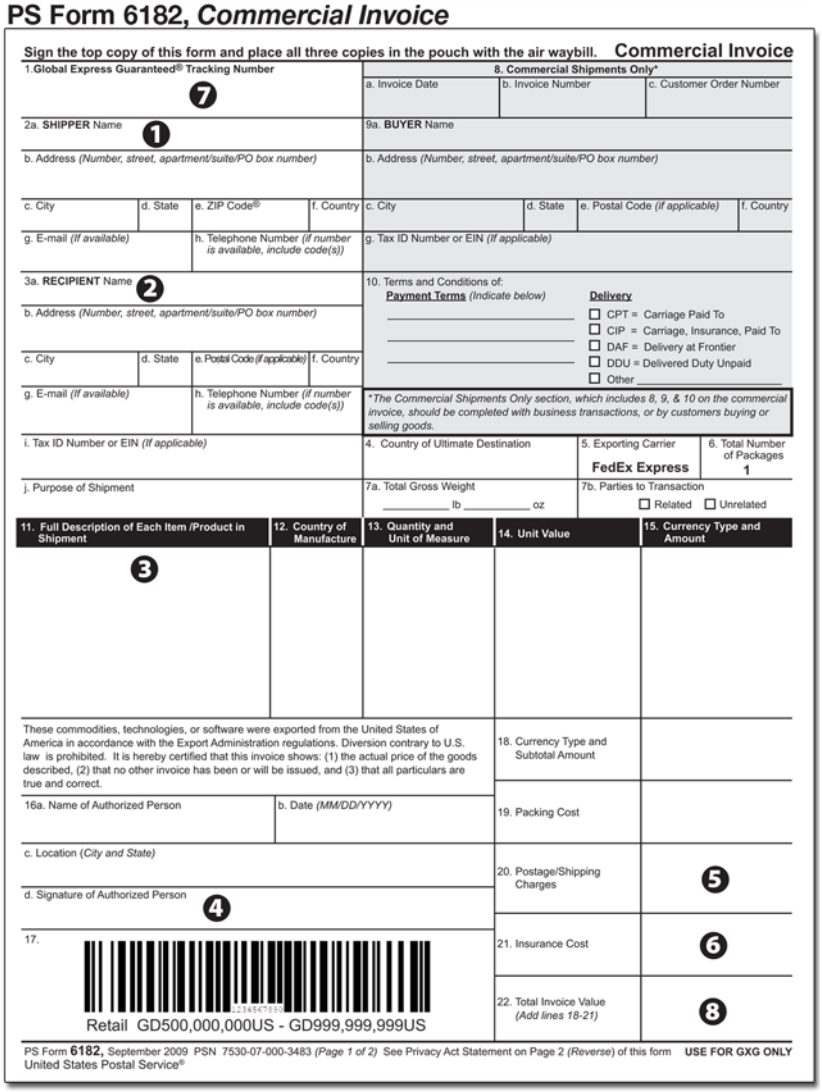
Packaging | Customer Packaging

8982 8942 2967

USPS Tracking Number 8289422960

Sender's Copy

PS Form 6182, *Commercial Invoice*


Sign the top copy of this form and place all three copies in the pouch with the air waybill. **Commercial Invoice**

1. Global Express Guaranteed® Tracking Number

8. Commercial Shipments Only*

a. Invoice Date | b. Invoice Number | c. Customer Order Number

2a. SHIPPER Name

9a. BUYER Name

b. Address (Number, street, apartment/suite/PO box number)

b. Address (Number, street, apartment/suite/PO box number)

c. City | d. State | e. ZIP Code® | f. Country

c. City | d. State | e. Postal Code (if applicable) | f. Country

g. E-mail (If available) | h. Telephone Number (if number is available, include code(s))

g. Tax ID Number or EIN (If applicable)

3a. RECIPIENT Name

10. Terms and Conditions of:

Payment Terms (Indicate below)

Delivery

☐ CPT = Carriage Paid To
☐ CIP = Carriage, Insurance, Paid To
☐ DAF = Delivery at Frontier
☐ DDU = Delivered Duty Unpaid
☐ Other

b. Address (Number, street, apartment/suite/PO box number)

c. City | d. State | e. Postal Code (If applicable) | f. Country

g. E-mail (If available) | h. Telephone Number (if number is available, include code(s))

*The Commercial Shipments Only section, which includes 8, 9, & 10 on the commercial invoice, should be completed with business transactions, or by customers buying or selling goods.

i. Tax ID Number or EIN (If applicable)

4. Country of Ultimate Destination

5. Exporting Carrier: FedEx Express

6. Total Number of Packages: 1

j. Purpose of Shipment

7a. Total Gross Weight: _____ lb _____ oz

7b. Parties to Transaction ☐ Related ☐ Unrelated

11. Full Description of Each Item /Product in Shipment	12. Country of Manufacture	13. Quantity and Unit of Measure	14. Unit Value	15. Currency Type and Amount

These commodities, technologies, or software were exported from the United States of America in accordance with the Export Administration regulations. Diversion contrary to U.S. law is prohibited. It is hereby certified that this invoice shows: (1) the actual price of the goods described, (2) that no other invoice has been or will be issued, and (3) that all particulars are true and correct.

18. Currency Type and Subtotal Amount

16a. Name of Authorized Person | b. Date (MM/DD/YYYY)

19. Packing Cost

c. Location (City and State)

20. Postage/Shipping Charges

d. Signature of Authorized Person

17.

21. Insurance Cost

Retail GD500,000,000US - GD999,999,999US

22. Total Invoice Value (Add lines 18-21)

PS Form 6182, September 2009 PSN 7530-07-000-3483 (Page 1 of 2) See Privacy Act Statement on Page 2 (Reverse) of this form USE FOR GXG ONLY
United States Postal Service®

a) Fill in shipping label (Item 11FGG1, *GXG International Air Waybill*) first. If PS Form 6182, *Commercial Invoice* (CI), is required, leave the shipping label field marked **8**, Total Value for Customs, blank until after filling out the CI.

b) When a CI is required, carefully transfer information from the appropriate fields on the shipping label to the CI. The diagram shows that the information from the area marked 1 on the shipping label goes to the area marked 1 on the CI; the information from the area marked 2 on the shipping label goes to the area marked 2 on the CI, etc.

c) On the CI, add together the total value of the shipment, the packing cost, postage/shipping charges, and insurance cost to get the Total Invoice Value. Enter this amount in the field marked **8** (Item 22) and also the field marked **8** (Total Value for Customs) on the shipping label.

d) Refer to the instructions on the next page for completing the CI.

Commercial Invoice (CI) and Completion Instructions

PS Form 6182, *Commercial Invoice*

Sign the top copy of this form and place all three copies in the pouch with the air waybill. **Commercial Invoice**

1. **Global Express Guaranteed® Tracking Number**				**8. Commercial Shipments Only***			
				a. Invoice Date	b. Invoice Number	c. Customer Order Number	
2a. **SHIPPER** Name				9a. **BUYER** Name			
b. Address *(Number, street, apartment/suite/PO box number)*				b. Address *(Number, street, apartment/suite/PO box number)*			
c. City	d. State	e. ZIP Code®	f. Country	c. City	d. State	e. Postal Code *(if applicable)*	f. Country
g. E-mail *(If available)*		h. Telephone Number *(if number is available, include code(s))*		g. Tax ID Number or EIN *(If applicable)*			
3a. **RECIPIENT** Name				10. Terms and Conditions of: **Payment Terms** *(Indicate below)*		**Delivery**	
b. Address *(Number, street, apartment/suite/PO box number)*				_____		☐ CPT = Carriage Paid To	
				_____		☐ CIP = Carriage, Insurance, Paid To	
c. City	d. State	e. Postal Code *(if applicable)*	f. Country	_____		☐ DAF = Delivery at Frontier	
g. E-mail *(If available)*		h. Telephone Number *(if number is available, include code(s))*				☐ DDU = Delivered Duty Unpaid	
						☐ Other _____	
				**The Commercial Shipments Only section, which includes 8, 9, & 10 on the commercial invoice, should be completed with business transactions, or by customers buying or selling goods.*			
i. Tax ID Number or EIN *(If applicable)*				4. Country of Ultimate Destination		5. Exporting Carrier **FedEx Express**	6. Total Number of Packages **1**
j. Purpose of Shipment				7a. Total Gross Weight _____ lb _____ oz		7b. Parties to Transaction ☐ Related ☐ Unrelated	

11. Full Description of Each Item /Product in Shipment	12. Country of Manufacture	13. Quantity and Unit of Measure	14. Unit Value	15. Currency Type and Amount

These commodities, technologies, or software were exported from the United States of America in accordance with the Export Administration regulations. Diversion contrary to U.S. law is prohibited. It is hereby certified that this invoice shows: (1) the actual price of the goods described, (2) that no other invoice has been or will be issued, and (3) that all particulars are true and correct.	18. Currency Type and Subtotal Amount	
16a. Name of Authorized Person / b. Date *(MM/DD/YYYY)*	19. Packing Cost	
c. Location (*City and State*)	20. Postage/Shipping Charges	
d. Signature of Authorized Person		
17. 1234567890 Retail GD500,000,000US - GD999,999,999US	21. Insurance Cost	
	22. Total Invoice Value *(Add lines 18-21)*	

PS Form **6182,** September 2009 PSN 7530-07-000-3483 *(Page 1 of 2)* See Privacy Act Statement on Page 2 *(Reverse)* of this form **USE FOR GXG ONLY**
United States Postal Service®

Note: Refer to the Documentation Requirement section of Alphabetical Listing of Countries and Cities Served in Publication 141, *Global Express Guaranteed Service Guide*, or in POS ONE to determine if a Commercial Invoice is required for a shipment. A Commercial Invoice may be required for personal shipments as well as for commercial shipments. If a commodity is not listed or if there is any doubt, complete a Commercial Invoice for the shipment.

The Commercial Invoice must be completed in English. Three copies must accompany the shipment. Enter all of the following information completely and accurately:

1. The GXG Air Waybill number. It is the 10-digit USPS tracking number located on the bottom right corner of the *GXG International Air Waybill*/Shipping Label (AWB/SL).
2. [a–h] The shipper's full name, complete address, country, e-mail address, and telephone number, including area/country codes. Including a telephone number may facilitate delivery.
3. [a–j] The recipient's full name, complete address, country, e-mail address, and telephone number, including area/country codes. Including a telephone number may facilitate delivery. The customer must provide this information. Provide the tax ID number (e.g., GST, VAT, RFC, ABN, IN, other) or EIN (if applicable or known by the shipper). The customer must also state the purpose of the shipment (i.e., gift (unsolicited), personal effects, personal use (new, no resale), catalog/order return, commercial sale, intracompany transfer, return for repair, return after repair, marked samples (no resale) mutilated samples (no resale), etc.).
4. Final country of destination for goods in this shipment. This can be different than the recipient's country.
5. Exporting carrier is pre-filled — FedEx Express.
6. Total number of packages is pre-filled — 1. GXG shipments are limited to one package per shipment.
7. [a–b] The total gross shipment weight in pounds and ounces. Mark whether the parties of the transaction are related or unrelated. Related refers to partners, officers, directors, employers, employees or owners of the business, company, or organization, or related by blood, marriage, or common-law partnership. All others should mark the "Unrelated" box.

*The Commercial Shipments Only section, which includes numbers 8, 9, and 10, should be completed with business transactions, or by customers buying or selling goods.

8. [a–c] For commercial shipments, the invoice date, invoice number, and customer order number (if applicable).
9. [a–g] The buyer's full name, complete address, country, and tax ID number (i.e., GST, VAT, RFC, ABN, IN, other) or EIN, if applicable.
10. For commercial shipments, the terms and conditions of payment and delivery.
11. A *full* description of *each* item in the shipment (for example, 100 percent wool sweater).
12. The country of manufacture of *each* item in the shipment (for example, Ireland).
13. The quantity and unit of measurement for *each* item in the shipment (for example, 2 dozen).
14. *Each* item's unit per piece value (for example, $336/dozen).
15. The currency type and amount (for example, U.S. $672). This should equal the number of units indicated in the quantity and unit of measure field, multiplied by the unit value amount (that is, field 13 x field 14).
16. [a–d] Name, date, location, and written signature of the person completing this commercial invoice.
17. Barcode scanning area.
18. The subtotal currency type (for example, U.S. dollars) and total amount from column 15.
19. Any packing costs, including packaging.
20. The GXG postage/shipping charges.
21. Any insurance premium paid to insure the shipment.
22. The sum of the total amount, packing cost, postage/shipping cost, and insurance cost. This should be the same as the "Total Value for Customs" in section 3 of the shipping label (*GXG International Air Waybill*).

Standard Operating Procedures

Retail Acceptance of GXG Shipping Label, Item 11FGG1, *GXG International Air Waybill*

Retail associates should do the following:

1. Greet customer.
2. Place item on scale.
3. Verify that the customer desires GXG service. Select GXG service and inform the customer of the price. Notify the customer that the shipment may be subject to a dimensional weight postage rate if not shipped in USPS-supplied GXG packaging.
4. Encourage the customer to use GXG (USPS/FedEx) packaging.

GXG Workflow

A. POS ONE Locations

- Enter postal code. If postal code is not known, select Continue and enter first few letters of the city name.
- Select YES/NO response to questions: "Is shipment addressed to a PO Box?" (not available in some countries) (money-back guarantee does not apply to shipments addressed to PO Boxes) and "Does shipment contain any gifts?"
- Review country-specific requirements with the customer.
- If postal code was unknown, destination city options now appear. Select city and have customer enter postal code on label.
- Type first few letters of each item in shipment and scroll to select content items (or similar item name). Select "Add Item."
- Review GXG Transaction Summary screen.
- Advise customer of the delivery date, holidays, item restrictions, and if a PS Form 6182, *Commercial Invoice* (CI), is required. The CI requirement will appear on the POS ONE screen in the Critical Information section.
- If a CI is required, have customer complete it and review to ensure CI is complete, item descriptions are detailed, and value is accurate for each item.
- Place the three signed copies in plastic pouch, PS Form 2976-E.
- Enter the scheduled delivery date on Item 11FFGG1, *GXG Air Waybill*/Shipping Label (AWB/SL).

B. IRT and SPORT & MOVES Locations

- Refer to *Global Express Guaranteed Service Guide*.

1. Look up the destination country to determine if shipment content items are restricted or prohibited, to determine availability of PO Box delivery, and to look up a postal code.
2. Refer to the Documentation Requirements matrix in the destination country listing to determine if the shipment requires a CI.
   - If a CI is required, have the customer complete a CI and review it to ensure the CI is complete, item descriptions are detailed, and value is accurate for each item. Fold and place the three signed copies in plastic pouch, PS Form 2976-E.
   - Compute delivery date (make sure to factor in weekends and both domestic and international holidays).

     Note: If a CI is required, compute delivery date using the NON-DOC transit time column in the *Global Express Guaranteed Service Guide.*
   - Inform the customer of the delivery date.
   - Enter as the scheduled delivery date on the AWB/SL.
5. Select Package Type — POS ONE may prompt for package dimensions and will show the dimensional (DIM) weight price, if higher. In IRT and manual offices, calculate the DIM weight and charge the customer the price of the higher weight if the GXG shipment is not in USPS-supplied GXG packaging.
6. Article measurements
   - POS ONE locations — Enter measurements into POS ONE and follow screen instructions. Record measurements, weight, and postage on the AWB/SL.
   - IRT locations — Enter measurements into IRT. Record measurements, DIM weight (from IRT), and appropriate weight postage (from IRT) on the AWB/SL.
   - SPORTS & MOVES offices — Record measurements on the AWB/SL. Compute DIM weight (L x H x W ÷ 166) and record appropriate weight and postage on the AWB/SL.

     Note: DIM weight does not apply to items shipped in USPS-supplied GXG packaging. Refer to the IMM for price.

7. Ask if the customer would like to purchase additional insurance; enter the insurance fee on the AWB/SL.
8. Inform the customer of the total postage amount.

   Note: At this point, check the AWB/SL and the CI, if applicable, to make sure all required sections have been completed in English by the customer and you.
9. Communicate to the customer that there are some cases where the money-back guarantee is voided, such as 1) when the delivery is attempted but cannot be made; 2) the delivery address is incomplete or inaccurate; 3) the shipment is delayed by circumstances beyond our control, including severe weather, strikes, and import/export clearance delays.
10. Tell the customer that the recipient will be responsible for paying any Customs duties or taxes.
11. Date stamp the Sender's Copy (top copy) and the USPS Copy (last copy) in the white area above block 3 and remove both copies from the AWB/SL.
12. Insert remaining AWB/SL and any other customer documentation (including CI, if required) in plastic pouch, PS Form 2976-E, with AWB/SL in front of documents, and seal. Affix plastic pouch to front/address side of article.
13. Affix postage to upper right hand portion of article. Complete GXG transaction.
14. Ask the customer if he/she has any other transactions to conduct.
15. Collect funds for the visit.

    Note: For Click-N-Ship service and online labels:

    - Complete Postal Use Only section on pages one, two, and six of AWB/SL.
    - There is an automatic 10 percent postage discount for GXG labels paid online.
    - Do not request additional funds for short-paid articles because a short-paid notice will be sent automatically to customer. The customer will need to pay the short-paid postage before making another Click-N-Ship transaction. (Use Postage Affixed function on POS ONE.)
    - If a customer presents a stale-dated online label at the retail counter (the date is earlier than the date of mailing), retail associates should advise the customer that a new label must be printed. The customer can request a refund for unused PC postage labels by going to the Online Postage Refund page. For example, with Click-N-Ship service, the customer goes to the Click-N-Ship website at *www.usps.com/shipping/label.htm* and signs in. At the top of the screen, he/she clicks on *Shipping History* or *My Account,* then on the left under the "Refunds" box, clicks *Request a Refund.*
16. Provide the customer with the Sender's Copy of the AWB/SL and POS ONE/IRT or manual receipt.
17. Thank the customer.
18. File the USPS Copy and store it for 6 months.
19. Place the GXG article in an *Express Mail* sack designated for GXG service. Do not mix with other expedited articles.
20. Close sack, properly tag with PS 141, *GXG Sack Tag*, and use destination slide label for designated processing airport mail center/airport mail facility (AMC/AMF).
21. Dispatch articles daily at specified dispatch times to meet GXG critical entry times (CET).

Retail Acceptance of Global Express Guaranteed at Nonparticipating Sites

This process addresses the handling of GXG articles presented at offices not participating in the GXG program for the following scenarios:

1. A FedEx employee drops off a GXG article that was retrieved from a FedEx collection box — Accept the article and forward to the designated AMC or processing and distribution center (P&DC) retail unit for processing.
2. A customer wants to send an article using GXG — Refer the customer to the nearest participating USPS GXG site (list provided by your district retail manager).
3. A customer presents a GXG article with an online label and prepaid postage — Accept the article and forward it to the designated AMC or P&DC retail unit for processing. Advise the customer that the receipt will be mailed to him/her.
4. A USPS carrier drops off a GXG article found in a USPS collection box — Accept the article and forward it to the designated AMC or P&DC retail unit for processing.

Once the GXG article reaches the designated AMC or retail unit at the P&DC, it will be processed according to existing GXG standard operating procedures (SOPs) for accepting GXG shipments, and the customer's receipt will be mailed to him/her.

Retail Acceptance of GXG Shipment Re-mailed

If a shipment was refused by FedEx and returned to the AMC or refused at the AMC:

- The AMC contacts the USPS Call Center by e-mail at *uspsgxg@esecurecare.net*
- The Call Center contacts the customer.
- The customer is given the option to re-ship or receive a refund for the refused shipment.
- Customers requesting a refund must call 800-222-1811.
- *No GXG refunds can be given at the retail office.*

If the customer elects to re-ship, follow this SOP for reshipping a refused GXG shipment:

1. Once the shipment is received at the retail office, contact the customer and verify that he/she is coming in to correct the issue. (The customer should already have been contacted by the USPS Call Center.)
2. Greet the customer.
3. If the customer has elected to re-mail a refused or returned GXG shipment, scan the original AWB/SL as "Delivered", and complete PS Form 3849, *Delivery Notice/Reminder/Receipt*.
4. Remove the Return to Sender label.
5. Ask the customer to fill out a *new* shipping label.
6. Assist the customer in correcting the issue (for example, the customer should fill out a CI or provide a more detailed description of the contents). (If you are unaware of the reason for refusal/return, please contact the district retail office and request the reason for refusal.)
7. If a CI is required as indicated in the Critical Information section on the POS ONE screen, provide the customer with a CI to complete.
8. Place item on scale.
9. Select GXG.
10. Follow existing acceptance procedures for GXG workflow.
11. Inform the customer of the *new* delivery date.
12. Complete a PS Form 3533, *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts,* for the postage. This credits the retail associate with the postage that he or she will place on the return shipment — although a new postage validation imprint (PVI) will be printed out, no money for postage will be collected from the customer. Complete the PS Form 3533 with the following information:
    - Customer's name and address.
    - Signature of Postal Service employee preparing the PS Form 3533.
    - Amount of postage affixed. (For shipments originally mailed using Click-N-Ship service, use the original postage amount on the AWB/SL.)
    - Check off the Other Refunds box and enter (AIC 553) with Explanation: GXG Shipment Re-Mailed.
    - Attach the original postage affixed and the original AWB/SL to the PS Form 3533.
    - Write the new AWB/SL number on PS Form 3533 and report the new and old number via e-mail to GXG at *uspsgxg@esecurecare.net*.
    - Retail unit supervisor must certify and authorize the PS Form 3533 with signature.
13. Weigh and rate the item on the scale. Print and attach a new PVI label for the postage (the amount will be offset to AIC 553* by the PS Form 3533). If postage was originally paid by Click-N-Ship service, for IRT and POS ONE equipment, select the Postage Affixed key and enter the difference between the current rate and the original Click-N-Ship amount. Ensure the calculation is performed and the original Click-N-Ship amount is displayed. Print and attach a new PVI label for the original Click-N-Ship rate. Complete the transaction.

    ***Note:** An authorized PS Form 3533 is required support documentation for using AIC 553; this must be kept on file with the PS Form 3849 and original AWB/SL at the local retail unit.
14. Communicate to the customer that there are some cases where the money-back guarantee is voided, such as 1) when the delivery is attempted but cannot be made; 2) the delivery address is incomplete or inaccurate; 3) the shipment is delayed by circumstances beyond our control, including severe weather, strikes, and import/export clearance delays.
15. Tell the customer that the recipient will be responsible for paying any Customs duties or taxes.
16. Provide the customer with the Sender's Copy of the new AWB/SL.
17. Remove the USPS Copy and maintain on file for 6 months.
18. Ask the customer if he/she has any other transactions to conduct.
19. Thank the customer.
20. Place the GXG article in a designated Express Mail sack. Do not mix with other expedited articles.
21. Close the sack, properly tag it with GXG Tag 141, and use a destination slide label for designated AMC/AMF.

22. Dispatch articles daily as required, at specified dispatch times.
23. The postmaster or management designee must review the copy of the shipping label, return the label, and complete the GXG Requirements Checklist.
24. Identify the retail associate who accepted the original GXG shipment and review findings from the checklist. Retrain the retail associate on GXG acceptance procedures. For POS offices, review GXG transactions in POS with the retail associate.
25. Send the completed and signed checklist to your district retail manager.

GXG Requirements Checklist Used for Review of Refused GXG Items

The acceptance clerk is responsible for verifying that all sections of the GXG shipping label are correctly completed before the mailpiece is accepted.

If a GXG shipment is returned to your office, use this checklist to review the label to determine the cause of refusal. Inform the retail associate of error and retrain him/her on proper GXG acceptance.

For POS offices, review the transaction in POS with the retail associate.

Complete the form and return it to your district retail office.

GXG LABEL NUMBER: _____

LABEL SECTION 1 — FROM

__ Date missing or incorrect
__ Sender's name missing
__ Phone number missing (sender's phone number is required)
__ Company name missing
__ Address missing or incomplete
__ City missing
__ State missing
__ Country missing
__ ZIP Code missing

LABEL SECTION 2 — TO

__ Recipient's name missing
__ Phone (Recipient phone number required if shipment is addressed to a PO Box)
__ Company name not legible
__ Address missing
__ Addressed to PO Box — Available only to certain countries as provided in POS ONE. The recipient's phone number is required when the shipment is addressed to a PO Box.
__ City missing, abbreviated, or not in English
__ State/Province abbreviated, or not in English
__ Country missing, abbreviated, or not in English
__ Country not on service network or embargoed
__ Postal code missing — POS ONE provides the postal code when required. Mailers can obtain postal codes from *http://www.upu.int*.
__ Recipient's Tax ID Number

LABEL SECTION 3 — SHIPMENT INFORMATION

__ Round date stamp missing (round date should appear above section 3 on the Sender's and USPS copies)
__ Documents or nondocuments check mark missing
__ Specific description/# of each item/country of manufacture/value(s) missing (Document value is the cost of document reconstruction or $1, whichever is higher. ***Exception:*** Document shipments to Mexico cannot have a value listed.)
__ Nonmailable item listed

LABEL SECTION 4 — REQUIRED SIGNATURE

__ Sender's signature missing — *item will be returned without this information.* If the customer cannot write his/her name, the retail associate prints the customer's name and puts his/her own initials next to it. If the customer cannot read the Agreement Block, before the retail associate completes the signature, the retail associate reads the Agreement Block for the customer so the mailer can agree to the terms and conditions. The customer certifies the package does not contain cash or hazardous or restricted materials prohibited by postal regulations.

Note: Shipments prepared online do not require a signature; the printed name suffices.

LABEL SECTION — POSTAL USE ONLY

__ Date in missing
__ Time in missing
__ Scheduled delivery date missing or incorrect
__ PO ZIP+4 Code missing
__ Acceptance employee initials missing
__ Dimensions in inches missing (Nondocument shipments)
__ Weight not in whole numbers or is missing (e.g., correct: 4 oz.; incorrect: 3.5 oz.)
__ Postage (only) missing
__ Insurance fee (only) missing (if not applicable, clerk must mark N/A)
__ Total postage & fees incorrect or missing
__ Packaging/customer packaging block missing check mark

PS FORM 6182, COMMERCIAL INVOICE (CI)

__ If the shipment was missing a CI, duplicate the original transaction by doing a dry run of the GXG transaction on POS ONE. Review the summary and finance GXG transaction screens that reflect the CI requirement. Remind the retail associate that the GXG CI requirement also appears on the customer receipt.

MISCELLANEOUS:

__ Label illegible

__ Other: _____

Postmaster:

Send a Copy to District Retail Manager and Keep a Copy for Your Records

The retail associate has been notified of the label acceptance error(s) and has been retrained on the correct acceptance procedure.

Postmaster/Supervisor Signature:

_____Date: _____

Print Retail Associate's Name:

_____

OFFICE & ZIP CODE:

_____

GXG Label Number: _____

Global Express Guaranteed On/Off Procedures and Setting CET

NCR — POS ONE Equipment On/Off Procedures

From Main Screen:

1. Select <Back Office>.
2. Select <File Maintenance & Unit Settings>.
3. Select <System & Unit Settings>.
4. Select <Other Parameters>.
5. Select <GXG Maintenance>.
6. Toggle <Unit GXG On/Off> to change from On to Off, or vice versa.

POS ONE cut-off times are programmed locally.

To Set the GXG Cut-Off Time

1. Log on and go to Non-Retail Roles.
2. Select <Back Office>.
3. Select <File Maintenance & Unit Settings>.
4. <Systems and Unit Settings>.
5. <Other Parameters>.
6. <GXG Maintenance>.
7. Enter or change time for M–F cut-off time, Sat. cut-off time, Sun. cut-off time, and holiday cut-off time.
8. Press Accept.

Offices that do not have transportation to the AMC by the critical entry time (CET) the same evening of acceptance should make their GXG cut-off time the same as the office opening time; an additional day will automatically be added to the service standards.

Global Express Guaranteed Network Updates

Postmaster/retail supervisors are responsible for setting up the GXG cut-off time in POS ONE for their retail office.

The Distribution Networks Office (DNO) is responsible for entering the GXG cut-off time into the facilities database (FDB) for each GXG district office. The FDB is open two times a year for updates to GXG cut-off times. The two systems are not currently linked.

Unlike Express Mail items, GXG items are inducted into FedEx's international products mailstream at the origin airport and may go on different transportation than the USPS-FedEx shared services network. Therefore, GXG items may have a different CET than Express Mail items.

Ensure the cut-off times in FDB are set at the latest time possible to meet the CET based on existing transportation. Offices that do not have transportation to the P&DC or AMC by the CET for GXG service are to make their GXG cut-off time the same as the office opening time. That way, if a customer purchases GXG service any time that day, POS ONE will automatically add a day to the delivery date.

GXG Acceptance Matrix

When a customer submits a GXG item…	Through…	These are the procedures for a GXG Acceptance Office	These are the procedures for a Non-GXG Acceptance Office
With postage…	Retail Service Counter	Follow the Retail Acceptance of GXG Shipping Label SOP outlined in the previous section.	Send to designated processing AMC or P&DC in designated Express Mail sack with PS Tag 141.
	Carrier Pick-up	Take to a retail service counter. Retail associates should follow the Retail Acceptance of GXG Shipping Label SOP outlined in the previous section.	Send to designated processing AMC or P&DC in designated Express Mail sack with PS Tag 141.
	Collection Box	Take to a retail service counter. Retail associates should follow the Retail Acceptance of GXG Shipping Label SOP outlined in the previous section.	Send to designated AMC or P&DC in designated Express Mail sack with PS Tag 141.
	FedEx Drop Box at Retail Unit	FedEx employee will take to a USPS retail service counter. Retail associates should follow the Retail Acceptance of GXG Shipping Label SOP outlined in the previous section.	Send to designated AMC or P&DC in designated Express Mail sack with PS Tag 141.
Without postage	Retail Service Counter	Follow the Retail Acceptance of GXG Shipping Label SOP outlined in the previous section.	Refer customer to nearest GXG acceptance office.
	Carrier Pickup	Return to sender.	Return to sender.
	Collection Box	Return to sender.	Return to sender.
	FedEx Drop Box at Retail Unit	FedEx employee will take to a USPS retail service counter; return to sender	Return to sender.

GXG Frequently Asked Questions

GXG Basic Information

Q. What are the characteristics of GXG service?

A. GXG is the premium international shipping option from the U.S. Postal Service® with international transportation and delivery by FedEx Express. GXG offers date-certain delivery within 1 to 3 business days to more than 190 countries with a money-back guarantee and a 10 percent online discount.

Q. Why is delivery service for GXG provided by a private company?

A. More and more businesses and individuals need date-certain, courier-level service. Foreign post offices could not provide date-certain delivery in 1 to 3 days. Companies like FedEx have this capability. To meet the needs of its customers, the Postal Service decided to partner with an industry leader to offer our GXG service.

FedEx provides the international transportation, commercial Customs clearance, and delivery of every shipment, while USPS provides retail locations, shipping labels, and packaging to create the shipment, payment options, and acceptance of the shipment.

GXG Information for Retail Associates

Q. What Customs documentation is needed for GXG shipments?

A. In some cases, PS Form 6182, *Commercial Invoice*, is required based on the content and destination country. POS ONE will state if a Commercial Invoice is required for the shipment. (If POS ONE is not functioning, refer to the destination country in Publication 141, *Global Express Guaranteed Service Guide*, to determine if a Commercial Invoice is required.) When in doubt, advise customers to use a Commercial Invoice.

Q. Which holidays could affect the GXG delivery date?

A. U.S. holidays may affect the acceptance date if the shipment is accepted after cut-off time and the following day is a holiday. The U.S. holiday would push the acceptance day forward to the next U.S. working day. The following are U.S. holidays:

- New Year's Day.
- Birthday of Martin Luther King, Jr.
- Washington's Birthday.
- Memorial Day.
- Independence Day.
- Labor Day.
- Columbus Day.
- Veterans Day.
- Thanksgiving Day.
- Christmas Day.

Holidays in the destination country may affect the delivery date since a shipment cannot be delivered on a holiday. Destination holidays will be displayed on POS ONE if the holiday affects the delivery or

occurs shortly after the scheduled delivery date. A complete list of holidays for GXG destination countries can be found in Publication 141, *Global Express Guaranteed Service Guide*.

Q. *What if a customer does not have correct postage on the GXG Click-N-Ship label?*

A. If the weight of the item is more than the weight used when the Click-N-Ship label was purchased, don't return the package or document to the customer. Tell the customer he/she will receive an e-mail that the item is short paid, at which time he/she will need to pay the balance with the credit card of record before he/she can mail any other Click-N-Ship items.

Note: The 10 percent discount given when the online label was printed will still be honored, and the customer will not be charged for the difference if it is because of the 10 percent online discount. Only the postage due for the weight differential will be charged to the customer's account.

Q. *Where can retail associates find additional training on GXG?*

A.

1. The Global Express Guaranteed Reference Card at the end of this kit guides employees through the POS transaction and provides basic GXG information.
2. All GXG SOPs can be found at *http://blue.usps.gov/retail/L1Policies.htm.*
3. Training is available on the retail site at *http://blue.usps.gov/retail/L1Training.htm.*
4. "GXG Field Information Kit" in *Postal Bulletin* 22231 (4-24-08, pages 5–13) includes instructions on how to complete the GXG air waybill/shipping label (AWB/SL) and Commercial Invoice (CI), as well as information specific to preparing GXG shipments online through Click-N-Ship service.
5. Publication 141, *Global Express Guaranteed Service Guide*, is a great reference tool. It is available online at *http://www.usps.com/cpim/ftp/pubs/pub141.pdf.*
6. The POS video segment about GXG is at *http://eagnmnsxfb0/posone/about/training/svs/videos/GXG/GXG.html.*

GXG Information for Customers

Q. *The GXG shipping label requires that a value be stated for each item. What should the customer put as the value?*

A. For documents, the customer should use the reconstruction or replacement cost. For example, the value of a check would be the cost to stop payment on the check and issue a new one, not the dollar amount of the check. For items whose value is not as easy to determine, such as business correspondence, it is still necessary to state a dollar amount, even if it is just one dollar. ***(Exception:*** Document shipments to Mexico cannot have a value listed.)

For nondocuments, the customer should state the selling price or fair market value of each item.

Q. *How does a customer obtain a postage refund if the GXG shipment is delivered after the specified date?*

A. Customers request a refund by calling 800-222-1811. The claim is handled over the phone by our alliance partner FedEx. Customers may have to complete some paperwork, depending on the claim. A refund check is generally issued in about 2 to 3 weeks.

Note: Money-back guarantee does not apply to shipments to Post Office box addresses acceptable for delivery; Customs delays; delivery was attempted but could not be made; and other exclusions defined in the Summary of Our Terms and Conditions section of Publication 141, *Global Express Guaranteed Service Guide*.

Q. *Can customers track their GXG shipment?*

A. Yes, customers can track, trace, and confirm delivery of their packages on the Web at *http://www.usps.com/shipping/trackandconfirm.htm* or by calling the toll-free customer service number 800-222-1811.

Q. *When is GXG delivery status information available?*

A. Delivery status will be available to customers on the evening of the date of delivery or attempted delivery.

Q. *How can customers take advantage of GXG discount pricing?*

A. Customers receive a 10 percent discount off published prices by preparing and paying for the shipment online through Click-N-Ship service or another authorized PC Postage vendor. The discount is automatically applied to each shipment prepared and paid for online.

Global Express Guaranteed (GXG)

Reference Card

1. Why should customers use GXG?

GXG is for customers who need the fastest USPS® international service

- **GXG is reliable**
  - Sold by the United States Postal Service®
  - Transported and delivered by FedEx Express
  - Date-certain delivery service in 1–3 business days to major foreign cities
  - Money-back guarantee
- **GXG is easy and convenient**
  - Also available on Click-N-Ship® service
  - Free Carrier Pickup™ service
- **GXG qualifies for a 10% discount online**

2. Ensure Reliable Delivery

To ensure customer satisfaction and proper delivery:

- **Has customer completed every field on the label (in English) including:**
  - Sender and recipient addresses
  - Recipient phone number, when addressed to a PO Box
  - Postal code, when required (available in POS ONE)
- **Confirm package contains no prohibited items**
  - Listed in POS ONE
- **Is there a detailed description of each article?**
  - General descriptions (e.g., documents, gifts, clothing, or medicine) are not acceptable
- **Is the declared value accurate?**
  - Show document replacement value or merchandise selling price or fair market value
- **If required, has the customer used a GXG Customs form?**
  - PS Form 6182, *Commercial Invoice* (CI)
  - Look under Critical Information on the POS ONE Summary Screen to determine if a CI is required

3. Supplies Including Commercial Invoice (PS Form 6182)

- Order GXG shipping supplies through eBuy. If your office does not have eBuy, use touch-tone order entry at 800-273-1509. For the CI, the NSN number is 7530-07-000-3483.

4. GXG POS ONE Transaction Demonstration

Follow these directions in order to see a GXG POS ONE transaction demonstrated online:

- From the Blue Page, type **posone** in the address line at the top, click **<Go>**
- Under User Information, click on **<Training>**, then **<POS ONE Transaction Demonstration Videos>**, then **<GXG>**
- Save the link in your favorites for future reference

Global Express Guaranteed (GXG)

Reference Card

POS ONE GXG Process — Documents and Non-Documents

After your customer has chosen GXG, the screen shows:
The retail price

- **Inform** the customer of price, and possible higher DIM rate
- **Press <Continue>**

POS ONE asks for destination postal code

- **Enter** postal code; if not known, **press <Continue>**
- **Enter** first few letters of the city name, **press <Continue>**

Select Yes/No response for the following two questions:

- Is the shipment addressed to a PO Box? (not available in some countries) (money-back guarantee does not apply to shipments addressed to PO Boxes)
- Does the shipment contain any gifts?

POS ONE shows country specific information:

- Value limit (cannot be exceeded)
- Special Requirements — scroll, compare to package contents

Selec t OK

- If postal code is unknown, destination city options now appear
- Select city (have customer enter postal code on label)

POS ONE presents item list

- **Type** the first few letters and scroll to select each item in package
- **Highlight** item or similar article, then
- **Select <Add Item>**
  Depending on item, additional questions may be asked (prohibited items stop the transaction with reason provided)

POS ONE may request shipment value

- If document, **enter** $1.00 or value stated on label
- If merchandise, **enter** value stated on label

GXG Transaction Summary Screen appears

- Advise customer of the delivery date, holidays, restrictions, and **if a PS Form 6182, Commercial Invoice (CI), is required**
- **Provide** CI if necessary, and place 3 completed and signed copies in plastic envelope (PS Form 2976-E) with the GXG Air Waybill/ Shipping Label
- Select **<Package Type>**
  System may prompt for package dimensions and show DIM weight price, if higher

System prompts for additional insurance

Confirm with customer that label is complete and accurate

- Scan barcode and identify postage
- Select <Print PVI*>
- **Press <End of Visit>** to end transaction

— International Products, Global Business, 10-8-09

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: Permit Imprint Postage Payment Allowed for Express Mail in the Electronic Verification System

Effective October 5, 2009, the Postal Service™ revised *Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM®), to allow Express Mail® postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS®) program.

Mailers choosing to use this new alternative solution must meet the general requirements and system requirements for eVS and submit an eVS application and supporting documentation as specified in Publication 205, *Electronic Verification System Business and Technical Guide,* to the Business Mailer Support manager, USPS Headquarters (see DMM 608.8.0 for address). Mailers must meet all requirements outlined in DMM 705.2.9.

General requirements for participation include the following:

- Permit Imprint Account Number.
- Postage Payment Account (*PostalOne!*).
- Mailer Identification (MID) Number.
- Application.
- File Transfer (submit PS Form 1357-S, *Request for Computer Access)*.
- File and Label Certification.
- Quality Assurance.
- Mailing Test.
- Mailing Authorization.

A mailer using eVS must have or contract with a service provider that has an automated system that produces mail according to USPS® standards and calculates postage and extra services fees accurately. All eVS mailings must be paid with a permit imprint and meet the standards in DMM 604.5.0.

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

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400 Commercial Parcels

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410 Express Mail

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414 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

[Revise the last sentence of item 1.0, as follows:]

***Customers may pay postage with a permit imprint via the electronic verification system (eVS) program to manifest Express Mail items. Request authorization to use eVS according to the procedures in 705.2.9.9.

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600 Basic Standards for All Mailing Services

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604 Postage Payment Methods

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5.0 Permit Imprint (Indicia)

5.1 General Standards

5.1.1 Definition

[Revise paragraph 5.1.1, as follows:]

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees for Express Mail (electronic verification system "eVS" only), Priority Mail, First-Class Mail, Standard Mail, and Package Services. This method is not available for Periodicals and must not be used to pay postage on any mailpiece that is designed for reply purposes (except for permit reply mail under 507.10.0).

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5.3 Indicia Design, Placement, and Content

* * * * *

[Revise title and the first three sentences of 5.3.6, as follows:]

5.3.6 Express Mail, First-Class Mail, and Priority Mail Format

A permit imprint indicia on Express Mail, First-Class Mail, or Priority Mail must show "Express Mail," "First-Class Mail," or "Priority Mail" (or "Priority"), as applicable; "U.S. Postage

Paid"; city and state; and permit number. If the Electronic Verification System (eVS) is used under 705.2.9, the marking "eVS" (or the alternative "e-VS" or "E-VS") must appear directly below the permit number. The "Express Mail" and "Priority Mail" (or "Priority") marking may be omitted when using USPS-provided Express Mail and Priority Mail envelopes and containers.***

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5.3.10 Indicia Formats

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Exhibit 5.3.10 Indicia Formats for Official Mail and Other Classes

[Revise Exhibit 5.3.10 by adding a new Express Mail indicia and note for official mail formats above First-Class Mail Official Mail formats and above ordinary First-Class Mail formats, as follows:]

Express Mail Official Mail:

EXPRESS MAIL POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999 eVS

Note: For this example, when not in indicia, mail class or price must be marked on mailpiece, directly below or to the left of the indicia. The "Express Mail" marking may be omitted when using USPS-provided Express Mail envelopes.

* * * * *

Express Mail:

EXPRESS MAIL U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1 eVS

Note: For this example, when not in indicia, mail class or price must be marked on mailpiece, directly below or to the left of the indicia. The "Express Mail" marking may be omitted when using USPS-provided Express Mail envelopes.

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700 Special Standards

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705 Advanced Preparation and Special Postage Payment Systems

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2.0 Manifest Mailing System

2.1 Description

2.1.1 Using an MMS

[Revise the second sentence of 2.1.1 by adding Express Mail, as follows:]

The MMS is an automated system that allows a mailer to document postage and fees for all pieces in Express Mail (electronic verification system "eVS" only under 2.9), First-Class Mail, Standard Mail, Parcel Select, Package Services, and international permit imprint mailings.

* * * * *

2.9 Electronic Verification System

2.9.1 Description

[Revise the introductory paragraph of 2.9.1 by deleting "parcel" prior to the word mailers, as follows:]

The Electronic Verification System (eVS) is an electronic manifest mailing system that allows mailers to document and pay postage and extra services fees by transmitting electronic files to the Postal Service without generating paper manifests, postage statements, or clearance documents, with the following principal features:

* * * * *

2.9.2 Availability

[Revise introductory paragraph of 2.9.2 and reorganize items by relettering old items a through i as new items b through j, adding new item a, and revising new item c by removing the word "parcel", as follows:]

eVS may be used only for mail paid with a permit imprint and the following classes and subclasses of mail, price categories, and mail processing categories, except for those prices or processing categories as noted:

a. Express Mail. Commercial prices; all processing categories. Field testing for Express Mail prices available October 5, 2009. Not available for retail.

* * * * *

c. Priority Mail. Single-piece price, flat-rate envelope, and flat-rate box; all processing categories. Field testing for Priority Mail prices available July 1, 2007.

* * * * *

2.9.4 Use

[Revise first sentence of 2.9.4 by deleting "parcels" and replacing with "mailpieces", as follows:]

Mailers depositing permit imprint mailpieces for those classes of mail and price categories specified in 2.9.2 may document and pay postage using eVS.***

* * * * *

2.9.8 Verification and Postage Adjustments

[Revise first sentence of 2.9.8 by deleting "parcels" and replace with "mailpieces" and revise items a through c, as follows:]

USPS randomly samples mailpieces and considers verification samples to be representative of the entire mailing period. ***

a. Postage Adjustment Factor (PAF) Payment. USPS applies postage adjustment calculations, based on verification samples, to all pieces mailed during the mailing period. A mailing period is defined as a calendar month for purposes of calculating adjustments in eVS. USPS adjusts the total postage for the mailing period if the total postage of the pieces sampled during the mailing period results in an underpayment greater than 1.5%. The mailer must pay postage for any underpayments identified by USPS verification. The mailer must maintain sufficient funds in the mailer's postage account to cover any underpayments discovered after acceptance of the mail.

b. Unmanifested Mailpiece Payment. The mailer is responsible for postage payment of unmanifested mailpieces. Unmanifested mailpieces are those pieces for which the Postal Service has obtained information from scanning operations but has not received or successfully processed manifest files and records corresponding to the pieces. The mailer must pay postage for unmanifested pieces identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

c. Mis-shipped DDU Mailpiece Payment. The mailer is responsible for postage payment of destination delivery unit (DDU) mis-shipped mailpieces. DDU Mis-shipped mailpieces are DDU price pieces delivered to the incorrect Postal Service facility by the mailer and transported by the Postal Service to the correct facility. The mailer must pay postage for DDU mis-shipped mailpieces identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

* * * * *

These revisions were incorporated into the October 2009 online DMM, which is available via Postal Explorer® at *http://pe.usps.com*.

— Mailing Standards, Pricing, 10-8-09

DMM Revision: Price Marking Requirements for Express Mail and Priority Mail Commercial Base and Commercial Plus Pricing

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM®), to implement new price marking requirements on Express Mail® and Priority Mail® pieces mailed at commercial base and commercial plus prices. A *Federal Register* final rule (74 FR 34251–34252) was published on July 15. The Postal Service has provided more than 90 days for mailers to implement the requirements. Mailers requiring additional time may submit a request for an exception to the manager, Pricing and Classification Service Center (see DMM 608.8.4.1). Requests will be evaluated based on the circumstances of the individual mailer's progress towards transition.

These new markings are essential to fulfill our revenue assurance and reporting requirements. Such markings will help us validate that the pieces qualify for the claimed commercial base and/or commercial plus prices.

Price markings must appear on pieces paid by any means except permit imprint or Express Mail Corporate Account. The respective markings must be printed by the mailer — or produced as part of the meter imprint or PC Postage® indicia. For pieces paid at the commercial base prices, one of the following markings must be reflected: "Commercial Base Price," "Commercial Base Pricing," or "ComBasPrice." For pieces paid at the commercial plus price, one of the following markings must be reflected: "Commercial Plus Price," "Commercial Plus Pricing," or "ComPlsPrice." The appropriate marking must appear directly above, directly below, or to the left of the postage.

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

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400 Commercial Parcels

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402 Elements on the Face of a Mailpiece

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2.0 Placement and Content of Markings

[Renumber 2.1 through 2.5 as 2.2 through 2.6 and add new 2.1, Express Mail and Priority Mail Markings, as follows:]

2.1 Express Mail and Priority Mail Markings

Except for pieces paid using a permit imprint or an Express Mail Corporate Account, Express Mail and Priority Mail pieces claiming the commercial base or commercial plus price must bear the appropriate price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

a. "Commercial Base Price," "Commercial Base Pricing," or "ComBasPrice."

b. "Commercial Plus Price," "Commercial Plus Pricing," or "ComPlsPrice."

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410 Express Mail

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415 Mail Preparation

1.0 General Information for Mail Preparation

[Reorganize and revise section 1.0 by adding a new 1.2 as follows:]

1.1 Express Mail Packaging Provided by the USPS

Express Mail packaging provided by the USPS must be used only for Express Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any material mailed in USPS-provided Express Mail packaging is charged the appropriate Express Mail price

1.2 Price Marking

Except for pieces paid using an Express Mail Corporate Account, Express Mail pieces claiming the commercial base or commercial plus price must bear the appropriate price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

a. "Commercial Base Price," "Commercial Base Pricing," or "ComBasPrice."

b. "Commercial Plus Price," "Commercial Plus Pricing," or "ComPlsPrice."

* * * * *

420 Priority Mail

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425 Mail Preparation

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2.0 Marking

[Reorganize and revise section 2.0 to add new 2.1 and 2.2 as follows:]

2.1 Product Marking

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail.

2.2 Price Marking

Except for pieces paid using permit imprint, Priority Mail pieces claiming the commercial base or commercial plus price must bear the appropriate price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

a. "Commercial Base Price," "Commercial Base Pricing," or "ComBasPrice."

b. "Commercial Plus Price," "Commercial Plus Pricing," or "ComPlsPrice."

* * * * *

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

— Mailing Standards, Pricing, 10-8-09

DMM Revision: Updated U.S. Census Requirements When Sending Shipments Between or to U.S. Territories, Possessions, and Freely Associated States

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM®) 608 to comply with specific Foreign Trade Regulations issued by the U.S. Census Bureau when sending shipments between or to U.S. territories, possessions, and Freely Associated States.

A *Federal Register* final rule published September 4, 2009 (74 FR 45763–45765) details the new Foreign Trade Regulations mandating that electronic export information (EEI) be filed when goods in a shipment are valued at more than $2,500 or require an export license under U.S. law. You can read the entire *Federal Register* article on Postal Explorer® at *http://pe.usps.com.*

Subject to certain exceptions, and also effective November 2, 2009, customers mailing goods between or to U.S. territories, possessions, and Freely Associated States are responsible for providing an Exemption and Exclusion Legend, Proof of Filing Citation (PFC), or Automated Export System (AES) Downtime Citation on the applicable Customs declaration form. Federal Trade Regulations establish civil and criminal penalties for customers who fail to electronically file their export information when required, or to comply with the Foreign Trade Regulations in any other way. Goods mailed to APO/FPO/DPO (DMM 703.2) addresses are not subject to this standard.

Additional information concerning electronic filing, Exemption and Exclusion Legends, PFCs, AES Downtime Citations, and proper placement of this information on required Customs declarations forms are provided as follows:

Requirements for Sending Shipments between or to U.S. Territories, Possessions, and Freely Associated States

Subject to exemptions and exclusions, customers mailing certain shipments containing goods between the United States, Puerto Rico, and the U.S. Virgin Islands, or from the United States to the Freely Associated States (Republic of the Marshall Islands, Federated States of Micronesia, and Republic of Palau), are responsible for filing EEI with the Census Bureau and for providing a PFC or AES Downtime Citation. In addition, in circumstances where a Customs declaration form is used today on certain parcels, an Exemption or Exclusion Legend should appear, provided a PFC or AES Downtime Citation is not applicable. Goods mailed to APO/FPO/DPO addresses are not subject to these standards.

Electronic Export Information Filing and Proof of Filing Citation

The Census Bureau's requirements for electronic filing of export information apply to certain shipments:

1. From the United States to Puerto Rico or the U.S. Virgin Islands.
2. From Puerto Rico to the United States or U.S. Virgin Islands.
3. From any U.S. location to the Freely Associated States.

Subject to exemptions and exclusions, electronic filing of export information and a PFC are required when:

1. Any type of goods in the package (per Schedule B Export Codes at *http://www.census.gov/foreign-trade/schedules/b)* is valued at more than $2,500.
2. The package requires an export license, if sent to one of the Freely Associated States. To determine if an export license is required, go to *http://www.export.gov/regulation/index.asp* or call 800-USA-TRAD(E).

In these circumstances, it is the mailer's responsibility to electronically file export information before mailing; a paper Shipper's Export Declaration (SED) is no longer accepted. EEI is filed through the U.S. Census Bureau's AES or AES*Direct* website utilizing the following steps:

- Log on to *www.aesdirect.gov* and follow the instructions for registering and completing the AES Certification Quiz.
- The "Port of Export" code for shipping through the Postal Service is "8000."
- The "Mode of Transport" is "Mail."
- The carrier should be left as "SCAC/IATA," and the conveyance name fields should remain blank.
- After the mailer has successfully filed the EEI, the mailer will be provided with an alphanumeric Internal Transaction Number (ITN) as confirmation. When mailing, the PFC will consist of the letters "AES" followed by the ITN: for example, "AES X20080930987654."

Note: If the AES system is down, call 800-549-0595, option 1.

AES Downtime Citation

If export information filing is required but AES or AES*Direct* is unavailable, the goods may be shipped but the mailer is responsible for providing the appropriate AES Downtime Citation. This citation includes the word "AESDOWN," the mailer's AES filer identification number, and the date: for example, "AESDOWN 123456789 09/30/2009."

Exemption and Exclusion Legends

For items that bear a Customs declaration form as defined in *Domestic Mail Manual* 608.2.4, and when a PFC or an export license is not required, customers should enter one of following exemption codes on the Customs declaration form:

- Regardless of value, for all goods shipped to, from, or between the following U.S. Territories, use "NOEEI 30.2(d)(2)":
  - American Samoa.
  - Guam Island.
  - Northern Mariana Islands.
- For items destined to the Freely Associated States, customers may apply "NOEEI 30.37(a)" if the value of each class of goods is $2,500 or less.

Exemption or Exclusion Legends cannot be applied to packages that require an export license. In such cases, customers mailing goods are responsible for filing, or attempting to file, EEI through the AES website, and applying a PFC or AES Downtime Citation to the Customs declaration form.

Entering Required PFC, AES Downtime Citation Placement, or Exemption and Exclusion Legend

When required, customers should legibly write the PFC, AES Downtime Citation, or Exemption and Exclusion Legend as follows when a Customs declaration form is used on a package under DMM 608.2.4:

- On PS Form 2976-A, *Customs Declaration and Dispatch Note — CP72* (large white form), customers should write one Exemption or Exclusion Legend, PFC, or AES Downtime Citation in Block 11.
- On older versions of PS Form 2976-A printed prior to January 2009, customers should write one Exemption or Exclusion Legend, PFC, or AES Downtime Citation at the top of the form or in any clear space. Avoid writing over the barcode on the form.
- If no Customs declaration form is required (e.g., items sent between the United States, Puerto Rico, and the U.S. Virgin Islands), no other action for recording the Exemption or Exclusion Legend, PFC, or AES Downtime Citation on the package is required.

Responding to Customer Questions

Customers needing further assistance with AES filing requirements should contact the U.S. Census Bureau on its toll-free hotline at 800-549-0595:

- Option 1 — AES Assistance.
- Option 2 — Commodity Classification Assistance.
- Option 3 — Regulatory Assistance.

The Commerce Department's, export Administration Regulations, contain all the required processes, and additionally provide explanations in part 740 and in Supplement 1, and can be found on their website at *http://access.gpo.gov/bis/ear/pdf/740.pdf*.

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

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600 Basic Standards for All Mailing Services

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608 Postal Information and Resources

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2.0 Domestic Mail

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2.4 Customs Forms Required

[Redesignate the text in existing 2.4 as 2.4.1 and title as "Priority Mail Weighing 16 Ounces or More" and insert new 2.4.2 as follows:]

2.4.2 Freely Associated States — Items Requiring an Export License

Items sent to the Freely Associated States listed in DMM 608.2.2 that require an export license under 608.2.5.8, regardless of weight or class of mail, always require a PS Form 2976-A.

[Insert new 2.5 to read as follows:]

2.5 Foreign Trade Regulations — U.S. Department of Commerce, U.S. Bureau of the Census

This section describes the various U.S. Department of Commerce, U.S. Bureau of the Census requirements when shipping goods to, from, and between U.S. territories, possessions, and Freely Associated States. Shipments to APO/FPO/DPO addresses are not subject to these requirements. Customers may be subject to civil and criminal penalties if they fail to electronically file their export information

when required, or if they fail to comply with the Foreign Trade Regulations in any other way. Refer to IMM 520 for additional standards about the Census Bureau's requirements.

2.5.1 Mandatory Electronic Filing — U.S. Territories, Possessions, and Freely Associated States

Under the authority of 13 U.S.C. Chapter 9, as amended by the Foreign Relations Authorization Act of 2002, P.L. 107-228, U.S. Census Bureau regulations require electronic filing of export information through the U.S. Census Bureau's Automated Export System (AES) or AES*Direct* website for certain shipments of goods. Electronic filing of export information is required when any of the following applies, subject to certain exemptions and exclusions (see DMM 608.2.5.4):

a. The item requires an export license under U.S. law when sent to the Freely Associated States. See DMM 608.2.5.5 and DMM 608.2.5.6.

b. One or more classes of goods (per Schedule B Export Codes at *www.census.gov/foreign-trade/schedules/b*) within the item is valued at more than $2,500, and the item is mailed as follows:

1. From Puerto Rico to the United States or U.S. Virgin Islands.
2. From the United States to Puerto Rico or the U.S. Virgin Islands.
3. From the United States, Puerto Rico, or the U.S. Virgin Islands to the Freely Associated States.

2.5.2 Value Criterion

Following are three examples to illustrate the value criterion defined in 2.5.1:

a. A package contains one *mechanically* operated watch (Schedule B item # 9101.11.0000) valued at $2600. The total value of goods to be mailed is $2600, and the value of all items within the same Schedule B number is over $2500. Consequently, electronic filing and a Proof of Filing Citation (PFC) *would* be required (unless an exemption or exclusion applies).

b. A package contains one *mechanically* operated watch (Schedule B item # 9101.11.0000) valued at $2400, and one *electronically* operated watch (Schedule B item# 9101.91.0000) valued at $2400. The total value of goods to be mailed is $4800, but no group of items within the same Schedule B number is valued over $2500. Consequently, electronic filing and a PFC *would not* be required, because the mechanical watch and electronic watch are in different Schedule B groups,

c. A package contains two *mechanically* operated watches (Schedule B item # 9101.11.0000) one valued at $1400 and one valued at $1500. The total value of goods to be mailed is $2900, and the value of all items within the same Schedule B number is over $2500. Consequently, electronic filing and a PFC *would* be required, unless an exemption or exclusion applies.

2.5.3 How to File Electronic Export Information and Obtain a Proof of Filing Citation

For additional information on electronic filing, call the U.S. Census Bureau's toll-free information hotline at 800-549-0595, option #3. To file electronic export information (EEI) through AES*Direct* and obtain a PFC, customers should use the following steps:

a. Go to *www.aesdirect.gov*.

b. Register for an AES*Direct* account or log into your existing account.

c. Follow the instructions for the AES Certification Quiz.

d. The "Port of Export" code for shipping through the Postal Service is "8000."

e. The "Mode of Transport" is "Mail."

f. Leave the carrier as "SCAC/IATA" and the conveyance name fields blank.

g. After successfully filing electronic export information, AES*Direct* will provide an alphanumeric Internal Transaction Number (ITN) as confirmation. The PFC consists of the letters "AES" followed by the ITN: for example, "AES X20080930987654."

2.5.4 AES Downtime Citation

If electronic information filing is required but AES or AES*Direct* is unavailable, the goods may be shipped, but the customer is responsible for providing the appropriate AES Downtime Citation instead of a PFC. This citation includes the word "AESDOWN," the customer's AES filer identification number, and the date: for example, "AESDOWN 123456789 09/30/2009."

2.5.5 Exclusion and Exemption Legends

In many circumstances, EEI filing and a PFC may not be required. In these circumstances, and only when a Customs declaration form is required under 608.2.4, customers are responsible for presenting an applicable Exemption or Exclusion Legend on the Customs declaration form upon mailing. Customers may forgo this requirement if no Customs declaration form is required. When a Customs declaration form is used, customers should enter the applicable Exemption or Exclusion Legend on the Customs declaration form. Customers must only enter one Exemption or Exclusion Legend per addressed mailpiece. When multiple Exemption or Exclusion Legends may apply,

the mailer may select any one that applies. For more information on these and other exemptions and exclusions, customers should consult Appendix C of the Foreign Trade Regulations, 15 C.F.R. Part 30.

The following is a list of the most commonly applicable Exemption or Exclusion Legends for items mailed to, from, or between destinations under 608.2.

a. Regardless of value, for all goods shipped to, from, or between the following U.S. Territories, use "NOEEI 30.2(d)(2)":

1. American Samoa.
2. Guam Island.
3. Northern Mariana Islands.

b. For items destined to the Freely Associated States listed in DMM 608.2.2, customers may apply "NOEEI 30.37(a)" if the value of each class of goods is $2,500 or less, provided an export license is not required (see 608.2.5.7 and 608.2.5.8).

2.5.6 Placement of PFC, AES Downtime Citation Placement, or Exemption and Exclusion Legend

If no Customs declaration form is required (e.g., items sent between the United States, Puerto Rico, and the U.S. Virgin Islands), no other action for recording the PFC or AES Downtime Citation on the package is required. However, when a shipment requires a PFC, or AES Downtime Citation, or Exemption and Exclusion Legend, and a PS Form 2976-A is used under DMM 608.2.4, it is the customer's responsibility to legibly write the PFC, AES Downtime Citation, or Exemption or Exclusion Legend as follows:

a. On PS Form 2976-A, *Customs Declaration and Dispatch Note — CP72* (large white form), customers should write one PFC, AES Downtime Citation, or Exemption or Exclusion Legend in Block 11.

b. On older versions of PS Form 2976-A printed prior to January 2009, customers should write one PFC, AES Downtime Citation, or Exemption or Exclusion Legend at the top of the form or in any clear space. Avoid writing over the barcode on the form.

2.5.7 Additional Standards for the Freely Associated States

The Freely Associated States listed in DMM 608.2.2 are foreign destinations for the purposes of the Foreign Trade Regulations and other laws and regulations governing imports and exports. As such, certain goods shipped to these destinations from the United States, Puerto Rico, the U.S. Virgin Islands, or other U.S. territories may require an export license. To determine if an export license is required, go to *http://www.export.gov/regulation/index.asp* or call 1-800-USA-TRAD(E) (1-800-872-8723).

2.5.8 When an Export License Is Required

When an export license is required under 608.2.5.7, a PS Form 2976-A is always required. The electronically generated License Number must appear in Block 13, and a PFC or AES Downtime Citation must appear in Block 11 of the Customs declaration form. See IMM 520 and 530 for complete requirements. In addition, it is the mailer's responsibility to comply with the U.S. Census Bureau's requirements for filing EEI, as described in DMM 608.2.5.1 and 608.2.5.2. A PFC or AES Downtime Citation should appear on the Customs declaration form as described in DMM 608.2.5.6.

* * * * *

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

Mailing Standards,
Pricing, 10-8-09

DMM Revision: Labeling List Changes

Effective October 5, 2009, we revised Labeling List(s) L001, L004, L006, L007, L201, L601, L602, L605, L606 of the *Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM®) to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately. Compliance is mandatory beginning December 17, 2009.

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

* * * * *

Index and Appendices

* * * * *

Labeling Lists

L000 General Use

L001 5-Digit Scheme — Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

* * * * *

Column A	Column B
Change From:	
85323, 85338	AVONDALE AZ 85323
52402, 52410, 52411	CEDAR RAPIDS IA 52402
52404, 52405, 52408, 52409	CEDAR RAPIDS IA 52408
89147, 89178, 89179	LAS VEGAS NV 89147
Change To:	
85323, 85392	AVONDALE AZ 85323
52328, 52402, 52403, 52410, 52411	CEDAR RAPIDS IA 52402
52401, 52404, 52405, 52408, 52409	CEDAR RAPIDS IA 52404
89178, 89179	LAS VEGAS NV 89178
Add:	
85338, 85395	GOODYEAR AZ 85395
52406, 52407, 52498, 52499	CEDAR RAPIDS IA 52406
Delete:	
52401, 52403	CEDAR RAPIDS IA 52401

* * * * *

L004 3-Digit ZIP Code Prefix Groups — ADC Sortation

* * * * *

Column A	Column B
Change From:	
553-555, 560-564, 566	ADC MINNEAPOLIS MN 553 (FCM)
335-339, 341, 342, 346	ADC TAMPA FL 335 (FCM)
540, 546-548, 550, 551, 556-559	ADC ST PAUL MN 55101 (BPM, PER, STD)
540, 546-548, 550, 551, 556-559	ADC ST PAUL MN 550 (FCM)
Change To:	
553-555, 560-564, 566	ADC MINNEAPOLIS MN 553
335-339, 341, 342, 346	ADC TAMPA FL 335 (FCM, PER)
540, 546-548, 550, 551, 556-559	ADC ST PAUL MN 550
Delete::	
553-555, 560-564, 566	ADC MINNEAPOLIS MN 55522 (PER)
553-555, 560-564, 566	ADC MINNEAPOLIS MN 55533 (BPM, STD)
335-339, 341, 342, 346	ADC MANASOTA FL 342 (PER)
540, 546-548, 550, 551, 556-559	ADC ST PAUL MN 55233 (BPM, STD)
540, 546-548, 550, 551, 556-559	ADC ST PAUL MN 55222 (PER)

* * * * *

[Delete labeling list content in L006 in its entirety and revise heading and content as follows:]

L006 Not Defined

The structure of L006 will be retained for future USPS use.

* * * * *

L007 5-Digit Scheme — Periodicals, Standard Mail, and Package Services Flats in Bundles

* * * * *

Column A	Column B
Change From:	
34952, 34984, 34985	PORT SAINT LUCIE FL 34952
34953, 34986-34988	PORT SAINT LUCIE FL 34953
34945, 34948, 34979, 34981-34983	FORT PIERCE FL 34945
Change To:	
34952, 34984, 34985, 34990, 34991	PORT SAINT LUCIE FL 34952
34953, 34983, 34986-34988	PORT SAINT LUCIE FL 34953
34945-34951, 34954, 34979, 34981, 34982	FORT PIERCE FL 34945
Add::	
85323, 85392	AVONDALE AZ 85323
85338, 85395	GOODYEAR AZ 85338
Delete::	
34946, 34947, 34949-34951, 34954	FORT PIERCE FL 34946
34990, 34991	PALM CITY FL 34990

* * * * *

L200 Periodicals and First-Class Mail

L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC

* * * * *

Column A	Column B	Column C
Change From:		
030-034	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX MANCHESTER NH 030
335-337, 346	005, 068-089, 100-119, 124-127, 150-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-639, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-754, 760-764	OMX TAMPA FL 335
480, 483	005, 010-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 768, 769	OMX METROPLEX MI 480
926-928	590-599, 750-754, 800-816, 820-838, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SANTA ANA CA 926
910, 917,918	590-599, 750-754, 800-816, 820-838, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX INDUSTRY CA 917
911-916	590-599, 750-754, 800-816, 820-838, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX VAN NUYS CA 913

Column A	Column B	Column C
Change To:		
030-034, 038, 039	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX MANCHESTER NH 030
335-338, 346	005, 068-089, 100-119, 124-127, 150-212, 214-268, 270-342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 530-532, 534, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-639, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-754, 760-764	OMX TAMPA FL 335
480, 483-485	005, 010-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 768, 769	OMX METROPLEX MI 480
905-908, 926-928	590-599, 750-754, 800-816, 820-838, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX SANTA ANA CA 926
917,918	590-599, 750-754, 800-816, 820-838, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX INDUSTRY CA 917
910-916	590-599, 750-754, 800-816, 820-838, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX VAN NUYS CA 913
Delete::		
038, 039	005, 010-098, 100-212, 214-268, 270-298, 300-303, 305-312, 316-319, 350-352, 354-364, 367-393, 396-399, 410, 430-459, 470, 480-499, 530-532, 534, 535, 537-539, 541-545, 549, 600-611, 613-620, 622-631, 633-639, 700, 701, 703-708, 716, 717, 719-729	OMX PORTSMOUTH NH 038
338	005, 068-089, 100-119, 124-127, 150-212, 214-268, 270-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-509, 520-528, 535, 537-539, 541-545, 549, 600-620, 622-631, 633-639, 700, 701, 703-708, 710-714, 716, 717, 719-731, 734-738, 740, 741, 743-754, 760-764	OMX LAKELAND FL 338
484, 485	005, 010-212, 214-268, 270-329, 334-339, 341, 342, 344, 346, 347, 349-352, 354-418, 420-427, 430-516, 520-528, 530-532, 534, 535, 537-551, 553-564, 566, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700, 701, 703-708, 710-714, 716-731, 734-741, 743-764, 768, 769	OMX FLINT MI 484
905-908	590-599, 750-754, 800-816, 820-838, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 889-891, 893-895, 897, 898, 900-908, 910-928, 930-966, 970-986, 988-994, 998, 999	OMX LONG BEACH CA 907

* * * * *

L600 Standard Mail and Package Services

L601 Network Distribution Centers (NDCs)

* * * * *

[Delete Footnote 2 in its entirety]

Column A	Column B
Change From:	
498, 499, 540-551, 553-567, 580-588	NDC MPLS/STP MN 55202
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 898, 979	NDC DENVER CO 80088 (FT 2)
Change To:	
498, 499, 540-551, 553-567, 580-588	NDC MPLS/STP MN 55121
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850-853, 855-857, 859, 860, 863-865, 870-875, 877-879, 881-884, 898, 979	NDC DENVER CO 80088

* * * * *

L602 ASFs

* * * * *

Column A	Column B
Change From:	
850-853, 855, 859, 860, 863, 864	ASF PHOENIX AZ 852
Change To:	
850-853, 855-857, 859, 860, 863, 864	ASF PHOENIX AZ 852

* * * * *

L605 NDCs/ASFs — Nonmachinable Parcel Post NDC Presort and OBMC Presort

* * * * *

Column A	Column B
Change From:	
690-693, 800-816, 820, 822-831, 856, 857	NDC DENVER CO 80088
850-853, 855, 859, 860, 863, 864	ASF PHOENIX AZ 852
Change To:	
690-693, 800-816, 820, 822-831	NDC DENVER CO 80088
850-853, 855-857, 859, 860, 863, 864	ASF PHOENIX AZ 852

* * * * *

L606 5-Digit Scheme — Standard Mail, First-Class Mail, and Package Services Parcels

* * * * *

Column A	Column B
Change From:	
34202, 34211, 34212	BRADENTON FL 34203
52404, 52405, 52408, 52409	CEDAR RAPIDS IA 52404
34983, 34986, 34988	FORT PIERCE FL 34983
34952, 34984, 34985	FORT PIERCE FL 34952
34953, 34987	FORT PIERCE FL 34953
34945, 34979, 34981, 34982	FORT PIERCE FL 34945
29621, 29626	ANDERSON SC 29621
20004, 20005, 20045	WASHINGTON DC 20004
20704, 20705	BELTSVILLE MD 20704
20737, 20781-20784	HYATTSVILLE MD 20782
20847, 20852	ROCKVILLE MD 20847
20907, 20910, 20911	SILVER SPRING MD 20907
28560-28564	NEW BERN NC 28562
20175-20177	LEESBURG VA 20175
20186-20188	WARRENTON VA 20186
Change To:	
34202, 34211, 34212	BRADENTON FL 34202
52401, 52404, 52405, 52408, 52409	CEDAR RAPIDS IA 52404
34986, 34988	PORT ST LUCIE FL 34986
34952, 34984, 34985	PORT ST LUCIE FL 34952
34953, 34987	PORT ST LUCIE FL 34953
34945, 34981, 34982	FORT PIERCE FL 34945
29621-29626	ANDERSON SC 2962
20004, 20045	WASHINGTON DC 20004
20704, 20705	BELTSVILLE MD 20705
20737, 20781	HYATTSVILLE MD 20782
20847, 20852	ROCKVILLE MD 20852
20907, 20910, 20911	SILVER SPRING MD 20910
28560-28562	NEW BERN NC 28562
20176, 20177	LEESBURG VA 20176
20186, 20187	WARRENTON VA 20186

Column A	Column B
Add::	
52328, 52402, 52403, 52410, 52411	CEDAR RAPIDS IA 52402
29009, 29032	BETHUNE SC 29009
28563, 28564	NEW BERN NC 28563
34979, 34983	FORT PIERCE FL 34983
Delete::	
52401, 52403	CEDAR RAPIDS IA 52401
20003, 20024	WASHINGTON DC 20024
20036, 20037	WASHINGTON DC 20036
28270, 28277	CHARLOTTE NC 28270
28461, 28465	SOUTHPORT NC 28461
28737, 28752	MARION NC 28752
28739, 28792	HENDERSONVILLE NC 28739

* * * * *

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

— Network Development & Support, Network Operations, 10-8-09

ELM Revision: Bargaining Unit Step Increase Waiting Periods

Effective immediately, *Employee and Labor Relations Manual* (ELM) Exhibit 422.13, Bargaining Unit Step Increase Waiting Periods, is revised to reflect the following contractual changes:

- The current date reference is removed from each chart.
- *Postal Service (PS 1) & Mail Equipment Shops/ Material Distribution Center (MESC 1) Schedule 1* — This chart is deleted because the rate schedule was discontinued as of March 17, 2007.
- *Postal Service (PS 2) & Mail Equipment Shops/ Material Distribution Center (MESC 2) Schedule 2* — Levels associated with the American Postal Workers Union (APWU) one-level upgrade are consolidated and renamed effective February 16, 2008.
- *Mail Handlers (MH) Schedule:*
  - Step P is added to grades 4 and 5, and the waiting period for Steps A and B is reduced from 96 to 88 weeks, effective November 25, 2006.
  - Step AA is added to grades 4 and 5, effective February 3, 2007. The waiting period for Step AA is 88 weeks.
- *Postal Police Officers (PPO) Schedule* — Step 22 is added effective June 24, 2006.
- *Operating Services Division, Headquarters & Facilities Services Section, Merrifield, Virginia* — Levels associated with the APWU one-level upgrade are consolidated and renamed effective February 16, 2008.
- *Information Technology/Accounting Service Centers (IT/ACS) Schedule* —Step O is added to grades 14–16 and Step P is added to grade 17 effective May 23, 2009.

Employee and Labor Relations Manual (ELM)

* * * * *

4 Pay Administration

* * * * *

420 Wage Administration Policy for Bargaining Unit Employees

* * * * *

422 Salary Schedules Covered by Specific Agreements

422.1 Postal Service and Mail Equipment Shops/ Material Distribution Center Salary Schedules

* * * * *

422.13 Step Increases

* * * * *

Exhibit 422.13 Bargaining Unit Step Increase Waiting Periods
(All waiting periods shown are expressed in weeks.)

[Revise Exhibit 422.13 as follows:]

* * * * *

Postal Service (PS 2) & Mail Equipment Shops/Material Distribution Center (MESC 2) Schedule 2

	Steps (From – To)																	
RSC PB & CB	BB–AA	AA–A	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	O–P	Yrs.
Grade 3	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	–	13.5
Grade 4	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	–	11.1
Grades 5–7	–	–	36	36	36	36	36	36	36	36	36	36	36	36	36	36	–	9.7
Grade 8	–	–	30	30	30	30	30	30	30	30	30	30	30	30	30	30	–	8.1
Grades 9–11	–	–	–	–	–	30	30	30	30	30	30	30	30	30	30	30	30	6.9

Mail Handlers (MH) Schedule

	Steps (From – To)																
RSC M	AA-A	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	O-P	Yrs.
Grades 4–5	88	88	88	44	44	44	44	44	44	44	34	34	26	26	24	24	14.2
Grades 6–7	–	96	96	44	44	44	44	44	44	44	34	34	26	26	24	24	12.8

Rural Carrier Evaluated (RC) Schedule

	Steps (From – To)													
RSC R	A–B	B–C	C–1	1–2	2–3	3–4	4–5	5–6	6–7	7–8	8–9	9-10	10-11	11–12	Yrs.
Hours/Miles	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Rural Carrier Auxiliary (RAUX) Schedule

	Steps (From – To)														
RSC B	A–B	B–C	C–1	1–2	2–3	3–4	4–5	5–6	6–7	7–8	8–9	9–10	10–11	11–12	Yrs.
Grade 5	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

Postal Police Officers (PPO) Schedule

	Steps (From – To)																				
RSC Y	1–2	2–3	3–4	4–5	5–6	6–7	7–8	8–9	9–10	10–11	11–12	12–13	13–14	14–15	15–16	16–17	17–18	18–19	19–20	20–21	21–22	Yrs.
Grade 6	78	42	34	34	34	34	34	34	34	34	26	26	26	26	26	26	26	26	26	52	52	14.0

Postal Nurses (PNS) Schedule

	Steps (From – To)													
RSC G	1–2	2–3	3–4	4–5	5–6	6–7	7–8	8–9	9–10	10–11	11–12	12–13	13–14	14–15	Yrs.
Grade 1	52	44	44	44	44	44	44	44	44	44	44	44	44	44	12.0

Operating Services Division, Headquarters & Facilities Services Section, Merrifield, VA

	Steps (From – To)															
RSC K	AA–A	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	Yrs.
Grades 3–4	96	96	88	88	44	44	44	44	44	44	34	34	26	26	24	14.9
Grade 5	–	96	96	88	44	44	44	44	44	44	34	34	26	26	24	13.2
Grades 6–8	–	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4
Grades 9–10	–	–	–	52	44	44	44	44	44	44	34	34	26	26	24	8.8

Information Technology/Accounting Service Centers (IT/ASC) Schedule

	Steps (From – To)																
RSC N	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	O–P	P–Q	Yrs.
Grades 6–10	96	96	44	52	52	52	52	52	52	52	–	–	–	–	–	–	11.5
Grade 11	–	96	44	52	52	52	52	52	52	52	–	–	–	–	–	–	9.7
Grade 12	–	–	–	52	52	52	52	52	52	52	52	–	–	–	–	–	8.0
Grade 13	–	–	–	52	52	52	52	52	52	52	52	52	–	–	–	–	9.0
Grades 14–16	–	–	–	52	52	52	52	52	52	52	52	52	52	52	–	–	10.0
Grade 17–23	–	–	–	52	52	52	52	52	52	52	52	52	52	52	52	52	13.0

City Carriers (CC) Schedule

	Steps (From – To)														
RSC Q	A–B	B–C	C–D	D–E	E–F	F–G	G–H	H–I	I–J	J–K	K–L	L–M	M–N	N–O	Yrs.
Grades 1–2	96	96	44	44	44	44	44	44	44	34	34	26	26	24	12.4

(Article continued on page 57).

Pull-Out Information

Fraud

Domestic Orders

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

State, City ZIP Code	Names and Addresses Covered	Product
DC, Washington 20005-4018	American Public Grant Consultants, 1220 L Street N.W., Suite 100–194	Government grant program scheme
FL, Ft. Lauderdale 33310-0789	Tracy-Ann Alicia Shim D/B/A Royal Books & CD's Enterprise, Inc., Royal Books & CD's Sales, Inc., Royal Books & CD's, PO Box 100789	Work at home scheme
OR, Portland 97225-1629	Michael Wagoner, 4836 S.W. Scholls Ferry Road, PMB 412	Work-at-home chain letter scheme

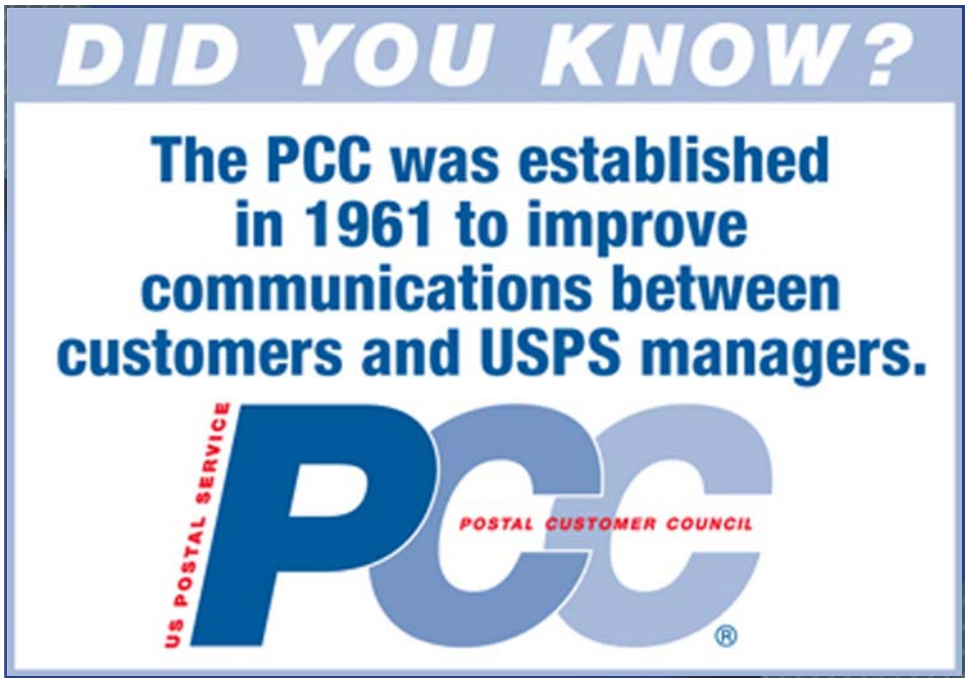
— Judicial Officer, 10-8-09

Withholding of Mail Orders

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

State, City ZIP Code	Names and Addresses Covered
SC, Johns Island 29455-1629	Any and all names except the names Salomon Pineda and Constantine Diaz, PO Box 1629

— Judicial Officer, 10-8-09


DID YOU KNOW?
The PCC was established in 1961 to improve communications between customers and USPS managers.
US POSTAL SERVICE
PCC
POSTAL CUSTOMER COUNCIL

Invalid Express Mail Corporate Account Numbers

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

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

005722	018798	019737	028934	070028	070588	071320	071970	075634	076110	076897	104587	142979
005939	018820	019745	029057	070033	070590	071322	071986	075635	076111	076898	105070	146109
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008102	018922	019859	029762	070073	070626	071349	075045	075694	076172	076941	107242	146390
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235335	320122	349889	477060	553304	571022	610231	752591	802347	900648	926187	941691	968483
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— Product Information Requirements, Business Mail Entry & Payment Technologies, 10-8-09

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin.* The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 504 1932	**to**	**1999**	043 129 1968	to	1997	083 784 8886	to	8899	362 861 3064	to	3099
011 582 1889	to	1899	043 205 5922	to	5999	083 913 6915	to	6999	**373 006 2176**	**to**	**2199**
011 588 2900	to	3099	044 087 3457	to	3499	084 478 3920	to	3999	374 768 2600	to	2699
012 579 5675	to	5699	044 087 4000	to	4099	086 000 8271	to	8299	375 169 4400	to	4599
013 289 6176	to	6199	045 524 4121	to	4298	086 798 3840	to	3849	375 829 3400	to	3499
013 610 0014	to	0099	046 800 9870	to	9899	088 404 4472	to	4499	375 851 9100	to	9199
014 932 1000	to	1099	047 352 4000	to	4099	088 404 5584	to	5699	376 196 0911	to	0999
014 972 0800	to	0899	048 383 7650	to	7659	088 757 8688	to	8699	378 085 3679	to	3699
015 363 0065	to	0099	048 396 3647	to	3699	088 757 9400	to	9499	378 351 1063	to	1099
017 028 3200	to	3299	**051 142 0755**	**to**	**0799**	089 358 2248	to	2257	379 843 5100	to	5199
018 569 5333	to	5399	051 774 8857	to	8899	**093 106 9346**	**to**	**9355**	**380 093 9600**	**to**	**9699**
018 986 5264	to	5299	051 781 2875	to	2885	093 203 0500	to	0599	380 165 1165	to	1199
019 518 2814	to	2899	051 977 7010	to	7023	093 684 3630	to	3699	381 325 4500	to	4599
020 698 5159	**to**	**5199**	052 058 7115	to	7199	094 081 5074	to	5099	381 604 2510	to	2699
020 844 7307	to	7399	054 450 1130	to	1167	094 216 2555	to	2599	381 645 9525	to	9599
020 972 8948	to	8999	057 670 0563	to	0599	094 580 7062	to	7099	383 314 3968	to	3999
022 021 9110	to	9181	058 187 3836	to	3899	094 639 4200	to	4299	383 892 1000	to	1344
022 037 1411	to	1499	058 523 3003	to	3099	095 070 7186	to	7199	383 892 1382	to	1399
022 527 9201	to	9210	058 591 1153	to	1299	095 076 8300	to	8399	384 925 3641	to	3654
023 637 7169	to	7199	058 895 3746	to	3799	095 354 6864	to	6899	385 568 2331	to	2399
024 380 4100	to	4199	059 986 0814	to	0899	097 224 1350	to	1599	385 599 7554	to	7575
024 496 6870	to	6896	**060 406 7650**	**to**	**7699**	**100 160 3800**	**to**	**3899**	385 774 2024	to	2099
025 092 0987	to	0999	063 491 8122	to	8199	104 667 6400	to	6499	386 624 1412	to	1599
025 369 5535	to	5599	063 916 9968	to	9999	104 876 8937	to	8999	386 883 8936	to	8999
025 729 1151	to	1199	064 091 4500	to	4599	**112 049 4413**	**to**	**4499**	387 314 5574	to	5599
025 729 1643	to	1799	065 170 0471	to	0499	112 870 9765	to	9799	387 837 6300	to	6399
026 492 3180	to	3199	065 255 7909	to	7999	114 402 3850	to	3899	388 828 0656	to	0699
027 361 0430	to	0499	065 392 6345	to	6399	114 866 5368	to	5397	389 696 2400	to	2799
027 369 4482	to	4495	066 099 2014	to	2099	116 154 2800	to	2899	389 846 3104	to	3135
027 671 8762	to	8776	066 648 2880	to	2899	116 986 4400	to	4499	389 846 3145	to	3195
027 787 9886	to	9899	066 787 3639	to	3699	117 175 1647	to	5169	389 887 9211	to	9230
027 965 9487	to	9499	066 845 7500	to	9999	117 951 4687	to	4699	389 887 9234	to	9299
028 100 8069	to	8099	067 093 3869	to	3899	117 951 5200	to	5299	**390 001 3182**	**to**	**3199**
028 191 1852	to	1999	068 895 0334	to	0399	119 815 8961	to	6199	390 001 3500	to	3699
028 850 3000	to	3199	**070 724 4488**	**to**	**4499**	119 850 7400	to	7499	390 545 5974	to	5999
029 510 1500	to	1599	070 841 9181	to	9199	119 850 7700	to	7999	391 104 6146	to	6199
030 687 0903	**to**	**0999**	070 844 2546	to	2599	**121 634 0460**	**to**	**0499**	391 574 1466	to	1499
030 701 3442	to	3499	070 916 1340	to	1399	122 451 9879	to	9899	391 783 3020	to	3599
031 077 4507	to	4799	071 047 5768	to	5799	124 916 0304	to	0499	391 792 6100	to	6199
032 295 7500	to	9999	071 179 9800	to	9899	126 423 0136	to	0169	392 668 2956	to	2999
034 394 1000	to	1099	071 386 3682	to	3699	**160 901 2254**	**to**	**2299**	392 854 8500	to	8899
034 943 0400	to	0799	071 507 6840	to	6899	161 103 6581	to	6599	393 584 7566	to	7699
035 035 4337	to	4399	072 045 9641	to	9699	166 101 1433	to	1499	393 650 0074	to	0099
037 706 9578	to	9599	072 675 8287	to	8299	**210 221 0548**	**to**	**0599**	393 838 8316	to	8499
037 805 3677	to	3699	077 617 5481	to	5499	**227 275 9400**	**to**	**9999**	393 893 6007	to	6099
037 909 5490	to	5499	077 999 4001	to	4090	**273 070 8059**	**to**	**8099**	394 126 6907	to	6999
037 931 4660	to	4699	078 174 4475	to	4499	273 775 7700	to	7899	394 189 0405	to	0599
039 145 6521	to	6595	078 219 4931	to	4999	**302 000 0000**	**to**	**9999**	394 822 3243	to	3278
040 024 3901	**to**	**3999**	078 250 4756	to	4799	**349 746 2056**	**to**	**2099**	394 990 1810	to	1899
040 674 7100	to	7199	078 823 8312	to	8399	**350 518 7350**	**to**	**7374**	395 343 3264	to	3299
040 688 8816	to	8899	079 374 0300	to	2499	**360 011 1690**	**to**	**1699**	395 373 3035	to	3099
041 299 6752	to	6799	079 807 2342	to	2399	360 168 6008	to	6099	395 396 9649	to	9799
041 623 8889	to	8899	**082 721 0228**	**to**	**0254**	360 173 8800	to	8899	395 970 3240	to	3299
041 803 6565	to	6599	083 140 5000	to	7499	360 324 2326	to	2399	397 622 4054	to	4099

397 819 8902	to	8999
398 149 7200	to	7699
399 070 0872	to	0899
399 156 7119	to	7199
399 203 5064	to	5099
399 296 9910	to	9999
399 396 8935	to	8999
399 792 7775	to	7799
399 792 8300	to	8399
400 427 1051	**to**	**1999**
401 045 1505	to	1549
401 045 1571	to	1599
401 294 2700	to	2799
401 310 9505	to	9599
401 382 5312	to	5399
402 578 7876	to	7899
403 125 6744	to	6799
403 260 7000	to	7499
403 280 6470	to	6499
403 685 8600	to	8699
404 003 0300	to	0399
404 041 8838	to	8899
404 071 4268	to	4299
404 347 5356	to	5399
404 347 5548	to	5599
404 726 4500	to	4599
404 961 5001	to	5199
405 325 0188	to	0198
406 009 4587	to	4599
406 260 6830	to	6899
406 459 6641	to	6999
406 733 3000	to	3999
407 545 1557	to	1599
407 594 0412	to	0599
407 692 9100	to	9299
407 959 2190	to	2199
408 265 2275	to	2288
408 499 7700	to	7799
408 499 7900	to	7999
408 682 8484	to	8599
408 698 7015	to	7099
409 072 3941	to	3999
410 491 2311	**to**	**2399**
410 694 8400	to	8599
410 775 1500	to	1599
410 795 7927	to	7999
410 867 0917	to	0966
410 867 0970	to	0999
411 868 1023	to	1199
411 922 2322	to	2399
412 193 0900	to	0999
412 395 8599	to	8699
412 485 6500	to	6599
412 485 6610	to	6699
412 885 5953	to	5999
414 193 3608	to	3674
414 193 3677	to	3699
414 411 7348	to	7399
414 640 0757	to	0799
414 965 1727	to	1799
417 302 8104	to	8199
417 387 6532	to	6599
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417 871 9250	to	9299
417 930 9533	to	9599
418 164 6500	to	6799
418 423 9863	to	9899
418 633 5922	to	5999
418 719 8520	to	8599
418 744 2235	to	2299
418 962 2848	to	2899
419 543 0286	to	0299
419 730 0300	to	0399
420 277 0015	**to**	**0049**
420 599 0734	to	0798
420 661 4115	to	4199
420 758 9500	to	9699
420 969 3951	to	3971
420 969 3973	to	3999
421 116 3565	to	3599
421 130 9300	to	9399
421 313 4500	to	4999
421 364 5537	to	5599
421 656 2609	to	2699
421 988 9700	to	9799
422 172 4667	to	4699
422 484 4212	to	4299
422 556 1270	to	1299
422 587 7024	to	7099
422 819 7533	to	7599
422 842 5073	to	5087
422 907 7563	to	7599
424 500 6050	to	6099
424 641 8500	to	8599
424 871 6600	to	6699
425 298 2352	to	2399
425 418 4269	to	4299
425 418 4405	to	4499
426 547 4566	to	4599
427 412 6337	to	6499
427 481 0900	to	0999
428 027 2742	to	2752
429 474 4172	to	4199
429 889 2900	to	2999
430 150 4401	**to**	**4599**
430 172 9800	to	9899
430 177 1900	to	2099
430 444 9500	to	9699
430 664 4070	to	4099
432 168 8419	to	8499
432 708 6800	to	6999
432 744 1544	to	1599
432 995 9775	to	9799
433 003 5800	to	5899
433 757 3047	to	3099
433 765 4003	to	4099
434 482 7060	to	7199
434 513 2386	to	2399
434 968 3076	to	3092
435 303 1831	to	1842
435 303 1986	to	1999
435 666 6092	to	6399
436 082 6400	to	6899
436 160 6441	to	6499
437 316 7115	to	7199
437 427 0500	to	3499
439 179 2300	to	2399
439 310 0458	to	0499
440 698 1947	**to**	**1999**
440 858 6300	to	6399
440 858 6420	to	7299
441 199 1655	to	1699
443 127 3648	to	3699
443 127 4000	to	4099
443 673 7900	to	7999
443 800 9335	to	9399
444 382 8822	to	8899
444 390 1667	to	1699
444 457 3854	to	3899
450 048 4173	**to**	**4199**
450 048 4442	to	4699
450 560 5173	to	5199
450 620 3077	to	3099
450 620 3135	to	3199
450 780 2716	to	2799
450 801 2700	to	2799
451 109 2967	to	2984
451 115 4110	to	4125
451 115 4127	to	4199
451 746 0700	to	0799
452 265 0074	to	0099
452 265 0246	to	0299
452 265 0335	to	0999
452 509 1169	to	1199
452 855 6471	to	6499
452 890 4679	to	4799
452 900 8215	to	8238
453 117 9146	to	9199
453 334 3631	to	3699
453 603 7841	to	7891
453 650 1140	to	1199
453 741 1300	to	1399
454 013 2919	to	2999
454 186 2411	to	2499
454 268 4883	to	4899
454 302 5400	to	5499
454 490 8300	to	8399
454 547 7434	to	7499
454 922 4867	to	4895
455 221 1348	to	1499
455 364 2147	to	2199
455 399 5400	to	5499
455 476 0676	to	0699
455 543 0618	to	0699
456 410 9006	to	9099
456 470 4146	to	4299
456 619 4460	to	4499
457 333 2686	to	2699
457 729 1767	to	1777
457 937 8615	to	8699
458 028 9810	to	9899
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458 069 9537	to	9599
458 069 9665	to	9699
458 337 5222	to	5299
458 354 7653	to	7999
458 671 8678	to	8699
458 671 8721	to	8798
458 847 5044	to	5999
459 274 7624	to	7699
459 365 5432	to	5499
459 378 5764	to	5799
459 472 4816	to	4999
460 349 6878	**to**	**6899**
460 550 1909	to	1999
460 997 5234	to	5299
461 973 6443	to	6499
462 152 0107	to	0299
462 274 1072	to	1099
462 277 8373	to	8399
462 554 6051	to	6099
463 011 5529	to	5540
463 176 4115	to	4199
463 176 4229	to	4299
463 185 2600	to	2799
463 227 7711	to	7799
463 414 4869	to	4899
463 808 3484	to	3499
463 945 7400	to	7899
464 629 9000	to	9399
464 711 4332	to	4399
465 692 3963	to	3999
465 698 8300	to	8599
465 743 7745	to	7799
466 798 6056	to	6067
467 147 4300	to	4399
468 079 5782	to	5799
469 067 2817	to	2899
469 127 8000	to	8199
469 213 0359	to	0399
469 213 0500	to	0599
469 561 8011	to	8099
469 658 1961	to	1999
469 666 9900	to	9999
469 678 1900	to	1999
469 781 4900	to	4999
469 947 6960	to	6999
470 755 5800	**to**	**5818**
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471 985 2408	to	2419
472 191 6700	to	6799
472 270 2555	to	2599
472 987 0213	to	0241
472 987 0290	to	0299
473 151 2069	to	2199
473 666 9138	to	9199
473 952 3429	to	3499
474 108 5402	to	5499
474 356 5193	to	5299
474 949 3366	to	3399
475 134 9362	to	9399
475 167 9667	to	9699
475 319 3415	to	3499
475 319 3649	to	3799
475 340 6400	to	6599
475 424 8410	to	8499
475 629 9156	to	9199
475 850 6101	to	6199
475 875 2500	to	2599
476 169 8264	to	8299
476 189 3000	to	3499
476 331 2480	to	2499
477 289 8601	to	8699
477 681 5206	to	5299
478 010 4243	to	4268
478 010 4270	to	4291

478 450 5071	to	5099
478 469 7838	to	7858
478 469 7883	to	7899
479 280 9800	to	9899
479 365 9116	to	9176
479 412 9900	to	9999
479 667 6190	to	6199
479 748 9680	to	9699
479 860 7000	to	7199
480 526 2000	**to**	**2099**
480 640 6330	to	6399
480 658 0568	to	0599
480 689 5100	to	5199
481 072 9463	to	9499
481 673 0074	to	0095
482 527 1500	to	1599
482 541 5255	to	5299
482 729 6800	to	6899
483 363 7207	to	7299
483 402 2356	to	2399
483 486 5100	to	5199
483 632 1521	to	1599
483 632 2600	to	2799
483 849 1615	to	1699
484 174 4803	to	5299
484 323 8900	to	9199
484 680 5000	to	5038
484 680 5040	to	5074
484 680 5077	to	5099
485 029 4913	to	4999
486 176 0600	to	0699
486 559 7555	to	7599
486 696 3023	to	3199
488 173 7900	to	7999
488 206 4100	to	4199
488 226 0200	to	0299
488 709 3906	to	3999
488 855 8359	to	8399
489 181 8963	to	8999
489 223 2000	to	2099
489 311 1930	to	1999
489 318 6200	to	6300
489 384 0027	to	0099
489 427 0658	to	0899
489 997 5252	to	5299
490 669 5850	**to**	**6099**
490 717 7080	to	7099
490 721 6000	to	6099
490 793 1500	to	2099
490 886 8171	to	8199
490 977 9221	to	9240
491 258 8100	to	9099
491 567 1376	to	1399
492 254 4800	to	4899
492 283 5100	to	5199
492 610 6813	to	6899
493 394 5568	to	5599
493 470 2562	to	2599
493 473 7700	to	7799
493 716 2153	to	2199
494 206 2972	to	2999
494 217 3446	to	3999
494 224 0500	to	0599
495 145 0600	to	0699
496 209 7425	to	7499
496 213 8728	to	8799
496 474 5226	to	5248
497 053 8517	to	8699
497 854 8673	to	8699
498 449 8888	to	8899
498 929 8285	to	8499
498 936 5310	to	5399
499 016 5425	to	5499
499 440 8575	to	8899
499 731 6717	to	6799
500 064 1858	**to**	**1869**
500 070 5725	to	7799
501 331 0300	to	0399
502 227 7645	to	7699
502 424 0200	to	0499
502 424 0600	to	0699
503 194 5144	to	5153
600 645 3223	**to**	**3299**
601 339 1200	to	1399
601 653 5884	to	5899
601 661 7700	to	7799
601 682 5343	to	5399
601 928 1600	to	1699
602 512 2972	to	2999
602 555 2400	to	2799
602 829 7061	to	7099
603 483 9572	to	9599
603 490 7200	to	7299
603 678 7100	to	7199
603 678 7662	to	7699
603 678 7902	to	7999
603 678 8418	to	8499
603 678 8700	to	9999
604 086 0880	to	0899
604 349 1414	to	1499
604 503 7776	to	7799
605 520 9037	to	9099
605 685 4010	to	4099
605 988 6467	to	6499
607 689 7951	to	7960
607 728 1276	to	1299
608 727 7100	to	7199
608 727 7273	to	7599
608 813 9950	to	9999
609 067 5325	to	5399
609 067 5488	to	5499
609 067 5600	to	5699
609 289 6123	to	6199
609 438 4400	to	4499
609 493 1100	to	1199
609 766 8091	to	8999
609 825 4100	to	4115
609 884 2981	to	2999
609 893 1000	to	1099
610 092 3200	**to**	**3299**
610 582 4200	to	4299
611 879 6939	to	6999
612 291 8013	to	8099
612 751 5171	to	5199
612 751 5226	to	5299
612 751 6083	to	6099
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612 774 2500	to	2599
614 469 0979	to	0999
614 474 3000	to	3099
614 521 3490	to	3499
614 645 1800	to	1899
614 832 1100	to	2099
615 017 7505	to	7599
617 711 6609	to	6699
617 760 5266	to	5299
617 813 3601	to	3699
618 840 9200	to	9299
619 551 7229	to	7299
619 859 3000	to	3099
620 073 9400	**to**	**9499**
621 614 7907	to	7930
621 614 7932	to	7999
621 648 8021	to	8199
621 648 8500	to	8599
621 904 8351	to	8599
621 916 1978	to	1989
622 989 8032	to	8099
623 076 9300	to	9399
623 819 5006	to	5099
623 895 8200	to	8399
623 917 0000	to	0099
623 917 0200	to	0299
624 468 5288	to	5299
624 665 3162	to	3198
625 088 6735	to	6799
625 916 9500	to	9799
625 968 8956	to	8999
627 005 3938	to	3999
627 384 3907	to	4099
627 496 7549	to	7599
627 708 3605	to	3699
627 776 2500	to	2599
628 226 3100	to	3199
628 814 4702	to	4799
628 851 9689	to	9699
629 510 7200	to	7299
629 964 4200	to	4294
630 389 3056	**to**	**3071**
630 463 0588	to	0599
631 459 9117	to	9199
631 762 9325	to	9399
632 217 4933	to	4999
632 500 0000	to	640 3999
633 110 4165	to	4199
633 110 4303	to	4499
633 438 6429	to	6599
633 588 7173	to	7182
634 725 0700	to	0799
634 803 3239	to	3299
634 807 2474	to	2499
634 827 5900	to	5999
634 886 3428	to	3499
635 559 3449	to	3499
636 289 6214	to	6299
636 634 8007	to	8042
637 150 1200	to	1299
637 562 5828	to	5899
638 042 1647	to	1699
638 049 4984	to	4999
638 318 1115	to	1199
638 318 1453	to	1499
638 885 0000	to	0299
638 903 4362	to	4373
639 415 1929	to	1999
639 415 2019	to	2099
639 420 6200	to	6299
639 469 3517	to	3799
639 605 2143	to	2199
639 657 8600	to	8799
640 289 7500	**to**	**7599**
640 289 7700	to	7999
641 170 4420	to	4499
641 318 3133	to	3199
641 378 6500	to	6999
641 383 8739	to	8799
641 877 3187	to	3299
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642 355 8308	to	8999
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644 085 8157	to	8199
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644 901 0109	to	1299
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644 923 6800	to	7799
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645 790 8632	to	8699
645 821 0657	to	0699
645 930 7948	to	7999
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646 242 6200	to	6299
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647 398 8481	to	8499
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647 811 2188	to	2199
648 009 6057	to	6099
648 163 5300	to	5499
648 722 5283	to	5299
648 892 3164	to	3199
649 100 3989	to	3999
649 647 0370	to	0399
649 647 0522	to	0599
649 647 5237	to	5399
649 647 9100	to	9299
649 666 7800	to	8299
650 114 7707	**to**	**7719**
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650 213 0406	to	0499

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

— Criminal Investigations Group, Postal Inspection Service, 10-8-09

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

Do not cash outdated money orders **104 151 601 to 692 600 000.** Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

719 869 731	to	9 760	728 382 331	to	2 480	734 797 201	to	7 320	742 178 834	to	8 880
720 227 871	**to**	**7 930**	728 702 338	to	2 400	734 939 611	to	9 640	742 325 500	to	5 520
720 227 949	to	7 960	728 915 371	to	5 850	734 950 111	to	0 170	742 325 668	to	5 700
720 368 543	to	8 570	728 953 141	to	3 410	735 120 331	to	0 840	742 408 771	to	8 830
720 392 151	to	2 570	728 954 280	to	4 310	735 283 008	to	3 020	742 512 120	to	2 150
720 556 491	to	6 640	729 169 081	to	9 140	735 293 131	to	3 220	742 684 849	to	4 890
720 558 621	to	8 650	729 363 841	to	3 870	735 635 010	to	5 040	742 839 553	to	9 630
720 575 361	to	5 570	729 682 891	to	3 190	735 783 961	to	3 990	742 913 668	to	3 700
720 590 152	to	0 179	729 838 940	to	9 070	735 803 401	to	3 430	742 917 287	to	7 296
721 638 331	to	9 170	729 839 101	to	9 130	736 005 420	to	5 440	742 921 891	to	1 980
721 815 391	to	5 420	**730 077 683**	**to**	**7 840**	736 366 021	to	6 110	742 983 631	to	3 810
721 969 713	to	9 740	730 109 847	to	9 880	736 624 456	to	4 500	743 020 021	to	0 170
722 072 137	to	2 160	730 373 761	to	3 850	736 670 851	to	1 060	743 206 491	to	6 500
722 378 265	to	8 280	730 501 951	to	2 130	736 767 061	to	7 090	743 235 992	to	6 050
722 413 990	to	4 004	730 519 379	to	9 470	736 767 093	to	7 120	743 940 631	to	0 900
722 764 948	to	4 980	730 569 278	to	9 360	736 982 191	to	2 370	743 978 011	to	8 070
722 825 840	to	5 889	730 711 711	to	1 740	736 982 551	to	2 730	744 234 751	to	4 780
723 153 841	to	3 850	730 722 991	to	3 230	737 110 141	to	0 170	744 499 591	to	9 680
723 237 616	to	7 630	730 845 970	to	5 990	737 185 501	to	5 710	744 626 901	to	6 910
723 331 081	to	1 110	730 888 291	to	8 320	737 317 321	to	7 350	745 388 794	to	8 910
723 496 443	to	6 470	730 927 591	to	7 680	737 517 781	to	7 840	746 446 806	to	6 820
723 967 291	to	7 320	731 307 914	to	7 930	737 628 181	to	8 210	746 818 351	to	8 410
724 655 196	to	5 340	731 402 431	to	2 460	737 634 258	to	4 270	747 245 266	to	5 280
724 711 441	to	1 500	731 407 232	to	7 320	738 361 971	to	1 980	747 364 813	to	4 830
724 711 538	to	1 560	731 588 301	to	8 340	738 447 601	to	7 660	747 501 434	to	1 450
724 793 221	to	3 250	731 767 273	to	7 320	738 648 355	to	8 450	747 739 891	to	0 070
724 908 109	to	8 120	731 781 061	to	1 120	738 849 811	to	9 900	748 148 649	to	8 760
724 937 461	to	7 670	731 837 821	to	7 910	738 892 270	to	2 290	748 259 960	to	9 970
725 163 118	to	3 151	731 841 377	to	1 450	738 997 259	to	7 380	748 565 162	to	5 280
725 202 735	to	2 750	732 018 481	to	8 600	739 161 451	to	1 540	748 874 988	to	5 030
725 398 591	to	8 800	732 067 972	to	8 370	739 219 381	to	9 440	749 137 381	to	7 410
725 464 591	to	4 920	732 188 649	to	8 670	739 740 151	to	0 180	749 190 192	to	0 210
725 475 321	to	5 330	732 193 460	to	3 470	739 793 491	to	3 520	749 685 421	to	5 450
725 711 057	to	1 070	732 201 241	to	1 390	739 793 527	to	3 550	749 846 791	to	6 850
725 738 581	to	8 730	732 220 431	to	0 440	739 942 621	to	2 650	749 993 131	to	3 580
725 981 311	to	1 430	732 355 201	to	5 380	739 999 231	to	9 320	**750 071 587**	**to**	**1 610**
725 987 835	to	7 880	732 472 320	to	2 560	**740 011 517**	**to**	**1 530**	750 408 167	to	8 183
726 060 811	to	0 900	732 541 605	to	1 620	740 030 701	to	0 970	750 438 421	to	8 501
726 391 970	to	2 520	732 572 221	to	2 490	740 261 740	to	1 820	750 743 911	to	4 030
726 484 771	to	4 800	732 586 479	to	6 710	740 265 811	to	6 290	750 779 118	to	9 400
726 493 351	to	5 300	732 994 037	to	4 080	740 299 111	to	9 170	750 910 981	to	1 010
726 504 031	to	4 063	733 163 449	to	3 460	740 299 231	to	9 260	750 960 841	to	0 900
726 504 070	to	4 090	733 297 171	to	7 290	740 329 266	to	9 320	751 296 211	to	6 240
726 504 331	to	4 390	733 446 631	to	7 110	740 889 081	to	9 090	751 539 121	to	9 180
726 563 701	to	4 060	733 474 665	to	4 770	741 010 421	to	0 530	751 541 311	to	1 790
726 599 371	to	9 460	733 704 482	to	4 570	741 113 041	to	3 370	751 757 641	to	7 700
726 626 356	to	6 370	733 751 041	to	1 130	741 373 891	to	4 340	751 936 951	to	7 010
727 182 271	to	2 510	734 009 101	to	9 130	741 452 369	to	2 490	751 951 861	to	1 890
727 416 181	to	6 240	734 290 759	to	0 770	741 492 991	to	3 140	751 999 021	to	9 110
727 481 431	to	1 460	734 389 273	to	9 290	741 553 460	to	3 470	752 139 516	to	9 570
727 749 241	to	9 780	734 440 031	to	0 111	741 764 431	to	4 520	752 182 892	to	2 950

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

819 032 341	to	2 730	821 927 841	to	7 850	825 472 171	to	2 200	828 539 316	to	9 340
819 127 054	to	7 080	822 505 801	to	5 830	826 042 898	to	2 920	828 539 341	to	9 370
819 278 540	to	8 670	822 703 442	to	3 470	826 226 644	to	6 670	828 732 331	to	2 390
819 544 681	to	4 740	822 900 991	to	1 020	826 582 951	to	3 430	828 830 952	to	0 963
819 928 441	to	8 650	822 925 951	to	6 100	826 720 201	to	0 230	828 939 781	to	0 050
820 034 406	**to**	**4 430**	823 284 931	to	4 990	827 005 671	to	5 830	829 002 721	to	2 870
820 070 761	to	1 540	823 293 031	to	3 210	827 287 861	to	7 950	829 005 301	to	5 540
820 191 342	to	1 360	823 556 011	to	6 100	827 291 502	to	1 520	829 080 241	to	0 330
820 274 856	to	4 880	824 078 341	to	8 370	827 575 381	to	5 470	829 176 841	to	6 930
820 600 171	to	0 230	824 156 325	to	6 340	827 609 085	to	9 100			
821 172 241	to	2 360	824 511 252	to	1 270	827 619 811	to	9 840			
821 229 661	to	9 720	824 588 281	to	8 370	827 883 511	to	3 600			
821 229 743	to	9 780	825 140 397	to	0 460	828 160 441	to	0 530			
821 903 731	to	3 910	825 409 651	to	9 680	828 441 602	to	1 630			

— Criminal Investigations Group, Postal Inspection Service, 10-8-09

Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: $1,000 for domestic, and $700 for international postal money orders.
2. Check that the proper security features are present:
   - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
   - When held to the light, a dark line (security thread) runs from top to bottom with the word "USPS" repeated.
   - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

   These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card,* or online at *http://www.usps.com/missingmoneyorders/security.htm*.
3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

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

— Value Added and Special Services, Retail Products and Services, 10-8-09

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— Criminal Investigations Group, Postal Inspection Service, 10-8-09

Toll-Free Number Available to Verify Canadian Money Orders

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

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

— Criminal Investigations Group, Postal Inspection Service, 10-8-09

Other Information

Overseas Military/Diplomatic Mail

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

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO/DPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1600 ET.**

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

The entries under "Changes" appear in bold in the APO/FPO/DPO table starting below.

Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09601	Add V	Immediately	A1-B-B1-C-F-F1-R-U-V
APO AE 09603	Add V	Immediately	A1-B-B1-C-F-F1-R-U-V
APO AE 09604	Add V	Immediately	A1-B-B1-C-F-F1-P-R-U-V
APO AE 09762	Open	Immediately	A-A1-B-B1-B2-E3-F-F1-I-N-Q-R-R1-T-V-Z-Z1

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

APO/FPO/DPO Table

APO/FPO/DPO	See Restrictions
09001	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U
09003	A1-B-B1-C-D-P-U
09004	A1-B-B1-C-D-U
09005	A1-B-B1-C-D-P-U
09006	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U
09008	A-A1-B-B1-C-D-P-U
09009	A1-B-B1-C-D-F1-R-U
09011	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-F-F1-R-U
09013	A1-B-B1-C-D-F-F1-U-Z1
09014	A1-B-B1-C-D-U
09020	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-F1-R-U
09028	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U
09038	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U
09046	A1-B-B1-C-D-U
09049	A1-B-B1-C-D-U
09051	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U
09054	A1-B-B1-C-D-U
09055	A1-B-B1-C-D-F-R-R1-U-V
09056	A1-B-B1-C-D-U
09058	A1-B-B1-C-D-U
09059	A1-B-B1-C-D-U
09060	A1-B-B1-C-D-F1-R-U
09063	A1-B-B1-C-D-L-U
09067	A1-B-B1-C-D-U
09068	A1-B-B1-C-D-U-Z1
09069	A-A1-B-B1-C-D-U-V
09075	A1-B-B1-C-D-U
09079	A1-B-B1-C-D-U
09080	A1-B-B1-C-D-F1-R-U
09081	A1-B-B1-C-D-U
09086	A1-B-B1-C-D-U
09088	A1-B-B1-C-D-U
09090	A1-B-B1-C-D-P-U
09092	A1-B-B1-C-D-U
09094	A1-B-B1-C-D-F-F1-P-R
09095	A1-B-B1-C-D-U
09096	A1-B-B1-C-D-U
09099	A1-B-B1-C-D-U
09100	A1-B-B1-C-D-U
09102	A1-B-B1-C-D-U
09103	A1-B-B1-C-D-U
09104	A1-B-B1-C-D-F1-R-U
09107	A1-B-B1-C-D-U
09112	A1-B-B1-C-D-U
09114	A1-B-B1-C-D-U
09123	A1-B-B1-C-D-F1-R-U
09126	A1-B-B1-C-D-F-F1-P-R
09128	A1-B-B1-C-D-U
09131	A1-B-B1-C-D-U
09136	A1-B-B1-C-D-F1-R
09137	A1-B-B1-C-D-F1-R-U
09138	A1-B-B1-C-D-U
09139	A1-B-B1-C-D-U
09140	A1-B-B1-C-D-U
09142	A1-B-B1-C-D-F-F1-P-R-U
09143	A1-B-B1-C-D-U
09154	A1-B-B1-C-D-U
09166	A1-B-B1-C-D-U
09172	A1-B-B1-C-D-U
09173	A1-B-B1-C-D-U
09177	A1-B-B1-C-D-U
09180	A1-B-B1-C-D-U
09186	A1-B-B1-C-D-U
09211	A1-B-B1-C-D-P-U
09213	A1-B-B1-C-D-F1-R-U
09214	A1-B-B1-C-D-F1-R-U
09226	A1-B-B1-C-D-U
09227	A1-B-B1-C-D-U
09229	A1-B-B1-C-D-U
09237	A1-B-B1-C-D-U-V
09245	A1-B-B1-C-D-U
09250	A1-B-B1-C-D-U
09261	A1-B-B1-C-D-F1-R-U-V
09263	A1-B-B1-C-D-U
09264	A1-B-B1-C-D-U
09265	A1-B-B1-C-D-F1-N-R-U
09266	A1-B-B1-C-D-U
09267	A1-B-B1-C-D-U
09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09302	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1
09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09307	A1-B-B1-N-V-Z1
09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09311	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1

APO/ FPO/ DPO	See Restrictions
09318	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09340	A-A1-B-B1-C1-F-R-V
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09343	A-A1-B-B1-C1-F-M-N-V-Z1
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09356	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
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09360	A1-B-B1-V
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09362	A-A1-B-B1-C1-E2-F-H1-R-V-Z1
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09364	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09365	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09367	A-A1-B-B1-C1-E2-F-H1-M-R-V
09369	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V
09371	A-A1-B-B1-C1-E2-F-H1-M-R-V
09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V
09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V
09374	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09375	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V
09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V
09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09380	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09382	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09387	A-A1-B-B1-C1-E2-F-H1-M-R-V
09388	A-A1-B-B1-C1-E2-F-H1-M-R-V
09389	A-A1-B-B1-C1-E2-F-H1-M-R-V
09391	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
09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09402	A-A1-B-B1-C-F-R-R1-U3-W
09409	CLOSE
09421	A1-B-B1-C-C1-R-U
09447	A1-B-B1-C-C1-R-U-V
09454	A1-B-B1-C-C1-R-U-V
09456	A1-B-B1-C-C1-H-H1-M-R-Z1
09459	A1-B-B1-C-C1-R-U
09461	A1-B-B1-C-C1-F-F1-P-R-U
09463	A1-B-B1-C-C1-R-U
09464	A1-B-B1-C-C1-R-U
09468	A1-B-B1-C-C1-R-U
09469	A1-B-B1-C-C1-R-U
09470	A1-B-B1-C-C1-R-U
09494	A1-B-B1-C-C1-R-U
09496	A1-B-B1-C-C1-R-U-V
09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1
09501	A1-B-B1-V-V1
09502	A1-B-B1-V
09503	A1-B-B1-V
09504	A1-B-B1-V-V1
09505	A1-B-B1-V-V1
09506	A1-B-B1-V-V1
09507	A1-B-B1-V-V1
09508	A1-B-B1-V
09509	A1-B-B1-V
09510	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09511	A1-B-B1-V
09513	A1-B-B1-F-F1-R-R1-V
09517	A1-B-B1-F-F1-R-R1-V
09524	A1-B-B1-F-F1-R-R1-V
09532	A1-B-B1-F-F1-R-R1-V
09534	A1-B-B1-F-F1-R-R1-V
09543	A1-B-B1-F-F1-R-R1-V
09545	A1-B-B1-V
09549	A1-B-B1-V
09554	A1-B-B1-F-F1-R-R1-V
09556	A1-B-B1-V
09557	A1-B-B1-F-F1-R-R1-V
09564	A1-B-B1-F-F1-R-R1-V
09565	A1-B-B1-F-F1-R-R1-V
09566	A1-B-B1-F-F1-R-R1-V
09567	A1-B-B1-V-V1
09568	A1-B-B1-V
09569	A1-B-B1-F-F1-R-R1-V
09570	A1-B-B1-F-F1-R-R1-V
09573	A1-B-B1-F-F1-R-R1-V
09574	A1-B-B1-F-F1-R-R1-V
09575	A1-B-B1-F-F1-R-R1-V-V1
09576	A1-B-B1-F-F1-R-R1-V
09577	A1-B-B1-V
09578	A1-B-B1-F-F1-R-R1-V
09579	A1-B-B1-F-F1-R-R1-V
09581	A1-B-B1-F-F1-R-R1-V
09582	A1-B-B1-F-F1-R-R1-V
09586	A1-B-B1-F-F1-R-R1-V
09587	A1-B-B1-F-F1-R-R1-V
09588	A1-B-B1-V-V1
09589	A1-B-B1-V-V1
09590	A1-B-B1-V
09591	A1-B-B1-V-V1
09593	A1-B-B1-V
09594	A1-B-B1-V-V1
09596	A1-B-B1-V
09599	A1-B-B1-F-F1-R-R1-V
09601	**A1-B-B1-C-F-F1-R-U-V**
09602	A1-B-B1-C-F-F1-N-R-U
09603	**A1-B-B1-C-F-F1-R-U-V**
09604	**A1-B-B1-C-F-F1-P-R-U-V**
09605	A1-B-B1-C-D-U-V
09606	A1-B-B1-C-D-U-V
09607	A-A1-B-B1-C-F-F1-M-R-R1-U-U3-V-W
09609	A1-B-B1-C-F-U
09610	A1-B-B1-C-F-F1-R-U-V
09613	A1-B-B1-C-F-U-V
09617	A1-B-B1-C-F-U
09618	A1-B-B1-C-F-U
09620	A1-B-B1-C-F-U
09621	A1-B-B1-C-F-U
09622	A1-B-B1-C-F-U
09623	A1-B-B1-C-F-U
09624	A1-B-B1-C-F-U
09625	A1-B-B1-C-F-U
09626	A1-B-B1-C-F-U
09627	A1-B-B1-C-F-U
09630	A1-B-B1-C-F-U-V
09631	A1-B-B1-C-F-U
09636	A1-B-B1-C-F-U
09642	A1-B-B1-N-R-U
09643	A1-B-B1-R-U
09645	A1-B-B1-C-F-F1-U
09647	A1-B-B1-N-R-U
09648	A1-B-B1-N-U-V-Z1
09649	A1-B-B1-N-U-Z1
09701	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1
09702	A1-B-B1-C-C1-F1-M-R-R1-U
09703	A1-B-B1-C-F1-U
09704	A1-B-B1-C-V
09705	A1-B-B1-U
09706	A1-B-B1-C-N-R-U-V
09707	A1-B-B1-C-N-R-U-V
09708	A1-B-B1
09709	A1-B-B1-F1
09710	A1-B-B1-C-C1-F1-M-N-R-R1-U
09711	A1-B-B1-F1-N-R-Z1
09713	A1-B-B1-C-F1-R
09714	A1-B-B1-C-C1-F1-M-R-R1-U
09715	A1-B-B1-F1-R
09716	A1-B-B1-C-D-N-R-U-V
09717	A-A1-B-B1-M-R-V-W
09718	A1-B-B1-F-I-N-R-U-V
09719	A1-B-B1-C-F1-R-V
09720	A1-B-B1-R-U-V
09721	A1-B-B1-N-R-U-V-Z1
09722	A-A1-B-B1-F-N-V-Z-Z1

APO/ FPO/ DPO	See Restrictions
09723	A1-B-B1-N-R-U-V-Z1
09724	A1-B-B1-C-C1-F1-M-R-R1-U
09726	A1-B-B1-N-R-U-V
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09729	A1-B-B1-C-F-N-R-R1-U-V
09730	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
09731	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
09732	A1-B-B1-N-V-Z1
09733	A1-B-B1-V
09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09735	A1-B-B1-N-V-Z1
09736	A-A1-B-B1-B2-C-C1-D-F-M-N-R-R1-T-V-Z1
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09741	A-A1-B-B1-C1-E2-F-F1-H1-I-M-N-Q-R-R1-T-V-W-Y-Z-Z1
09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1
09743	A-A1-B-B1-F-N-V-Z-Z1
09744	A-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
09745	A-A1-B-B1-B2-F-F1-M-N-R-R1-V-Z1
09746	A-A1-B-B1-C-E1-N-V-Z-Z1
09747	A1-B-B1-F-J-N-U-V-Z1
09748	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09749	A-A1-B-B1-F-N-V-Z1
09750	A-B-B1-B2-C-C1-F-M-N-Q-T-V-Z-Z1
09751	A1-B-B1-C-D-U
09752	A1-B-B1-C-D-U
09753	A1-B-B1-F-N-V-Z1
09754	A1-B-B1-U
09755	A1-B-B1-U
09756	A1-B-B1-U
09757	A1-B-B1-U
09758	A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1
09759	A-A1-B-B1-B2-C1-E2-F-F1-F2-I-N-R-R1-T-V-Z-Z1
09762	**A-A1-B-B1-B2-E3-F-F1-I-N-Q-R-R1-T-V-Z-Z1**
09769	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09777	A-A1-B-B1-C-E1-N-R
09780	A-A1-B-B1-F-N-R-V
09798	A1-B-B1-C-D-L-U-V
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09804	A-A1-B-B1-F-F1-N-R-V-Z1
09805	A-B-B1-F-F1-R-R1-V-Z1
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09808	A-A1-B-B1-C1-E2-F-H1-M-R-V
09809	A1-B-B1-V-Z1
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-H-H1-M-N-R-R1-T-V-Z1
09819	A-A1-B-B1-P-R-V-Z1
09820	A-A1-B-B1-B2-F-H-H1-I-L-M-N-Q-R-R1-T-V-Z-Z1
09821	A-A1-B-B1-F-R-V-Z1
09822	A-A1-B-B1-F-R-V-Z1
09823	A-A1-B-B1-F-R-V-Z1
09824	A-A1-B-B1-F-R-V-Z1
09825	A-A1-B-B1-C-C1-D-F-M-N-R-R1-T-V-Z1
09827	A-A1-B-B1-F-F1-N-R-V-Z1
09828	A1-B-B1-N-V-Z1
09830	A1-B-B1-C-N-R-V-Z1
09831	A1-B-B1-F-N-U-V-Z1
09832	A-A1-B-B1-U1-V-Z1
09833	A1-B-B1-U1-V-Z1
09834	A1-B-B1-F-F1-R-R1-V-Z1
09835	A-A1-B-B1-V-Z1
09836	A-A1-B-B1-C-F-M-V-Z1
09837	A1-B-B1-V-Z1
09838	A1-B-B1-V-Z1
09839	A-A1-B-B1-U-V-Z1
09840	A-A1-B-B1-V-Z1
09841	A-A1-B-B1-N-R-U-Z1
09842	A-A1-B-B1-N-R-Z1
09843	A-A1-B-B1-N-V
09844	A-A1-B-B1-C-F-N-U-V-Z1
09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1
09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1
09865	A-A1-B-B1-V-Z1
09868	A-A1-B-B1-U-V-Z1
09870	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U-V-Z1
09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1
09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1
09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1
09898	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1
34002	A1-B-B1-N-U-Z1
34004	A-B-B1-N-V
34006	A-A1-B-B1-C1-F1-N-V-Z1
34007	A-A1-B-B1-C1-F-F1-M-N-R-R1-V-Z1
34008	A-A1-B-B1-C1-F1-V-Z1
34020	A1-B-B1-M-N-V-Z1
34021	A1-B-B1-M-N-V-Z1
34022	A1-B-B1-D-F-M-N-V-Z1
34023	A1-B-B1-M-N-V-Z1
34024	A1-B-B1-M-N-V-Z1
34025	A1-B-B1-F-N-U-V-Z1
34030	A1-B-B1-M-N-V-Z1
34031	A1-B-B1-M-N-V-Z1
34032	A1-B-B1-M-N-V-Z1
34033	A1-B-B1-C-F-M-N-V-Z1
34034	A1-B-B1-M-N-V-Z1
34035	A1-B-B1-H-M-N-V-Z1
34036	A1-B-B1-M-N-U-V-Z1
34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
34038	A1-B-B1-M-N-V-Z1
34039	A1-B-B1-N-V-Z1
34041	A1-B-B1-M-N-U-V-Z1
34042	A1-B-B1-D-F-M-N-V-Z1
34050	A1-B-B1-V
34055	A1-B-B1-N-V-Z1
34058	A1-B-B1-F-F1-R-R1-V-Z1
34078	A1-B-B1-F1-N-V-Z1
34090	A1-B-B1-F-F1-R-R1-V
34091	A1-B-B1-F-F1-R-R1-V
34092	A1-B-B1-F-F1-R-R1-V
34093	A1-B-B1-F-F1-R-R1-V
34095	A1-B-B1-V
34098	A1-B-B1-V
34099	A1-B-B1-V-V1
96201	A-A1-B-B1
96202	A-A1-B-B1-U
96203	A-A1-B-B1
96204	A-A1-B-B1
96205	A-A1-B-B1-U
96206	A-A1-B-B1-U
96207	A-A1-B-B1-V
96209	A-A1-B-B1-N-U-V
96213	A-A1-B-B1-U
96214	A-A1-B-B1-U
96218	A-A1-B-B1-U
96224	A-A1-B-B1-U
96257	A-A1-B-B1-U
96258	A-A1-B-B1-U
96260	A-A1-B-B1-U
96262	A-A1-B-B1-U-V
96264	A-A1-B-B1-U
96266	A-A1-B-B1-U
96267	A-A1-B-B1-U-V
96269	A-A1-B-B1-U
96271	A-A1-B-B1-U
96275	A-A1-B-B1-V
96276	A-A1-B-B1
96278	A-A1-B-B1-U
96283	A-A1-B-B1-U
96284	A-A1-B-B1-U-V
96297	A-A1-B-B1-U
96303	A1-B-B1-M-N-V-W
96306	A1-B-B1-F-F1-F2-M-W
96309	A1-B-B1-M-V-W
96310	A1-B-B1-M-W
96311	A1-B-B1-M-W
96319	A1-B-B1-M-W
96321	A1-B-B1-F-F1-F2-M-W
96322	A1-B-B1-F-F1-F2-M-W
96323	A1-B-B1-M-V-W
96326	A1-B-B1-M-W
96328	A1-B-B1-M-W
96330	A1-B-B1-M-W
96336	A1-B-B1-M-V-W
96337	A1-B-B1-M-W
96338	A1-B-B1-M-W
96339	A1-B-B1-M-V-W
96343	A1-B-B1-M-W
96346	A1-B-B1-F-F1-F2-M-V-W
96347	A1-B-B1-F-F1-F2-M-W
96348	A1-B-B1-F-F1-F2-M-W
96349	A1-B-B1-F-F1-F2-M-W
96350	A1-B-B1-F-F1-F2-M-W
96351	A1-B-B1-F-F1-F2-M-W
96362	A1-B-B1-F-F1-F2-M-W

APO/ FPO/ DPO	See Restrictions
96365	A1-B-B1-M-V-W
96367	A1-B-B1-L-M-W
96368	A1-B-B1-M-W
96370	A1-B-B1-F-F1-F2-M-W
96372	A1-B-B1-M-W
96373	A1-B-B1-M-W
96374	A1-B-B1-M-W
96375	A1-B-B1-M-W
96376	A1-B-B1-M-W
96377	A1-B-B1-M-W
96378	A1-B-B1-M-W
96379	A1-B-B1-M-W
96384	A1-B-B1-M-W
96386	A1-B-B1-M-W
96387	A1-B-B1-M-W
96388	A1-B-B1-M-W
96401	A1-B-B1-F-N-V-Z1
96426	A-A1-B-B1-C1-E2-F-H1-M-R-V
96427	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V
96447	A1-B-B1-F-N-U3-V-V1
96501	A-A1-B-B1-N-V
96503	A1-B-B1-F-N-U3-V
96507	A-A1-B-B1-F-V
96510	A1-B-B1-I-N-V
96511	A1-B-B1-I-N-V
96515	A1-B-B1-F
96517	A1-B-B1-F-U3-V
96518	A1-B-B1-V
96520	A1-B-B1-F-N-U3-V
96521	A1-B-B1-F-N-U3
96522	A1-B-B1-F-N-U
96530	A-A1-B-B1-F-F1-H-H1-M-N-U-V
96531	A-A1-B-B1-H-M-U-V
96532	A-A1-B-B1-F-F1-H-M-N-U-V
96534	A-A1-B-B1-F
96535	A-A1-B-B1-F-V
96537	A1-B-B1-V
96538	A1-B-B1-V
96540	A1-B-B1-V
96541	A1-B-B1-V
96542	A1-B-B1-V
96543	A1-B-B1-P-V
96544	A1-B-B1-F-N-U3-V
96546	A1-B-B1-F-U3
96548	A-A1-B-B1-H-M-U
96549	A-A1-B-B1-H-M-U
96550	A-A1-B-B1-H-M-U-V
96551	A-A1-B-B1-H-M-U
96552	A1-B-B1
96553	A-A1-B-B1-F-F1-H-M-U
96554	A-A1-B-B1-H-M-U
96555	A1-B-B1-F-M-V
96557	A1-B-B1-F-M-V
96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F-F1-H-H1-I-M-N-R-R1-T-V-Z-Z1
96595	A1-B-B1-V
96598	A1-B-B1-N-V
96599	A1-B-B1-V
96601	A1-B-B1-V-V1
96602	A1-B-B1-V
96603	A1-B-B1-V
96604	A1-B-B1-V
96605	A1-B-B1-V-V1
96606	A1-B-B1-V
96607	A1-B-B1-V
96608	A1-B-B1-V
96609	A1-B-B1-V
96610	A1-B-B1-V
96611	A1-B-B1-V
96612	A1-B-B1-F-F1-R-R1-V
96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
96615	A1-B-B1-F-F1-R-R1-V
96616	A1-B-B1-F-F1-R-R1-V
96617	A1-B-B1-F-F1-R-R1-V
96619	A1-B-B1-V
96620	A1-B-B1-F-F1-R-R1-V
96621	A1-B-B1-V
96622	A1-B-B1-F-F1-R-R1-V
96624	A1-B-B1-F-F1-R-R1-V
96628	A1-B-B1-F-F1-R-R1-V
96643	A1-B-B1-F-F1-R-R1-V
96650	A1-B-B1-F-F1-R-R1-V
96657	A1-B-B1-F-F1-R-R1-V
96660	A1-B-B1-F-F1-R-R1-V
96661	A1-B-B1-F-F1-R-R1-V
96662	A1-B-B1-F-F1-R-R1-V
96663	A1-B-B1-F-F1-R-R1-V
96664	A1-B-B1-V-V1
96665	A1-B-B1-V
96666	A1-B-B1-V-V1
96667	A1-B-B1-F-F1-R-R1-V
96668	A1-B-B1-F-F1-R-R1-V-V1
96669	A1-B-B1-F-F1-R-R1-V
96670	A1-B-B1-V-V1
96671	A1-B-B1-F-F1-R-R1-V
96672	A1-B-B1-F-F1-R-R1-V
96673	A1-B-B1-V-V1
96674	A1-B-B1-F-F1-R-R1-V
96675	A1-B-B1-F-F1-R-R1-V
96677	A1-B-B1-F-F1-R-R1-V
96678	A1-B-B1-F-F1-R-R1-V
96679	A1-B-B1-F-F1-R-R1-V
96681	A1-B-B1-V-V1
96682	A1-B-B1-V-V1
96683	A1-B-B1-V-V1
96686	A1-B-B1-V-V1
96687	A1-B-B1-V-V1
96698	A1-B-B1-V-V1

RESTRICTIONS

LEGEND

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

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

AAFES = Army and Air Force Exchange Service
APO = Army/Air Force Post Office
Box R = Retired military personnel
DMM = *Domestic Mail Manual*
DPO = Diplomatic Post Office
FPO = Fleet Post Office
MOM = Military Ordinary Mail
MPO = Military Post Office
PAL = Parcel Airlift
PSC = Postal Service Center
SAM = Space Available Mail
USDA = United States Department of Agriculture
Note: Mail order catalogs are prohibited as SAM or PAL mail.

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.1c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

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

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

G. Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

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

H1. Pork or pork by-products are prohibited.

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

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

O. Delivery status information for Extra Services is not available on USPS.com.

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

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

R. All alcoholic beverages, including those mailable under DMM 601.11.7, are prohibited.

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

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

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

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

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

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

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

V1. Delivery Confirmation service is not available.

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

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

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

Z. No outside pieces (OSPs).

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

— International Network Operations, Global Business, 10-8-09

2009 International and Military Mail Christmas Mailing Dates

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

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

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

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

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

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

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

Please post on all bulletin boards.

— International Operations, Global Business, 10-8-09

DID YOU KNOW?
EAP website
provides health and
wellness information.
www.eap4you.com

Manuals (Continued)

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

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

(The direct URL for the Postal Service Policynet website is *http://blue.usps.gov/cpim*.)

— Compensation, Human Resources, 10-8-09

IMM Revision: Document Items Exempted From Customs Declarations Forms — Update

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM®) to add a new section 123.63 to provide clarity and specific examples of "documents" as they relate to the selection of an appropriate customs declaration form under IMM Exhibit 123.61. We are redesignating current section 123.63 as 123.64, and we are also cross-referencing 123.63 as appropriate in Exhibit 123.61.

Previously, in the article titled "IMM Revision: Customs Label Requirements for International Mail Items" in *Postal Bulletin* 22262 (7-2-09, page 5), we revised IMM Exhibit 123.61 to include the word "documents" in the revised definitions in the "Type of Items" column. This revision is intended to provide additional clarity by providing specific examples of "documents," which include the following:

a. Audit and business records.
b. Personal correspondence.
c. Circulars.
d. Pamphlets.
e. Advertisements.
f. Written instruments not intended to be resold.
g. Money orders, checks, and similar items that cannot be negotiated or converted into cash without forgery.

In addition, this revision clarifies that "documents," as they relate to shipments exempt from customs declaration forms, include only printed documents and not electronic storage media or devices such as CDs, DVDs, or flash drives (even though such devices can contain electronic files that can be printed).

Articles such as artwork, collector or antique document items, books, periodicals, printed music, printed educational or test material, player piano rolls, engineering drawings, blueprints, film, negatives, x-rays, separation negatives, photographs, CDs, DVDs, flash drives, video and cassette tapes, and other electronic storage media are considered merchandise. Consequently, these items require a customs declaration form, and the sender must declare a value for them.

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

— Mailing Standards, Pricing, 10-8-09

IMM Revision: Exchange Office Update for International Priority Airmail Service to Monaco

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM®) Exhibit 292.452 to update the exchange office name and destination code for International Priority Airmail® (IPA™) service to Monaco.

Periodically, the Postal Service receives such requests from foreign posts to facilitate operational needs. Consequently we are revising the entry to Monaco as follows:

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

* * * * *

2 Conditions for Mailing

* * * * *

290 Commercial Services

* * * * *

292 International Priority Airmail (IPA) Service

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292.4 Mail Preparation

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292.45 Sortation

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292.452 Presorted Mail — Direct Country Bundle Label

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Exhibit 292.452

IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
	* * *	* *	
Monaco	Monaco Post	MON	11
	* * *	* *	

* * * * *

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

— Mailing Standards, Pricing, 10-8-09

IMM Revision: Revised PS Form 2976, Customs Declaration CN 22 — Sender's Declaration

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM®) part 123 to reflect revisions to PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration* (green label). The newly revised PS Form 2976 has an edition date of September 2009. This is the first revision of PS Form 2976 since January 2004. Images of the Sender's Instructions and Copy 3 of the revised form appear with the revision text in this article.

Summary of Changes

The following is a summary of the changes to PS Form 2976:

- We added a customer "tear off" sheet to improve ease of use.
- We added a Privacy Act Statement.
- We added an Exemption/Exclusion Legend Block to comply with U.S. Census Bureau Foreign Trade Regulations (FTR).
- We added a "scan copy," which will enable the Postal Service to meet future Customs regulations for electronic data capture.
- We provided a "customer copy" of mailing information.

Use of Old and Revised Customs Forms

The revised PS Form 2976 has an edition date of September 2009. We encourage mailers to begin using the revised form immediately upon receipt. We ask that postmasters tell customers about the revised form and encourage them to comply with these changes as soon as possible. For ease of use, mailers also have the option of completing and printing Customs declarations electronically at *https://webapps.usps.com/customsforms.*

Availability of Form

You can order PS Form 2976 from the Material Distribution Center (MDC) and use touch-tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order PS Form 2976:

PSIN: PS 2976
PSN: 7530-01-000-9833
Unit of Measure: EA
Minimum Order Quantity: 250
Quick Pick Number: 157
Bulk Pack Quantity: 1,000
Price: $0.0488

You may also order free supplies of the revised PS Form 2976 as follows:

a. From The Postal Store® at *http://shop.usps.com*; in the search box, enter the words "customs forms" and click on the arrow.

b. Through an online customs form application at *www.usps.com/webtools*; on the left sidebar, select *International Mail & Packages,* and then *Customs Requirements.*

PS Form 2976 is available on the Postal Service PolicyNet website:

- Go to *http://blue.usps.gov*.

- Under "Essential Links" in the left-hand column, click *PolicyNet.*
- Click *Forms*.

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

PS Form 2976 is also available on the Postal Service Internet:

- Go to *www.usps.com.*
- Click on *About USPS & News,* then *Forms & Publications,* then *Find a Form,* then *All Online PDF Forms in Numeric Order,* and then on *PS Form 2976.*

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

1 International Mail Services

* * * * *

120 Preparation for Mailing

* * * * *

123 Customs Forms and Online Shipping Labels

123.1 General

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[In the Note, revise the first sentence by changing the edition date of PS Form 2976 to read as follows:]

Note: The current edition of PS Form 2976 is September 2009;***

* * * * *

123.7 Completing Customs Forms

123.71 PS Form 2976, Customs Declaration CN 22 Sender's Declaration (green label)

123.711 Sender's Preparation of PS Form 2976

* * * * *

[In the list, replace current items c through k with new items c through l, to read as follows:]

c. In block (2), enter the quantity of each article.

d. In block (3), enter the weight of each article in pounds and ounces.

e. In block (4), declare the value of each article in U.S. dollars.

Note: The sender may declare that the contents have no value. However, declaring that the contents have no value does not exempt an item from customs examination or charges in the destination country.

f. The sender must enter the actual value of an item for registered items in a consistent manner on PS Forms 3806 and 2976 — i.e., the value entered must be identical. Items on which identical values are not declared will be refused. (See 334.12.)

g. In block (5) — which is only for commercial items (i.e., any goods exported/imported in the course of a business transaction whether or not they are sold for money or exchanged) — enter, if known, the HS tariff number (6 digits), which must be based on the Harmonized Commodity Description and Coding System developed by the World Customs organization and the country of origin, which is the country where the goods originated (i.e., where they were produced, manufactured, or assembled).

h. In block (6), enter the total weight and the total value of the items.

I. In block (7), check "NOEEI § 30.37(a)" or "NOEEI § 30.37(h)," depending on the applicable Exemption and Exclusion Legend.

j. In block (8), sign and date in the blocks indicated on the left side and the right side of the form. The sender's signature certifies that all entries are correct and that the item contains no dangerous article prohibited by postal or customs regulations.

k. Enter the sender's full name and address and the addressee's full name and address in the blocks indicated.

l. Affix the form to the address side of the item and present the item for mailing.

Exhibit 123.711

[Revise the title of Exhibit 123.711 as follows:]

PS Form 2976, Customs Declaration CN 22 — Sender's Declaration (green label) (Sender's Instructions and Copy 3)

[Revise Exhibit 123.711 by including images of the Sender's Instructions and Copy 3 of PS Form 2976:]

Customs Declaration CN 22 – Sender's Declaration

Instructions for Completing Customs Declaration

Bar Code Spacing - include human readable barcode

Please retain this copy and the detached customer copy from page 3 for your records. You will need the information contained on these pages if you contact us about the article(s) you mailed.

A PS Form 2976, *Customs Declaration CN22 – Sender's Declaration*, must be used for First-Class Mail International™ items and the Priority Mail Flat Rate Envelope®, provided the items are valued at $400 or less and do not require an export license, when:

- These items do not meet the size or characteristics of a letter or large envelope (flat);
- These items weigh 16 ounces or more; or
- These items contain dutiable contents.

Also use this form on the Priority Mail Small Flat Rate Box®, provided the items are valued at $400 or less and do not require an export license. Priority Mail Flat Rate Envelopes containing only documents, weighing under 16 ounces, and meeting the flat-size requirements do not require a PS Form 2976. **Do not use this form for items valued over $400 or when an export license is required.**

This form may also be used when sending items weighing under 16 ounces to APO/FPO and DPO addresses.

Your goods may be subject to restrictions. It is the responsibility of the mailer to inquire about and to abide by any import and export regulations and restrictions (e.g., quarantine, pharmaceutical, etc.). This form must be properly completed.

FROM (Sender information) and TO (Addressee information) section: Sender and addressee's full name and full address must be entered in the blocks provided.

Additional instructions and Privacy Statement continued on reverse of this page.

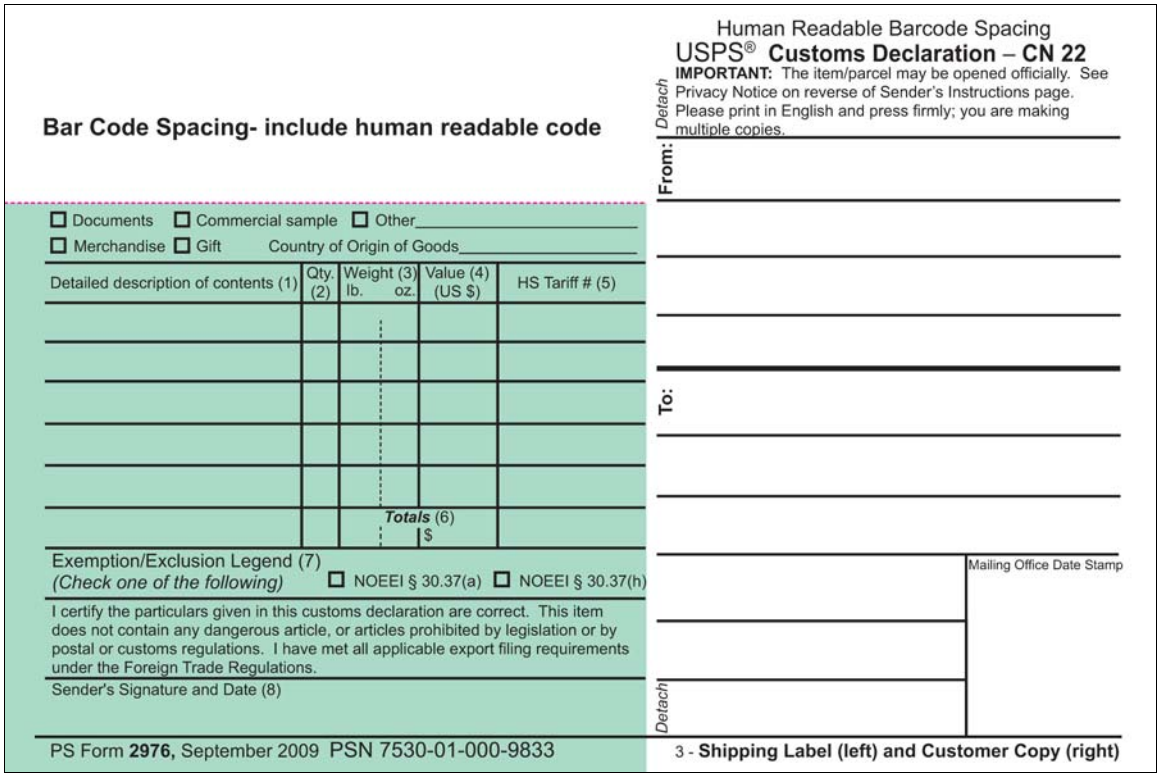
(1) Enter a detailed description of each article – e.g., "men's cotton shirts." General descriptions – e.g., "samples", "food products" or "toiletries" – are not permitted. **(2)**, **(3)** and **(4)** Enter the quantity, net weight (pounds and ounces) and value of each article. **(5)** For commercial items only. If known, the 6-digit Harmonized System (HS) number must be based on the Harmonized Commodity Description Coding System developed by the World Customs Organization. **(6)** Enter the total quantity, weight and value of all articles.

(7) Exemption/Exclusion Legend. In order to comply with U.S. Census Bureau Foreign Trade Regulations, check the box "NOEEI § 30.37(a)" or "NOEEI § 30.37(h)." Use the following explanations to help determine your choice:

- NOEEI 30.37(a) may be used when the value of each class of goods is $2,500 or less, when an export license is not required. This Exemption/Exclusion Legend may never be used for items sent to Cuba, Iran, North Korea, Sudan, or Syria.
- NOEEI 30.37(h) may be used for gift parcels or humanitarian donations destined to certain sanctioned countries (as of 8/2009, this includes Cuba, Iran, North Korea, Sudan, and Syria), if the package complies with the conditions set forth in 15 CFR § 740.12.

(8) Sign and date the form. Your signature certifies that all entries are correct and the item(s) being mailed contain no dangerous, prohibited, or restricted contents per postal, customs, or destination country regulations. Your signature also certifies compliance with Foreign Trade Regulations and confirms your liability for the item(s) being mailed.

Privacy Act Statement: Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301 – 307; and 50 U.S.C. 1702. Providing this information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. In addition to disclosures permitted by statute, this includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); and to domestic and international customs pursuant to federal law and agreements, the U.S. Census Bureau, and other governmental entities with authority over exportation.



* * * * *

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

— Global Business Development, Global Business, 10-8-09

IMM Revision: Global Express Guaranteed — Inquiry and Claims Update

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM®) sections 212.46 and 921.51 to update various inquiry and claims standards for Global Express Guaranteed® (GXG®) service.

In order to efficiently process inquiries and claims involving GXG shipments, we are making the following changes to IMM 212.46 and 921.5:

a. In IMM 212.46, we specify that, after an indemnity claim has been initiated, the sender must submit all supporting documentation within 9 months of the mailing date.

b. In IMM 212.46, we specify that the original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice *may* be required when filing an indemnity claim. (Previously, we specified that it *must* be included.)

c. In IMM 921.51, we specify that mailers who wish to initiate an inquiry regarding nondelivery of GXG shipments should refer to IMM 212.46, which directs them to call 800-222-1811. (Previously, we stated that the Postal Service would initiate an inquiry with the destination postal administration.)

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

— Mailing Standards, Pricing, 10-8-09

IMM Revision: Updated U.S. Census Requirements When Sending Items to Cuba

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM®) section 123.712 and part 527 to clarify mailers' responsibilities when sending consumer communications device (CCD) items to Cuba.

Consistent with the article titled "IMM Revision: Updated Standards for Mailing Items to Cuba" in *Postal Bulletin* 22268 (9-24-09, pages 14–19), which announced the authorization to send CCD items to Cuba, we are further revising the IMM to include standards for these items when they *do not* qualify as a *gift parcel* and therefore require a mandatory electronic filing under IMM 524.21c. Consequently, we are revising IMM 123.712e to codify that items sent to Cuba may require a Proof of Filing Citation (PFC) or AES Downtime Citation.

In addition, we are revising IMM 527 to codify the following procedures for customers who send CCD items to Cuba:

a. Customers who use the September 2009 edition of PS Form 2976, *Customs Declaration CN22 — Sender's Declaration* (green label), should, in block 7 of the form, write one PFC or AES Downtime Citation and also completely obliterate the check boxes and text referring to NOEEI § 30.37(a) and NOEEI § 30.37(h).

b. Customers who use older editions of PS Form 2976 should write one PFC or AES Downtime Citation in the margin on the green portion of the form.

The actual text for these revisions appear in this *Postal Bulletin* issue in the article titled "IMM Revision: Updated U.S. Census Requirements When Sending an International Shipment" (see below).

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

— Mailing Standards, Pricing, 10-8-09

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

Effective November 2, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM®) section 123.7 and subchapter 520 to comply with specific Foreign Trade Regulations issued by the U.S. Census Bureau for items sent internationally.

A final rule published in the *Federal Register* (September 4, 2009, 74 FR 45760–45763) details the new Foreign Trade Regulations mandating that Electronic Export Information (EEI) be filed when goods in an international shipment are valued at more than $2,500 or require an export license under U.S. law. The entire *Federal Register* notice is available on Postal Explorer® at *http://pe.usps.com*; click on *Federal Register Notices*, and then scroll down to the appropriate date and article.

Subject to certain exceptions, and also effective November 2, 2009, customers are responsible for providing an Exemption and Exclusion Legend, Proof of Filing Citation (PFC), or AES Downtime Citation on the customs declaration form. The Foreign Trade Regulations establish civil and criminal penalties for customers who fail to electronically file their export information when required or fail to comply with the Foreign Trade Regulations in any other way. Not subject to this standard are goods mailed to APO/FPO/DPO addresses — see *Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM®) 703.2.

In addition, items mailed as gift parcels or humanitarian donations to countries designated as "State Sponsors of Terrorism" must comply with the conditions for License Exception "GFT," or customers may be required to obtain an export license from the U.S. Department of Commerce, Bureau of Industry and Security. The definitions and limitations on such gift parcels and humanitarian donations are set forth in the Commerce Department's Export Administration Regulations. The Postal Service standards for endorsing qualifying items as gift parcels or humanitarian donations are consistent with the Export Administration Regulations and are described here.

Additional information concerning electronic filing, items sent as gift parcels or humanitarian donations, Exemption and Exclusion Legends, PFCs, AES Downtime Citations, and proper placement of this information on required customs declarations forms are provided in the following step-by-step processes.

Electronic Export Information Filing and Proof of Filing Citation

Electronic filing of export information and a PFC are required in the following circumstances:

a. When any type of goods contained in a shipment (per Schedule B Export Codes at *www.census.gov/foreign-trade/schedules/b)* is valued at more than $2,500.

b. When a package requires an export license. To determine if an export license is required, go to *www.export.gov/regulation/index.asp* or call 800-872-8723 (800-USA-TRADE).

c. When a package is shipped to certain countries designated as State Sponsors of Terrorism and does not qualify as a "gift parcel or humanitarian donation." As of October 5, 2009, the following countries are designated as "State Sponsors of Terrorism":

1. Cuba.
2. Iran.
3. People's Democratic Republic of Korea (NorthKorea).
4. Sudan.
5. Syrian Arab Republic (Syria).

When any of these three circumstances apply, it is the mailer's responsibility to electronically file export information before mailing; a paper Shipper's Export Declaration (SED) is no longer accepted. The mailer can file electronic export information (EEI) through the U.S. Census Bureau's Automated Export System (AES) or AES*Direct* website using the following steps:

1. Go to *www.aesdirect.gov*.
2. Register for an AES*Direct* account or log into your existing account.
3. Follow the instructions for the AES Certification Quiz.
4. The "Port of Export" code for shipping through the Postal Service is "8000."
5. The "Mode of Transport" is "Mail."
6. Leave the carrier as "SCAC/IATA," and leave the conveyance name fields blank.
7. After successfully filing electronic export information, AES*Direct* will provide an alphanumeric Internal Transaction Number (ITN) as confirmation. The PFC consists of the letters "AES" followed by the ITN: for example, "AES X20080930987654."

Note: If the AES system is down, call the U.S. Census Bureau's toll-free information hotline at 800-549-0595, option 1. For additional information on electronic filing, use option 3.

AES Downtime Citation

If EEI filing is required but AES or AES*Direct* is unavailable, the mailer may ship the goods but is responsible for providing the appropriate AES Downtime Citation instead of a PFC. This citation includes the word "AESDOWN," the mailer's AES filer identification number, and the date: for example, "AESDOWN 123456789 09/30/2009."

Exemption and Exclusion Legends

If no class of goods within the package is valued at more than $2,500 and an export license is not required, the customer should enter the exemption code "NOEEI 30.37(a)" on the customs declaration form, unless the goods are being shipped to a country designated as a "State Sponsor of Terrorism." If one or more classes of goods within the package are valued at more than $2,500, another exemption code might apply, such as "NOEEI 30.36" (goods shipped to Canada, subject to certain exceptions).

Mailers cannot apply Exemption and Exclusion Legends to packages that require an export license. In such cases, customers are responsible for filing, or attempting to file, EEI through the AES*Direct* website and applying a PFC or AES Downtime Citation to the customs declaration form.

For gift parcels and humanitarian donations mailed to certain countries designated as "State Sponsors of Terrorism," customers may use exemption code "NOEEI 30.37(h)." In addition, the mailer must endorse the item with the marking "GIFT — Export License Not Required" on the addressee side of the package. The mailer must also write the symbol "GFT" in the same block as the Exemption and Exclusion Legend on the applicable required customs declaration, as described below.

Entering Required PFC, AES Downtime Citation, or Exemption and Exclusion Legend

Mailers can mark the PFC, AES Downtime Citation, or Exemption and Exclusion Legend on the applicable customs declaration form as follows:

a. On the May 2009 and January 2009 editions of PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72* (large white form), customers should write one PFC, AES Downtime Citation, or applicable Exemption and Exclusion Legend in block 11.

b. On editions of PS Form 2976-A printed before January 2009, customers should write one PFC, AES Downtime Citation, or applicable Exemption and Exclusion Legend at the top of the form or in any clear space. Avoid writing over the barcode on the form.

c. On the September 2009 edition of PS Form 2976, *Customs Declaration CN22 — Sender's Declaration* (green label), customers should check "NOEEI § 30.37(a)" or "NOEEI § 30.37(h)" in block 7 of the form, depending on the applicable Exemption and Exclusion Legend. For CCD items sent to Cuba that require electronic filing, in block 7 of the form, customers should write one PFC or AES Downtime Citation and also completely obliterate the check boxes and text referring to NOEEI § 30.37(a) and NOEEI § 30.37(h).

d. On editions of PS Form 2976 printed before September 2009, customers should write one applicable Exemption and Exclusion Legend ("30.37(a)" or "30.37(h)") in the margin on the green portion of the form. For CCD items sent to Cuba that require electronic filing (see the Individual Country Listing for Cuba), customers should write one PFC or AES Downtime Citation in the margin on the green portion of the form.

e. On Label 11FGG1, *Global Express Guaranteed International Air Waybill (Mailing Label),* printed bedfore August 2008, customers should write "NOEEI 30.37(a)" next to the sender's signature. Current versions of Label 11FGG1 have this exemption legend included on the mailing label.

Note: These standards also apply to mailers who produce privately printed customs declaration forms under IMM 123.3.

Responding to Customer Questions

Customers needing further assistance with AES filing requirements should contact the U.S. Census Bureau on its toll-free hotline at 800-549-0595:

a. Option 1 — AES Assistance.

b. Option 2 — Commodity Classification Assistance.

c. Option 3 — Regulatory Assistance.

The Commerce Department's Export Administration Regulations contain all the required processes and additionally provide explanations in 15 C.F.R. Part 740 and Supplement 1. The regulations are available on the Commerce Department's website at *www.access.gpo.gov/bis/ear/pdf/740.pdf*.

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

1 International Mail Services

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120 Preparation for Mailing

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123 Customs Forms and Online Shipping Labels

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123.7 Completing Customs Forms

123.71 PS Form 2976, Customs Declaration CN 22 — Sender's Declaration (green label)

* * * * *

123.712 Postal Service Employee's Acceptance of PS Form 2976

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[Add new item e as follows:]

e. To comply with U.S. Census Bureau requirements, it is the customer's responsibility to ensure an appropriate Exemption and Exclusion Legend is selected or displayed on PS Form 2976. In addition, items sent to Cuba may require a Proof of Filing Citation or AES Downtime Citation.

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

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123.722 Postal Service Employee's Acceptance of PS Form 2976-A

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[Reletter current items c through g as new items d through h, and insert new item c as follows:]

c. To comply with U.S. Census Bureau requirements, it is the customer's responsibility to ensure that an appropriate Exemption and Exclusion Legend, Proof of Filing Citation, or AES Downtime Citation is displayed on PS Form 2976-A. If this information is not entered, remind the customer that he or she may be subject to civil and criminal penalties for noncompliance.

* * * * *

5 Nonpostal Export Regulations

* * * * *

[Revise 520 in its entirety to read as follows:]

520 Foreign Trade Regulations — U.S. Census Bureau

521 General

Subchapter 520 describes the various U.S. Department of Commerce, U.S. Bureau of the Census requirements when shipping goods internationally. In certain circumstances, customers are responsible for entering information on PS Form 2976 or 2976-A. Customers may be subject to civil and criminal penalties if they fail to electronically file their export information when required or if they fail to comply with the Foreign Trade Regulations in any other way.

522 Additional Assistance

Customers needing further assistance with filing requirements should contact the U.S. Census Bureau on its toll-free hotline at 800-549-0595:

a. Option 1 — AES Assistance.

b. Option 2 — Commodity Classification Assistance.

c. Option 3 — Regulatory Assistance.

523 Mailpieces Sent to APOs, FPOs, and DPOs

Goods mailed to APO/FPO/DPO addresses are not subject to the Foreign Trade Regulations. Accordingly, customers are not required to file electronic export information (EEI) via the U.S. Census Bureau's Automated Export System (AES) or AES*Direct* Web site for such mailings, and they do not need to present a Proof of Filing Citation, AES Downtime Citation, or Exemption and Exclusion Legend.

524 Proof of Filing Citation (PFC)

524.1 General

Under the authority of 13 U.S.C. Chapter 9, as amended by the Foreign Relations Authorization Act of 2002, P.L. 107-228, U.S. Census Bureau regulations require electronic filing of export information through the Census Bureau's Automated Export System (AES) or AES*Direct* Web site for certain outbound international shipments of goods. Before mailing, customers subject to this filing requirement are responsible for presenting a Proof of Filing Citation (PFC) or AES Downtime Citation as evidence of compliance.

The Census Bureau's regulations mandate that electronic export information be filed when any type of goods contained in a shipment (per Schedule B Export Codes at *www.census.gov/foreign-trade/schedules/b)* is valued at more than $2,500, requires an export license under U.S. law, or is being sent to certain countries designated as "State Sponsors of Terrorism," subject to certain exceptions. Following are three examples to illustrate the value criterion:

a. Example 1: An insured Priority Mail International package contains one *mechanically* operated watch (Schedule B item number 9101.11.0000) valued at $2,600. The total value of goods to be mailed is $2,600, and the value of all items within the same Schedule B number is more than $2,500. Consequently, electronic filing and a PFC *would* be required (unless an exemption or exclusion applies).

b. Example 2: An insured Priority Mail International package contains one *mechanically* operated watch (Schedule B item number 9101.11.0000) valued at $2,400, and one *electronically* operated watch (Schedule B item number 9101.91.0000) valued at $2,400. The total value of goods to be mailed is $4,800, but no group of items within the same Schedule B number is valued at more than $2,500. Consequently, electronic filing and a PFC *would not* be required because the mechanical watch and electronic watch are in different Schedule B groups.

c. Example 3: An insured Priority Mail International package contains two mechanically operated watches (Schedule B item number 9101.11.0000), one valued at $1,400 and one valued at $1,500. The total value of goods to be mailed is $2,900, and the value of all items within the same Schedule B number is more than $2,500. Consequently, electronic filing and a PFC *would* be required (unless an exemption or exclusion applies).

524.2 Filing Requirements

524.21 Mandatory Filing

Electronic filing of export information is required when any of the following applies:

a. One or more classes of goods (per Schedule B Export Codes at *www.census.gov/foreign-trade/schedules/b)* within the item are valued at more than $2,500, unless the shipment falls under an exemption or exclusion. See 524.1.

b. The item requires an export license under U.S. law.

c. The shipment is destined to a designated "State Sponsor of Terrorism" country (per Country Group E:1 in the Export Administration Regulations, 15 C.F.R. Part 740, Supplement No. 1) and the shipment does not qualify as a "gift parcel or humanitarian donation" as defined by 15 C.F.R. § 740.12.

Note: As of October 5, 2009, the following countries are designated as "State Sponsors of Terrorism":

a. Cuba.

b. Iran.

c. The Democratic People's Republic of Korea (North Korea).

d. Sudan.

e. The Syrian Arab Republic (Syria).

524.22 How to File Electronic Export Information and Obtain a Proof of Filing Citation

To file electronic export information through AESDirect and obtain a PFC, customers should use the following steps:

1. Go to *www.aesdirect.gov*.
2. Register for an AES*Direct* account or log into your existing account.
3. Follow the instructions for the AES Certification Quiz.
4. The "Port of Export" code for shipping through the Postal Service is "8000."

5. The "Mode of Transport" is "Mail."
6. Leave the carrier as "SCAC/IATA," and leave the conveyance name fields blank.
7. After successfully filing electronic export information, AES*Direct* will provide an alphanumeric Internal Transaction Number (ITN) as confirmation. The PFC consists of the letters "AES" followed by the ITN: for example, "AES X20080930987654."

Note: If the AES system is down, call the U.S. Census Bureau's toll-free information hotline at 800-549-0595, option 1. For additional information on electronic filing, use option 3.

525 AES Downtime Citation

If electronic export information filing is required but AES or AES*Direct* is unavailable, the mailer may ship the goods but is responsible for providing the appropriate AES Downtime Citation instead of a PFC. This citation includes the word "AESDOWN," the mailer's AES filer identification number, and the date: for example, "AESDOWN 123456789 09/30/2009."

526 Exemption and Exclusion Legend

526.1 General

In many circumstances, electronic export information filing and a PFC may not be required when mailing goods internationally. In these circumstances, customers are directed to apply an applicable Exemption and Exclusion Legend on the customs declaration form upon mailing. The following conditions apply:

a. A mailer may enter one Exemption and Exclusion Legend per addressed mailpiece. When multiple exemptions may apply, the mailer may select any one that applies.

b. A mailer cannot apply Exemption and Exclusion Legends to shipments that require an export license.

526.2 When Applicable

Customers with shipments not meeting the mandatory filing requirements under 524.21 may apply an Exemption and Exclusion Legend such as the following on each customs declaration form:

a. "NOEEI 30.37(a)" for shipments when the value of each class of goods is $2,500 or less. Mailers cannot apply this exemption to shipments that require an export license or to shipments to countries designated as "State Sponsors of Terrorism."

b. "NOEEI 30.36" for shipments to Canada that do not require an export license.

c. "NOEEI 30.37(h)" for shipments of gift parcels and humanitarian donations as defined in 15 C.F.R. § 740.12. This exemption may apply to qualifying shipments to countries designated as "State Sponsors of Terrorism" identified in 524.21(c). In addition, the mailer must endorse the item with the marking "GIFT — Export License Not Required" on the addressee side of the package. The mailer must also write the symbol "GFT" in the same block as the Exemption and Exclusion Legend on the applicable required customs declaration, as described in 527.

Note: For more information and a complete listing of these and other Exemption and Exclusion Legends, see Appendix C of the Foreign Trade Regulations, 15 C.F.R. Part 30.

527 Placement of PFC, AES Downtime Citation, or Exemption and Exclusion Legend

When shipments require a PFC, AES Downtime Citation, or Exemption and Exclusion Legend, it is the customer's responsibility to legibly write the PFC, AES Downtime Citation, or Exemption and Exclusion Legend on the applicable customs declaration form as follows:

a. On the May 2009 and January 2009 editions of PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72* (large white form), customers should write one PFC, AES Downtime Citation, or applicable Exemption and Exclusion Legend in block 11.

b. On editions of PS Form 2976-A printed before January 2009, customers should write one PFC, AES Downtime Citation, or applicable Exemption and Exclusion Legend at the top of the form or in any clear space. Avoid writing over the barcode on the form.

c. On the September 2009 edition of PS Form 2976, *Customs Declaration CN22 — Sender's* Declaration (green label), except for consumer communications devices, computers, and software (CCD) items sent to Cuba (see the Individual Country Listing for Cuba), customers should check "NOEEI §30.37(a)" or "NOEEI §30.37(h)" in block 7 of the form, depending on the applicable Exemption and Exclusion Legend. For CCD items sent to Cuba that require electronic filing, in block 7 of the form, customers should write one PFC or AES Downtime Citation and also completely obliterate the check boxes and text referring to NOEEI § 30.37(a) and NOEEI § 30.37(h).

d. On editions of PS Form 2976 printed before September 2009, customers should write one applicable Exemption and Exclusion Legend ("30.37(a)" or "30.37(h)") in the margin on the green portion of the form. For CCD items sent to Cuba that require electronic filing (see the Individual Country Listing for Cuba), customers should write one PFC or AES Downtime Citation in the margin on the green portion of the form.

e. On editions of Label 11FGG1, *Global Express Guaranteed International Air Waybill (Mailing Label)*, printed before August 2008, customers should write "NOEEI 30.37(a)" next to the sender's signature. Current versions of Label 11FGG1 have this exemption legend included on the mailing label.

Note: These standards also apply to mailers who produce privately printed customs declaration forms under 123.3.

* * * * *

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

— Mailing Standards, Pricing, 10-8-09

POM Revision: Information-Based Indicia Postage Paid Labels Update

Effective October 8, 2009, the Postal Service™ is revising the *Postal Operations Manual* (POM) to include a new section, 136.6, to cover information-based indicia (IBI) postage paid labels. We are adding this new section to the POM to aid our employees in identifying counterfeit IBI labels and obvious weight discrepancies in IBI postage paid mailpieces.

Postal Operations Manual (POM)

1 Retail Management

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13 Retail Services at Counters

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136 Methods of Payment

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[Add new 136.6 to read as follows:]

136.6 Information-based Indicia Postage Paid Labels

Information-based indicia (IBI) and other online customer postage payment options have unique revenue assurance issues that all acceptance and collection employees should be familiar with. One example is a label that appears to have been photocopied or manipulated. All IBI mailing labels are designed to be used in their entirety without the need for any modification. Labels that appear modified are candidates for fraud. Modifications include handwritten changes, obvious deliberate damage to the IBI, and any other change to the original print. All label barcode numbers are unique; no two are identical. The same barcode number appearing on more than one label indicates a photocopied label and is considered a counterfeit label. Any item identified as bearing a photocopied or duplicated label should be refused at the retail window or during carrier pickup at a residence or business. Local management should be advised when a photocopied or duplicate label has been identified. Local management may contact the Postal Inspection Service if additional guidance is needed.

Another revenue assurance issue to watch for with mailpieces bearing IBI postage is an obvious weight discrepancy. The label information may indicate the weight and amount of postage paid. If the weight listed on the label is obviously incorrect, the employee handling the mailpiece should make every effort to weigh that item on a scale if one is available. If the weight on the IBI label is incorrect, proper postage was not paid. That mailpiece is considered shortpaid and should be handled according to the appropriate shortpaid procedure for that class of mail.

Some IBI mailpieces do not show the actual postage amount paid. This is sometimes referred to as "stealth postage" or "nondenominated" IBI. In these cases the postage may not be visible, but the weight, mail class, and origin ZIP code is in text format on the label, which allows identification of a weight discrepancy. If a mailpiece is found with no postage paid, the mailpiece should be marked "returned for postage" and returned to the sender.

* * * * *

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

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

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

— Customer Service Standardization, Delivery and Post Office Operations, 10-8-09

Handbooks

Handbook F-101 Revision: Handling Negative Balance Customer Trust Accounts

Effective immediately, Handbook F-101, *Field Accounting Procedures*, is revised to include handling negative balance customer trust accounts. As a reminder, postal retail units (PRUs) and bulk mail entry units (BMEUs) managing customer permit, periodicals, business reply mail (BRM), and postage due trust accounts must ensure that funds are available prior to accepting a mailing; a negative balance in a customer trust account, is not allowed.

If a customer trust account balance results in a negative balance, it is the responsibility of the unit (e.g., PRU or BMEU) to ensure collections of funds from customers to maintain their accounts in good status.

For handling negative balances in customer trust accounts, see the guidelines in Handbook F-101 as follows:

- Subchapter 16-8: Negative Balances in Permit or Periodicals Accounts.
- Subchapter 17-7: Negative Balances in BRM or Postage Due Accounts.

Handbook F-101, *Field Accounting Procedures*

* * * * *

16 Customer Business Mail Activity (Permit Imprint and Periodicals)

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[Insert new subchapter 16-8 to read as follows:]

16-8 Handling Negative Balances in Customer Accounts

If a customer's trust account balance (permit or periodicals) results in a negative balance, it is the responsibility of the unit (PRU or BMEU) to ensure collections of funds from customers to maintain their accounts in good status. The following matrix is a guideline for proper collections for negative balance accounts.

Negative Balance Customer Accounts		
Issue	**Process**	**Action**
Encountered a negative balance account.	Notify the customer via telephone call or e-mail.	Do not authorize any mailings. If no response from customer by the 15th calendar day, follow the next step.
After 15 calendar days with no response.	Mail notification letter via regular mail and Certified Mail to the customer's address on file; allow 20 calendar days from date of letter for customer resolution.	Do not authorize any mailings. If no resolution from the customer within the allowed 20 calendar days, follow the next step accordingly.
If no response after 20 calendar days from date of letter, and the negative balance amount is $100 or more.	BMEU or PRU initiates a PS Form 1902, *Justification for Billing Accounts Receivable* (January 2009 version); submits with a copy of notification letter to the district finance manager (DFM) for approval. Include Tax Identification Number (TIN) on PS Form 1902. Upon DFM approval, the BMEU or PRU sends PS Form 1902 and a required AIC 636 receipt to the Scanning and Imaging Center (SIC). An accounts receivable will be established at Accounting Services. *PostalOne: BMEU initiates PS Form 1902.* *Non PostalOne: PRU initiates PS Form 1902.*	Bring the customer's account balance to zero and close the account. Accounting entries: 1. Enter the amount into AIC 070. 2. Offset with AIC 636. 3. Attach the support documentation for the above accounting entries to PS Form 1902. ***Note:*** *Accounting entries must be recorded in the PRU's PS Form 1412.* The PRU files a copy of the PS Form 1902 locally.
Customer moved, left no address, address unknown, cannot be reached (any amount). Or Uncollectible negative balance amount below $100.	BMEU or PRU initiates PS Form 2130, *Claim for Loss;* submits with copy of carrier-endorsed notification letter to the DFM for approval. Upon approval, the DFM returns the PS Form 2130 and the supporting documentation to the originating unit. *PostalOne: BMEU initiates PS Form 2130.* *Non PostalOne: PRU initiates PS Form 2130.*	Bring the customer's account balance to zero and close the account. Accounting entries: 1. Enter the amount into AIC 070. 2. Offset with AIC 633, Claim for Loss (Use Reason Code 09, Uncollectible Customer Account Items). ***Note:*** *Accounting entries must be recorded in the PRU's PS Form 1412.* The PRU files PS Form 2130 locally.

* * * * *

17 Customer Business Reply Mail and Postage Due Activity

* * * * *

[Insert new subchapter 17-7 to read as follows:]

17-7 Handling Negative Balances in Customer Accounts

If a customer's trust account balance (BRM or postage due) results in a negative balance, it is the responsibility of the unit (PRU or BMEU) to ensure collections of funds from customers to maintain their accounts in good status. The following matrix is a guideline for proper collections for negative balance accounts.

Negative Balance Customer Accounts

Issue	Process	Action
Encountered a negative balance account	Notify the customer via telephone call or e-mail.	Do not authorize any invoices. If no response from customer by the 15th calendar day, follow the next step.
After 15 calendar days with no response.	Mail notification letter via regular mail and Certified Mail to the customer's address on file; allow 20 calendar days from date of letter for customer resolution.	Do not authorize any invoices. If no resolution from the customer within the allowed 20 calendar days, follow the next step accordingly.
If no response after 20 calendar days from date of letter, and the negative balance amount is $100 or more.	BMEU or PRU initiates a PS Form 1902, *Justification for Billing Accounts Receivable* (January 2009 version); submits with a copy of notification letter to the DFM for approval. Include TIN on PS Form 1902. Upon DFM approval, the BMEU or PRU sends PS Form 1902 and a required AIC 636 receipt to the SIC. An accounts receivable will be established at Accounting Services. *PostalOne: BMEU initiates PS Form 1902.* *Non PostalOne: PRU initiates PS Form 1902.*	Bring the customer's account balance to zero and close the account. Accounting entries: 1. Enter the amount into AIC 053. 2. Offset with AIC 636. 3. Attach the support documentation for the above accounting entries to PS Form 1902. ***Note:*** *Accounting entries must be recorded in the PRU's PS Form 1412.* The PRU files a copy of the PS Form 1902 locally.
Customer moved, left no address, address unknown, cannot be reached (any amount). Or Uncollectible negative balance, amount below $100.	BMEU or PRU initiates PS Form 2130, *Claim for Loss;* submits with copy of carrier-endorsed notification letter to the DFM for approval. Upon approval, the DFM returns the PS Form 2130 and the supporting documentation to the originating unit. *PostalOne: BMEU initiates PS Form 2130.* *Non PostalOne: PRU initiates PS Form 2130.*	Bring the customer's account balance to zero and close the account. Accounting entries: 1. Enter the amount into AIC 053. 2. Offset with AIC 633, Claim for Loss (Use Reason Code 09, Uncollectible Customer Account Items). ***Note:*** *Accounting entries must be recorded in the PRU's PS Form 1412.*

* * * * *

We will incorporate these revisions into the next updated version of Handbook F-101 available on the Accounting website:

- Go to *http://blue.usps.gov/wps/portal/accounting.*
- Under "References", click the *Handbook F-101, Field Accounting Procedures (FAP)* link.

The direct URL is *http://blue.usps.gov/accounting/_pdf/HandbookF-101.pdf.*

— Accounting Policy, Controller, 10-8-09

Publications

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

Effective October 8, 2009, Publication 431, *Post Office Box Service and Caller Service Fee Groups,* is revised to include the following changes.

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

* * * * *

[Add the following entries:]

ZIP Code	Fee Group
11734	2
11736	2
11773	2
11775	3
18767	3
18773	3
21046	3
36515	6
46256	4
49528	4
57253	4
75011	4
81225	5
94505	3
95721	4
96148	4
97239	2
99545	2

[Revise the following entries:]

ZIP Code	Fee Group
43058	4

* * * * *

The online version of Publication 431 is dated January 31, 2008. Changes made after January 31, 2008, have been published in the *Postal Bulletin,* and are also reflected in WebBATS. Publication 431 is currently available on the Postal Service™ PolicyNet website *(http://blue.usps.gov/cpim):*

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

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

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

— Value Added and Special Services, Retail Products and Services, 10-8-09

Forms

New PS Form 4584-P, Observation of Driving Practices — Powered Industrial Trucks

A new form, PS Form 4584-P, *Observation of Driving Practices — Powered Industrial Trucks (PITs)*, is now available for supervisors of PIT operators and drivers.

This form and its accompanying instructions will assist in identifying, eliminating, and documenting PIT driving practices that can lead to accidents and injuries. Utilization of the new form will also help us meet the Occupational Safety and Health Administration's statutory requirements for PITs.

Additional information on observing PIT drivers and documenting PIT driving observations can be found in Handbook EL-804, *Safe Driver Program*.

Effective immediately, responsible officials must ensure that:

- All future PIT driving observations are documented using PS Form 4584-P.
- All locally developed and unapproved forms are not used for future PIT driving observations, and existing supply is destroyed.
- Each completed PS Form 4584-P is maintained in local files for a minimum of 3 years and can be produced when requested.

Print On Demand

The Material Distribution Center (MDC) supply of PS Form 4584-P is limited. Use the print-on-demand (POD) function to obtain copies. POD is the Postal Service's preferred method, and aligns with our vision to support a paperless work environment.

PS Form 4584-P is available on the Postal Service™ PolicyNet website:

- Go to *http://blue.usps.gov*.
- Under "Essential Links" in the left-hand column, click *Forms*.

(The direct URL for the Forms website is *http://blue.usps.gov/formmgmt/forms.htm.)*

Ordering From the MDC

If absolutely necessary, you can order PS Form 4584-P from the MDC using touch-tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order PS Form 4584-P:

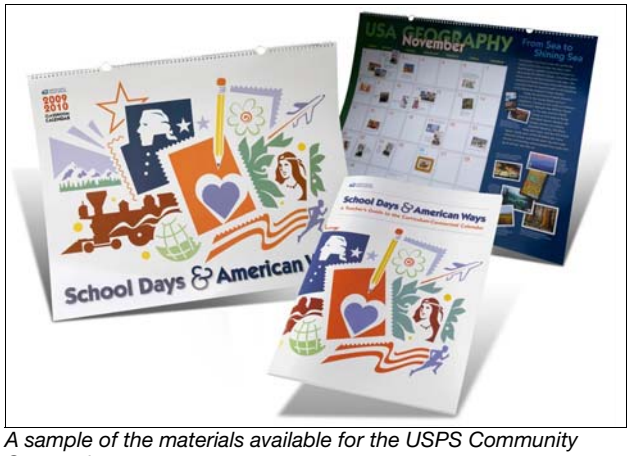
PSIN: PS 4584-P
PSN: 7530-13-000-0129
Unit of Measure: EA
Minimum Order Quantity: 1
Bulk Pack Quantity: N/A
Quick Pick Number: N/A
Price: $0.0200
Edition Date: 09/09

— Safety and Environmental Performance Management, Employee Resource Management, 10-8-09

Organization Information

Corporate Communications

Community Connection: New USPS Partnership With Elementary Schools



A sample of the materials available for the USPS Community Connection program

In celebration of National Stamp Collecting Month, the Postal Service™ has forged "Community Connection," a new community partnership for elementary educators across the country.

Community Connection provides schools with the resources of more than 32,700 Post Offices™, the Postal Service's archive of American history and culture, and new tools for teaching primary school students through stamps.

"The Postal Service is committed to creating a partnership that's a significant contributor to elementary school improvement plans," said David Failor, executive director, Stamp Services. "Community Connection offers extensive and significant curriculum-based tools that will benefit educators and advance student achievement at the primary level."

The Postal Service will provide elementary schools with an oversized 2009-10 "School Days and American Ways" classroom calendar filled with American history, lesson plan suggestions, and graphics.

Also included are tips for developing extracurricular stamp collecting hobbies, stamp-related articles, and images published online and in children's educational periodicals. Schools will also have the opportunity for organized educational field trips to local Post Offices and time-released and curriculum-coordinated educator kits.

USPS® is currently taking orders for the 2009-10 School Days and American Ways Calendar. To order, call 800-STAMP-24 or go to *www.usps.com*.

— Community Relations, Corporate Communications, 10-8-09

Good News Benjamin Award Update

We appreciate and value the work postmasters have done over the years to spread the good news about the Postal Service™ and its products and services through the Good News Benjamin Award program. However, the time has come for a review of the award criteria and how the award can be made more relevant to the corporate goals of this organization. We have decided to suspend the award program. Our intent is to introduce a new award program, with new eligibility criteria, that will recognize the best PR practices to promote the Postal Service. We will involve postmasters with the process to help us determine the most realistic criteria for the new award. Your participation and involvement in this process will be greatly appreciated. While the award program is suspended, we appreciate in advance the great work that postmasters will do this coming year to continue to communicate good news. Postmasters can look forward to new material from Corporate Communications to help support their efforts. We will keep you posted as we move forward.

— Community Relations, Corporate Communications,10-8-09

Finance

Account Identifier Code 074, Special Provisions Local Trust Advance Deposit

Effective October 17, 2009, Post Offices™ and postal retail units (PRUs) will no longer use AIC 074, Special Provisions Local Trust Advance Deposit, or AIC 474, Special Provisions Local Trust Withdrawal, unless they are authorized by their district finance manager. AIC 074 and AIC 474 will be used in compliance with Handbook F-101, Section 18-2, Special Provisions Trust Account, which allows using AIC 074 and AIC 474 for government agencies that are governed by annual budgets and require a once-a-year advance deposit for future payment of postal products and services. This requires the PRU to maintain and manage individual government advance deposit accounts.

At POS ONE offices, AIC 074 and AIC 474 will not be accessed except for those offices that are authorized by their district finance managers. The district finance managers have identified a list of authorized PRUs, with their unit finance numbers, that can use these AICs. It is the responsibility of the authorized PRU to do the following:

- Maintain an individual government advance deposit account using PS Form 25, *Trust Fund Account*. Enter the deposits and withdrawals and calculate the balance.
- Report activities for all accounts on PS Form 3083, *Trust Accounts Receipts and Withdrawals,* daily, at the close of business.
- At least once a month, the postmaster, manager or supervisor must verify that the AIC 074 closing balance in the Accounting Data Mart (ADM) or Narrowcast report matches the closing balance on PS Form 3083 and the PS Form 25 daily summary (see Handbook F-101, Section 18-2).

All other PRUs not authorized to use AIC 074 or 474 must ensure the following:

- If you have a balance amount, either negative or positive, in AIC 074, you must zero-out this amount and close the account prior to October 17, 2009.
- After October 17, 2009, any balance amount will be purged and expensed to the unit finance number.
- After October 17, 2009, unauthorized offices will either not have access to these AICs, or, if used, will create an exception which entails an expense to the 10-digit unit finance number.

— Retail and International Accounting, Controller, 10-8-09

Equipment Maintenance Allowance Schedule for Rural Routes

Rural Carriers

In accordance with the provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective October 10, 2009 (Pay Period 22-09), the equipment maintenance allowance (EMA) will increase from 54.0 cents per mile to 60.5 cents per mile. The EMA is 60.5 cents per mile, or a minimum of $24.20 per day, whichever is greater.

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

Employees providing auxiliary assistance or serving auxiliary routes under the provisions of Article 9, Section 2.J.5, receive an EMA of 60.5 cents per mile or $6.65 per hour, whichever is greater. This EMA should not exceed the amount provided in the special equipment maintenance allowance for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages 74–75 supersedes all previously published EMA schedules for employees receiving EMA.

— Collective Bargaining and Arbitration, Labor Relations, 10-8-09

USPS 26-9902 RURAL EQUIPMENT MAINTENANCE R A T E S C H E D U L E DATE 09-16-09
MINNEAPOLIS ISC PAGE 1
REPORT AAQ530P1 BASED ON $0.605 PER MILE EFFECTIVE PP-YR 22-09

MILES	STOPS = *0260**	*0280**	*0300**	*0320**	*0340**	*0360**	*0380**	*0400**	*0420**	*0440**	*0460**	*0480**	*0500**	*0520**	*0540**	*0560**	*0580**	*0600**	*0620**
8	24.20	24.20	24.20	24.20	24.20	24.30	24.40	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60
9	24.20	24.20	24.20	24.20	24.30	24.40	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70
10	24.20	24.20	24.20	24.30	24.40	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80
11	24.20	24.20	24.30	24.40	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90
12	24.20	24.30	24.40	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00
13	24.30	24.40	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10
14	24.40	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20
15	24.50	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30
16	24.60	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40
17	24.70	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50
18	24.80	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60
19	24.90	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70
20	25.00	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80
21	25.10	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90
22	25.20	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00
23	25.30	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10
24	25.40	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20
25	25.50	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30
26	25.60	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40
27	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50
28	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60
29	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70
30	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80
31	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90
32	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00
33	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10
34	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20
35	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30
36	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40
37	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50
38	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60
39	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70
40	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80
41	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90
42	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00
43	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10
44	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20
45	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20	
46				27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20		
47									28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20			
48														29.10	29.20				
49																			
50																			
51																			
52																			
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56																			
57																			
58																			

USPS 26-9902 RURAL EQUIPMENT MAINTENANCE R A T E S C H E D U L E DATE 09-16-09
MINNEAPOLIS ISC PAGE 2
REPORT AAQ530P1 BASED ON $0.605 PER MILE EFFECTIVE PP-YR 22-09

MILES	STOPS = *0640	**0660	**0680	**0700	**0720	**0740	**0760	**0780	**0800	**0820	**0840	**0860	**0880	**0900	**0920	**0940	**0960	**0980	**1000
8	25.70	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50
9	25.80	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60
10	25.90	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70
11	26.00	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80
12	26.10	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90
13	26.20	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00
14	26.30	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10
15	26.40	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20
16	26.50	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30
17	26.60	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40
18	26.70	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50
19	26.80	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60
20	26.90	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70
21	27.00	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80
22	27.10	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90
23	27.20	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00
24	27.30	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10
25	27.40	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20
26	27.50	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20	
27	27.60	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20		
28	27.70	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20			
29	27.80	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20				
30	27.90	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20					
31	28.00	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20						
32	28.10	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20							
33	28.20	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20								
34	28.30	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20									
35	28.40	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20										
36	28.50	28.60	28.70	28.80	28.90	29.00	29.10	29.20											
37	28.60	28.70	28.80	28.90	29.00	29.10	29.20												
38	28.70	28.80	28.90	29.00	29.10	29.20													
39	28.80	28.90	29.00	29.10	29.20														
40	28.90	29.00	29.10	29.20															
41	29.00	29.10	29.20																
42	29.10	29.20																	
43	29.20																		

DID YOU KNOW?
Dinero Seguro offers wire transfer service to 10 countries in the Caribbean, Central and South America.

Human Resources

2009 Combined Federal Campaign Guidelines

Schedule and Responsibilities

Each fall the U.S. Postal Service® joins other federal agencies in the Combined Federal Campaign (CFC). In accordance with Office of Personnel Management (OPM) regulations, the campaign runs for a 6-week period between September 1 and December 15, as established by the local Federal Coordinating Committee.

Vice presidents of Area Operations have campaign responsibility. Area offices must ensure that campaign information is disseminated to all offices under their jurisdiction.

Guidelines Online

Publication 530, *Combined Federal Campaign Operational Guidelines*, October 1994, explains how to carry out a successful campaign; revises position titles, facility locations, and dates of campaign; and is available on the Postal Service™ PolicyNet website:

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

The OPM website *(www.opm.gov)* offers additional information on the Combined Federal Campaign, including geographic boundaries.

Pledge Form Management Instructions

(Pledge forms vary throughout the country.)

1. Make sure local campaign staff check pledge forms for completeness.
2. Distribute pledge forms as follows:
   a. CFC audit copy — submit to appropriate CFC official.
   b. Employee copy — return to employee.
   c. Payroll Office copy:

If the employee has chosen to…	Then…
Give a one-time contribution (cash, check, or money order),	Destroy the Payroll Office copy.
Make a contribution via payroll deduction,	Make sure: ■ The current year's pledge form is used. ■ The Social Security Number or Employee Identification Number is legible. ■ The employee's work phone number is indicated. ■ The deduction per pay period is indicated. ■ The finance number of the employee is indicated ■ The amount per pay period is at least $1.00. ■ The annual amount is indicated. ■ The annual amount per year is $26.00 when $1.00 is deducted per pay period. ■ The amount of the contribution is to be made via payroll deduction. ■ The employee signs and dates the pledge form. ■ When the employee uses more than one pledge form for multiple charities, all forms are stapled together; the pay period deduction as well as the annual amount of the deduction are in the appropriate boxes. Mark the pledge forms 1 of 3, 2 of 3, etc. **On a weekly basis** Mail the Payroll Office copy to the following address, making sure a full return address for the CFC coordinator is included with each batch of forms: Eagan Information Service Center USPS Combined Federal Campaign Post Office Box 21777 Eagan MN 55121-0777 The Eagan Information Center (ISC) retains the payroll deduction portions of the pledge cards for 6 months. **After January 1, 2010** Submit to the Human Resources Shared Services Center (HRSSC) PO Box 970400 Greensboro, NC 27497-0400 for entry. ***Note:*** All cards dated or sent after January 1, 2010, will be returned to the CFC coordinator for entry by the HRSSC.

3. Submit corrections to the HRSSC, not to the Eagan ISC.

Note: All cards that are illegible or incomplete will be returned to the local CFC coordinator for processing at the HRSSC in pay period 02/10 or later.

Final Report

At the end of each campaign, the Eagan ISC prepares a report from the Postal Payroll System of CFC contributions through payroll deduction (as of pay period 02) as the annual report of national CFC contributions. Each performance cluster manager receives a copy.

— Corporate Personnel Management, Employee Resource Management, 10-8-09

Information Technology

San Mateo Data Center Planned Site Maintenance Outage Will Impact USPS and USPIS Environments

The San Mateo, California, IT/ASC Data Center and all associated applications, including all e-mail mailboxes resident in San Mateo as well as Blackberry mailboxes, will be down for infrastructure maintenance beginning Saturday October 10, 2009, at 10:00 P.M. Pacific Time and ending Sunday October 11 at 11:59 P.M. (CR #158668). Users affected by this outage should log out of all applications prior to Saturday evening. All e-mail users affected by this maintenance outage have received a message from an e-mail administrator.

All affected production applications should be up and available by the end of this maintenance window. This complete site outage will accommodate a multimillion dollar infrastructure upgrade to our uninterruptible power supply and battery backup systems, improving our ability to handle power events from our service provider. This reliability upgrade will naturally reduce the number of unplanned center outages in the future.

Production applications affected by this outage include the following:

- PTS.
- AMS.
- EMRS.
- EDI.
- Rightfax.
- Ratecalc.
- MLOCR.
- CONA.
- IAP.
- SIMMS.
- eFMS.
- AMS/WALS.
- TPM.
- FTP IN/OUT (San Mateo).
- CSM/ECKM.
- Western Region Exchange (e-mail).
- SCCM prod — (Seamless).
- Western Region ACE wave 2 (all) — ASM.

— Information Technology, Information Technology Solutions, 10-8-09

Intelligent Mail and Address Quality

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	20-0140	42122	KY	Alvaton	Warren	Main Office	Post Office		Realign ZIP™ Code boundaries. Use Bowling Green KY 42103 as last line of address for the 49 deliveries previously in ZIP Code 42122.
New	20-0896	42103	KY	Bowling Green	Warren	Main Office	Post Office	09/26/2009	
Old	42-0900	00613	PR	Arecibo	Arecibo	Cotto Station	Contract Postal Unit		This announcement changes the type of postal facility from a contract postal unit to a classified station.
New	42-0900	00613	PR	Arecibo	Arecibo	Cotto Station	Classified Station	09/08/2009	

— Address Management, Intelligent Mail and Address Quality, 10-8-09

Mailing and Shipping Services

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™ also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at *http://ribbs.usps.gov/advance/documents/tech_guides/advtech.pdf* or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
10/9/09–10/13/09	Costco Multi-Vendor Coupon Booklet	Standard Letter	19.0	Nationwide	Barcoded 3/5-digit, Car-Rt	Segerdahl Carol Stream, IL
10/10/09–10/14/09	JCP — Wk 37 LPOTS	Standard Letter& Letter	15.1	National	Car-Rt	Harte-Hanks
10/10/09–10/14/09	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-digit	Mail America Forest, VA
10/13/09–10/16/09	Through the Country Door	Standard Catalog	1.0	Nationwide	Barcoded 3/5-digit, Car-Rt	Quad Graphics Lomira, WI
10/14/09–10/16/09	JCP — Wk 38 Friends & Family	Standard/ Letter	6.5	National	Car-Rt	Harte-Hanks
10/14/09–10/16/09	Nordstrom October Book	Standard Catalog/ Flat	1.9	Nationwide	Barcoded 3/5-digit, Car-Rt	Arandell Milwaukee, Wi
10/16/09–10/19/09	Diabetes Detour	Standard Flats	1.0	Worldwide	3/5-digit, Car-Rt	Rodale/ALG Worldwide
10/21/09–10/23/09	Nordstrom October Lingerie Digest	Standard Catalog/ Flat	1.125	Nationwide	Barcoded 3/5-digit, Car-Rt	Nahan St. Cloud, MN
10/21/09–10/24/09	Ashro Lifestyle	Standard Catalog	2.0	Nationwide	Barcoded 3/5-digit, Car-Rt	RR Donnelly Mattoon, IL
10/21/09–10/24/09	Montgomery Ward	Standard Catalog	2.240	Nationwide	Barcoded 3/5-digit, Car-Rt	Quad Graphics Lomira, WI

— Business Service Network Integration, Sales, 10-8-09

Philately

Pictorial Postmarks Announcement

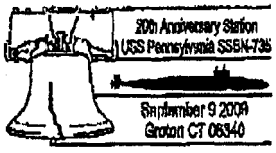
As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these postmarks.

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include postage issued after the date of the requested postmark. Such items will be returned unserviced.

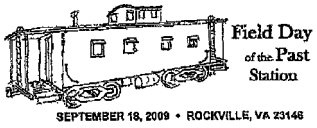
Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: Pictorial Postmarks, followed by the Name of the Station, Address, City, State, ZIP+4® Code, as listed below.

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



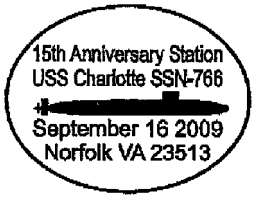
September 9, 2009

Universal Ship Cancellation Society
USS Pennsylvania Station
Postmaster
202 Thames St.
Groton, CT 06340-9998



September 18–20, 2009

U.S. Postal Service
Field Day of the Past Station — Rockville VA
Postmaster
3250 Broad Rd.
Gum Spring, VA 23065



September 16, 2009

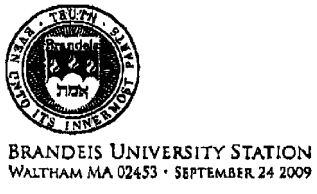
U.S. Postal Service
15th Anniversary Station
USS Charlotte
Customer Relations Coordinator
2600 Eltham Ave., Ste. 109
Norfolk, VA 23513-2504

September 20, 2009

U.S. Postal Service
Chicken Dance Station
Postmaster
1623 Dalton Ave
Cincinnati, OH 45234-8902

September 18–19, 2009

Murray County Antique Tractor & Improvement Association
MCATIA Station
Postmaster
PO Box 9998
Sulphur, OK 73086-9998



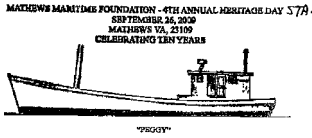
September 24, 2009

U.S. Postal Service
Brandeis University Station
Postmaster
25 Dorchester Ave., Rm. 3011
Boston, MA 02205-9600

September 25, 2009

U.S. Postal Service

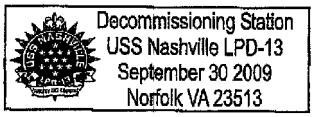
Migratory Bird Hometown Artist Station
Postmaster
405 Kemp Ave. E.
Watertown, SD 57201-9998



September 26, 2009

U.S. Postal Service & Matthews Maritime Foundation

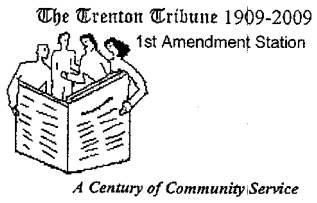
4th Annual Heritage Day Station
Postmaster
161 Main St.
Mathews, VA 23109-9998



September 30, 2009

U.S. Postal Service

Decommissioning Station — USS Nashville
Customer Relations Coordinator
2600 Eltham Ave., Ste. 109
Norfolk, VA 23513-2504



October 1–31, 2009

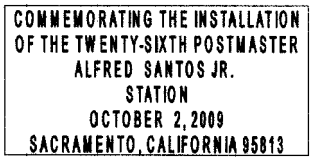
U.S. Postal Service

Trenton Tribune 1st Amendment Station
Postmaster
200 W. Hamilton St.
Trenton, TX 75490-9998

October 2, 2009

U.S. Postal Service

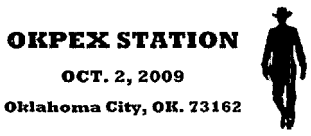
Roughneck Homecoming Station
Postmaster
1200 S. White Oak Rd.
White Oak, TX 75693-9998



October 2, 2009

U.S. Postal Service

Alfred Santos Jr. Station
Installation of the 26th Postmaster in Sacramento, CA
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA 95813-9998



October 2–3, 2009

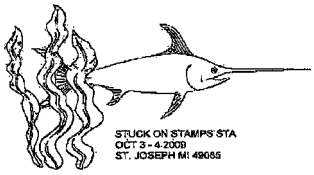
OKPEX Stamp Club

OKPEX Station
Postmaster
4025 W. Reno Ave.
Oklahoma City, OK 73125-9998

October 3, 2009

Old Mill Village Museum

Old Mill Village Station
Postmaster
PO Box 9998
New Milford, PA 18834-9998



October 3–4, 2009

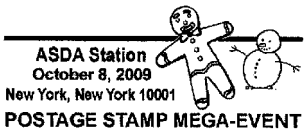
U.S. Postal Service

Stuck on Stamps Station
Postmaster
PO Box 9998
St. Joseph, MI 49085-9998

October 6, 2009

Universal Ship Cancellation Society

USS Henry M. Jackson Station
Postmaster
202 Thames St.
Groton, CT 06340-9998



October 8, 2009

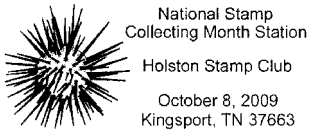
American Stamp Dealers Association

ASDA Station
Special Events JAF Bldg.
421 Eighth Ave., Rm. 2029-B
New York, NY 10199-9998

October 9, 2009

U.S. Postal Service

Festival Station
Postmaster
22 S. Second St.
Oakland, MD 21550-9998



October 8, 2009

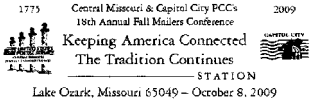
Holston Stamp Club

National Stamp Collecting Month Station
Postmaster
4313 Fort Henry Dr.
Kingsport, TN 37663-9998

October 9–11, 2009

Bob Evans Farm Festival

Bob Evans Farm Festival Station
Postmaster
PO Box 9998
Waterloo OH 45688-9998



October 8, 2009

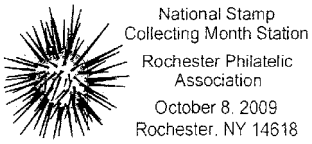
Central Missouri & Capital City Postal Customer Councils

Keeping America Connected the Tradition Continues Station
Postmaster
511 E. Walnut St.
Columbia, MO 62501-9998

October 10, 2009

Appalachia Day Homecoming Committee

Appalachia Day Station
Postmaster
PO Box 9998
Pippa Passes, KY 41844-9998



October 8, 2009

Rochester Philatelic Association

National Stamp Collecting Month Station
Postmaster
1335 Jefferson Rd.
Rochester, NY 14692-9998

October 10, 2009

U.S. Postal Service

Festival Station
Postmaster
22 S. Second St.
Oakland, MD 21550-9998

October 9, 2009

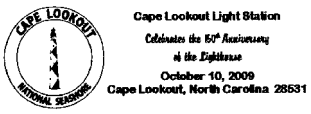
U.S. Postal Service

100 Years Celebration Station
Postmaster
210 W. Harris St.
Spur, TX 79370-9998

October 10, 3009

Great Lakes Lighthouse Festival

14th Annual Great Lakes Lighthouse Festival Station
Postmaster
350 N. Second Ave.
Alpena, MI 49707-9998



October 10, 2009

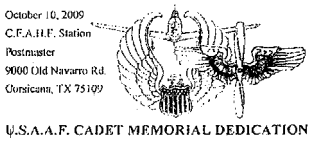
NPS Cape Lookout National Seashore

Cape Lookout Light Station
Postmaster
PO Box 9998
Harkers Island, NC 28531-9998

October 10, 2009

U.S. Postal Service

Benson to Dragoon Station
Postmaster
250 S. Ocotillo Ave.
Benson, AZ 85602-9998



October 10, 2009

Corsicana Field Aviation Heritage Foundation

CFAHF Station
Postmaster
116 S. Main St.
Corsicana, TX 75110-9998

October 10, 2009

U.S. Postal Service

MCS 125th Anniversary Station
Postmaster
PO Box 9998
Middleburgh, NY 12122-9998

October 10, 2009

SI Community Betterment Association

Freedom Fest 22nd Annual Station
Postmaster
303 E. 2nd St.
Annapolis, MO 63620-9998

October 10, 2009

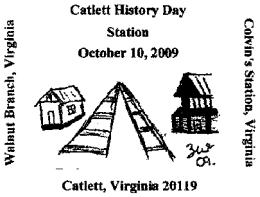
Wisconsin Valley Philatelic Society

WAUSAPEX Station
Postmaster
PO Box 9998
Wausau, WI 54403-9998

October 10, 2009

Coleman Community Foundation

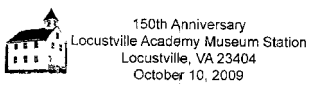
Coleman Centennial Station
Postmaster
PO Box 9998
Coleman, OK 73432-9998



October 10, 2009

Catlett Citizen's Association

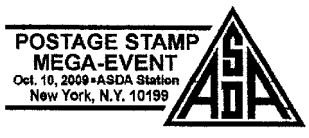
Catlett History Day Station
Postmaster
3584 Catlett Rd.
Catlett, VA 20119-9998



October 10, 2009

Locustville Academy

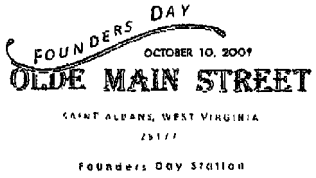
Locustville Academy Museum Station
Postmaster
PO Box 9998
Locustville, VA 23404-9998



October 10, 2009

American Stamp Dealers Association

ASDA Station
Special Events JAF Bldg.
421 Eighth Ave.,
Rm. 2029-B
New York, NY 10199-9998

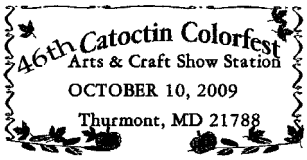


October 10, 2009

St. Albans Historical Society
Founders Day Station
Postmaster
PO Box 9998
St. Albans, WV 25177-9998

October 11, 2009

American Stamp Dealers Association
ASDA Station
Special Events JAF Bldg.
421 Eighth Ave.,
Rm. 2029-B
New York, NY 10199-9998



October 10–11, 2009

Catoctin Colorfest
46th Catoctin Arts & Craft Show Station
Postmaster
110 Water St.
Thurmont, MD 21788-9998

October 11, 2009

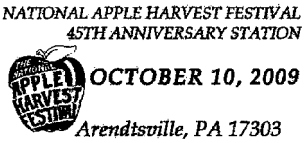
Durkees Bread Run Corp.
Durkees Bread for Schools Run Station
Postmaster
PO Box 9998
Fabius, NY 13063-9998

October 10–11, 2009

U.S. Postal Service
15th Annual CraneFest Station
Postmaster
PO Box 9998
Bellevue, MI 49021-9998

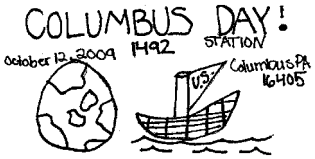
October 11, 2009

Austerlitz Historical Society
Autumn in Austerlitz Station
Postmaster
6 East Hill Rd.
Austerlitz, NY 12017-9998



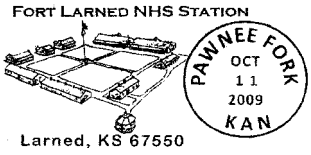
October 10–11, 2009

Upper Adams Jaycees
National Apple Harvest Festival 45th Anniversary Station
Postmaster
PO Box 9998
Arendtsville, PA 17303-9998



October 12, 2009

Columbus Elementary School
Columbus Day Station
Postmaster
PO Box 9998
Columbus, PA 16405-9998

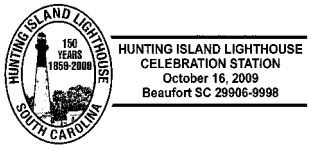


October 11, 2009

Fort Larned National Historical Society
Fort Larned NHS Station
Postmaster
PO Box 9998
Larned, KS 67550-9998

October 14, 2009

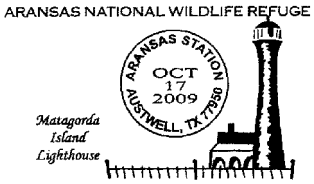
Clayton Centennial Committee
Centennial Station
Postmaster
PO Box 9998
Clayton, WI 54004-9998



October 16, 2009

U.S. Postal Service

Hunting Island Lighthouse Celebration Station
Postmaster
PO Box 9998
Beaufort, SC 29906-9998



October 17, 2009

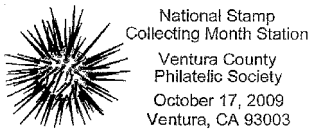
Aransas National Wildlife Refuge

Aransas Station
Postmaster
611 Vandenberge St.
Austwell, TX 77950-9998

October 16–18, 2009

U.S. Postal Service

Fall Festival of Leaves Station
Postmaster
121 E. Main St.
Bainbridge, OH 45612-9998



October 17, 2009

Dudley House Museum & Ventura County Philatelic Museum

National Stamp Collecting Month Station
Postmaster
675 E. Santa Clara
Ventura, CA 93001-9998

October 17, 2009

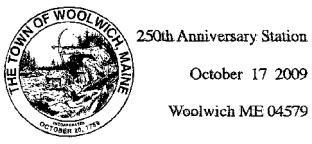
Blue & Gray Stamp Club of Gettysburg

Blue and Gray Station
Postmaster
PO Box 9998
Gettysburg, PA 17325-9998

October 17, 2009

Dover Stamp Club

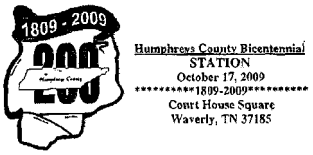
Dover Stamp Club Station
Postmaster
55 The Plaza
Dover, DE 19901-9998



October 17, 2009

Woolwich Historical Society

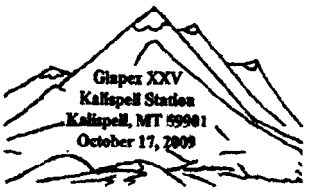
Woolwich 250th Anniversary Station
Postmaster
53 Main St.
Woolwich, ME 04579-9998



October 17, 2009

Humphreys County

Humphreys County Bicentennial Station
Postmaster
403 W. Main St.
Waverly, TN 37185-9998



October 17, 2009

Glacier Stamp Club

GLAPEX XXV Kalispell Station
Postmaster
PO Box 9998
Kalispell, MT 59901-9998

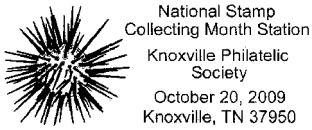
October 17, 2009

U.S. Postal Service

Oyster Festival Station
Postmaster
PO Box 9998
Oyster Bay, NY 11771-9998

October 17–18, 2009

Motor City Stamp & Cover Club
MOTOPEX 09 Station
Postmaster
26200 Ford Rd.
Dearborn Heights, MI 48127-9998



October 20, 2009

Knoxville Philatelic Society
National Stamp Collecting Month Station
Postmaster
1237 E. Weisgarber Rd.
Knoxville, TN 37950-9998

October 19, 2009

Texas Parent Teacher Association PTA
Every Child One Voice Station
Postmaster
100 W. Franklin St.
Hillsboro, TX 76645-9998

October 21, 2009

Universal Ship Cancellation Society
USS Topeka Station
Postmaster
202 Thames St.
Groton, CT 06340-9998

— Stamp Services, Government Relations and Public Policy, 10-8-09

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

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

Traditional Postmarks

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

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

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

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

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

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

Black and White Pictorial

Hawai'i Statehood Stamp
Special Cancellations
Marketing Department
3600 Aolele Street
Honolulu, HI 96829-9661

October 20, 2009

Digital Color Pictorial

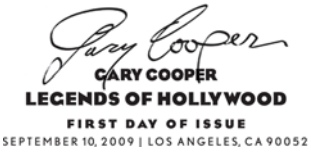
Hawai'i Statehood Stamp
Special Cancellations
Marketing Department
3600 Aolele Street
Honolulu, HI 96829-9661

October 20, 2009

Digital Color Pictorial

Thanksgiving Day Parade Stamp
Postmaster
421 Eighth Ave., Rm. 2029B
New York, NY 10199-9998

November 8, 2009



Black and White Pictorial

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

November 9, 2009

Digital Color Pictorial

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

November 9, 2009

— Stamp Services, Government Relations and Public Policy, 10-8-09

Correction: The Postal Service Guide to U.S. Stamps — 36th Edition

In the article "Announcement: 2009 Stamp Yearbook and the Postal Service Guide to U.S. Stamps — 36th Edition" in *Postal Bulletin* 22268 (9-24-09, pages 74–75), the price for the Guide Book was incorrectly stated. The correct price is **$19.95**.

— Stamp Services,
Government Relations and Public Policy, 10-8-09

Retail

Stamps by Mail — Brochure Ordering Information

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

- November 27, 2009 (YR).
- February 5, 2010 (YR).
- April 9, 2010 (Price Change).
- May 7, 2010 (YR).
- June 25, 2010 (YR).
- August 20, 2010 (HOL).

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

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

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

You can find this form at *http://blue.usps.gov;* click *Forms,* and then select the form by number. A copy of this form appears on page 90 in this *Postal Bulletin.*

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

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

For Orders Exceeding 10,000

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

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

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

— Retail Access Channels,
Retail Products and Services, 10-8-09

Stamps by Mail® Brochure Order Form

Required Entry → Order No. (MM-DD-YY-ZIP+ 4®) Example: 12-18-05-22209-6057

You MUST complete ALL fields on this form

Office Name	District	Area

To: STAMPS BY MAIL
CYRIL-SCOTT CO
PO BOX 627
LANCASTER OH 43130-0627

Contact Name

Contact Telephone No. *(Include area code)*

Contact Fax No. *(Include area code)*

Telephone No. 800-466-0455 | Fax No. 740-689-0210 | Contact E-mail Address

Quantity

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

Ship to *(Cannot ship to Post Office™ boxes):*

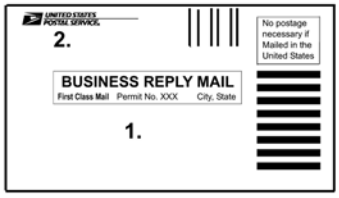
(Number, street, apartment, suite, city, state, ZIP + 4)

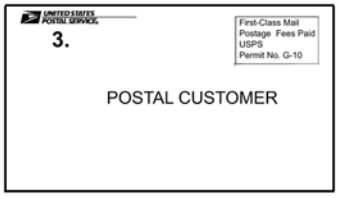
Contact Name

Contact Telephone No. *(Include area code)*

Imprint Information

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





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

2 & 3. Return Address *(MUST include ZIP + 4)*

Payment Information: Orders will be shipped within 35 calendar days following print runs (see *Postal Bulletin* schedule). Actual delivery times will vary based upon the destination. For orders over $10,000.00 (only) submit *PS 3227-O* with approved eBuy to SM Management - route to PP&CS to Eastern Service CMC, Memphis/Windsor.

(For orders under $10,000) Postal Service unit placing order MUST IMMEDIATELY NOTIFY Cyril Scott of any credit card changes within 60 days of the print cut-off date.

☐ Check *(Include with order)*

☐ VISA/ IMPAC Card No. _____ Exp. Date _____

☐ USPS Money Order *(Include with order)*

Requestor Signature	Manager/Supervisor Signature
Funding/Credit Card Official Signature	Date Signed

If shipment is over 20,000 forms (40 packs), enter finance number to be charged for transportation costs *(see Postal Bulletin estimations)*: _____

PS Form **3227-O,** January 2009 Contract No. 266351-01-P-0149

Supply Management

Outdoor Collection Box Equipment is Available for Purchase

Outdoor collection box equipment is now available through the Material Distribution Center (MDC). The revised MLB-CO-08-010 (see *http://blue.usps.gov/purchase/_pdf/ops_mlb08-010.pdf)* contains a complete list of the equipment available under this national contract. Many equipment improvements have been made. In addition to security upgrades, the boxes will have a new anti-graffiti additive. This will reduce maintenance costs, make cleaning of all exterior surfaces much easier, and help preserve the most visible of postal icons for many years to come.

If you have any questions, call Dan Jackson at 336-665-2867 or e-mail him at *daniel.h.jackson@usps.gov.*

— Delivery, Industrial Equipment, and Telecom CMC, Greensboro, NC, Supply Management, 10-8-09

UNITED STATES POSTAL SERVICE

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

USPS CELEBRATES HISPANIC HERITAGE MONTH SEP.15-OCT.15

The United States Postal Service —Honoring Hispanic Heritage since 1869—

The United States Postal Service has long honored Hispanic culture and traditions in America, issuing the first Hispanic-themed stamp in 1869.