

MISTER ZIP TURNS 40!

HAPPY BIRTHDAY!

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22106, July 10, 2003



Helping our business customers save time and reduce costs.



DMM 200-A
***A Guide to Mailing for
Businesses and Organizations***

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

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

PB 22106: 7690-05-000-5975	PB 22098: 7690-05-000-5967	PB 22091: 7690-05-000-4856	PB 22084: 7690-05-000-4849
PB 22105: 7690-05-000-5974	PB 22097: 7690-05-000-5966	PB 22090: 7690-05-000-4855	PB 22083: 7690-05-000-4848
PB 22104: 7690-05-000-5973	PB 22096: 7690-05-000-5965	PB 22089: 7690-05-000-4854	PB 22082: 7690-05-000-4847
PB 22103: 7690-05-000-5972	PB 22095: 7690-05-000-5964	PB 22088: 7690-05-000-4853	PB 22081: 7690-05-000-4846
PB 22102: 7690-05-000-5971	PB 22094: 7690-05-000-4859	PB 22087: 7690-05-000-4852	PB 22080: 7690-05-000-4845
PB 22101: 7690-05-000-5970	PB 22093: 7690-05-000-4858	PB 22086: 7690-05-000-4851	PB 22079: 7690-05-000-4844
PB 22100: 7690-05-000-5969	PB 22092: 7690-05-000-4857	PB 22085: 7690-05-000-4850	PB 22078: 7690-05-000-4843
PB 22099: 7690-05-000-5968			

USPSNEWS@WORK

Top-rated, again! USPS ranks among nation's best in minority employment

For the fourth year in a row, *Fortune* magazine has ranked the Postal Service among the best of the nation's major companies in minority employment. The magazine ranks the Postal Service 11th on its "Best Companies for Minorities" list. Notably, USPS remains the highest ranked transportation/delivery service provider for the fourth consecutive year.

- "Fortune's selection was based on the Postal Service's commitment to hiring, promoting and retaining an inclusive workforce," said USPS Diversity Development Vice President Murry Weatherall. "Our commitment to diversity is vital to our organization."
- Fortune noted that even while the total Postal Service workforce decreased by 3 percent, minority representation increased, with minorities comprising 37 percent of new employees hired last year. The magazine also pointed to two in-house newsletters, *Diversity Talk* and *Panorama*, as further commitment to diversity.

Man of the year: Commitment to stamps nets USPS VP top honors

The American Stamp Dealers Association (ASDA) board of directors has voted unanimously to name Public Affairs and Communications VP Azeezaly S. Jaffer its 2003 Man of the Year. The board members cited Jaffer's extraordinary efforts to promote the hobby of stamp collecting as their reason for voting him the year's best, hands down.

- During his tenure as director of Stamp Services (1995–1999), Jaffer spearheaded the launch and promotion of the classic *Looney Tunes* stamp series; the highly successful *Celebrate the Century* commemorative stamp program; and the nation's first ever fundraising stamp, the *Breast Cancer Research* semipostal stamp, which to date has raised more than \$32 million for research.
- Jaffer's efforts are credited with attracting a broader audience to the stamp collecting community.
- "Postage stamps offer insight into our country's heritage — the people, events and inventions that have helped shape our collective vision of the future," said Jaffer. "The Postal Service is committed to preserving that value by promoting the meaningful, lifelong hobby of stamp collecting," Jaffer said.
- The award will be presented at ASDA's annual Man of the Year awards dinner, Oct. 25 in New York City.

Sealed, delivered, proven: New option gives customers proof of delivery the way they want it

Signature Confirmation™ service and Express Mail® manifest customers can now get their proof of delivery letters in bulk on CD-ROM or in an electronic file.

- Customers who select the electronic bulk proof of delivery option will save time by not having to request and handle individual proof of delivery records. These new options also allow customers to keep their records as long as they need.
- "This is another example of the *Transformation Plan* at work," says Product Development VP Nick Barranca. "Through the use of technology, we are making our products easier for our customers to use."
- Full details of the program are included in Publication 80, *Bulk Proof of Delivery Program*, which is available on the Postal Service Web site at www.usps.com/publications, click *Publications* in either PDF or text format.

Safe, secure, personal: New employee ID numbers protect SSNs from preying eyes

Employees are now seeing their new personal 8-digit employee ID number in lieu of the partial Social Security number (SSN) on employee earnings statements. Using the employee ID will further safeguard employee SSNs by reducing their exposure to unauthorized sources. Legitimate sources such as the IRS and OPM will still require SSNs.

- "The change is virtually seamless to employees," said Employee Resource Management VP Dewitt Harris. "Leave balances and benefits crediting are unaffected."
- Plans are in the works to convert many Postal Service forms and systems to accept employee ID numbers in place of SSNs. Later this summer, USPS will begin incorporating employee ID numbers into TACS — the automated time and attendance collection system for all USPS offices.

Moving over

The PostalOne!™ system — an electronic suite of services for business mailers — has moved to www.usps.com. The professional look and feel of www.usps.com combined with fresh content and easier access to information will make the new PostalOne! Web site a hit with customers. You don't have to take our word for it. Visit the site and see for yourself at www.usps.com/postalone.

Update underway

It's that time again — time to update the Postal Service's five-year strategic plan. And, the Postal Service wants to hear what you have to say. The law requires USPS to update and revise its plan at least every three years. It must include a comprehensive mission statement, goals and objectives, strategies for achieving those goals, an overview of the competitive environment and other information.

Send an e-mail message with your comments to 5YearStrategicPlan@usps.gov. Don't delay. Comments must be received by July 18. For more detailed information, go to www.usps.com/communications/organization/5year-plan.htm.

Stamp masterpieces: USPS art treasures now available online

Art enthusiasts can choose from 300 exclusive stamp images, select framing and matting, and have the finished product mailed directly to their doors with custom-framed reproductions from www.postalartgallery.com.

- And for a limited time, Postal Service employees can go to <http://usps.postalartgallery.com>, a special employee limited time offer site, and receive a 15 percent discount on framed stamp images. Hurry! This offer expires Aug. 31. Plus, on a purchase of \$90 or more, employees will receive a one-time additional \$15 off.
- This access to the Postal Service's stamp art collection is made possible through a licensing agreement between USPS and ArtSelect, Inc., the largest supplier of framed and unframed art for online consumers and business-to-business markets through wholesale and online network partners.

The Postal Bulletin — Help Us Save Paper and Money

The *Postal Bulletin* has been around for 123 years, and it's the most relied-upon, trusted source of information in the Postal Service™ today.

In the 1970s, when our nation became more concerned about our environment, the Postal Service began using recycled paper to print the *Postal Bulletin*. We have also tried over the years to print just the right number of copies to save our nation's resources.

Despite our efforts, some offices tell us that they receive too many copies. We need to do something about this.

Therefore, if you want to reduce the number of copies your office receives or if you want to cancel your subscription altogether, send an e-mail to pbulleti@usps.gov or call 202-268-5776 (if you reach a recording, be sure to leave a message with your name, telephone number, and ZIP Code). Please be assured that we will *not* reduce or cancel your subscription unless you ask us to do so.

As we review our subscription list, we will begin calling facilities that seem to have duplicate subscriptions. If we call your facility, please help us determine if we can reduce your subscription.

Remember, each issue of the *Postal Bulletin* since 1995 is available online. To access the online version of the *Postal Bulletin*, please follow either of these routes:

- **On the Intranet:** Go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *View Postal Bulletins*.
- **On the Internet:** Go to www.usps.com; click on *About USPS & News*, then *Forms and Publications*, then *Postal Bulletin*.

For more information on the *Postal Bulletin*, please see our article in *Postal Bulletin* 22097 (3-6-03, pages 5-6) titled "The *Postal Bulletin* — Your Source for Trusted Information."

We started publishing this article in early April, asking you to let us know if we can reduce or eliminate your subscriptions. Since April of this year, many of you have responded, and together we have reduced the total number of printed copies by 7,475!

We've come a long way, and we'll continue to evolve with the times. Our job is to make your job easier. As you know, the *Postal Bulletin* is here to serve you, as it has been for almost 125 years.

— *Policies and Procedures Information,
Public Affairs and Communications, 7-10-03*

Administrative Services

Directives and Forms Update

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

IWEB = Intranet = <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*.

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

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

F3 = F3 Fill Software.

New Directives

Handbooks

PSIN	TL	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
MS-195	2	4/03	Automatic Tray Sleever (ATS)	7610-04-000-8625	POM	ENG	MDC	R
MS-120-CHG-1	1	2/7/03	CFS, FFT, Maintenance & Parts Information (Change 1 to MS-120, Vol-D, TL-3)	7610-03-000-4595	POM	ENG	MDC	R
MS-188-VOL-D	1	4/1/2003	Delivery Bar Code Sorter 3 (DBCS-3), Parts Information	7610-07-000-7009	POM	ENG	MDC	R
MS-189-VOL-D	1	3/1/2003	Delivery Bar Code Sorter 4 (DBCS-4), Parts Information	7610-07-000-7016	POM	ENG	MDC	R
MS-208	1	1/3/2003	Local Remote	7610-05-000-5996	POM	ENG	N/A	N/A
MS-211-VOL-A	1	8/1/2001	Postal Pak Unloader, Type C, Maintenance Information	7610-05-000-4401	POM	ENG	MDC	R
MS-211-VOL-B	1	8/1/2001	Postal Pak Unloader, Type C, Parts Information	N/A	POM	ENG	MDC	R
MS-218-VOL-D	1	3/15/2003	Delivery Bar Code Sorter 3, Input/Output Subsystem (DBCS-3, DIOSS), Parts Information	7610-07-000-7010	POM	ENG	MDC	R
MS-238-VOL-L	1	3/1/2003	CASI Staging Tracking	7610-07-000-7071	POM	ENG	MDC	R

Memorandums of Policy

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source
OPP-05-07-2003	5/03	Corporate Flats Strategy	N/A	OP	IWEB

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 531	6/03	Section 508 and the Postal Service: Stamping Out Barriers	N/A	N/A	IT	HQO	N/A
PUB 4268	5/03	Global Shipping: A World of Savings	7610-05-000-4268	N/A	MKT	MDC, IWEB	MDC, WEB

New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 8232-X	6/2003	6/2003	Payment to ADP Payees (Contractors/Nurses)	N/A	PS	SHEET	FIN	HQO	N/A

Revised Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
MS-139	2/1/2003	Postal Booklet and Stamp Machine PBSM-624	7610-03-000-8355	N/A	ENG	MDC	R
MS-151	1/15/2003	Postal Booklet Machine, Model PBM-7	7610-03-000-8424	N/A	ENG	MDC	R

Manuals

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
DMM 100	6/2003	A Customer's Guide to Mailing	7610-05-000-5072	PR/CL	MDC	MDC

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 146	5/2003	A Law Enforcement Guide to Postal Crime	7610-03-000-5307	ELM	IS	MDC	MDC
PUB 122	3/03	Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries	7610-03-000-9059	DMM	FIN	MDC, IWEB	MDC
PUB 133	5/03	What You Need to Know About EEO	7690-03-000-4279	ELM	ERM	MDC	MDC

Revised Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 4410	5/2003	5/2003	Authorization for BMC Acceptance (Third/Fourth-Class Bulk Mailings)	7530-02-000-9220	BC	SHEET	PC	MDC, IWEB	N/A
PS 5701	6/2003	6/2003	Location Workload Worksheet: Self-Service Vending Equipment	7530-04-000-6063	PS	SHEET	D&R	N/A	N?A
PS 8163	7/2003	7/2003	Request for Fiscal Year 2003 Expense Accrual	7530-03-000-1139	PS	SHEET	FIN	MDC, IWEB	N/A
PS 8105-B	5/2003	5/2003	Suspicious Transaction Report (STR)	7530-04-000-0303	PS	SHEET	TREAS	MDC, IWEB	N/A
PS 8105-A	5/2003	5/2003	Funds Transaction Report (FTR)	7530-04-000-0302	PS	SHEET	TREAS	MDC, IWEB	N/A
PS 7355	6/2003	6/2003	Cleaning Agreement	N/A	PS	SHEET	SM	BLUE	N/A
PS 2759	7/03	7/03	Report of Irregular Handling of Mail	7530-01-000-9756	PS	SET	NO	MDC, IWEB	N/A
PS 3816-AS	6/03	6/03	COD Card-Firm Mailings	7530-02-000-9063	PS	CTN	CBM	MDC	P/F
PS 5140	6/03	6/03	Non-Postal Service Contract Employee	7530-01-000-9722	PS	EACH	SM	MDC	N/A
PS 5139	6/03	6/03	Non-Postal Service Temporary Employee	7530-01-000-9721	PS	EACH	SM	MDC	N/A

Obsolete Directives*Management Instructions*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
AS-880-2002-9	8/02	U.S. Postal Service Online Telephone Directory	N/A	IT	BLUE	N/A

Memorandums of Policy

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source
OPP-07-31-2001	7/01	Corporate Flats Strategy	N/A	OP	IWEB
IT-3-11-2002	3/02	Usps.com Development and Domain Usage	N/A	IT	IWEB

— Policies and Procedures Information, Public Affairs and Communications, 7-10-03

HANDBOOK REVISION

Handbook AS-709, Credit Card Policies and Procedures for Local Buying

The May 2003 edition of Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*, contains a misprint.

In section 422.8, the second sentence incorrectly reads as follows: “However, cardholders who are postmasters may waive the requirement that they send you their *Statement of Account* and supporting purchase documentation.”

This is not the case. It is the credit card approving official, not the postmaster, who may grant the waiver.

The sentence *should* read: “However, for a cardholder who is a postmaster, you may waive the requirement that he or she send you his or her *Statement of Account* and supporting documentation.”

We will incorporate this revision into the next printed version of Handbook AS-709 and into the online version available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov>; click on *HBKs*.

Handbook AS-709, Credit Card Policies and Procedures for Local Buying

* * * * *

4 Cardholder and CCAO Reconciliation Procedures

* * * * *

42 Reconciliation Procedures

* * * * *

422 CCAO Procedures

* * * * *

422.8 Waiver for Postmasters

[Replace second sentence with the following:]

However, for a cardholder who is a postmaster, you may waive the requirement that he or she send you his or her *Statement of Account* and supporting documentation.

* * * * *

— Supply Management Infrastructure, Supply Management, 7-10-03

REVISED HANDBOOK/CORRECTION

Handbook AS-709, Credit Card Policies and Procedures for Local Buying

In *Postal Bulletin* 22105 (6-26-03, page 99), the PSN is incorrect. The corrected PSN for Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*, is included in the ordering information below:

PSIN: HBK AS-709
PSN: 7610-03-000-0339
Unit of Measure: EA

Quick Pick Number: N/A
Bulk Pack Quantity: N/A
Price: \$1.53
Edition Date: 05/03

— Supply Management Infrastructure, Supply Management, 7-10-03

ASM REVISION

New Business Card Design

Effective July 10, 2003, the Administrative Services Manual (ASM) is revised to reflect a new format for United States Postal Service® business cards. This new design reflects the recent change in the way that the Postal Service™ generates and processes employees' e-mail addresses. This new business card format affects all Postal Service employees except for those in the Postal Inspection Service.

We will incorporate information about this new business card design into the next printed version of the ASM and into the online version available at the Postal Service PolicyNet Web site at http://blue.usps.gov, click on Manuals. We will also incorporate the new design into the business card contracts.

Administrative Services Manual (ASM)

	*	*	*	*	*
3	Communications				
	*	*	*	*	*
37	Printing, Copying, and Duplicating				
	*	*	*	*	*
374	Business Cards				
	*	*	*	*	*

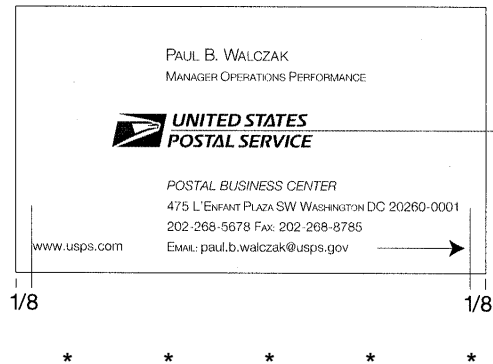
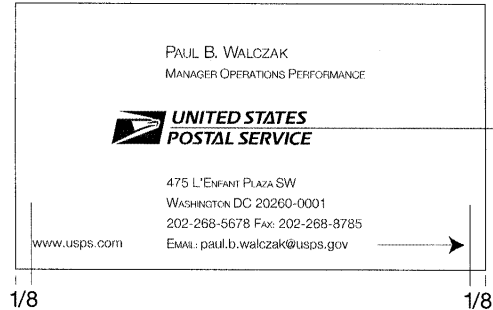
374.2 Ordering Cards

[Revise 374.2 to read as follows:]

Ordering organizations may purchase cards through a Headquarters or area office contract. Exhibit 374.2 shows the standard design. Only officers, governors, and 10 vice presidents of area operations are entitled to the three-color engraved format. Send orders for engraved cards to:

PROFESSIONAL PRINTING AND CREATIVE SERVICES
CMC
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4541
WASHINGTON DC 20260-6237

Exhibit 374.2
Standard Design for Business Cards



— Brand Equity and Design,
Public Affairs and Communications, 7-10-03

Customer Relations

Mail Alert

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

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

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Fall Home Sale	Standard/Catalog	7/12/03-7/17/03	8.1	Nationwide	Car-Rt	RRDonnelley
The Sportsman's Guide, July Hunting	Standard/Catalog	7/14/03-7/18/03	1.2	Nationwide	3/5-Digit, Car-Rt	Quebecor, Franklin, KY
JCP Super Saturday	Standard/Letter	7/15/03-7/17/03	17.6	Nationwide	Car-Rt	Harte-Hanks
JCP JY03 Late Summer Jewelry	Standard/Postcard	7/17/03-7/19/03	1.0	Nationwide	Car-Rt	Harte-Hanks
JCP Fall Work Wear	Standard/Catalog	7/18/03-7/20/03	1.0	Nationwide	Car-Rt	Quebecorworld
JCP August Home Sale	Standard/Flat	7/19/03-7/22/03	11.2	Nationwide	Car-Rt	Quebecorworld
JCP Jewelry Coupon Clearance	Standard/Letter	7/19/03-7/22/03	4.0	Nationwide	Car-Rt	Harte-Hanks
JCP Back to School Value	Standard/Catalog	7/19/03-7/24/03	4.6	Nationwide	Car-Rt	RRDonnelley
Midnight Velvet	Standard	7/21/03-7/24/03	2.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide, August Main	Standard/Catalog	7/21/03-7/25/03	1.0	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Martinsburg, WV
JCP Back to School VIP	Standard/Letter	7/23/03-7/25/03	22.5	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration,
Service and Market Development, 7-10-03

Conclusion of Operational Test for Friend-to-Friend Mail Program

On April 10, 2003, the Postal Service™ closed entry of new customers into the initial operational test of the Friend-to-Friend Mail™ program so that program management personnel could concentrate on the steps necessary to turn Friend-to-Friend Mail service into a permanent service offering. Accordingly, no new commercial customers are being invited to participate in the Friend-to-Friend Mail program test.

Friend-to-Friend Mail service is a proposed new addition to First-Class Mail® service. It consists of postage-paid cards that are distributed by a commercial customer to a second party, such as one of its current customers. The second party then mails the cards to any third party, such as a family member or a friend.

Current commercial test customers may distribute cards produced prior to April 10, 2003, to second parties until July 31, 2003. There is no deadline for a second party to mail a card to a third party "friend." The Postal Service will continue to process any current customers' cards mailed between "friends" under the terms of the test program.

The Postal Service should continue to deliver Friend-to-Friend Mail cards as regular First-Class Mail pieces without delay. It is important that the Postal Service treat these cards as *pre-paid* First-Class Mail pieces and not mistake them for Business Reply Mail. Postal Service facilities and carriers *should not* collect Postage Due from the recipient, and *should not* return the cards to the commercial mailer. The Postal Service is able to account for these cards automatically during processing on automated equipment at Postal Service facilities.

If you have any questions about the Friend-to-Friend Mail program, please contact Lyn Seidler, Friend-to-Friend Program Manager, at 703-292-3861, or e-mail questions to f2friend@usps.com.

— Program Management,
Product Development, 7-10-03

Domestic Mail

DMM REVISION

Labeling List Changes

Effective July 10, 2003, *Domestic Mail Manual* (DMM) L001, L002, L003, L005, L007, and L801 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than September 29, 2003.

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

Domestic Mail Manual (DMM)

* * * * *

L Labeling Lists

L000 General Use

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

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
03060, 61	NASHUA NH 03060
32065, 67, 73	ORANGE PARK FL 32073
32084-86, 92, 95	SAINT AUGUSTINE FL 32084
32966, 67, 69	VERO BEACH FL 32966
48015, 89-93	WARREN MI 48089
48327, 29, 83, 86	WATERFORD ANNEX MI 48327
70801, 02, 21-23, 25, 83	BATON ROUGE LA 70801
70807, 11, 18, 74	BATON ROUGE LA 70807
70808, 20, 98	BATON ROUGE LA 70808
70809, 10, 36, 84	BATON ROUGE LA 70809
70816, 17, 27, 79	BATON ROUGE LA 70816
74467-72, 77	WAGONER OK 74467
77301-06, 84, 85	CONROE TX 77301
77590, 92	TEXAS CITY TX 77590
77630, 32	ORANGE TX 77630
77640, 43	PORT ARTHUR TX 77640
78735-37, 39, 49	AUSTIN TX 78735
79106, 19, 21, 24	AMARILLO TX 79106
79110, 18	AMARILLO TX 79110
87124, 74	ALBUQUERQUE NM 87124
88005, 12	LAS CRUCES NM 88005
Change To:	
03060, 61, 64	NASHUA NH 03060
32067, 73	ORANGE PARK FL 32073
32084, 85, 92, 95	SAINT AUGUSTINE FL 32084
32966, 69	VERO BEACH FL 32966
48015, 88-93	WARREN MI 48089
48327-29	WATERFORD MI 48327
70801, 02, 25	BATON ROUGE LA 70801
70807, 11, 18, 37, 74	BATON ROUGE LA 70807
70808, 20	BATON ROUGE LA 70808
70809, 10, 36	BATON ROUGE LA 70809
70816, 17, 27	BATON ROUGE LA 70816
74467, 77	WAGONER OK 74467
77301-02, 85	CONROE TX 77301

Column A Destination ZIP Codes	Column B Label Container To
77590, 91, 92	TEXAS CITY TX 77590
77630, 31, 32	ORANGE TX 77630
77640-43	PORT ARTHUR TX 77640
78735-37	AUSTIN TX 78735
79106, 19, 21, 24, 59	AMARILLO TX 79106
79110, 14, 18	AMARILLO TX 79110
87124, 44, 74	ALBUQUERQUE NM 87124
88005, 07, 12	LAS CRUCES NM 88005
Add:	
32003, 65	ORANGE PARK FL 32065
32080, 86	SAINT AUGUSTINE FL 32080
32940, 41	MELBOURNE FL 32940
32961, 67	VERO BEACH FL 32961
48007, 84, 85, 98, 99	TROY MI 48099
48306-08	ROCHESTER MI 48308
48309, 26	ROCHESTER HILLS MI 48309
48320, 21, 40-43	PONTIAC MI 48343
48383, 86	COMMERCE TOWNSHIP MI 48382
70821-23	BATON ROUGE LA 70821
70893, 94	BATON ROUGE LA 70893
77303-06, 84	CONROE TX 77303
77316, 56	MONTGOMERY TX 77316
77318, 78	WILLIS TX 77318
77353-55	MAGNOLIA TX 77353
77701, 02, 05, 25	BEAUMONT TX 77701
77703, 08, 13, 26	BEAUMONT TX 77703
78739, 49	AUSTIN TX 78739
87501, 06	SANTA FE NM 87501
87505, 07, 08	SANTA FE NM 87505
Delete:	
07401, 17, 23, 46, 58, 63, 81, 95, 98	ALLENDALE NJ 07401
32934, 40, 41	EAU GALLIE FL 32934
48007, 83, 84, 98, 99	TROY MI 48083
48306-09	ROCHESTER HILLS MI 48306
48320, 28, 40-43	KEEGO HARBOR MI 48320
48321, 26	AUBURN HILLS MI 48321
70803, 93, 94	BATON ROUGE LA 70803
87502, 04	SANTA FE NM 87502

* * * * *

L002 3-Digit ZIP Code Prefix Matrix

* * * * *

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
Change From:			
043	PORTLAND ME 043	PORTLAND ME 043 ^S	SCF PORTLAND ME 040
045	PORTLAND ME 045	PORTLAND ME 043 ^S	SCF PORTLAND ME 040
074	PATERSON NJ 074	PATERSON NJ 074	SCF PATERSON NJ 074
075	PATERSON NJ 075 ^U	PATERSON NJ 075	SCF PATERSON NJ 074
076	HACKENSACK NJ 076	HACKENSACK NJ 076	HACKENSACK NJ 076 ^D
Change To:			
043	PORTLAND ME 043	PORTLAND ME 043	SCF PORTLAND ME 040
045	PORTLAND ME 045	PORTLAND ME 045	SCF PORTLAND ME 040
074	PATERSON NJ 074	PATERSON NJ 074	SCF NNJ METRO NJ 076
075	PATERSON NJ 075 ^U	PATERSON NJ 075	SCF NNJ METRO NJ 076
076	HACKENSACK NJ 076	HACKENSACK NJ 076	SCF NNJ METRO NJ 076

* * * * *

L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
---	----------------------

Delete:
043, 045 PORTLAND ME 043

* * * * *

L005 3-Digit ZIP Code Prefix Groups—SCF Sortation

* * * * *

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
---	----------------------

Add:
074-076 SCF NNJ METRO NJ 076

Delete:
074, 075 SCF PATERSON NJ 074
076 HACKENSACK NJ 076^S

* * * * *

L007 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Packages

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
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Change From:
01821, 22, 62 BILLERICA MA 01821
04222, 50, 52, 76 LISBON ME 04250
04330, 32, 38, 44-46, 53, 63, 64 AUGUSTA ME 04330
32501, 03, 13, 91 PENSACOLA FL 32503
49601, 37, 46, 57, 60, 68 CADILLAC MI 49601
54110, 14, 36, 40, 51, 53, 54, 57, 62, 65, 66, 54201, 08 BRILLION WI 54110

Change To:
01821, 22 BILLERICA MA 01821
04222, 50, 52 LISBON ME 04250
04330, 32, 38 AUGUSTA ME 04330
32501, 03, 13 PENSACOLA FL 32503
49601, 13, 14, 19, 20, 25, 26, 34, 37, 43-46, 60, 68, 73, 75, 83, 89 CADILLAC MI 49601
54110, 14, 36, 40, 51, 53, 54, 57, 62, 65, 66, 54201, 08, 17, 34 BRILLION WI 54110

Add:
02170, 71, 84, 85 BRAINTREE MA 02184
02188-91 SOUTH WEYMOUTH MA 02190
02664, 73, 75 SOUTH YARMOUTH MA 02664
32502, 91 PENSACOLA FL 32502
36066, 67 PRATTVILLE AL 36066
36079, 81 TROY AL 36079
36101-03 MONTGOMERY AL 36101
36108, 13 MONTGOMERY AL 36108
36109, 15 MONTGOMERY AL 36109
36301, 03, 05 DOTHAN AL 36301
36701, 03 SELMA AL 36701
36801, 04 OPELIKA AL 36801
36830, 32 AUBURN AL 36830
36867, 69, 70 PHENIX CITY AL 36867
39501-03, 05-07 GULFPORT MS 39501
39530-35, 40 BILOXI MS 39530
39564-66 OCEAN SPRINGS MS 39564
39562, 63, 67-69, 81 PASCAGOULA MS 39567

Column A Destination ZIP Codes	Column B Label Container To
49610, 12, 16, 17, 21, 28-30, 35, 36, 40, 48, 50, 53, 54, 64, 70, 74, 76, 82, 90	ACME MI 49610
49611, 15, 18, 22, 23, 27, 31-33, 38, 39, 42, 49, 51, 55-57, 59, 63, 65, 67, 77, 79, 80, 88	ALBA MI 49611
54410, 70, 73, 94, 95	ARPIN WI 54410
54414, 41, 49, 56, 99	BIRNAMWOOD WI 54414
54426, 37, 46, 52, 84, 87	EDGAR WI 54426
54520, 40, 52, 55, 58, 62	CRANDON WI 54520
57101, 09, 17, 18	SIOUX FALLS SD 57101
57103, 04,10	SIOUX FALLS SD 57103
57105-08	SIOUX FALLS SD 57105
60142, 91	HUNTLEY IL 60142
61401, 02	GALESBURG IL 61401
61542, 43	LEWISTOWN IL 61542
61554, 55, 58	PEKIN IL 61554
61602, 03	PEORIA IL 61602
61604, 06	PEORIA IL 61604
61610, 11	PEORIA IL 61611
61612-16	PEORIA IL 61614
64101, 02, 05, 96	KANSAS CITY MO 64105
64106, 42, 98	KANSAS CITY MO 64106
Delete:	
02170, 71, 84, 85	QUINCY MA 02170
02188-91	WEYMOUTH MA 02188
02564, 02673, 75	SIASCONSET MA 02564
28704, 13-16, 21, 32, 42, 68, 71, 77	ARDEN NC 28704
28711, 22, 23, 30, 31, 41, 48, 53, 54, 78, 79, 82, 28904	BLACK MOUNTAIN NC 28711
28712, 38, 85-87	BREVARD NC 28712
28734, 44, 52, 28906	FRANKLIN NC 28734
28739, 91-93	HENDERSONVILLE NC 28739
32320, 29	APALACHICOLA FL 32320
32326, 27	CRAWFORDVILLE FL 32326
32340, 41	MADISON FL 32340
32344, 45	MONTECELLO FL 32345
32347, 48	PERRY FL 32347
32701, 15	ALTAMONTE SPRINGS FL 32701
32703, 04, 12	APOPKA FL 32703
32707, 18, 30	CASSELBERRY FL 32707
32713, 53	DEBARY FL 32713
32714, 16	ALTAMONTE SPRINGS FL 32714
32720-22, 24	DELAND FL 32720
32725, 28, 38, 39	DELTONA FL 32725
32726, 27, 36	EUSTIS FL 32726
32750, 52	LONGWOOD FL 32750
32756, 57	MOUNT DORA FL 32756
32763, 74	ORANGE CITY FL 32763
32765, 66	OVIEDO FL 32765
32771-73	SANFORD FL 32771
32779, 91	LONGWOOD FL 32779
32780-83, 96	TITUSVILLE FL 32780
37601, 05	JOHNSON CITY TN 37601
37620, 21, 25	BRISTOL TN 37620
48502, 03, 05, 07	FLINT MI 48503
48433, 48504, 31	FLINT MI 48504
48506, 09, 19, 29	FLINT MI 48506
48601, 02	SAGINAW MI 48601
48604, 07, 09	SAGINAW MI 48604
49010, 78, 80	ALLEGAN MI 49010
49022, 85, 90	BENTON HARBOR MI 49022
49036, 91, 93	COLDWATER MI 49036

Column A Destination ZIP Codes	Column B Label Container To
49031, 47, 79	DOWAGIAC MI 49047
49614, 15, 17, 33, 35, 43, 49-51, 55, 59, 63, 65, 76, 77, 82, 88, 90	INTERLOCHEN MI 49643
54405, 06, 10, 23, 57, 66, 67, 69, 70, 73, 79, 94, 95	ABBOTSFORD WI 54405
54409, 18, 26, 37, 46, 51, 52, 60, 84, 87	ANTIGO WI 54409
54411, 14, 21, 41, 48, 49, 55, 56, 74, 76, 99	ATHENS WI 54411
54512, 14, 19, 20, 27, 31, 34, 38, 40, 45, 47, 52, 55, 58, 62	BOULDER JUNCTION WI 54512
54601, 03	LA CROSSE WI 54601
54615, 36, 50, 56, 60	BLACK RIVER FALLS WI 54615
55302, 06, 37, 78	ANNANDALE MN 55302
55303, 04, 16, 27, 30	ANOKA MN 55303
55305, 43, 45	HOPKINS MN 55305
55308, 09, 21, 28, 40, 52, 56, 59, 73, 74, 76, 98	BECKER MN 55308
55311, 50, 62, 69, 79	OSSEO MN 55311
55313, 36, 55, 64, 71, 72, 84, 87	BUFFALO MN 55313
55317, 18, 25, 29, 31, 34, 49, 57, 58, 68, 86, 95, 96	CHANHASSEN MN 55317
55344, 46, 47, 91	EDEN PRAIRIE MN 55344
55719, 20, 23, 31, 34, 44, 46, 67, 92	CHISHOLM MN 55719
55802-05, 10, 16	DULUTH MN 55802
55806-08, 11, 12	DULUTH MN 55806
55901, 02, 04, 06	ROCHESTER MN 55901
55912, 87	AUSTIN MN 55912
55917, 20, 21, 23, 43, 44, 47, 54, 63, 65, 81, 92	BLOOMING PRAIRIE MN 55917
56001-03	MANKATO MN 56001
56007, 13, 57, 62, 93	ALBERT LEA MN 56007
56011, 31, 58, 69, 71, 73, 81, 82, 85, 87, 97	BELLE PLAINE MN 56011
56101, 43, 56, 64, 72, 75, 87	WINDOM MN 56101
57005, 06, 13, 22, 28, 29, 42, 49, 69	MADISON SD 57042
57004, 14, 30, 39, 71, 78	YANKTON SD 57078
57201, 31, 52, 62, 74	WATERTOWN SD 57201
57301, 25, 50, 62	MITCHELL SD 57301
57401, 02, 69	ABERDEEN SD 57401
57501, 20, 33, 42, 43, 55, 64, 67, 80	PIERRE SD 57501
57601, 20, 25, 26, 38, 42, 47, 59	MOBRIDGE SD 57601
60188, 91	CAROL STREAM IL 60188
61422, 34, 43, 55, 62	MACOMB IL 61455
61501, 17, 25, 29, 30, 31, 37, 40, 42, 46, 48, 59, 61, 68,	METAMORA IL 61548
61520, 23, 50, 54, 55, 58, 71	PEKIN IL 61555
61602-04, 06, 10, 11	PEORIA IL 61606
61605, 07, 12-16	PEORIA IL 61615
64101, 02, 05, 06, 08, 42, 96, 98	KANSAS CITY MO 64108
64801, 04, 36	JOPLIN MO 64801
65401, 65536, 59, 83	ROLLA MO 65401
65605, 13, 16, 72	BRANSON MO 65616
65706, 14, 21, 75	WEST PLAINS MO 65775
66002, 12, 30, 32, 67, 71, 86	ATCHISON KS 66002
66006, 13, 21, 56, 70, 73, 75, 76, 85, 87, 88, 90	BALDWIN CITY KS 66006
66007, 18, 25, 40, 54, 54, 64, 66, 83, 92	BASEHOR KS 66007

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L800 Automation Rate Mailings

L801 AADCs—Letter-Size Mailings

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Column A Destination ZIP Codes	Column B Label to
Add: 074-076	AADC NNJ METRO NJ 076
Delete: 074-076	AADC HACKENSACK NJ 076

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— Logistics, Network Operations Management, 7-10-03

DMM REVISION

Business Reply Mail, Merchandise Return Service, and Bulk Parcel Return Service — Clarification of Terminology

Effective July 10, 2003, portions of *Domestic Mail Manual* (DMM) R900.4, S922, S923, and S924 are revised to change all references of “per piece charges” to “per piece fees.” This change is being made to align the text in the DMM with the terminology used in the *Domestic Mail Classification Schedule* (DMCS), which is part of Title 39 *Code of Federal Regulations* (39 CFR). Other minor text changes are also made to improve clarity in the standards.

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

Domestic Mail Manual (DMM)

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R Rates and Fees

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R900 Services

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4.0 BUSINESS REPLY MAIL (BRM) (S922)

4.1 Basic BRM

[Change the words “per piece charge” to “per piece fee” to read as follows:]

Annual permit fee: \$150.00.

Per piece fee (in addition to the applicable First-Class Mail® or Priority Mail® postage (R100)): \$0.60.

4.2 High-Volume BRM

[Change the words “per piece charge” to “per piece fee” to read as follows:]

Annual permit fee: \$150.00.

Annual accounting fee (for advanced deposit account): \$475.00.

Per piece fee (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.10.

4.3 Basic Qualified BRM (QBRM)

[Change the words “per piece charge” to “per piece fee” to read as follows:]

Annual permit fee: \$150.00.

Annual accounting fee (for advanced deposit account): \$475.00.

Per piece fee (in addition to the automation First-Class Mail QBRM postage (R100.3)): \$0.06.

4.4 High-Volume Qualified BRM

[Change the words “per piece charge” to “per piece fee” to read as follows:]

Annual permit fee: \$150.00.

Annual accounting fee (for advanced deposit account): \$475.00.

Quarterly fee: \$1800.00.

Per piece fee (in addition to the automation First-Class Mail QBRM postage (R100.3)): \$0.008.

4.5 Bulk Weight Averaged Nonletter-Size BRM

[Change the words “per piece charge” to “per piece fee” to read as follows:]

Annual permit fee: \$150.00.

Annual accounting fee (for advanced deposit account): \$475.00.

Monthly maintenance fee: \$750.00.

Per piece fee (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): \$0.01.

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S Special Services

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S900 Special Postal Services

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S920 Convenience

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S922 Business Reply Mail (BRM)

1.0 BASIC INFORMATION

1.1 Description

[Change the words “per piece charge” to “per piece fee” to read as follows:]

Business reply mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail items back from customers and pay postage and a per piece fee only for the pieces returned. BRM cards, envelopes, self-mailers, cartons, and labels may be distributed by a BRM permit holder in any quantity for return to any Post Office™ in the United States and its territories and possessions, including military post offices overseas. Qualified Business Reply Mail (QBRM) pieces is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage rate and a reduced per piece fee (see 7.0). Domestic BRM pieces may not be distributed to foreign countries. Standards for International Business Reply Service (IBRS) are in the *International Mail Manual*.

1.2 Payment Guarantee

[Change the words “per piece charge” to “per piece fee” to read as follows:]

The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece fee, on all returned BRM pieces. This includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed.

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2.0 PERMITS

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2.6 Revocation of a Permit

[In the first sentence, change the word “fees” to “permit fees (i.e., annual, accounting, quarterly, monthly)” and change the words “per piece charge” to “per piece fee” to read as follows:]

The USPS® may revoke a BRM permit because of format errors or for refusal to pay the permit fees (i.e., annual, accounting, quarterly, monthly), postage, or per piece fees.***

* * * * *

[In the title, change the words “PER PIECE CHARGES” to “PER PIECE FEES”, to read as follows:]

3.0 POSTAGE, PER PIECE FEES, AND ACCOUNTING FEES

* * * * *

[In the title, change the words “Per Piece Charges” to “Per Piece Fees” to read as follows:]

3.2 Per Piece Fees

[Change all instances of the words “per piece charges” and “per piece charge” to “per piece fees” and “per piece fee” respectively, and make other minor text revisions to read as follows:]

Per piece fees listed in R900.4.0 are charged for each piece of returned BRM (in addition to postage in 3.1). If a permit holder has not paid an annual accounting fee and established a BRM advance deposit account, then the basic (higher) BRM per piece fee must be paid. If a permit holder has paid the annual accounting fee and has established a BRM advance deposit account, then the high-volume (lower) BRM per piece fee is paid. For QBRM, see 7.0.

3.3 Advance Deposit Account and Annual Accounting Fee

[In the first sentence, change the words “per piece charge” to “per piece fee” to read as follows:]

A permit holder may choose to pay an annual accounting fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece fee.***

* * * * *

[In item 3.3d, change the words “per piece charges” to “per piece fees”; the words “per piece charge” to “per piece fee”; and the word “charges” to “fees” to read as follows:]

d. The permit holder must maintain a balance in the BRM advance deposit account that is sufficient to cover postage and per piece fees for returned mailpieces. The permit holder is notified if funds are insufficient. After 3 calendar days, if no funds are deposited, then BRM pieces on hand are charged the basic BRM per piece fee and postage and fees are collected from the permit holder (e.g., in cash) prior to delivery.

* * * * *

3.4 Renewal of Annual Accounting Fee

[In the last sentence, change all instances of the words “per piece charge” to “per piece fee” to read as follows:]

***After the expiration date, if the permit holder has not paid the annual accounting fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece fee and are charged the basic BRM per piece fee in R900.4.1.

3.5 Combined Pieces as a Single Item

[Change all instances of the words “per piece charge” and “per piece charges” to “per piece fee” and “per piece fees”, respectively, to read as follows:]

Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with C100. The permit holder is charged postage based on the total weight of the combined piece plus one per piece fee. If the combined pieces become separated, then the permit holder must pay postage and a per piece fee for each individual piece. Combined pieces are not eligible for QBRM postage rate or per piece fees.

3.6 With Postage Affixed

[In the third sentence, change the words “per piece charges” to “per piece fee” to read as follows:]

The amount of affixed postage is not deducted from the postage or per piece fees owed.

3.7 Payment Options

[Change all instances of the words “per piece charges” to “per piece fees” and make other minor text changes to read as follows:]

Permit holders may pay for postage and per piece fees on returned pieces by cash or check upon delivery, through a regular postage due account (P011.3.1), or through a BRM advance deposit account. A regular postage due account does not qualify the permit holder for high-volume BRM per piece fees, and no annual accounting fee is charged to maintain the account.

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7.0 ADDITIONAL STANDARDS FOR QUALIFIED BUSINESS REPLY MAIL (QBRM)

7.1 Description

[Change all instances of the words “per piece charges” to “per piece fees” to read as follows:]

Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute automation-compatible letter-size pieces that qualify for automation

postage rates and reduced per piece fees. QBRM postage and per piece fees must be deducted from a BRM advance deposit account.

* * * * *

[Revise the title of 7.5 to read “Per Piece Fees” as follows:]

7.5 Per Piece Fees

[Change “R900.2.3” to “R900.4.3”; change all instance of the words “per piece charges” to “per piece fees”; and change “R900.2.2” to “R900.4.2” to read as follows:]

Per piece fees listed in R900.4.3 are charged for each piece of returned QBRM pieces (in addition to postage in 7.4). Pieces that do not meet the format requirements for QBRM pieces cannot qualify for QBRM per piece fees and are charged the high-volume BRM per piece fees in R900.4.2.

7.6 Annual Accounting Fee and Advance Deposit Account

[Change the words “per piece charges” to “per piece fees” to read as follows:]

Permit holders are required to pay QBRM postage and per piece fees through a BRM advance deposit account, which requires payment of an annual accounting fee (see 3.3).

7.7 Quarterly Fee for High-Volume QBRM

[Change all instance of the words “per piece charge” and “per piece charges” to “per piece fee” and “per piece fees” respectively, and make other minor text changes to read as follows:]

Mailers may choose to pay a quarterly fee in addition to the annual accounting fee. Payment of the quarterly fee entitles mailers to a lower per piece fee (the high-volume QBRM per piece fee listed in R900.4.4). The quarterly fee and annual accounting fee must be paid at each Post Office where mail is returned and for each separate billing desired. Mailers are eligible for the high-volume QBRM rates and per piece fees only for the time they pay the quarterly fee (i.e., mailers can opt out of the quarterly fee and related high-volume QBRM per piece fees by simply not paying the fee for the next quarter). The quarterly fee cannot be paid or renewed retroactively to receive a lower per piece fee on pieces already paid for and delivered. The quarterly fee can be paid for any 3 consecutive calendar months.

7.8 Payment Period for Quarterly Fee

[In the third sentence, change the words “per piece charge” to “per piece fee” to read as follows:]

A mailer who pays the quarterly fee is entitled to the high-volume QBRM per piece fee from the date of payment through the end of the quarterly period.

8.0 BRM DISTRIBUTED AND RECEIVED BY AGENTS OF A PERMIT HOLDER

8.1 Description

[In the second sentence, change the words “per piece charges” to “per piece fees” to read as follows:]

BRM pieces are distributed by and returned to agents, who pay postage and per piece fees on those returned pieces.

* * * * *

[In the title, change the words “per piece charges” to “per piece fees” to read as follows:]

8.4 Postage, Per Piece Fees, and Annual Accounting Fees

[Change all instance of the words “per piece charges” to “per piece fees” to read as follows:]

Agents receiving BRM or QBRM pieces pay the postage, per piece fees, and annual accounting fees listed in R900.4.0 for the type of service received. The agent may choose to pay an annual accounting fee and establish a BRM advance deposit account. The agent receiving BRM pieces is responsible for paying all postage and per piece fees.

8.5 Payment Guarantee

[Change all instance of the words “per piece charges” to “per piece fees” to read as follows:]

The permit holder is ultimately responsible for postage and per piece fees for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece fees on returned pieces, then those pieces are forwarded to the Post Office that issued the original permit for collection of postage and per piece fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage and per piece fees. The permit holder’s refusal to accept and pay the required postage and per piece fees for BRM pieces offered for delivery is grounds for immediate revocation of the BRM permit (2.6).

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9.0 BULK WEIGHT AVERAGED NONLETTER-SIZE BRM

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[Revise the title of 9.3 to read “Postage, Per Piece Charges, and Other Fees” as follows:]

9.3 Postage, Per Piece Fees, and Other Fees

[In the first sentence, change the words “per piece charges” to “per piece fees” to read as follows:]

Returned bulk weight, averaged, nonletter-size BRM pieces are charged postage and per piece fees according to R900.4.5.***

9.4 Application Procedures

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[In item 9.4d, change the words “per piece charges” to “per piece fees” and change “S922.4.4” to “R900.4.5” to read as follows:]

- d. Based on the estimated volume in 9.4c, a 24-hour estimate and a 30-day estimate of postage and per piece fees using the postage and charges listed in R900.4.5.

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S923 Merchandise Return Service

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3.0 POSTAGE AND FEES

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3.2 Per Piece Fee

[In 3.2, change the words “per piece charge” to “per piece fee to read as follows:]

There is no per piece fee for returned parcels.

[Revise the title of 3.3 to read “Annual Permit Fee” as follows:]

3.3 Annual Permit Fee

[In the first two sentences, change all instances of the words “permit fee” to “annual permit fee” to read as follows:]

An annual permit fee must be paid once each 12-month period at each Post Office where an MRS permit is held. Payment of the annual permit fee is based on the anniversary date of the permit’s issuance.***

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S924 Bulk Parcel Return Service

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[Revise the title of 3.0 to delete the words “charges and” to read as follows:]

3.0 FEES

* * * * *

[Revise the title of 3.1 to read “Annual Permit Fee” as follows:]

3.1 Annual Permit Fee

[In the first two sentences in 3.1, change the words “permit fee” to “annual permit fee” to read as follows:]

An annual permit fee must be paid once each 12-month period at each Post Office where a BPRS permit is held. Payment of the annual permit fee is based on the anniversary date of the permit's issuance.***

[Revise the title of 3.2 to read “Per Piece Fee” as follows:]

3.2 Per Piece Fee

[In the first sentence, change the words “per piece charge” to “per piece fee” to read as follows:]

Each piece returned through BPRS is charged only the per piece fee in R900.***

* * * * *

— Mailing Standards,
Pricing and Classification, 7-10-03

DMM REVISION

Standard Mail PVDS Mailings — Clarification of Minimum Volume Requirement

Effective July 10, 2003, *Domestic Mail Manual* (DMM) E650.1.3 and E752.1.2 are revised. These revisions represent editorial modifications only and do not alter the current mailing standards or impose any new requirements. DMM E650.1.3 is revised to clarify the application of the minimum volume requirement for Standard Mail items prepared using plant-verified drop shipment (PVDS) procedures. In DMM E752.1.2, a few minor text revisions are made to the corresponding standards for Bound Printed Matter (BPM) items. The text in both sections is also reorganized for clarity.

The standards in DMM E650.1.3 will continue to require that each Standard Mail PVDS destination entry rate mailing contain at least 200 pieces or 50 pounds of addressed pieces and that each group of pieces prepared for entry at each destination Post Office™ be presented as a separate mailing meeting the minimum volume requirement. Pieces deposited at the same destination entry Post Office, but claimed at different destination entry rates, may be included in a single mailing when reported on the same postage statement (subject to only one minimum volume requirement), provided that the destination entry Post Office is the proper facility for claiming each of the destination entry discounts.

The clarification to DMM E650.1.3 better details the application of the minimum volume standards for PVDS mailings and aligns the standards with the existing text for destination entry BPM in DMM E752.1.2. The added text in DMM E650.1.3 clarifies that mailers may use the combined total piece count (or combined total weight) from a single presort file (showing all line items for all destinations in a mailing job) on the associated PS Form 3602-C, *Consolidated Postage Statement Supplement — Supplement Standard Mail or Nonprofit Standard Mail* (or a postage statement register), to meet the 200-piece or 50-pound

minimum volume requirement for each mailing. By using this alternative, a mailer may enter fewer than 200 pieces at a single destination entry Post Office, provided that the single presort file listed on the associated PS Forms 3602, *Statement of Mailing With Permit Imprints*, and 3602-C, *Statement of Mailing With Permit Imprints — First-Class Mail or International Letter Classification Mail Only* (or a postage statement register) meets the 200-piece or 50-pound minimum volume requirement. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under PVDS procedures, each of these mailings must separately meet a 200-piece or 50-pound minimum volume requirement.

Minor text revisions are also made to the standards in DMM E752.1.2 for destination entry BPM mailings to correspond to the clarification for Standard Mail PVDS mailings.

These revisions eliminate the further need for Customer Support Ruling (CSR) PS-283, *Plant Verified Drop Shipment (PVDS) Minimum Volumes*. Therefore, CSR PS-283 is rescinded effective with this notice. As information, all CSRs are available at <http://ribbs.usps.gov>.

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

Domestic Mail Manual (DMM)

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E Eligibility

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E600 Standard Mail
* * * * *

E650 Destination Entry
1.0 BASIC STANDARDS
* * * * *

1.3 Volume

[Revise text to read as follows:]

A destination entry rate Standard Mail mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in 1.3e, each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3602 postage statement.
- c. Separate Standard Mail mailings may be copalletized under M041 and M045.
- d. Pieces deposited at the same destination entry Post Office, but claimed at different destination entry rates, may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement), if the destination entry Post Office is the proper facility for claiming each of the destination entry discounts.
- e. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under the plant-verified drop shipment (PVDS) procedures in P950, a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the 200-piece or 50-pound minimum volume requirement for each mailing. Therefore, under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry Post Office, if there is a total of at least 200 pieces or 50 pounds of Presorted rate mail, 200 pieces or 50 pounds of automation rate mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single pre-sort file listed on Form 3602 and Form 3602-C (or a postage statement register).

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E700 Package Services
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E750 Destination Entry
* * * * *

E752 Bound Printed Matter
1.0 BASIC STANDARDS
* * * * *

1.2 Volume

[Revise text to read as follows:]

A destination entry rate BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 Presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in 1.2e, each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate Presorted and Carrier Route mailings may be copalletized under M041 and M045.
- d. Pieces deposited at the same destination entry Post Office, but claimed at different destination entry rates, may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement), if the destination entry Post Office is the proper facility for claiming each of the destination entry discounts.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in P950, a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605, *Statement of Mailing — Bulk Zone Rates*, and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a Presorted or Carrier Route mailing entered at a single destination entry Post Office, if there is a total of at least 300 Presorted rate pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.

* * * * *

DMM REVISION

Standard Mail Flats in Letter Trays

Effective July 10, 2003, *Domestic Mail Manual* (DMM) Exhibit M032.1.1, M032.2.4b(3), M033.2.2, and M910.3.0 are revised to clarify several points about using letter trays instead of sacks when preparing and palletizing certain sizes of Standard Mail flat-size pieces and to add co-traying as another option. This revision also rescinds Customer Support Ruling PS-290, *Enveloped Mailpieces Exceeding 1/4 Inch Thickness*.

This traying option applies to Standard Mail flat-size pieces claimed at automation rates, as well as flat-size pieces claimed at Enhanced Carrier Route rates. No more than 10 percent of a mailing job prepared under this option may be claimed at Presorted rates. This 10 percent maximum applies to the entire mailing job, not to individual plant-verified drop shipment (PVDS) destination points.

All mail under this option must be prepared as follows:

- Packaging is required except for full 5-digit trays and full individual carrier route trays under DMM M033. Under the packaging exception in DMM M020.1.9, mail need not be prepared in other levels of packages when it is placed in a full tray to the corresponding tray level and none of the mail in that tray would have been more finely sorted if packaged. Packaging is required, however, for any mail prepared under the co-traying option in DMM M910 to ensure that automation rate pieces and nonautomation rate pieces are always kept separate.
- The entire mailing job must be trayed. Sacking is not permitted except when the required minimum pallet load in DMM M041.5.3 cannot be met.
- All trays must be palletized, except for mail prepared for Priority Mail® or Express Mail® drop shipment or mail prepared for Enhanced Carrier Route destination delivery unit rates.

Allowing Standard Mail flat-size pieces in letter trays instead of sacks is limited to current sortation requirements and minimum required quantities in a container in order to minimize the impact on the number of containers handled by the Postal Service™ as well as to maintain presort and rate integrity. Each tray must be prepared under the same standards used for sacking and, in general, must contain at least 125 pieces or 15 pounds of pieces. Mailers must use as few trays as possible without jeopardizing rate eligibility.

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

Domestic Mail Manual (DMM)

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M Mail Preparation and Sortation

M000 General Preparation Standards

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M030 Containers

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M032 Barcoded Labels

1.0 BASIC STANDARDS—TRAY AND SACK LABELS

1.1 Use

* * * * *

Exhibit 1.1 Required Barcoded Container Labels

[Add an entry for co-trayed mail to read as follows:]

Class of Mail	Rate or Type	Processing Category
* * * * *	* * * * *	* * * * *
Standard Mail	Automation and Presorted in letter trays co-trayed under M910 using M033 option	Flat-size
* * * * *	* * * * *	* * * * *

* * * * *

2.0 ADDITIONAL STANDARDS—BARCODED TRAY LABELS

* * * * *

2.4 Barcode

The label barcode must meet these specifications:

* * * * *

- b. *Information.* The barcode must represent these three numeric elements:

* * * * *

[Revise item b(3) to read as follows:]

(3) The applicable 2-digit USPS® processing code:

(a) Code “01” is used for all automation rate and machinable letter-size pieces, for First-Class Mail® automation rate flat-size pieces, and for First-Class Mail co-trayed automation rate and Presorted rate flat-size pieces. Code “01” is also used for certain Standard Mail flat-size pieces prepared in letter trays under M033: Standard Mail automation rate flat-size pieces and Standard Mail co-trayed automation rate and Presorted rate flat-size pieces.

(b) Code “07” is used for all other mail (e.g., manual and nonmachinable letter-size pieces). Code “07” is also used for certain Standard Mail flat-size pieces prepared in letter trays under M033: Enhanced Carrier Route Standard Mail nonautomation rate and Standard Mail Presorted rate pieces.

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M033 Sacks and Trays

* * * * *

2.0 FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL

* * * * *

2.2 Letter Tray Preparation—Standard Mail Flat-Size Pieces

Standard Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:

[Revise 2.2a to read as follows:]

a. At least 90% of the mailing job must be claimed at automation rates or Enhanced Carrier Route rates. No more than 10% of the mailing job may be claimed at Presorted rates. As provided in E620, the following minimum volumes for Standard Mail pieces must be met:

(1) For the portion claimed at automation nonletter rates, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted rates, no separate minimum is required.

(2) For any portion claimed at Enhanced Carrier Route nonletter rates, a separate 200-piece minimum must be met.

* * * * *

[Reletter current 2.2e and 2.2f as new 2.2g and 2.2h. Add new 2.2e and 2.2f to read as follows:]

e. All mail prepared under M610, M620, or M820 must be packaged except for full 5-digit trays and full carrier route trays. The exception to packaging in M020 may be used for other sort levels. All mail prepared under M910 must be packaged.

f. All mail in the mailing job must be trayed. Sacking is not permitted except when the required minimum pallet load in M041.5.3 cannot be met.

[Revise new 2.2g and 2.2h to read as follows:]

g. All trays must be palletized under M045.3.2, except for mail prepared in trays for Priority Mail or Express Mail drop shipment or for mail prepared and claimed at Enhanced Carrier Route destination delivery unit rates. Trays of letter-size pieces must not be placed onto pallets with trays of flat-size pieces. Pallet labels must identify the mail as flat-size pieces.

h. All other applicable standards in M610, M620, M820, or M910 must be met, including required preparation sequence and use of sack minimums as tray minimums.

* * * * *

M900 Advanced Preparation Options for Flats

M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Mailings

* * * * *

3.0 STANDARD MAIL

* * * * *

[Add new 3.6 to read as follows:]

3.6 Tray Preparation and Labeling

Presorted rate and automation rate packages meeting the standards in M033 for letter trays and prepared under 3.2 must be presorted together into trays (co-trayed) in the sequence in 3.5. Trays must be labeled using the information for Lines 1 and 2 and M032 for other tray label criteria. Co-packaging under this option is not permitted.

* * * * *

DMM REVISION

Proof of Delivery — New Option for Mailers

Effective July 10, 2003, *Domestic Mail Manual* (DMM) S500.1.2 and S919.1.5 are revised to add new options for mailers to use for obtaining proof of delivery information.

With these DMM revisions, mailers using Express Mail® Manifesting and Signature Confirmation™ service (with the electronic option or privately printed labels) will be able to obtain delivery information via bulk proof of delivery letters provided by the Postal Service™ in CD-ROM or Signature Extract File formats.

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

Domestic Mail Manual (DMM)

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S Special Services

* * * * *

S500 Special Services for Express Mail

1.0 AVAILABLE SERVICES

* * * * *

[Renumber current 1.2 through 1.6 as new 1.3 through 1.7. Add new 1.2, *Proof of Delivery*, to read as follows:]

1.2 Proof of Delivery

Proof of delivery information for Express Mail is available as follows:

- a. Individual requests by article number can be retrieved on the Internet at www.usps.com, or by calling 1-800-222-1811. A proof of delivery letter will be provided via fax or mail.

- b. Bulk proof of delivery letters are available only to mailers using Express Mail Manifesting service and can be obtained in CD-ROM or Signature Extract File formats. For additional information, see Publication 80, *Bulk Proof of Delivery Program*.

* * * * *

S900 Special Postal Services

S910 Security and Accountability

* * * * *

S919 Signature Confirmation

1.0 BASIC INFORMATION

[Renumber current 1.5 through 1.9 as new 1.6 through 1.10. Add new 1.5, *Proof of Delivery*, to read as follows:]

1.5 Proof of Delivery

Proof of delivery information for Signature Confirmation service is available as follows:

- a. Individual requests by article number can be retrieved on the Internet at www.usps.com, or by calling 1-800-222-1811. A proof of delivery letter will be provided via fax or mail.
- b. Bulk proof of delivery letters are available only to mailers using the Signature Confirmation service electronic option or privately printed labels. Bulk proof of delivery letters can be obtained in CD-ROM or Signature Extract File formats. For additional information, see Publication 80, *Bulk Proof of Delivery Program*.

* * * * *

— *Product Information Requirements, Product Development, 7-10-03*

REMINDER

Air Transportation Surcharge for Day-Old Poultry

This article is a reminder that Retail clerks must collect the air transportation surcharge (\$0.20 per pound or fraction thereof) on all day-old poultry transported by air at the Priority Mail® and First-Class Mail® rates.

Retail clerks must *not* collect the air transportation surcharge on day-old poultry shipments mailed at the Express Mail® rate.

Airport mail centers and facilities must assign the “L” alpha designator on the routing tags for day-old poultry transported by air at the Priority Mail and First-Class Mail rates.

— *Commercial Air Operations, Network Operations Management, 7-10-03*

DMM REVISION

Polywrap Specifications and Certification Program

Effective July 10, 2003, *Domestic Mail Manual* (DMM) C820.1.0 and C820.4.0 are revised to clarify standards for the use of polywrap for flat-size mailpieces claimed at automation rates and its certification program.

Although these standards are reorganized to present the information in a logical sequence and to consolidate material, there are no material changes to current mailing standards or polywrap specifications. The principal clarifications include the following:

- *Haze requirement.* Revised DMM Exhibit C820.4.1 clarifies that an address label must be affixed to the outside of the polywrap used on the mailpiece in order to eliminate the need for meeting the haze requirement for approved polywrap.
- *Wrap direction.* Revised DMM C820.4.2 clarifies that the wrap direction of polywrap for automated flat sorting machine (AFSM) 100 flat-size pieces is only around the longer axis. Also, it clarifies that the wrap direction for flat sorting machine (FSM) 1000 flat-size pieces may be around either the longer axis or the shorter axis. This revision also defines the term axis as it relates to wrap direction.
- *Selvage.* Revised DMM C820.4.3 clarifies, for purposes of applying the polywrap standards for overhang (selvage) only, that the edge of the mailpiece designated as top must be one of the two physically longer edges of the piece. All automation rate flat-size mail must be rectangular.
- *Certificate of conformance.* Revised DMM C820.4.5 clarifies that the polywrap manufacturer, not ASTM International, provides the certificate of conformance stating that the polywrap meets the requirements in DMM Exhibit C820.4.1.

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

Domestic Mail Manual (DMM)

	*	*	*	*	*
C	Characteristics and Content				
	*	*	*	*	*
C800	Automation-Compatible Mail				
	*	*	*	*	*

C820 Flats

1.0 BASIC STANDARDS

[Revise 1.0 to read as follows:]

Flat-size mailpieces claimed at automation rates must meet the applicable standards in 1.0 through 8.0 and the general and specific mailability and eligibility standards for the class of mail and the rate claimed. The mailpieces may qualify for automation rates either under the dimensions and characteristics for automated flat sorting machine (AFSM) 100 processing in 2.0 or under the dimensions and characteristics for flat sorting machine (FSM) 1000 processing in 3.0, except for Bound Printed Matter (BPM) items, which can qualify only under AFSM 100 criteria. Additional standards apply as follows:

- a. If a flat-size mailpiece meets all AFSM 100 criteria except for the turning ability or deflection standards under 2.5, the piece may be claimed at automation rates if all FSM 1000 criteria are met.
- b. If polywrap film is used, the film and preparation of the mailpiece must meet the applicable standards in 4.0.

* * * * *

[Revise 4.1 and consolidate current 4.5 and 4.6 with amended 4.1; redesignate current Exhibit 4.1a as new Exhibit 4.1 and amend comment for property 2 (haze); redesignate and amend current Exhibit 4.1b as new 4.2 and 4.3; redesignate and amend current 4.2 as new 4.5 and consolidate current 4.4 with new 4.5; and redesignate and amend current 4.3 as new 4.4 to read as follows:]

4.0 POLYWRAP COVERINGS

4.1 General Requirements

If polywrap film is used to enclose flat-size mailpieces claimed at automation rates, the pieces must meet the applicable additional standards in 4.0. Film approved for use under 4.5 must meet the specifications in Exhibit 4.1 as follows:

- a. For mailpieces meeting all the dimensions, turning ability, and deflection characteristics for AFSM 100 criteria under 2.0, the film must meet all eight properties in this exhibit. If the address label is affixed to the outside of the polywrap, the haze property (property 2) is not required.

- b. For mailpieces not meeting all the dimensions and characteristics of the AFSM 100 criteria but meeting all the criteria for the FSM 1000 under 3.0, the film must meet, at a minimum, only the haze property (property 2) in this exhibit. If the address label is affixed to the outside of the polywrap, the haze property is not required.

AFSM 100 Polywrap Specifications

Exhibit 4.1

Property * * * * *	Requirement	Test Method	Comment
2. Haze	<70	ASTM D1003	Affixing address labels to outside of polywrap is an alternative to meeting this requirement
* * * * *			

4.2 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:

- a. Wrap direction and seam direction:
 - (1) For an AFSM 100 mailpiece, the wrap direction must be around the longer axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the longer edge (the length) of the mailpiece.
 - (2) For an FSM 1000 mailpiece, the wrap direction may be around either the longer axis or the shorter axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the longer edge (the length) of the mailpiece, and the shorter axis is always parallel to the shorter edge (the height) of the mailpiece.
- b. For either an AFSM 100 or an FSM 1000 mailpiece, the preferred seam placement is on the nonaddressed side of the mailpiece. If the seam is placed on the addressed side, the seam must not cover any part of the delivery address and barcode, postage area, or any required markings or endorsements. Regardless of seam placement, the polywrap over the address area must be a smooth surface to avoid interference with address and barcode readability.

4.3 Overhang

For purposes only of the polywrap standards for overhang (selvage) in 4.0, the edge of the mailpiece designated as top must be one of the two physically longer edges of the piece, regardless of address orientation and whether bound or unbound. Any polywrap overhang (selvage)

around the four edges of the mailpiece (top, bottom, and left and right sides) must meet these standards:

- a. For an AFSM 100 mailpiece:
 - (1) When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 1.5 inches at the top of the mailpiece.
 - (2) When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 0.5 inch on the opposite side.
 - (3) The polywrap covering must not be so tight that it bends the mailpiece.
- b. For an FSM 1000 mailpiece:
 - (1) When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 1.5 inches at the top of the mailpiece.
 - (2) When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 1.5 inches on the opposite side.
 - (3) The polywrap covering must not be so tight that it bends the mailpiece.

4.4 Mailpiece Identification

Polywrapped flat-size mailpieces claimed at automation rates must be endorsed to show that the polywrap meets USPS® approval as automation-compatible. This requirement is met by printing “USPS AFSM 100 Approved Polywrap” or “USPS 100 Approved Poly” or “USPS FSM 1000 Approved Polywrap” or “USPS 1000 Approved Poly,” as applicable, directly on the address side of the pieces, preferably below the postage area or in another visible location. Alternatively, the polywrap marking may also be printed directly onto the polywrap material. The polywrap marking must not interfere with delivery address or barcode recognition.

4.5 Polywrap Certification

The USPS polywrap certification program requires plastic manufacturers to provide to a producer of polywrapped flat-size mailpieces a certificate of conformance from the manufacturer stating that the polywrap physical properties meet or exceed the minimum requirements specified in Exhibit 4.1. The certification program applies only to polywrap used for AFSM 100 mailpieces. A list of USPS-approved polywrap products is maintained on the USPS Web site <http://ribbs.usps.gov>; click on *Polywrap Manufacturers*. The first time that a specific polywrap product is to be used for an automation rate mailing of flat-size

mailpieces and that product is not listed on the USPS Web site, these steps must occur:

- a. The producer of the polywrapped pieces provides a USPS mailpiece design analyst (MDA) with the manufacturer's certificate of conformance verifying that the polywrap film meets the specifications in Exhibit 4.1 for AFSM 100 mailpieces.
- b. The MDA reviews the manufacturer's certificate of conformance to confirm that the requirements listed on the certificate for the polywrap film meet the eight properties in Exhibit 4.1 for AFSM 100 mailpieces.

The reviewing MDA provides written confirmation to the producer of the polywrapped pieces and sends a copy to the appropriate business mail entry unit or detached mail unit and a copy to Mailing Standards (see G043 for address).

* * * * *

— Mailing Standards,
Pricing and Classification, 7-10-03

DMM REVISION

Customized MarketMail

Effective August 10, 2003, *Domestic Mail Manual* (DMM) E660 and M660 are added and C010.1.0, C600, D042.7.0, E110.1.1, E610.4.0, E610.5.0, E610.9.3, E620.3.0, E630.5.0, E650.1.1, E710.1.1, F010.5.3, M011.1.4d, M012.2.1b, Exhibit M032.1.3, M072.1.0, Exhibit P040.4.1b, R600.1.2, R600.3.2, S070.1.1, S500.2.0, and Index are revised to implement the classification for Customized MarketMail™ (CMM) service as established by the Governors of the United States Postal Service® (the Governors) on the Recommended Decision of the Postal Rate Commission Approving Stipulation and Agreement on Customized MarketMail Minor Classification Change, Docket No. MC2003-1. In their decision, the Governors approved on June 27, 2003, the Commission's recommendations, adopting the recommended classification changes.

Use of CMM

CMM service represents a significant innovation for Standard Mail advertisers who want to target a specific audience with highly individualized mailpiece designs, including nonrectangular-shaped and multidimensional mailpieces such as cutouts of houses, automobiles, power boats, or wearing apparel. More creative designs could encourage greater customer interest and response rates to promotions, advertising, fund-raising campaigns, or other types of communications.

Before this service was introduced, mailing standards required that any mailpiece that was 1/4 inch thick or less could not be mailed if that piece was not rectangular. This exclusion of nonrectangular letter-size mail and, in some cases, nonrectangular flat-size mail, reduced the available options for businesses and organizations wishing to reach existing or potential customers through advertising messages and designs, including the shape of the mailpiece. CMM service will overcome this previous restraint.

Nonrectangular Shapes

A basic requirement for mailability in Domestic Mail Classification Schedule (DMCS) § 6020 (and *Domestic Mail Manual* (DMM) § C010.1.1) is that “[a]ll items, other than keys and identification devices, which are 0.25 inch thick or less must be rectangular in shape, at least 3.5 inches in width, and at least 5 inches in length.” Administrative rulings issued by the Postal Service™ have interpreted and further clarified that the term “rectangular” implies that rectangular mailpieces must have four right-angle corners, four straight and regular edges, and no holes or other voids within their dimensions.

Mailpieces that are 1/4 inch thick or less typically meet the dimensional standards for “letter-size” mailpieces or “flat-size” mailpieces. These two mail processing categories represent both the vast majority of mailpieces sorted and distributed in mail processing facilities and virtually all mail sorted into cases and delivered by Postal Service carriers or distributed to Post Office™ boxes.

The requirement that mail must be rectangular within certain dimensions for typical letter-size or flat-size mailpieces was established to ensure that the Postal Service could efficiently handle and deliver such mail, whether by automated, mechanized, or manual means.

CMM pieces will differ from other letter-size and flat-size mailpieces that are 1/4 inch thick or less in two significant aspects. First, CMM pieces can be nonrectangular or irregular in shape. Second, such mail will be required to bypass all Postal Service handling between the mailer's plant (or point of origin) and the Post Office delivery unit. CMM pieces will therefore not be expected or required to be compatible with mechanical or automated processing because their entry profile was specifically developed to ensure that CMM pieces will bypass mail processing operations primarily designed for rectangular-shaped mail.

Employees are reminded that all mailpieces that are 1/4 inch thick or less and not prepared and mailed as CMM mailpieces must be rectangular. The exception to the mailability rule applies only to CMM pieces and to keys and identification devices. Other pieces not qualifying under this exception are nonmailable under DMM C010.1.0.

CMM Verification and Entry

At the mailer's option, CMM pieces will have to be presented for postage verification at the origin office by: (1) using existing plant-verified drop shipment (PVDS) procedures as defined in DMM P950, (2) using either Express Mail® or Priority Mail® drop shipment procedures in DMM M072, or (3) taking the pieces directly to a destination Postal Service facility with a business mail entry unit as a presorted mailing subject to DMM E610.8.0.

Under the PVDS option in DMM P950, current standards for a 200-piece minimum volume will apply only to the entire PVDS mailing rather than to the quantity presented at each destination delivery unit (DDU). Normally, the DDU is the facility where the mail will be distributed to and cased for delivery by the corresponding mail carrier or distributed into Post Office boxes. Transportation to each destination will be the mailer's responsibility, or it will be through the use of existing Express Mail or Priority Mail drop shipment standards in DMM D072.

CMM Preparation

Each CMM mailing will be subject to the current minimum volume requirement of 200 pieces for presorted Standard Mail pieces. There will be, however, no minimum volume requirements for packaging or containerization because all mail processing operations will be bypassed.

Packaging of CMM pieces will be required for all types of containers used in order to maintain mailpiece orientation, inhibit movement of the pieces, and ensure stability in transit. At the same time, packaging will help protect the individual mailpieces from damage. The number of pieces in each package and the method of packaging will be at the mailer's discretion, subject to applicable standards for suitable materials and package sizes in DMM M020.

CMM pieces will be required to be prepared in containers as appropriate to the volume of mail destined for the DDU. Equipment such as sleeved letter trays, Express Mail and Priority Mail containers (i.e., Postal Service pouches, sacks, envelopes, and boxes), or envelopes or boxes supplied by the mailer will be permitted as containers. Each mailing presented in mailer-supplied containers, including those prepared as Express Mail and Priority Mail drop shipment, will be required to be accompanied by sample containers for tare weight calculations. Mailings with more than three different types of containers or mailings consisting of nonidentical-weight pieces will be required to be presented

using a manifest mailing system (MMS) under DMM P910 or any other available postage payment system if approved by the Business Mailer Support (BMS) manager, Postal Service Headquarters.

CMM containers will be required to bear the correct container label and be endorsed to the attention of the delivery unit supervisor or postmaster with instructions to "open and distribute" the contents. At the DDU, the CMM pieces will be distributed to carriers for casing and delivery or, for Post Office box addresses, to the box section for distribution into the Post Office boxes.

At the mailer's option, every piece in a mailing will be permitted to bear the correct carrier route code under DMM M014. Under this option, the mailer must use CASS-certified software and the current USPS® Carrier Route File scheme, hard copy Carrier Route Files, or another AIS product containing carrier route information, subject to DMM A930 and A950. Carrier route information will also require updating within 90 days before the mailing date.

CMM Rates

CMM pieces, each of which must weigh 3.3 ounces or less, will be subject to the basic nonletter piece rates, with no destination entry discount, in the Standard Mail Regular and Nonprofit subclasses. Owing to the irregular or nonrectangular shape inherent with CMM pieces, such pieces will also be subject to the residual shape surcharge (RSS).

CMM pieces will not be eligible for any destination entry discount, automation rate, or other presort rate. In addition, because CMM pieces will not be handled in mail processing facilities, such pieces will not be eligible for the parcel barcode discount, which currently is available to appropriately barcoded pieces that are also subject to the residual shape surcharge. Special services, as provided in DMM S900, will not be available for CMM pieces.

CMM Postage Payment

CMM pieces will be subject to the same options of postage payment (precanceled stamps, metered postage, or permit imprint) for Standard Mail pieces as permitted by current standards in DMM P600. CMM mailers will not be required to obtain special mailing permits or authorizations other than those already required for Regular or Nonprofit Standard Mail service.

Mailers will, in most cases, be required to pay postage through an approved manifest mailing system (MMS) when more than three different types of mailing containers are used or when the mailing consists of nonidentical-weight pieces. Express Mail and Priority Mail drop shipments generally are also better processed through a manifesting system. The Business Mailer Support (BMS) manager at Headquarters will approve the manifest mailing systems

and any other special postage payment system under DMM P900 such as an optional procedure.

Mailers presenting CMM pieces must present the appropriate documentation, if required, along with one of the following postage statements:

- PS Form 3602-PS, *Postage Statement — Standard Mail Subject to Surcharge — Postage Affixed.*
- PS Form 3602-RS, *Postage Statement — Standard Mail Subject to Surcharge — Permit Imprint.*
- PS Form 3602-NPS, *Postage Statement — Nonprofit Standard Mail Subject to Surcharge — Postage Affixed.*
- PS Form 3602-NS, *Postage Statement — Nonprofit Standard Mail Subject to Surcharge — Permit Imprint.*

The postage statements will be revised to accommodate CMM pieces as a separate line item on page 1, which corresponds to a separate part designated as “L” on the reverse. In addition, the revised statements have an additional check box under the “Processing Category” block designated as “CMM.” Copies of the statements will be posted on www.usps.com and will be available from the Material Distribution Center.

Sample Mailpieces Required

At the time of mailing, mailers presenting CMM mailpieces must provide the business mail entry unit or acceptance site these additional items for each mailing:

- A sample mailpiece.
- An extra copy of the corresponding postage statement.

Employees collecting the sample CMM mailpieces and copies of the postage statements must send both items within 2 weeks of the mailing to the following address:

MANAGER
RATES AND CLASSIFICATION SERVICE CENTER
US POSTAL SERVICE
1250 BROADWAY 14TH FL
NEW YORK NY 10095-9599

CMM Markings and Endorsements

In addition to the current class and rate markings required for Standard Mail pieces, CMM pieces will have to bear the marking “CUSTOMIZED MARKETMAIL” (or the approved abbreviations “CUST MKTMAIL” or “CMM”). The standards and placement of applicable markings and endorsements will follow existing requirements for Standard Mail pieces under DMM M012.

CMM Physical Characteristics

CMM mailpieces can be constructed of any material that is safe for handling by Postal Service personnel. However,

CMM pieces will have to be sufficiently flexible to withstand normal handling required for carrier casing and delivery and for placement into mail receptacles and Post Office boxes.

CMM pieces will not be allowed to have attachments or enclosures. However, CMM pieces are permitted to be constructed or assembled from layers or parts to form a single item.

For purposes of defining the dimensional requirements, a straight line drawn between the most distant outer points on a CMM mailpiece will define the axis of its length and a perpendicular line to that axis will be the axis of its height. The minimum and maximum dimensions and weight are as follows:

- (1) Height: No less than 3-1/2 inches and no more than 12 inches.
- (2) Length: No less than 5 inches and no more than 15 inches.
- (3) Thickness: No less than 0.007 inch at its thinnest point and no more than 3/4 inch at its thickest point.
- (4) Weight: No more than 3.3 ounces.

CMM pieces will be permitted to have voids or holes and to have a nonuniform thickness. If pieces are of nonuniform thickness, packages of CMM pieces will be required to be prepared by counterstacking under DMM M020 to ensure stability in transit whether transported under PVDS or under Priority Mail or Express Mail drop shipment. This packaging requirement not only stabilizes the pieces during transportation, but it also ensures Postal Service employees will more easily handle and deliver the mail.

Mailpiece design approval by the manager of business mail entry in the district serving the office of mailing, though not required, is recommended. Physical or graphic content will be subject to current standards in DMM C020 and C030 and to any applicable nonpostal statutes and regulations.

CMM Addressing

Each CMM piece will be required to bear a complete mailing address including an accurate 5-digit ZIP Code or ZIP+4[®] code. CMM pieces must bear the exceptional address format or the occupant address format under DMM A020.

The exceptional address format uses both a recipient's name and the alternative “Current Occupant” or “Current Resident,” followed by a complete delivery address, city, state, and ZIP Code or ZIP+4 code. If the named recipient has moved, mail bearing an exceptional address format is neither forwarded to the recipient's new address nor returned to the sender. Instead, such mail is left at the indicated delivery address for the current resident.

The occupant address format does not use an actual recipient's name but only the designation "Occupant," "Householder," or "Resident" in place of a name, followed by a complete delivery address, city, state, and ZIP Code or ZIP+4 code. Mail bearing an occupant address is neither forwarded nor returned.

The address block could be placed anywhere on the mailpiece as currently permitted for flat-size mailpieces, whether printed directly on the mailpiece, or printed on an address label permanently affixed to the piece. The address and other mandatory information such as postage indicia and class and rate markings will be required to be clearly identifiable and legible, following current mailing standards.

CMM pieces will be subject to the standard for address quality and address list maintenance that requires all 5-digit ZIP Codes included in addresses on pieces claimed at Regular Standard Mail and Nonprofit Standard Mail rates to be verified and corrected within 12 months before the mailing date using a method approved by the Postal Service. This requirement ensures that mail is addressed for the correct ZIP Code destination and eliminates potential misdirection of mail. The use of detached address labels (DALs) will not be permitted for CMM pieces.

CMM Delivery

Delivery is considered completed and Postal Service handling of a CMM mailpiece will end when the piece is delivered to the street address or Post Office box address on the piece or when a Postal Service employee distributes the piece into the Post Office box if the piece bears a Post Office box address. CMM pieces will be delivered or left at the address, and CMM pieces that are undeliverable as addressed because of an invalid address will be discarded.

Ancillary service endorsements used for address correction services and the forwarding and return of mail will not be available. Each piece will also be required to bear the appropriate carrier release endorsement in DMM D042 ("Carrier—Leave If No Response") to indicate that a deliverable CMM piece is to be left in a safe location near the recipient's mail receptacle if the piece cannot be placed inside the receptacle.

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

Domestic Mail Manual (DMM)

* * * * *

C Characteristics and Content

C000 General Information

C010 General Mailability Standards

1.0 MINIMUM AND MAXIMUM DIMENSIONS

1.1 Minimum

[Revise 1.1 to read as follows:]

For mailability, the following standards apply:

- a. All mailpieces (except Customized MarketMail pieces mailed under E660 and keys and identification devices mailed under E130) that are 1/4 inch thick or less must be rectangular, with four square corners and parallel opposite sides.
- b. All mailpieces must be at least 3-1/2 inches high and at least 5 inches long (see Exhibit 1.1).
- c. All mailpieces must be at least 0.007 inch thick.

* * * * *

1.3 Length and Height

* * * * *

[Reletter current 1.3c as new 1.3d and add new 1.3c to read as follows:]

- c. Standard Mail Customized MarketMail pieces.

* * * * *

C600 Standard Mail

1.0 DIMENSIONS

1.1 Basic Standards

These standards apply to Standard Mail pieces:

* * * * *

[Revise 1.1b to read as follows:]

- b. Presorted rate and Customized MarketMail pieces are subject only to the basic mailability standards in C010.

* * * * *

[Renumber current 2.0 through 5.0 as new 3.0 through 6.0, respectively. Add new 2.0 to read as follows:]

2.0 CUSTOMIZED MARKETMAIL

Mailpieces prepared as Customized MarketMail (CMM) pieces under E660 must meet these additional standards and physical characteristics:

- a. The material used for constructing the pieces must be free of sharp edges, protrusions, and other design elements that could cause harm or injury to USPS personnel handling these pieces.

- b. The dimensions of the pieces must not be smaller than the minimum dimensions for letter-size mail in C050 or greater than the maximum dimensions for flat-size mail in C050. Length and height are defined as follows:
 - (1) The length and the axis of length are determined by drawing a straight line between the two outer points most distant from each other.
 - (2) The height is determined by drawing perpendicular lines to the points that are the greatest distance above and below the axis of length. The sum of these two lines defines the height.
- c. The maximum weight may not exceed 3.3 ounces.
- d. Pieces may be rectangular or nonrectangular, may be uniform or nonuniform in thickness, and may include die cuts, holes, and voids.
- e. Pieces must be flexible enough to fit inside a minimum-size mail receptacle measuring 4-7/8 inches wide, 14-7/8 inches high, and 5-7/8 inches long (deep).
- f. Design approval by the district business mail entry manager is not required, but it is recommended.

3.0 RESIDUAL SHAPE SURCHARGE

[Revise 3.0 to read as follows:]

Mail that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to a residual shape surcharge. Mail that is prepared as CMM pieces under E660 is also subject to the residual shape surcharge. There are different surcharges for Presorted rate pieces and Enhanced Carrier Route rate pieces. Only the surcharges for Presorted rate pieces apply to CMM pieces.

* * * * *

D DEPOSIT, COLLECTION, AND DELIVERY

D000 Basic Information

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D040 Delivery of Mail

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D042 Conditions of Delivery

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[Revise heading of 7.0 to read as follows:]

7.0 CARRIER RELEASE

[Renumber current text of 7.0 as 7.1 and add heading to read as follows:]

7.1 Parcels

An uninsured parcel may not be left in an unprotected place, such as a porch or stairway, unless the addressee

has filed a written order, or the mailer has endorsed the parcel "Carrier—Leave If No Response." The endorsement must appear directly below the return address as specified in M012.

[Add new 7.2 to read as follows:]

7.2 Customized MarketMail

Any matter mailed as CMM pieces under E660 must bear the endorsement "Carrier—Leave If No Response" as specified in M012.

* * * * *

E Eligibility

* * * * *

E100 First-Class Mail

E110 Basic Standards

1.0 CLASSIFICATION AND DESCRIPTION

1.1 Eligibility

[Revise 1.1 to read as follows:]

All mailable matter may be sent as First-Class Mail® items (which for the purposes of the standards in 1.0 includes Priority Mail items) or as Express Mail items, except CMM pieces under E660 or other matter prohibited by the respective standards.

* * * * *

E600 Standard Mail

E610 Basic Standards

* * * * *

4.0 ENCLOSURES AND ATTACHMENTS

* * * * *

4.3 Nonincidental First-Class Enclosures

[Revise the first sentence of 4.3 to read as follows:]

Letters or other pieces of nonincidental First-Class Mail items, subject to postage at First-Class Mail rates, may be enclosed with Standard Mail pieces (except matter mailed as CMM pieces under E660).***

4.4 Nonincidental First-Class Attachments

[Revise the first sentence of 4.4 to read as follows:]

Letters or other pieces of nonincidental First-Class Mail items may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as CMM pieces under E660), or of the principal piece, as applicable.***

4.5 Attachment of Other Standard Mail Matter

[Revise the introductory sentence to read as follows:]

The front or back cover page of a Standard Mail piece (except CMM pieces) may bear an attachment that is also Standard Mail matter if:

* * * * *

[Revise 4.5b to read as follows:]

- b. The material qualifies for and is mailed at Standard Mail rates.

* * * * *

5.0 RATES

5.1 General Information

[Revise 5.1 to read as follows:]

All Standard Mail rates are presorted rates (including all nonprofit rates). These rates apply to mailings meeting the basic standards in E610 and the corresponding standards for Presorted rates under E620, Enhanced Carrier Route rates under E630, automation rates under E640, or Customized MarketMail rates under E660. Except for Customized MarketMail pieces, destination entry discount rates are available under E650, and barcode discounts are available for machinable parcels under E620. A mailpiece is subject to the residual shape surcharge if it is prepared as a parcel, or if it is not letter-size or flat-size under C050, or if it is prepared as a Customized MarketMail piece under E660. Nonprofit rates may be used only by organizations authorized by the USPS under E670. Not all processing categories qualify for every rate. Pieces are subject to either a single minimum per piece rate or a combined piece/pound rate, depending on the weight of the individual pieces in the mailing under 5.2 or 5.3.

5.2 Minimum Per Piece Rates

The minimum per piece rates (i.e., the minimum postage that must be paid for each piece) apply as follows:

* * * * *

[Revise 5.2b and 5.2c to read as follows:]

- b. Letters and Nonletters. In applying the minimum per piece rates, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in C050, without regard to placement of the address on the piece, except under these conditions:
 - (1) If the piece meets both the definition of a letter in C050 and the definition of an automation flat in C820, the piece may be prepared and entered at an automation flat (nonletter) rate.

- (2) If the piece is prepared for automation letter rates, address placement is used to determine the length when applying the size standards and aspect ratio requirements to qualify for automation letter rates under C810. For this purpose, the length is considered to be the dimension parallel to the address.
- (3) If the piece is mailed as a Customized Market-Mail piece under E660, the piece is always subject to the applicable Regular or Nonprofit Standard Mail basic nonletter per piece rate and must not exceed the maximum weight for those rates.

- c. Individual Rates. There are separate minimum per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing under E620, E630, E640, and E660. Except for Customized MarketMail pieces, discounted per piece rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under E650. DDU rates are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route rates. See R600 for individual per piece rates.

5.3 Piece/Pound Rates

[Revise 5.3 by adding a new sentence after the first sentence to read as follows:]

Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail pieces.

* * * * *

[Revise heading of 5.4 to read as follows:]

5.4 Machinable Parcel Barcode Discount

[Revise the last sentence to read as follows:]

***Pieces mailed at Enhanced Carrier Route, Nonprofit Enhanced Carrier Route, or Customized MarketMail rates are not eligible for a barcoded discount.

5.5 Residual Shape Surcharge

[Revise 5.5 to read as follows:]

Any Standard Mail piece that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to a residual shape surcharge. Any piece that is prepared as a Customized MarketMail piece under E660 is also subject to the residual shape surcharge. There are different surcharges for Presorted rate pieces and Enhanced Carrier

Route rate pieces. Only the surcharges for Presorted rate pieces apply to Customized MarketMail pieces.

* * * * *

9.0 SPECIAL SERVICES

* * * * *

9.3 Ineligible Matter

Special services may not be used for any of the following types of Standard Mail items:

* * * * *

[Add 9.3e to read as follows:]

e. Pieces mailed as Customized MarketMail pieces.

* * * * *

E620 Presorted Rates

* * * * *

[Revise heading and text of 3.0 to read as follows:]

3.0 RESIDUAL SHAPE SURCHARGE

Any Presorted Standard Mail piece that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to a residual shape surcharge.

* * * * *

E630 Enhanced Carrier Route Rates

* * * * *

5.0 RESIDUAL SHAPE SURCHARGE

[Revise 5.0 to read as follows:]

Any Enhanced Carrier Route Standard Mail piece that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to a residual shape surcharge.

* * * * *

E650 Destination Entry

1.0 BASIC STANDARDS

1.1 Rate Application

[Revise the first sentence of 1.1 to read as follows:]

Except for Customized MarketMail pieces as defined in E660, Regular, Nonprofit, Enhanced Carrier Route, and Nonprofit Enhanced Carrier Route Standard Mail pieces meeting the basic standards in E610 may qualify for the destination BMC, SCF, or DDU entry rates, as applicable, if deposited at the correct destination Postal Service facility, subject to the general standards below and the specific standards in 5.0, 6.0, and 7.0, respectively.***

* * * * *

[Add new E660 to read as follows:]

E660 Customized MarketMail

Summary

E660 describes the eligibility standards for Customized MarketMail (CMM) pieces including standards for minimum volumes, addressing, and drop shipment.

1.0 BASIC STANDARDS

1.1 General

Customized MarketMail (CMM) service is an option for mailing nonrectangular and irregular-shaped Regular Standard Mail and Nonprofit Standard Mail pieces if the pieces weigh 3.3 ounces or less and meet the physical characteristics and the dimensional requirements in C600 and the mail preparation standards in M660. Other Regular and Nonprofit Standard Mail pieces measuring 3/4 inch thick or less and meeting the applicable standards in C600, E660, and M660 may be entered as CMM at the mailer's option. CMM must be entered directly at a destination delivery unit (DDU).

1.2 Basic Standards

All pieces in a CMM mailing must:

- a. Meet the basic standards for Standard Mail pieces in E610 and, for Nonprofit Standard Mail pieces, the additional standards in E670.
- b. Be part of a single mailing of at least 200 addressed pieces. All pieces must be identical in size, shape, and weight unless excepted by standard under an approved postage payment system.
- c. Bear a complete delivery address using the exceptional address format or occupant address format under A020 with the correct ZIP Code or ZIP+4 code. Each piece must also bear a carrier release endorsement as specified by D042. These additional addressing standards apply:
 - (1) Detached address labels (DALs) under A060 are not permitted.
 - (2) Ancillary service endorsements under F010 are not permitted.
 - (3) All 5-digit ZIP Codes included in addresses on pieces must be verified and corrected within 12 months before the mailing date, using a USPS-approved method. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing. An address meeting this standard may be used in mailings at any other rates to which

the standard applies during the 12-month period after its most recent update.

- (4) At the mailer's option, a carrier route information line under M014 may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must be applied using CASS-certified software and the current USPS Carrier Route File scheme, hard copy Carrier Route Files, or another Address Information Systems (AIS) product containing carrier route information, subject to A930 and A950. Carrier route information must be updated within 90 days before the mailing date.

- d. Be marked, sorted, and documented as specified in M660.
- e. Be entered at the destination delivery unit appropriate to the delivery address on the corresponding mail, as a mailing subject to the applicable requirements in E610 and E650, as a mailing using Express Mail or Priority Mail drop shipment under M072, or as a plant-verified drop shipment (PVDS) mailing under P950. Minimum volumes per destination are not required.

2.0 RATES

Each CMM piece is subject to the Presorted Regular or Nonprofit Standard Mail nonletter, nondestination entry basic rate plus the residual shape surcharge. CMM pieces are not eligible for the parcel barcode discount.

3.0 SPECIAL SERVICES

CMM pieces are not eligible for any special service.

* * * * *

E700 Package Services

E710 Basic Standards

1.0 BASIC INFORMATION

1.1 Definition

[Revise the first sentence of 1.1 to read as follows:]

Package Services mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail items nor entered as Periodicals items (unless permitted or required by standard) or as Customized MarketMail items under E660.***

* * * * *

F Forwarding and Related Services

F000 Basic Services

F010 Basic Information

* * * * *

5.0 CLASS TREATMENT FOR ANCILLARY SERVICES

* * * * *

5.3 Standard Mail

[Revise the introductory text to read as follows:]

Undeliverable-as-addressed (UAA) Standard Mail pieces are treated as described in Exhibit 5.3a and Exhibit 5.3b, with these additional conditions:

* * * * *

[Add 5.3k to read as follows:]

- k. Customized MarketMail pieces under E660 are not eligible to use ancillary service endorsements.

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

M011 Basic Standards

1.0 TERMS AND CONDITIONS

* * * * *

[Revise title to read as follows:]

1.4 Mailings

Mailings are defined as:

* * * * *

[Revise the introductory text of 1.4d to read as follows:]

- d. Standard Mail. Except as provided in E620.1.2, the types of Standard Mail items listed below may not be part of the same mailing. See M041, M045, M610, M620, and M900 for copalletized, combined, or mixed-rate mailings.

* * * * *

[Add 1.4d(8) to read as follows:]

- (8) Customized MarketMail pieces and any other type of mail.

* * * * *

M012 Markings and Endorsements

* * * * *

2.0 MARKINGS—FIRST-CLASS MAIL AND STANDARD MAIL

2.1 Placement

Markings must be placed as follows:

* * * * *

[Revise 2.1b to read as follows:]

b. Other Markings. The rate-specific markings “AUTO,” “AUTOCR,” “Presorted” (or “PRSRT”); “Single-Piece” (or “SNGLP”) (First-Class Mail only); and “ECRLOT,” “ECRWSH,” “ECRWSS,” and “Customized Market-Mail” (or “CUST MKTMAIL” or “CMM”) (Standard Mail only)) may be placed as follows:

- (1) In the location specified in 2.1a.
- (2) In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under M013 or carrier route package information under M014.
- (3) If preceded by two asterisks (**), the “AUTO,” “AUTOCR,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the “AUTO,” “AUTOCR,” “PRSRT,” or “SNGLP” marking may be placed to the left of the barcode clear zone (subject to the standards in C840) on letter-size pieces.

* * * * *

M030 Containers

* * * * *

M032 Barcoded Labels

1.0 BASIC STANDARDS—TRAY AND SACK LABELS

* * * * *

Exhibit 1.3 3-Digit Content Identifier Numbers

[Revise Exhibit 1.3 by adding the following entries before “ECR Irregular Parcels—Nonautomation” to read as follows:]

* * * * *

STANDARD MAIL

Class and Mailing	CIN	Human-Readable Content Line
CMM (letter trays)	206	DEL LTR STD CMM MAN
CMM (flat trays)	207	DEL FLTS STD CMM MAN
CMM (sacks)	205	DEL STD CMM MAN

* * * * *

M033 Sacks and Trays

1.0 BASIC STANDARDS

* * * * *

1.2 Standard Containers

[Revise 1.2 by inserting a new sentence after the first sentence to read as follows:]

Containers for Customized MarketMail pieces are specified in M660.

* * * * *

Exhibit 1.2 Standard Containers

[Revise Exhibit 1.2 by adding the following entry at the end to read as follows:]

Mail Class	Processing Category	USPS Container
* * * * *	* * * * *	* * * * *
Standard Mail	* * * * *	* * * * *
	Customized MarketMail pieces under M660	Letter tray (with sleeve), flat tray (with green lid inverted), white sack

* * * * *

M070 Mixed Classes

* * * * *

M072 Express Mail and Priority Mail Drop Shipment

1.0 BASIC STANDARDS

1.1 Enclosed Mail

[Revise the last sentence of 1.1 to read as follows:]

***When a drop shipment is destined to a 5-digit facility, then sacking or traying is not required for letters or flats, if all enclosed presort destination packages are destined to the same 5-digit ZIP Code as the Express Mail or Priority Mail pouch, sack, or container.

* * * * *

1.3 Containers for Expedited Transport

[Revise 1.3 to read as follows:]

Acceptable containers for expedited transport are as follows:

- a. An Express Mail drop shipment must be contained in a blue and orange Express Mail pouch, except that Customized MarketMail pieces under E660 may be contained in USPS-provided Express Mail envelopes and cartons or in any properly labeled container supplied by the mailer.

- b. A Priority Mail drop shipment must be contained in either an orange Priority Mail sack or a letter-size tray, except that Customized MarketMail pieces under E660 may be contained in USPS-provided Priority Mail envelopes and cartons or in any properly labeled container supplied by the mailer.

* * * * *

1.7 Label 23

[Revise 1.7 to read as follows:]

As an alternative to sacks for Priority Mail drop shipments, letter trays or mailer-supplied containers for Customized MarketMail pieces under E660 may be used as follows:

- Label 23 is affixed to the letter tray or mailer-supplied container. A single Label 23 may be used to identify two letter trays strapped together. Mailer-supplied containers may not be strapped together.
- If two letter trays are strapped together, each tray must be of identical size and individually strapped under M033.1.5. Label 23 must be affixed to the sleeve of the top tray before strapping. The trays must be strapped securely around the length of the two trays.
- The total weight of two trays strapped together or mailer-supplied containers used for CMM pieces may not exceed 70 pounds.

* * * * *

M600 Standard Mail (Nonautomation)

* * * * *

[Add new M660 to read as follows:]

M660 Customized MarketMail

Summary

M660 describes the basic preparation and marking standards for Customized MarketMail (CMM) pieces meeting the eligibility standards in E660.

1.0 BASIC STANDARDS

1.1 All Mailings

All mailings and all pieces in each mailing prepared as Customized MarketMail (CMM) pieces are subject to specific preparation standards in 1.0 and 2.0 and to these general standards:

- All pieces must meet the standards for basic eligibility in E610 and specific eligibility in E660. Nonprofit Standard Mail pieces must meet the additional eligibility standards in E670.
- CMM pieces must not be part of a mailing containing any other type of Standard Mail pieces.

- Each mailing must meet the applicable standards for mail preparation in M010 and M020 and the following:

- Subject to the marking standards in M012, Regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD"), and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). All pieces must also be marked "Customized MarketMail," "CUST MKTMAIL," or "CMM."
 - At the mailer's option, a carrier route information line under M014 may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must be applied using CASS-certified software and the current USPS Carrier Route File scheme, hard copy Carrier Route Files, or another AIS product containing carrier route information, subject to A930 and A950. Carrier route information must be updated within 90 days before the mailing date.
- All pieces in the mailing must meet the specific sortation and preparation standards in M660.
 - Pieces are subject to the rate eligibility specified in E660.

1.2 Postage

CMM pieces are subject to the same options of postage payment (precanceled stamps, metered postage, or permit imprint) for Standard Mail pieces as permitted under P600.

1.3 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile with the residual shape surcharge, must accompany each mailing. The mailer must also provide an extra copy of the postage statement and a sample of the CMM mailpiece. The sample and the copy postage statement are then forwarded by the USPS to the New York Rates and Classification Service Center (see G042 for address). Mailings of nonidentical-weight pieces or mailings using more than three different types of containers must also be supported by standardized documentation meeting the standards in P012. Documentation for nonidentical-weight pieces is not required if the correct rate is affixed to each piece.

2.0 PREPARATION

2.1 Packaging

Two or more pieces to the same 5-digit destination must be packaged under M020 in any container to maintain the integrity and stability of the pieces throughout transit and handling. The maximum weight for any package is 20 pounds. Pieces of irregular thickness must also be

counterstacked as provided in M020. At the mailer's option, CMM pieces may be prepared in carrier route packages, subject to the applicable standards in M050 and E630.

2.2 Containers

If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system (MMS) under P910, unless the Business Mailer Support (BMS) manager approves another postage payment system. Each mailing presented in mailer-supplied containers must be accompanied by sample containers for tare weight calculations. The size of the containers must be appropriate to the dimensions of the pieces, and the number of containers must be appropriate to the volume of pieces in the mailing. If Express Mail or Priority Mail drop shipment is used, containers are subject to the standards in M072.

2.3 Containerizing and Labeling

Mail must be prepared in 5-digit, 5-digit scheme using L606, or 5-digit carrier route containers, with no minimum volume (piece or weight) required for an individual container. In addition to the required labeling, mailer-supplied containers must be marked "DELIVERY UNIT—OPEN AND DISTRIBUTE" on the container label or on the address side of the container. Containers are prepared and labeled as follows:

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

* * * * *

P Postage and Payment Methods

P000 Basic Information

* * * * *

P040 Permit Imprints

* * * * *

4.0 INDICIA FORMAT

* * * * *

Exhibit 4.1b Indicia Formats

[Add an example of "Cust MktMail," permit imprint indicia to read as follows:]



* * * * *

R Rates and Fees

* * * * *

R600 Standard Mail

1.0 REGULAR STANDARD MAIL

* * * * *

1.2 Nonletters—3.3 oz. or Less

* * * * *

[Add footnote 2 to "Presorted" to read as follows:]

- 2. Customized MarketMail pieces are subject to the Basic nondestination entry nonletter rate, plus the residual shape surcharge.

* * * * *

3.0 NONPROFIT STANDARD MAIL

* * * * *

3.2 Nonletters—3.3 oz. or Less

* * * * *

[Add footnote 2 to "Presorted" to read as follows:]

- 2. Customized MarketMail pieces are subject to the Basic nondestination entry nonletter rate, plus the residual shape surcharge.

* * * * *

S Special Services

S000 Miscellaneous Services

* * * * *

S070 Mixed Classes

1.0 BASIC INFORMATION

1.1 Priority Mail Drop Shipment

[Revise 1.0 to read as follows:]

For a Priority Mail drop shipment, no special services may be added to the Priority Mail segment, and the mail enclosed may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handing, or, for First-Class Mail parcels only, electronic option Delivery Confirmation™ service or electronic option Signature Confirmation™ service.
- b. Standard Mail pieces subject to the residual shape surcharge (except Customized MarketMail pieces) may be sent with electronic option Delivery Confirmation service.
- c. Package Services mail may be sent with special handling or, for Package Services parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.

* * * * *

S500 Special Services for Express Mail

* * * * *

2.0 EXPRESS MAIL DROP SHIPMENT

[Revise 2.0 to read as follows:]

For an Express Mail drop shipment, the content of each Express Mail pouch is considered one mailpiece for indemnity coverage, and the mail enclosed may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handing, or, for First-Class Mail parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.
- b. Priority Mail pieces may be sent with Certified Mail service, special handing, electronic option Delivery Confirmation, or electronic option Signature Confirmation.
- c. Standard Mail pieces subject to the residual shape surcharge (except Customized MarketMail pieces) may be sent with electronic option Delivery Confirmation service.
- d. Package Services mail may be sent with special handling or, for Package Services parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.

* * * * *

I Index Information

I000 Information

* * * * *

I020 References

* * * * *

I022 Subject Index

* * * * *

[Add the following two entries to read as follows:]

Customized MarketMail, C600, E660, M660

* * * * *

Standard Mail

* * * * *

mail preparation

* * * * *

Customized MarketMail, M660

* * * * *

— Mailing Standards,
Pricing and Classification, 7-10-03

NEW PUBLICATION

Publication 80, Bulk Proof of Delivery Program

Publication 80, *Bulk Proof of Delivery Program*, is now available. The Bulk Proof of Delivery program allows customers who use Signature Confirmation™ service or Express Mail® Manifesting to get proof of delivery records in bulk (providing the customer uses a D-U-N-S Number®). This program eliminates the need for mailers to request records individually, allows them to retain the records for an unlimited amount of time, and reduces the need to handle paper copies of signature records. Publication 80 also contains criteria for participation in the program.

Publication 80 is available on the Postal Service Policy-Net Web site at <http://blue.usps.gov/cpim>; click on *PUBs*. It is also accessible on the Internet at www.usps.com; click *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, then *Publications* (either *PDF Format* or *Text Format*).

Copies of Publication 80 will not be printed for ordering through the Material Distribution Center.

— *Product Information Requirements,
Product Development, 7-10-03*

DMM TRANSFORMATION

The DMM 200-A — A New Tool for Business Mailing

The second step in the redesign of the *Domestic Mail Manual* (DMM) is complete. The DMM 200-A, *A Guide to Mailing for Businesses and Organizations*, is a new, must-have tool for small- and medium-volume business mailers. This latest guide helps our customers understand their mailing options and provides mailing information using clear, easy-to-follow language and illustrations. It helps new mailers begin a business mail program with retail mailing services, discount (bulk) mailing services, or by mailing from their desktop computer. You'll find example pages from the new guide, along with call-outs that give more information about the design, on pages 40–44 of this *Postal Bulletin*.

The first publication in the DMM redesign project, the DMM 100, *A Customer's Guide to Mailing*, was introduced to retail customers across the country last year. It presented retail mailing options using commonsense language and clear and direct graphics, charts, and navigational devices. It is colorful, precise, and easy to understand. *A Guide to Mailing for Businesses and Organizations* builds on this success by bringing clarity to the mailing services important to business customers.

The DMM transformation project calls for a modular system of books aimed at meeting the needs of different types of customers:

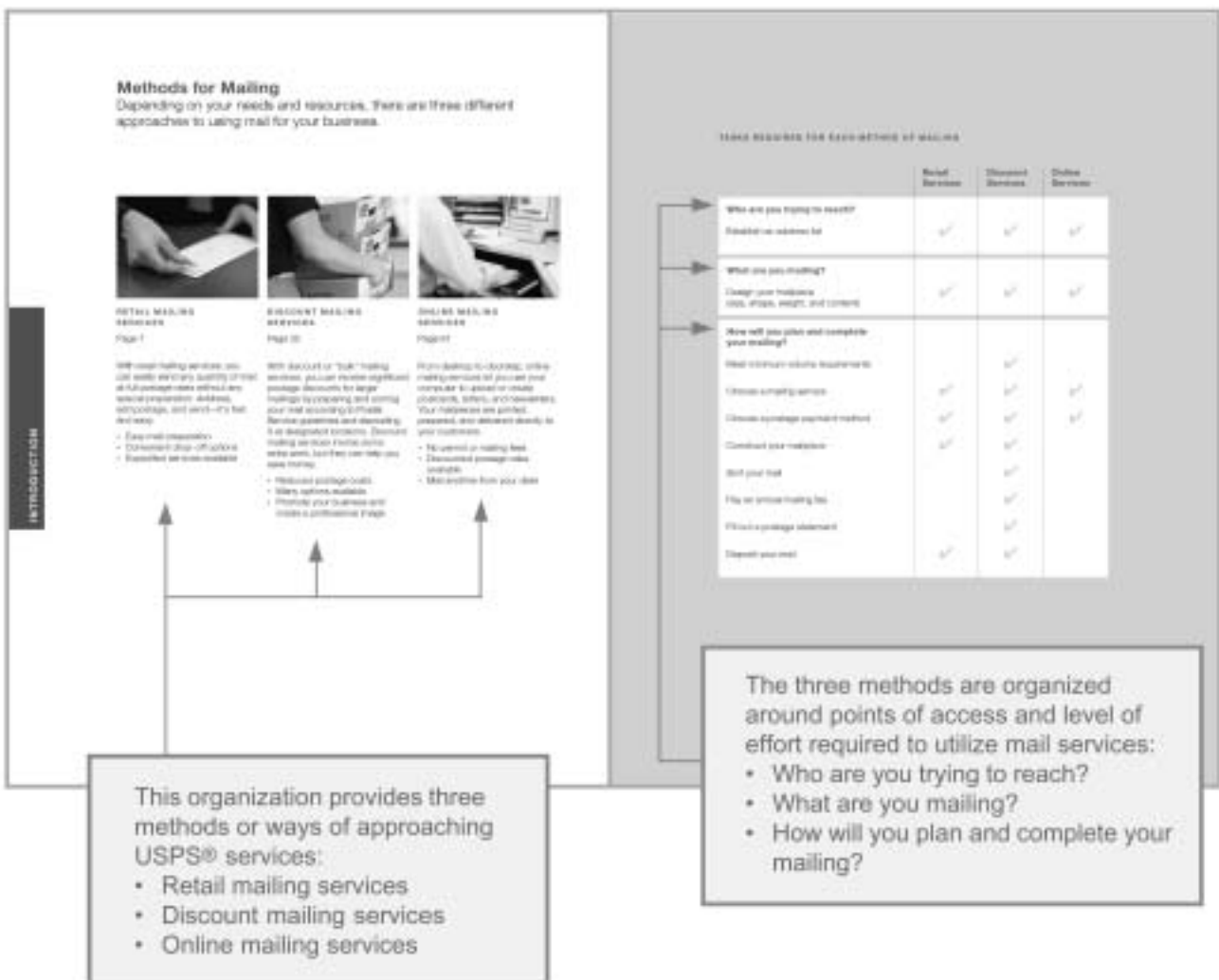
- Retail/consumer (DMM 100, *A Customer's Guide to Mailing*).
- Businesses and organizations (DMM 200-A, *A Guide to Mailing for Businesses and Organizations*).
- High-volume mailers (DMM 300, in development).
- Special topics like hazardous materials (DMM 400, in development).

A Guide to Mailing for Businesses and Organizations will be stocked in over 30,000 Postal Service™ facilities around the country throughout July, and both PDF and text versions will be available online soon at www.usps.com. Once the distribution is complete and the publication is stocked in the MDC, we will publish a follow-up article in the *Postal Bulletin* with ordering instructions for additional copies. **Do not order the DMM 200-A yet.**

We hope you and your customers will find the DMM 200-A, *A Guide to Mailing for Businesses and Organizations*, easy to use. Please take the time to fill out and mail back the yellow survey card on the back cover of the DMM 200-A. Your comments are important and will help shape future editions of the guide.

— *Mailing Standards,
Pricing and Classification, 7-10-03*


The 200-A is organized to anticipate and support the typical decision-making process customers pursue when learning about business mailings.



Research has shown that shape is an intuitive concept — an understanding that customers bring to the mailing experience.

What is Business Mail?

Business mail includes all the ways mail is used to accomplish the goals of your business or organization. Bills, invoices, catalogs, coupons, solicitations, newsletters, magazines, merchandise, and advertisements in any quantity are just some of the items businesses and organizations mail every day.



What Can Business Mail Help You Do?

Whether you are starting a new enterprise or maintaining an established company, mail is an important tool for reaching your customers, clients, or suppliers. Business mail can help you:

- Acquire** - Attract new customers and expand territories.
- Retain and Grow** - Strengthen relationships with customers and members. Build long-term relationships. Expand the scope of a niche through new products and services.
- Close** - Fully address and complete transactions. Recognize customers' value and retention through ongoing communication.





What Are the Benefits of Business Mail?

Targeted - You can choose which demographic addresses you're mailing, so you can be certain that your message will arrive at the hands of business or consumers who are likely to be interested.

Flexible - Mail mail, you can send multiple addresses in single pieces, or anything in between. You can take advantage of a variety of shapes and cost-effective mailing services to fit your needs and your budget.

Reliable - Once purchased, your mailing can know when your message or product will be received and measure your return on investment.

Efficient - The Postal Service will reach every business and household in the country so that it can be reached from the established relationship between the Postal Service and your customers.

POSTCARDS	<p>Often the best equipment only to send quantity mailpieces and business sale kits.</p> 	
LETTERS	Large envelopes, envelopes, and flat pieces, such as announcements, bills, and notices.	
FLATS	Large or thin envelopes printed for your business, such as proposals, brochures, catalogs, manuals, or important documents that should not be folded.	
PACKAGES	Items that are not bills, letters, or postcards, such as first-class boxes, bulk or light boxes, and all other boxes and postal tubes.	

➤ You should have identified what customers are expecting in receiving mail, including an address list and customer business address information.

➤ An important responsibility you must have is to ensure that you do address your business for good business, but your mailing benefits and otherwise provide rapid, reliable, and consistent service to your customers. You must understand the importance of the message to your customers.

Customers may not intuitively know about classes of mail, but they do know what they are mailing:

- Postcards
- Letters
- Flats
- Packages

Visual explanations of key concepts are supported by descriptive text in clear and easy-to-understand language. Content clarification is one of the key objectives of the DMM 200-A.

DISCOUNT MAILING SERVICES


Sorting Overview
Mailpieces that are sorted by ZIP Code may receive lower postage rates.

CAUTION
Discount postage rates are offered to the user mailing mailpiece, with some discount services, are restricted to mail that is sorted by ZIP Code. A single mailing unit may include multiple mailpieces. Each mailpiece may be changed to a different rate.

The Postal Service provides new systems for sorting your mail. Letters are sorted into bins. First-Class flats are sorted into special flat bins. Periodicals and other flats are sorted into sacks.

Postage will be charged a special rate, based on the discount service used. Follow the Guide to Service Guidelines on page 101 to find the standards that are required for your discount service.

Please software on how you will be sorting mailpieces. Postage software will sort and print your address labels by ZIP Code according to the standards of your chosen mailing service, as well as create bins and sacks (also, sorting "Outside Mail" and completed postage statements). If all of these features are not available, it is available at <http://www.usps.com> (under "Tools").



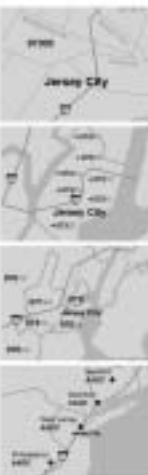
UNDERSTANDING HOW SORTING WORKS (FIRST-CLASS MAIL LETTERS)

1-DIGIT
Individual ZIP Codes. Mailpieces that are sorted by 1-DIGIT (where the same ZIP Code and zip+4 are combined in one mail bin) or zip+4 mailpieces in 1-DIGIT bins (to save 1-DIGIT ZIP Code, use 1-DIGIT sorting).

2-DIGIT
All ZIP Codes with same first 2 digits. After sorting according to digits of remaining digits that share the same first 2 ZIP Code digits are grouped together. Even so, mailpieces must be sorted by ZIP Code, use the AEDC system.

3-DIGIT
Automated Area Distribution Centers. After sorting to the first 3 digits, all remaining mailpieces are sorted to Automated Area Distribution Centers (AADCs) which are used to serve entire 3-digit ZIP codes in one part of the country. Flats do not have enough mailpieces to fit a bin for the same AADC, so mail pieces use their AADC address.

4-DIGIT
Mail Automated Area Distribution Centers. After sorting to AADCs, all remaining mailpieces are sent to the local AADC level. Most AADCs, except those that are used in all parts of the country.



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Clarity is achieved by providing context and illustrations that support understanding and decision making.

Customers have requested more visual descriptions like these shown in the new DMM 200-A.

Mail Entry Overview

You must take your mail to a business mail entry unit or post office where you hold a permit.

PERMIT REQUIRED

Discount mail cannot be provided at a business mail entry unit (BMEU) or designated postal facility, unless you hold a mailing permit. The Postal Service has thousands of facilities that can accept your mail.

The staff at your BMEU can answer your mailing questions and help ensure that your mailing is completed correctly. In addition, many BMEUs offer training services for new mailers.


Your BMEU or post office can provide copies of the supplies you will need, including address labels, business reply labels, labels, zip+4, postage statements, and instructions for sorting your mail.

To locate a BMEU near you, visit <http://www.usps.gov/2000/07/PostalIndex/>.

Permitting and Discount Mail

Permitting and discount mail are separate processes. You must obtain a mailing permit before you can use discount mail.

THE PROCESS OF ENTERING YOUR MAIL

<p>Apply for Permit: Check out the permit to enter BMEUs and pay the appropriate fees. Discounted mailing rates apply.</p>		<p>When you apply for a permit to enter a BMEU, you pay the fee. After you receive your permit, you must make an appointment to enter mail at the location. Check the hours of operation you find out when to bring your mail.</p>
<p>Postage Statements: When entering a mailing, submit a complete postage statement.</p>		<p>Postage statements are forms you use to describe your mailing and complete your postage statement before you enter your mail. The information on the postage statement and the postage meter can be used to complete your postage statement for you.</p>
<p>Sort: The postage labels will help to ensure that your mail is correctly addressed and paid for.</p>		<p>When you bring your mail to the BMEU or post office, a postal employee will verify that your mailing matches what you claim on your postage statement. The postal employee will also check to make sure your mail is properly sorted and is eligible for the rate entered.</p>
<p>Postage Payment: Payment must be made before or at the time of mailing.</p>		<p>Once you have paid your postage, you will receive a receipt. The postage payment receipt will contain the same information, including zip+4.</p>

The 200-A provides an overview of some procedures in a step-by-step format to help customers make informed decisions about the types of service they need. Detailed instructions and procedures for mailing will be provided in the second half of the 200 series.

PUBLICATION 227 OBSOLETION

DMM 100 Packaging Guidelines

Effective July 10, 2003, Publication 227, *Preparing Parcels for Mailing*, is obsolete. Information needed by consumers and retail customers who package and mail gifts and merchandise items can be found in *Domestic Mail Manual (DMM) 100, A Customer's Guide to Mailing*. DMM 100 is an easy-to-understand reference for retail customers and Postal Service™ employees.

The illustrated section on preparing packages in DMM 100 leads the user through all the critical steps from choosing the right mailing container and cushioning material to selecting the appropriate tape for sealing and securing the package.

DMM 100 also explains how to mail fragile and heavy items, and it provides helpful instructions on the proper way to address the package and affix postage and any label for extra services such as Delivery Confirmation™ service.

DMM 100 is available free at Post Offices™ and can also be downloaded from the Postal Service Web site at www.usps.com; click *All Products & Services*, then *Publications*, then *Browse All Periodicals & Publications*, then *A Customer's Guide to Mailing*. To order copies, refer to the article titled "DMM 100, A Customer's Guide to Mailing" below.

— *Mailing Standards,
Pricing and Classification, 7-10-03*

REVISED PUBLICATION

DMM 100, A Customer's Guide to Mailing

The DMM 100, *A Customer's Guide to Mailing*, is a popular guide for retail customers and employees. It helps customers choose a service for mailing, calculate postage, and address their mail correctly.

In July, Post Offices™ will receive updated copies for display and distribution in retail lobbies. Please make the guide available in your Post Office and encourage your customers to take a free copy.

Facilities that need additional copies of the DMM 100 can order them through the Material Distribution Center (MDC).

You can order the DMM 100 by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 2.

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

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to *mcustome@usps.gov*.

- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

Here's the information that you'll need to order the DMM 100:

PSIN: DMM100
NSN: 7610-05-000-5072
Unit of Measure: EA
Bulk Pack Quantity: 200
Quick Pick Number: 526
Price: \$0.1819
Edition Date: 07/02

The DMM 100 is accessible on the Internet at www.usps.com; click *All Products & Services*, then *Publications*, then *Browse All Periodicals & Publications*, then *A Customer's Guide to Mailing*. In addition, customers who order stamps and other merchandise from The Postal Store Web site (www.usps.com/shop) will receive a free copy. Look for a Spanish-language version coming soon.

— *Mailing Standards,
Pricing and Classification, 7-10-03*

Overseas Military Mail

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

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

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

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

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

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09362	Close	Immediately	
APO AE 09364	Close	Immediately	
APO AE 09367	Close	Immediately	
APO AE 09370	Close	Immediately	
APO AE 09371	Close	Immediately	
APO AE 09380	Close	Immediately	
APO AE 09871	Add N,X	Immediately	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1
APO AE 09882	Add N,X	Immediately	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1
APO AP 96405	Close	Immediately	
APO AP 96410	Close	Immediately	
APO AP 96411	Close	Immediately	
APO AP 96412	Close	Immediately	
APO AP 96413	Close	Immediately	
APO AP 96414	Close	Immediately	
APO AP 96415	Close	Immediately	
APO AP 96416	Close	Immediately	
APO AP 96417	Close	Immediately	
APO AP 96418	Close	Immediately	
APO AP 96419	Close	Immediately	
APO AP 96420	Close	Immediately	
APO AP 96421	Close	Immediately	
APO AP 96422	Close	Immediately	
APO AP 96423	Close	Immediately	
APO AP 96424	Close	Immediately	
APO AP 96425	Close	Immediately	
APO AP 96428	Close	Immediately	
APO AP 96429	Close	Immediately	
APO AP 96430	Close	Immediately	
APO AP 96431	Close	Immediately	
APO AP 96432	Close	Immediately	
APO AP 96433	Close	Immediately	
APO AP 96434	Close	Immediately	
APO AP 96435	Close	Immediately	
APO AP 96436	Close	Immediately	

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

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09007	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	09332	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09009	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09305	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	09333	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09012	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09334	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09013	A1-B-B1-C-D-U-Z1	09138	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1	09335	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09014	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09336	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09021	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09337	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09028	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09338	A-A1-B-B1-C-C1-F-I-V-Z1
09031	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09312	A-A1-B-B1-C-F-M-V-Z1	09340	A-A1-B-B1-C1-F-R-V
09034	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09314	A-A1-B-B1-C-F-M-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09319	A-A1-B-B1-E2-F-H1-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-F1-H-H1-I-M-R-R1-V-Z-Z1
09050	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09321	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z-Z1
09054	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09323	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09063	A1-B-B1-C-D-L-U	09211	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09067	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09328	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09357	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09069	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1
09074	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09076	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09360	A1-B-B1-V
09080	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U				
09081	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V				
09090	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D	09245	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U				
09096	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U				
09098	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U				
09099	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U				
09100	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U				
09102	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U				
09103	A1-B-B1-D-U	09265	A1-B-B1-C-D-N-U				
09104	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U				
09107	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U				
09110	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1				
09112	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1				
09114	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1				
09123	A1-B-B1-C-D-U						
09126	A1-B-B1-C-D						
09128	A1-B-B1-C-D-U						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09574	A1-B-V	09649	A1-B-B1-U
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09575	A1-B-V	09703	A1-B-B1-C-F1
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09576	A1-B-V	09704	A1-B-B1-C-D-V
09366	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09577	A1-B-V	09705	A1-B-B1-U
09368	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09454	A1-B-B1-C-C1-U-V	09578	A1-B-V	09706	A1-B-B1-C-U-V
09372	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09579	A1-B-V	09707	A1-B-B1-C-N-U-V
09374	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09581	A1-B-V	09708	A1-B-B1
09375	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09582	A1-B-V	09709	A1-B-B1-F1
09376	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09586	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
09377	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09587	A1-B-V	09711	A1-B-B1-F1-Z1
09378	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09588	A1-B-V	09713	A1-B-B1-C-F1
09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09589	A1-B-B1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
09383	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09590	A1-B-V	09715	A1-B-B1-F1
09384	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09471	A1-B-B1-C-C1-U	09591	A1-B-V	09716	A1-B-B1-C-D-N-U-V
09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09593	A1-B-V	09717	A1-B-B1-M-W
09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09594	A1-B-V	09718	A1-B-B1-F-I-N-U-V
09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09498	A1-B-B1-C-C1-U	09595	A1-B-V	09719	A1-B-B1-C-F1
09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09596	A1-B-V	09720	A1-B-B1-U-V
09389	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z1	09501	A1-B-V	09599	A1-B-V	09721	A1-B-B1-N-U-Z1
09390	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09502	A1-B-V	09601	A1-B-B1-C-F-F1-U	09722	A1-B-B1-C-D-N-U-V
09391	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09503	A1-B-V	09602	A1-B-B1-C-F-F1-N-U	09723	A1-B-B1-N-U-V-Z1
09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09504	A1-B-V	09603	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U
09393	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09505	A1-B-V	09604	A1-B-B1-C-F-F1-U	09725	A1-B-B1-C
09394	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09506	A1-B-V	09609	A1-B-B1-C-F-U	09726	A1-B-B1-N-U
09395	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09507	A1-B-V	09610	A1-B-B1-C-F-U	09728	A1-B-B1-C
09396	A-A1-B-B1-F-V	09508	A1-B-V	09612	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V
09399	A-A1-B-B1-C-F-M-V-Z1	09509	A1-B-V	09613	A1-B-B1-C-F-U-V	09732	A1-B-B1-N-V-Z1
		09510	A1-B-V	09617	A1-B-B1-C-F-U	09733	A1-B-B1-I-V
		09511	A1-B-V	09618	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1
		09517	A1-B-V	09619	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N
		09521	A1-B-V	09620	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V
		09524	A1-B-V	09621	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V
		09532	A1-B-V	09622	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V
		09534	A1-B-V	09623	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V
		09542	A1-B-V	09624	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V
		09543	A1-B-V	09625	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V
		09545	A1-B-V	09626	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V
		09549	A1-B-V	09627	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V
		09550	A1-B-V	09628	A1-B-B1-C-F-F1-U-V	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
		09554	A1-B-B1-V	09630	A1-B-B1-C-F-U-V	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1
		09556	A1-B-V	09631	A1-B-B1-C-F-U	09803	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
		09557	A1-B-V	09636	A1-B-B1-C-F-U	09805	A-A1-B-B1-C-F-M-V-Z1
		09564	A1-B-V	09638	A1-B-B1-C-E2-F-U-V		
		09565	A1-B-V	09642	A1-B-B1-N-U		
		09566	A1-B-V	09643	A1-B-B1-U		
		09567	A1-B-V	09644	A1-B-B1-U		
		09568	A1-B-V	09645	A1-B-U		
		09569	A1-B-V	09647	A1-B-B1-N-U		
		09570	A1-B-V	09648	A1-B-B1-N-U-V-Z1		
		09573	A1-B-V				

(Domestic Mail section continues on page 73.)

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 483

Keep all foreign order notices for use as reference.

Tentative Orders

Tentative Lottery Orders have been issued against the following:

Australia

AUSTRALIAN LOTTERY AWARDS
(ALA)
PO BOX 391
STRAWBERRY HILLS NSW 2012
AUSTRALIA

Germany

L E ALBERT AND
LOTTERY AGENCY ALBERT
ALBERT
PO BOX 101341
D 31763 HAMELN
GERMANY

L E ALBERT AND
LOTTERY AGENCY ALBERT
MIEGELWEG 24
31785 HAMELN
GERMANY

BOESCHE
KUEHNSTRASSE 75
22045 HAMBURG
GERMANY

STATE LOTTERY AGENCY OF THE SKL IN
KASSEL
AM SALZERHOF 24
34199 KASSEL
GERMANY

Ireland

THE SHAMROCK AGENCY AND
EURO AMERICAN
REGISTRY OFFICE
LOCKSTORE HOUSE A2G
F7 EASTWAYS BUSINESS PARK
BALLYSIMON RD
LIMERICK
IRELAND

THE SHAMROCK AGENCY AND
EURO AMERICAN
43 CILL CHAIS
SHANNON
COUNTY CLARE
IRELAND

The Netherlands

IPG
IBRS CCRI NUMERO 1548
5690 ZX SON
PAYS BAS
THE NETHERLANDS

IPG
PO BOX 90
5690 AB SON
THE NETHERLANDS

Do not dispatch any mail to the above. Place the mail pieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BUILDING RM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mail pieces themselves. Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution plants, designated international exchange offices, and Customer Service plants.

— Judicial Officer, 7-10-03

Withholding of Mail Orders

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

State/City/ZIP Code	Names and Addresses Covered
AZ, Phoenix 85032-5582	J. Hienz Components, J. Hienz, J. Hein, John Heinz, or Variations of These Names, 13835 North Tatum Boulevard, Suite 9, PMB 168
CA, Bonsall 92003-0060	Arturo Ruis and All Other Names, PO Box 60
CA, Bonsall 92003-0594	Adelaido Andrade and All Other Names, PO Box 594
CA, Bonsall 92003-1167	Any and All Names Except Jose Cecilio Garcia Bucio, PO Box 1167
CA, San Francisco 94134-1114	Sherm T, 339 Hale Street
CA, San Francisco 94124-2804	Marcus Jones, 1359 Ingalls Street
CA, San Francisco 94112-1663	Justin Wembe, 374 Trumbull Street

— Judicial Officer, 7-10-03

Domestic Orders

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

State/City/ZIP Code	Names and Addresses Covered	Product
RI, Newport 02840-0992	Adelphia Publishing Inc., PO Box 3300	A work-at-home scheme

— Judicial Officer, 7-10-03

Invalid Express Mail Corporate Account Numbers

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

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

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

005044	009508	025259	060038	075543	093221	096810	098270	100006	104578	117775	148224	193407
005554	009591	025351	060158	075585	093224	096835	098281	100030	104603	117987	148227	193446
005731	009972	026375	060208	075630	093279	096859	098289	100073	105014	118017	148234	193469
005783	010115	026415	060311	076364	093489	096869	098290	100085	105183	118020	151090	193470
005835	011047	027049	060335	076508	093505	096874	098323	100096	105235	118045	151204	193472
006120	011113	027065	060741	076923	093550	096881	098329	100116	105736	118706	151225	193537
006169	011359	027071	060922	076947	093559	097038	098334	100131	105852	118893	152003	193643
006194	012248	027096	061104	077030	093661	097171	098351	100156	105897	118933	152244	193644
006204	012344	027105	061750	077334	093667	097182	098366	100158	106562	119028	152543	193678
006310	012353	027123	062061	077533	093671	097233	098412	100164	106567	119245	152701	195050
006374	013166	027144	064043	079011	093835	097236	098415	100174	107157	120333	152769	196166
006605	013176	027316	064232	079752	094127	097257	098428	100221	107219	122148	156115	200608
006633	013202	027392	064287	080031	094137	097269	098430	100346	107226	122380	159002	200867
006706	014323	027488	064431	080089	094157	097297	098441	100352	107304	122427	159022	207115
006812	014379	027724	064634	080182	094170	097333	098469	100388	108404	125398	159033	207406
006823	014665	027755	064717	080274	094182	097339	098472	100401	108699	126077	159052	207929
006942	014741	027873	064728	080339	094197	097403	098474	100501	108784	127078	159089	207939
007199	015118	028117	064924	085051	094265	097408	098498	100509	108838	132447	159119	208422
007259	015500	028220	064937	085097	094506	097437	098537	101067	108865	133031	165048	208560
007337	015514	028311	064938	088030	094660	097451	098538	101103	108889	142085	165055	208980
007375	015548	029688	065156	088127	094862	097453	098621	101201	108949	142111	165175	210495
007376	015597	030080	065689	088748	094992	097501	098627	101293	109029	142119	165337	210689
007378	015721	030271	065698	089322	095185	097534	098639	101410	109219	142238	170174	210690
008055	016463	030421	065818	089955	095213	097538	098649	101419	110439	142578	170280	210759
008056	018004	031057	065993	090416	095232	097553	098688	101452	110819	142587	170327	210762
008134	018085	034635	066476	090549	095269	097606	098707	101564	112598	142605	171152	210769
008148	018136	035010	066482	090562	095288	097609	098709	101647	112977	142645	171161	210782
008175	018235	037012	067170	090571	095369	097611	098744	101682	113500	142864	174054	210801
008186	018457	038002	067264	090656	095387	097625	098751	101726	113564	142866	175066	210803
008196	018643	038030	067308	090695	095403	097685	098783	101728	114328	142935	175089	212876
008262	018689	038515	067356	090808	095523	097688	098802	101732	115029	146028	180031	220117
008277	018774	038531	068404	090809	095821	097703	098808	101745	115047	146050	181054	220179
008504	018805	040077	068478	091024	095905	097837	098847	101874	115083	146058	187023	220198
008534	018982	040129	068529	091106	095925	097870	098873	101996	115245	146066	191590	220202
008583	019014	040315	069190	091156	095972	097906	098879	102057	115275	146146	191748	220292
008711	019383	040322	069273	091160	096052	097910	098928	102068	115352	146149	191890	220571
008729	019509	040328	069405	091204	096236	097934	098929	102084	115379	146270	191994	220715
008764	019680	040347	069409	091219	096239	097940	098935	102426	115382	146342	192342	220762
008925	019914	042095	070052	091261	096357	097981	098948	102498	115444	146563	192723	221047
008957	020090	043011	070579	092043	096400	098003	098950	102627	115534	146579	192859	221068
008990	020465	043046	070711	092109	096439	098007	098954	102843	117127	146610	192912	221098
009087	022136	044111	070975	092147	096440	098039	098968	102860	117147	146686	192927	221177
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— *Product Information Requirements,
Product Development, 7-10-03*

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

010 504 1932 to 010 504 1999	026 492 3180 to 026 492 3199	044 087 4000 to 044 087 4099	386 624 1412 to 386 883 8936 to	1599 8999
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	045 524 4121 to 045 524 4298	387 314 5574 to 387 837 6300 to	5599 6399
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	046 800 9870 to 046 800 9899	388 828 0656 to 389 696 2400 to	0699 2799
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	047 552 4370 to 047 552 4399	389 846 3104 to 389 846 3145 to	3135 3195
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	048 396 3647 to 048 396 3699	389 887 9211 to 389 887 9234 to	9230 9299
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to	3199 3699
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
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015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
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018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	6099 6999
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 822 3243 to	0599 3278
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	360 173 8800 to 360 324 2326 to	394 990 1810 to 395 343 3264 to	1899 3299
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	362 861 3064 to 373 006 2176 to	395 373 3035 to 395 396 9649 to	3099 9799
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	374 768 2600 to 375 169 4400 to	395 970 3240 to 397 622 4054 to	3299 4099
022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	375 829 3400 to 375 851 9100 to	397 819 8902 to 398 149 7200 to	8999 7699
022 037 1411 to 022 037 1499	037 909 5490 to 037 909 5499	376 196 0911 to 378 085 3679 to	399 070 0872 to 399 156 7119 to	0899 7199
023 637 7169 to 023 637 7199	040 024 3901 to 040 024 3999	378 351 1063 to 379 843 5100 to	399 203 5064 to 399 296 9910 to	5099 9999
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	380 093 9600 to 380 165 1165 to	399 396 8935 to 399 792 7775 to	8999 7799
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403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
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407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
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417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
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420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499	478 450 5071 to	5099

478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
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479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899
486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999	646 798 4000 to	4999
491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199	647 048 7035 to	7099
492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499	647 049 2900 to	2999
492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599	647 398 8300 to	8399
492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182	647 398 8481 to	8499
493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799	647 437 3000 to	4999
493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299	647 811 2188 to	2199
493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499	648 009 6057 to	6099
493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999	648 163 5300 to	5499
494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499	648 722 5283 to	5299

648 892 3164	to	3199	670 368 3400	to	3499	691 664 1800	to	1999	740 705 9790	to	9799
649 100 3989	to	3999	670 369 7336	to	7399	691 664 2400	to	2499	740 726 6400	to	6500
649 647 0370	to	0399	670 750 7169	to	7199	692 727 9362	to	9399	740 765 3306	to	3399
649 647 0522	to	0599	671 046 6200	to	6399	692 798 1800	to	1899	805 885 8411	to	8499
649 647 5237	to	5399	671 251 5448	to	5499	693 249 0779	to	0799	806 087 1100	to	1499
649 647 9100	to	9299	671 926 5600	to	5799	693 249 0877	to	1699	806 268 9275	to	9299
649 666 7800	to	8299	672 444 2000	to	2999	693 445 0566	to	0999	806 534 3400	to	3477
650 114 7707	to	7719	672 828 3410	to	3499	693 448 8500	to	8999	807 342 3283	to	3399
650 130 3400	to	3599	673 167 5776	to	5799	693 645 9583	to	9599	808 086 7100	to	7199
650 213 0406	to	0499	675 464 3700	to	3799	693 965 4200	to	4299	808 090 3440	to	3499
650 555 1749	to	1799	675 464 4000	to	4199	695 741 2906	to	2999	808 325 5161	to	5699
650 564 1900	to	1999	676 365 5958	to	5999	695 947 8518	to	8599	808 784 8000	to	8299
650 627 4212	to	4299	676 669 1024	to	1099	696 662 8247	to	8299	830 125 0672	to	0699
650 736 2043	to	2099	677 126 6734	to	6799	697 447 8285	to	8296	830 602 5800	to	5999
650 739 1540	to	1699	677 333 9979	to	9999	698 042 4816	to	4899	830 610 3700	to	3799
651 741 4415	to	4499	677 466 1088	to	1099	698 131 2138	to	2157	830 983 3500	to	3599
651 882 2800	to	2899	678 071 4500	to	4799	698 227 0000	to	0099	830 983 3635	to	3699
652 754 6317	to	6399	678 096 7531	to	7599	700 065 2570	to	2599	831 354 1387	to	1399
653 131 4945	to	4999	679 909 2578	to	2599	700 065 4800	to	4899	831 815 8240	to	8299
653 426 3300	to	3399	680 112 9565	to	9599	700 190 3350	to	3359	832 525 3810	to	3899
653 455 4874	to	4899	680 244 0903	to	0999	700 228 6048	to	6099	833 159 1884	to	1899
654 238 0000	to	0399	680 412 6046	to	6099	700 650 0452	to	0499	833 456 2567	to	2599
654 404 3065	to	3092	680 761 6800	to	6899	700 666 1323	to	1349	833 566 3015	to	3071
654 962 2900	to	3199	681 677 0540	to	0699	700 786 9106	to	9142	834 130 5200	to	5299
655 103 5081	to	5199	682 070 1029	to	1099	700 859 0744	to	0758	834 316 5444	to	5499
655 523 2600	to	2999	682 956 6280	to	6299	701 028 6780	to	6899	834 354 8747	to	8766
656 305 2448	to	2499	682 956 6490	to	6599	701 213 3900	to	3999	834 354 8824	to	8838
657 347 4438	to	4999	682 956 6700	to	6799	701 267 2000	to	3999	835 269 5700	to	5799
657 710 8100	to	8999	682 965 1178	to	1199	701 335 7312	to	7399	835 496 7303	to	7399
657 780 0985	to	0999	682 965 1201	to	1299	701 369 2005	to	2050	835 539 5200	to	5999
658 586 1400	to	1499	683 118 2389	to	2399	701 499 2260	to	2299	835 813 3015	to	3099
658 877 8000	to	8199	683 378 2000	to	2099	701 503 2247	to	2299	837 672 8967	to	8999
658 880 8000	to	8199	683 378 2117	to	2299	701 541 2271	to	2299	837 784 3282	to	3299
659 398 7300	to	7399	683 415 1200	to	1499	701 553 6557	to	6599	838 176 8377	to	8399
659 706 8113	to	8199	683 444 8159	to	8199	701 601 3457	to	3499	838 518 1257	to	1299
659 846 7837	to	7899	685 154 7780	to	7789	701 605 5913	to	5999	839 718 8257	to	8299
660 510 4100	to	4199	685 297 7645	to	7699	701 695 3982	to	3999	840 323 0600	to	0699
660 673 0400	to	0599	685 623 5264	to	5299	701 695 4148	to	4199	840 875 6235	to	6299
661 488 5000	to	5099	685 650 9487	to	9499	701 695 4227	to	4299	840 910 0900	to	0999
661 609 9100	to	9199	685 669 4200	to	4299	701 708 1741	to	1799	841 349 5000	to	5099
661 716 9420	to	9499	685 757 8452	to	8499	701 736 3966	to	3999	841 805 7747	to	7899
661 906 6522	to	6599	686 071 2694	to	2799	701 838 2800	to	2899	841 805 7944	to	8099
662 021 8332	to	8399	686 176 3333	to	3354	701 941 0600	to	0699	842 226 0685	to	0695
662 068 0700	to	0899	686 372 3200	to	3299	702 171 1603	to	1699	842 685 4600	to	4699
662 553 0774	to	0799	686 644 5879	to	5899	702 195 5109	to	5199	842 685 4742	to	4999
663 078 7034	to	7099	686 899 1371	to	1399	702 254 9300	to	9399	842 860 0300	to	0399
663 763 5300	to	5399	686 931 7636	to	7699	702 264 7569	to	7599	842 898 5582	to	5599
663 883 7039	to	7499	687 601 0973	to	0999	702 713 1800	to	1809	843 062 7100	to	7199
663 938 9200	to	9299	687 614 6774	to	6799	702 821 5730	to	5799	843 077 6288	to	6299
664 253 8000	to	8499	688 120 9000	to	9999	702 821 5805	to	5899	843 077 6378	to	6399
664 656 3055	to	3099	688 314 3107	to	3191	702 846 6331	to	6399	843 758 5769	to	5778
665 174 6400	to	6499	690 291 1361	to	1371	702 848 3900	to	3999	843 786 2554	to	2699
665 274 8208	to	8299	690 788 2877	to	2899	702 878 0114	to	0199	845 656 8165	to	8199
665 669 5400	to	5499	690 893 5344	to	5399	740 002 7710	to	7719	845 727 2100	to	2199
666 132 8226	to	8299	690 893 5512	to	5599	740 241 9049	to	9099	845 746 2618	to	2635
666 696 2209	to	2299	690 904 1300	to	1599	740 255 1718	to	1799	846 390 7531	to	7599
666 696 2309	to	2399	690 941 6000	to	6199	740 470 2420	to	2443	846 918 0572	to	0599
667 032 9300	to	9399	691 313 6383	to	6399	740 523 7432	to	7449	847 237 7690	to	7699
667 729 5529	to	5599	691 313 6600	to	6699	740 535 1555	to	1580	847 284 2481	to	2499
668 383 8400	to	8699	691 582 8003	to	8099	740 701 6105	to	6114	847 374 7055	to	7065

847 374 7055	to	7065	860 518 9629	to	9699	870 575 8155	to	8999	908 622 4225	to	4235
847 636 5304	to	5399	860 600 0021	to	0999	870 589 0485	to	0494	908 936 9254	to	9299
847 700 5447	to	5499	861 158 2350	to	2599	870 691 7060	to	7099	909 100 1787	to	1799
847 723 7500	to	7599	861 367 5400	to	5499	872 100 0445	to	0459	909 100 1900	to	2099
849 485 3427	to	3499	861 637 6010	to	6099	900 556 4178	to	4199	909 355 0422	to	0499
849 520 9850	to	9899	861 979 7292	to	7499	900 845 0044	to	0099	909 568 8900	to	9099
849 608 1357	to	1399	862 216 6100	to	6199	900 936 0217	to	0299	909 568 9300	to	9499
849 792 2600	to	2699	862 263 9213	to	9299	900 936 0435	to	0499	909 725 7307	to	7399
850 546 1862	to	1899	862 271 0800	to	0999	901 058 5255	to	5280	909 833 0947	to	0999
851 143 6826	to	6844	862 271 5000	to	5099	901 273 1082	to	1099	910 219 8631	to	8699
851 209 9880	to	9899	863 871 5138	to	5199	901 287 5143	to	5199	910 265 1100	to	1199
851 928 9221	to	9299	863 949 5300	to	5399	901 291 2789	to	2799	910 471 7273	to	7299
852 589 6560	to	6599	864 088 8200	to	8299	901 525 7122	to	7199	910 536 2505	to	2599
853 049 3646	to	3699	864 426 3972	to	3999	902 198 9769	to	9799	910 958 7499	to	7599
854 304 4089	to	4999	864 520 6117	to	6136	902 948 1269	to	1299	911 140 1000	to	2199
854 529 2200	to	2299	865 151 0526	to	0599	902 985 0833	to	0899	911 245 2545	to	2599
854 532 0000	to	2999	865 500 4034	to	4099	903 370 6934	to	6999	911 268 9077	to	9099
855 001 6204	to	6249	865 883 6082	to	6099	904 600 6523	to	6599	911 400 8948	to	8999
855 319 9364	to	9399	866 004 3000	to	3999	904 892 0378	to	0399	911 508 1620	to	1799
855 361 3390	to	3399	866 442 4100	to	4899	904 892 0648	to	1299	911 509 9310	to	9399
856 226 0490	to	0499	867 366 9108	to	9118	905 056 2216	to	2299	911 523 3000	to	3999
856 656 5800	to	5999	867 633 7403	to	7499	905 510 6647	to	6799	912 057 9922	to	9999
856 752 0200	to	0299	867 737 5623	to	5699	905 510 6900	to	7099	913 605 2218	to	2299
857 111 1352	to	1399	868 169 4529	to	4599	905 794 0000	to	0199	913 709 2429	to	2499
857 279 3450	to	3499	868 173 8400	to	8599	905 794 0288	to	0299	913 818 3501	to	3999
857 843 4000	to	4099	868 514 9000	to	9099	905 873 6900	to	6999	914 063 4300	to	4399
858 124 7644	to	7699	868 566 9200	to	9299	905 873 7100	to	7299	914 529 6185	to	6299
858 756 3111	to	3299	869 387 1150	to	1199	905 880 8900	to	8999	915 546 6822	to	6999
859 063 8200	to	8699	869 505 3500	to	3599	905 889 7100	to	7199	915 671 3963	to	3980
859 190 0600	to	0644	869 523 7033	to	7099	906 158 1508	to	1599	915 671 3982	to	3999
859 437 5538	to	5599	869 800 0000	to	999 9999	906 558 8812	to	8899	915 675 2217	to	2299
859 811 2888	to	2899	870 054 4814	to	4899	906 982 2214	to	2299	916 670 6352	to	6399
859 855 8873	to	8999	870 491 4812	to	4849	907 725 8500	to	8599	916 694 1414	to	1499
860 240 8520	to	8599	870 536 5820	to	5829	907 815 0216	to	0257	917 370 6300	to	6499
860 275 3900	to	3999	870 541 7167	to	7239						

— Group2—Security,
Postal Inspection Service, 7-10-03

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

000 000 001 to 692 600 000	702 410 595 to 1 050	712 003 381 to 3 650	722 378 265 to 8 280
692 720 871 to 0 900	702 660 151 to 0 540	712 104 220 to 4 230	722 413 990 to 4 004
692 876 955 to 7 050	702 723 429 to 3 450	712 327 861 to 7 890	722 764 948 to 4 980
693 290 380 to 0 400	703 004 401 to 4 820	712 327 952 to 7 980	722 825 840 to 5 889
693 290 426 to 0 450	703 083 819 to 4 020	712 647 061 to 7 090	723 153 841 to 3 850
694 063 700 to 3 897	703 432 131 to 2 230	713 284 171 to 4 260	723 237 616 to 7 630
694 063 900 to 4 000	703 626 061 to 6 090	713 292 871 to 2 990	723 331 081 to 1 110
694 550 501 to 0 530	703 863 121 to 3 240	714 035 101 to 5 160	723 496 443 to 6 470
694 595 031 to 5 050	703 863 477 to 3 540	714 155 011 to 5 400	723 967 291 to 7 320
694 595 087 to 5 300	703 867 801 to 7 980	714 328 231 to 8 440	724 655 196 to 5 340
694 698 551 to 8 650	704 030 628 to 0 640	714 442 952 to 2 980	724 711 441 to 1 500
694 745 458 to 5 600	704 154 024 to 4 120	714 562 843 to 2 860	724 711 538 to 1 560
695 105 313 to 5 350	704 227 561 to 7 829	714 590 391 to 0 430	724 793 221 to 3 250
695 142 809 to 3 050	704 227 831 to 8 069	714 609 811 to 9 930	724 908 109 to 8 120
695 144 666 to 4 700	704 228 071 to 8 100	714 609 961 to 9 990	724 937 461 to 7 670
695 272 601 to 2 750	704 420 344 to 0 490	714 807 181 to 7 240	725 163 118 to 3 151
695 277 576 to 7 650	704 568 751 to 8 990	714 871 321 to 1 500	725 202 735 to 2 750
695 530 761 to 0 800	704 965 301 to 5 770	714 928 529 to 8 590	725 398 591 to 8 800
696 487 701 to 7 800	705 116 780 to 6 790	715 128 183 to 8 330	725 464 591 to 4 920
696 784 101 to 4 550	705 280 801 to 0 980	715 144 171 to 4 470	725 475 321 to 5 330
696 870 601 to 0 650	705 475 651 to 6 040	715 197 211 to 7 570	725 711 057 to 1 070
697 047 501 to 7 600	705 566 127 to 6 280	715 595 910 to 6 180	725 738 581 to 8 730
697 052 101 to 2 350	705 740 581 to 0 730	715 941 781 to 1 810	725 981 311 to 1 430
697 217 251 to 7 400	705 782 796 to 2 820	715 962 421 to 2 480	725 987 835 to 7 880
697 249 952 to 50 050	705 822 271 to 2 480	716 477 396 to 7 430	726 060 811 to 0 900
697 414 886 to 4 900	706 180 148 to 0 290	716 556 635 to 6 660	726 391 970 to 2 520
697 469 606 to 9 700	706 184 041 to 4 220	717 191 648 to 1 690	726 484 771 to 4 800
697 850 401 to 0 750	706 357 861 to 8 190	717 193 161 to 3 490	726 493 351 to 5 300
698 098 446 to 8 550	706 382 419 to 2 430	717 228 591 to 8 680	726 504 031 to 4 063
698 300 251 to 0 300	706 628 735 to 8 820	717 333 902 to 3 950	726 504 070 to 4 090
698 504 383 to 4 650	706 638 211 to 8 420	717 739 745 to 9 910	726 504 331 to 4 390
698 533 927 to 4 200	706 817 959 to 8 000	717 884 991 to 5 050	726 563 701 to 4 060
698 562 268 to 2 400	707 034 391 to 4 450	718 026 171 to 6 290	726 599 371 to 9 460
699 090 686 to 0 750	707 292 636 to 2 660	718 466 370 to 6 420	726 626 356 to 6 370
699 752 699 to 2 850	707 441 401 to 1 687	718 568 451 to 8 479	727 182 271 to 2 510
700 068 473 to 8 500	707 441 836 to 1 940	718 590 741 to 0 770	727 416 181 to 6 240
700 161 501 to 1 650	707 958 541 to 8 570	718 714 210 to 4 370	727 481 431 to 1 460
700 202 522 to 2 700	707 960 107 to 0 160	718 795 881 to 6 000	727 749 241 to 9 780
700 290 275 to 0 300	708 059 941 to 60 000	718 961 721 to 1 780	728 382 331 to 2 480
700 465 730 to 5 750	708 115 830 to 5 860	718 982 001 to 2 300	728 702 338 to 2 400
700 561 444 to 1 550	708 116 251 to 6 310	719 869 731 to 9 760	728 915 371 to 5 850
701 423 101 to 3 150	708 138 301 to 8 480	720 227 871 to 7 930	728 953 141 to 3 410
701 625 469 to 5 550	709 222 591 to 2 920	720 227 949 to 7 960	728 954 280 to 4 310
701 643 829 to 3 850	709 243 479 to 3 500	720 368 543 to 8 570	729 169 081 to 9 140
701 945 451 to 5 500	709 411 171 to 1 320	720 392 151 to 2 570	729 363 841 to 3 870
702 033 701 to 4 050	709 649 804 to 9 820	720 556 491 to 6 640	729 682 891 to 3 190
702 051 501 to 1 750	709 733 281 to 3 580	720 558 621 to 8 650	729 838 940 to 9 070
702 053 601 to 3 800	710 046 813 to 6 840	720 575 361 to 5 570	729 839 101 to 9 130
702 104 368 to 4 900	710 358 093 to 8 166	720 590 152 to 0 179	730 077 683 to 7 840
702 128 306 to 8 400	710 358 257 to 8 270	721 638 331 to 9 170	730 109 847 to 9 880
702 179 891 to 9 900	711 021 501 to 1 510	721 815 391 to 5 420	730 373 761 to 3 850
702 260 751 to 0 850	711 049 411 to 9 560	721 969 713 to 9 740	730 501 951 to 2 130
	711 408 045 to 8 090	722 072 137 to 2 160	730 519 379 to 9 470

730 569 278	to	9 360	739 219 381	to	9 440	751 757 641	to	7 700	761 975 641	to	5 670
730 711 711	to	1 740	739 740 151	to	0 180	751 936 951	to	7 010	761 975 886	to	5 895
730 722 991	to	3 230	739 793 491	to	3 520	751 951 861	to	1 890	762 304 144	to	4 170
730 845 970	to	5 990	739 793 527	to	3 550	751 999 021	to	9 110	762 324 931	to	4 960
730 888 291	to	8 320	739 942 621	to	2 650	752 139 516	to	9 570	762 439 261	to	9 290
730 927 591	to	7 680	739 999 231	to	9 320	752 182 892	to	2 950	762 524 158	to	4 220
731 307 914	to	7 930	740 011 517	to	1 530	752 206 861	to	7 100	762 584 872	to	4 970
731 402 431	to	2 460	740 030 701	to	0 970	752 295 241	to	5 600	762 593 431	to	3 460
731 407 232	to	7 320	740 261 740	to	1 820	752 731 351	to	1 410	763 155 160	to	5 180
731 588 301	to	8 340	740 265 811	to	6 290	752 767 441	to	7 470	763 178 631	to	8 660
731 767 273	to	7 320	740 299 111	to	9 170	753 008 941	to	9 030	763 506 001	to	6 060
731 781 061	to	1 120	740 299 231	to	9 260	753 194 311	to	4 370	763 522 141	to	2 470
731 837 821	to	7 910	740 329 266	to	9 320	753 620 378	to	0 400	763 717 694	to	7 800
731 841 377	to	1 450	740 889 081	to	9 090	754 013 917	to	3 940	763 826 461	to	6 520
732 018 481	to	8 600	741 010 421	to	0 530	754 161 061	to	1 120	763 900 460	to	0 471
732 067 972	to	8 370	741 113 041	to	3 370	754 358 445	to	8 610	763 900 479	to	0 530
732 188 649	to	8 670	741 373 891	to	4 340	754 410 451	to	0 660	763 917 271	to	7 750
732 193 460	to	3 470	741 452 369	to	2 490	754 438 393	to	8 410	764 125 801	to	5 860
732 201 241	to	1 390	741 492 991	to	3 140	754 493 109	to	3 130	764 284 525	to	4 560
732 220 431	to	0 440	741 553 460	to	3 470	754 664 182	to	4 220	764 526 241	to	6 330
732 355 201	to	5 380	741 764 431	to	4 520	754 816 377	to	6 470	764 601 421	to	1 600
732 472 320	to	2 560	742 178 834	to	8 880	755 487 421	to	7 600	764 650 231	to	0 470
732 541 605	to	1 620	742 325 500	to	5 520	755 592 901	to	3 140	764 984 371	to	4 850
732 572 221	to	2 490	742 325 668	to	5 700	755 790 020	to	0 030	765 003 667	to	3 680
732 586 479	to	6 710	742 408 771	to	8 830	755 791 730	to	1 800	765 042 517	to	2 540
732 994 037	to	4 080	742 512 120	to	2 150	755 926 951	to	7 070	765 194 728	to	4 970
733 163 449	to	3 460	742 684 849	to	4 890	755 934 332	to	4 510	765 387 365	to	7 450
733 297 171	to	7 290	742 839 553	to	9 630	755 957 701	to	8 000	765 541 801	to	2 100
733 446 631	to	7 110	742 913 668	to	3 700	755 962 981	to	3 280	765 638 461	to	8 970
733 474 665	to	4 770	742 917 287	to	7 296	756 035 371	to	5 490	765 647 101	to	7 190
733 704 482	to	4 570	742 921 891	to	1 980	756 301 257	to	1 290	765 813 781	to	4 029
733 751 041	to	1 130	742 983 631	to	3 810	756 371 565	to	1 580	765 879 314	to	9 390
734 009 101	to	9 130	743 020 021	to	0 170	756 876 031	to	6 120	765 954 001	to	4 030
734 290 759	to	0 770	743 206 491	to	6 500	756 876 151	to	6 240	766 120 286	to	0 320
734 389 273	to	9 290	743 235 992	to	6 050	756 970 129	to	0 140	766 125 716	to	5 750
734 440 031	to	0 111	743 940 631	to	0 900	757 059 613	to	9 630	766 158 824	to	8 840
734 797 201	to	7 320	743 978 011	to	8 070	757 078 540	to	8 560	766 388 433	to	8 460
734 939 611	to	9 640	744 234 751	to	4 780	757 086 209	to	6 240	766 509 421	to	9 660
734 950 111	to	0 170	744 499 591	to	9 680	757 240 591	to	0 650	766 572 901	to	3 020
735 120 331	to	0 840	744 626 901	to	6 910	757 277 371	to	7 700	766 748 500	to	8 521
735 283 008	to	3 020	745 388 794	to	8 910	757 291 591	to	2 730	767 024 341	to	4 370
735 293 131	to	3 220	746 446 806	to	6 820	757 964 251	to	4 280	767 326 471	to	6 590
735 635 010	to	5 040	746 818 351	to	8 410	758 067 001	to	7 090	767 332 561	to	2 950
735 783 961	to	3 990	747 245 266	to	5 280	758 105 221	to	5 250	768 009 841	to	9 960
735 803 401	to	3 430	747 364 813	to	4 830	758 324 941	to	5 000	768 011 489	to	1 520
736 005 420	to	5 440	747 501 434	to	1 450	758 593 628	to	3 650	768 177 980	to	7 990
736 366 021	to	6 110	747 739 891	to	0 070	758 709 038	to	9 060	768 391 081	to	1 170
736 624 456	to	4 500	748 148 649	to	8 760	758 744 101	to	4 160	768 661 569	to	1 650
736 670 851	to	1 060	748 259 960	to	9 970	758 850 883	to	0 900	769 000 051	to	0 080
736 767 061	to	7 090	748 565 162	to	5 280	758 860 951	to	1 550	769 050 841	to	0 900
736 767 093	to	7 120	748 874 988	to	5 030	759 152 851	to	2 880	769 159 081	to	9 178
736 982 191	to	2 370	749 137 381	to	7 410	759 740 941	to	1 090	769 737 496	to	7 510
736 982 551	to	2 730	749 190 192	to	0 210	760 004 596	to	4 610	769 778 491	to	8 730
737 110 141	to	0 170	749 685 421	to	5 450	760 118 191	to	8 250	769 827 331	to	7 450
737 185 501	to	5 710	749 846 791	to	6 850	760 155 001	to	5 090	770 216 071	to	6 100
737 317 321	to	7 350	749 993 131	to	3 580	760 378 002	to	8 020	770 723 281	to	3 400
737 517 781	to	7 840	750 071 587	to	1 610	760 692 722	to	2 749	770 790 451	to	0 480
737 628 181	to	8 210	750 408 167	to	8 183	761 055 460	to	5 480	770 915 150	to	5 490
737 634 258	to	4 270	750 438 421	to	8 501	761 169 781	to	9 810	771 455 551	to	5 610
738 361 971	to	1 980	750 743 911	to	4 030	761 504 941	to	5 120	771 609 661	to	9 690
738 447 601	to	7 660	750 779 118	to	9 400	761 516 836	to	6 910	771 932 551	to	2 580
738 648 355	to	8 450	750 910 981	to	1 010	761 613 588	to	3 600	772 057 224	to	7 440
738 849 811	to	9 900	750 960 841	to	0 900	761 688 631	to	8 690	772 162 660	to	3 070
738 892 270	to	2 290	751 296 211	to	6 240	761 805 199	to	5 240	772 718 615	to	8 640
738 997 259	to	7 380	751 539 121	to	9 180	761 826 106	to	6 120	772 970 886	to	0 940
739 161 451	to	1 540	751 541 311	to	1 790	761 881 171	to	1 560	773 009 419	to	9 430

773 112 031 to 2 060	775 331 515 to 1 550	779 339 221 to 9 400	783 663 991 to 4 050
773 125 387 to 5 410	775 444 210 to 4 230	779 702 191 to 2 250	783 739 838 to 0 280
773 179 320 to 9 410	775 579 301 to 9 320	779 994 001 to 4 090	784 142 598 to 2 610
773 202 989 to 3 140	775 622 683 to 2 760	780 103 591 to 3 650	784 380 061 to 0 090
773 208 991 to 9 290	776 144 621 to 4 670	780 533 288 to 3 310	784 507 759 to 7 860
773 231 311 to 1 340	776 154 010 to 4 060	780 625 208 to 5 920	784 913 509 to 3 531
773 348 739 to 8 940	777 561 631 to 2 080	780 711 345 to 1 540	785 429 491 to 9 520
773 575 891 to 5 950	776 657 371 to 7 490	780 778 894 to 8 920	785 989 351 to 9 440
773 852 971 to 3 030	776 817 421 to 7 450	780 865 851 to 5 920	786 036 450 to 6 480
773 858 011 to 8 100	776 951 225 to 1 250	780 873 421 to 3 450	786 111 854 to 1 930
773 892 721 to 7 190	777 141 601 to 2 140	781 141 891 to 1 980	786 510 527 to 0 540
773 958 061 to 8 660	777 297 421 to 7 510	781 238 697 to 8 730	786 510 571 to 0 600
774 101 148 to 1 190	777 621 721 to 1 750	781 503 151 to 3 180	786 676 937 to 6 980
774 107 161 to 7 190	777 810 309 to 0 330	781 518 818 to 8 840	786 730 831 to 0 920
774 177 226 to 7 270	778 049 651 to 9 670	781 624 126 to 4 200	786 743 671 to 3 700
774 279 481 to 9 810	778 106 225 to 6 310	781 679 221 to 9 340	786 743 711 to 3 730
774 408 399 to 8 420	778 218 730 to 8 780	781 723 771 to 3 890	786 854 491 to 4 550
774 431 821 to 2 450	778 251 871 to 1 930	781 723 964 to 3 990	786 977 256 to 7 461
774 510 451 to 0 780	778 286 911 to 6 940	781 761 391 to 1 720	787 158 121 to 8 390
774 652 981 to 3 010	778 328 699 to 8 730	781 878 721 to 9 020	787 325 701 to 5 910
774 778 981 to 9 040	778 567 471 to 7 860	782 424 840 to 4 900	787 493 281 to 3 340
774 867 481 to 7 510	778 570 771 to 0 830	782 939 821 to 9 850	787 793 816 to 3 880
774 867 515 to 7 540	778 699 096 to 9 110	782 985 347 to 5 360	789 044 014 to 4 100
774 934 275 to 4 290	778 779 471 to 9 480	783 063 631 to 3 690	791 057 441 to 7 550
774 961 261 to 1 290	779 146 205 to 6 230	783 578 101 to 8 130	791 239 081 to 9 290
775 106 223 to 6 235	779 233 681 to 3 710	783 578 143 to 8 160	791 447 521 to 7 850
775 106 237 to 6 248	779 316 961 to 7 200		

— Group2–Security,
Postal Inspection Service, 7-10-03

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— Group2–Security,
Postal Inspection Service, 7-10-03

Toll-Free Number Available to Verify Canadian Money Orders

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

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

— Group2–Security,
Postal Inspection Service, 7-10-03



HIGH TEMPERATURE + HIGH HUMIDITY + PHYSICAL WORK = HEAT ILLNESS

Protect Yourself

- Learn the signs and symptoms of heat-induced illnesses and how to respond.
- Drink plenty of cool water.
- Avoid eating large meals before working in hot environments.
- Avoid beverages with caffeine. These make the body lose water and increase the risk for heat illnesses.

A diamond-shaped safety sign with a thick border. The text "SAFETY DEPENDS ON ME!" is written in large, bold, black, sans-serif capital letters. Below the main text, in smaller capital letters, is "UNITED STATES POSTAL SERVICE".

**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE

Factors that put you at increased risk

- Taking certain medications. Check with your health-care provider or pharmacist to see if any medicines you are taking affect you when working in hot environments.
- Having a previous heat-induced illness.

STAND-UP TALK

Proper Handling of Address Change Service (ACS) Mail**Why ACS Is Important**

Address Change Service, or ACS, is an important service that thousands of businesses use to get change-of-address and undeliverable-as-addressed information electronically. These mailers use ACS because it makes good business sense for them, but it also makes good business sense for the Postal Service™.

ACS saves us handling costs by allowing us to send the address change information electronically instead of manually sorting and returning all of the undeliverable pieces. For customers, ACS lets them avoid having to sort through the individual pieces and input the change information manually.

Customers Who Use ACS

A few of the thousands of customers using ACS who you may recognize because of their typically large mailings include Capital One (the largest user of First-Class Mail® service), AT&T, AARP, and Lands' End. BMG Direct Marketing and Columbia House use it on their standard mail *and* on the CDs and cassettes they send to their subscribers. And many of the major magazines with national distribution also use ACS.

What We Must Do

We owe it to these customers, all mailers using ACS, and to ourselves to handle this mail correctly. Whether the ACS mailpiece has a Change of Address (COA) order on file or is undeliverable for reasons other than a move — whether it is First-Class Mail, Standard Mail, Periodicals, or Package Services — whatever endorsement it may bear:

- If you see an “ACS Participant Code” — a pound sign (#), the letter “B,” followed by six additional letters and printed above the address block ... **It's ACS mail!**
- Look at the “Proper Handling of ACS Mail” poster to make sure you know how to recognize the ACS Participant Code.

And **if it's undeliverable, send the piece to CFS**, so information can be collected and sent electronically to the mailer.

For letter carriers and P.O. Box clerks — There is no change in the way you handle the mail. Continue to separate your Change of Address mail and your Nixie/Return to Sender (RTS) mail. Continue to separate the Nixie/Return to Sender mail by the reason it is undeliverable. Be careful that you *do not* mark out or cover up any part of the address, or the participant code and keyline right above the address. This information is vital to us and to the sender for correct processing.

For employees working in Nixie/Return to Sender operations — As you work the bundles from each carrier route, look for the ACS Participant Code. For any class of mail, with any endorsement, *if you see the ACS Participant Code, it's ACS mail.*

- Separate the ACS mail from the other Nixie/Return to Sender undeliverable pieces.
- Sort the ACS mail by ZIP Code and the undeliverable reason code and bundle separately.
- Mark the top piece of each bundle with the single alpha character for the reason for nondelivery.
- Be careful *not* to mark out or cover up any part of the address, or the ACS participant code and keyline right above the address.
- *Send it to CFS for proper handling.*

— Customer Service Support,
Delivery and Retail, 7-10-03

**Please post this stand-up talk on bulletin boards,
along with the poster that appears on page 65.**

CHECK IT OUT

Great Deals On Phone Cards!

See phone card display for details.



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PULL-OUT SECTION

ACS: CAPTURE THE SAVINGS!

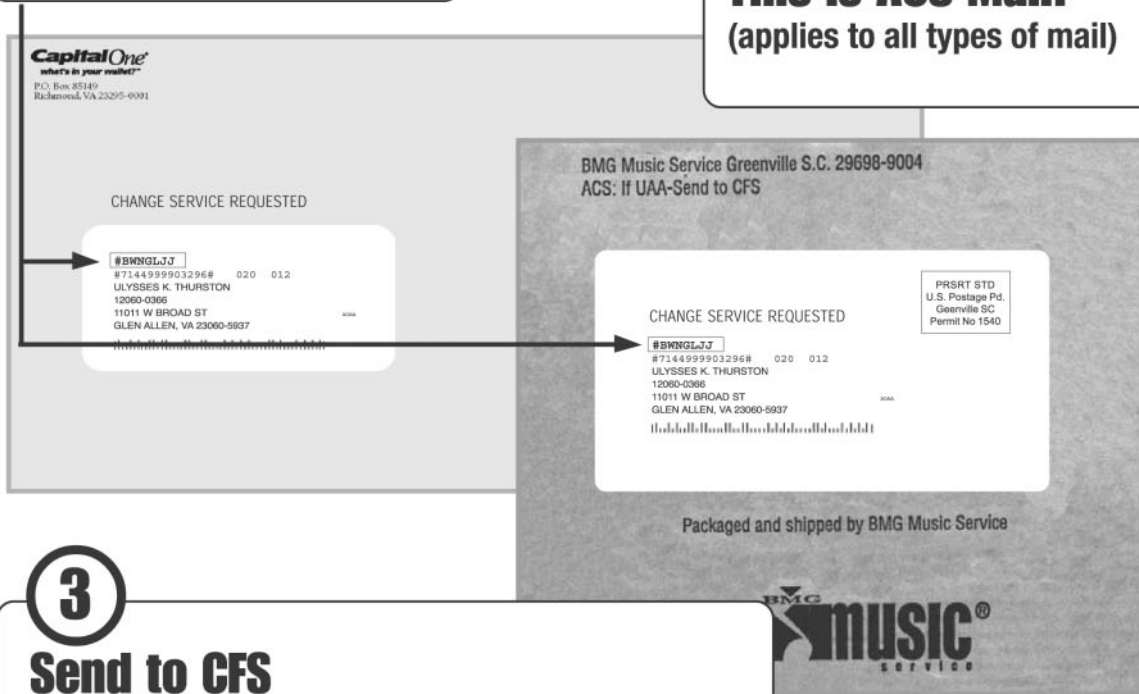
PROPER HANDLING OF ADDRESS CHANGE SERVICE (ACS) MAIL

1

Look for **ACS Participant Code** (#B followed by six letters)

2

If you see it, **This is ACS Mail!**
(applies to all types of mail)



3

Send to CFS
(applies to undeliverable-as-addressed [UAA] ACS mail, both forwardable and undeliverable, for reasons other than a move)
Be sure to batch each group separately.

Please post this poster on bulletin boards, along with the stand-up talk that appears on page 63.

Global Shipping



Global Priority Mail® from **\$4.00**
 Designed to be delivered in 4-6 business days*

Global Express Mail™ from **\$15.50**
 Designed to be delivered in 3-5 business days*

Global Express Guaranteed™** from **\$24.00** Documents
 from **\$36.00** Packages

*Designed to be delivered in number of business days specified, depending upon origin and destination.
 **Some restrictions apply. See retail associate for money-back guarantee details.

©2003 United States Postal Service

1210 022-98-494-4
 PSN 288-26103-0402

July 2003

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 supervisor.



Jade Alexander
 Born: 5-27-86
 Date Missing: 11-25-02
 Missing From: West Palm Beach, FL



Kimberly Baker
 Born: 4-8-86
 Date Missing: 2-5-03
 Missing From: Everett, WA



Teresa Barbusca
 Age progression to 19 years
 Born: 10-5-82
 Date Missing: 5-25-99
 Missing From: Sacramento, CA



Melissa Bedolla
 Born: 8-14-86
 Date Missing: 1-15-03
 Missing From: Chicago, IL



Rebecca Berry
 Born: 9-14-87
 Date Missing: 2-4-03
 Missing From: San Diego, CA



Silvia Camargo
 Born: 3-13-86
 Date Missing: 1-20-03
 Missing From: Los Angeles, CA

**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

Please display this poster prominently on bulletin boards in retail lobbies of main Post Offices™, classified stations, and branches. Operators of contract postal units may display this poster at their option.

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 via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other Postal Service facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited 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® 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 1-800-843-5678.

July 2003

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Eduardo Canales
 Born: 7-29-96
 Date Missing: 8-13-98
 Missing From: Huntington
 Station, NY



Marc Copeland
 Age progression to 9 years
 Born: 2-20-92
 Date Missing: 8-13-98
 Missing From: Sylva, NC



Autumn Phillips
 Born: 9-24-89
 Date Missing: 3-3-03
 Missing From: Othello, WA



Zackery Bain
 Born: 7-12-96
 Date Missing: 1-18-03
 Missing From: De Leon, TX



Deanna Beardslee
 Born: 9-7-99
 Date Missing: 4-6-03
 Missing From: Herington, KS



Mayra Brito
 Born: 5-12-89
 Date Missing: 4-2-03
 Missing From: Salt Lake City,
 UT

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 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

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July 2003

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Chloe Benton
 Born: 1-31-99
 Date Missing: 9-20-02
 Missing From: Longview, WA



Claudia Nielsen
 Born: 4-22-01
 Date Missing: 9-20-02
 Missing From: Longview, WA



Samuel Penton
 Born: 5-22-92
 Date Missing: 9-14-01
 Missing From: Franklinton, LA

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 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

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Domestic Mail (continued)

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	09888	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	34098	A1-B-V	96323	A1-B-B1-M-V-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	09889	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	34099	A1-B-V	96326	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B	96328	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96202	A-A1-B1-U-V	96330	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09898	A1-B-B1-E2-F-H1-I-R-R1-U2-V-Z1	96203	A-A1-B	96336	A1-B-B1-M-V-W
09819	A-A1-B-F-P-V-Z1	34002	A1-B-B1-N-U-Z1	96204	A-A1-B-B1	96337	A1-B-B1-M-W
09821	A-A1-B-F-V-Z1	34020	A1-B-B1-M-N-Z1	96205	A-A1-B-B1-U	96338	A1-B-B1-M-W
09822	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1	96206	A-A1-B-B1-U	96339	A1-B-B1-M-V-W
09823	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96207	A-A1-B-B1-V	96343	A1-B-B1-M-W
09824	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96208	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M-W
09827	A-A1-B-F-Z1	34024	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U	96348	A1-B-B1-F-F1-F2-M-W
09828	A1-B-N-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96213	A-A1-B-B1-U	96349	A1-B-B1-F-F1-F2-M-W
09830	A1-B-B1-C-N-Z1	34030	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U	96350	A1-B-B1-F-F1-F2-M-W
09831	A1-B-B1-F-N-U-V-Z1	34031	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V	96351	A1-B-B1-F-F1-F2-M-W
09832	A-B-B1-U1-V-Z1	34032	A1-B-M-N-V-Z1	96217	A-A1-B-B1-U-V	96362	A1-B-B1-F-F1-F2-M-W
09833	A1-B-B1-U1-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96218	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
09834	A1-B-B1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96219	A-A1-B-B1-U-V	96367	A1-B-B1-L-M-W
09835	A-A1-B-B1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96220	A-A1-B-B1-U-V	96368	A1-B-B1-M-W
09836	A-A1-B-B1-C-F-M-V-Z1	34036	A1-B-M-N-V-Z1	96221	A-A1-B-B1-U-V	96370	A1-B-B1-F-F1-F2-M-W
09837	A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96222	A-A1-B-B1-U	96372	A1-B-B1-M-W
09838	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1	96224	A-A1-B-B1-U	96373	A1-B-B1-M-W
09839	A-A1-B-B1-U-V-Z1	34039	A1-B-N-V-Z1	96251	A-A1-B-B1-U	96374	A1-B-B1-M-W
09841	A-A1-B-B1-N-U-Z1	34040	A1-B-V-Z1	96257	A-A1-B-B1-U	96375	A1-B-B1-M-W
09842	A-A1-B-B1-Z1	34041	A1-B-B1-M-N-U-V-Z1	96258	A-A1-B-B1-U	96376	A1-B-B1-M-W
09844	A-A1-B-B1-U-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96259	A-A1-B-B1-U	96377	A1-B-B1-M-W
09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96260	A-A1-B-B1-U	96378	A1-B-B1-M-W
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34050	A1-B-V	96264	A-A1-B-B1-U	96379	A1-B-B1-M-W
09855	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	34051	A1-B-V-Z1	96266	A-A1-B-B1-U	96384	A1-B-B1-M-W
09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34053	A1-B-V-Z1	96267	A-A1-B-B1-U-V	96386	A1-B-B1-M-W
09865	A-A1-B-B1-V-Z1	34055	A1-B-N-V-Z1	96269	A-A1-B-B1-U	96387	A1-B-B1-M-W
09868	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96271	A-A1-B-B1-U	96388	A1-B-B1-M-W
09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34071	A1-B-I-M-N-V-Z	96275	A-A1-B-B1-V	96401	A1-B-B1-F-N-V-Z1
09880	A-A1-B-B1-C1-E2-F-H1-I-R-R1-U2-V-Z-Z1	34076	A1-B-B1-F1-N-V-Z1	96276	A-A1-B-B1	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09882	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34077	A1-B-B1-F1-N-V-Z1	96278	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
		34078	A1-B-B1-F1-N-V-Z1	96283	A-A1-B-B1-U	96490	A1-B-B1-V
		34079	A1-B-B1-F1-N-V-Z1	96284	A-A1-B-B1-U-V	96507	A-A1-B-F-V
		34090	A1-B-V	96297	A-A1-B-B1-U	96511	A1-B-B1-I-N-V
		34091	A1-B-V	96306	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F
		34092	A1-B-V	96309	A1-B-B1-M-V-W		
		34093	A1-B-V	96310	A1-B-B1-M-W		
		34095	A1-B-V	96311	A1-B-B1-M-W		
				96313	A1-B-B1-F-F1-F2-M-W		
				96319	A1-B-B1-M-W		
				96321	A1-B-B1-F-F1-F2-M-W		
				96322	A1-B-B1-F-F1-F2-M-W		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96517	A1-B-B1-F-U3-V	96551	A-A1-B-B1-H-M-U	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96663	A1-B-V
96518	A1-B-B1-V	96553	A-A1-B-B1-H-M-N-U- V			96664	A1-B-V
96520	A1-B-F-U3-V			96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96665	A1-B-V
96521	A1-B-F-N	96554	A-A1-B-B1-H-M-U			96666	A1-B-V
96522	A1-B-F-N-U	96555	A1-B-B1-F-M-V			96667	A1-B-V
96530	A-A1-B-B1-H-M-N-U- V	96557	A1-B-B1-F-M-V	96615	A1-B-V	96668	A1-B-V
		96558	A1-B-V	96617	A1-B-V	96669	A1-B-V
96531	A1-B-B1-H-M-U-V	96595	A1-B-B1-V	96619	A1-B-V	96670	A1-B-V
96534	A-A1-B-F	96598	A1-B-B1-V	96620	A1-B-V	96671	A1-B-V
96535	A-A1-B-B1-F-V	96599	A1-B-B1-V	96621	A1-B-V	96672	A1-B-V
96536	A1-B-B1-V	96601	A1-B-V	96622	A1-B-V	96673	A1-B-V
96537	A1-B-B1-V	96602	A1-B-V	96623	A1-B-V	96674	A1-B-V
96538	A1-B-B1-V	96603	A1-B-V	96624	A1-B-V	96675	A1-B-V
96540	A1-B-B1-V	96604	A1-B-V	96628	A1-B-V	96677	A1-B-V
96541	A1-B-B1-V	96605	A1-B-O-V	96629	A1-B-V	96678	A1-B-V
96542	A1-B-B1-V	96606	A1-B-V	96634	A1-B-V	96679	A1-B-V
96543	A1-B-B1-P-V	96607	A1-B-V	96635	A1-B-V	96681	A1-B-V
96544	A1-B-F-U3	96608	A1-B-V	96643	A1-B-V	96682	A1-B-V
96546	A1-B-F-U3	96609	A1-B-V	96657	A1-B-V	96683	A1-B-V
96547	A1-B-F-U3-V	96610	A1-B-V	96660	A1-B-V	96684	A1-B-V
96548	A-A1-B-B1-H-M-U	96611	A1-B-V	96661	A1-B-V	96686	A1-B-V
96549	A-A1-B-B1-H-M-U	96612	A1-B-V	96662	A1-B-V	96687	A1-B-V
						96698	A1-B-V

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

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

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Z. No outside pieces (OSPs).

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

Employees

POSTAL SERVICE EMPLOYEES

2003 U.S. Savings Bonds Campaign

The 2003 U.S. Savings Bonds Campaign is officially underway. The campaign began with the kick-off in the Hall of Flags at Headquarters on Monday, June 30, and it ends on Friday, August 15.

Postal Service™ employees may purchase either the Series EE or Series I Savings Bonds, or both of them, through payroll deduction.

You can sign up to get the U.S. Savings Bonds through payroll deduction by either of the following methods:

- **Direct mail:** You will receive information and sign-up forms with return envelopes at your home address by the end of July. You can fill out those forms and mail them to:

UNITED STATES POSTAL SERVICE
2003 US SAVINGS BONDS CAMPAIGN
PO BOX 21777
EAGAN MN 55121-8943

- **PostalEASE:** Get your PIN number ready. On the Intranet at <http://blue.usps.gov>; click on *2003 U.S. Savings Bonds Campaign*. From there, you can give PostalEASE a try.

For more information about the 2003 U.S. Savings Bonds Campaign, visit the Blue page at <http://blue.usps.gov>; click on *2003 U.S. Savings Bonds Campaign*.

— Information Technology, 7-10-03

Postal Service — Ranked 11th in Fortune Magazine's Best Companies for Minorities

Fortune magazine ranked the Postal Service 11th on its 2003 list of best companies for minorities.

The magazine refers to us and the others in the top 50 list as "diversity leaders." On its Web site, the magazine has this to say about the top 50 companies:

You can slow down the economy, but you can't slow down progress. Anyone who believed that corporate America's devotion to diversity would wilt in the face of hard times should take a look at this year's Top 50. It has outdone the 2002 list across the board.

For more information about the ranking, please visit *Fortune* magazine's Web site at www.fortune.com.

— Diversity Development, 7-10-03

National Agreements for Cellular Phone Service and Equipment

The Postal Service has entered into national agreements with the vendors listed in the table below to provide discounted cellular phone service, phone devices, and accessories for official business use.

Your present official cellular accounts will be moved automatically to your vendor's discounted plan account.

Having several vendors to choose from allows you flexibility in meeting your needs while achieving maximum cost savings.

When selecting cell phone equipment and service, please consider the following:

- **Not all services and discounts are created equal.**
 - No one vendor provides coverage for all areas of the country.
 - No one type of service plan is right for everyone.
 - Larger discounts do not necessarily mean lower cost.
- **Get what you need — no more, no less.**
 - What are your local versus long distance needs?
 - How often do you travel and to where?
 - How many and what kind of minutes do you need?
- **Be sure of what you are getting and review cell phone usage regularly.**

The table below outlines vendors, discounts, and contact information. For further information, contact your local IT representative or Warren Schwartz at warren.schwartz@usps.gov.

Vendor	AT&T Wireless	Cingular	Nextel	Verizon
Agreement term	June 2003 to May 2005	September 2003 to August 2004	March 2003 to August 2004	December 2002 to November 2004
Discounts: Monthly Service Plan Phones/handsets Accessories	15% 50% 50%	15% 20% 20%	18% 39% 20%	25% (Standard Plans) 20% (Plans that Include a promotion) 45–70% (pre-discounts) 25%
To order new service or to change existing service or equipment, call:	877-632-1904	800-356-9752	888-242-4190	800-295-1614
Foundation account number (reference this number when speaking to a vendor representative)	10297	7777	—	—

Employee discounts are also available for purchasing cell phone services and devices for personal use. Visit www.usps.com/news/online/deals for additional information.

All equipment orders are shipped via Priority Mail® service.

— Telecommunication Services,
Information Technology, 7-10-03

Finance

CORRECTION

Federal Income Tax Withholding

The article "Federal Income Tax Withholding" in *Postal Bulletin* 22105 (6-26-03, pages 27–28) contained errors in the Federal Income Tax Withholding table and in the third table in the example. The changes are shown in bold below.

Federal Income Tax Withholding Table							
Single Person (Including Head of Household)				Married Person			
Wages*		The withholding amount is:		Wages*		The withholding amount is:	
Over...	But not over...	Withholding amount	Of excess over	Over...	But not over...	Withholding amount	Of excess over
\$0	\$102	\$0	N/A	\$0	\$308	\$0	N/A
\$102	\$373	10%	\$102	\$308	\$858	10%	\$308
\$373	\$1,185	\$27.10 plus 15%	\$373	\$858	\$2,490	\$55.00 plus 15%	\$858
\$1,185	\$2,635	\$148.90 plus 25%	\$1,185	\$2,490	\$4,540	\$299.80 plus 25%	\$2,490
\$2,635	\$5,719	\$511.40 plus 28%	\$2,635	\$4,540	\$7,137	\$812.30 plus 28%	\$4,540
\$5,719	\$12,354	\$1,374.92 plus 33%	\$5,719	\$7,137	\$12,542	\$1,539.46 plus 33%	\$7,137
\$12,354	N/A	\$3,564.47 plus 35%	\$12,354	\$12,542	N/A	\$3,323.11 plus 35%	\$12,542

* Wages are determined after subtracting withholding allowances, FSA, FEHB, and TSP contributions from your gross earnings.

Amount subject to withholding	\$2,604.77
Subtract \$2,490.00 from \$2,604.77	114.77
Multiply \$114.77 by .25 (25%)	28.69
Add from the table	299.80
Add \$28.69 and \$299.80	328.49
Total federal income tax* that should be withheld from this employee's biweekly check	\$328.49

*Rounding may vary this total by a few cents.

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. Ten ICM updates appear here.

On May 28, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** June 11, 2003, through June 10, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in postage for EMS.

f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On May 28, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** June 11, 2003, through June 10, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On June 2, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** June 16, 2003, through June 15, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

On June 2, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** June 16, 2003, through June 15, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On May 21, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 14, 2002. The Agreement was published on page 25 of *Postal Bulletin* 22078 (6-13-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 28, 2002, through May 27, 2004.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On June 2, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** June 16, 2003, through June 15, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS.

On May 21, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** May 22, 2003, through May 21, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS.
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On May 28, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** June 11, 2003, through June 10, 2004.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS.

On May 21, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** June 4, 2003, through June 3, 2004.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

f. Worksharing: The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. Rates: The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

e. Minimum volume commitments: The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS or \$20,000 in postage for EMS.

f. Worksharing: The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. Rates: The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On May 28, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** June 11, 2003, through June 10, 2004.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

f. **Worksharing:** The Mailer has agreed to:

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

Promotion. Postal Service Official Licensed Products

Your One-Stop Source for Official USPS Merchandise.

We have a full line of pre-decorated USPS logo merchandise ready for shipment today — gifts, giveaways, awards and more.



Admiral's Boat Bag

Off to the beach, market, or wherever, you'll find this tote an indispensable addition for your travels. Made of heavyweight cotton canvas with classic navy trim.

BG5066 \$13.00

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There's no reason to be left in the dark when you have this official MagLite® flashlight. Comes complete with one AAA battery and a key ring attachment. Royal blue flashlight is packaged individually in a gift box.

PR8242 \$9.50



Retract a Badge

You'll never have to search your pockets for your ID again. Attach your ID card to this reel and then clip it to your pants, shirt, or bag. Complete with USPS logo imprint.

PR7397 \$2.85



Pro Weave Blanket

Snuggle up with this exceptionally soft and warm blanket. Made of heavyweight 65% cotton and 35% polyester fleece, and measures a gigantic 54" x 84". Great for summer picnics and outdoor events.

PR8243 \$27.50

To order visit our web site at www.usps.awards.com or call us at 866-768-8741 for an account representative.

awards  .com.

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

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Promotion. Postal Service Official Licensed Products

Employee Motivation Programs don't have to be complicated...

...sometimes they can be amazingly unique!



FiF Marketing is your best source for ideas to help motivate, reward, and inspire your employees to achieve higher goals. This eagle-shaped business card sculpture is one of the most unique awards we have ever seen.

This custom designed award is 7-1/4" tall on a 5"x5" solid wood base under a glass dome. An engraved brass plate can be affixed to the base with the recipient's name, date—anything you may want to personalize, making it even more special.

To create this award, we need 21 of the recipient's business cards. We will cut and shape the cards into this exquisite eagle. Tell us what should be on the plate and we will have it engraved and attached to the base.

Use to reward both group and individuals for outstanding performance. It is also perfect to give as a retirement gift. Its uniqueness will stand out among the other awards on your awardee's desk or mantle making it a continuing reminder for years to come.

Qty	1	25	50	100
Price	\$72	\$67	\$61	\$57

Plate - \$1.25; Engraving - \$0.20 per letter/space
Please allow 3 weeks plus shipping for delivery.

Call today!

Ask for the Eagle Award #151-010



FiF Marketing

Telephone: 866-811-4900 (toll free)

Fax: 847-540-0613

E-mail: promodept@fifmarketing.com

Need other ideas for employee motivation? Call us! We've got 500,000 products to choose from.

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

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Promotion. Postal Service Official Licensed Products



Logotel, Inc. has officially licensed the now world-famous *Breast Cancer Awareness* stamp on a beautifully colored silk screen T-shirt. This shirt comes in a basic white T-shirt, a black baby doll, and front and back in a light blue scoop neck, sizes M-XXL.

M-XL = \$8.00

XXL = \$9.00

Orders of 10 or more — FREE shipping

Contact: Tina Arthur at Logotel, Inc

Toll Free: 800-237-8544 x3042

E-mail: tarthur@logotel.com

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

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Promotion. Postal Service Official Licensed Products

USPS ProShop

Licensed Golf Merchandise from Highlander Logo Products



- PS-12 Titleist Pro V1 \$44.95 dz.
- PS-20 Callaway CB-1 \$22.95 dz.
- PS-23 Nike Power Distance \$15.95 dz.



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To order call 800-334-2230
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or e-mail usps@hjpgolf.com



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You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Philately

STAMP ANNOUNCEMENT 03-21

Mary Cassatt



Copyright 2002

The Postal Service™ will issue 37-cent *Mary Cassatt* commemorative stamps (Item 671900) in a pressure-sensitive adhesive (PSA) double-sided book of 20 stamps on August 7, 2003, in Columbus, Ohio.

The stamps, designed by Derry Noyes, Washington, DC, go on sale nationwide August 8, 2003.

Derry Noyes chose artwork by Mary Cassatt for this third issuance in the *American Treasures* series. Known especially for her figure studies and engaging portrayals of mothers and children, Mary Cassatt was the only American ever invited to exhibit with the French Impressionists.

Issue:	<i>Mary Cassatt</i>
Item Number:	671900
Denomination & Type of Issue:	37-cent commemorative
Format:	Double sided convertible booklet of 20 (4 designs)
Series:	<i>American Treasures</i>
Issue Date & City:	August 7, 2003, Columbus, OH 43216
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Existing Art By:	Mary Cassatt
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomek, 3000
Stamps per Book:	20
Print Quantity:	778.8 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Yellow, Cyan, Black, Line Red
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.41 in./46.73 x 35.81 mm
Overall Size (w x h):	0.99 x 1.56 in./25.14 x 39.62 mm
Booklet Size (w x h) :	1.98 x 9.750 in /50.29 x 247.65 mm
Plate Size:	168 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	"© 2002 USPS" • Plate numbers • "Peel here to fold"
Catalog Item Number(s):	671940 Double Sided PSA Booklet of 20 — \$7.40 671963 First Day Cover Set of 4 — \$3.00

The four works of art appearing on the stamps are:

- *Young Mother*, 1888, The Art Institute of Chicago.
- *Children Playing on the Beach*, 1884, National Gallery of Art, Washington, DC.
- *On a Balcony*, 1878, The Art Institute of Chicago.
- *Child in a Straw Hat*, circa 1886, National Gallery of Art, Washington, DC.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

MARY CASSATT COMMEMORATIVE STAMPS
POSTMASTER
850 TWIN RIVERS DR
COLUMBUS OH 43216-9998

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 September 6, 2003.

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

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

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

Philatelic Products

There are no philatelic products for these stamps issue.

Distribution: Item 671900, \$7.40 *American Treasures, Mary Cassatt, Double-Sided* booklet of 20 Stamps

Stamp distribution offices (SDOs) will receive two automatic distributions of this double-sided booklet of 20 self-adhesive commemorative stamps. The first distribution of approximately one-fourth of the standard automatic distribution quantity for 20-stamp booklet will be completed on July 9, 2003.

The second distribution, also approximately one-fourth of the standard automatic distribution quantity for a 20-stamp booklet, will be completed on September 2, 2003. Distribution quantities are rounded up to the nearest master carton size (4,000 booklets).

Initial Supply to Post Offices

From their initial automatic distribution, SDOs will make a subsequent automatic distribution to Post Offices for one-fourth of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this commemorative booklet to Post Offices before August 1, 2003.

Philatelic Requirement

SDOs will not receive a separate quantity for their authorized philatelic centers. The philatelic centers must be supplied their quantities from the initial automatic distribution made to the SDOs.

Additional Supply

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

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 336,000 additional booklets; the San Francisco APD will receive 280,000 additional booklets; and the Denver APD will receive 140,000 additional booklets. These APD back-up quantities, however, will not be in place until September 2003, after the final SDO distribution is completed.

Sales Policy

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

— Stamp Services,
Government Relations, 7-10-03

STAMP ANNOUNCEMENT 03-22

Early Football Heroes



Copyright 2002

The Postal Service™ will issue 37-cent *Early Football Heroes* commemorative stamps (Item 454800) in a pressure-sensitive adhesive (PSA) pane of 20 stamps on August 8, 2003, in South Bend, Indiana.

The stamps, designed by Richard Sheaff, Scottsdale, Arizona, go on sale nationwide August 9, 2003.

These stamps commemorate four great figures from the early days of football: Walter Camp, Ernie Nevers, Red Grange, and Bronko Nagurski. All four players are enshrined in the College Football Hall of Fame. The photographs that appear on these stamps have been colorized for the stamp art.

How to Order the First Day of Issue Postmark

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

should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

EARLY FOOTBALL HEROES COMMEMORATIVE STAMPS
POSTMASTER
424 SOUTH MICHIGAN ST
SOUTH BEND IN 46624-9010

Issue:	<i>Early Football Heroes</i>
Item Number:	454800
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (4 designs)
Series:	N/A
Issue Date & City:	August 8, 2003, South Bend, IN 46624
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Engraver:	Armotek Industries
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure, with Scrambled Indicia®
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	70 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Magenta (Scrambled Indicia), Cyan, Cyan (Scrambled Indicia), Black, Line Green
Stamp Orientation:	Vertical
Image Area (w x h):	1.100 x 1.475 in./28.194 x 37.465 mm
Overall Size (w x h):	1.250 x 1.625 in./31.750 x 41.275 mm
Full Pane Size (w x h):	7.150 x 7.250 in./181.61 x 184.150 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	"V" followed by seven (7) single digits
Marginal Markings:	"© 2002 USPS" • Price • Plate position diagram • Plate numbers (4 per pane) • 4 barcodes on back
Catalog Item Number(s):	454820 Block of 4 — \$1.48 454830 Block of 10 — \$3.70 454840 Full Pane — \$7.40 454863 FDC set of 4 — \$3.00 454893 Full pane w/FDC — \$10.40 454891 Full pane w/ Ceremony Program — \$13.35

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 September 7, 2003.

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

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

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

Philatelic Products

There are no philatelic products for these stamps issue.

Distribution: Item 454800, 37-cent *Early Football Heroes Commemorative Stamps*

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these commemorative stamps to Post Offices before August 1, 2003.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 10 positions for subsequent distribution to each philatelic window.

SDOs that serve this many philatelic retail counters...	will receive this quantity of the <i>Early Football Heroes</i> commemorative stamps, Item 454800.
1	20,000
2	20,000
3	40,000
4	40,000
5	60,000
6	60,000
8	80,000
9	100,000
12	120,000
13	140,000
16	160,000
19	200,000

Additional Supply

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

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 1,280,000 additional stamps; the San Francisco APD will receive 1,120,000 additional stamps; and the Denver APD will receive 480,000 additional stamps.

Sales Policy

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

— Stamp Services,
 Government Relations, 7-10-03

Pictorial Cancellations Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

postage issued after the date of the requested cancellation. Such items will be returned unserved.

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

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

The following cancellations have been extended for 30 days.



May 30, 2003

Veterans' Administration Medical Center, Milwaukee, WI, and Military Order of the Purple Heart
VA MEDICAL CENTER STATION
POSTMASTER
PO BOX 5066
MILWAUKEE WI 53201-9998



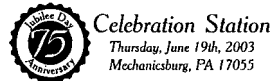
June 17, 2003

United Nations Children Fund
AUDREY HEPBURN UNICEF HOUSE
STATION
POSTMASTER
SPECIAL EVENTS
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9998



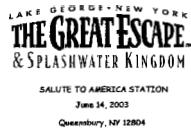
June 12, 2003

PURPLE HEART STATION
POSTMASTER
PO BOX 9998
FRESNO CA 93706-9998



June 19, 2003

Postal Service/EI/QWL
CELEBRATION STATION
POSTMASTER
PO BOX 9998
MECHANISCSBURG PA 17055-9998



June 14, 2003

Ed Lewi Associates
SALUTE TO AMERICA STATION
POSTMASTER
16 HUDSON AVE
GLENS FALLS NY 12801-9998



June 24, 2003

133RD MASONIC CELEBRATION
STATION
POSTMASTER
1045 5TH ST
FLORALA AL 36442-9998

The following cancellations have been extended for 30 days.



May 30, 2003

Military Order of the Purple Heart
PURPLE HEART STATION
POSTMASTER
PO BOX 9998
BILLINGS MT 59101-9998

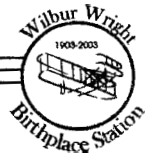
Postal Service
PURPLE HEART STATION
POSTMASTER
PO BOX 9998
VICTOR MT 59875-9998

Great Falls Post Office
PURPLE HEART STATION
POSTMASTER
PO BOX 9998
GREAT FALLS MT 54901-9998

MILITARY ORDER OF THE PURPLE HEART
PURPLE HEART STATION
POSTMASTER
PO BOX 9998
MISSOULA MT 59801-9998

MILITARY ORDER OF THE PURPLE HEART
PURPLE HEART STATION
POSTMASTER
PO BOX 9998
FORT HARRISON MT 59636-9998

June 21, 2003
Mooreland, IN 47360



Centennial of Flight Festival:
Fun is in the Air!

June 21, 2003

Wilbur Wright Birth Place
WILBUR WRIGHT BIRTHPLACE STATION
POSTMASTER
111 N BROAD ST
MOORELAND IN 47360-9998



TRAVELER STATION
JUNE 30, 2003
GETTYSBURG PA 17325

June 30, 2003

Capital District Civil War Round Table
TRAVELER STATION
POSTMASTER
115 BUFORD AVE
GETTYSBURG PA 17325-9998



June 28, 2003

City of Trenton
MAIN STREET FESTIVAL STATION
POSTMASTER
111 N BROAD ST
TRENTON KY 42286-9998



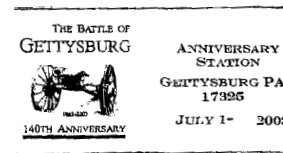
July 1, 2003

Postal Service
100TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
WOODSTOCK VT 05091-9998



June 28, 2003

West Quoddy Lighthouse Keepers
WEST QUODDY HEAD STATION
POSTMASTER
9 WASHINGTON ST
LUBEC ME 04652-9998



July 1-3, 2003

Capital District Civil War Round Table
ANNIVERSARY STATION
POSTMASTER
115 BUFORD AVE
GETTYSBURG PA 17325-9998



GEN. GEORGE MEADE STATION
JUNE 28, 2003
GETTYSBURG PA 17325

June 28, 2003

Capital District Civil War Round Table
GENERAL GEORGE MEADE STATION
POSTMASTER
115 BUFORD AVE
GETTYSBURG PA 17325-9998



July 2, 2003

VA Hospital
VA MEDICAL CENTER STATION
POSTMASTER
401 TOM LANDRY HWY
DALLAS TX 75260-9998



WOMENS MEMORIAL STATION
JUNE 29, 2003
GETTYSBURG PA 17325

June 29, 2003

Capital District Civil War Round Table
WOMENS MEMORIAL STATION
POSTMASTER
115 BUFORD AVE
GETTYSBURG PA 17325-9998



The Oblate Sisters of Providence and St. Frances Academy's 175th Anniversary Station
July 2, 2003
Baltimore, MD 21227

July 2, 2003

THE OBLATE SISTERS OF PROVIDENCE AND ST FRANCES ACADEMY'S 175TH ANNIVERSARY STATION
MANAGER MOWS
900 EAST FAYETTE ST
BALTIMORE MD 21233-9715



July 3, 2003
OLD GLORY STATION
 MANAGER MOWS
 4990 MERCANTILE RD
 BALTIMORE MD 21236-9998



July 4, 2003
Capital District Civil War Round Table
140TH ANNIVERSARY STATION
 POSTMASTER
 115 BUFORD AVE
 GETTYSBURG PA 17325-9998



CENTURY "Thru The Lens"
Olde Glory Days Station
 July 3, 2003
 Clinton, Mo. 64735

July 3, 2003
Henry Co. Historical Society
OLDE GLORY DAYS STATION
 POSTMASTER
 101 SOUTH 2ND
 CLINTON MO 64735-9998



July 4, 2003
East Stroudsburg Railroad Tower Society
EAST STROUDSBURG RAILROAD TOWER STATION
 POSTMASTER
 PO BOX 9998
 EAST STROUDSBURG PA 18301-9998



July 3, 2003
East Moline Centennial Public Arts Project
EAST MOLINE CENTENNIAL STATION
 POSTMASTER
 805 16TH AVE
 EAST MOLINE IL 61244-9998



July 4, 2003
GREENBRIER CENTENNIAL CELEBRATION STATION
 POSTMASTER
 GREENBRIER CITY HALL
 202 WEST COLLEGE ST
 GREENBRIER TN 37073-9998



July 4, 2003
Fair St. Louis
A SALUTE TO FREEDOM STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998



July 4, 2003
Weaverville Post Office
VIETNAM MOVING WALL STATION
 POSTMASTER
 204 MINER ST
 WEAVERVILLE CA 96093-9998



July 4, 2003
Daughters of the American Revolution
THE MADONNA OF THE TRAIL STATION
 POSTMASTER
 SPRINGFIELD OH 45501-9998



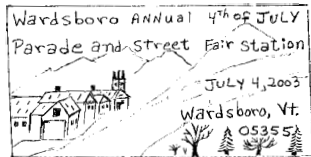
July 5, 2003
Capital District Civil War Round Table
GENERAL R E LEE STATION
 POSTMASTER
 115 BUFORD AVE
 GETTYSBURG PA 17325-9998



July 4, 2003
Branford River Reunion Committee
BRANFORD RIVER REUNION STATION
 POSTMASTER
 104 SUWANNEE AVE NW
 BRANFORD FL 32008-9998



July 5, 2003
Capital District Civil War Round Table
LINCOLN DAVIS STATION
 POSTMASTER
 115 BUFORD AVE
 GETTYSBURG PA 17325-9998



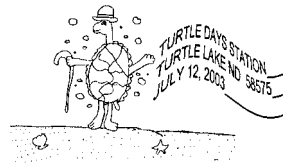
July 4, 2003
Wardsboro 4thth of July Committee
PARADE AND STREET FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 WARDSBORO VT 05355-9998



July 7, 2003
Postal Service
DALE CLITES STATION
 POSTMASTER
 PO BOX 9998
 CARTHAGE SD 57323-9998



July 11, 2003
Boilermaker Event Committee
HEALTH AND FITNESS EXPO STATION
POSTMASTER
100 PITCHER ST
UTICA NY 13504-9998



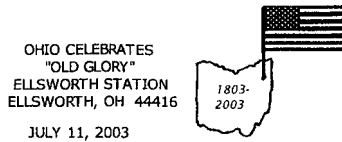
July 12, 2003
GFWC Turtle Lake Study Club
TURTLE DAYS STATION
POSTMASTER
PO BOX 9998
TURTLE LAKE ND 58575-9998



July 11, 2003
Rock Falls Post Office
ROCK FALLS STATION
POSTMASTER
210 2ND AVE
ROCK FALLS IL 61071-9998



July 12, 2003
Town of Fulton
TOWN OF FULTON 175TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
WEST FULTON NY 12194-9998



July 11, 2003
American Legion
OHIO CELEBRATES OLD GLORY STATION
POSTMASTER
PO BOX 9998
ELLSWORTH OH 44416-9998



July 12, 2003
Centennial Committee
STORDEN CENTENNIAL STATION
POSTMASTER
PO BOX 9998
STORDEN MN 56174-9998



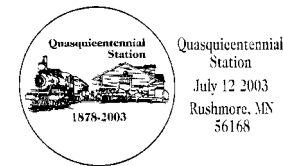
July 11, 2003
Lauderdale County Chamber of Commerce
TOMATO STATION
POSTMASTER
PO BOX 9998
RIPLEY TN 38063-9998



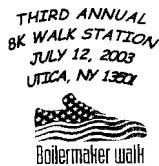
July 12, 2003
Spooner Rodeo Committee
HEART OF THE NORTH RODEO STATION
POSTMASTER
PO BOX 9998
SPOONER WI 54801-9998



July 11-13, 2003
Shore Leave 25
SLIDE INTO TREK STATION
POSTMASTER
115 WIGHT AVE
COCKEYSVILLE MD
21030-9998



July 12, 2003
Rushmore Quasiquicentennial Committee
QUASQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
RUSHMORE MN 56168-9998



July 12, 2003
Boilermaker Event Committee
THIRD ANNUAL 8K WALK STATION
POSTMASTER
100 PITCHER ST
UTICA NY 13504-9998



July 12, 2003
Kansas Community Corporation
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
KANSAS IL 61933-9998



July 12, 2003
Boilermaker Event Committee
INDUCTION DAY STATION
POSTMASTER
100 PITCHER ST
UTICA NY 13504-9998



July 12, 2003
Fort Hunter Volunteer Fire Department
FORT HUNTER FIRE DEPT STATION
POSTMASTER
274 MAIN ST
FORT HUNTER NY 12069-9998

Captain Joseph Rhodes



Guilford Community Day Station
Guilford, NY 13780
July 12th, 2003

July 12, 2003

Guilford Historical Society
GUILFORD COMMUNITY DAY STATION
POSTMASTER
1261 COUNTY ROUTE 35
GUILFORD NY 13780-9998



July 13, 2003

Boilermaker Event Committee
26TH ANNUAL RACE DAY STATION
POSTMASTER
100 PITCHER ST
UTICA NY 13504-9998



USS
RONALD REAGAN
CVN-76 Sta.
Commissioning Day
July 12, 2003
Norfolk, VA 23511

July 12, 2003

Postal Service
USS RONALD REAGAN CVN 76 STATION
POSTMASTER
2600 ELTHAM AVE STE 109
NORFOLK VA 23513-2501



July 13, 2003

Boilermaker Event Committee
VOLUNTEERS STATION
POSTMASTER
100 PITCHER ST
UTICA NY 13504-9998



12 July 2003
Station

July 12, 2003

Postal Service
THE ORIGINAL STRAW BALE BUILT MUSEUM STATION
POSTMASTER
PO BOX 9998
CARTHAGE SD 57323-9998



July 13, 2003

Plato Anniversary Station
Plato Anniversary Committee
PLATO ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
PLATO MN 55370-9998



July 12, 2003
Parma Area Historical Society
Stearns Homestead Station
Parma, Ohio 44129

July 12, 2003

Parma Area Historical Society
STEARNS HOMESTEAD STATION
ATTN: MARKETING SPECIAL
CANCELS
2200 ORANGE AVE RM 206
CLEVELAND OH 44101-9996

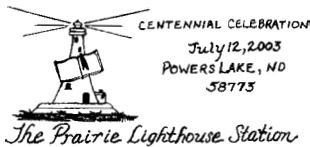


Battle of Falling Waters
Gettysburg Campaign Trail
140th Anniversary Station

July 14, 2003
Williamsport, MD 21795

July 14, 2003

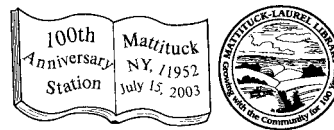
BATTLE OF FALLING WATERS
GETTYSBURG CAMPAIGN TRAIL 140TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
WILLIAMSPORT MD 21795-9998



July 12, 2003
POWERS LAKE, ND
58773

July 12, 2003

Postal Service
THE PRAIRIE LIGHTHOUSE STATION
POSTMASTER
PO BOX 9998
POWERS LAKE ND 58773-9998



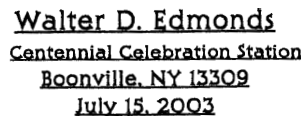
July 15, 2003

Postal Service
MATTITUCK STATION
POSTMASTER
PO BOX 9998
MATTITUCK NY 11952-9998



July 12-13, 2003

Marshall Area Garden Club
WELCOME TO MY GARDEN STATION
POSTMASTER
PO BOX 9998
MARSHALL MI 49068-9998



July 15, 2003

Boonville Historical Club
WALTER D EDMONDS CENTENNIAL CELEBRATION STATION
POSTMASTER
100 MAIN ST
BOONVILLE NY 13309-9998

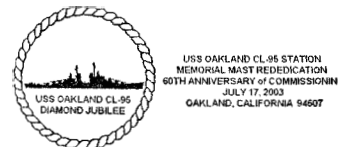
Danbury Railroad Station Centennial
1903 - 2003



Centennial Station
Danbury, CT 06810
July 13, 2003

July 12-13, 2003

DANBURY RAILROAD STATION CENTENNIAL
POSTMASTER
23 BACKUS AVE
DANBURY CT 06810-9998



July 17, 2003

USS OAKLAND (CL-95) Former Shipmates Port of Oakland
USS OAKLAND CL 95 STATION
POSTMASTER
CIVIC CENTER STATION
201 13TH ST
OAKLAND CA 94612-9991



July 17-20, 2003
 150TH ANNIVERSARY
 CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 ST LOUIS MI 48880-9998



July 19, 2003
 Havana 150th Committee
 LINCOLN LANDING STATION
 POSTMASTER
 128 SOUTH ORANGE ST
 HAVANA IL 62644-9998



July 17-20, 2003
 Family Motor Coach Association,
 Inc.
 FMCA STATION
 POSTMASTER
 5501 CAMP RD
 HAMBURG NY 14075-9998



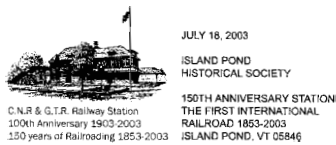
July 19, 2003
 Avoca Fun in the Sun Committee
 (FITS)
 125TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 AVOCA MN 56114-9998



July 18, 2003
 Priddy Post Office
 HOMECOMING STATION
 POSTMASTER
 1342 OLD HWY 16 N
 PRIDDY TX 76870-9998



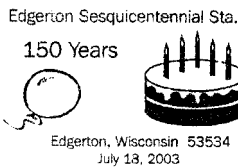
July 19, 2003
 Town of Cotton
 COTTON CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 COTTON MN 55724-9998



July 18, 2003
 Postal Service
 150TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 ISLAND POND VT 05846-9998



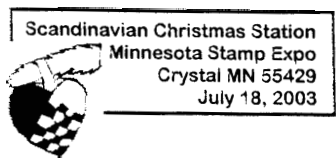
July 19, 2003
 City of Cumberland Gap
 CUMBERLAND GAP STATION
 OIC
 530 COLWYN AVE
 CUMBERLAND GAP TN
 37724-9998



July 18, 2003
 EDGERTON
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 EDGERTON WI 53534-9998
 July 18, 2003



July 19, 2003
 Solomon Northup Steering
 Committee
 SOLOMON NORTHUP DAY
 SARATOGA SPRINGS STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY
 12866-9998



Lake Minnetonka Stamp Club,
 Maplewood Stamp Club,
 Minnesota Stamp Dealers
 Association, Twin Cities Philatelic
 Society
 SCANDINAVIAN CHRISTMAS
 STATION
 SUPERVISOR
 MINNEAPOLIS MOW S
 100 SOUTH 1ST ST
 MINNEAPOLIS MN 55401-9998



July 19, 2003
 Cradle of Liberty Council Alumni
 FORT NIOBRARA NATIONAL
 TREASURE ISLAND STATION
 POSTMASTER
 6907 EASTON RD
 PIPERSVILLE PA 18947-9998



July 18-20, 2003
 Yarmouth Chamber of Commerce
 YARMOUTH CLAM FESTIVAL
 STATION
 POSTMASTER
 36 FOREST FALLS DR
 YARMOUTH ME 04096-9998



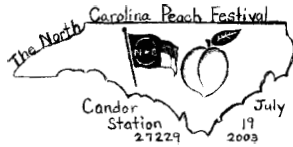
July 19, 2003
 U.S. Fish and Wildlife
 FORT NIOBRARA NATIONAL
 WILDLIFE REFUGE STATION
 POSTMASTER
 PO BOX 9998
 VALENTINE NE 69201-9998



July 19, 2003
 Village of Mannsville Historical Association
 VILLAGE OF MANNSVILLE STATION
 POSTMASTER
 PO BOX 9998
 MANNSVILLE NY 13661-9998



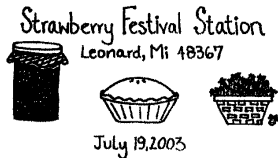
July 19, 2003
 National Aviation Hall of Fame
 2003 PIONEERS OF FLIGHT
 HOMECOMING STATION
 POSTMASTER
 1111 EAST 5TH ST
 DAYTON OH 45401-9998



July 19, 2003
 The North Carolina Festival
 CANDOR STATION
 POSTMASTER
 PO BOX 9998
 CANDOR NC 27229-9998



July 19-27, 2003
 Post Office
 RODEO STATION
 POSTMASTER
 4800 CONVERSE AVE
 CHEYENNE WY 82009-9998



July 19, 2003
 Leonard Summer Festival Committee
 STRAWBERRY FESTIVAL STATION
 POSTMASTER
 22 EAST ELMWOOD
 LEONARD MI 48367-9998



July 19-27, 2003
 Pigeon Chamber of Commerce
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 PIGEON MI 48755-9998

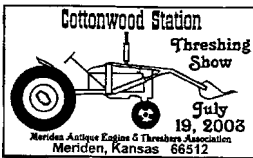


July 19, 2003
 Town of Spencer
 SPENCER MA STATION
 POSTMASTER
 10 MECHANIC ST
 SPENCER MA 01562-9998

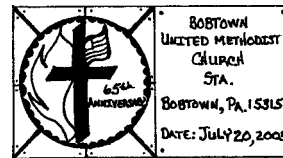


KNIK MUSEUM'S
 BRIGHT HOPES
 Along Iditarod Trail
 1903-2003
 July 20, 2003
 Knik, Alaska 99687

July 20, 2003
 Knik Museum, Musher's Hall of Fame
 CELEBRATION STATION
 POSTMASTER
 401 NORTH MAIN
 WASILLA AK 99654-9998



July 19, 2003
 Meriden Antique Engine and Threshers Association
 COTTONWOOD STATION
 POSTMASTER
 PO BOX 9998
 MERIDEN KS 66512-9998



July 20, 2003
 Bobtown Methodist Church
 65TH ANNIVERSARY STATION
 POSTMASTER
 LARIMER AVE
 BOBTOWN PA 15315-9998



July 19, 2003
 Town of Saint George
 BICENTENNIAL STATION
 POSTMASTER
 4 MAIN ST
 TENANTS HARBOR ME
 04860-9998



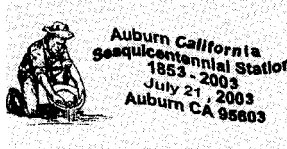
July 20-26, 2003
 LaPorte Customer Advisory Council
 PIONEER LAND STATION
 POSTMASTER
 1201 LINCOLNWAY
 LAPORTE IN 46350-9998



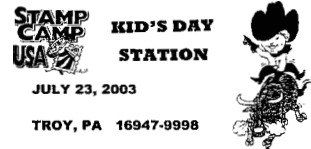
July 19, 2003
 Glasgow Lands Scottish Festival
 STANLEY PARK STATION
 POSTMASTER
 PO BOX 9998
 WESTFIELD MA 01085-9998



July 21, 2003
 Postal Service
 ROBIN ROBERTS' STATION
 POSTMASTER
 PO BOX 9998
 MONTPELIER VT 05602-9998



July 21, 2003
 Auburn Post Office
 SESQUICENTENNIAL STATION
 POSTMASTER
 371 NEVADA ST
 AUBURN CA 95603-9998



July 23, 2003
 Troy Fair Board
 KIDS DAY STATION
 POSTMASTER
 PO BOX 9998
 TROY PA 16947-9998



July 21, 2003
 ZIP CODE DAY STATION
 POSTMASTER
 PO BOX 9998
 MABELVALE AR 72103-9998



July 23-September 1, 2003
 New York Racing Association
 SARATOGA RACE COURSE
 STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY
 12866-9998



July 22, 2003
 City of North Pole, Alaska
 50TH ANNIVERSARY STATION
 STATION MANAGER
 325 SOUTH SANTA CLAUS
 LANE
 NORTH POLE AK 99705-9998



July 24, 2003
 Packard Museum
 PACKARD MUSEUM STATION
 POSTMASTER
 201 HIGH ST NORTHEAST
 WARREN OH 44481-9998



July 22, 2003
 Oregon Coast Music Association
 OREGON COAST MUSIC
 STATION
 POSTMASTER PHILATELIC
 SERVICES
 470 GOLDEN AVE
 COOS BAY OR 97420-1562



July 24, 2003
 10TH ANNIVERSARY STATION
 POSTMASTER
 100 PLAZA CT
 GROTON CT 06340-9998



July 23, 2003
 IKEA
 RIVER DAYS STATION
 POSTMASTER
 17200 116 AVE SOUTHEAST
 RENTON WA 98058-9998

— Stamp Services,
 Government Relations, 7-10-03

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— *Mailing Standards,
Pricing and Classification, 7-10-03*

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	18-9018	51059	IA	Turin	Monona	Main Office	Post Office	10/04/1996	Post Office™ and ZIP Code discontinued. Establish a place name. Turin IA becomes an acceptable last line for use with ZIP Code 51040.
New	18-6768	51040	IA	Onowa	Monona	Turin	Place Name	10/05/2002	
Old	19-5467	67744	KS	Ludell	Rawlins	Main Office	Post Office	04/05/1995	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ludell KS 67744 as last line of address.
New	19-0561	67744	KS	Atwood	Rawlins	Ludell	Place Name	09/28/2002	

— *Address Management,
Intelligent Mail and Address Quality, 7-10-03*

POM AND HANDBOOK PO-701 REVISIONS

Vehicle Disposal Policy and Procedures

Effective July 10, 2003, the *Postal Operations Manual* (POM) and Handbook PO-701, *Fleet Management*, are revised to reflect updated vehicle disposal policy and procedures. These revisions incorporate and revise information previously published in *Vehicle Maintenance Bulletin* (VMB) V-02-03 (December 31, 2002), which consequently is made obsolete.

We will incorporate these revisions into the printed version of POM 10 and into the next printed version of Handbook PO-701, and also into the online versions of the POM and Handbook PO-701, which are accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *Manuals* and *HBKs*, respectively.

Postal Operations Manual (POM)

	*	*	*	*	*
7	Postal Vehicle Service				
	*	*	*	*	*
73	Vehicle Types, Safety, and Maintenance				
	*	*	*	*	*

[Revise current title and text of 735 to read as follows:]

735 Vehicle Reassignment and Disposal

735.1 Reassigning Excess Vehicles

Postmasters and installation heads must identify to the district Manager, Vehicle Maintenance (MVM), any vehicles determined to be excess to the needs of the function to which the vehicle is assigned. The MVM reassigns the vehicles to meet valid requirements within the cluster, and notifies the area Vehicle Maintenance Programs Analyst (VMPA) of vehicles that are excess to the needs of the cluster. The area VMPA then reassigns the vehicles (except excess Postal Vehicle Service (PVS) vehicles — i.e., truck tractors, spotter tractors, cargo vans, or trailers) to meet valid requirements within the area, and notifies Headquarters Delivery Vehicle Operations (DVO) of remaining excess vehicles. DVO will reallocate excess non-PVS vehicles to other areas as appropriate, and will contact Headquarters Surface Operations for authorization of any PVS vehicle reassignments.

For more information, refer to Handbook PO-701, *Fleet Management*, Chapter 7, which is accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

735.2 Disposing of Excess Vehicles

A vehicle must meet at least one of the following criteria for disposal:

- a. The vehicle has been replaced.
- b. The vehicle is uneconomical to repair.
- c. The vehicle is no longer needed within the Postal Service.

If a vehicle meets at least one of these criteria, the MVM must dispose of surplus vehicles by one of the following methods (unless Headquarters issues vehicle-specific instructions):

- a. Sales (eBay online auction, fixed-price sale, or auction sale).
- b. Vehicle cannibalization/scrap.
- c. Authorized donation.

For more information, refer to Handbook PO-701, *Fleet Management*, Chapter 7, which is accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *HBKs*.

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Handbook PO-701, Fleet Management

* * * * *

[Revise the title and text of Chapter 7 in its entirety to read as follows:]

7 Disposal of Surplus Postal Service–Owned Vehicles

71 Purpose

Retention of surplus Postal Service–owned vehicles is costly due to their continuing expense requirements and overall deterioration as a result of prolonged storage. Prompt disposal reduces the Postal Service investment in capital assets, avoids costly and unnecessary maintenance costs, and minimizes vehicle cannibalization costs. Sales of surplus vehicle sales can also generate revenue back to the Postal Service and contribute to its overall financial position.

72 Scope

This chapter contains policies and procedures for disposal of surplus Postal Service vehicles. See also *Postal Operations Manual* (POM), section 735. For information on recording proceeds of motor vehicle sales, refer to Handbook F-1, *Post Office Accounting Procedures*, part 79.

73 Responsibility**731 Headquarters Delivery Vehicle Operations**

Headquarters Delivery Vehicle Operations is responsible for directing, evaluating, and monitoring vehicle disposals. This responsibility includes directing the disposal of targeted groups of vehicles, developing and publishing Postal Service policy and procedures, and evaluating sales results and vehicle maintenance facility (VMF) disposal activities.

732 Philadelphia Vehicles Category Management Center

The Philadelphia Vehicles Category Management Center is responsible for enabling disposal-related services such as vehicle preparation, Internet sales of vehicles via online auction, and live auction services.

733 District Manager

The District Manager, through the district Manager, Vehicle Maintenance (MVM), is responsible for implementing, directing, evaluating, and controlling all vehicle disposal activities within the cluster. This responsibility includes identification, notification, and transfer of all excess vehicles to designated locations to meet service needs, and the proper and timely disposal of surplus vehicles.

734 District Manager, Vehicle Maintenance

The district Manager, Vehicle Maintenance (MVM), or designee has the following responsibilities:

- a. Ensure the training of all appropriate VMF personnel in vehicle disposal preparation, methods, and procedures.
- b. Determine which vehicles are to be disposed of, ensure their satisfactory preparation for sale, and approve district vehicle sales.
- c. Approve all vehicle disposals requiring the cannibalization and scrap methods.
- d. Ensure that appropriate Postal Service forms are completed and processed properly.
- e. Ensure that vehicle disposal information is promptly and accurately input to the Vehicle Management Accounting System (VMAS) LAN and that such changes are reflected in the Vehicle Information Center (VIC) mainframe.
- f. Each month, review mainframe reports AEA850PO1, *VMAS Sub-Ledger/Assigned Location of Vehicle*, and AEA850PO2, *VMAS Subledger/Assigned Location (Storage)*; verify the accuracy of vehicle location and information with the local VMAS/LAN; and correct any discrepancies on the VIC mainframe.

g. Each month, review report AEA750PO3, *VMAS Vehicle Disposal Listing*, and promptly notify the San Mateo Motor Vehicle Accounting Section (MVAS) of any discrepancy.

h. Each month, review report AEA925PO1, *Vehicle Sales Analysis Report*, and verify that the gain or loss on sales is correct.

735 Managers/Postmasters

Local managers and postmasters are responsible for notifying the MVM of excess vehicles for reassignment or disposal as appropriate. Postmasters must comply with established procedures for handling and controlling funds received from vehicle sales conducted by VMFs.

74 Policy**741 Excess Vehicles**

Postmasters and installation heads must identify to the MVM any vehicles determined to be excess to the needs of the function to which the vehicle is assigned. The MVM reassigns the vehicles to meet valid requirements within the cluster, and notifies the area Vehicle Maintenance Programs Analyst (VMPA) of vehicles that are excess to the needs of the cluster. The area VMPA then reassigns the vehicles (except excess Postal Vehicle Service (PVS) vehicles — i.e., truck tractors, spotter tractors, cargo vans, or trailers) to meet valid requirements within the area, and notifies Headquarters Delivery Vehicle Operations (DVO) of remaining excess vehicles. DVO will reallocate excess non-PVS vehicles to other areas as appropriate, and will contact Headquarters Surface Operations for authorization of any PVS vehicle reassignments.

742 Criteria for Disposal

A vehicle must meet at least one of the following criteria for disposal:

- a. The vehicle has been replaced.
- b. The vehicle is uneconomical to repair.
- c. The vehicle is no longer needed within the Postal Service.

743 Vehicle Storage

If the MVM determines that a vehicle fits one or more of the criteria for disposal, the MVM has 60 days to store and dispose of the vehicle. The MVM must place such a vehicle into storage as soon as possible after making the decision.

75 Preliminary Vehicle Disposal Procedures**751 Prior Approval**

The MVM provides prior approval for all vehicle disposal transactions. Also, the proper personnel must complete required forms prior to disposal. See 77.

752 Removal of Mail, Mail-Related Equipment, and Postal Service Decals, Markings, and License Plates

752.1 Removal of Mail and Mail-Related Equipment

VMFs must ensure that all mail and mail-related equipment are removed and handled properly.

752.2 Removal of Postal Service Decals, Markings, and License Plates

VMFs must ensure that Postal Service decals or markings are removed from vehicles prior to their disposal. Under no circumstances may Postal Service mail-hauling vehicles be sold with such decals or markings still on the vehicles. Remove the beltline stripes, eagle logo, vehicle numbers, and other Postal Service markings, including any glue residue that would indicate the vehicle's connection to the Postal Service. Remove Postal Service license plates or "P-tags" from all vehicles and record them back into the P-tag inventory for reuse or destruction.

753 Safety Inspections and Emissions Inspections

753.1 Safety Inspections

VMFs have the following responsibilities regarding safety inspections:

- a. Inspect all vehicles offered for sale.
- b. Note all known defects and disclose them to potential buyers.
- c. Inspect tires and brakes to ensure that they meet minimum state specifications. If the applicable state does not require vehicle inspections, refer to *Vehicle Maintenance Bulletin V-07-98*, "Preventive Maintenance Inspection (PMI) Program" (June 1, 1998), as a specification guideline for tires and brakes. Disclose tire and brake measurements to potential buyers.

753.2 Emissions Inspections

VMFs must provide any applicable emissions inspection information to potential buyers in those states where such an inspection is required. Either the vehicle must be in compliance with the state emissions requirements, or the Postal Service must make the buyer aware of the deficiencies. The Postal Service must price the vehicles accordingly.

754 Cleaning, Body Work, Painting, and Repairs

Vehicles sold for other than scrap should be presented in clean condition. Invest in paint and minor repairs when those costs can reasonably be recovered through improved sales prices. Generally, vehicle preparation expenses (parts, materials, and labor) should not exceed 10 percent of the sale price of the vehicle. For each vehicle being prepared, document all preparation expenses on PS Form

4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*, or PS Form 4543, *Vehicle Maintenance Work Order*, or a contractor invoice. Open work orders are prohibited. When the expense to provide an operable vehicle cannot be justified, sell the vehicle as inoperable and state the reason(s) the vehicle is inoperable on all sales literature and documents.

755 Warranty and Purchaser's Responsibility

The Postal Service sells all vehicles "As Is, Where Is" without any guarantee or warranty, written or implied. No employee or agent of the Postal Service has authority to alter this provision. VMF sales personnel must encourage potential buyers to thoroughly inspect vehicles.

The following statement must appear on all sales brochures and bid forms:

The condition of the item offered is not guaranteed. Deficiencies, when known, have been indicated in the item description. However, absence of any indicated deficiency does not mean that the item may not have deficiencies. Buyers are cautioned to inspect before bidding or buying. The buyer assumes the responsibility and cost to have the vehicle inspected and registered as required by state and local government.

756 Planning

When planning a vehicle sale, select a sale method and location based on the number and type of vehicles for sale, their condition, and the local market. If selecting a local fixed-price sale, select a location that permits appropriate security during display and safe viewing by the public, and coordinate sale activities with Postal Police and the Inspection Service.

757 Sales of Related Surplus Items

Other surplus items that are obsolete for use at the VMF may be displayed and sold separately at local fixed price or live auction sales. Examples are parts, service and parts manuals, and excess rims and tires that cannot be used on vehicles remaining in the fleet.

76 Vehicle Disposal Methods

761 General

The MVM must dispose of surplus vehicles by one of the following methods, unless Headquarters issues vehicle-specific instructions:

- a. Sales:
 - (1) eBay online auction.
 - (2) Fixed-price sale.
 - (3) Auction sale (live auctions conducted by an accredited auction firm).
- b. Vehicle cannibalization/scrap.

- c. Authorized donation.

762 Sale Restrictions

The following restrictions apply to disposal of Postal Service-owned vehicles by the sales method.

762.1 Right-Hand-Drive (RHD) Vehicles

762.11 Quarter-Ton Postal Service Jeeps

Do not sell quarter-ton Postal Service jeeps under any circumstance *except for destruction as scrap*.

These vehicles may not be sold or disposed of for any other purpose (including sales to rural route carriers or the general public). Crushing or shredding is the recommended means of disposal. The Manager, VMF (MVMF), must perform the following tasks:

- a. Complete a Vehicle Disposal Agreement (see Exhibit 762.11).
- b. Obtain the signature of the person who is purchasing and destroying the vehicle.
- c. Ensure that the vehicle is destroyed and that all portions of the Vehicle Disposal Agreement are adhered to.
- d. To the extent practicable, witness the destruction of the vehicles.
- e. Process the completed and authorized PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*, through the same channels as a cannibalized vehicle.

Exhibit 762.11
Vehicle Disposal Agreement

VEHICLE DISPOSAL AGREEMENT

This Agreement is entered into effective the _____ day of _____, _____ between the United States Postal Service ("USPS") and _____, (the "Vendor") for the purpose of permanent destruction of the vehicle(s) listed on Attachment A to this Agreement which is incorporated into and made a part of this Agreement. Any reference herein to a vehicle(s) shall be to those on Attachment A.

Vendor agrees and acknowledges that it is not entitled to any fee or payment of any kind from USPS for the disposal of the vehicles(s) and that its compensation shall be whatever it may obtain from the sale of scrap metal from the vehicle(s).

- a. Vendor will not register the vehicle(s) in any state or possession of the United States nor transport the vehicle(s) to any foreign country.
- b. Vendor will not transfer the vehicle to any third party.
- c. Vendor agrees to comply with all applicable local, state, and federal laws, regulations, and ordinances pertinent to the possession and destruction of the vehicle(s).
- d. Vendor agrees to the immediate permanent destruction of the vehicle(s) but in no case more than 30 days after taking possession of them from the USPS.
- e. Vendor agrees that the term "permanent destruction" shall mean destruction of the following components and any sub-components of them so they are damaged to the extent that the components and subcomponents cannot be rebuilt or reused except to provide raw material (e.g., scrap metal) for recycling:
 - Vehicle Identification Number
 - Licence Plates
 - Body Frame
- f. Vendor agrees that during performance under this Agreement, the USPS shall have the right to inspect any of Vendor's books and records pertinent to performance of the Agreement, any of its subcontractor's books and records pertinent to performance, and shall have the right to do so for a period three years after completion of destruction of the vehicle(s).
- g. Upon request by USPS, Vendor shall furnish documentary evidence of the permanent destruction of the vehicle(s).
- h. Vendor shall not drive the vehicle(s) except to load on a car carrier or tow device.

THE VENDOR

By: _____
(signature)

(printed name)

(title)

THE USPS

By: _____
(signature)

(printed name)

(title)

Date: _____

Date: _____

762.12 Other RHD Vehicles

Offer any other RHD vehicle first to rural carriers in accordance with the Memorandum of Understanding entitled "Availability of USPS Surplus Vehicles," which is published on pages 121 and 122 in Handbook EL-902, *Agreement Between the United States Postal Service and the National Rural Letter Carriers' Association*. (This handbook is accessible on the corporate intranet at <http://blue.usps.gov/cpim/ftp/hand/el902.pdf>.) The MVM or MVMF will notify the local Rural Letter Carriers' Association representative and local delivery offices with rural delivery of planned sales of RHD vehicles. For 2 business days, the MVM or MVMF will offer RHD vehicles (other than quarter-ton Postal Service jeeps) only to rural carriers. Rural carriers who purchase RHD vehicles must certify that they will use the vehicles in conjunction with their duties as rural carriers. After 2 business days, the MVM or MVMF will offer remaining RHD vehicles to the general public.

762.2 Postal Service Personnel

The following Postal Service personnel are prohibited from purchasing surplus Postal Service–owned vehicles, regardless of the sales method used:

- a. Managers, Vehicle Maintenance.
- b. Managers, VMFs.
- c. Designees with the authority to declare vehicles excess and/or available for sale, set the initial sales price, or reduce the sales price of vehicles.

The following Postal Service personnel are prohibited from purchasing surplus Postal Service–owned vehicles under the conditions noted:

- a. PCES employees and immediate family members who reside in their household, regardless of the sales method used (with the exception of rural carriers purchasing RHD vehicles).
- b. VMF employees and immediate family members who reside in their household, for any fixed-priced sale or live auction (with the exception of rural carriers purchasing RHD vehicles).
- c. Postal Service employees with direct knowledge of the established reserve, for eBay online auctions.
- d. Postal Inspection Service employees, for sales by the Inspection Service, including forfeited vehicles.

Note: No employee may use Postal Service computer equipment, computer logon IDs, or e-mail accounts for the purpose of participating in online auction sales.

763 Vehicle Sales

763.1 eBay Online Auction Sale

763.11 Philadelphia Vehicle Category Management Center Responsibilities

The Philadelphia Vehicles Category Management Center (Philadelphia CMC) has established procedures to sell Postal Service–owned vehicles using eBay online auction, which is the Postal Service's preferred method of vehicle sales. This method allows VMFs to take advantage of the highly visited and competitive online auction web site to maximize potential revenue and minimize the VMF's direct involvement in the sale.

763.12 MVM Responsibilities

The MVM has the following responsibilities:

- a. Provide the Philadelphia CMC with a completed "Table 1 — Required Information for Listing." You can access this table from the corporate intranet as follows:
 - (1) Access the Philadelphia PMSC web site at <http://blue.usps.gov/purchase/material/pmsc/philadelphia>.
 - (2) Click on *Download*.
 - (3) Click on *Vehicle Disposal eBay Auctions*.
 - (4) Click on *SOP for Online Auctions of Excess Vehicles*.
 - (5) Scroll down to the last page.
- b. Ensure that the vehicle is in appropriate sales condition — clean the vehicle inside and out and perform basic service (tire pressure, fluids, etc.) as needed. Be accurate about the condition of the vehicle — note any body damage, paint condition, interior tears in seats or carpets, overall mechanical condition, and known defects. Submit digital photos of the vehicle, including any damaged areas, if applicable. eBay allows four free pictures with each listing.
- c. In conjunction with the Philadelphia CMC, and using the pricing methods in the 763.2 ("Fixed-Price Sales"), establish the minimum price acceptable for the vehicle, also known as the "reserve price."

Note: The Postal Service recommends a reserve price of the wholesale value less 10 percent. The eBay item listing does *not* show viewers this amount. Once the reserve price is met or exceeded, the eBay listing states "Reserve Price Met," and the bidding continues until the posted end date and time of the sale.

Note: Sellers can typically achieve fair market returns by having realistic price expectations and setting enticing reserve price amounts.

Once the auction has begun, the MVM will not adjust the reserve price of a sale vehicle. If the reserve price is not met by the end of the auction, the MVM and the Philadelphia CMC may agree to accept the highest bid, but if in such a case they do not agree to sell the vehicle at the highest bid, they will reevaluate the reserve price and will place the vehicle for auction at a later date.

- d. Through the area Manager, Distribution Networks, notify highway contract carriers of the Postal Service's intention to sell vehicles that are rated as 2-ton capacity or above. Provide a description of each vehicle, the web address (*www.ebay.com*), and the Seller ID (USPS-AL-PMSC).
- e. Designate a knowledgeable VMF point-of-contact to answer all reasonable inquires from potential bidders for any offered vehicle. However, the VMF must not mail, fax, or otherwise transmit VMF and commercial vehicle repair records and other information contained in the vehicle jacket to potential bidders.
- f. For information about payment, release of vehicle, and shipping and transportation, see item 8 of the document "SOP for Online Auctions of Excess Vehicles" (see 763.12a for directions for accessing this document).

763.2 Fixed-Price Sale

In this method, the MVM establishes a sales price for each vehicle using a combination of the following:

- a. Postal Service asset and salvage value (VMAS sub-ledger/VIC).
- b. Kelly Blue Book (*www.kbb.com*).
- c. Edmunds (*www.edmunds.com*).
- d. Local demand and local market knowledge.
- e. Vehicle condition.

The MVM should base the sales price on several factors:

- a. Getting as high a price as possible without incurring undue expense in sales preparation, sales activities, or prolonged retention in inventory.
- b. Setting the price between the wholesale and fair-market values, using the sub-ledger figures as a guide.
- c. Giving consideration to the prevailing price in the area for a comparable vehicle.

The MVM can also sell vehicles to a wholesale dealer at wholesale prices. This method can eliminate some of the security and expense issues. A wholesaler can make offers

for a number of vehicles and pick them up as a group, eliminating time spent on individual fixed-price sales.

Note: When stockpiling vehicles for the wholesale option, the MVM must not exceed the 60-day disposal requirement.

At least 2 weeks before the sale date, the MVMF should advertise the sale via newspaper advertisements, Post Office lobby notices, and public displays on Postal Service premises. If vehicles will be displayed on Postal Service premises, notify the senior site official, the Postal Police, and the Postal Inspection Service. When planning a sale, consider heightened security requirements and the safety of both Postal Service employees and the public.

Vehicles are sold on a first-come-first-served basis. Have the vehicle jackets available for all sale vehicles listed.

The MVMF may reduce the sales price of a vehicle by a maximum of 10% below the initial sales price without approval from the MVM. The MVM may reduce the sales price of a vehicle by a maximum of 20% below the initial sales price without additional action. To reduce the initial sales price by more than 20%, the MVM must initiate another PS Form 4594, *Vehicle Sales Request and Report*, to reflect the reduction.

763.3 Live Auction Sale

A live auction sale allows up to 25 vehicles to be sold during a short period of time. Auction sales must be conducted by professional auctioneers approved by the Philadelphia CMC, in accordance with the following limitations:

- a. The MVMF is responsible for removing all Postal Service decals and markings from the vehicles (as described in 752) before releasing the vehicles to the auction firm, unless the auction firm is also providing decal removal service for the released vehicles.
- b. The MVM sets the minimum sale price of the vehicle(s).
- c. The MVMF completes an auction sales vehicle pick-up order (as required by the auction firm); PS Form 4577, *Leased Vehicle Condition Report* (which is used in these cases to note the condition of Postal Service-owned vehicles); SF 97, *The United States Government Certificate of Release of a Motor Vehicle*; and PS Form 4595, *Postal Vehicle Sale/Purchase Agreement*, except for the price and the purchaser's name and address.
- d. The MVMF or MVM contacts the auction firm when vehicles are to be released for sale. The auction firm must pick up the vehicles within 3 working days after receipt of the pick-up order.

- e. The maximum number of vehicles that an auction firm may have in its possession "in process" to sell shall not exceed 25 vehicles.
- f. The auction firm must sell each vehicle within 30 days of receipt. The auction firm may not impose vehicle storage fees.
- g. The auction firm has the right to reduce the price of any vehicle up to 5 percent, at the time of sale, should such an adjustment be appropriate in light of changed market conditions. The auction firm may not sell any vehicle for less than 95 percent of the minimum sales price established by the MVM without written approval from the MVM.

764 Vehicle Cannibalization/Scrap

Vehicle cannibalization is normally the most expensive means of vehicle disposal, so the Postal Service does not encourage this option. To be cannibalized, a vehicle must meet at least one of the following criteria:

- a. The condition of the vehicle precludes any reasonable return from sale.
- b. The VMF has an immediate need for a specific component or part that cannot be reasonably acquired through conventional supply channels.

The MVMF must provide justification on PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*, and send the completed form to the San Mateo Motor Vehicle Accounting Section (MVAS). *Note:* Block 3 of PS Form 4587 (Vehicle Number) requires the seven-digit Postal Service vehicle number, not the Vehicle Identification Number (VIN). All approval blocks must be completed. If the vehicle is being cannibalized because it is damaged beyond repair and there was financial recovery from a third party, promptly send a copy of a check or receipt from the responsible party or insurance carrier to the MVAS. *If the vehicle will be repaired, do not send PS Form 4587 to the San Mateo MVAS.*

Note: Dispose of quarter-ton Postal Service jeeps as scrap when they are removed from service. Crushing or shredding is the recommended means of disposal.

Note: VMFs also use PS Form 4587 to authorize repairs that exceed the vehicle's one-time repair limit to a vehicle as defined in Handbook PO-701, *Fleet Management*, Exhibit 221.21, "Life and Mileage Expectancies." When used for this purpose, retain PS Form 4587 in the vehicle jacket. Do not send a completed and authorized PS Form 4587 to the San Mateo MVAS *unless* a vehicle has been scrapped and/or cannibalized and is to be removed from the vehicle asset master. The cannibalized or scrapped vehicle cannot be titled.

765 Authorized Donation

Headquarters Delivery Vehicle Operations (DVO) must approve all donations of Postal Service-owned vehicles. A vehicle donated to a suitable local educational institution or museum for static display must present a positive image of the Postal Service. The VMF must ensure that the vehicle's engine, transmission, and all fluids are removed and that the frame is rendered unserviceable by cutting or similar method.

After the MVM receives approval to donate a vehicle, the VMF must process PS Form 4587, as outlined in 764.

765.1 Museums (Static Display)

For a vehicle being donated to a museum or an organization for static display, the VMF must note the following in item 24 of PS Form 4587:

- a. The name and address of the museum or organization to which the vehicle has been donated.
- b. That the vehicle has been donated for display purposes only and is not to be titled or used on the road.

The MVM must provide a copy of the completed and authorized PS Form 4587 to the museum or organization receiving the vehicle to ensure that it understands and agrees that the vehicle is for display purposes and cannot be titled or used on the road.

765.2 Law Enforcement Agencies

The Postal Inspection Service has the authority to transfer Inspection Service vehicles to other law enforcement agencies. The Inspector-in-Charge must authorize the transfer in writing and must provide the Postal Inspection Service finance number to be charged for the donation. The MVMF administers the transfer of these vehicles and must complete SF 97, *The United States Government Certificate of Release of a Motor Vehicle*, and must enter the word "DONATION" in the sales price block.

765.3 Foreign Postal Administrations

The Postal Service may occasionally donate surplus vehicles to foreign postal administrations.

Normally, these donations are in conjunction with international postal agreements. Headquarters Delivery Vehicle Operations (DVO) must authorize all donations in writing. The MVMF administers the transfer of these vehicles and must complete SF 97 and must enter the word "DONATION" in the sale price block.

766 Receipt and Processing of Payment and Release of Vehicle

The appropriate parties perform the following tasks to complete the receipt and processing of payment and the release of a vehicle.

- a. The MVM or MVMF (or designee) completes, prints, and signs PS Form 4595, *Postal Vehicle Sale/Purchase Agreement*, and provides the buyer/agent with the original signed PS Form 4595 to review and sign.
- b. The buyer/agent reviews and signs PS Form 4595 and returns it to the MVM or MVMF (or designee).
- c. The MVM or MVMF (or designee) makes two copies of the signed PS Form 4595, gives those two copies to the buyer/agent, and keeps the original signed document.
- d. The buyer/agent takes one of the copies of the signed PS Form 4595 to the local Postal Service retail sales associate and provides payment in full with cash, approved credit card transaction, or cashier's check or money order payable to the United States Postal Service. (The buyer/agent keeps the other copy of the signed PS Form 4595 for personal records.)
- e. The retail sales associate issues a Post Office receipt to the buyer/agent and enters the revenue into General Ledger Account 54965, Account Identifier Code 154, to ensure proper accounting.
- f. The buyer/agent takes the Post Office receipt back to the MVM or MVMF (or designee).
- g. The MVM or MVMF (or designee) verifies the Post Office receipt with the location that processed the payment (normally with a local telephone call), makes a copy of the receipt for VMF records, and returns the original receipt to the buyer/agent.
- h. The MVM or MVMF (or designee) completes Standard Form (SF) 97 as described in 774 and releases the vehicle to the buyer/agent.

77 Required Forms and Approvals for Vehicle Disposal

771 PS Form 4587

PS Form 4587, *Request to Repair, Replace, or Dispose of Postal-Owned Vehicle*, is used to initiate and approve all vehicle dispositions.

- a. When a non-district VMF requests approval to dispose of a vehicle, the MVMF initiates PS Form 4587.
- b. When a district VMF requests approval to dispose of a vehicle, the VMF designee initiates PS Form 4587.

The initiating employee (as described in items 771a and 771b) completes PS Form 4587, signs item 22a, and forwards the form to the MVM for action. Upon concurrence, the MVM signs item 23a and forwards the form to the Manager, Operations Programs Support, for action. Upon concurrence, the Manager, Operations Programs Support, signs item 25 and forwards the form to the District Manager for final approval. Upon concurrence, the District Manager returns the form to the VMF for the required action.

Only after the District Manager grants final approval does the MVM determine the disposal method to be used (sale, cannibalizations/scrap, or donation).

Upon receiving authorization to dispose of the vehicle, the VMF does the following, as appropriate:

- a. For cannibalizations/scrap, send the completed, authorized PS Form 4587 to the San Mateo MVAS, and remove the vehicle from the vehicle asset master. Process PS Form 4587 as outlined in 764.
- b. For donations, process PS Form 4587 as outlined in 765 for vehicles being donated for static display.

Note: VMFs also use PS Form 4587 to authorize the repairs that exceed the one-time repair limit to a vehicle as defined in Handbook PO-701, *Fleet Management*, Exhibit 221.21, "Life and Mileage Expectancies." In accordance with *Administrative Support Manual* (ASM) Exhibit 351.21, the VMF retains a PS Form 4587 used for this purpose for 1 year after the disposal of the vehicle.

772 PS Form 4594

PS Form 4594, *Vehicle Sales Request and Report*, is required to request approval to sell a vehicle, regardless of the sales method. The MVM must approve the completed form prior to the initiation of any vehicle preparation or sales activity.

- a. When a non-district VMF requests approval to conduct a sale, the MVMF initiates PS Form 4594, completes items a, b, c, and d, signs item 4, and forwards the form to the MVM for approval.
- b. When a district VMF requests approval to conduct a sale, a VMF designee initiates PS Form 4594, completes items a, b, c, and d, signs item 4, and forwards the form to the MVM for approval.

When the sale is completed, the initiating employee (as described in items 772a and 772b) finalizes PS Form 4594 by completing items e, f, g, i, j, and k, and signs item 6. In the event of an auction sale, the initiating personnel must also record the minimum acceptable bid for each vehicle in item h. The initiating facility files the original of PS Form 4594 and forwards a copy to the district Finance/Accounting office. In accordance with ASM Exhibit 351.21, the VMF and district Finance/Accounting office must retain PS Form 4594 for 1 year after the sale of the vehicle.

773 PS Form 4595

PS Form 4595, *Postal Vehicle Sale/Purchase Agreement*, is required for all vehicle sales transactions, regardless of the sales method. The MVM or MVMF (or his/her designee) must sign page 2 under "Seller's Signature." The VMF gives the original to the purchaser and retains a copy in the VMF sales folder. In accordance with ASM Exhibit 351.21, the VMF must retain PS Form 4595 for 3 years after the sale of the vehicle.

774 Standard Form 97 (SF 97)

Standard Form 97 (SF 97), *The United States Government Certificate of Release of a Motor Vehicle*, is required for all vehicle sales transactions, regardless of the sales method. This is an accountable, pre-numbered form that is controlled by the MVM. The MVM distributes these forms to VMFs in blocks and in sequential order, as needed, and VMFs must document their receipt.

VMFs must use the forms sequentially. Also, VMFs must keep all spoiled, voided, or cancelled forms on file for 2 years.

The MVM or MVMF (or his/her designee) must do the following with SF 97:

- a. Sign the block titled "Transferor's Signature (Seller)."
- b. Upon the receipt of funds from the vehicle buyer, give the original to the purchaser and complete the reverse side of SF 97, obtaining the source for sales preparation cost from PS Form 4543, *Vehicle Maintenance Work Order*, and/or PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*.
- c. After completing the reverse side of SF 97, forward a copy to the San Mateo MVAS, and retain a copy in the VMF sales folder. In accordance with ASM Exhibit 351.21, all copies of SF 97 are retained for 3 years after the sale of the vehicle.

[Add new Chapter 8 to read as follows:]

8 Lost/Stolen Vehicles

The Postal Service must be vigilant concerning the security of its vehicles. VMF staff must work closely with its customers and the law enforcement community to immediately report any lost or stolen vehicles.

The Postal Inspection Service works closely with local and national law enforcement agencies to locate lost or stolen vehicles. The following procedures are to be followed if a vehicle owned or leased by the Postal Service is lost or stolen:

1. All lost or stolen vehicles must be reported to the servicing MVMF immediately. The MVMF will notify local law enforcement, the Postal Inspection Service, and the area Vehicle Maintenance Programs Analyst (VMPA) and will provide them with all pertinent information, including the vehicle description, postal vehicle number, VIN, government license plate number (as applicable), and a copy of any police report. The VMPA will forward the information to Headquarters Delivery Vehicle Operations (DVO).
2. If the MVM determines that the lost or stolen vehicle cannot be recovered or is no longer useable:
 - The VMPA notifies, in writing, National Accounting at Headquarters of the background and determination.
 - National Accounting at Headquarters authorizes the San Mateo Motor Vehicle Accounting Section (MVAS) to remove the vehicle from the asset master. The Postal Inspection Service provides National Accounting at Headquarters and the MVAS with the disposition of the case and all pertinent information.
 - Upon receipt of the authorization from National Accounting at Headquarters, the MVAS removes the vehicle from the asset master and spools a copy of report AEA750P03, *VMAS Vehicle Disposal Listing*, to the VMF printer.
 - After viewing report AEA750P03 to confirm that the vehicle is properly removed from the asset master, the VMF deletes the vehicle from its local LAN VMAS inventory.

* * * * *

— *Delivery Vehicle Operations,
Delivery and Retail, 7-10-03*

What's in Store

Lobby-lifts

*East Coast
West Coast*

Lobby makeovers in progress! The San Carlos, California, and East Sandwich, Massachusetts, Post Offices™ are winners in the Post Office Lobby Makeover Contest sponsored by Advertising. They were selected in a random drawing of entries received. A team from Advertising and Retail Marketing, with assistance from the Postal Service's™ advertising agency, Draft/Campbell-Ewald, already has visited the winning Post Offices and set the makeovers in motion. The lobby-lifts will highlight the effective use of point-of-purchase materials found in Summer/Fall drive period kits distributed to all Post Offices.

San Carlos is in the San Francisco District and has 71 employees. Its postmaster is Mary Maldonado. East Sandwich, with 17 employees, is in the Southeast New England District. Its postmaster is Jeanne Flynn.

Pictures will be taken of the makeover as it progresses and posted on the Real Time Advertising Web site on Blue —
<http://blue.usps.gov/corporate/realtime/index.html>.

Speaking of Real Time

go to Blue!

If you haven't stopped by the Real Time Advertising Campaign Web site on the Blue page lately, give it a click. There's a new look, and you'll find the current Summer/Fall drive period elements. Also, pictures will be posted on the site as the lobby makeovers progress.

And while you're there, please take the time to fill out the Real Time Advertising Campaign online survey. The campaign puts the spotlight on Priority Mail® service. How bright is the spotlight? Your input will help the Postal Service to plan future advertising efforts.

What's in Store

Five in a row?

Tour de France!

The USPS® Pro Cycling Team is competing in the 100th Tour de France, the world's premier bicycle race. The 23-day race began July 5 and ends July 27. Will Lance Armstrong and his team win their fifth straight Tour de France race? Be prepared to update the poster you received in your Summer/Fall retail employee kit. You also received a sticker that reads: "Congratulations On Five In A Row" and an instruction sheet for placing the sticker on the poster — if the team wins. So stay tuned for the *Postal Bulletin's* announcement — or other internal publications — about the cycling team's Tour de France status. Don't use the sticker until you hear they've won!

Feedback

Send comments and questions to:

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

What's in Store

Retail Coaches Corner

Welcome to the July Corner!

This month's edition has information on destination ZIP Code barcodes, credit card acceptance policy, and the HAZMAT question.

Destination ZIP Code Barcodes

To help contain costs and prevent delays in processing the mail, it's critical that mailpieces with postage validation imprint (PVI) labels contain the correct destination ZIP Code and barcode. If this information is incorrect, the mail is misrouted and delayed, which in turn adversely affects customer satisfaction.

Additionally, all PVI labels must be clear and legible. Make sure that you follow proper maintenance to ensure quality barcodes are being generated by our retail equipment. Poorly maintained barcode strips with ink smears cause mail processing readers to reject parcels (and other classes) and require rekeying, which adds to processing time and cost.

Are destination ZIP Code barcodes required on short-paid mailpieces?

If the mailpiece is not entering the mailstream, then a destination ZIP Code barcode is not required.

Credit Card Acceptance Policy — Reminder

When accepting credit cards, check the back of the card to make sure it's signed by the customer. Some credit cards are issued with a picture and signature of the customer laminated on the front. The signature policy is the same — the signature is still required on the back of the card. Do not accept unsigned cards. If the card is unsigned, request a photo ID and have the customer sign the back of the card in your presence. *Note:* A card with the words "see ID" or two signatures on the signature panel is not acceptable. Credit card companies consider this to be an invalid card. The credit card companies established this policy, and it's an added layer of security for merchants as well as customers if a dispute arises. This in turn helps prevent fraud, and the Postal Service™ endorses these requirements.

Did You F-LI-P-P Your Package?

"Does this package contain anything Fragile, Liquid, Perishable, or Potentially Hazardous?" is the mandatory question that retail associates should be asking for all parcels and any mailpiece that looks suspicious.

In order for an office to receive credit for the HAZMAT question in the Mystery Shopper Program, the retail associate must ask all four components of the questions — Does this article contain anything **F**ragile, **L**iquid, **P**erishable, or **P**otentially Hazardous? A good way to remember this is with the acronym **F-LI-P-P**.

The question is more than just a HAZMAT question. It is also a question intended to identify fragile, liquid, or perishable items. These items could potentially create safety issues or concerns for Postal Service employees.

Is it acceptable to ask "Does this article contain anything fragile or potentially hazardous?"

No. All four components must be asked or the mystery shopper is required to report that the question was not asked because it left out portions of the question.

Does it matter in what order you ask the HAZMAT question?

No. While all four components of the question are required, they do not need to be stated in a specific order.

Questions or comments? Submit them via e-mail to: *Retail Coaches Corner*.

What's in Store



DineroSeguro Service News

For Post Offices™ that offer DineroSeguro® money transfer services:

- Remove your DineroSeguro poster and exchange rates boards.
- Continue to display the large counter card with the take-one brochure and application.

Lance Wins-a-Lot...

...so be prepared to place the sticker (on the current poster) that was included in your Summer/Fall Retail **Employee** Kit – as explained on the instruction sheet if the team wins the Tour de France yet again!

- Stay tuned to the *Postal Bulletin's* announcement of the Cycling Team's Tour de France status.
- If Lance wins, customers will be able to buy a different, specially designed poster online at usps.com.
- The Tour de France runs from July 5 to 27.



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

What's in Store

july

retail employee bulletin

Retail Campaign Features Winners!

- Summer/Fall POP features the winners of the "Real People, Real Success" contest from Fall 2002.
- Read the winners' essays at usps.com/realsuccess.
- Priority Mail® service with extra services continues to be highlighted.



For more on the Real Time campaign, visit the Blue page at <http://blue.usps.gov>.

Summer/Fall Spotlight

- Business customers are the focus this Drive Period.
- Encourage customers to add Delivery Confirmation™ service and Insurance to their Priority Mail packages.
- Encourage business customers to log onto usps.com/clicknship to learn about Click-N-Ship™ service.



July Stamp Releases:

- *Arctic Tundra*: **July 2**
- *Korean War Veterans Memorial*: **July 27**



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

What's in Store

july




retail employee bulletin

Summer/Fall '03 Retail Drive Period
6/14/03 – 10/18/03



focus!

Look for opportunities to educate customers about the featured product/service for each AP. You'll improve customer satisfaction and help your office meet its revenue goals!

SAT		SUN		MON		TUES	WED	THUR	FRI
						1	2  Arctic Tundra stamp	3 \$\$\$ payday!	4 Offices closed INDEPENDENCE DAY
5 Change Holiday Closing door sign	6	7	8	9	10	11 AP 11 ends			
12 AP 12 begins	13	14  focus! Delivery Confirmation™ service with Priority Mail® items	15	16	17	18 \$\$\$ payday!	Gather VESS data for AP 11		
19 did you know? An additional four transactions of Priority Mail items with Delivery Confirmation service per Post Office™ per day, would generate \$136,224,000 in revenue in 4 weeks!		20	21	22	23	24	25 Last day for districts to input VESS data for AP 11		
26	27  Korean War Veterans Memorial stamp	28	29	30	31				

Refer to the new "Retail Employee Calendar" hanging in the Employee Zone of your Post Office for additional information. Access the Retail Internet Site at <http://retail.usps.gov>.

Supply Management

NOTICE

Interest Rate on Contract Claims

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

The interest rate effective for the 6-month period beginning July 1, 2003, and ending December 31, 2003, is 3.125 percent.

— *Supply Management Infrastructure,
Supply Management, 7-10-03*

National Mandatory Contracts for Maintenance, Repair, and Operating (MRO) Supplies

Effective July 1, 2003, Maintenance, Repair, and Operating (MRO) supplies are available from the Postal Service's™ mandatory national suppliers, W.W. Grainger and MSC Industrial Supply. The supplies are available through eBuy, the preferred ordering method.

The *Administrative Support Manual (ASM)* and Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*, specifically mandate that buyers first use national contracts where they exist. This policy is in place to ensure that Postal Service employees use existing Postal Service assets and allow purchasing teams to continue to leverage volumes and technology in order to drive total costs out of the MRO supply chain.

The Environmental and MRO Category Management Center is working to make selected National Stock Number (NSN) records available for download into the Visual Maintenance Activity Reporting System (VMARS). This will allow maintenance personnel to order materials using VMARS, which will then direct the orders to eBuy.

Further details can be found in Material Logistics Bulletin MLB-CO-03-010, *Mandatory National Sources for Maintenance, Repair, and Operating (MRO) Supplies*. The MLB

is available at <http://blue.usps.gov/purchase/material/mlb/mlbindex.htm>. If you do not have access to a computer, you can obtain the MLB by calling National Materials Customer Service at 800-332-0317 and selecting the option for "Operations and Materials Customer Service."

If you have access to the Postal Service Intranet, you must order through eBuy. To order through eBuy and to obtain an eBuy logon ID and password:

From Internet Explorer (version 5.0 or higher), go to the Blue page at <http://blue.usps.gov> and type "ebuy" in the address line and then hit the Return key. (The direct URL is <http://ebuy.usps.gov/jsp/co/Login.jsp>; note that this URL is case sensitive.)

If you have any concerns regarding price, quality, or service, send an e-mail to the MRO Category Management Team at *HELP, MRO*.

— *SCM Strategies,
Supply Management, 7-10-03*

Nitrile Gloves Available Via Boise Office Products eBuy Catalog

You can now order medical-grade, powder-free nitrile gloves from the Boise Office Products eBuy catalog.

Postal Service Safety Performance Management has approved these gloves for use by all employees. The gloves are completely latex-free and powder-free.

They are available in the following two ways:

- Boxes of 100, for \$4.80 per box.
- Cases of 1,000, for \$48.00 per case.

And they are available in the following four sizes:

- Small (part # W3N421)
- Medium (part # W3N441)
- Large (part # W3N461)
- Extra-Large (part # W3N481)

These are delivered prices and, as such, represent a substantial discount over other available medical-grade, powder-free nitrile gloves.

Consult Management Instruction (MI) EL-810-2001-1, *Personal Protective Equipment and Respiratory Protection Programs*, for guidance on proper selection and use of protective gloves. Additional recommendations not addressed in the MI relating to requirements for hand protection may be issued by Headquarters.

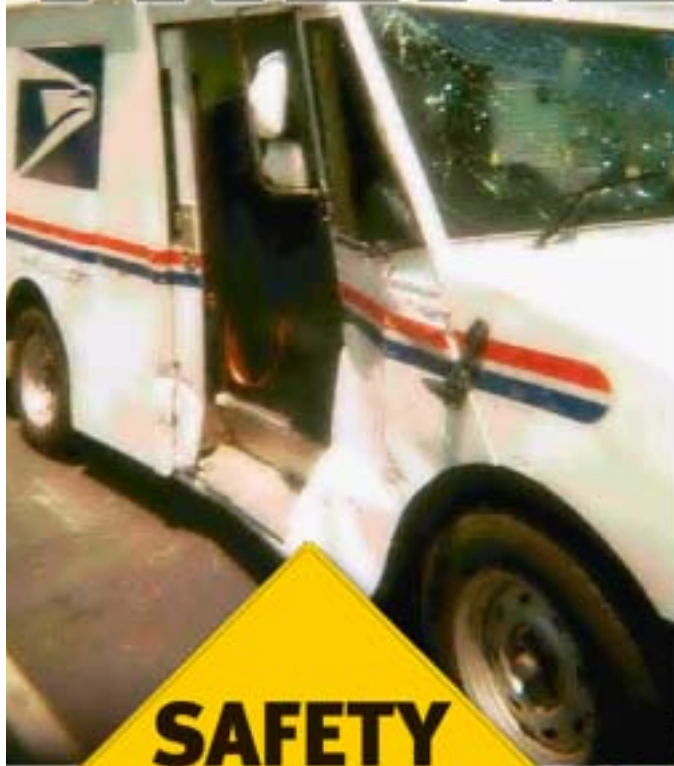
Please use the part numbers listed above to place your order from the Boise Office Products eBuy catalog. If you have access to the Postal Service Intranet, you must order through eBuy. To order through eBuy and to obtain an eBuy logon ID and password:

From Internet Explorer (version 5.0 or higher), go to the Blue page at <http://blue.usps.gov> and type "ebuy" in the address line and then hit the Return key. (The direct URL is <http://ebuy.usps.gov/jsp/co/Login.jsp>; note that this URL is case sensitive.)

If you do not have access to the Intranet, you should contact Boise directly at 888-229-USPS.

— *SCM Strategies, Supply Management, 7-10-03*

BE CAREFUL OUT THERE



**BE AWARE,
DRIVE
DEFENSIVELY.**





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