# uspspostal|bulletin 

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UNITED STATES POSTAL SERVICE ${ }_{\text {® }}$

## Cover Story

## Passport Services

Nothing is more enjoyable than knowing a vacation is around the corner, and nothing is more disappointing than forgetting an important "to-do" before heading on your way. If your travel plans will take you outside of the United States, a passport is a must! If you already have a passport, remember to check the expiration dates of your entire family's passports well in advance of your departure date. U.S. passports are issued to adults for 10 years and to children under the age of 16 for 5 years. This means that even though your passport may be valid, your child (who may now be a 20-year-old adult) could be carrying an expired passport. This happens more times than we care to think about, and often results in a last-minute trip to a passport agency and the additional payment of a $\$ 60$ expedite fee.

The Department of State's Passport Services Directorate issues passports to U.S. citizens. In fiscal year 2010, approximately 13.9 million U.S. passports were issued, and the demand for passports will continue due to stricter travel regulations that require a U.S. passport book, a U.S. passport card, or other documents approved by the Department of Homeland Security (http://www.cbp.gov/xp/cgov/travel/vacation/getyouhome/) for entry into the United States.

## Which passport product best suits your needs - the passport book or the passport card?

The passport book provides the traveler with the identification and proof of citizenship to travel anywhere in the world, by any conveyance - in other words, it can be used for all international travel, whether by air, land, or sea.

The passport card is a travel document that can be used for entering the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. It cannot be used for international air travel. The walletsize passport card is convenient and less expensive than the passport book and was designed for those that make frequent trips across the borders. Travelers considering applying for the passport card should check the document requirements of the countries to be visited, as some may not accept the passport card for entry.

Whether you plan to apply for a passport book, passport card (or both!), submitting your passport application is a quick trip away. With thousands of Post Office ${ }^{\text {TM }}$ locations that accept passport applications, the U.S. Postal Service ${ }^{\circledR}$ makes is convenient to apply for your passport. Visit www.usps.com/passport to locate a Post Office near you that offers passport services.

## Passport Tips

You can always get information by contacting the National Passport Information Center at 877-487-2778 or TDD/TTY 888-874-7793 or online at www.travel.state.gov.

- Before traveling abroad make a copy of the identification page in case your passport is lost or stolen.
- If your passport is lost or stolen abroad, report the loss immediately to local police authorities and the nearest U.S. Embassy or Consulate.
- Before you travel, check for U.S. Department of State travel warnings at www.travel.state.gov.
- Register your trip with the U.S. Embassy or Consulate through STEP (Smart Traveler Enrollment Program) at www.travel.state.gov.


## Policies, Procedures, and Forms Updates

## Manuals

## ASM Revision: Categories of Persons Authorized to Open, Search, and Read Mail

Effective May 19, 2011, the Postal Service ${ }^{\text {TM }}$ has revised the Administrative Support Manual (ASM), part 274, to identify persons authorized to open, search, and read mail for purposes of enforcing export and assets control laws. This revision also updates references to the former U.S. Customs Service, which has since been renamed U.S. Customs and Border Protection.

## Administrative Support Manual (ASM)

2 Audits and Investigations

27 Security

274
Mail Security
274.2 Opening, Searching, and Reading Mail Generally Prohibited

### 274.21 Mail Sealed Against Inspection

[Revise item d as follows:]
d. An authorized U.S. Customs and Border Protection or U.S. Department of Agriculture employee acting under 274.91 or 274.92.
[Renumber current items e through $h$ as items $f$ through $i$, and insert new item e as follows:]
e. An authorized employee of a U.S. government agency charged with investigating and enforcing compliance with U.S. export and assets control laws, to the extent permitted by law and pursuant to 274.914.

### 274.3 Permissible Detention of Mail

274.31 Sealed Mail Generally Not Detained
[Add new items I and $m$ as follows:]
I. A postal employee or postal inspector with respect to any mailpiece identified as potentially violating the U.S. government's export or assets control laws and
regulations, as described in IMM 510 through 540, for a limited period necessary to arrange with U.S. Customs and Border Protection and other responsible agencies for a determination as to whether further examination is required and, if so, during such further examination.
m. Employees of U.S. Customs and Border Protection and other U.S. government agencies responsible for investigating and enforcing compliance with U.S. export or assets controls (such as the U.S. Departments of Commerce, State, and Treasury), during the pendency of any investigation authorized by U.S. law.

### 274.5 Disclosure of Information Collected From Mail Sent or Received by Customers

[Revise item i as follows:]
i. To U.S. Customs and Border Protection or the Department of Agriculture in accordance with 274.9, Mail Security, Law Enforcement, and Other Government Agencies.
[Reletter current items j through l as items k through m, and insert a new item j as follows:]
j. To law enforcement personnel charged with investigating and enforcing compliance with U.S. export or assets controls, with respect to mailpieces identified as potentially violating U.S. export control or assets control laws.

### 274.9 Mail Security, Law Enforcement, and Other Government Agencies

274.91 Customs and Border Protection
[Add new 274.914 as follows:]

### 274.914 Export and Assets Control Authorities

Where an outbound or inbound international mailpiece is reasonably suspected of violating U.S. export control or assets control laws (see IMM 510 through 540), Customs and Border Protection personnel may, upon consultation with the Postal Service and Postal Inspection Service,
allow personnel from other agencies responsible for U.S. export and assets controls, such as the Departments of State, Treasury, and Commerce, to be present during Customs and Border Protection's inspection, to conduct inspections jointly, and to receive custody of the items for any further examination or investigation that may be deemed necessary by such agencies.

### 274.94 Customs Inspection in Territories and Possessions

### 274.944 U.S. Virgin Islands

[Revise the first sentence in 274.944 as follows:]
Postal employees in the U.S. Virgin Islands may permit designated personnel of the U.S. Customs and Border Protection, without a search warrant, to examine the exterior (but not open or read the contents) of sealed mail that orig-
inated in the Customs Territory of the United States (CTUS) and is addressed for delivery in the customs district of the U.S. Virgin Islands.***

We will incorporate these revisions into the next printed version of the ASM and also into the online update, available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website:

- Go to http://blue.usps.gov.
- In the left hand column under "Essential Links", click PolicyNet.
- On the PolicyNet page, click Manuals.
(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)
- BSA/OFAC Compliance Office,

Corporate Treasury, 5-19-11

## DMM Revision: Revocation of Permit Imprints

Effective June 6, 2011, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual $\left(\mathrm{DMM}^{\circledR}\right)$ 604.5.2.2 to specify that one of the conditions that a permit imprint may be revoked, among others, is for failure to mail using the permit or pay the fees for a 2-year consecutive period.


Basic Standards for All Mailing Services

604 Postage Payment Methods

5.0 Permit Imprint (Indicia)
5.2 Suspension and Revocation


### 5.2.2 Revocation of Permit

[Revise 5.2.2 as follows:]
A permit may be revoked for use in operating any unlawful scheme or enterprise, if no mailings or payment of fees occurred during any consecutive 2-year period, for refusal to provide information about permit imprint use or mailings, and for noncompliance with any standard applicable to permit imprints. The permit holder may submit a written appeal to the postmaster within 10 days of receipt of the revocation notice.

We will incorporate this revision into the next printed version of the DMM and into the monthly update of the online DMM, which is available via Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

- Product Classification,

Pricing, 5-19-11

# DMM Revision: POSTNET Barcode Certification Program 

Effective June 6, 2011, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ) 509.1.7, and Notice 123, Price List, to remove the POSTNET™ Barcode Certification Program, which is no longer in use.

In January 2011 the Postal Service added information about the Address Management Services to the Notice 123, Price List. Inadvertently, the POSTNET Barcode Certification Program was included although it has not been offered since 2008. Therefore, we will be removing all references to the POSTNET Barcode Certification Program from the DMM and Notice 123.

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

500

509
1.0 Address Information System Services

Other Services
[Delete item 1.7, Barcode Certification, in its entirety and renumber current items 1.8 through 1.38 as new items 1.7 through 1.37.]

We will incorporate this revision into the next printed version of the DMM and into the next monthly update of the online DMM, which is available via Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

# ELM Revision: Rate Retention and Change to Lower Nonbargaining Unit Grade 

Effective immediately, Employee and Labor Relations Manual (ELM), sections 415.1 through 415.2, are revised to update Postal Service ${ }^{\text {TM }}$ procedures.

## Employee and Labor Relations Manual (ELM)

| 4 | Pay Administration |
| :--- | :--- |
| 410 | Pay Administration Policy for Nonbargaining |
|  | Unit Employees |

[Revise the title of 415 as follows:]

## 415 Rate Retention and Change to Lower Nonbargaining Unit Grade

### 415.1 Rate Retention Types

### 415.11 Saved Grade

[Revise 415.11 as follows:]
Under saved grade, an employee assigned to a lower grade is treated as being in the higher grade for pay increases and benefit purposes during the saved grade period. During this period of saved grade, employees should apply for positions at their respective saved-grade levels to allow them to return to their previous grade and level of responsibility. Nonbargaining unit employees, except for those assigned to lower grades during RIF-related periods (see 415.21), may be granted saved grade only in accordance with the terms and conditions issued for special situations by the vice president, Employee Resource Management (ERM).

### 415.12 Saved Salary

[Revise 415.12 as follows:]
Saved salary provides that an employee assigned to a lower grade position whose higher grade salary does not fall within the salary range of the lower grade has this higher grade salary continued (saved). For as long as the saved salary is higher than the maximum salary of the lower grade position, the employee may receive pay-for-performance lump sums based on the policies applicable to employees at or above their salary range maximum. The saved salary is continued in accordance with postal policy or until it is terminated as specified in 415.4.

### 415.2 Changes to Lower Grade

[Revise the title and text of 415.21 as follows:]

### 415.21 Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, RIF-Related 30-Day Nonduty, Nonpay Status Period, or a RIF

Nonbargaining employees who are changed to a lower grade career nonbargaining position during RIF-related periods - RIF avoidance, specific RIF notice, 30-day nonduty, nonpay status, and RIF - retain their current grade and pay for a period not to exceed 2 years from the effective date of the change to the lower grade position. On expiration of the saved grade period, they are automatically reduced to the grade of their current position. If upon expiration of the saved grade period the employee's salary is within the salary range for the lower grade, the salary is continued. However, if the salary exceeds the maximum of the new grade, the salary is immediately reduced to the
grade maximum. This applies not only for changes to lower grade positions within the EAS pay schedule, but also when changes occur within or between other nonbargaining pay schedules. (For further information, see 354.2.)

### 415.22 Voluntary Change to Lower Grade

[Revise 415.22 as follows:]
An employee who voluntarily changes to a lower grade position is immediately reduced to the lower grade, but the salary remains the same as that in the higher grade position, provided it is not above the maximum in the lower position's salary range. In no case may the salary be set above the maximum for the new grade or above the employee's salary immediately before the change. If the employee has a form of rate retention, it is terminated (see 415.4).

### 415.23 Position Reclassified to a Lower Grade

[Revise 415.23 as follows:]
When a position is reclassified to a lower grade, the employee is immediately reduced to this grade, but saved salary is granted for a period not to exceed 2 years, if the employee's salary exceeds the maximum salary of the lower grade. If the employee's salary is within the salary range for the lower grade, the salary is continued and there is no saved salary. At the end of the 2-year period, if the salary exceeds the maximum of the new grade, the salary is immediately reduced to the grade maximum. Any manage-ment-initiated involuntary change to a lower grade must be effected according to the grievance and appeals procedures in 650.
Reclassifications occur primarily under the WSCS and the Station Manager Evaluation Process. In cases where fulltime postmaster positions are reclassified to part-time positions for 104 weeks, the postmaster receives an hourly rate that produces the annual salary in effect prior to the change (full-time annual salary divided by the annual service hours for the part-time position). At the end of 104
weeks, the affected postmaster's hourly salary is reduced to the maximum hourly rate for the A-E Postmaster (RSC F) salary schedule.
Note: All A-E postmasters are in the same grade, A-E; therefore, a change from one A-E service-hour category to another does not result in a change in grade (see 414.13).
[Revise the title and text of 415.24 as follows:]

### 415.24 Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade Nonbargaining Unit Position

In cases of management-initiated action or in cases in which management determines that it is in the mutual interest of both the employee and the Postal Service and an employee voluntarily accepts a lower grade nonbargaining unit position, the employee must be placed in a position that he or she is qualified to perform, and as near to the grade of his or her original position as possible. Saved salary (see 415.12) is applicable in such actions for a period not to exceed 2 years. At the end of the 2 -year period, the employee's salary is immediately reduced to the maximum of the lower grade position.

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

- Go to http://blue.usps.gov.
- Under "Essential Links" in the left-hand column, click PolicyNet.
- On the PolicyNet page, click Manuals.
(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)
- Compensation,

Human Resources, 5-19-11

## Handbooks

## Revised Handbook AS-805, Information Security

Effective immediately, Handbook AS-805, Information Security, is revised. The May 2011 edition has been updated to address a PCI audit finding (see subchapters 34 and 3-5).

Handbook AS-805 is available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website:

- Go to http://blue.usps.gov.
- Under "Essential Links" in the left-hand column, click PolicyNet.
- On the PolicyNet page, click HBKs.
(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)

The direct URLs for Handbook AS-805 (May 2011) are:

- http://www.usps.com/cpim/ftp/hand/as805.pdf (PDF version)
- http://www.usps.com/cpim/ftp/hand/as805/ welcome.htm (HTML 508-compliant version)
Note: Offices should update references/links to Handbook AS-805 in local documents.
- Corporate Information Security,

Chief Information Officer, 5-19-11

## Handbook EL-312 Revision: Changes to Employment and Placement Policies

Effective immediately, Handbook EL-312, Employment and Placement, is revised to reflect changes to external employment policies as a result of implementation of the Human Capital Enterprise System (HCES) eCareer module for external selection. Because the revisions to Chapter 4 are extensive, we are not publishing the entire text. Instead, in this article, we provide a detailed summary of the revisions.

## Summary of Changes to Handbook EL-312

Chapter 4, Registers, the title is changed to Processing External Vacancy Announcements and Veterans' Preference Claims to better reflect the content of the chapter.

41, Introduction, is added to state that chapter 4 is about the process used to: (a) announce vacancies to external applicants; (b) determine the order in which competitive applicants are considered; and (c) adjudicate claims for veterans' preference.

411, Definition, is revised to: (a) change title to Definitions; (b) remove the definition of "register"; and (c) define key terms used in chapter 4.

412, Responsibility, is revised to state that the following organizations are responsible for externally posted vacancies and the security of associated records: (a) Headquarters Talent Acquisition office for Headquarters and Headquarters field unit vacancies; and (b) Human Resources Local Services office for vacancies within their districts.

413, Restricted Records, is revised to: (a) identify the kinds of records that are restricted; (b) state who may be authorized to review these records on a need-to-know basis; and (c) clarify when information about individual employees may be released to collective bargaining agents.

414, Arrangement of Applicants, is moved to subchapter 44.

415, Information Given to Applicants, is deleted.
42, Merging New Scores With Existing Ratings, is deleted.

42, Announcement and Application Process, is added to describe the process for: (a) announcing vacancies and attracting applicants; (b) processing and accepting applications; and (c) determining eligibility.

## 43, Usage and Duration, is deleted.

43, Examination Results and Notices of Results, is added to describe the process for (a) sending applicants a Notice of Results; (b) notifying ineligible applicants; (c) allowing applicants to retake a test; (d) adjudicating veterans' preference; and (e) breaking ties.

44, Transfer of Eligibility and Canvassing is deleted.

44, Determining the Order of Applicants on a Hiring List, is added to incorporate text from 414, Arrangement of Applicants, and to describe the process for determining the basic order for arranging applicants on a hiring list, taking into consideration the following categories: (a) applicants claiming preference based on compensable disability; (b) all other eligibles; (c) jobs restricted to preference eligibles; (d) EAS scientific and professional positions; and (e) order for general application file.

45, Other Applicant Processes, is revised to describe process and responsibility for: (a) applicant change in name, address, or veterans' preference claim; and (b) failure to respond.

46, Change to Register Configuration, is deleted and reserved.

47, General Application File, is changed to 444, Order for General Application File.

48, Veterans' Preference, is revised as follows:
481, Requirement, is revised to: (a) cite the legal and regulatory authority for veterans' preference in employment; (b) state that the applicant is responsible for providing supporting documentation; and (c) clarify procedural requirements.

482, Authority of Appointing Official, is revised to: (a) change title to Authority to Adjudicate Veterans' Preference; (b) describe the adjudication process; and (c) state that the adjudication official is the district Human Resources manager.

483, Kinds of Veterans' Preference, is changed to state that: (a) for veterans' preference purposes, the final day of Operation Iraqi Freedom is August 31, 2010; and (b) any Armed Forces Campaign or Expeditionary Medal qualifies for veterans' preference.

484, Proof of Preference Claimed, is revised to state that: (a) applicants who claim veterans' preference status involving a veterans' disability are not asked to provide information related to the nature of the disability or medical conditions; and (b) applicants claiming 10-point preference complete SF 15, Application for 10-Point Veteran Preference, and attach the information specified on the back of the SF 15 to support entitlement.

485, Adjudicating Claims for 5-Point Preference, is revised to describe the documents required and the process for verifying an applicant's entitlement to 5-point veterans' preference.

Exhibit 485, Wars, Campaigns, and Expeditions of the Armed Forces That Qualify for Veterans' Preference, is revised to: (a) add a medal to those that do not provide a basis for veterans' preference: Global War on Terrorism Service Medal for service from September 11,

2001, to date to be determined; and (b) change the end date of Operation Iraqi Freedom from "present" to "August 31, 2010."

486, Adjudicating Claims for 10-Point Preference, is revised to: (a) describe the documents required and the process for verifying an applicant's entitlement to 10-point veterans' preference, clearly stating that when applicants submit a copy of a Rating Decision Letter to support a claim for 10-point preference and the Rating Decision Letter contains medical information, the adjudicator will acknowledge receipt of the information, indicate successful adjudication of the claimed preference on the bottom of the SF 15, Application for 10-Point Veteran Preference, and promptly return the document containing the medical information to the veteran applicant without retaining a copy; and (b) state that Headquarters adjudicates claims for spouse and mother preferences.

487, Noting Adjudicated Preference on Application and Register, is revised to: (a) change the title to Adjusting Veterans' Preference After Adjudication; (b) describe
the process for adjusting veterans' preference after adjudication; and (c) state the requirement to promptly return documents with medical information to the veteran applicant.

We will incorporate the complete text of this revision into the next printed version of Handbook EL-312 and into the online update available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website:

- Go to http://blue.usps.gov.
- Under "Essential Links" in the left-hand column, click PolicyNet.
- On the PolicyNet page, click HBKs.
(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)
- Selection, Evaluation, and Recognition, Employee Resource Management, 5-19-11


## Publications

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

Effective May 19, 2011, 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 entry:]

| ZIP Code | Fee Group |  |
| :--- | :--- | :---: |
| 61275 | 5 |  |
| $*$ | $*$ | $*$ |

[Revise the following entry:]

| ZIP Code | Fee Group |  |
| :--- | :--- | ---: |
| 44142 | 4 |  |
|  | $*$ | $*$ |

[Delete the following entries:]

| $\frac{\text { ZIP Code }}{\frac{16698}{38152}}$ |  |  |  |
| :--- | :--- | :--- | :--- |
| $\frac{42070}{42516}$ |  |  |  |
| $\frac{43163}{67332}$ |  |  |  |
| 68155 | $*$ | $*$ | $*$ |

The online version of Publication 431 is dated July 2010. Publication 431 is currently available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website (http://blue.usps.gov/cpim):

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

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

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

- Special Services,

Channel Access, 5-19-11

## Forms

## New Procedures for PS Form 8105-B, Suspicious Transaction Reports at POS Offices

Effective April 30, 2011, retail associates in POS offices no longer have to resubmit information entered online when sending comments and additional information for a PS Form 8105-B, Suspicious Transaction Report (STR). Prior to the implementation of these procedures, associates in POS offices were required to write identifying information on a manual form when submitting additional comments for a PS Form 8105-B. With the new process, an associate can provide the additional information on the manual form and then attach a printed barcode to the manual form instead of completing information already submitted online. The 4-month pilot test of the program was extremely successful, and the program has now been implemented nationally. Following is information on how the process works.

When an associate checks Box 6 "comments sent on paper form" on the online PS Form 8105-B, after the form is submitted online through POS, a barcode label will automatically print on the associate's PVI printer. The associate
should then write the additional comments on a paper PS Form 8105-B and attach the barcode label to the bottom right corner of the manual form. Associates will no longer be required to enter the transaction date and the office ZIP Code ${ }^{\text {TM }}$ on the paper form. Once the label is attached, the office should mail the form to the address found on the paper form.

Remember, all POS offices must submit Bank Secrecy Act (BSA) PS Form 8105-A, Funds Transaction Report (FTR), and PS Form 8105-B online. These offices should not use manual forms except for supplying additional information or if the POS machine indicates the online form was not submitted successfully. For more information and step-by-step instructions on the new barcode labels, go to http://blue.usps.gov/corptreasury/bsa/how.htm.

## - BSA/OFAC Compliance Office,

 Corporate Treasury, 5-19-11
## Organization Information

## Address Management

## Post Office Changes

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Old New | $\begin{array}{l\|} \hline 01-1270 \\ 01-2480 \end{array}$ | $\begin{array}{\|l\|} \hline 35038 \\ 35038 \end{array}$ | $\begin{aligned} & \mathrm{AL} \\ & \mathrm{Al} \end{aligned}$ | Burnwell Dora | Walker Walker | Main Office Burnwell | Post Office Place Name | $\begin{aligned} & 05 / 27 / 2003 \\ & 12 / 30 / 2010 \end{aligned}$ | Post Office ${ }^{\text {TM }}$ discontinued. Retain ZIP Code ${ }^{\text {TM }}$. Establish a place name. Continue to use Burnwell AL 35038 as last line of address. |
| Old New | $\begin{array}{\|l\|} \hline 18-6219 \\ 18-0279 \end{array}$ | $\begin{aligned} & 52312 \\ & 52312 \end{aligned}$ | $\begin{aligned} & \text { IA } \\ & \text { IA } \end{aligned}$ | Morley Anamosa | Jones Jones | Main Office Morley | Post Office Place Name | $\begin{aligned} & \hline 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Morley IA 52312 as last line of address. |
| Old <br> New | $\begin{array}{l\|} \hline 18-5490 \\ 18-7641 \\ \hline \end{array}$ | $\begin{aligned} & 50455 \\ & 50455 \end{aligned}$ | $\begin{array}{\|l\|} \hline \mathrm{IA} \\ \mathrm{IA} \\ \hline \end{array}$ | Mc Intire Riceville | Mitchell Mitchell | Main Office <br> McIntire | Post Office Place Name | $\begin{aligned} & \text { 05/22/2009 } \\ & 05 / 07 / 2011 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use McIntire IA 50455 as last line of of address. |
| Old New | $\begin{aligned} & \hline 18-9459 \\ & 18-8406 \\ & \hline \end{aligned}$ | $\begin{aligned} & 52355 \\ & 52355 \end{aligned}$ | $\begin{aligned} & \hline \text { IA } \\ & \text { IA } \end{aligned}$ | Webster South English | Keokuk Keokuk | Main Office Webster | Post Office Place Name | $\begin{aligned} & \hline 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Webster IA 52355 as last line of address. This amends Postal Bulletin 22310. |
| Old <br> New | $\begin{array}{\|l\|} \hline 23-0378 \\ 23-0378 \end{array}$ | $\begin{aligned} & 21240 \\ & 21240 \end{aligned}$ | $\begin{aligned} & \mathrm{MD} \\ & \mathrm{MD} \end{aligned}$ | Baltimore <br> Baltimore | Anne Arundel <br> Anne Arundel | BWI Airport <br> Main Office | Classified Branch Post Office | $\begin{aligned} & \hline 05 / 31 / 2009 \\ & 05 / 31 / 2009 \end{aligned}$ | Classified branch discontinued. Retain ZIP Code. Continue to use Baltimore MD 21240 as last line of address. |
| Old New | $\begin{aligned} & \hline 23-9216 \\ & 23-9180 \end{aligned}$ | $\begin{aligned} & 21868 \\ & 21867 \end{aligned}$ | $\begin{aligned} & \mathrm{MD} \\ & \mathrm{MD} \end{aligned}$ | Upper Hill <br> Upper <br> Fairmount | Somerset Somerset | Main Office upper Hill | Post Office Place Name | $\begin{aligned} & \hline 01 / 27 / 1987 \\ & 01 / 27 / 1987 \end{aligned}$ | Post Office and ZIP Code discontinued. Establish a place name. Upper Hill MD becomes an acceptable last line for use with ZIP Code 21867. This amends Postal Bulletin 21728. |
| Old <br> New | $\begin{aligned} & 26-8570 \\ & 26-8570 \end{aligned}$ | $\begin{aligned} & 56478 \\ & 56478 \end{aligned}$ | $\begin{aligned} & \mathrm{MN} \\ & \mathrm{MN} \end{aligned}$ | Sebeka <br> Sebeka | Wadena <br> Wadena | Nimrod Nimrod | Community Post Office Place Name | $\begin{aligned} & 12 / 22 / 2009 \\ & 12 / 22 / 2009 \end{aligned}$ | Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Nimrod MN 56478 as last line of address. |
| Old New | $\begin{array}{\|l\|} \hline 28-7530 \\ 28-7530 \\ \hline \end{array}$ | $\begin{aligned} & 65805 \\ & 65805 \end{aligned}$ | $\begin{aligned} & \text { MO } \\ & \text { MO } \end{aligned}$ | Springfield <br> Springfield | Greene <br> Greene | South Side Main Office | Classified Station Post Office | $\begin{array}{\|l\|} \hline 05 / 01 / 2009 \\ 05 / 01 / 2009 \end{array}$ | Classified station discontinued. Retain ZIP Code. Continue to use Springfield MO 65805 as last line of address. |


| Old/ New | Finance No. | $\begin{aligned} & \text { ZIP } \\ & \text { Code } \end{aligned}$ | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Old New | $\begin{aligned} & 30-6645 \\ & 30-6645 \end{aligned}$ | $\begin{aligned} & 68110 \\ & 68110 \end{aligned}$ | $\begin{aligned} & \mathrm{NE} \\ & \mathrm{NE} \end{aligned}$ | Omaha <br> Omaha | Douglas <br> Douglas | Station A <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 29 / 2011 \\ & 04 / 29 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Omaha NE 68110 as last line of address. |
| Old New | $\begin{aligned} & 35-0982 \\ & 35-0982 \end{aligned}$ | 10455 10455 | $\begin{aligned} & \mathrm{NY} \\ & \mathrm{NY} \end{aligned}$ | Bronx <br> Bronx | Bronx <br> Bronx | Oak Point <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Bronx NY 10455 as last line of address. |
| Old <br> New | $\begin{aligned} & 35-0982 \\ & 35-0982 \end{aligned}$ | $\begin{aligned} & 10460 \\ & 10460 \end{aligned}$ | $\begin{aligned} & \text { NY } \\ & \text { NY } \end{aligned}$ | Bronx <br> Bronx | Bronx <br> Bronx | Crotona Park <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Bronx NY 10460 as last line of address. |
| Old New | $\begin{aligned} & 35-8325 \\ & 35-2345 \end{aligned}$ | $\begin{aligned} & 12176 \\ & 12176 \end{aligned}$ | $\begin{aligned} & \mathrm{NY} \\ & \mathrm{NY} \end{aligned}$ | Surprise Earlton | Green Green | Main Office Surprise | Post Office Place Name | $\begin{aligned} & 10 / 08 / 1988 \\ & 04 / 30 / 2011 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Surprise NY 12176 as last line of address. This amends Postal Bulletin 21692 |
| Old New | $\begin{aligned} & 38-0084 \\ & 38-0084 \end{aligned}$ | $\begin{aligned} & 44310 \\ & 44310 \end{aligned}$ | $\begin{aligned} & \mathrm{OH} \\ & \mathrm{OH} \end{aligned}$ | Akron <br> Akron | Summit <br> Summit | Chapel Hill <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 23 / 2011 \\ & 04 / 23 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Akron OH 44310 as last line of address. |
| Old <br> New | $\begin{aligned} & 41-6544 \\ & 41-6544 \end{aligned}$ | $\begin{aligned} & 19123 \\ & 19123 \end{aligned}$ | $\begin{aligned} & \mathrm{PA} \\ & \mathrm{PA} \end{aligned}$ | Philadelphia Philadelphia | Philadelphia Philadelphia | Girard Avenue <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Philadelphia PA 19123 as last line of address. |
| Old New | $\begin{aligned} & 41-6544 \\ & 41-6544 \end{aligned}$ | $\begin{aligned} & 19124 \\ & 19124 \end{aligned}$ | $\begin{aligned} & \mathrm{PA} \\ & \mathrm{PA} \end{aligned}$ | Philadelphia Philadelphia | Philadelphia Philadelphia | Adams Avenue <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Philadelphia PA 19124 as last line of address. |
| Old <br> New | $\begin{aligned} & 41-6544 \\ & 41-6544 \end{aligned}$ | 19135 19135 | $\begin{aligned} & \mathrm{PA} \\ & \mathrm{PA} \end{aligned}$ | Philadelphia Philadelphia | Philadelphia Philadelphia | Wissinoming <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Philadelphia PA 19135 as last line of address. |
| Old New | $\begin{aligned} & 41-7100 \\ & 41-6840 \end{aligned}$ | $\begin{aligned} & 15770 \\ & 15770 \end{aligned}$ | $\begin{aligned} & \mathrm{PA} \\ & \mathrm{PA} \end{aligned}$ | Ringgold Punxsutawney | Jefferson Jefferson | Main Office Ringgold | Post Office Place Name | $\begin{aligned} & 10 / 18 / 2004 \\ & 04 / 30 / 2011 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ringgold PA 15770 as last line of address. |
| Old New | $\begin{aligned} & 41-6608 \\ & 41-6608 \end{aligned}$ | $\begin{aligned} & 15204 \\ & 15204 \end{aligned}$ | $\begin{aligned} & \mathrm{PA} \\ & \mathrm{PA} \end{aligned}$ | Pittsburgh <br> Pittsburgh | Allegheny <br> Allegheny | Corliss <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Pittsburgh PA 15204 as last line of address. |


| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Old New | $\begin{aligned} & 41-2544 \\ & 41-2544 \end{aligned}$ | $\begin{aligned} & 16510 \\ & 16510 \end{aligned}$ | $\begin{aligned} & \mathrm{PA} \\ & \mathrm{PA} \end{aligned}$ | Erie <br> Erie | Erie <br> Erie | Wesleyville <br> Wesleyville | Classified Branch Place Name | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified branch discontinued. Retain ZIP Code. Establish a place name. Continue to use Wesleyville PA 16510 as last line of address. |
| Old <br> New | $\begin{aligned} & 48-7980 \\ & 48-7980 \end{aligned}$ | $\begin{aligned} & 78207 \\ & 78207 \end{aligned}$ | $\begin{aligned} & \mathrm{TX} \\ & \mathrm{TX} \end{aligned}$ | San Antonio <br> San Antonio | Bexar <br> Bexar | Station A <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use San Antonio TX 78207 as last line of address. |
| Old <br> New | $\begin{aligned} & 48-0334 \\ & 48-0335 \end{aligned}$ | $\begin{aligned} & 76005 \\ & 76005 \end{aligned}$ | $\begin{aligned} & \mathrm{TX} \\ & \mathrm{TX} \end{aligned}$ | Arlington <br> Arlington | Tarrant <br> Tarrant | Great Southwest <br> Main Office | Classified Station Post Office | $\begin{aligned} & 04 / 22 / 2011 \\ & 04 / 22 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Arlington TX 76005 as last line of address. |
| Old New | $\begin{aligned} & 55-1458 \\ & 55-1458 \end{aligned}$ | 25311 <br> 25311 | $\begin{aligned} & \text { WV } \\ & \text { WV } \end{aligned}$ | Charleston <br> Charleston | Kanawha <br> Kanawha | Capitol <br> Main Office | Classified Station Post Office | $\begin{aligned} & 03 / 30 / 2011 \\ & 03 / 30 / 2011 \end{aligned}$ | Classified station discontinued. Retain ZIP Code. Continue to use Charleston WV 25311 as last line of address. |
| Old New | $\begin{aligned} & 55-6942 \\ & 55-1152 \end{aligned}$ | $\begin{aligned} & 25440 \\ & 25440 \end{aligned}$ | $\begin{aligned} & \text { WV } \\ & \text { WV } \end{aligned}$ | Ridgeway Bunker Hill | Berkeley Berkeley | Main Office Ridgeway | Post Office Place Name | $\begin{aligned} & \text { 05/04/2000 } \\ & 03 / 12 / 2011 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ridgeway WV 25440 as last line of address. |

- Address Management, Product Information, 5-19-11


## Finance

## Checkout Process for Employee Retirements and Separations

The following checkout procedures must be followed to clear all field employees leaving the Postal Service ${ }^{\text {TM }}$.

## Employee Responsibilities

- Return all property including any keys, books, purchase cards, travel cards, phone cards, uniform allowance purchase cards, photo identification cards, laptop computers, Blackberry/Aircard/cell phones, or any other equipment from work or home as designated on PS Form 337, Clearance Record for Separated Employee.
- Obtain appropriate signatures on PS Form 337 by separation date.
- Submit the completed PS Form 337 to the property officer or designee.
- Ensure that all debts owed to the Postal Service have been paid. Otherwise these amounts will be taken from your terminal leave or other payroll checks.
- If you have an Aircard or cell phone, within 3 days prior to separation you must cancel your service in eAccess. Select the Request Access tab. In the box "Enter the
application name", type Aircard or Cellular. At "What do you want to do", type I need to cancel my service. Ensure that you enter the cell number of the Aircard and the cell phone number, whichever is applicable.
- Submit all travel vouchers timely so that they can be cleared before your PS Form 50 is processed.
- Ensure you provide a PS Form 3077, Request to Forward Salary Check, to the custodian of salary checks in your office with your address to send your terminal leave check. If you expect other checks, such as incentive checks after your separation date, you must provide an updated PS Form 3077 to the designated custodian in your office.
- Send a PS Form 1216, Employee's Current Mailing Address, to HRSSC, PO Box 970500, Greensboro, NC 27497-0500, to update your address of record with the Postal Service. This is necessary to ensure you receive your W-2 information without delay. Make copies of this form and send updates as necessary.


## Supervisor's Responsibilities

- The postmaster, manager, or supervisor must ensure the employee has no outstanding employee items as outlined in Handbook F-101, Field Accounting Procedures, Section 15-2.6, Handling Unresolved Employee Items.
- Follow Handbook F-101, Field Accounting Procedures, Section 23-1.5, Payroll Checks Mailed to Terminated Employees, for mailing the employee's check once you ensure there are no unresolved employee items.
- Terminate Voyager PINs by preparing the "USPS Voyager Driver/PIN Information and Cancellation Form" and sending it to Voyager either by e-mail to voyagerusps@usbank.com or by fax to 1-866-400-5770. This form is available on the USPS ${ }^{\circledR}$ Blue website at http://blue.usps.gov/purchase/voyager/forms.shtml.
- Ensure that Smartpay2 purchase card is cancelled. Complete the required actions in Handbook AS-709, Purchase Card Policies and Procedures for Local Buying, Section 222.15, Transfer to Another Office or Separation From the Postal Service. For additional information regarding closing purchase card accounts, contact your agency program coordinator at the Purchasing Shared Services Center (PSSC) by phone at 877-293-2410, or by e-mail at helpdesk.pssc.eastern@usps.gov.
- Immediately notify the appropriate area or district travel card coordinator via e-mail or by phone. A list of travel card coordinators is available on the USPS Blue website at http://blue.usps.gov/travelhelp/_xls/Travel CardCoordinators.xls. The cardholder can destroy the card locally by cutting in half or shredding it.
- Ensure that Uniform Allowance Purchase Card accounts are closed by calling Citibank at 800-287-5003. The cards should be destroyed locally by cutting in half or shredding.
- Collect all equipment. To confirm whether the employee has a laptop or Blackberry/Aircard/cell
phone, check in eAccess by selecting the Manager tab. Select "View eAccess User Profile(s)", enter the employee's name.
- Once it has been confirmed that the employee has any of these devices, ensure that the employee cancels access in eAccess as stated above in "Employee Responsibilities". Once the request to cancel is submitted by the employee, you will be sent a message to approve the request. This will initiate the process to discontinue payments to the vendor.


## Travel Card Coordinator's Responsibilities

- Close travel card accounts in the bank provider's online electronic access system immediately upon notification that an employee is leaving the Postal Service.
- Verify that the account has a zero balance. If the account has a balance due, notify the employee and manager that the balance must be paid in full by the date of separation.


## Purchase Card Coordinator's Responsibilities

- Within 5 working days of receiving written memo/email notification or a signed Cardholder Maintenance form from the CCAO to cancel a cardholder's account, make the update in the bank provider's online electronic access system. The cardholder can destroy the card locally by cutting in half or shredding.
Note: Domiciled Headquarters employees must complete PS Form 337 by their separation date. The completed form should be mailed to Corporate Personnel Management, Room 1831, at Headquarters for final clearance.

PCES managers are responsible for obtaining required clearance signatures before the employee submits the form to Corporate Personnel Management.

- Assets and Payables, Controller, 5-19-11


## Household Diary Study

The Postal Service's Household Diary Study (HDS), conducted since 1987, provides information about the contents of the mail sent and received by our customers in U.S. households. The Postal Service ${ }^{T M}$ uses this information to help understand why and how customers use the mail. The results are used to:

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

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

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

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

Customers who participate in Stage 2 of the HDS can expect to receive their incentive about 2 months after they return the diary packet to NuStats.

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

For additional information, contact either of the following individuals:

John Pickett
Telephone: 202-268-2641
Fax: 202-268-6841
e-mail: john.pickett@usps.gov
John Mazzone
Telephone: 202-268-4169
Fax: 202-268-6841
e-mail: john.f.mazzone@usps.gov
Study participants may also contact NuStats directly for help or information at 888-441-8777 or usps@nustats.com.

- Office of Demand Forecasting and Analysis, Finance, 5-19-11


## SOX Testing for Key Field Controls

Throughout the year, the Sarbanes-Oxley Act (SOX) program tests key controls associated with financial activities to ensure we are compliant under federal regulations. In our second year of SOX testing, we must focus on maintaining compliance. To help the Postal Service ${ }^{\text {TM }}$ accomplish this goal, employees must familiarize themselves with the SOX controls relevant to their daily tasks, follow policies and procedures, and seek out relevant job aids and training. When policies and procedures are not followed or are carried out incorrectly, we risk loss of revenue and inaccurate financial reporting. Only by continually testing our internal controls is USPS ${ }^{\circledR}$ able to ensure that payment is received for all the services we provide to our customers. Complying with SOX does not change the way you do your job, and it should never conflict with providing quality service to our customers. With your help, we can ensure that the Postal Service follows the law, uses funds efficiently, and remains focused on customer service.

SOX testing for 2011 includes controls for Business Mail Entry Units (BMEUs), Detached Mail Units (DMUs), Postal Retail Units (PRUs), Purchase Cards, Voyager, Business Reply Mail (BRM) and Plant-Verified Drop Shipment (PVDS). Following approved policies and procedures helps the Postal Service remain SOX compliant. Remember: SOX compliance and our high customer service standards are everyone's responsibility.

During FY 2011, the following controls will be tested regularly:

## BMEUs/DMUs

- Postage statement completion.
- Check-in procedures.
- Initial/in-depth verifications.
- PVDS origin, verification, and release.
- Use of PS Form 3607-P release document.
- End-of-day reconciliation.
- Loading and securing of vehicles (plant-load release procedures).
PRUs
- Daily closeout procedures.
- Bank deposits.
- Stamp stock inventory.

Purchase Card

- Monthly reconciliation.

Voyager

- Site compliance with eFleet card policies and procedures.
- Fuel and maintenance charge reconciliation.
- eFleet exception identification and review.

BRM

- Timely and accurate revenue recognition.
- Verification of customer funds on account.

PVDS at Destination

- Complete and unaltered clearance document.
- Physical verification of container count.
- Load arrival at correct facility.

For more information on key field controls, visit the SOX website at http://sox. On the site, you can download the latest Key Control Guide, listen to webinars focusing on individual key controls, and check your unit's SOX compliance scorecard. USPS' financial accountability depends on you!

- SOX Management Controls and Integration,

Controller, 5-19-11

## Human Resources

## RIF Competitive Areas for the Postal Service

The article "RIF Competitive Areas for the Postal Service" in Postal Bulletin 22310 (5-5-11, pages 58-59) had minor necessary editorial corrections. These corrections are given below in bold.

The Postal Service ${ }^{\text {TM }}$ divides its organizational structure into multiple competitive areas for reduction in force (RIF) purposes. Competitive areas are established based on
organizational factors (separate operation, work function, staff, and personnel management authority) and geographical location factors. During the RIF process, an employee can be assigned only to a position in his or her competitive area. Listed below are the Postal Service's competitive areas as of May 5, 2011.

| Organization | Office | Competitive Area |
| :---: | :---: | :---: |
| Headquarters | Office of the Postmaster General Chief Executive Officer | Separate |
|  | Office of the Deputy Postmaster General | Separate |
|  | Office of the Judicial Officer | Separate |
|  | Office of the Chief Postal Inspector | Separate |
|  | Each Executive Vice President's Office | Separate |
|  | Each Senior Vice President's Office | Separate |
|  | Each Vice President's Organization | Separate |
|  | Each President's Organization | Separate |
| Headquarters-Related Organization - Organizational Type | Each Accounting Service Center | Separate |
|  | Each Communications Service Center ${ }^{1}$ | Separate |
|  | Each Equal Employment Opportunity (EEO), Compliance and Appeals Region ${ }^{1}$ | Separate |
|  | Each Facilities Service Office | Separate |
|  | Each Field Counsel Unit ${ }^{1}$ | Separate |
|  | Each Inspection Service DCI Field Operations Unit ${ }^{1}$ | Separate |
|  | Each Inspection Service Investigations Service Center ${ }^{1}$ | Separate |
|  | Each Inspection Service Division ${ }^{1}$ | Separate |
|  | Each Sales Field Office (Grouped by Area) | Separate |
|  | Each National Preparedness Office ${ }^{1}$ | Separate |
| Unique Organization Separate Competitive Area | Address Management, Memphis, TN | Separate |
|  | Raleigh IT Support Site | Separate |
|  | Eagan IT Support Site | Separate |
|  | San Mateo IT Support Site | Separate |
|  | Asset Management, Topeka, KS ${ }^{\mathbf{2}}$ | Separate |
|  | Wilkes-Barre Solutions Center | Separate |
|  | Saint Louis Solutions Center | Separate |
|  | Accounting Center Support, Saint Louis, MO | Separate |
|  | Human Resources Shared Service Center, Greensboro, NC | Separate |
|  | National Center for Employee Development, Norman, OK | Separate |
|  | Maintenance Technical Support Center, Norman, OK | Separate |
|  | Stamp Fulfillment Services, Kansas, KS | Separate |
|  | Pricing and Classification Service Center, New York, NY | Separate |
|  | Distinct Eagan/San Mateo IT Site ${ }^{3}$ | Separate |
|  | EEO Services, Tampa, FL | Separate |
| Unique Organization - Part of Another Competitive Area | Mail Recovery Center, Atlanta, GA | Supply Management, National HQ, Washington, DC |
|  | Employee, Financial \& Tactical Services Category Management Center (CMC), Aurora, CO | Supply Management, National HQ, Washington, DC |
|  | Each Transportation Contract Management Team (CMT) | Supply Management, National HQ, Washington, DC |
|  | Telecom \& IT Hardware CMC, Greensboro, NC | Supply Management, National HQ, Washington, DC |
|  | Mail Equipment Shop, Washington, DC | Supply Management, National HQ, Washington, DC |



1 Some units located in the Washington, DC, commute area and Headquarters domiciled employees may be part of the parent national Headquarters organization competitive area.

2 Including: Asset Management Planning; Process Improvement \& Analytics; Label Print Center; Topeka, Material Distribution Center; Operating Asset Management Fulfillment; and National Material Customer Service Center.

3 Including: Enterprise Systems Monitoring; IT Facilities; Eagan Host Computing Facilities; IT Corp. Help Desk; IT Corp. Help Desk Staff, and MRCO Distributed Systems, San Mateo.

- Complement, Staffing \& Field Policy, Human Resources, 5-19-11


## The Federal Long Term Care Insurance Program Open Season: April 4 Through June 24, 2011

During Federal Long Term Care Insurance Program (FLTCIP) Open Season, actively at work federal and U.S. Postal Service ${ }^{\circledR}$ employees (civilian workforce members) and their spouses/same-sex domestic partners, and active members of the uniformed services and their spouses who are not currently enrolled in the FLTCIP, are eligible to apply for coverage with abbreviated underwriting (applicants answer fewer health questions).

While the FLTCIP accepts applications from eligible individuals throughout the year, the 2011 FLTCIP Open Season offers more people the opportunity to apply with abbreviated underwriting, with a high approval rate. Applying could not be easier - you can do it online or over the phone, or use a paper application.

Open Season ends on June 24, 2011. Take advantage of this important opportunity and learn more about the FLTCIP today. Visit www.LTCFEDS.com to learn more or apply
online. Or call us at 800-LTC-FEDS (800-582-3337) TTY 800-843-3557. Certified Long Term Care Consultants are ready to answer your questions, discuss your particular situation and your coverage options, and even help you apply.

## About Long Term Care

Long term care is ongoing assistance with some of the most basic activities of daily living such as eating, bathing, dressing, or getting in and out of bed or a chair. The need most often stems from disability, chronic illness, or cognitive impairment (such as Alzheimer's disease) and is more common than you might think. In fact, 70 percent of people over age 65 require some long term care in their lifetime. ${ }^{1}$ But the need can also arise at any time and at any age due to an accident or unexpected illness.

1. U.S. Department of Health and Human Services, National Clearinghouse for Long-Term Care Information, www.longtermcare.gov (accessed December 13, 2010).

Most health insurance programs, including the FEHB Program, Medicare, TRICARE, and TRICARE For Life, provide little or no coverage for long term care. And long term care services can be very expensive.

For eligible members of the federal family, FLTCIP is a solution designed to help meet these needs, securing your future by offering financial protection, important stay-at-home benefits, and professional support every step of the way.

## About the Federal Long Term Care Insurance Program

The FLTCIP was established by an act of Congress in 2000 and was designed to meet the specific needs of the federal family. The FLTCIP provides industry-leading bene-
fits and offers flexible options that allow enrollees to tailor coverage to meet their needs.

The FLTCIP is administered by Long Term Care Partners and underwritten by John Hancock Life \& Health Insurance Company under a contract with the U.S. Office of Personnel Management (OPM).

Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. You need to apply to find out if you are eligible for this coverage.

- Compensation and Benefits,

Human Resources, 5-19-11

## 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 ${ }^{\text {TM }}$
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 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 5/20/11-5/23/11 | jcp - Wk 17 Memorial Day Home Sale | Standard Flat | 5.0 | National | Car-Rt | Harte-Hanks/RRD |
| 5/23/11-5/25/11 | jcp - Wk 17 Hottest Memorial Day | Standard <br>  <br> Letter | 7.8 | National | Car-Rt | Harte-Hanks/RRD |
| 5/25/11-6/1/11 | Costco Connection | $\begin{aligned} & \text { Standard } \\ & \text { Flat } \end{aligned}$ | 8.5 | National | $\begin{array}{\|l} \hline \text { 3/5 Digit } \\ \text { Car-Rt } \end{array}$ | Quad Graphics |
| 5/27/11-5/30/11 | jcp - Wk 17 Jewelry Spectacular | Standard <br>  <br> Letter | 5.6 | National | Car-Rt | Harte-Hanks/RRD |
| 5/27/11-5/30/11 | jcp - Wk 18 Appreciation Days | Standard <br>  <br> Letter | 9.3 | National | Car-Rt | Harte-Hanks/RRD |
| 5/28/11-5/31/11 | jcp - Wk 17 Salon Postcard | Standard Letter | 1.2 | National | Car-Rt | Harte-Hanks/RRD |
| 6/2/11-6/4/11 | jcp - Wk 19 Little Red Book | Standard <br>  <br> Letter | 4.5 | National | Car-Rt | Harte-Hanks/RRD |

## Pull-Out Information

## Fraud

## Withholding of Mail Orders

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

```
State, City ZIP Code
Names and Addresses Covered
NC, Charlotte 28208-3825
Any and all of various names other than the surnames McKinsey and Quiles, 1916 Mateo Court
```


## 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 ${ }^{\circledR}$ 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.

| 45 | 008075 | 018022 | 025269 | 028068 | 12 | 068511 | 43 | 080 | 098883 | 10977 | 115272 | 115715 |
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| 75 |  | 032 | 871591 | 91239 | 921217 | 92868 | 950156 | 951 | 96716 | 968486 | 08 | 995694 |
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| 752747 | 77165 | 80606 | 891208 | 1498 | 92628 | 33246 | 95041 | 951855 | 967263 | 968605 | 970523 | 7316 |
| 752790 | 7717 |  | 89 | 91504 | 926311 | 933257 | 950420 | 951856 | 96726 | 96861 | 970567 | 99731 |
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| 754002 | 774042 | 814007 | 900174 | 917255 | 926578 | 939140 | 950705 | 952214 | 96735 | 968711 | 9807 |  |

## 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 ${ }^{\text {TM }}$ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the Postal Bulletin. The actual serial
numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

| 0100010200 | 0299 |
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| 0153630065 | to 0099 |
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6501303400 to 3599

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| 6646563055 | to 3099 | 6913136600 | to | 6699 |
| 6651746400 | to 6499 | 6915828003 | to | 8099 |
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| 6656695400 | to 5499 | 6916642400 | to | 2499 |
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- Criminal Investigations Group, Postal Inspection Service, 5-19-11


## 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 ${ }^{\text {TM }}$ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the Postal Bulletin. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash outdated money orders 104151601 to 692600 000. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A OB1. Check for altered dollar amounts by holding money orders to the light.

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| 800044320 | to | 4 |
| 800211901 | to |  |
| 800427530 | to | 7 |
| 800 872741 |  | 2 |
| 801349801 | to | 98 |
| 801676681 | to | 7 |
| 802967821 |  | 7 |
| 803217601 | to | 7 |
| 䉼 729731 | to | 98 |
| 803747402 | to | 7 |
| 804138181 | to | 8 |
| 4 428224 | to | 8 |
| 804682411 | o | 27 |
| 805272525 | to | 25 |
| 805523445 | to | 346 |
| 805745704 | to | 57 |
| 806452907 | to | 298 |
| 806744781 | to | 485 |
| 806982181 | to | 230 |
| 807764791 | to | 4 |
| 808089931 | to | 996 |
| 808656423 | to | 645 |
| 753771 | to | 3 |
| 809189001 | to | 901 |
| 809886879 | to | 6 |
| 809890489 | to | 050 |
| 810323734 | to | 3760 |
| 810367116 | to | 714 |
| 810526351 | to | 65 |
| 810806911 | to | 6940 |
| 810807211 | to | 724 |
| 811423021 | to | 31 |
| 811517221 | to | 723 |
| 811721101 | to | 113 |
| 812025721 | to | 5 |
| 812093073 | to | 313 |
| 812100821 | to | 08 |
| 812465251 | to | 56 |
| 812918341 | to | 867 |
| 812918701 | to | 876 |
| 813050491 | to | 05 |
| 073171 | to | 320 |
| 813398476 | to | 855 |
| 813713971 | to | 400 |
| 813858121 | to | 815 |
| 814789330 | to | 934 |
| 814984656 | to | 468 |
| 815016020 | to | 603 |
| 815199410 | to | 942 |
| 815240491 | to | 052 |
| 815755591 | to | 562 |
| 815755622 | to | 565 |
| 815806381 | to | 668 |
| 816126834 | to | 687 |
| 816156721 | to | 6780 |
| 816580903 | to | 0920 |
| 816945571 | to | 5600 |
| 817253011 | to | 3280 |
| 817763881 | to | 4060 |
| 818330562 | to | 0610 |
| 818459641 | to | 9670 |
| 818926273 | to | 632 |
| 818950351 | to | 0380 |


| Pull-Out Information |  |  |  |  |  |  |  | postal bulletin 22311 (5-19-11) |  |  |  | 29 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 818962492 | to | 2530 | 821927841 | to | 7850 | 826042898 | to | 2920 | 828539341 | to | 9370 |  |
| 819032341 | to | 2730 | 822505801 | to | 5830 | 826226644 | to | 6670 | 828732331 | to | 2390 |  |
| 819127054 | to | 7080 | 822703442 | to | 3470 | 826582951 | to | 3430 | 828807781 | to | 7840 |  |
| 819278540 | to | 8670 | 822900991 | to | 1020 | 826720201 | to | 0230 | 828830952 | to | 0963 |  |
| 819544681 | to | 4740 | 822925951 | to | 6100 | 827005671 | to | 5830 | 828939781 | to | 0050 |  |
| 819928441 | to | 8650 | 823284931 | to | 4990 | 827287861 | to | 7950 | 829002721 | to | 2870 |  |
| 820034406 | to | 4430 | 823293031 | to | 3210 | 827291502 | to | 1520 | 829005301 | to | 5540 |  |
| 820070761 | to | 1540 | 823556011 | to | 6100 | 827575381 | to | 5470 | 829080241 | to | 0330 |  |
| 820191342 | to | 1360 | 824078341 | to | 8370 | 827609085 | to | 9100 | 829160986 | to | 1000 |  |
| 820274856 | to | 4880 | 824156325 | to | 6340 | 827619811 | to | 9840 | 829176841 | to | 6930 |  |
| 820600171 | to | 0230 | 824511252 | to | 1270 | 827883511 | to | 3600 | 829471561 | to | 1590 |  |
| 821172241 | to | 2360 | 824588281 | to | 8370 | 828160441 | to | 0530 | 829561065 | to | 1080 |  |
| 821229661 | to | 9720 | 825140397 | to | 0460 | 828376201 | to | 6260 | 829566481 | to | 6510 |  |
| 821229743 | to | 9780 | 825409651 | to | 9680 | 828441602 | to | 1630 | 829569931 | to | 9960 |  |
| 821903731 | to | 3910 | 825472171 | to | 2200 | 828539316 | to | 9340 |  |  |  |  |

## Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service ${ }^{\text {TM }}$ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:

- When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
- When held to the light, a dark line (security thread) runs from top to bottom with the word "USPS" repeated.
- There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.
These appear in Postal Service Notice 299, U.S. Postal Money Order Reference Card, or online at www.usps.com/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.

## Counterfeit Canadian Money Order Forms

## Do Not Cash

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

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

- Criminal Investigations Group, Postal Inspection Service, 5-19-11


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

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

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

- Criminal Investigations Group, Postal Inspection Service, 5-19-11


## 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 ${ }^{\text {TM }}$ 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 |
| :--- | :--- | :--- | :--- |
| DPO AE 09737 | Add I, Z; Remove J | $05 / 19 / 2011$ | A-A1-B-B2-C-C1-F-I-L-M-N-R-R1-T-V-W-Y-Z-Z1 |
| APO AE 09771 | Open | $05 / 19 / 2011$ | A-A1-B-C-E1-N-R-V |
| DPO AE 09846 | Remove I, Z | $05 / 19 / 2011$ | A-A1-B-B2-C1-E2-F-L-N-R-R1-T-V-Z1 |
| APO AE 09862 | Open | $05 / 19 / 2011$ | A-A1-B-N-V-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 | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09002 | A1-B-C-D-H-M-R-U | 09055 | $\begin{aligned} & \text { A1-B-C-D-F-H-M-R-R1- } \\ & \text { U-V } \end{aligned}$ | 09123 | A1-B-C-D-F1-H-M-R-U | 09250 | A1-B-C-D-H-M-R-U |
| 09003 | A1-B-C-D-H-M-P-R-U |  |  | 09126 | $\begin{aligned} & \text { A1-B-C-D-F-F1-H-M-P- } \\ & \text { R } \end{aligned}$ | 09261 | $\begin{aligned} & \text { A1-B-C-D-F1-H-M-R-U- } \\ & \text { V } \end{aligned}$ |
| 09004 | A1-B-C-D-H-M-R-U | 09058 | A1-B-C-D-H-M-R-U |  |  |  |  |
| 09005 | A1-B-C-D-H-M-P-R-U | 09059 | A1-B-C-D-H-M-R-U | 09128 | A1-B-C-D-H-M-R-U | 09263 | A1-B-C-D-H-M-R-U |
| 09006 | A1-B-C-D-H-M-R-U | 09060 | A1-B-C-D-F1-H-M-R-U | 0913 | A1-B-C-D-H-M-R-U | 09264 | A1-B-C-D-H-M-R-U |
| 09007 | A1-B-C-D-H-M-R-U | 09063 | A1-B-C-D-L-H-M-R-U | 09136 | A1-B-C-D-F1-H-M-R | 09265 | A |
| 09008 | A-A | 09067 | A1-B-C-D-H-M-R-U | 09137 | A1-B-C-D-F1-H-M-R-U |  |  |
| 09009 | A1-B-C-D-F1-H-M-R-U | 09068 | A1-B-C-D-H-U-Z1 | 09138 | A1-B-C-D-H-M-R-U | 09267 | A1-B-C-D-H-M-R-U |
| 09011 | A1-B-C-D-H-M-R-U | 09069 | A-A1-B-C-D-H-U-V | 09139 | A1-B-C-D-H-M-R-U | 09301 | A-A1-B-C1-E2-F-H1-M- |
| 09012 | A1-B-C-D-F-F1-H-M-R-U | $\begin{aligned} & 09075 \\ & 09079 \end{aligned}$ | $\begin{aligned} & \text { A1-B-C-D-H-M-R-U } \\ & \text { A1-B-C-D-H-M-R-U } \end{aligned}$ | $\begin{aligned} & 09140 \\ & 09142 \end{aligned}$ | $\begin{aligned} & \text { A1-B-C-D-H-M-R-U } \\ & \text { A1-B-C-D-F-F1-H-P-R- } \\ & \text { U } \end{aligned}$ | 09302 |  |
|  |  |  |  |  |  |  | $\begin{aligned} & \text { A-A1-B-C1-F-F1-H-M- } \\ & \text { N-V-Z-Z1 } \end{aligned}$ |
| 09013 | $\begin{aligned} & \text { A1-B-C-D-F-F1-H-M-R- } \\ & \text { U-Z1 } \end{aligned}$ | 09081 | $\begin{aligned} & \text { A1-B-C-D-H-M-R-U } \\ & \text { A1-B-C-D-H-M-R-U } \end{aligned}$ | 09143 | A1-B-C-D-H-M-R-U | 09304 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ |
|  |  |  |  |  |  |  |  |
| 09014 | A1-B-C-D-H-M-R-U | 09090 | A1-B-C-D-H-M-P-R-U | 09154 | 1-B-C-D-H-M-R-U | 09305 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ |
| 09020 | A1-B-C-D-H-M-R-U | 09092 | A1-B-C-D-H-M-R-U | 09 | A1-B-C-D |  |  |
| 09021 | A1-B-C-D-F1-H-M-R-U | 09094 | $\begin{aligned} & \text { A1-B-C-D-F-F1-H-M-P- } \\ & \text { R } \end{aligned}$ | 09173 | A1-B-C-D-H-M-R-U | 09306 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-R- } \\ & \text { R1-U2-V-Z1 } \end{aligned}$ |
| 09028 | A1-B-C-D-H-M-R-U |  |  | 0917 | A1-B-C-D-H-M-R-U |  |  |
| 09033 | A1-B-C-D-H-M-R-U | 0909 | A1-B-C-D-H-M-R-U | 09180 | A1-B-C-D-H-M-R-U | 09307 | A1-B-N-V-Z1 |
| 09034 | A1-B-C-D-H-M-R-U | 09096 | 1-B-C-D-H-M-R-U | 09186 | 1-B-C-D-H-M-R-U | 09308 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ |
| 09038 | A1-B-C-D-H-M-R-U | 09099 | A1-B-C-D-H-M-R-U | 09211 | A1-B-C-D-H-M-P-R-U |  |  |
| 09042 | A1-B-C-D-H-M-R-U | 0910 | A1-B-C-D-H-M-R-U | 09213 | A1-B-C-D-F1-H-M-R-U | 09309 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ |
| 09046 | A1-B-C-D-H-M-R-U | 09102 | A1-B-C-D-H-M-R-U | 09214 | A1-B-C-D-F1-H-M-R-U |  |  |
| 09049 | A1-B-C-D-H-M-R-U | 09103 | A1-B-C-D-H-U | 09226 | A1-B-C-D-F1-H-M-R-U | 09310 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ |
| 09051 | A1-B-C-D-H-M-R-U | 09104 | A1-B-C-D-F1-H-M-R-U | 09227 | A1-B-C-D-F1-H-M-R-U |  |  |
| 09053 | A1-B-C-D-H-M-R-U | 09107 | A1-B-C-D-H-M-R-U | 09229 | 1-B-C-D-H-M-R-U | 09311 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ |
| 09054 | A1-B-C-D-H-M-R-U | 09112 | A1-B-C-D-H-M-R-U | 09237 | 1-B-C-D-H-M-R-U-V | 09312 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 |
|  |  | 09114 | A1-B-C-D-H-M-R-U | 09245 | A1-B-C-D-H-M-R-U |  |  |


| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09313 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09357 | $\begin{aligned} & \mathrm{A}-\mathrm{A} 1-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}- \\ & \mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 09459 | $\begin{aligned} & \text { A1-B-C-C1-M-R-U } \\ & \text { A1-B-C-C1-M-P-R-U } \end{aligned}$ | 09593 | A1-B-V |
| 09314 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09359 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09463 | A1-B-C-C1-R-U | 09596 | $\begin{aligned} & \text { A1-B-V } \\ & \text { A1-B-F-F1-R-R1-V } \end{aligned}$ |
| 09315 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09360 | $\begin{aligned} & \mathrm{A} 1-\mathrm{B}-\mathrm{V} \\ & \mathrm{~A}-\mathrm{A} 1-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}- \end{aligned}$ | 09468 | A1-B-C-C1-M-R-U | 09602 | A1-B-C-F-F1-N-R-U-V |
| 09316 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-U2-V-Z1 } \end{aligned}$ | 0936 | $\begin{aligned} & \text { R-R1-V-Z1 } \\ & \text { A-A1-B-C1-E2-F-H1-M- } \end{aligned}$ | 0946 | A1-B-C-C1-R-U A1-B-C-C1-M-R-U | 09603 | A1-B-C-F-F1-R-U-V <br> A1-B-C-F-F1-P-R-U-V |
| 09317 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 0936 | $\begin{aligned} & \text { N-R-R1-V-Z1 } \\ & \text { A-A1-B-C1-E2-F-H1-M- } \end{aligned}$ | 0949 | A1-B-C-C1-M-R-U | 09605 | A1-B-C-D-H-M-R-U-V A1-B-C-D-H-M-R-U-V |
| 09320 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09366 | $\begin{aligned} & \text { R-R1-V-Z1 } \\ & \text { A-A1-B-C1-E2-F-H1-M- } \end{aligned}$ | 09498 | $\begin{aligned} & \text { A1-B-C-C1-F-F1-F2-J- } \\ & \text { L-N-R-R1-T-V-Z1 } \end{aligned}$ | 09607 | $\begin{aligned} & \text { A-A1-B-C-F-F1-M-R- } \\ & \text { R1-U-U3-V-W } \end{aligned}$ |
| 09321 | A-A1-B-C1-E2-F-H1-M- |  | R-R1-V-Z1 | 0950 | B | 09608 | A1-B-C-F-N-U-V |
|  | R-R1-V-Z1 | 09367 | A-A1-B-B2-C1-E2-F- | 0950 | A1-B-V | 09609 | A1-B-C-F-U |
| 09327 | A-A1-B-C1-E2-F-H1-M- |  | H1-M-R-R1-V-Z | 0950 | A1-B-V | 09610 | A1-B-C-F-F1-M-R-U-V |
|  | R-R1-V-Z1 | 09368 | A-A1-B-C1-E2-F-H1-M- | 09504 | A1-B-V | 09611 | A1-B-C-F-F1-R-U-V |
| 09328 | A-A1-B-C1-E2-F-H1-R-R1-V-Z1 |  | N | 0950 | A1-B-V | 09613 | A1-B-C-F-U-V |
|  |  | 09369 | 1-E2-F-H1-M- | 09506 | A1-B-V | 09617 | A1-B-C-F-U |
| 09330 | $\mathrm{R}-\mathrm{R1}-\mathrm{V}-\mathrm{Z} 1$ | 09370 | A-A1-B-C1-E2-F-H1-M- | 0950 | A1-B-V | 09618 | A1-B-C-F-U |
| 09331 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 0937 | $\mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1$ | $09509$ | A1-B-V | 09621 | A1-B-C-F-U |
| 09332 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09372 | $\begin{aligned} & \mathrm{R}-\mathrm{V} \\ & \mathrm{~A}-\mathrm{A} 1-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}- \end{aligned}$ | 09510 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09622 | $\begin{aligned} & \text { A1-B-C-F-U } \\ & \text { A1-B-C-F-U } \end{aligned}$ |
| 09333 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |  | R-R1-V | 095 | A1-B-V A1-B-F-F1-R-R1-V | 09624 | A1-B-C-F-U |
| 09334 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ |  | R-R1-V | 0951 | A1-B-F-F1-R-R1-V | 09626 | A1-B-C-F-U |
| 09336 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 |  | R-V-Z1 | 0953 | A1-B-F-F1-R-R1-V | 09627 | A1-B-C-F-U A1-B-C-F-U-V |
| 09337 | A-A1-B-C1-E2-F-H1-M- |  | $\mathrm{R}-\mathrm{V}-\mathrm{Z1}$ | 0953 | A1-B-F-F1-R-R1-V | 09631 | A1-B-C-F-U |
|  | R-R1-V-Z1 | 09376 | A-A1-B-C1-E2-F-H1-M- | 0954 | A1-B-V | 09633 | R-U-U1-U2-U3-V-Z1 |
|  | R-R1-U2-V-Z1 | 09377 | A1-B-C1-E2-F-H1-M- | 095 | A1-B-V | 09636 | 1-B-C-F-U |
| 09339 | A-A1-B-C1-E2-F-H1-M- |  | R-R1-V | 0955 | -B-F-F1-R-R1- | 0964 | A1-B-M-N-R-U |
|  | N-R-R1-V-Z1 | 09378 | - | 0955 | A1-B-F-F1-R-R1-V | 09643 | A1-B-M-R-U |
| 09340 | A-A1-B-C1-F-H-R-V |  | R | 0955 | A1-B-F-F1-R-R1-V | 0964 | A1-B-C-F-F1-U |
| 09342 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09380 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 0956 | A1-B-F-F1-R-R1-V <br> A1-B-F-F1-R-R1-V | 09647 | A1-B-N-R-U A1-B-N-U-V-Z1 |
| 09343 | A-A1-B-C1-F-M-N-V-Z1 | 09382 | A-A1-B-C1-E2-F-H1-M- | 0956 | A1-B-F-F1-R-R1-V | 09649 | A1-B-N-U-Z1 |
| 09344 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z-Z1 } \end{aligned}$ | 09383 | $\begin{aligned} & \text { R-R1-V-Z1 } \\ & \text { A-A1-B-C1-E2-F-H1-M- } \end{aligned}$ | 0956 | $\begin{aligned} & \text { A1-B-F-F1-R-R1-V } \\ & \text { A1-B-V } \end{aligned}$ | 09701 | A-A1-B-B2-C-C1-D-F-J- <br> L-M-N-R-R1-T-V-Z1 |
| 09347 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09384 | $\begin{aligned} & \text { R-R1-V-Z1 } \\ & \text { A-A1-B-C1-E2-F-H1-M- } \end{aligned}$ | 0956 | $\begin{aligned} & \text { A1-B-F-F1-R-R1-V } \\ & \text { A1-B-F-F1-R-R1-V } \end{aligned}$ | 09702 | A1-B-C-C1-F1-M-R-R1- <br> U |
| 09348 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-U2-V-Z1 } \end{aligned}$ | 09387 | $\begin{aligned} & \mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z1} \\ & \mathrm{~A}-\mathrm{A} 1-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}- \end{aligned}$ | 0957 | A1-B-F-F1-R-R1-V | 09703 | $\begin{aligned} & \text { A1-B-C-F1-H-U } \\ & \text { A1-B-C-V } \end{aligned}$ |
| 09350 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09391 | R-V | 0957 | A1-B-F-F1-R-R1-V | 09705 | A1-B-U |
| 09351 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ | 09393 | R-R1-V-Z1 | 09576 | A1-B-F-F1-R-R1-V A1-B-V | 09707 <br> 09708 | $\begin{aligned} & \text { A1-B-C-J-M-N-R-U-V } \\ & \text { A1-B } \end{aligned}$ |
| 09352 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09394 | R-R1-V-Z1 A-A1-B-C1-E2-F-F1-H1- | 09578 | A1-B-F-F1-R-R1-V <br> A1-B-F-F1-R-R1-V | $\begin{aligned} & 09708 \\ & 09709 \end{aligned}$ | $\begin{aligned} & \text { A1-B } \\ & \text { A1-B-F1-H } \end{aligned}$ |
| 09353 | $\begin{aligned} & \mathrm{A}-\mathrm{A} 1-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}- \\ & \mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 09396 | $\begin{aligned} & \text { M-N-R-R1-V-Z1 } \\ & \text { A-A1-B-C1-E2-F-H1-M- } \end{aligned}$ | 0958 | A1-B-F-F1-R-R1-V <br> A1-B-F-F1-R-R1-V | 09710 | A1-B-C-C1-F1-M-N-R-R1-U |
| 09354 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09397 | $\begin{aligned} & \text { R-R1-U2-V-Z1 } \\ & \text { A-A1-B-C1-E2-F-F1-H1- } \end{aligned}$ | 0958 | A1-B-F-F1-R-R1-V | 09711 | $\begin{aligned} & \text { A1-B-F1-N-R-Z1 } \\ & \text { A1-B-C-F1-R } \end{aligned}$ |
| 09355 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09403 | $\begin{aligned} & \text { M-N-R-R1-S-T-V-Z-Z1 } \\ & \text { A1-B-C-C1-M-R-U } \end{aligned}$ | 0958 | A1-B-F-F1-R-R1-V A1-B-V | 09714 | A1-B-C-C1-F1-M-R-R1U |
| 09356 | A-A1-B-C1-E2-F-H1-M- | 0942 | A1-B-C-C1-M-R-U | 0958 | A1-B-V | 09715 | A1-B-F1-M-R |
|  | R-R1-V-Z1 | 0944 | A1-B-C-C1-R-U-V | 0959 | 1-B-V | 09716 | 1-B-C-M-N-R-V |
|  |  | 09454 | A1-B-C-C1-M-R-U-V | 09591 | A1-B-F-F1-R-R1-V | 09717 | A-A1-B-M-R-V-W |



| $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{array}{\|l} \text { APO/ } \\ \text { FPO/ } \\ \text { DPO } \\ \hline \end{array}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 96330 | A1-B-M-W | 96447 | A1-B-F-N-U3-V-V1 | 96553 | A-A1-B-F-F1-H-M-U | 96624 | A1-B-F-F1-R-R1-V |
| 96336 | A1-B-M-V-W | 96501 | A-A1-B-N-V | 96554 | A-A1-B-H-M-U | 96628 | A1-B-F-F1-R-R1-V |
| 96337 | A1-B-M-W | 96502 | A1-B-F-N-U3-V | 96555 | A1-B-F-M-V | 96629 | A1-B-F-F1-R-R1-V |
| 96338 | A1-B-M-W | 96503 | A1-B-F-N-U3-V | 96557 | A1-B-F-M-V | 96643 | A1-B-F-F1-R-R1-V |
| 96339 | A1-B-M-V-W | 96507 | A-A1-B-F-V | 96562 | A-A1-B-B2-C-C1-D-E2- | 96650 | A1-B-F-F1-R-R1-V |
| 96343 | A1-B-M-W | 96510 | A1-B-I-N-V |  | E3-F-F1-H-H1-I-L-M-N- | 96657 | A1-B-F-F1-R-R1-V |
| 96346 | A1-B-F-F1-F2-H-M-V-W | 96511 | A1-B-I-N-V |  | R-T-V-Z-Z1 | 96660 | A1-B-F-F1-R-R1-V |
| 96347 | A1-B-F-F1-F2-H-M-W | 96515 | A1-B-D-F-U3 | 96577 | A-A1-B-F-H-M-U | 96661 | A1-B-F-F1-R-R1-V |
| 96348 | A1-B-F-F1-F2-H-M-W | 96516 | A1-B-D-F | 96595 | A1-B-V | 96662 | A1-B-F-F1-R-R1-V |
| 96349 | A1-B-F-F1-F2-H-M-W | 96517 | A1-B-F-U3-V | 96598 | A1-B-N-V | 96663 | A1-B-F-F1-R-R1-V |
| 96350 | A1-B-F-F1-F2-H-M-W | 96518 | A1-B-V | 96599 | A1-B-N-V | 96664 | A1-B-V |
| 96351 | A1-B-F-F1-F2-H-M-W | 96520 | A1-B-F-N-U3-V | 96601 | A1-B-V | 96665 | A1-B-V |
| 96362 | A1-B-F-F1-F2-M-W | 96521 | A1-B-F-N-U3 | 9660 | A1-B-V | 96666 | A1-B-V |
| 96365 | A1-B-M-V-W | 96522 | A1-B-F-N-U | 96603 | A1-B-V | 96667 | A1-B-F-F1-R-R1-V |
| 96367 | A1-B-L-M-W | 96530 | A-A1-B-F-F1-H-H1-M- | 96604 | A1-B-V | 96668 | A1-B-F-F1-R-R1-V |
| 96368 | A1-B-M-W |  | N-U-V | 96605 | A1-B-V | 96669 | A1-B-F-F1-R-R1-V |
| 96370 | A1-B-F-F1-F2-H-M-W | 96531 | A-A1-B-F-F1-H-M-N-U- | 96606 | A1-B-V | 96670 | A1-B-V |
| 96372 | A1-B-M-W |  | V | 96607 | A1-B-V | 96671 | A1-B-F-F1-R-R1-V |
| 96373 | A1-B-M-W | 96532 | A-A1-B-H-J-L-M-N-U-V | 96608 | A1-B-V | 96672 | A1-B-F-F1-R-R1-V |
| 96374 | A1-B-M-W | 96534 | A-A1-B-F-U | 96609 | A1-B-V | 96673 | A1-B-V |
| 96375 | A1-B-M-W | 96535 | A-A1-B-F-V | 96610 | A1-B-V | 96674 | A1-B-F-F1-R-R1-V |
| 96376 | A1-B-M-W | 96537 | A1-B-V | 96611 | A1-B-V | 96675 | A1-B-F-F1-R-R1-V |
| 96377 | A1-B-M-W | 96538 | A1-B-V | 96612 | A1-B-F-F1-R-R1-V | 96677 | A1-B-F-F1-R-R1-V |
| 96378 | A1-B-M-W | 96540 | A1-B-V | 96613 | A-A1-B-C1-E2-F-H1-I- | 96678 | A1-B-F-F1-R-R1-V |
| 96379 | A1-B-M-W | 96541 | A1-B-V | 9661 | M-R-R1-U2-V-Z-Z1 <br> A-A1-B-C1-E2-F-H1-I- | 96679 | A1-B-F-F1-R-R1-V |
| 96384 | A1-B-M-W | 96542 | A1-B-V | 966 | M-R-R1-U2-V-Z-Z1 | 96681 | A1-B-V |
| 96386 | A1-B-M-W |  |  | 96615 | A1-B-F-F1-R-R1-V | 96682 | A1-B-V |
| 96387 | A1-B-M-W | 965 | A1-B-F-N-U3-V | 96616 | A1-B-F-F1-R-R1-V | 96683 | A1-B-V |
| 96388 | A1-B-M-W |  |  | 96617 | A1-B-F-F1-R-R1-V | 96686 | A1-B-V |
| 96401 | A1-B-F-N-V-Z1 |  |  | 96619 | A1-B-V | 96687 | A1-B-V |
| 96426 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V } \end{aligned}$ | 96549 96550 | A-A1-B-H-M-U-V | 96620 | A1-B-F-F1-R-R1-V | 96698 | A1-B-V |
| 96427 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V } \end{aligned}$ | $\begin{aligned} & 96551 \\ & 96552 \end{aligned}$ | $\begin{aligned} & \text { A-A1-B-H-M-N-U } \\ & \text { A1-B } \end{aligned}$ | 96621 96622 | A1-B-V A1-B-F-F1-R-R1-V |  |  |

## RESTRICTIONS

## LEGEND

PS Form 2976, Customs - CN 22 (Old C 1) and Sender's Declaration (green label)
PS Form 2976-A, Customs Declaration and Dispatch Note
AAFES = Army and Air Force Exchange Service
APO $\quad$ 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 $\quad=$ Parcel Airlift
PSC = Postal Service Center
SAM = Space Available Mail
USDA = United States Department of Agriculture
Note: Mail order catalogs are prohibited as SAM or PAL mail.
A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.
B. Regardless of mail class, a customs declaration form is required for all items weighing 16 ounces or more, or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise) addressed to an APO, FPO, or DPO ZIP Code. PS Form 2976 is required for items weighing less than 16 ounces, and PS Form 2976-A is required for items weighing 16 ounces or more. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). When the surface area of the address side of the mailpiece is not large enough to contain a PS Form 2976-A, the smaller PS Form 2976 may be substituted (e.g., the Priority Mail Small Flat Rate Box). The following exceptions apply:

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

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

E1. Medicines or vaccines not conforming to French laws are prohibited.
E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.
F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.1c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

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

F2. Importation of firearms is restricted to one shotgun and one single shot. 22 caliber rifle per individual.
G. Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.
H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.
I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

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

The maximum length and girth combined may not exceed 68 inches.
This restriction does not apply to registered mail and official government mail marked MOM.
11. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.
J. Parcels may not exceed 108 inches in length and girth combined.
K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."
L. All official mail is prohibited.
M. Fruits, vegetables, animals, and living plants are prohibited.
N. Registered mail is prohibited.
O. Delivery status information for Extra Services is not available on USPS.com.
P. APO is used for the receipt and dispatch of official mail only.
Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.
R. All alcoholic beverages, including those mailable under DMM 601.11.7, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.
S. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions and weight:

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height $51 / 2$ inches.
- Maximum weight 25 pounds. The maximum length and girth combined may not exceed 47 inches.
T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.
U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

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

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

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

## BEFORE YOU PUT THAT RESUME IN THE MAIL...

## Ethics: Seeking Employment

## ...CONTACT THE ETHICS OFFICE!

If you are interested in seeking employment with an entity with which you have official duties, you must recuse yourself from all matters involving that entity prior to seeking employment.

The Ethics Office can assist you and your supervisor set up a screening arrangement so that matters involving that entity are reassigned.


Call the Ethics Helpline: 202-268-6346 or
Send an email to "Ethics Help" in Outlook.

May 2011

## Have You Seen Any of These Missing Children?

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


Name: Jerry Armstrong
Born: 8-1-60
Date Missing: 12-23-77
Missing From: Hernando, MS


Name: Lindsey Baker Age Progressed Born: 9-21-71
Date Missing: 6-1-89 Missing From: Hiddenite, NC


Name: Sage Bermudez-Rayon
Born: 5-14-07
Date Missing: 6-4-08
Missing From: Raleigh, NC


Name: Tarik Cole
Born: 8-7-93
Date Missing: 2-21-11
Missing From: Quincy, IL


Name: Christie Farni
Age Progressed
Born: 1-18-72
Date Missing: 12-14-78
Missing From: Medford, OR

## Missing Children Poster Display Instructions

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

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

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

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

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

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

May 2011

## Have You Seen Any of These Missing Children?

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


Name: Brittny Fountain
Born: 7-12-93
Date Missing: 4-5-11
Missing From: Bradenton, FL


Name: Patricia Giddens
Born: 11-22-93
Date Missing: 12-5-10
Missing From: Longwood, FL


Name: Tabitha Godfrey
Born: 8-18-94
Date Missing: 6-22-10
Missing From: Deland, FL


Name: Chelsea Jones
Born: 5-19-93
Date Missing: 5-28-10
Missing From: Spartanburg, SC


Name: Jamie Mejia
Born: 6-5-05
Date Missing: 5-19-10
Missing From: Portland, OR

## Missing Children Poster Display Instructions

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

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

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

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

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

May 2011

## Have You Seen Any of These Missing Children?

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


Name: Ubaldo Sanchez-Mejia Born: 8-24-08
Date Missing: 5-19-10 Missing From: Portland, OR


Name: Temisha Sanders
Born: 3-24-94
Date Missing: 12-29-10
Missing From: Spartanburg, SC


Name: Amine Zahzouh
Born: 1-18-99
Date Missing: 12-29-08
Missing From: Muncie, IN

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

TDD 1-800-826-7653

## Missing Children Poster Display Instructions

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

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

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

## U.S. Flag at Half-Staff

## How to Display

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

## Specific Dates

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

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

Note 1: When May 15, which is the date for Peace Officers Memorial Day, falls on the third Saturday in May, which is the date for Armed Forces Day, display the U.S. flag in the full-staff position, not at half-staff.
Note 2: On the last Monday in May, when Memorial Day is observed, display the flag at half-staff from sunrise, or the hour at which you raise it, until noon, and then hoist it to the peak of the staff, until the time of closing or no later than sunset.

## POW-MIA Flag

## How to Display

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

- If displayed on the same flagstaff, place it below the U.S. flag.
- If displayed on a separate flagstaff, place it at the same level or lower. If displayed at the same level, place it on the U.S. flag's left.
When flying the U.S. flag at half-staff, fly the POW-MIA flag (and any other flags) at halfstaff also.


## Specific Dates

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

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

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

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

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


Thrift Savings Plan Fact Sheet

| ANNUAL RETURNS | G Fund | F Fund | U.S. <br> Aggregate Index | C Fund | S\&P 500 Stock Index | $S^{*}$ <br> Fund | Dow Jones U.S. <br> Completion TSM Index | $I^{*}$ Fund | EAFE Stock Index |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1994 | 7.22 | -2.96 | -2.92 | 1.33 | 1.32 | - | -2.66 | - | 7.75 |
| 1995 | 7.03 | 18.31 | 18.47 | 37.41 | 37.58 | - | 33.48 | - | 11.27 |
| 1996 | 6.76 | 3.66 | 3.63 | 22.85 | 22.96 | 18.52 | 17.18 | 6.27 | 6.14 |
| 1997 | 6.77 | 9.60 | 9.65 | 33.17 | 33.36 | 26.61 | 25.69 | 1.46 | 1.55 |
| 1998 | 5.74 | 8.70 | 8.69 | 28.44 | 28.58 | 7.51 | 8.63 | 20.46 | 20.09 |
| 1999 | 5.99 | -0.85 | -0.82 | 20.95 | 21.04 | 32.70 | 35.49 | 26.81 | 26.72 |
| 2000 | 6.42 | 11.67 | 11.63 | -9.14 | -9.10 | -8.76 | -15.77 | -14.11 | -14.17 |
| 2001 | 5.39 | 8.61 | 8.44 | -11.94 | -11.89 | -2.22* | -2.52* | -15.42* | -14.88* |
| 2002 | 5.00 | 10.27 | 10.26 | -22.05 | -22.10 | -18.14 | -17.80 | -15.98 | -15.94 |
| 2003 | 4.11 | 4.11 | 4.10 | 28.54 | 28.69 | 42.92 | 43.84 | 37.94 | 38.59 |
| 2004 | 4.30 | 4.30 | 4.34 | 10.82 | 10.88 | 18.03 | 18.10 | 20.00 | 20.25 |
| 2005 | 4.49 | 2.40 | 2.43 | 4.96 | 4.91 | 10.45 | 10.03 | 13.63 | 13.54 |
| 2006 | 4.93 | 4.40 | 4.33 | 15.79 | 15.79 | 15.30 | 15.28 | 26.32 | 26.34 |
| 2007 | 4.87 | 7.09 | 6.97 | 5.54 | 5.49 | 5.49 | 5.39 | 11.43 | 11.17 |
| 2008 | 3.75 | 5.45 | 5.24 | -36.99 | -37.00 | -38.32 | -39.03 | -42.43 | -43.38 |
| 2009 | 2.97 | 5.99 | 5.93 | 26.68 | 26.46 | 34.85 | 37.43 | 30.04 | 31.78 |
| 2010 | 2.81 | 6.71 | 6.54 | 15.06 | 15.06 | 29.06 | 28.62 | 7.94 | 7.75 |

*Rates of return for May (inception of S and I Funds) through December 2001.

| MONTHLY RETURNS | $\begin{gathered} \text { G } \\ \text { Fund } \end{gathered}$ | $\underset{\text { Fund }}{F}$ | U.S. Aggregate Index | C Fund | S\&P 500 <br> Stock <br> Index | S* Fund | Dow Jones U.S. <br> Completion TSM Index | $\mathbf{I}^{*}$ Fund | EAFE Stock Index |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2010 |  |  |  |  |  |  |  |  |  |
| May | 0.28 | 0.85 | 0.84 | -7.99 | -7.99 | -7.51 | -7.52 | -11.20 | -11.51 |
| June | 0.24 | 1.56 | 1.57 | -5.24 | -5.23 | -6.90 | -6.93 | -1.75 | -1.00 |
| July | 0.23 | 1.07 | 1.07 | 7.01 | 7.01 | 7.00 | 6.92 | 10.78 | 9.48 |
| Aug | 0.22 | 1.28 | 1.29 | -4.51 | -4.51 | -5.59 | -5.56 | -3.14 | -3.10 |
| Sept | 0.17 | 0.17 | 0.11 | 8.92 | 8.92 | 11.47 | 11.38 | 9.81 | 9.80 |
| Oct | 0.18 | 0.36 | 0.36 | 3.80 | 3.80 | 4.48 | 4.48 | 3.63 | 3.61 |
| Nov | 0.17 | -0.57 | -0.57 | 0.01 | 0.01 | 3.00 | 2.98 | -4.84 | 4.81 |
| Dec | 0.20 | -1.05 | -1.08 | 6.68 | 6.68 | 7.38 | 7.34 | 8.12 | 8.10 |
| 2011 |  |  |  |  |  |  |  |  |  |
| Jan | 0.24 | 0.13 | 0.12 | 2.37 | 2.37 | 1.23 | 1.28 | 2.41 | 2.36 |
| Feb | 0.22 | 0.26 | 0.25 | 3.42 | 3.43 | 4.52 | 4.44 | 3.33 | 3.30 |
| March | 0.26 | 0.06 | 0.06 | 0.04 | 0.04 | 2.06 | 2.02 | -2.23 | -2.24 |
| April | 0.25 | 1.28 | 1.27 | 2.96 | 2.96 | 2.94 | 2.99 | 6.03 | 5.98 |
| LAST 12 MONTHS | 2.69 | 5.49 | 5.36 | 17.19 | 17.22 | 24.53 | 24.25 | 20.23 | 19.18 |

The G Fund is managed internally by the Federal Retirement Thrift Investment Board. Assets of the F, C, S, and I Funds are managed externally. The Board currently has contracts with BlackRock Institutional Trust Company, N.A., to manage the F, C, S, and I Fund assets. The F, C, S, and I Funds invest in commingled trust funds, in which the assets of tax-deferred employee benefit plans are combined and invested together. The F, C, S, and I Funds and the BlackRock funds are passively managed index funds.
Future performance of the funds will vary and may be significantly different from the returns shown above. See the Summary of the Thrift Savings Plan for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

* Implemented May 2001.


## See next page for L Funds.

L Funds

| Annual Returns | L Income | L 2020 | L 2030 | L 2040 | L 2050 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2006 | 7.59 | 13.72 | 15.00 | 16.53 |  |
| 2007 | 5.56 | 6.87 | 7.14 | 7.36 |  |
| 2008 | -5.09 | -22.77 | -27.50 | -33.53 |  |
| 2009 | 8.57 | 19.14 | 22.48 | 25.19 |  |
| 2010 | 5.74 | 10.59 | 12.48 | 13.89 |  |
|  |  |  |  |  |  |
| Monthly Returns | L Income | L 2020 | L 2030 | L 2040 | L 2050 |
| 2010 |  |  |  |  |  |
| Feb | 0.74 | 1.61 | 1.94 | 2.18 |  |
| Mar | 1.43 | 3.75 | 4.52 | 5.15 |  |
| Apr | 0.50 | 0.76 | 0.94 | 1.05 |  |
| May | -1.50 | -4.98 | -6.07 | -6.97 |  |
| June | -0.61 | -2.34 | -2.98 | -3.47 |  |
| July | 1.81 | 4.82 | 5.80 | 6.60 |  |
| Aug | -0.63 | -2.29 | -2.88 | -3.33 |  |
| Sept | 2.00 | 5.54 | 6.77 | 7.76 |  |
| Oct | 0.92 | 2.29 | 2.78 | 3.16 |  |
| Nov | -0.05 | -0.49 | -0.56 | -0.64 |  |
| Dec | 1.49 | 4.08 | 4.96 | 5.67 |  |
| 2011 |  |  |  |  |  |
| Jan | 0.63 | 1.35 | 1.57 | 1.75 |  |
| Feb | 0.90 | 2.15 | 2.60 | 2.95 | 3.28 |
| Mar | 0.17 | -0.03 | -0.05 | -0.08 | -0.15 |
| Apr | 1.01 | 2.37 | 2.83 | 3.20 | 3.57 |
| LAST 12 MONTHS | 6.26 | 12.59 | 14.88 | 16.68 | - |

The L Funds are invested in the five individual TSP funds.

## Track and Confirm Online Retention Update

Effective June 13, 2011, online retention for Track and Confirm items will be reduced from 60 to 45 days to improve system performance due to expected increases in mailpiece volume, which may slow lookup time. Event details for items more than 45 days old will be stored (archived) in offline files. In these cases, users may make a restoration request online. After a restoration request is
made, all event details will be available for future inquiries. Restoration usually takes place within 2-4 hours; however, on rare occasions it may require up to 24 hours.

- Shipping Information Systems, Product Information, 5-19-11


## What's New: Every Door Direct Mail-Retail

Every Door Direct Mail ${ }^{\text {TM }}$ (EDDM)-Retail is a new retail product using Simplified Addressing. EDDM-Retail ${ }^{T M}$ makes it possible for small businesses to send Direct Mail (Standard Mail ${ }^{\circledR}$ flats only) - Note that the minimum mailpiece size is 3.5 inches high, 5 inches long, and 0.007 inch thick, but to be considered a flat, a piece must exceed at least one of the minimum dimensions noted in the accompanying illustration - without a permit and without the expense of list purchasing. The mailer must provide enough mailpieces to cover either every active residential or every active residential and business combined delivery on one or more carrier routes serviced by the retail office (up to a maximum of 5,000 pieces per mailing). And don't forget that the entire group of Post Office ${ }^{\text {TM }}$ boxes for an office counts as a separate route too!


All USPS ${ }^{\circledR}$ retail facilities are required to offer EDDMRetail for distribution to their own Post Office box sections or associated delivery units. Standard operating procedures for acceptance are found on the Retail website at http://blue.usps.gov/retail/L1Policies.htm\#SOPs.

Now being explored is an option that would allow customers to mail their EDDM-Retail mailpieces to the destinating office using Priority Mail ${ }^{\circledR}$ service, with delivery instructions, documentation, and payment enclosed. Check the EDDM website (www.usps.com/ everydoordirectmail) for further details.

## EDDM-Retail Product Features

- Acceptance at all USPS retail locations.
- Only Standard Mail flats accepted (see diagram above).
- Mailing destined for the local delivery area.
- Per-piece weight limit of 3.3 oz .
- Maximum of 5,000 mailpieces, per mailer, per day, per unit.*
- No permit is required; a new universal indicia can be used for EDDM-Retail.

```
    PRSRT STD
    ECRWSS
U.S. POSTAGE PAID
EDDM Retail
```

- No trust account payment accepted.
- New retail postage statement with carrier route documentation on the back.

As a reminder, EDDM entered through the Business Mail Entry Unit (BMEU) provides businesses and organizations the option of sending over 5,000 pieces per unit per day, as well as mail destined for multiple delivery areas. EDDM customers may conveniently use Priority Mail Open and Distribute service to send mail from an originating BMEU to a destinating delivery unit. Also, with EDDM, other types of pieces, and not just Standard Mail flats, will be accepted for city routes. This includes Bound Printed Matter flats, Periodicals flats, and Irregular Parcels. EDDM standards for rural routes have not changed.

For more information about EDDM or EDDM-Retail, go to www.usps.com/everydoordirectmail.
*Mail service providers can enter EDDM-Retail mailings for their customers as long as they submit separate documentation and limit each mailing to 5,000 pieces per customer per day.

## Activities Featuring EDDM and EDDM-Retail

Every Door Direct Mail and EDDM-Retail are being featured at local Grow Your Business Days through September 2011. Sessions are free and will provide local business owners with hands-on training in how to use an online interactive tool that helps mailers research local demographics and identify the best carrier routes for their mailing. For schedule and registration information, go to www.usps.com/everydoordirectmail.


Introducing local businesses to EDDM and EDDM-Retail is also the goal of the USPS Business Connect ${ }^{\circledR}$ Contest during quarter 3 . Kits containing support materials were mailed last month. To enter the contest, complete five qualifying Business Connect activities promoting the use of EDDM and document your activities in the Business Connect Data Center. Enter today for a chance to win!

- Shipping Products, Domestic Products, 5-19-11


## Retail

## Stop Sending Copies of PS Form 8176, Premium Forwarding Service Application, to Headquarters

Offices are no longer required to send a copy of PS Form 8176, Premium Forwarding Service ${ }^{\circledR}$ (PFS ${ }^{\circledR}$ ) Application, to Headquarters (HQ). This requirement ended in 2007 when the application was revised and page 4 (HQ copy) was removed. In 2005, the PFS program office at HQ required a copy of page 4 when PFS was an experiment. However, the experiment ended in 2007 when PFS became an official product offering. Offices that still send copies to

HQ are wasting workhours and money - especially some offices that send them by Express Mail ${ }^{\circledR}$, Registered Mail ${ }^{\circledR}$, and Priority Mail ${ }^{\circledR}$ service.

- Special Services, Channel Access, 5-19-11


## Stamps/Philately

## Stamp Announcement 11-29: American Scientists


© 2010 USPS

On June 16, 2011, in St. Paul, Minnesota, the Postal Service ${ }^{\text {TM }}$ will issue an American Scientists commemorative stamp (Forever ${ }^{\circledR}$ priced at 44 cents), in four designs in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 467300).

With these stamps, the U.S. Postal Service ${ }^{\circledR}$ honors four Americans who have made significant contributions to basic science: chemist Melvin Calvin, botanist Asa Gray, physicist Maria Goeppert Mayer, and biochemist Severo Ochoa. For each stamp in this strip of four, art director Ethel Kessler collaborated with designer Greg Berger to create a collage featuring a photograph and signature of the scientist, along with items such as equations and diagrams that are associated with the scientist's research.

The stamp will go on sale nationwide June 16, 2011.

## Distribution: Item 467300, First-Class Mail American Scientists (Forever priced at 44 cents), PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive approximately 25 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

## Initial Supply to Post Offices

SDOs/SDCs will make subsequent automatic distribution to Post Offices of a quantity to cover approximately 45 days of sales. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on the Asset Management SDC webpage at http:// blue.usps.gov/purchase/assetmgnt/am_sdchome.htm. SDOs/SDCs must not distribute this commemorative sheet to Post Offices before June 2, 2011.

## Additional Supply

Post Offices requiring additional quantities of Item 467300 must requisition them from their designated SDO/ SDC after the first day of issue using PS Form 17, Stamp Requisition/Stamp Return. SDOs requiring additional commemorative sheets must order them from the appropriate

SDC using PS Form 17. For fulfilling supplemental orders from Post Offices, all SDOs and SDCs will receive additional commemorative sheets.

## Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp for a minimum of 90 days from the first day of issue, and beyond that as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

## How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office ${ }^{\text {TM }}$ facility, at The Postal Store ${ }^{\circledR}$ website at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

American Scientists Stamp
Postmaster
PO Box 645001
St. Paul, MN 55164-5001
After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 16, 2011.

## How to Order First Day Covers

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

Information Fulfillment<br>Dept. 6270<br>U.S. Postal Service<br>PO Box 219014<br>Kansas City, MO 64121-9014

## Philatelic Products

There are four philatelic products available for this stamp issue:

- 467363*, First Day Cover Set of 4, \$3.52.
- 467368*, Digital Color Postmark Set of $4, \$ 6.40$.
- 467391*, Ceremony Program, \$6.95.
- 467399*, Cancellation Keepsake (Stamp Pane w/ Digital Color Postmark Envelope), \$15.95.
Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

| Issue: | American Scientists |
| :--- | :--- |
| Item Number: | 467300 |
| Denomination \& Type <br> of Issue: | First-Class Forever Commemorative |
| Format: | Pane of 20 (4 designs) |
| Series: | N/A |
| Issue Date \& City: | June 16, 2011, St. Paul, MN 55164 |
| Designer: | Greg Berger, Bethesda, MD |
| Art Director: | Ethel Kessler, Bethesda, MD |
| Typographer: | Greg Berger, Bethesda, MD |
| Photo Illustrator: | Greg Berger, Bethesda, MD |
| Modeler: | Donald Woo |
| Manufacturing <br> Process: | Offset/Microprint "USPS" |
| Engraver: | N/A |


| Printer: | Banknote Corporation of America, Inc./ SSP |
| :---: | :---: |
| Printed at: | Browns Summit, NC |
| Press Type: | Alprinta, 74 |
| Stamps per Pane: | 20 |
| Print Quantity: | 30 million stamps |
| Paper Type: | Phosphor Tagged, Overall |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Unique Binders, Fredericksburg, VA |
| Colors: | Cyan, Magenta, Yellow, Black, Blue, Green, Purple, Dark Blue |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | $1.40 \times .82 \mathrm{in} . / 35.56 \times 20.83 \mathrm{~mm}$ |
| Overall Size (w $\times$ h): | $1.56 \times .98 \mathrm{in} . / 39.62 \times 24.89 \mathrm{~mm}$ |
| Full Pane Size ( $\mathrm{w} \times \mathrm{h}$ ): | $7.22 \times 5.90 \mathrm{in} . / 183.39 \times 149.76 \mathrm{~mm}$ |
| Plate Size: | 240 stamps per revolution |
| Plate Numbers: | "S" followed by eight (8) single digits |
| Marginal Markings: |  |
| Front: | Header: "AMERICAN SCIENTISTS" Plate block numbers in two corners |
| Back: | © 2010 USPS • USPS logo • Plate position diagram • Barcode (467300) in lower left and upper right of pane - Verso text on back of each pane |

## - Stamp Services,

 Government Relations and Public Policy, 5-19-11
## Stamp Announcement 11-30: Mark Twain


© 2010 USPS
On June 25, 2011, in Hannibal, Missouri, the Postal Service ${ }^{\text {TM }}$ will issue a Mark Twain commemorative stamp (Forever ${ }^{\circledR}$ priced at 44 cents), in one design in a pressuresensitive adhesive (PSA) pane of 20 stamps (Item 466800).

The U.S. Postal Service ${ }^{\circledR}$ honors Mark Twain, the author of many beloved works including Adventures of Huckleberry Finn, widely considered one of the greatest novels in American literature. Art director and designer Phil Jordan, who collaborated with stamp artist Gregory Manchess, who based his portrait of Twain on a photograph taken around 1907. The stamp background evokes several of Twain's works set along the Mississippi River of his youth.

The stamp will go on sale nationwide June 25, 2011.

## Distribution: Item 466800, First-Class Mail Mark Twain (Forever priced at 44 cents), PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive approximately 25 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

## Initial Supply to Post Offices

SDOs/SDCs will make a subsequent automatic distribution to Post Offices of a quantity to cover approximately 45 days of sales. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on the Asset Management SDC webpage at http:// blue.usps.gov/purchase/assetmgnt/am_sdchome.htm. SDOs/SDCs must not distribute this commemorative sheet to Post Offices before June 10, 2011.

## Additional Supply

Post Offices requiring additional quantities of Item 466800 must requisition them from their designated SDO/ SDC after the first day of issue using PS Form 17, Stamp Requisition/Stamp Return. SDOs requiring additional com-
memorative sheets must order them from the appropriate SDC using PS Form 17. For fulfilling supplemental orders from Post Offices, all SDOs and SDCs will receive additional commemorative sheets.

## Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp for a minimum of 90 days from the first day of issue, and beyond that as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

## How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office ${ }^{\text {TM }}$ facility, at The Postal Store ${ }^{\circledR}$ website at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

> Mark Twain Stamp
> U.S. Postal Service
> 801 Broadway Street
> Hannibal, MO 63401-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 25, 2011.

## How to Order First Day Covers

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

```
Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014
```


## Philatelic Products

There are five philatelic products available for this stamp issue:

- 466861*, First Day Cover, \$0.88.
- 466865*, Digital Color Postmark, \$1.60.
- 466873, Mark Twain Commemorative Booklet and Block of 4 Stamps, \$12.95.
- 466891*, Ceremony Program, \$6.95.
- 466899*, Cancellation Keepsake (Stamp Pane and Digital Color Postmark Envelope), \$10.95.
Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series $A$, with the exception of the Yearbook and the Guide Book.

| Issue: | Mark Twain |
| :--- | :--- |
| Item Number: | 466800 |
| Denomination \& Type of <br> Issue: | First-Class Forever Commemorative |
| Format: | Pane of 20 (1 design) |
| Series: | Literary Arts |
| Issue Date \& City: | June 25, 2011, Hannibal, MO 63401 |
| Designer: | Phil Jordan, Falls Church, VA |
| Art Director: | Phil Jordan, Falls Church, VA |
| Typographer: | Phil Jordan, Falls Church, VA |
| Artist: | Gregory Manchess, Portland, OR |
| Engraver: | Trident |
| Modeler: | Avery Dennison, SPD |
| Manufacturing Process: | Gravure |
| Printer: | Avery Dennison (AVR) |
| Printed at: | AVR, Clinton, SC |
| Press Type: | Dia Nippon Kiko (DNK) |
| Stamps per Pane: | 20 |


| Print Quantity: | 50 million stamps |
| :---: | :---: |
| Paper Type: | Prephosphored, Type II |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | AVR, Clinton, SC |
| Colors: | Yellow, Magenta, Cyan, Black |
| Stamp Orientation: | Horizontal |
| Image Area (w $\times \mathrm{h}$ ): | $1.42 \times 0.84 \mathrm{in} . / 36.07 \times 21.34 \mathrm{~mm}$ |
| Overall Size ( $\mathrm{w} \times \mathrm{h}$ ): | $1.56 \times 0.99 \mathrm{in} . / 39.62 \times 25.15 \mathrm{~mm}$ |
| Full Pane Size ( $\mathrm{w} \times \mathrm{h}$ ): | $7.25 \times 5.85 \mathrm{in} . / 184.15 \times 148.59 \mathrm{~mm}$ |
| Plate Size: | 160 stamps per revolution |
| Plate Numbers: | "V" followed by four (4) single digits |
| Marginal Markings: |  |
| Front: | Header: "LITERARY ARTS 27TH IN A SERIES • Plate numbers In two corners of pane |
| Back: | © 2010 USPS • USPS logo • Plate position diagram • Barcode (466800) in lower left and upper right of pane • Verso text on back of each pane |

- Stamp Services, Government Relations and Public Policy, 5-19-11


## Stamp Announcement 11-31: Pioneers of American Industrial Design


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On June 29, 2011, in New York, New York, the Postal Service ${ }^{\text {TM }}$ will issue a Pioneers of American Industrial Design commemorative stamp (Forever ${ }^{\circledR}$ priced at 44 cents), in 12 designs in a pressure-sensitive adhesive (PSA) pane of 12 stamps (Item 467800).

With the issuance of this pane of stamps, the U.S. Postal Service ${ }^{\circledR}$ honors 12 of the nation's most important and influential industrial designers. Encompassing everything from furniture and electric kitchen appliances to corporate office buildings and passenger trains, the work of these designers helped shape the look of everyday life in the 20th century. Each stamp features the name of a designer and a photograph of an object created by the designer, as well as a description of the object and the year or years when the object was created. The selvage features a photograph of the "Airflow" fan designed by Robert Heller around 1937. Derry Noyes was the art director.

The stamp will go on sale nationwide June 29, 2011.

## Distribution: Item 467800, First-Class Mail Pioneers of American Industrial Design (Forever priced at 44 cents), PSA Pane of 12 Stamps

Stamp distribution offices (SDOs) and stamp distribution centers (SDCs) will receive approximately 25 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 24,000 stamps.

## Initial Supply to Post Offices

SDOs/SDCs will make subsequent automatic distribution to Post Offices of a quantity to cover approximately 45 days of sales. Distribution quantities for the automatic distribution will be posted, by finance number and unit ID, on
the Asset Management SDC webpage at http:// blue.usps.gov/purchase/assetmgnt/am_sdchome.htm. SDOs/SDCs must not distribute this commemorative sheet to Post Offices before June 15, 2011.

## Additional Supply

Post Offices requiring additional quantities of Item 467800 must requisition them from their designated SDO/ SDC after the first day of issue using PS Form 17, Stamp Requisition/Stamp Return. SDOs requiring additional commemorative sheets must order them from the appropriate SDC using PS Form 17. For fulfilling supplemental orders from Post Offices, all SDOs and SDCs will receive additional commemorative sheets.

## Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp for a minimum of 90 days from the first day of issue, and beyond that as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

## How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office ${ }^{\text {TM }}$ facility, at The Postal Store ${ }^{\circledR}$ website at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Pioneers of American Industrial Design Stamp Postmaster

Special Events
$4218^{\text {th }}$ Ave., Rm. 2029B
New York, NY 10199-9998
After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 29, 2011.

## Special Dedication Postmarks

Only the following pictorial postmark is permitted for the Pioneers of American Industrial Design stamp. The word "Station" or the abbreviation "STA" is required somewhere in the design, because it will be a temporary station.

## Guidelines for Finalizing Pioneers of American Industrial Design Stamp Pictorial Postmark Art



Unfinished Artwork
To finalize the Pioneers of American Industrial Design stamp pictorial postmark art, insert the date, city, state and ZIP Code ${ }^{\text {TM }}$ of the physical location of your event adjacent to the stamp image. Overall dimensions of the pictorial postmark must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1.

The Postal Service must make all special postmarks known to collectors through advance publicity in the Postal Bulletin. Therefore, all special dedication cancellations must be reported to Stamp Services 2 weeks before the events using PS Form 413, Pictorial Postmark Announcement/Report. To get a copy of the form, go to http:// blue.usps.gov/formmgmt/pt.htm.

## How to Order First Day Covers

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

Information Fulfillment
Dept. 6270
U.S. Postal Service

PO Box 219014
Kansas City, MO 64121-9014

## Philatelic Products

There are six philatelic products available for this stamp issue:

- 467862*, First Day Cover Full Pane, \$7.78.
- 467863*, First Day Cover Set of $12, \$ 10.56$.
- 467864*, First Day Cancelled Full Pane, \$7.78.
- 467868*, Digital Color Postmark Set of 12, \$19.20.
- 467891*, Ceremony Program, \$6.95.
- 467899*, Cancellation Keepsake Pane and Digital Color Postmark Set of $12, \$ 24.95$.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

| Issue: | Pioneers of American Industrial <br> Design |
| :--- | :--- |
| Item Number: <br> Denomination \& Type of <br> Issue: <br> First-Class Forever Commemorative <br> Format: | Pane of 12 (12 designs) |
| Series: | N/A |
| Issue Date \& City: | June 29, 2011, New York, NY 10199 |
| Designer: | Derry Noyes, Washington, DC |
| Art Director: | Derry Noyes, Washington, DC |
| Typographer: | Derry Noyes, Washington, DC |
| Engraver: | WRE |
| Modeler: | Avery Dennison, SPD |
| Manufacturing Process: | Gravure |
| Printer: | Avery Dennison (AVR) |
| Printed at: | AVR, Clinton, SC |
| Press Type: | Dia Nippon Kiko (DNK) |
| Stamps per Pane: | 12 |
| Print Quantity: | 36 million stamps |
| Paper Type: | Nonphosphored, Type III, Block |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | AVR, Clinton, SC |
| Colors: | Yellow, Magenta, Black, Orange, <br> Light Blue, Light Purple, Red |
| Stamp Orientation: | Vertical |
| Image Area (w x h): | $1.085 \times 1.420 i n . / 27.56 \times 36.07 \mathrm{~mm}$ |
| Overall Size (w $\times \mathrm{h}):$ | $1.225 \times 1.560$ in./31.12 x 39.62 mm |
| Full Pane Size (w x h): | $8.00 \times 6.50$ in./203.2 x 165.1 mm |
| Plate Size: | 120 stamps per revolution |
| Plate Numbers: | "V" followed by seven (7) single |
| digits |  |

- Stamp Services,

Government Relations and Public Policy, 5-19-11

## Corrections: Naval Aviation Station Postmarks

In the article "Pictorial Postmarks Announcement" in Postal Bulletin 22310 (5-5-11, pages 64-67), two cancellations were listed on page 64 that are not being offered. They are Centennial of Naval Aviation Post Office Station, Kansas City, MO 64144 and the Centennial of Naval Aviation Post Office Station, Norfolk, VA 23502.

In addition, three addresses for the Centennial of Naval Aviation Post Office Station group on page 64 were listed incorrectly. The corrected addresses are given here with the corrected information in bold.

Philatelic Clerk
PO Box 85530
25-35 Midway Dr.
San Diego, CA 92186-5530
Business Mail Entry USPS
3650 Southside Blvd.
Jacksonville, FL 32216-9651
Postmaster
PO Box 9998
Virginia Beach, VA 23460-9998

- Stamp Services,

Government Relations and Public Policy, 5-19-11

## New Automatic Distribution Quantities for Stamp Stock

Beginning with the June distribution of the American Scientists stamp, Asset Management will change the current quantities established for automatic distributions in the Stamp Service System (SSS) to quantities that reflect past sales for similar commemorative stamps. All postal retail units (PRUs) will receive an automatic distribution and will no longer have the ability to change their automatic distribution quantity, or "opt out" of the automatic distribution program. The initial automatic push will now include enough stamp stock to carry the PRU through approximately 45 days. By shipping out this quantity on the initial automatic distribution, PRUs will no longer need to place a new item order. Beyond this initial push, PRUs will replenish commemorative stamp stock as they normally do using the SSS online ordering system.

The new automatic distribution quantities will be posted by finance number and unit ID on the Stamp Distribution Center webpage at http://blue.usps.gov/purchase/ assetmgnt/am_sdchome.htm.

Any correspondence regarding the new automatic distribution quantities may be directed to the following outlook mailbox: TOKS Retail Planning - Stamp Automatics.

By providing 45 days of inventory on the initial automatic shipment, the Postal Service ${ }^{\text {TM }}$ will ensure that PRUs have enough inventory to meet customer demand until the PRU's next regular ordering cycle.

- SCM Strategies,

Supply Management, 5-19-11

## Stamp Guide Hang Tags Out of Stock

Participating offices that display and sell The Postal Service Guide to U.S. Stamps, $37^{\text {th }}$ Edition usually receive additional hang tags whenever stamp guides are replenished. These hang tags are displayed on slatwall for customers to bring to the retail counter when purchasing stamp guides. Since the supply of hang tags has been depleted, affected offices should note that future stamp
guide replenishments will no longer include hang tags for the rest of the year. Previously shipped hang tags should be used to merchandise stamp guides.

- Stamp Services,

Government Relations and Public Policy, 5-19-11

## Pictorial Postmarks Announcement

As a community service, the Postal Service ${ }^{\text {TM }}$ 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 ${ }^{\text {TM }}$ 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 ${ }^{\circledR}$ 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 $+4^{\circledR}$ Code, as listed below.

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

The following pictorial postmark has been extended for 60 days:
April 16-17, 2011


45t: Ammat Cewhabion
Pow Wow stion:
Apmiltans at zot
Haliwa Saponi Indian Tribe
Pow Wow Station
Postmaster
231 Gibbs Ave.
Hollister, NC 27844-9998

The following pictorial postmark has been extended for 30 days:


May 4, 2011


Postal History Foundation
Messenger Station
Postmaster
920 N. First Ave.
Tucson, AZ 85719-4818




## 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 ${ }^{\text {TM }}$, by telephone at 800-STAMP-24, or at The Postal Store ${ }^{\circledR}$ website at $w w w . u s p s . c o m / s h o p$.

## 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 ${ }^{T M}$ 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, $9 / 16^{\prime \prime}$ side seams with no glue on the flap. The maximum
size of all digital color postmarks is 2 " high $\times 4$ " 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.






- Stamp Services, Government Relations and Public Policy, 5-19-11


## Supply Management

## eBuy2 Trash Suppliers for Payment Request Module

The list of approved, noncontractual trash collection service companies available for use within the eBuy2 Payment Request module is being expanded. This means, effective immediately, you can use eBuy2 to quickly and efficiently pay for all noncontractual local trash collection services. Until now, only government agency (i.e., municipal, county, etc.) trash collection services and qualified utility companies were eligible to be added to the eBuy2 Payment Request module. Other trash collection services had to be paid using the Purchase Card or by completing PS Form 8230, Authorization for Payment, and submitting it to the USPS ${ }^{\circledR}$ Scanning \& Imaging Center. Once your local trash collection company is available in eBuy2, you must have eBuy2 access and will be required to use the eBuy2 Payment Request module to process all future payments.

To check to see if your local trash collection supplier is already available in the eBuy2 Payment Request module, go to http://blue.usps.gov/purchase/eBuy2_home.htm; under "eBuy2 Training," click Word Document for "eBuy2 Utility Bill Payment Request Guide," and see page 6.

In order to register your noncontractual trash collection company in the SM-APEX Supplier Database, submit a completed "SM-ASC Supplier Maintenance Form for eBuy2 Payment Requests", available at the bottom of the above referenced eBuy2 Welcome webpage. Sign the certification at the bottom of the form, which states "The trash collection company is performing trash collection services, and to the best of my knowledge, no one employed by the USPS also is employed by, has a business relationship with or a family member employed by the subject trash collection company." Then scan and send the certification form along with a recent invoice to the "Check Request Module Supplier Maintenance" e-mail box. You may also fax the
form and invoice to 650-578-3257. Once approved and processed by the San Mateo Accounting Service Center (SMASC), your trash collection supplier will be added to, and accessible in, the eBuy2 Payment Request module. Access to eBuy2 is required before submitting your "eBuy2 Payment Request Supplier Maintenance Form."

Trash collection services covered under a Category Management Center (CMC) contract award are not included under this expansion. Contact Scott Theriault at 860-285-7163 for answers to questions about whether or not your trash removal service is, or should be, under a CMC contract.

If you are currently paying your trash collection supplier using your Purchase Card under automatic, regularly scheduled payments, cancel the auto-pay process before switching over to paying your noncontractual trash collection service bills using the eBuy2 Payment Request module.

For "How To" help regarding eBuy2 processes, including how to request payment for utilities and/or noncontractual trash collection services via the eBuy2 Payment Request module, go to http://blue.usps.gov/purchase/ eBuy2_home.htm; click and refer to the eBuy2 Training and Information sections near the bottom of the webpage.

For answers to your questions related to the status of your request to qualify a trash collection supplier for eBuy2, contact the Accounting Help Desk at 866-974-2733.
Note: Allow 1 week from the time of submission for the supplier to be available in the eBuy2 Payment Request module.

- SCM Strategies, Supply Management, 5-19-11


