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Julia de Burgos Stamp

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


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

## Publicity Kit: Priority Mail Flat Rate Box - Back to School in a Box

Priority Mail ${ }^{\circledR}$ Flat Rate Boxes are the best value in the shipping market. With four different sizes, competitive pricing, online discounts, next-day carrier pickup, and free, eco-friendly Priority Mail packaging, the time has never been better for customers to ship flat rate boxes with the Postal Service ${ }^{\text {TM. }}$. For families with students arriving on college campuses, shipping a package from home under the "Priority Mail Flat Rate Box - Back to School in a Box" promotion provides a great way to show their support.

It's all in the box - value, convenience, 2- to 3-day delivery, and no surcharges for fuel or residential delivery. It's Back to School in a Box literally, too. Customers can easily pack lots of items that college students need into one of four conveniently sized Priority Mail Flate Rate Boxes.

This publicity kit provides Back to School in a Box ideas and materials to help promote Priority Mail Flat Rate Boxes throughout the fall. Promotional activities also support the Postal Service's ongoing national Priority Mail advertising campaign scheduled to continue through the holidays.

## Customer Outreach

Customer outreach and promotional activities for Back to School in a Box can include:

- Post Office ${ }^{\text {TM }}$ lobby activities such as:
- Demonstrating how many items fit in each of the four flat-rate boxes. Use items such as school supplies, calculators, CDs, and snack items.
- Challenging customers to pack a Priority Mail Flat Rate Box within a specific time period. Provide packing tips and demonstration.
- Set up a Back to School in a Box lobby display. Display Priority Mail Flate Rate Boxes with a variety of school supplies (such as notebooks, folders, pens, pencils, calculators, digital devices, cell phones, thumb drives, snacks, nonperishable food items, postage stamps, popular store gift cards and items showing well-known campus or local school mascot logos) that can easily be placed into the Flat Rate Boxes. Keep the display through mid-October.


## Media Outreach

News media outreach activities for Priority Mail Flat Rate Box - Back to School in a Box promotions include:

- Holding a news conference or media interview.
- Sending story ideas and a pitch letter to college, university, and community newspaper editors.
- Setting up photo opportunities with Back to School in a Box demonstrations or lobby displays.
- Having lobby events to showcase free Priority Mail Flat Rate Box packaging.
- Sending local journalists a Back to School in a Box media kit with items such as pens and notebooks, Priority Mail Flat Rate Box fact sheets, and local Post Office information.
- Pitching the flat rate box to education reporters as part of a back to school special.
- Pitching consumer reporters: "helpful tips to help mom and dad save some money."
- Partnering with local radio stations for a contest/quiz on campus: What would you like to see in a flat rate box?
- Drafting a column on the benefits of the Back to School in a Box idea, focusing on convenience and cost savings to parents who are sending their child off to college (see Media Kit samples).


## How to Plan an Event

Postmasters, customer relations coordinators, and field communications programs specialists know how to conduct outreach in their local communities. From open houses and eBay and usps.com ${ }^{\circledR}$ days, to special programs for stamp issuances, Postal Service employees are experts at getting the word out and delivering results.

Back to School in a Box promotional activities can deliver in terms of growing our business, building our brand, serving our customers, and supporting our communities.

## Event Planning Checklist/Resources

When planning a Back to School in a Box event, keep the following suggestions in mind:

- Begin planning early.
- Contact your local postal team communications representative(s) - communications programs specialist, postmaster, customer relations coordinator, district marketing manager, retail specialist, consumer affairs manager, and government relations representatives - to determine how they can support your event.
- Set a date.
- Secure participants. Call or meet with well-known local news media representatives.
- Secure staging, sound equipment, and a lectern, if applicable.
- Launch a local publicity campaign. Post all news releases to usps.com.
- Collaborate with local news media contacts to ensure they are aware of the event. Issue media advisory if appropriate (see sample on page 7).
- Draft a sequence-of-events agenda and prepare speaker remarks, if applicable.
- Prepare media kits, if appropriate.
- Distribute media advisory 2 days before the event.
- Distribute press release 30 minutes after the event.


## News Media Kit Contents

- Pitch letter to college, university or community newspaper editors, and campus radio station managers.
- Sample articles for placement in student and community newspapers.
- Announcement for campus radio stations.
- Fact sheet.
- FAQs.
- News release.
- Media advisory.

Pitch Letter to the College/University
Newspaper Editor or Radio Station Manager

## [Insert Date]

[Insert Publication Name]
[Insert Street Address]
[Insert City, State ZIP+4]
Dear Editor:
Please consider [placing/announcing] the message below in your [student/ community newspaper/campus radio station]. As you know, this can be a difficult time for many students making the switch from home to campus life, and receiving packages from parents and family members can make a big difference in a successful transition.

The message below will help your [readers/listeners] understand the importance of keeping the connection with home by shipping packages filled with personal and convenience items to students on campus.

If you have additional questions or are interested in getting more details about our products and services, please don't hesitate to contact me directly.

Thank you for considering the messages below for your publication.

## [Postmaster, City, State]

## Article 1 for Placement in the College/ University Newspaper

## How to Keep Those Student Packages Arriving

After just a few weeks on campus, you may have noticed how that original batch of back-to-school supplies and other necessities you brought from home are dwindling quickly. While the family was a great help in getting you packed and prepped for the first few weeks on campus, it may be time to let the folks back home know about the basic items you need now, and drop a hint that they can get those items shipped directly to their favorite student via the ease and convenience of Priority Mail ${ }^{\circledR}$ Flat Rate Boxes from the Postal Service ${ }^{T M}$.

Let your family members know they can go online at www.usps.com and order free, eco-friendly flat rate boxes and have get them delivered right to their address. Available in four sizes, your folks can toss some of those essential campus-life items you need into a flat rate box and ship it anywhere in the country for...one flat rate! You can also explain how easy it is to print postage with Click-N-Ship ${ }^{\circledR}$ service. They receive an electronic discount for printing postage online, along with free Delivery Confirmation ${ }^{\text {TM }}$ service. Plus they can schedule free package pickup right from their computer.

Don't forget to e-mail your wish list of must-haves to your folks (or better yet, send them a personal letter), and remind them of just how easy it is to keep those staple items and fashion basics from the home-front coming your way. While you're at it, let them know how much those packages, and the good people that sent them, really mean to you!

## [Postmaster, City, State]

## \# \# \#

## Article 2 for Placement in College/University Newspaper

## Your Life-Line From Home Just Got Easier to Access

Flat Rate is your ticket to food, fun and fashion
It's been just a few short weeks since you arrived on campus, with all the usual fanfare and excitement that goes with developing new friendships or restoring old ones, setting up the dorm room and settling into classes. But while you've been directing your attention to tasks like getting your living arrangements squared away, have you noticed how that starter-pack of essential supplies gifted to you by your parents, friends and relatives has dwindled down to near-crisis proportions?

Seemingly overnight, that huge stockpile of supplies, bath items, snacks and dorm room décor has evaporated
to the point where swift action is necessary if you expect to maintain any sense of decorum until the holiday break.

Now is the time to establish a regular supply chain of student packages from the folks back home, without breaking their spirits or bank account in the process.

Establishing your own personal logistics network isn't difficult; it just takes a little effort, a primer in the gentle art of persuasion and leveraging the shipping expertise of your friends at the U.S. Postal Service ${ }^{\circledR}$.

Have you heard about Priority Mail ${ }^{\circledR}$ Flat Rate Boxes? These beauties hold the key to an uninterrupted flow of gifts, goodies and gotta-have-it basics from home. Here's the plan:

- Start with an e-mail, text or phone call to the folks back home that spells out the convenience and value of using Flat Rate Boxes to resupply their outstanding student. Let them know that Flat Rate Boxes provide the means to ship all that stuff you absolutely need, want or desire for one low, flat rate without fretting over weighing packages or dealing with pesky surcharges.
- Direct the attention of your loved ones to the primary link in your personal logistics network - the U.S. Postal Service, at www.usps.com. From here, your folks can order free, eco-friendly Priority Mail Flat Rate Boxes and have them delivered right to their home or office.
- Once your folks have placed those must-have bath, food and fashion items into a flat rate box, they can go to www.usps.com to print postage and order free, next-day package pickup from the Postal Service ${ }^{\text {TM }}$.
It's quick, it's easy, and in just a few days you'll be able to enjoy your fresh swag while your folks can rest assured their campus cadet is resupplied and focused on academic success.

Depending on your persuasive skills and the extent of your extended family, you could soon have a conga line of flat rate boxes making their way to you via the campus Post Office ${ }^{\text {TM }}$ or dorm mailroom.

Campus life is sweet, and with a personal logistics network leveraged through the Postal Service, it gets even sweeter.
[Postmaster, City, State]

## \# \# \#

## Article for Placement in Community Newspapers

## Flat Rate Boxes Make the Grade for Student Packages

If you count yourself among the family members that recently sent a young person off to college in pursuit of
educational enlightenment, you probably went all-out helping to assemble an armada of essential supplies and personal items every student needs to make the transition to dorm life a little easier.

Just a few short weeks later, you've likely noticed that in addition to your refrigerator remaining mysteriously wellstocked, the e-mails and text messages from your campus cadet have started to taper off. Don't let this slowdown in digital communications lull you into believing your prize student no longer requires your guidance, love and generous support.

In fact, that initial wave of assorted foodstuffs and various sundry products may have already been whittled down to the bare minimum, and without an urgent intervention, your pride and joy could be poised for an out-of-inventory experience.

If your campus cutie or academic angel is running low on the basics, you can ease his/her fears and lift his/her spirits by harvesting a bevy of essentials at local retailers, then use free, eco-friendly Priority Mail ${ }^{\circledR}$ Flat Rate Boxes from the Postal Service ${ }^{\text {TM }}$ to get those items on their way to the dorm room. The Postal Service charges the same rate to any state for flat rate boxes, and they're available in four different sizes.

Instead of going to your local Post Office ${ }^{\text {TM }}$ to mail those student packages, save time and money by pointing your browser in the direction of usps.com ${ }^{\circledR}$. You can skip-thetrip to the local Post Office and print postage or schedule free package pickup by letting your mouse do the walking for you. In no time all those must-have essentials will arrive at your significant student's doorstep.

## \# \# \#

## Campus Radio Station Announcement

## Flat Rate Packages From the Home-Front

It took a few days, but you've finally settled into campus life and committed your course schedule to memory - and then panic sets in. You realize you've left your favorite noise-canceling headphones back home.

But hold up; wait a minute. The Postal Service, that tried and true deliverer of all things shipping, is there to come to your rescue. Text the folks back home about your plight and tell them about the Postal Service's Priority Mail Flat Rate Boxes, a college student's new best friend.

For a simple flat rate, Mom and Dad can ship your headphones and any other essentials directly to your dorm or campus Post Office. It's simple, easy and convenient. In just a few days, your headphones and must-have items arrive in style.

So, no need to panic. The Postal Service has just the right solution. Tell your parents to ship early and often using Priority Mail Flat Rate Boxes.

## Optional

Let your parents know they can ship online at usps.com. They can order flat rate boxes, print postage, request package pickup, and get free Delivery Confirmation right from their home computer.

## \# \# \#

## Fact Sheet

## Priority Mail Flat Rate Boxes

- Ship anywhere in the U.S. for a flat price.
- If it Fits, it Ships ${ }^{\circledR}$ - no worries about weight or destination.
- Four convenient box sizes.
- 2- to 3-day delivery.
- No surcharges for fuel or Saturday and residential delivery.
- Online discounts and military discount available.
- Same packaging ships domestically and internationally.
- Boxes are eco-friendly and 100 percent recyclable.
- Flat-rate boxes can be ordered and delivered to your door - free of charge.
- Customers also can have Priority Mail Flat Rate Boxes picked up at no charge with free package pickup service on usps.com.

| Priority Mail Flat Rate Box | Size (inches) | Retail Price | Online Price | International |  |
| :--- | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  | Canada/Mexico | Other Countries |
| Small Flat Rate Box | $8-5 / 8 \times 5-3 / 8 \times 1-5 / 8$ | $\$ 4.95$ | $\$ 4.85$ | $\$ 11.45$ | $\$ 13.45$ |
| Medium Flat Rate Box | $11 \times 8-1 / 2 \times 5-1 / 2$ | $\$ 10.70$ | $\$ 10.20$ | $\$ 26.95$ | $\$ 43.45$ |
| Medium Flat Rate Box | $13-5 / 8 \times 11-7 / 8 \times 3-3 / 8$ | $\$ 10.70$ | $\$ 10.20$ | $\$ 26.95$ | $\$ 43.50$ |
| Large Flat Rate Box | $12-1 / 4 \times 12-1 / 4 \times 6$ | $\$ 14.50$ | $\$ 13.95$ | $\$ 33.95$ | $\$ 55.95$ |
| Domestic |  | $\$ 12.50$ | $\$ 11.95$ | $N$ | NA |
| APO/FPO |  |  |  |  |  |

Priority Mail Flat Rate Boxes have grown in popularity since first introduced in 2004. Sales have increased each year; particularly as new size options have been added to give customers additional choices in shipping.

The Postal Service Priority Mail Large Flat Rate Box is 50 percent larger than the next largest size. A $\$ 2$ military discount applies when sending the large boxes to APO/ FPO addresses. The Postal Service also has a special edition of the large flat rate box cobranded with the America Supports You logo available for online ordering.

It's all in the box - value, convenience, 2- to 3-day delivery, and no surcharges for fuel or residential delivery. Customers can easily pack up dozens of items for Back to School in a Priority Mail Flat Rate Box:

- Pencils, pens, notebooks, binders, and backpacks.
- Electronic calculators, label makers, MP3 players, or even a notebook computer.
- Music CDs, movie DVDs, blank CDs, books, and personal planners.
- The list goes on: hand sanitizers, snacks, bath items, and thumb drives all make great choices for Back to School in a Box.


## Frequently Asked Questions - Priority Mail

 Flat Rate BoxesQ. How much material can customers ship in Priority
Mail Flat Rate Boxes?
A. Customers may ship any amount of mailable material in the medium and large Priority Mail Flat Rate Boxes, up to 70 pounds weight for domestic addresses and 20 pounds for international addresses. For the Priority Mail Small Flat Rate Box, the domestic weight limit also is 70 pounds, while the international address weight limit is 4 pounds.
Q. Can customers alter flat rate boxes to accommodate larger items?
A. No. The box flaps must be able to close within the normal folds. Customers may apply tape to the flap or seams to reinforce the box, but they cannot enlarge the box design by opening the sides and taping or reconstructing the box in any way.
Q. What special services are available with Priority Mail Flat Rate Boxes?
A. Delivery Confirmation and all other special services available for Priority Mail are available for Priority Mail Flat Rate Boxes. Fees for any special services, if purchased, are in addition to the flat-rate postage price. Delivery Confirmation is provided at no extra charge when Priority Mail Flat Rate Box postage is purchased online. Insurance may be purchased online for coverage up to $\$ 500$.
Q. Are flat rate boxes subject to the 13 -ounce mail rule for security purposes?
A. Yes. If a customer uses only postage stamps on a Priority Mail Flat Rate Box, the package must be presented for shipping at a Post Office retail counter.
Q. Since the Priority Mail Large Flat Rate Box is larger than other expedited packaging offered, is it subject to dimensional or balloon-rate pricing?
A. No. The Priority Mail Large Flat Rate Box is not subject to dimensional-weight or balloon-rate charges.
Q. Can a customer request free package pickup (Carrier Pickup ${ }^{\text {TM }}$ service) using usps.com for Priority Mail Flat Rate Boxes?
A. Yes. Customers may request free, next delivery day package pickup for all Priority Mail flat-rate shipments.
Q. Where can customers order Priority Mail Flat Rate Boxes?
A. Boxes may be picked up at local Post Offices. Customers also may order the boxes through usps.com under "Order Supplies", or by calling 800-610-8734. The boxes are free, available in a variety of quantities, and will be delivered right to the customer's home or business address.
Q. How long does it take for free packaging to be sent to the customer?
A. Orders are fulfilled within 7 to 10 business days.
Q. How long does it take a Priority Mail item to get where it is going?
A. It takes an average of 2 to 3 days for a Priority Mail item to reach any destination in the United States. For Priority Mail items addressed to APO/FPO locations, delivery times vary by destination and current conditions in the local area.
Q. Is Priority Mail flat-rate packaging environmentally safe?
A. Priority Mail Flat Rate Boxes are 100 percent recyclable and exceed all Environmental Protection Agency (EPA) environmental standards. In fact, Priority Mail packaging has been awarded Cradle to Cradle Certification for its environmental attributes. The Postal Service is committed to finding new ways to protect the environment and is the first in the shipping industry to receive this certification.

- Community Relations,

Corporate Communications, 8-12-10

## POSTAL NEWS

| FOR IMMEDIATE RELEASE | Contact: Name |
| :---: | :---: |
| DATE | (0) ( XXX - XXX - XXXX ) |
|  | (C) (XXX-XXX-XXXX) |
|  | xxxxx@usps.gov |
|  | usps.com |
|  | Release No. 10-xxx |

## Sample News Release

## Priority Mail Flat Rate Boxes: Back to School in a Box

[City, State] - Parents needing to send packages of essential items to the young adults they recently shipped off to college campuses after paying cold, hard cash for that first semester's tuition bill can save some extra money by looking no further than their local Post Office ${ }^{\text {TM }}$. For Back to School, it's all in the box: the Priority Mail ${ }^{\circledR}$ Flat Rate Box from the U.S. Postal Service ${ }^{\circledR}$.
That's the simplicity of shipping with a Priority Mail Flat Rate Box. Everything you need for a student package will fit into one of four different sized boxes available - and will ship for one flat price no matter the weight or destination.
Home-baked goods and other snack foods, school supplies, gift cards, music CDs and even travel tickets to visit home make the perfect Back to School in a Box package for students arriving at college campuses across the country.
"When shipping packages to college students on campus, Flat Rate Boxes from the Postal Service offer great value and convenience," said [insert name and title of local postal official]. "With a range of boxes to choose from, customers can find the right sized package to meet their needs. And with one flat rate, the price of Priority Mail Flat Rate shipping is always right too."
[Insert last name of local postal official] added that Priority Mail flat-rate packages arrive in an average of 2-3 days. Saturday and residential deliveries are included at no extra cost.

The four box size configurations are the Priority Mail Flat Rate Small Box, about the size of three stacked DVDs; two sizes of Priority Mail Flat Rate Medium Boxes, one similar in size and shape to a shoe box and the other similar to a flat clothing box; and the Priority Mail Flat Rate Large Box, with 50 percent more space inside than the medium boxes.

Prices and measurements are listed in the chart on the next page. As shown, customers who order Priority Mail flat-rate shipping online at $w w w$.usps.com will receive a discount. There is also a special \$2 discount for the Priority Mail Large Flat Rate Box when shipped to military APO/FPO addresses.

| Priority Mail Flat Rate Box | Size (inches) | Retail Price | Online Price |
| :--- | :---: | :---: | :---: |
| Small Flate Rate Box | $8-5 / 8 \times 5-3 / 8 \times 1-5 / 8$ | $\$ 4.95$ | $\$ 4.85$ |
| Medium Flat Rate Box | $11 \times 8-1 / 2 \times 5-1 / 2$ | $\$ 10.70$ | $\$ 10.20$ |
| Medium Flat Rate Box | $13-5 / 8 \times 11-7 / 8 \times 3-3 / 8$ | $\$ 10.70$ | $\$ 10.20$ |
| Large Flat Rate Box | $12-1 / 4 \times 12-1 / 4 \times 6$ |  |  |
| Domestic |  | $\$ 14.50$ | $\$ 13.95$ |
| APO/FPO |  | $\$ 12.50$ | $\$ 11.95$ |

For more information about shipping with the Postal Service, customers can visit their local Post Office or go online at www.usps.com.
Note: For broadcast quality video and audio, photo stills and other media resources, visit the USPS ${ }^{\circledR}$ Newsroom at www.usps.com/news.

A self-supporting government enterprise, the U.S. Postal Service ${ }^{\circledR}$ is the only delivery service that reaches every address in the nation, 150 million residences, businesses and Post Office Boxes. The Postal Service ${ }^{\text {TM }}$ receives no direct support from taxpayers. With 36,000 retail locations and the most frequently visited website in the federal government, the Postal Service relies on the sale of postage, products and services to pay for operating expenses. Named the Most Trusted Government Agency five consecutive years and the sixth Most Trusted Business in the nation by the Ponemon Institute, the Postal Service has annual revenue of more than $\$ 68$ billion and delivers nearly half the world's mail. If it were a private sector company, the U.S. Postal Service would rank 28th in the 2009 Fortune 500.

## DATE

Contact: Name
(O) (XXX-XXX-XXXX)
(C) (XXX-XXX-XXXX)
xxxxx@usps.gov
usps.com
Release No. 10-xxx

## Sample Media Advisory <br> Priority Mail Flat Rate Boxes for Back to School in a Box USPS Demonstrates the Easy Way to Ship to College Students

WHAT:

WHO:

WHEN:

WHERE:
BACKGROUND:
,
[Describe the event, e.g.:] The [insert name] Post Office ${ }^{\text {TM }}$ demonstrates time and money-saving shipping tips for family and friends sending packages to students living in on-campus and off-campus housing.
[List local public officials, key Postal Service participants, partners, other participants and special guests participating and/or attending event.]
[Hour, Day, Date].
[Address of Event Location].
It's all in the box - Priority Mail ${ }^{\circledR}$ Flat Rate Boxes offer value, convenience, 2- to 3-day delivery and no surcharges for fuel, or residential delivery. It's "all in the box" literally too - come see how customers can easily pack lots of items that college students need for Back to School into one of four conveniently sized, free and eco-friendly Priority Mail Flat Rate Boxes.

Note: For broadcast quality video and audio, photo stills and other media resources, visit the USPS ${ }^{\circledR}$ Newsroom at www.usps.com/news.
\# \# \#

A self-supporting government enterprise, the U.S. Postal Service ${ }^{\circledR}$ is the only delivery service that reaches every address in the nation, 150 million residences, businesses and Post Office Boxes. The Postal Service ${ }^{T M}$ receives no direct support from taxpayers. With 36,000 retail locations and the most frequently visited website in the federal government, the Postal Service relies on the sale of postage, products and services to pay for operating expenses. Named the Most Trusted Government Agency five consecutive years and the sixth Most Trusted Business in the nation by the Ponemon Institute, the Postal Service has annual revenue of more than $\$ 68$ billion and delivers nearly half the world's mail. If it were a private sector company, the U.S. Postal Service would rank 28th in the 2009 Fortune 500.

## Policies, Procedures, and Forms Updates

## Manuals

## DMM Revision: Commercial Flats Clarification

Effective September 7, 2010, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ) 301.1 to update commercial flats text with minor editorial updates and to rearrange the DMM reference text for better flow.

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

301 Physical Standards
1.0 Physical Standards for Flats
1.1 General Definition of Flat-Size Mail
[Revise introductory text of 1.1 and items a through $c$ as follows:]
Flat-size mail other than that in 3.0, Physical Standards for Automation Flats, must have the following characteristics:
a. Be more than 11-1/2 inches long, or more than or 6-1/8 inches high, or more than $1 / 4$ inch thick.
b. Be not more than 15 inches long, or more than 12 inches high, or more than $3 / 4$ inch thick, except for:

1. Periodicals flats mailed under 707.26.0.
2. Polywrapped flats, with selvage that extends beyond the contents, up to a maximum length of 15-3/4 inches. The enclosed contents must not be longer than 15 inches. Also see 1.5.3.
c. Be rectangular with four square corners, or with finished corners that do not exceed a radius of 0.125 inch ( $1 / 8$ inch). See Exhibit 1.1c.
[Reletter current item $d$ as new item e and add new item d as follows:]
d. Be categorized as a catalog, if meeting the standards in 1.9.
[Revise redesignated item e as follows:]
e. Other size or weight standards may apply to mail addressed to certain APOs and FPOs and mail sent by the Department of State to U.S. government personnel abroad.

### 1.2 Length and Height of Flats

[Revise 1.2 by adding a new sentence at the end as follows:] ***Also see 1.5.3.

### 1.3 Minimum Flexibility for Flat-Size Pieces

[Revise the introductory text of 1.3 to read as follows:]
Flat-size pieces must be flexible. Boxes - with or without hinges, gaps, or breaks that allow the piece to bend - are not flats. Tight envelopes or wrappers that contain one or more boxes are not flats. At the customer's option, customers may perform the following test on their own mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee should not perform the test. Test flats as follows:

## [Renumber current 1.4 as new 1.9.]

[Renumber current 1.5 through 1.9 as new 1.4 through 1.8.]

### 1.4 Uniform Thickness

[Revise renumbered 1.4 to read as follows:]
Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than $1 / 4$-inch variance in thickness. When determining thickness, exclude the outside edges ( 1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see 1.5) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniformly thick or result in the contents bursting out of the mailpiece (see 601.2.3).

### 1.5 Polywrap Coverings

### 1.5.1 Polywrap Films and Similar Coverings

[Revise the introductory text of 1.51 as follows:]
Mailers using polywrap film or similar material on flat-size mailpieces, except pieces mailed at high density or saturation prices, must use a product meeting the standards in 1.5. Film approved for use under 1.5.4 must meet the specifications in Exhibit 1.5.1 as follows:

## Exhibit 1.5.1 Polywrap Specifications

[Revise the introductory text to Exhibit 1.5.1 as follows:]
Mailers who polywrap flats, except for saturation and high density pieces, must use polywrap that meets all of the properties in this exhibit, except under 1.5.1b.

### 1.5.2 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:
[Revise items 1.5.2 a and $b$ to read as follows:]
a. The wrap direction must be around the longer axis (parallel to the length) of the mailpiece, with the seam parallel to that axis.
b. The polywrap over the address area must be a smooth surface to avoid interference with address and barcode readability. 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 address and barcode, postage area, or any required markings or endorsements.

### 1.5.3 Overhang

[Revise the introductory text of 1.5 .3 to read as follows:]
For purposes of the polywrap standards for overhang (selvage) only, the top edge of the mailpiece is one of the two longer edges of the piece. Any polywrap selvage must meet these standards:

### 1.5.4 Polywrap Certification Process for Manufacturers

[Revise 1.5.4 as follows:]
Specification USPS-T-3204, Test Procedures for Polywrap Films describes exact test procedures and acceptable values for polywrap film characteristics. Independent testing laboratories may certify products for manufacturers who do not have the facilities or experience to conduct each of the test procedures. The specification includes a list of laboratories experienced in conducting these tests. Customers may obtain the test procedures by contacting USPS Engineering (see 608.8.1 for address) or on the USPS RIBBS

Web site (http://ribbs.usps.gov). Manufacturers must submit a letter, on their letterhead, indicating the value for each of the specifications in 1.5.1 for each polywrap film, to USPS Mailing Standards (see 608.8.1 for address). When the USPS receives the letter or certificate of conformance from an approved lab, films that meet the standards will be listed on http://ribbs.usps.gov. Manufacturers should follow this process before submitting the certification letter:

## [Revise item 1.5.4b as follows:]

b. Test each surface treatment separately. Manufacturers or approved labs may test the thinnest film of one product with identical surface treatment and characteristics. If the thinnest film meets the characteristics after being tested, the USPS will list the product as approved for all gauges of that product that also meet the gauge test.

### 1.6 Maximum Deflection for Flat-Size Mailpieces

[Revise the introductory text of 1.6 as follows:]
Flat-size mailpieces must meet maximum deflection standards. Flat-size pieces mailed at high density or saturation prices, and flats mailed at basic carrier route prices entered by the mailer at destination delivery units (DDUs), are not required to meet these deflection standards. Test deflection as follows:

```
1.7 Flat-Size Pieces Not Eligible for Flat-Size Prices
```

[Revise the introductory text in 1.7 as follows:]
Effective October 3, 2010, flat-size mailpieces that do not meet the standards in 1.3 through 1.6 must pay applicable higher prices as noted in either 1.7a or 1.7b below.

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer ${ }^{\circledR}$ at $h t t p: / / p e . u s p s . c o m$.

> - Mailing Standards, Pricing, 8-12-10

## DMM Revision: Clarification of Standards for Parcel Select

Effective September 7, 2010, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual $\left(\mathrm{DMM}^{\circledR}\right) 453.3$ to remove standards for loyalty and growth rebates. This revision follows up on the article "Pricing and Mailing Standards Changes for Shipping Services", which announced elimination of these rebates in the November 10, 2009, Federal Register notice (74 FR 57899-57904).

The Postal Service also will revise DMM 602.1.5.3 to note that all Parcel Select ${ }^{\circledR}$ pieces must have a return address, in accordance with current standards in 453.3.6 (included below for information purposes).

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

400 Commercial Parcels
450 Parcel Select
453 Prices and Eligibility
3.0 Price Eligibility for Parcel Select

[Delete current items 3.6 through 3.7 in their entirety and renumber current item 3.8, Delivery and Return Addresses, as new 3.6.]

600 Basic Standards for All Mailing Services

602 Addressing
1.0 Elements of Addressing
1.5 Return Addresses

### 1.5.3 Required Use of Return Addresses

The sender's domestic return address must appear legibly on:
[Redesignate current items $h$ through $m$ as new items $i$ through $n$ and add new item $h$ to read as follows:]
h. Parcel Select.

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer ${ }^{\circledR}$ at $h t t p: / / p e . u s p s . c o m$.

- Mailing Standards,

Pricing, 8-12-10

## DMM Revision: New Font Size Option for Optional Endorsement Lines

Effective September 7, 2010, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ) 708.7.2.2, to provide a new font size option for mailers applying an optional endorsement line (OEL) to their mailpieces that do not bear a traditional Address Change Service (ACS ${ }^{\text {TM }}$ ) participant code.

OELs are used by mailers as an optional method to identify the presort level of bundles of flats or letters or to fulfill other mail marking requirements. Current mailing standards for OELs require the font size and line spacing to be no less than that of the largest letters or characters in the address block or any part of the address label. The Postal Service provides an option to mailers by allowing a new minimum font size for the OEL when various size fonts are used in the design and printing of the delivery address
and when a traditional ACS participant code is not part of the OEL.

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

Special Standards


Technical Specifications


Optional Endorsement Lines (OELs)

### 7.2 OEL Format

### 7.2.2 Style and Size of Type

[Revise 708.7.2.2 as follows:]
The information in the OEL must meet the following conditions:
a. Letters must be the same type font as those in the address block.
b. The OEL must contain only capital letters of the alphabet, Arabic numerals, or asterisks.
c. Font size and line spacing must be no less than the size and line spacing of the largest letters or charac-
ters in the address block or any part of the address label, except as provided under 7.2.2d.
d. At the mailer's option, characters must be a minimum of 8-point font size on mailpieces that do not bear a traditional ACS printed participant code (see 507.4). Under this option, characters may not overlap and must be evenly spaced.

We will incorporate this revision into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer ${ }^{\circledR}$ at $h t t p: / / p e . u s p s . c o m$.

- Mailing Standards, Pricing, 8-12-10


## DMM Revision: Confirmation Services to the Northern Mariana Islands - ZIP Code 96952

Effective September 7, 2010, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ) 503.9.2.4 and 503.10.2.3 to eliminate the Northern Mariana Islands ZIP Code ${ }^{\text {TM }}$ (96952) from the tables of ineligible ZIP Codes to receive Delivery Confirmation ${ }^{\text {TM }}$ and Signature Confirmation ${ }^{\text {TM }}$ services.

Scanning equipment is now available, and it is operationally feasible to offer these services to the Northern Mariana Islands.

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

## 500 Additional Mailing Services

503 Extra Services

### 9.0 Delivery Confirmation

### 9.2 Basic Information

### 9.2.4 Ineligible Matter

Delivery Confirmation service is not available for the following:
g. Mail addressed to ZIP Codes in the following U.S. territories or Freely Associated States:
[Revise the table in item 9.2.4g by deleting the row pertaining to 96952, Northern Mariana Islands.]

### 10.0 Signature Confirmation

### 10.2 Basic Information

### 10.2.3 Ineligible Matter

Signature Confirmation service is not available for the following:
f. Mail addressed to ZIP Codes in the following U.S. territories or Freely Associated States:
[Revise the table in item 10.2.3f by deleting the row pertaining to 96952, Northern Mariana Islands.]

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

## DMM Revision: Delivery Address Visibility in Window Envelopes

Effective September 7, 2010, the Postal Service ${ }^{\text {TM }}$ will clarify the Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ) 202.2.1 and 302.2.1 to add a reference to current standards that require the delivery address to be completely visible within a window envelope, when used.

This revision is not a change, but we are publishing the clarification as a reminder of an existing addressing standard that mailers who design letter-size and flat-size mail may not have been aware of due to its DMM location in the generic mailability section.

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

200 Commercial Letters and Cards

202 Elements on the Face of a Mailpiece

*     *         *             *                 * 


### 2.0 Address Placement

### 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

[Revise 2.1 by adding a new fourth sentence to read as follows:]
***The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. The length is the dimension parallel to
the address as read; the height is the dimension perpendicular to the length. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. See 601.6.3 for addressing standards when a window envelope is used. On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see Exhibit 2.1, OCR Read Area):

## 300 Commercial Flats

## Elements on the Face of a Mailpiece

### 2.0 Address Placement

### 2.1 Basic Standards

[Revise 2.1 by adding a new last sentence as follows:]
***See 601.6.3 for addressing standards when a window envelope is used.

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer ${ }^{\circledR}$ at $h t t p: / / p e . u s p s . c o m$.

- Mailing Standards, Pricing, 8-12-10

IMM Revision: IPA and ISAL Drop Shipment Service No Longer Available at Texas Location

Effective September 7, 2010, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, International Mail Manual (IMM ${ }^{\circledR}$ ) sections 292.532, and 293.532 to reflect that the North Texas Processing and Distribution Center (P\&DC) located in Coppell, Texas, is no longer available as a drop shipment entry site for International Priority Airmail ${ }^{T M}\left(I^{(1)}\right)$ and International Surface Air Lift $^{\circledR}\left(\right.$ ISAL $\left.^{\circledR}\right)$ mailings due to USPS ${ }^{\circledR}$ operational changes.

Mailers may continue to qualify for IPA and ISAL drop shipment prices by entering their mailings at the New York, Florida, Illinois, or California facilities noted in IMM Exhibits 292.532 and 293.532.

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

290 Commercial Services

292
International Priority Airmail (IPA) Service
292.5 Mail Entry and Deposit
292.53 Drop Shipment

### 292.532 Drop Shipment Locations

[Revise the text to read as follows (using an exhibit to show the locations, and removing the entry for the North Texas P\&DC):]
Drop shipments are available through the offices noted in Exhibit 292.532.

Note: The Miami ISC has no BMEU, so at that facility, mailers may present only "cleared" mail that has been previously presented and paid for at a BMEU.

## Exhibit 292.532 IPA Drop Shipment Locations

| State | Facility |
| :---: | :---: |
| California | LOS ANGELES ISC US POSTAL SERVICE 5800 W CENTURY BLVD LOS ANGELES CA 90009-9998 |
|  | SAN FRANCISCO ISC US POSTAL SERVICE 2650 BAYSHORE BLVD DALY CITY CA 94013-1631 |
| Florida | MIAMI ISC US POSTAL SERVICE 11698 NW $25^{\text {TH }}$ ST MIAMI FL 33112-9997 |
|  | MIAMI PROCESSING AND DISTRIBUTION CTR US POSTAL SERVICE 2200 NW $72^{\text {ND }}$ AVE <br> MIAMI FL 33152-9997 |
| Illinois | JT WEEKER ISC US POSTAL SERVICE OHARE INTERNATIONAL AIRPORT 514 EXPRESS CENTER DR CHICAGO IL 60688-9998 |
| New York | JOHN F KENNEDY AIRPORT MAIL CTR US POSTAL SERVICE JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250 JAMAICA NY 11430-9998 |
| * | * * * |
| 293 | ernational Surface Air Lift (ISAL) Service |
|  | * * * * |
| 293.5 | ail Entry and Deposit |
|  | * * * * |
| 293.53 | rop Shipment |
|  | * * * |

### 293.532 Drop Shipment Locations

[Revise the text to read as follows (using an exhibit to show the locations, and removing the entry for the North Texas P\&DC):]
Drop shipments are available through the offices noted in Exhibit 293.532.
Note: The Miami ISC has no BMEU, so at that facility, mailers may present only "cleared" mail that has been previously presented and paid at a BMEU.
Exhibit 293.532 ISAL Drop Shipment Locations
$\left.\left.\begin{array}{l|l}\hline \text { State } & \text { Facility } \\ \hline \text { California } & \text { LOS ANGELES ISC } \\ & \text { US POSTAL SERVICE } \\ & 5800 \text { W CENTURY BLVD } \\ \text { LOS ANGELES CA 90009-9998 }\end{array}\right] \begin{array}{ll} & \text { SAN FRANCISCO ISC } \\ & \text { US POSTAL SERVICE } \\ & 2650 \text { BAYSHORE BLVD } \\ \text { DALY CITY CA 94013-1631 }\end{array}\right]$

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer ${ }^{\circledR}$ at $h t t p: / / p e . u s p s . c o m$.

- Mailing Standards, Pricing, 8-12-10


## IMM Revision: New Address for Postal Service Scanning and Imaging Center

Effective September 7, 2010, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, International Mail Manual ( $\mathrm{IMM}^{\circledR}$ ) sections 942.32 and 942.4 to reflect the current address for the Postal Service's Scanning and Imaging Center.

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

9 Inquiries, Indemnities, and Refunds

940 Postage Refunds

942 Postage Refunds for Express Mail International Items
942.3 Applications by Senders


### 942.32 Express Mail International With Guarantee

## [Revise the address appearing at the end of the section to read as follows:]

SCANNING AND IMAGING CENTER
US POSTAL SERVICE
PO BOX 5212
JANESVILLE WI 53547-5212

### 942.4 Processing of Refund

[Revise the address appearing at the end of the section to read as follows:]

SCANNING AND IMAGING CENTER
US POSTAL SERVICE
PO BOX 5212
JANESVILLE WI 53547-5212

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

- Mailing Standards,

Pricing, 8-12-10

## Handbooks

## Handbook F-101 Revision: Replacement Money Orders

Effective immediately, Handbook F-101, Field Accounting Procedures, is revised to update the requirements for completing PS Form 6401, Money Order Inquiry, prior to submitting the form to scanning and imaging for replacement money orders.

Postal retail units may replace domestic or international postal money orders if the money order is mutilated or damaged and the customer has the damaged money order and the original customer's receipt from the money order.

PS Forms 6401 submitted by a postal retail unit to request a replacement money order issued locally will be processed when the following information is noted on the form:
a. Original money order serial number.
b. Date of request.
c. Post Office ${ }^{\text {TM }}$ imprint number.
d. Original money order amount.
e. Purchaser's first and last name.
f. Mailing address.
g. Customer's telephone number.
h. Verification of customer's photo ID.
i. Finance number receiving the request.
j. Date received.
k. Postal retail unit's telephone number.
I. Replacement no-fee money order serial number.
m . Date of the replacement no-fee money order.
n . Amount of the replacement no-fee money order.
Note: The retail associate must provide any one of the following as evidence that he or she has reviewed the PS Form 6401 and certifies that the information is accurate:
a. A signature by the RA.
b. A round date stamped on the PS Form 6401 for local replacements.
c. A postage validation imprint affixed for a money order inquiry.

## Handbook F-101, Field Accounting Procedures

10 Postal Money Orders

10-3 Money Order Inquires and Replacements

10-3.2 Replacements

To issue a no-fee replacement, the RA must do the following:
[Revise the second item a in 10-3.2 to read as follows:]
a. Accept the completed, signed, and dated PS Form 6401 from the customer and complete the Official Use Only portion of the form according to the instructions on the back.

Note: The retail associate must provide any one of the following as evidence that he or she has reviewed
the PS Form 6401 and certifies that the information is accurate:

1. A signature by the RA.
2. A round date stamped on the PS Form 6401 for local replacements.
3. A postage validation imprint affixed for a money order inquiry.

We will incorporate this revision into the next printed version of Handbook F-101 and into the next online update, available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website:

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


## Handbook F-101 Revision: Bank Deposit Remittance Bags

Effectively immediately, Handbook F-101, Field Accounting Procedures, is revised to show that bank deposit remittance bags, item number 8105-11-000-0545, must now be ordered in quantities of 250 rather than 100. This change is cost effective and should reduce expenses.

## Handbook F-101, Field Accounting Procedures

9 Cash Management
9-1 Banking

## 9-1.3 Ordering Banking Supplies

## 9-1.3.3 Ordering Bank Deposit Remittance Bags

[Revise item a to read as follows:]
a. Use the eBuy on-catalog requisition system to order the bank deposit bags from the Material Distribution Center (MDC) - Supplies, Equipment, and Retail Catalog. Each order must be for exactly 250 bags.

We will incorporate this revision into the next printed version of Handbook F-101 and into the next online update, available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website:

- Go to http://blue.usps.gov.
- In the left-hand column under "Essential Links", click PolicyNet.
- Click HBKs.
(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)
- Field and International Accounting,

Controller, 8-12-10

## Handbook F-101 Revision: Exhibit C-2, Incoming Electronic Funds Transfer Fax Form

Effective immediately, Handbook F-101, Field Accounting Procedures, is revised to add a line to Exhibit C-2, Incoming Electronic Funds Transfer Fax Form, in Appendix C.

Handbook F-101, Field Accounting Procedures

## Appendix C Exhibits

$\begin{array}{ll}\text { Exhibit C-2 } & \text { Incoming Electronic Funds Transfer Fax } \\ & \text { Form }\end{array}$
[Exhibit C-2 is revised as follows:]

# Reproduce this form locally, if necessary. <br> INCOMING EFT FAX FORM 

To:
Manager
USPS Accounting Reconciliation Branch
Attn: EFT Notification
Fax Number: 651-406-3847

From:
(Agency or Customer) $\qquad$
(Contact Name) $\qquad$
(Address) $\qquad$
(Telephone Number) $\qquad$

We have processed an electronic bank transfer of funds to a local U.S. Postal Service bank account. Apply the funds to the following:
(Local Agency or Customer Name) $\qquad$
(Dollar amount of transfer) $\qquad$
(Reason for transfer: item/account number) $\qquad$
(10-digit unit finance number to which transfer is being sent) $\qquad$
(Name of Postal Unit to which transfer is being sent) $\qquad$
(Post Office Telephone Number) $\qquad$

```
* *
*
```

We will incorporate this revision into the next printed version of Handbook F-101 and into the next online update, available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website:

- Go to http://blue.usps.gov.
- In the left-hand column under "Essential Links", click PolicyNet.
- Field and International Accounting,
Controller, 8-12-10 Controller, 8-12-10
- Click HBKs.
(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)


## Handbook F-101 Revision: Clarification on Performing a Count Concurrently

Effective immediately, Handbook F-101, Field Accounting Procedures, is revised to clarify performing a count concurrently to mean before any other transaction of the Unit Reserve accountability is performed.

Whenever the result of the retail floor stock count exceeds the threshold, the account of the unit reserve stock credit must be completed concurrently (before any unit reserve transactions take place). If an employee with a retail floor stock role is also assigned the unit reserve stock, a count of the unit reserve stamp stock must be completed concurrently (before any unit reserve transactions take place).

## Handbook F-101, Field Accounting Procedures

13 Stamp Stock and Cash Credits

## 13-4 Unit Reserve Stamp Stock Credit Count

[Revise items $a$ and $b$ of 13-4 to read as follows:]
a. If the unit reserve stock custodian also has a retail floor stock role (POS units only) and the retail floor stock count results exceed the inventory threshold, a count of the unit reserve stamp stock credit must also be completed concurrently (before any unit reserve transactions take place).
b. If the result of the retail floor stock count (POS units only) exceeds the inventory variance of 0.1 percent since the last count, a count of the unit reserve stamp stock credit must also be completed concurrently (before any unit reserve transactions take place).

14
14 Segmented Inventory Accountability

## 14-2 Retail Floor Stock

## 14-2.4 Counts

[Revise item a of 14-2.4 to read as follows:]
a. The postmaster, manager, or supervisor is responsible for the required count of the retail floor stock and the maintenance of established inventory levels. There is no tolerance applied for retail floor stock counts. If an employee with a retail floor stock role is also assigned the unit reserve stock, a count of the unit reserve stamp stock credit must also be completed concurrently (before any unit reserve transactions take place).

## 14-2.5 Count Frequency

[Revise item a of 14-2.5 to read as follows:]
If the result of the retail floor stock count exceeds the inventory variance of 0.1 percent since the last count, a count of the unit reserve stamp stock credit must also be completed concurrently (before any unit reserve transactions take place).

We will incorporate these revisions into the next printed version of Handbook F-101 and into the next online update, available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website:

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


## Pull－Out Information

## Fraud

## Invalid Express Mail Corporate Account Numbers

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

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

|  | 28 | 027143 | 029758 | 077521 | 113860 | 152519 | 2 | 331016 | 352816 | 424054 | 480098 | 60007 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 006294 | 018985 | 027150 |  | 07 | 11 | 15 | 235584 | 331203 | 358 | 424066 | 480996 |  |
| 006330 | 019 | 02715 | 029962 | 79 | 114 | 52 | 275 |  | 37 | 425001 |  |  |
| 006601 | 019219 | 02719 | 030362 | 08032 | 115065 | 15271 | 29254 | 33140 | 38124 | 43009 | 48128 |  |
| 006804 | 56 | 027317 | 038118 | 08877 | 115 | 527 | 300 | 33141 | 3926 | 30177 | 81796 |  |
| 007103 | 019361 | 027367 | 338436 | 08877 | 115 | 5282 | 00 | 33143 | 40002 |  | 48949 |  |
| 007147 | 01948 | 02737 | 4120 | 08877 | 11558 | 15284 | 30102 | 33167 | 40003 | 43102 | 9010 |  |
| 007360 | 019512 | 02741 | 056048 | 902 | 11586 | 28 | 301296 | 20 | 000 | 431027 | 9608 |  |
|  | 196 | 027542 | 60133 | 09054 | 17 | 5405 | 301379 | 3214 | 40006 | 431028 | 500008 |  |
| 008222 | 20028 | 02757 | 601 | 9139 | 11750 | 561 | 30261 | 3221 | 4010 | 43105 | 0300 |  |
| 008339 | 2009 | 02772 | 060274 | 9237 | 176 | 62 | 037 | 32395 | 010 | 3222 | 50404 |  |
|  | 20248 | 027741 | 605 | 93 |  | 590 | 03 | 244 | 401 | 432292 |  |  |
| 008708 | 02052 | 02779 | 6068 | 9451 | 11804 | 590 | 039 | 32456 | 40203 | 3240 | 2200 |  |
| 008715 | 2056 | 27832 | 6095 | 9617 | 11910 | 5910 | 0509 | 3298 | 40204 | 3291 | 52409 |  |
| 008771 | 20 | 89 | 061253 | 965 | 500 | 928 | 0510 | 3308 | 02 | 433032 | 525049 | 605845 |
| 008970 | 20 | 02804 | 061411 | 9655 | 127 | 650 | 30580 | 33317 | 4021 | 436 | 260 |  |
| 008972 | 02127 | 2805 | 06160 | 9662 | 1312 | 651 | 058 | 3382 | 4022 | 436 | 2706 |  |
| 00 | 021 | 028103 | 061747 | 097505 | 132106 | 65 | 305884 | 334029 | 402242 | 436455 | 531738 |  |
| 009035 | 021 | 28 | 0617 | 9759 | 42 | 165 | 069 | 33410 | 40228 | 43645 | 53180 |  |
| 009039 | 22 | 2825 | 6345 | 9783 | 423 | 653 | 3125 | 33 | 4022 | 414 | 55110 |  |
| 009182 | 022929 | 028271 | 064025 | 097846 | 142405 | 182008 | 314136 | 33411 | 40229 | 441740 | 55113 |  |
| 009 | 023010 | 028293 | 064225 | 097861 | 142592 | 1915 | 31496 | 33513 | 40229 | 44174 | 5115 | 624094 |
|  | 023079 | 28 | 64528 | 97 | 1426 | 92 | 32001 | 3514 | 40235 | 44711 | 55116 |  |
| 009 | 023120 | 028317 | 064731 | 09846 | 142731 | 1924 | 32060 | 335227 | 40248 | 44901 | 551205 |  |
| 009 | 0231 | 02841 | 064856 | 098521 | 142900 | 19272 | 32109 | 335228 | 40256 | 450006 | 55137 | 629022 |
| 009568 | 023193 | 02852 | 064960 | 9876 | 46 |  | 2139 | 335366 | 402 | 45002 | 55160 |  |
| 009892 | 02 | 028532 |  | 10055 | 14608 | 1931 | 32200 | 33618 | 4025 | 45005 |  |  |
| 009 | 023225 | 28 | 仡 | 1005 | 146 | 1932 | 32201 | 336230 | 4026 | 45009 | 5193 |  |
| 010257 | 023 | 02862 | 067023 | 00 | 1460 | 196 | 23 |  | 402 | 45108 | 5519 |  |
| 689 | 02 |  | 0670 |  |  |  |  |  |  |  |  |  |
| 01 | 025181 | 02883 | 路 | 10335 | 146 | 19823 | 32372 | 337 | 4028 | 45225 | 533 |  |
| 014618 | 025 |  | 680 | 0505 | 146 | 2003 | 324033 | 3380 | 402 | 45236 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 015024 | 025 | 2894 | 06851 | 0835 | 1463 | 009 | 32732 | 4040 | 4039 | 4542 | 5493 |  |
|  | 025 |  | 069325 |  | 1464 |  | 32749 | 34041 | 40511 | 45465 | 57002 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 015438 | 026 | 029 | 0694 | 11001 | 1466 | 208 | 32846 | 4051 | 42004 | 45483 | 58107 |  |
|  | 0263 | 920 | 6958 | 11043 | 迷 |  | 32884 | 06 | 200 | 4651 |  |  |
| 542 | 026 |  | 069772 | 11 |  | 22159 | 32899 |  | ， | 47104 | 通 |  |
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| 22 | postal bulletin 22291 (8-12-10) |  |  |  | Pull-Out Information |  |  |  |  |  |  |  |
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- Product Information Requirements,

Business Mail Entry \& Payment Technologies, 8-12-10

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

## Do Not Cash - Upon Receipt, Notify Local Postal Inspectors

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

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## Missing, Lost, or Stolen Canadian Money Order Forms

## Do Not Cash - Upon Receipt, Notify Local Postal Inspectors

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

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

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| 726563701 | to | 4060 | 733704482 | to | 4570 | 741373891 | to | 4340 | 751951861 | to | 1890 |
| 726599371 | to | 9460 | 733751041 | to | 1130 | 741452369 | to | 2490 | 751999021 | to | 9110 |
| 726626356 | to | 6370 | 734009101 | to | 9130 | 741492991 | to | 3140 | 752139516 | to | 9570 |
| 727182271 | to | 2510 | 734290759 | to | 0770 | 741553460 | to | 3470 | 752182892 | to | 2950 |
| 727416181 | to | 6240 | 734389273 | to | 9290 | 741764431 | to | 4520 | 752206861 | to | 7100 |
| 727481431 | to | 1460 | 734440031 | to | 0111 | 742178834 | to | 8880 | 752295241 | to | 5600 |
| 727749241 | to | 9780 | 734797201 | to | 7320 | 742325500 | to | 5520 | 752731351 | to | 1410 |
| 728382331 | to | 2480 | 734939611 | to | 9640 | 742325668 | to | 5700 | 752767441 | to | 7470 |


| 753008941 | to | 9030 | 763155160 | to | 5180 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 753194311 | to | 4370 | 763178631 | to | 8660 |
| 753620378 | to | 0400 | 763506001 | to | 6060 |
| 754013917 | to | 3940 | 763522141 | to | 2470 |
| 754161061 | to | 1120 | 763717694 | to | 7800 |
| 754358445 | to | 8610 | 763826461 | to | 6520 |
| 754410451 | to | 0660 | 763900460 | to | 0471 |
| 754438393 | to | 8410 | 763900479 | to | 0530 |
| 754493109 | to | 3130 | 763917271 | to | 7750 |
| 754664182 | to | 4220 | 764125801 | to | 5860 |
| 754816377 | to | 6470 | 764284525 | to | 4560 |
| 755487421 | to | 7600 | 764526241 | to | 6330 |
| 755592901 | to | 3140 | 764601421 | to | 1600 |
| 755790020 | to | 0030 | 764650231 | to | 0470 |
| 755791730 | to | 1800 | 764984371 | to | 4850 |
| 755926951 | to | 7070 | 765003667 | to | 3680 |
| 755934332 | to | 4510 | 765042517 | to | 2540 |
| 755957701 | to | 8000 | 765194728 | to | 4970 |
| 755962981 | to | 3280 | 765387365 | to | 7450 |
| 756035371 | to | 5490 | 765541801 | to | 2100 |
| 756301257 | to | 1290 | 765638461 | to | 8970 |
| 756371565 | to | 1580 | 765647101 | to | 7190 |
| 756876031 | to | 6120 | 765813781 | to | 4029 |
| 756876151 | to | 6240 | 765879314 | to | 9390 |
| 756970129 | to | 0140 | 765954001 | to | 4030 |
| 757059613 | to | 9630 | 766120286 | to | 0320 |
| 757078540 | to | 8560 | 766125716 | to | 5750 |
| 757086209 | to | 6240 | 766158824 | to | 8840 |
| 757240591 | to | 0650 | 766388433 | to | 8460 |
| 757277371 | to | 7700 | 766509421 | to | 9660 |
| 757291591 | to | 2730 | 766572901 | to | 3020 |
| 757964251 | to | 4280 | 766748500 | to | 8521 |
| 758067001 | to | 7090 | 767024341 | to | 4370 |
| 758105221 | to | 5250 | 767326471 | to | 6590 |
| 758324941 | to | 5000 | 767332561 | to | 2950 |
| 758593628 | to | 3650 | 768009841 | to | 9960 |
| 758709038 | to | 9060 | 768011489 | to | 1520 |
| 758744101 | to | 4160 | 768177980 | to | 7990 |
| 758850883 | to | 0900 | 768391081 | to | 1170 |
| 758860951 | to | 1550 | 768661569 | to | 1650 |
| 759152851 | to | 2880 | 769000051 | to | 0080 |
| 759740941 | to | 1090 | 769050841 | to | 0900 |
| 760004596 | to | 4610 | 769159081 | to | 9178 |
| 760118191 | to | 8250 | 769737496 | to | 7510 |
| 760155001 | to | 5090 | 769778491 | to | 8730 |
| 760378002 | to | 8020 | 769827331 | to | 7450 |
| 760692722 | to | 2749 | 770216071 | to | 6100 |
| 761055460 | to | 5480 | 770723281 | to | 3400 |
| 761169781 | to | 9810 | 770790451 | to | 0480 |
| 761504941 | to | 5120 | 770915150 | to | 5490 |
| 761516836 | to | 6910 | 771455551 | to | 5610 |
| 761613588 | to | 3600 | 771609661 | to | 9690 |
| 761688631 | to | 8690 | 771932551 | to | 2580 |
| 761805199 | to | 5240 | 772057224 | to | 7440 |
| 761826106 | to | 6120 | 772162660 | to | 3070 |
| 761881171 | to | 1560 | 772718615 | to | 8640 |
| 761975641 | to | 5670 | 772940140 | to | 0160 |
| 761975886 | to | 5895 | 772970886 | to | 0940 |
| 762304144 | to | 4170 | 773009419 | to | 9430 |
| 762324931 | to | 4960 | 773112031 | to | 2060 |
| 762439261 | to | 9290 | 773125387 | to | 5410 |
| 762524158 | to | 4220 | 773179320 | to | 9410 |
| 762584872 | to | 4970 | 773202989 | to | 3140 |
| 762593431 | to | 3460 | 773208991 | to | 9290 |


| 773231311 | to | 1340 | 800872741 | to | 2830 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 773348739 | to | 8940 | 801349801 | to | 9830 |
| 773348739 | to | 8940 | 801676681 | to | 7100 |
| 773575891 | to | 5950 | 802967821 | to | 7940 |
| 773852971 | to | 3030 | 803217601 | to | 7780 |
| 775373449 | to | 3460 | 803729731 | to | 9850 |
| 789257191 | to | 7250 | 803747402 | to | 7520 |
| 790448020 | to | 8460 | 804138181 | to | 8420 |
| 790597485 | to | 7530 | 804428224 | to | 8250 |
| 790911883 | to | 1900 | 804682411 | to | 2710 |
| 791057441 | to | 7550 | 805272525 | to | 2540 |
| 791239081 | to | 9290 | 805523445 | to | 3460 |
| 791374483 | to | 4500 | 805745704 | to | 5730 |
| 791387971 | to | 8030 | 806452907 | to | 2980 |
| 791447521 | to | 7850 | 806744781 | to | 4850 |
| 791451151 | to | 1240 | 806982181 | to | 2300 |
| 791500009 | to | 0470 | 807764791 | to | 4910 |
| 791771431 | to | 1490 | 808089931 | to | 9960 |
| 792004293 | to | 4320 | 808656423 | to | 6450 |
| 792018379 | to | 8420 | 808753771 | to | 3800 |
| 792070621 | to | 0740 | 809189001 | to | 9010 |
| 792145211 | to | 5230 | 809886879 | to | 6930 |
| 792391381 | to | 1620 | 809890489 | to | 0500 |
| 792452779 | to | 2790 | 810323734 | to | 3760 |
| 792772728 | to | 2770 | 810367116 | to | 7140 |
| 792903511 | to | 3990 | 810526351 | to | 6500 |
| 793282518 | to | 2533 | 810806911 | to | 6940 |
| 794041831 | to | 2040 | 810807211 | to | 7240 |
| 794397709 | to | 7780 | 811423021 | to | 3110 |
| 794581741 | to | 2040 | 811517221 | to | 7239 |
| 794592122 | to | 2150 | 811721101 | to | 1130 |
| 795032251 | to | 2340 | 812025721 | to | 5900 |
| 795796291 | to | 6350 | 812093073 | to | 3130 |
| 796070139 | to | 0160 | 812100821 | to | 0840 |
| 796143151 | to | 3630 | 812465251 | to | 5610 |
| 796159725 | to | 9740 | 812918341 | to | 8670 |
| 796169306 | to | 9340 | 812918701 | to | 8760 |
| 796373406 | to | 3430 | 813050491 | to | 0520 |
| 796602961 | to | 3050 | 813073171 | to | 3200 |
| 796708441 | to | 8500 | 813398476 | to | 8550 |
| 796886281 | to | 6430 | 813713971 | to | 4000 |
| 796901701 | to | 2000 | 813858121 | to | 8150 |
| 796975466 | to | 5590 | 814789330 | to | 9349 |
| 797272917 | to | 2950 | 814984656 | to | 4680 |
| 797519441 | to | 9460 | 815016020 | to | 6030 |
| 797519731 | to | 0240 | 815199410 | to | 9420 |
| 797535181 | to | 5330 | 815240491 | to | 0520 |
| 797646151 | to | 6180 | 815755591 | to | 5620 |
| 798040053 | to | 0080 | 815755622 | to | 5650 |
| 798055813 | to | 5830 | 815806381 | to | 6680 |
| 798055891 | to | 5950 | 816126834 | to | 6870 |
| 798326371 | to | 6520 | 816156721 | to | 6780 |
| 798339167 | to | 9210 | 816580903 | to | 0920 |
| 798562411 | to | 2440 | 816945571 | to | 5600 |
| 798632461 | to | 2490 | 817253011 | to | 3280 |
| 798807151 | to | 7510 | 817763881 | to | 4060 |
| 798944761 | to | 5030 | 818330562 | to | 0610 |
| 799118616 | to | 8640 | 818459641 | to | 9670 |
| 799133191 | to | 3220 | 818926273 | to | 6320 |
| 799177626 | to | 7650 | 818950351 | to | 0380 |
| 799854751 | to | 5200 | 818962492 | to | 2530 |
| 800044320 | to | 4410 | 819032341 | to | 2730 |
| 800211901 | to | 2440 | 819127054 | to | 7080 |
| 800427530 | to | 7540 | 819278540 | to | 8670 |


| 819544681 | to | 4740 | 822703442 | to | 3470 | 826042898 | to | 2920 | 828441602 | to | 1630 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 819928441 | to | 8650 | 822900991 | to | 1020 | 826226644 | to | 6670 | 828539316 | to | 9340 |
| 820034406 | to | 4430 | 822925951 | to | 6100 | 826582951 | to | 3430 | 828539341 | to | 9370 |
| 820070761 | to | 1540 | 823284931 | to | 4990 | 826720201 | to | 0230 | 828732331 | to | 2390 |
| 820191342 | to | 1360 | 823293031 | to | 3210 | 827005671 | to | 5830 | 828830952 | to | 0963 |
| 820274856 | to | 4880 | 823556011 | to | 6100 | 827287861 | to | 7950 | 828939781 | to | 0050 |
| 820600171 | to | 0230 | 824078341 | to | 8370 | 827291502 | to | 1520 | 829002721 | to | 2870 |
| 821172241 | to | 2360 | 824156325 | to | 6340 | 827575381 | to | 5470 | 829005301 | to | 5540 |
| 821229661 | to | 9720 | 824511252 | to | 1270 | 827609085 | to | 9100 | 829080241 | to | 0330 |
| 821229743 | to | 9780 | 824588281 | to | 8370 | 827619811 | to | 9840 | 829160986 | to | 1000 |
| 821903731 | to | 3910 | 825140397 | to | 0460 | 827883511 | to | 3600 | 829176841 | to | 6930 |
| 821927841 | to | 7850 | 825409651 | to | 9680 | 828160441 | to | 0530 | 829471561 | to | 1590 |
| 822505801 | to | 5830 | 825472171 | to | 2200 | 828376201 | to | 6260 |  |  |  |

- Criminal Investigations Group, Postal Inspection Service, 8-12-10


## Verifying U.S. Postal Service Money Orders

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

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

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

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.
Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

## Counterfeit Canadian Money Order Forms

## Do Not Cash

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

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

- Criminal Investigations Group, Postal Inspection Service, 8-12-10


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

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

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

## Other Information

## Overseas Military/Diplomatic Mail

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

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

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

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

## Changes

| APO/FPO/DPO | Action | Effective Date | See Restrictions |
| :--- | :--- | :--- | :--- |
| APO AE 09384 | Open | Immediately | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| DPO AE 09727 | Remove I-Z | Immediately | A-A1-B-B2-C-C1-D-F-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09813 | Remove I-Z | Immediately | A-A1-B-B2-C1-E2-E3-F-L-N-R-R1-T-V-Z1 |
| DPO AA 34011 | Remove I-Z | Immediately | A1-B-B2-C1-E2-F-L-M-N-R-R1-T-V-Z1 |

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

## APO/FPO/DPO Table

| APO/ FPO/ DPO | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \\ & \hline \end{aligned}$ | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09002 | A1-B-C-D-M-R-U | 09063 | A1-B-C-D-L-M-R-U | 09139 | A1-B-C-D-M-R-U | 09305 | A-A1-B-C1-E2-F-H1-M- |
| 09003 | A1-B-C-D-M-P-R-U | 09067 | A1-B-C-D-M-R-U | 0914 | A1-B-C-D-M-R-U |  | R-R1-V-Z1 |
| 09004 | A1-B-C-D-M-R-U | 09068 | A1-B-C-D-U-Z1 | 09142 | A1-B-C-D-F-F1-P-R-U | 09306 | A-A1-B-C1-E2-F-H1-R- |
| 09005 | A1-B-C-D-M-P-R-U | 09069 | A-A1-B-C-D-U-V | 09143 | A1-B-C-D-M-R-U |  |  |
| 09006 | A1-B-C-D-M-R-U | 09075 | A1-B-C-D-M-R-U | 09154 | A1-B-C-D-M-R-U | 09307 | A1-B-N-V-Z1 |
| 09007 | A1-B-C-D-M-R-U | 09079 | A1-B-C-D-M-R-U | 09172 | A1-B-C-D-M-R-U | 09308 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ |
| 09008 | A-A1-B-C-D-M-P-R-U | 09080 | A1-B-C-D-F1-M-R-U | 09173 | A1-B-C-D-M-R-U | 09309 |  |
| 09009 | A1-B-C-D-F1-M-R-U | 09081 | A1-B-C-D-M-R-U | 09177 | A1-B-C-D-M-R-U | 09309 | 2-R1-V-Z1 |
| 09011 | A1-B-C-D-M-R-U | 09086 | A1-B-C-D-M-R-U | 09180 | A1-B-C-D-M-R-U | 09310 | -A1-B-C1-E2-F-H1-M- |
| 09012 | A1-B-C-D-F-F1-M-R-U | 09088 | A1-B-C-D-M-R-U | 0918 | B-C-D-M-R-U |  | -V-Z1 |
| 09013 |  | 0909 | A1-B-C-D-M-P-R-U | 0921 | 1-B-C-D-M-P-R-U | 09311 | $\begin{aligned} & \text {-A1-B-C1-E2-F-H1-M- } \\ & 3-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ |
| 09014 | A1-B-C-D-M-R-U | 0909 | -B-C-D-F-F1-M-P-R | 09214 | A1-B-C-D-F1-M-R-U | 09312 | 1-B-C1-E2-F-H1-R- |
| 09020 | A1-B-C-D-M-R-U | 09095 | -B-C-D-M-R-U | 09226 | 1-B-C-D-F1-M-R-U |  | 1-U2-V-Z |
| 09021 | A1-B-C-D-F1-M-R-U | 09096 | A1-B-C-D-M-R-U | 09227 | A1-B-C-D-F1-M-R-U | 09313 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { Q-R1-V-Z1 } \end{aligned}$ |
| 09028 | A1-B-C-D-M-R-U | 0909 | -B-C-D-M-R-U | 09229 | -B-C-D-M-R-U |  |  |
| 09033 | A1-B-C-D-M-R-U | 09100 | A1-B-C-D-M-R-U | 09237 | 1-B-C-D-M-R-U-V | 09314 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & 3-\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ |
| 09034 | A1-B-C-D-M-R-U | 09 | A1-B-C-D-M-R-U | 09245 | -B-C-D-M-R-U | 09315 |  |
| 09038 | A1-B-C-D-M-R-U | 09103 | A1-B-C-D-U | 09250 | 1-B-C-D-M-R-U | 09315 | N-R-R1-V-Z1 |
| 09042 | A1-B-C-D-M-R-U | 0910 | A1-B-C-D-F1-M-R-U | 09261 | 1-B-C-D-F1-M-R-U-V | 09316 | -E2-F-H1-M- |
| 09046 | A1-B-C-D-M-R-U | 0910 | A1-B-C-D-M-R-U | 09263 | 1-B-C-D-M-R-U |  |  |
| 09049 | A1-B-C-D-M-R-U | 0911 | A1-B-C-D-M-R-U | 0926 | A1-B-C-D-M-R-U | 09317 | -A1-B-C1-E2-F-H1-M- |
| 09051 | A1-B-C-D-M-R-U | 09 | 1-B-C-D-M-R-U | 0926 | 1-B-C-D-F1-M-N-R-U |  | -R1-V-Z1 |
| 09053 | A1-B-C-D-M-R-U | 09123 | A1-B-C-D-F1-M-R-U | 09266 | A1-B-C-D-M-R-U | 09318 | A-A1-B-C1-F-F1-M-N- |
| 09054 | A1-B-C-D-M-R-U | 09126 | 1-B-C-D-F-F1-M-P-R | 0926 | A1-B-C-D-M-R-U |  | V-Z-21 |
| 09055 | ```A1-B-C-D-F-M-R-R1-U- V``` | 09 | A1-B-C-D-M-R-U <br> A1-B-C-D-M-R-U | 09301 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09320 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ |
| 09056 | A1-B-C-D-M-R-U | 0913 | - | 09302 | -A1-B-C1-F-F1-M-N- | 09321 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & 3-\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ |
| 09058 | A1-B-C-D-M-R-U | 0913 | -B-C-D-F1-M-R-U |  |  |  |  |
| 09059 | B-C-D-M-R-U B-C-D-F1-M-R- | 09138 | A1-B-C-D-M-R-U | 09304 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ | 322 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 |


| $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \\ & \hline \end{aligned}$ | See Restrictions | APO/ FPO/ DPO | See Restrictions | $\begin{array}{\|l} \text { APO/ } \\ \text { FPO/ } \\ \text { DPO } \\ \hline \end{array}$ | See Restrictions | APO FPO/ DPO | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09327 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09365 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09494 | $\begin{aligned} & \text { A1-B-C-C1-M-R-U } \\ & \text { A1-B-C-C1-R-U-V } \end{aligned}$ | 09604 | A1-B-C-F-F1-P-R-U-V A1-B-C-D-M-R-U-V |
| 09328 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-N- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09366 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09498 | $\begin{aligned} & \text { A1-B-C-C1-F-F1-F2-L- } \\ & \text { N-R-R1-T-V-Z1 } \end{aligned}$ | 09606 | $\begin{aligned} & \text { A1-B-C-D-M-R-U-V } \\ & \text { A-A1-B-C-F-F1-M-R } \end{aligned}$ |
| 09330 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09368 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 | 09501 | A1-B-V $A 1-B-V$ | 09608 | $\begin{aligned} & \text { R1-U-U3-V-W } \\ & \text { A1-B-C-F-N-U-V } \end{aligned}$ |
| 09331 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09369 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V } \end{aligned}$ | 0950 | A1-B-V | 09609 | A1-B-C-F-U |
| 09332 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09370 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 0950 | A1-B-V | $0961$ | A1-B-C-F-U-V |
| 09333 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09371 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V } \end{aligned}$ | 09506 | $A 1-B-V$ $A 1-B-V$ | 09617 | A1-B-C-F-U |
| 09334 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09372 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V } \end{aligned}$ | 09508 | $A 1-B-V$ $A 1-B-V$ | 09620 | $\begin{aligned} & \text { A1-B-C-F-U } \\ & \text { A1-B-C-F-U } \end{aligned}$ |
| 09336 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 | 09373 | A-A1-B-C1-E2-F-H1-M- R-R1-V | 09510 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09622 | $\begin{aligned} & \text { A1-B-C-F-U } \\ & \text { A1-B-C-F-U } \end{aligned}$ |
| 09337 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09374 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 | 09511 | $\begin{aligned} & \text { A1-B-V } \\ & \text { A1-B-F-F1-R-R1-V } \end{aligned}$ | 09624 | $\begin{aligned} & \text { A1-B-C-F-U } \\ & \text { A1-B-C-F-U } \end{aligned}$ |
| 09338 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-U2-V-Z1 } \end{aligned}$ | 09375 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V-Z1 } \end{aligned}$ | 09517 | A1-B-F-F1-R-R1-V | 09626 | A1-B-C-F-U |
| 09339 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09376 | A-A1-B-C1-E2-F-H1-M- $\mathrm{R}-\mathrm{R} 1-\mathrm{V}$ | 09532 | A1-B-F-F1-R-R1- | 09630 | A1-B-C-F-U-V |
| 09340 | A-A1-B-C1-F-R-V | 09377 | A-A1-B-C1-E2-F-H1-M- | 09534 | A1-B-F-F1-R-R1-V | 0963 | A1-B-C-F-U |
| 09342 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09378 | $\begin{aligned} & \text { R-R1-V } \\ & \text { A-A1-B-C1-E2-F-H1-M- } \end{aligned}$ | $\begin{aligned} & 09543 \\ & 09545 \end{aligned}$ | A1-B-F-F1-R-R1-V A1-B-V | 09633 | $\begin{aligned} & \text { A1-B-B2-C-D-F-F1-M- } \\ & \text { R-U-U1-U2-U3-V-Z1 } \end{aligned}$ |
| 09343 | A-A1-B-C1-F-M-N-V-Z1 |  | R- | 0954 | A1-B | 0963 | 1-B-C-F-U |
| 09344 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z-Z1 | 09380 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09554 | A1-B-F-F1-R-R1-V A1-B-F-F1-R-R1-V | 0964 | A1-B-M-N-R-U A1-B-M-R-U |
| 09347 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09381 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-U2-V-Z1 } \end{aligned}$ | 0955 | A1-B-F-F1-R-R1-V <br> A1-B-F-F1-R-R1-V | 096 | $\begin{aligned} & \text { A1-B-C-F-F1-U } \\ & \text { A1-B-N-R-U } \end{aligned}$ |
| 09348 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-U2-V-Z1 } \end{aligned}$ | 09382 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 0956 | A1-B-F-F1-R-R1-V | $0964$ | $1-B-N-U-V-Z$ |
| 09350 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09383 09384 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 0956 0956 | A1-B-F-F1-R-R A1-B-V | 09701 | A-A1-B-B2-C-C1-D-F-L-M-N-R-R1-T-V-Z1 |
| 09351 | $\begin{aligned} & \mathrm{A}-\mathrm{A} 1-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}- \\ & \mathrm{R}-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 09384 | $\begin{aligned} & \text { A-A1-B-C1-E2- } \\ & \text { M-R-R1-V-Z1 } \end{aligned}$ | 0956 | A1-B-F-F1-F | 09702 | $\begin{aligned} & \text { A1-B-C-C1-F1-M-R-R1- } \\ & \text { U } \end{aligned}$ |
| 09352 | $\begin{aligned} & \mathrm{A}-\mathrm{A} 1-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}-\mathrm{H} 1-\mathrm{M}- \\ & \mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 0938 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V } \end{aligned}$ | 09570 | A1-B-F-F1-R-R1-V | 09703 | A1-B-C-F1-U |
| 09353 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09389 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V } \end{aligned}$ | 09574 | A1-B-F-F1-R-R1-V <br> A1-B-F-F1-R-R1-V | 0970 | A1-B-U |
| 09354 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09391 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 0957 | A1-B-F-F1-R-R1-1 A1-B-V | 09706 | $\begin{aligned} & \text { A1-B-C-N-R-U-V } \\ & \text { A1-B-C-N-R-U-V } \end{aligned}$ |
| 09355 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09393 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 0957 | -B-F-F1-R-R1-V | 09708 | A1-B $A 1-B-F 1$ |
| 09356 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09396 | A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 0958 | A1-B-F-F1-R-R1-V | 09710 | $\begin{aligned} & \text { A1-B-C-C1-F1-M-N-R- } \\ & \text { R1-U } \end{aligned}$ |
| 09357 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09402 | A-A1-B-C-F-R-R1-U3-W A1-B-C-C1-M-R-U | 09582 | A1-B-F-F1-R-R1-V <br> A1-B-F-F1-R-R1-V | 09711 | $\begin{aligned} & \text { A1-B-F1-N-R-Z1 } \\ & \text { A1-B-C-F1-R } \end{aligned}$ |
| 09358 | A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-W-Z1 | 09421 | A1-B-C-C1-M-R-U <br> A1-B-C-C1-R-U-V | 0958 | $\begin{aligned} & \text { A1-B-F-F1-R-R1-V } \\ & \text { A1-B-V } \end{aligned}$ | 0971 | A1-B-C-C1-F1-M-R-R1U |
| 09359 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 0945 0945 | A1-B-C-C1-M-R-U-V A1-B-C-C1-H-H1-M-R | 0958 | A1-B-V $A 1-B-V$ | $0971$ | A1-B-F1-M-R |
| 09360 | A1-B-V |  | Z1 | 0959 | A1-B-F-F1-R-R1-V | 0971 | A-A1-B-M-R-V-W |
| 09361 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-U2-V-Z1 } \end{aligned}$ | 09459 | A1-B-C-C1-M-R-U A1-B-C-C1-M-P-R-U | 0959 | $\begin{aligned} & A 1-B-V \\ & A 1-B-V \end{aligned}$ | 09718 | A1-B-F-I-N-R-U-V <br> A1-B-C-D-M-R-U-V |
| 09 | A-A1-B-C1-E2-F-H1-R- V-Z1 | 09463 | A1-B-C-C1-R-U | 0959 | A1-B-V | 0972 | A1-B-M-R-U-V |
| 09363 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 09464 | A1-B-C-C1-R-U A1-B-C-C1-M-R-U | 09599 | A1-B-F-F1-R-R1-V <br> A1-B-C-F-F1-R-U-V | 09721 | A1-B-N-R-U-V-Z1 <br> A-A1-B-F-N-V-Z-Z1 |
| 09364 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { N-R-R1-V-Z1 } \end{aligned}$ | 09469 | $\begin{aligned} & \text { A1-B-C-C1-R-U } \\ & \text { A1-B-C-C1-M-R-U } \end{aligned}$ | $\begin{aligned} & 09602 \\ & 09603 \end{aligned}$ | $\begin{aligned} & \text { A1-B-C-F-F1-N-R-U } \\ & \text { A1-B-C-F-F1-R-U-V } \end{aligned}$ | 09723 | A1-B-M-N-R-U-V-Z1 |


| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09724 | A1-B-C-C1-F1-M-R-R1U | 09801 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { N-R-R1-V-Z1 } \end{aligned}$ | 09853 | $\begin{aligned} & \text { A1-B-E2-F-H1-R-R1- } \\ & \text { U2-V-Z1 } \end{aligned}$ | $\begin{aligned} & 34093 \\ & 34095 \end{aligned}$ | $\begin{aligned} & \text { A1-B-F-F1-R-R1-V } \\ & \text { A1-B-V } \end{aligned}$ |
| 09726 | A1-B-M-N-R-U-V | 09803 | A1-B-E2-E3-F-H1-N-R- | 09855 | A-A1-B-C1-E2-F-H1-R- | 34098 | A1-B-V |
| 09727 | A-A1-B-B2-C-C1-D-F- <br> L-M-N-R-R1-T-V-Z1 | 09804 | R1-U1-V-Z1 A-A1-B-F-F1-N-R-V-Z1 | 09858 | $\begin{aligned} & \text { R1-U2-V-Z1 } \\ & \text { A1-B-E2-E3-F-H1-N-R- } \end{aligned}$ | 34099 | A1-B-V $A-A 1-B$ |
| 09728 | A-A1-B-B2-C-C1-F-I-L- <br> N-R-R1-T-V-Z-Z1 | 09805 | A-B-F-F1-R-R1-V-Z1 | 09859 | $\begin{aligned} & \text { R1-U1-V-Z1 } \\ & \text { A1-B-C1-F-F1- } \end{aligned}$ | 96202 | A-A1-B-U |
| 09729 | A1-B-C-F-N-R-R1-U-V | 0980 | N-R-R1-V-Z1 | 09850 | R1-V-Z1 | 96203 | A-A1-B |
| 09730 | $\begin{aligned} & \text { A-B-B2-C-C1-F-L-M-N- } \\ & \text { R-R1-T-V-Z1 } \end{aligned}$ | 09807 | A-A1-B-C1-E2-F-H1-M-$\mathrm{N}-\mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z1}$ | 09865 | $\begin{aligned} & A-A 1-B-V-Z 1 \\ & A-A 1-B-U-V-Z 1 \end{aligned}$ | 96204 96205 | $A-A 1-B$ $A-A 1-B-U$ |
| 09731 | $\begin{aligned} & \text { A-B-B2-C-C1-F-L-M-N- } \\ & \text { R-R1-T-V-71 } \end{aligned}$ | 09808 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V } \end{aligned}$ | 09870 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-U-V-Z1 } \end{aligned}$ | 96206 | $A-A 1-B-U$ $A-A 1-B-V$ |
| 09732 | A1-B-N-V-Z1 | 09809 | A1-B-V-Z1 | 09880 | A-A1-B-C1-E2-F-H1-R- | 96209 | $A-A 1-B-L-N-U$ |
| 09733 | A1-B-V | 09810 | A-A1-B-F-F1-N-R-V-Z1 |  | R1-U-V-Z1 | 96213 | $A-A 1-B-U$ |
| 09734 | $\begin{aligned} & \text { A-A1-B-C-C1-F-I-L-M- } \\ & \text { N-R-R1-T-V-Z-Z1 } \end{aligned}$ | 09811 | A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 09890 | A1-B-E2-F-H1-N-R-R1-U2-V-Z1 | 96214 96218 | $\begin{aligned} & A-A 1-B-U \\ & A-A 1-B-U \end{aligned}$ |
| 09735 | A1-B-N-V-Z1 | 09812 | A1-B-E2-E3-F-F1-I-N-R- | 09892 | A-A1-B-E2-F-N-R-R1-V- | 96224 | A-A1-B-U |
| 09736 | A-A1-B-B2-C-C1-D-F-L- |  | U-V-Z-Z1 | 09898 | A1-B-E2-F-H1-N-R-R1- | 96257 | $A-A 1-B-U$ |
| 09737 | $\mathrm{M}-\mathrm{N}-\mathrm{R}-\mathrm{R} 1-\mathrm{T}-\mathrm{V}-\mathrm{Z} 1$ A-A1-B-B2-C-C1-F-I-L- | 09 | $\begin{aligned} & \text { A-A1-B-B2-C1-E2-E3- } \\ & \text { F-L-N-R-R1-T-V-Z1 } \end{aligned}$ | 09898 | U2-V-Z1 | 96258 | $A-A 1-B-U$ |
|  | $\begin{aligned} & \text { M-N-R-R1-T-V-W-Y-Z- } \\ & \mathrm{Z} 1 \end{aligned}$ | 09814 | A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1 | 34002 | A1-B-L-N-U-Z1 | 96262 | $A-A 1-B-U-V$ |
| 09738 | $\begin{aligned} & \text { A-A1-B-B2-C-C1-D-F-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 09815 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ | 34006 | A-A1-B-C1-F1-N-V-Z1 | 96264 96266 | A-A1-B-U $A-A 1-B-U$ |
| 09739 | A-A1-B-B2-C-C1-D-F-I- <br> L-M-N-R-R1-T-V-Z-Z1 | 09816 | $\begin{aligned} & \text { A-A1-B-B2-C-C1-E2- } \\ & \text { E3-F-L-N-R-R1-T-V-Z1 } \end{aligned}$ | 34008 | R-R1-V-Z1 | 96267 96269 | $\begin{aligned} & \text { A-A1-B-U-V } \\ & \text { A-A1-B-U } \end{aligned}$ |
| 09741 | A-A1-B-C1-E2-F-F1-H1-L-M-N-R-R1-T-V-W-YZ1 | 09817 | A-A1-B-B2-C1-E2-E3-F F1-H-H1-L-M-N-R-T-V- |  | A1-B-B2-D-E1-F-H-H1-L-M-N-R-R1-T-V-Z1 | 96271 96275 | $\begin{aligned} & A-A 1-B-U \\ & A-A 1-B-V \end{aligned}$ |
|  |  |  |  | 34011 | A1-B-B2-C1-E2-F-L-M- | 96276 | A-A1-B |
| 09742 | A-A1-B-B2-F-F1-I-L-M- N-R-T-V-Z-Z1 | 0 | 1-B-P-R-V- |  | -R1 | 96278 | $A-A 1-B-U$ |
| 09743 | A-A1-B-F-N-V-Z-Z1 |  |  |  |  | 96283 | A-A1-B-U |
| 09744 | A-B-B2-C-C1-F-L-M-N- |  |  |  | -L-M-N-U-V-Z1 | 96284 | A-A1-B-U-V |
| 09744 | R-R1-T-V-Z1 | 09821 | A-A1-B-F-R-V-Z1 | 3402 | A1-B-D-F-L-M-N-U-V- Z1 | 9629 | A-A1-B-U |
| 09745 | A-A1-B-F-F1-M-N-R- | 09822 | A-A1-B-F-R-V-Z1 | 34023 | A1-B-L-M-N-U-V-Z | 96303 | A1-B-H-L-M-N-V-W <br> A1-B-F-F1-F2-H-M-W |
|  |  | 09823 | A-A1-B-F-R-V-Z1 | 3402 | A1-B-L-M-N-U-V-Z1 |  |  |
| 09746 | A-A1-B-C-E1-N-V-Z-Z1 | 09824 | A-A1-B-F-R-V-Z1 | 34025 | A1-B-F-L-M-N-U-V-Z1 | 96309 | A1-B-M-V-W |
| 09747 | A1-B-F-J-N-U-V-Z1 | 09825 | A-A1-B-C-C1-D-F-L-M- | 34030 | A1-B-L-M-N-U-V-Z1 | 96310 | A1-B-M-W |
| 09748 | $\begin{aligned} & \text { A-A1-B-B2-C-C1-D-F-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 09825 | N-R-R1-T-V-Z1 | 34031 | A1-B-L-M-N-U-V-Z1 | 96319 96321 | A1-B-M-W A1-B-F-F1-F2-H-M-W |
| 09749 | A-A1-B-F-N-V-Z1 | 0982 |  | 34032 | $1-\mathrm{B}-\mathrm{L}-\mathrm{M}-\mathrm{N}-\mathrm{U}-\mathrm{V}-\mathrm{Z} 1$ | 96322 | A1-B-F-F1-F2-H-M-W |
| 09750 | $\begin{aligned} & \text { A-B-B2-C-C1-F-L-M-N- } \\ & \text { R-R1-T-V-Z1 } \end{aligned}$ | 09829 | 1-B-C-N-R-V-Z1 | 34033 34034 | A1-B-C-F-L-M-N-V-Z1 <br> A1-B-L-M-N-V-Z1 | 96323 96326 | $\begin{aligned} & \text { A1-B-M-V-W } \\ & \text { A1-B-M-W } \end{aligned}$ |
| 09751 | A1-B-C-D-M-R-U | 09830 | A1-B-C-M-N-R-V-Z1 | 34035 | A1-B-H-L-M-N-U-V-Z1 | $\begin{aligned} & 96326 \\ & 96328 \end{aligned}$ | A1-B-M-W A1-B-M-W |
| 09752 | A1-B-C-D-U | 09831 | 1-B-F-N-U-V-Z1 | 3403 | A1-B-L-M-N-U-V-Z1 | 96328 | A1-B-M-W |
| 09754 | A1-B-U | 09832 | -A1-B-U1-V-Z1 | 34037 | A1-B-C-F-H-I-L-M-N-V- | 96336 | A1-B-M-V-W |
| 09755 | A1-B-U |  | A1-B-F-F1-R-R1-V-Z1 |  |  | 96337 | A1-B-M-W |
| 09756 | A1-B-U | 09834 | A1-B-F-F1-R-R1-V-Z1 | 34038 | A1-B-L-M-N-U-V-Z1 | 96338 | A1-B-M-W |
| 09757 | A1-B-U | 09835 | A-A1-B-V-Z1 | 34039 | A1-B-L-M-N-U-V-Z1 | 96339 | A1-B-M-V-W |
| 09758 | $\begin{aligned} & \text { A-A1-B-B2-C-C1-F-L- } \\ & \text { M-N-R-R1-T-V-Z1 } \end{aligned}$ | 09836 | A-A1-B-C-F-M-V-Z1 A1-B-V-Z1 | 34041 | A1-B-L-M-N-U-V-Z1 <br> A1-B-D-F-M-N-V-Z1 | 96343 | A1-B-M-W |
|  |  | 09838 | A1-B-V-Z1 | 3405 | A1-B-V | 96346 | A1-B-F-F1-F2-H-M-V-W |
| 09759 | F1-F2-L-N-R-R1-T-V-Z1 | 09839 | A-A1-B-U-V-Z1 | 34055 | A1-B-L-M-N-U-V-Z1 | 96347 | A1-B-F-F1-F2-H-M-W |
| 09762 | A-A1-B-B2-E3-F-F1-L- | 09840 | A-A1-B-V-Z1 | 34058 | A1-B-F-F1-R-R1-V-Z1 | 96348 | A1-B-F-F1-F2-H-M-W |
|  | N-R-R1-T-V-Z1 | 09841 | A-A1-B-N-R-U-Z1 | 34060 | A1-B-B2-C1-E2-F-I-L- | 96349 | A1-B-F-F1-F2-H-M-W |
| 09769 | A-A1-B-B2-C-C1-D-F-I- | 09842 | A-A1-B-M-N-R-Z1 |  | N-R-R1-T-V-Z-Z1 | 96350 | A1-B-F-F1-F2-H-M-W |
|  | L-M-N-R-R1-T-V-Z-Z1 | 09843 | A-A1-B-L-N-V | 34078 | A1-B-F1-N-V-Z1 | 96351 | A1-B-F-F1-F2-H-M-W |
| 09777 | A-A1-B-C-E1-M-N-R | 09844 | A-A1-B-C-F-N-U-V-Z1 | 34090 | A1-B-F-F1-R-R1-V | 96362 | A1-B-F-F1-F2-M-W |
| 09780 | A-A1-B-F-N-R-V | 09852 | A1-B-E2-E3-F-H1-N-R- | 34091 | A1-B-F-F1-R-R1-V | 96365 | A1-B-M-V-W |
| 09798 | A1-B-C-D-L-U-V |  | R1-U1-V-Z1 | 34092 | A1-B-F-F1-R-R1-V | 96367 | A1-B-L-M-W |


| $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{array}{\|l\|} \hline \text { APO/ } \\ \text { FPO/ } \\ \text { DPO } \\ \hline \end{array}$ | See Restrictions | $\begin{array}{\|l} \text { APO/ } \\ \text { FPO/ } \\ \text { DPO } \\ \hline \end{array}$ | See Restrictions | $\begin{array}{\|l\|} \hline \text { APO/ } \\ \text { FPO/ } \\ \text { DPO } \\ \hline \end{array}$ | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 96368 | A1-B-M-W | 96520 | A1-B-F-N-U3-V | 96577 | A-A1-B-F-H-M-U | 96643 | A1-B-F-F1-R-R1-V |
| 96370 | A1-B-F-F1-F2-H-M-W | 96521 | A1-B-F-N-U3 | 96595 | A1-B-V | 96650 | A1-B-F-F1-R-R1-V |
| 96372 | A1-B-M-W | 96522 | A1-B-F-N-U | 96598 | A1-B-N-V | 96657 | A1-B-F-F1-R-R1-V |
| 96373 | A1-B-M-W | 96530 | A-A1-B-F-F1-H-H1-M- | 96599 | A1-B-N-V | 96660 | A1-B-F-F1-R-R1-V |
| 96374 | A1-B-M-W |  | $\mathrm{N}-\mathrm{U}-\mathrm{V}$ | 96601 | A1-B-V | 96661 | A1-B-F-F1-R-R1-V |
| 96375 | A1-B-M-W | 96531 | A-A1-B-F-F1-H-M-N-U- | 96602 | A1-B-V | 96662 | A1-B-F-F1-R-R1-V |
| 96376 | A1-B-M-W |  | $V$ | 96603 | A1-B-V | 96663 | A1-B-F-F1-R-R1-V |
| 96377 | A1-B-M-W | 96532 | A-A1-B-H-L-M-N-U-V | 96604 | A1-B-V | 96664 | A1-B-V |
| 96378 | A1-B-M-W | 96534 | A-A1-B-F | 96605 | A1-B-V | 96665 | A1-B-V |
| 96379 | A1-B-M-W | 96535 | A-A1-B-F-V | 96606 | A1-B-V | 96666 | A1-B-V |
| 96384 | A1-B-M-W | 96537 | A1-B-V | 96607 | A1-B-V | 96667 | A1-B-F-F1-R-R1-V |
| 96386 | A1-B-M-W | 96538 | A1-B-V | 96608 | A1-B-V | 96668 | A1-B-F-F1-R-R1-V |
| 96387 | A1-B-M-W | 96540 | A1-B-V | 96609 | A1-B-V | 96669 | A1-B-F-F1-R-R1-V |
| 96388 | A1-B-M-W | 96541 | A1-B-V | 96610 | $A 1-B-V$ | 96670 | A1-B-V |
| 96401 | A1-B-F-N-V-Z1 | 96542 | A1-B-V | 96611 | A1-B-V | 96671 | A1-B-F-F1-R-R1-V |
| 96426 | $\begin{aligned} & \text { A-A1-B-C1-E2-F-H1-M- } \\ & \text { R-V } \end{aligned}$ | 96543 96544 | A1-B-P-V A1-B-F-N-U3-V | 96612 | A1-B-F-F1-R-R1-V | 96672 | A1-B-F-F1-R-R1-V |
|  |  | 96546 |  | 96613 | A-A1-B-C1-E2-F-H1-I- | 96673 | A1-B-V |
| 96427 | A-A1-B-C1-E2-F-H1-M- R-R1-V | 96546 | $\mathrm{A}-\mathrm{A} 1-\mathrm{B}-\mathrm{H}-\mathrm{M}-\mathrm{U}$ |  | M-R-R1-U2-V-Z-Z1 | 96674 | A1-B-F-F1-R-R1-V |
| 96447 | A1-B-F-N-U3-V | 96549 | A-A1-B-H-M-U |  | $\mathrm{M}-\mathrm{R}-\mathrm{R} 1-\mathrm{U} 2-\mathrm{V}-\mathrm{Z}-\mathrm{Z} 1$ | 966 | A1-B-F-F1-R-R1-V |
| 96501 | A-A1-B-N-V | 96550 | A-A1-B-H-M-U-V | 96615 | A1-B-F-F1-R-R1-V |  |  |
| 96502 | A1-B-F-N-U3-V | 96551 | A-A1-B-H-M-N-U | 96616 | A1-B-F-F1-R-R1-V | 96679 | A1-B-F-F1-R-R1-V |
| 96503 | A1-B-F-N-U3-V | 96552 | A1-B | 96617 | A1-B-F-F1-R-R1-V | 96681 | A1-B-V |
| 96507 | A-A1-B-F-V | 96553 | A-A1-B-F-F1-H-M-U | 96619 | A1-B-V | 96682 | A1-B-V |
| 96510 | A1-B-I-N-V | 96554 | A-A1-B-H-M-U | 96620 | A1-B-F-F1-R-R1-V | 96683 | A1-B-V |
| 96511 | A1-B-I-N-V | 96555 | A1-B-F-M-V | 96621 | A1-B-V | 96686 | A1-B-V |
| 96515 | A1-B-D-F-U3 | 96557 | A1-B-F-M-V | 96622 | A1-B-F-F1-R-R1-V | 96687 | A1-B-V |
| 96516 | A1-B-D-F | 96562 | A-A1-B-B2-C-C1-D-E2- | 96624 | A1-B-F-F1-R-R1-V | 96698 | A1-B-V |
| 96517 | A1-B-F-U3-V |  | E3-F-F1-H-H1-I-L-M-N- | 96628 | A1-B-F-F1-R-R1-V |  |  |
| 96518 | A1-B-V |  | R-T-V-Z-Z1 | 96629 | A1-B-F-F1-R-R1-V |  |  |

## RESTRICTIONS

## LEGEND

PS Form 2976, Customs - CN 22 (Old C 1) and Sender's Declaration (green label)
PS Form 2976-A, Customs Declaration and Dispatch Note
AAFES = Army and Air Force Exchange Service
APO $\quad$ Army/Air Force Post Office
Box R = Retired military personnel
DMM = Domestic Mail Manual
DPO = Diplomatic Post Office
FPO $=$ Fleet Post Office
MOM = Military Ordinary Mail
MPO = Military Post Office
PAL $\quad=$ Parcel Airlift
PSC = Postal Service Center
SAM = Space Available Mail
USDA = United States Department of Agriculture
Note: Mail order catalogs are prohibited as SAM or PAL mail.
A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

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

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

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

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

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

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

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

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

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

The maximum length and girth combined may not exceed 68 inches.
This restriction does not apply to registered mail and official government mail marked MOM.
11. This restriction does not apply to registered mail.
12. This restriction does not apply to official government mail marked MOM.
J. Parcels may not exceed 108 inches in length and girth combined.
K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."
L. All official mail is prohibited
M. Fruits, vegetables, animals, and living plants are prohibited.
N. Registered mail is prohibited.
O. Delivery status information for Extra Services is not available on USPS.com.
P. APO is used for the receipt and dispatch of official mail only.
Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.
R. All alcoholic beverages, including those mailable under DMM 601.11.7, are prohibited.

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

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

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

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

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.
V. Express Mail Military Service (EMMS) not available from any origin.

V1. Delivery Confirmation service is not available.
W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.
X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.
Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.
Z. No outside pieces (OSPs).

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

## KEY CONTROL Business Mail Clearance Form

All business mailings verified and paid for at a BMEU or AO must include a 3607-P, Mail Release Placard, or PS Form 3607, Weighing and Dispatch Certificate, prior to being released to operations for processing.

The 3607-P and PS Form 3607 clearance documents help:

- Prevent unpaid mail from being cleared for induction.
- Ensure that cleared mail is not comingled with noncleared mail.
- Confirm mail is not overlooked or incorrectly designated as ready-to-go.
- Prevent Operations from accepting mail that is not yet verified.
- Ensure USPS ${ }^{\circledR}$ is paid for the services we provide.


PS Form 3607


## August 2010

## Have You Seen Any of These Missing Children?

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


Name: Maimoona Carroll Age progressed to 14 yrs. Born: 7-22-94
Date Missing: 1-9-04 Missing From: Oakland, CA


Name: Jasmine Cathey
Born: 8-9-93
Date Missing: 7-27-08
Missing From: Memphis, TN


Name: Erika Cristobal Age progressed to 18 yrs . Born: 1-8-91 Date Missing: 1-8-06 Missing From: Nashville, TN


Name: Bryan Dossantos-Gomes Name: Te'Keyah Draughn

Age progressed to 3 yrs.
Born: 11-3-06
Date Missing: 12-1-06
Missing From: Fort Myers, FL

Born: 8-23-94
Date Missing: 3-19-10
Missing From: New Orleans, LA

## Missing Children Poster Display Instructions

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

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

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

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

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

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

## August 2010

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Name: Jessica Noland
Born: 7-16-92
Date Missing: 3-28-09
Missing From: Lake Charles, LA


Name: Lydia Perkins
Age progressed to 25 yrs. Born: 12-21-82
Date Missing: 10-26-97 Missing From: Lexington, KY


Name: Colleen Perris
Age progressed to 25 yrs. Born: 5-24-82
Date Missing: 9-30-00
Missing From: Plantation, FL


Name: Tami Portier
Born: 7-7-92
Date Missing: 10-12-09
Missing From: New Orleans, LA


Name: Lynn Smith
Age progressed to 38 yrs.
Born: 10-12-69
Date Missing: 12-4-85
Missing From: Hot Springs, AR

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Name: Brittany Stewart
Born: 4-2-93
Date Missing: 6-28-09
Missing From: Franklinton, LA


Name: Yuan Wang
Age progressed to 19 yrs.
Born: 9-13-86
Date Missing: 10-21-98
Missing From: Alexandria, VA


Name: Zachary Tessling
Born: 7-17-93
Date Missing: 10-26-09
Missing From: Eunice, LA


Name: Jesse Wooten
Age progressed to 37 yrs.
Born: 10-30-72
Date Missing: 10-16-89
Missing From: Belen, NM

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

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

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

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

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

## Thrift Savings Plan Fact Sheet

Returns were updated August 2, 2010.

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

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

| MONTHLY RETURNS | G Fund | $\stackrel{F}{\text { Fund }}$ | U.S. <br> Aggregate Index | C Fund | S\&P 500 Stock Index | $\mathbf{S}^{*}$ <br> Fund | Dow Jones U.S. <br> Completion TSM Index | $\stackrel{I^{*}}{\text { Fund }}$ | EAFE <br> Stock <br> Index |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2009 |  |  |  |  |  |  |  |  |  |
| Aug | 0.28 | 1.03 | 1.04 | 3.62 | 3.61 | 3.85 | 3.74 | 4.87 | 5.44 |
| Sept | 0.26 | 1.07 | 1.05 | 3.74 | 3.73 | 5.94 | 5.81 | 3.79 | 3.83 |
| Oct | 0.26 | 0.51 | 0.49 | -1.86 | -1.86 | -5.51 | -5.41 | -2.41 | -1.25 |
| Nov | 0.26 | 1.30 | 1.29 | 6.00 | 6.00 | 3.85 | 3.98 | 3.16 | 2.00 |
| Dec | 0.25 | -1.55 | -1.56 | 1.94 | 1.93 | 6.57 | 6.65 | 1.43 | 1.44 |
| 2010 |  |  |  |  |  |  |  |  |  |
| Jan | 0.29 | 1.54 | 1.53 | -3.60 | -3.60 | -2.43 | -2.39 | -5.17 | -4.41 |
| Feb | 0.24 | 0.38 | 0.37 | 3.11 | 3.10 | 4.89 | 4.83 | 0.06 | -0.69 |
| March | 0.27 | -0.11 | -0.12 | 6.04 | 6.03 | 7.39 | 7.33 | 6.28 | 6.24 |
| April | 0.28 | 1.07 | 1.04 | 1.58 | 1.58 | 4.82 | 4.76 | -2.35 | -1.81 |
| May | 0.28 | 0.85 | 0.84 | -7.99 | -7.99 | -7.51 | -7.52 | -11.20 | -11.51 |
| June | 0.24 | 1.56 | 1.57 | -5.24 | -5.23 | -6.90 | -6.93 | -1.75 | -1.00 |
| July | 0.23 | 1.07 | 1.07 | 7.01 | 7.01 | 7.00 | 6.92 | 10.78 | 9.48 |
| LAST 12 MONTHS | 3.17 | 9.02 | 8.91 | 13.87 | 13.84 | 22.14 | 21.90 | 5.81 | 6.26 |

The G Fund is managed internally by the Federal Retirement Thrift Investment Board. Assets of the F, C, S, and I Funds are managed externally. The Board currently has contracts with BlackRock Institutional Trust Company, N.A., to manage the F, C, S, and I Fund assets. The F, C, S, and I Funds invest in commingled trust funds, in which the assets of tax-deferred employee benefit plans are combined and invested together. The F, C, S, and I Funds and the BlackRock funds are passively managed index funds.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the Summary of the Thrift Savings Plan for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

* Implemented May 2001.


## See next page for new L Funds.

Returns were updated August 1, 2010.
L Funds

| Annual Returns | L 2040 | L 2030 | L 2020 | L 2010 | L Income |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2006 | 16.53 | 15.00 | 13.72 | 11.09 | 7.59 |
| 2007 | 7.36 | 7.14 | 6.87 | 6.40 | 5.56 |
| 2008 | -33.53 | -27.50 | -22.77 | -10.53 | -5.09 |
| 2009 | 25.19 | 22.48 | 19.14 | 10.03 | 8.57 |
| Monthly Returns | L 2040 | L 2030 | L 2020 | L 2010 | L Income |
| 2009 |  |  |  |  |  |
| Aug | 3.41 | 3.02 | 2.57 | 1.30 | 1.07 |
| Sept | 3.56 | 3.14 | 2.63 | 1.32 | 1.08 |
| Oct | -2.15 | -1.81 | -1.39 | -0.38 | -0.26 |
| Nov | 3.98 | 3.55 | 3.00 | 1.47 | 1.27 |
| Dec | 2.12 | 1.85 | 1.50 | 0.70 | 0.59 |
| 2010 |  |  |  |  |  |
| Jan | -2.88 | -2.49 | -2.03 | -0.58 | -0.45 |
| Feb | 2.18 | 1.94 | 1.61 | 0.81 | 0.74 |
| Mar | 5.15 | 4.52 | 3.75 | 1.61 | 1.43 |
| Apr | 1.05 | 0.94 | 0.76 | 0.51 | 0.50 |
| May | -6.97 | -6.07 | -4.98 | -1.64 | -1.50 |
| June | -3.47 | -2.98 | -2.34 | -0.68 | -0.61 |
| July | 6.60 | 5.80 | 4.82 | 1.81 | 1.81 |
| LAST 12 MONTHS | 12.31 | 11.25 | 9.85 | 6.36 | 5.77 |

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

## Publications

## Publication 108, Threat Assessment Team Guide, Is Now Available on PolicyNet

We announced the revision of Publication 108, Threat Assessment Team Guide, April 2010, in Postal Bulletin 22286 (6-3-10, page 12). We have provided a printed copy of Publication 108 to each area and district Human Resources manager.

Publication 108 is now available on the PolicyNet website:

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

Use the eBuy on-catalog requisition system to order Publication 108 from the Material Distribution Center (MDC); search for items using the NSN number listed here (without the dashes). If your office does not have access to eBuy, you may order using touch-tone order entry (TTOE): Call 800-273-1509.
Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering
before placing your first order.) For complete TTOE ordering instructions, visit the Materials Customer Service website at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call 800-332-0317, option 4, option 4. To visit the National Material Customer Service website go to http://blue.usps.gov/purchase/operations/ops_nmcs_home.htm.

Use the following information to order Publication 108:

| PSIN: | PUB 108 |
| :--- | :--- |
| PSN: | $7610-04-000-0991$ |
| Unit of Measure: | EA |
| Minimum Order Quantity: | 1 |
| Quick Pick Number: | N/A |
| Bulk Pack Quantity: | N/A |
| Price: | $\$ 1.05$ |
| Edition Date: | $04 / 10$ |

- Employee Assistance/Workplace Environment Improvement Programs, Labor Relations, 8-12-10


## Publication 223 Revision: Directives and Forms Update

Effective immediately, Publication 223, Directives and Forms Catalog, is revised to include current information for the items noted in this article. See Publication 223 for complete information.

Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available on the Internet at www.usps.com/cpim/ftp/pubs/pub223.pdf.

## Correction

- NOT 3-P, Parcel Surcharge Guide Template.
- NOT 3-S, First-Class Mail Shape-Based Pricing Template.
- PUB 97, Express Mail Manifesting Technical Guide.
- PUB 97-A, Express Mail Manifesting Implementation and Administration Guide.


## New

- MI FM-640-2010-1, Postal Service Tax-Reporting Responsibilities - Event Mementos.
- MI PO-720-2010-1, Alcohol and Drug Testing of Employees With a Commercial Driver's License (CDL).
- MI SP-S2-2010-1, Noncompetitive Purchases.
- MOP FI-07-08-2010, Policy Memo Statistical Programs Letter \#4, Fiscal Year (FY) 2010.
- PUB 613, Shipping International Packages: It's Easy When You Follow This Step-by-Step Guide.


## Revised

- HBK AS-805-D, Information Security Network Connectivity Process.
- MAN ELM, Employee and Labor Relations Manual.
- MAN IMM, Mailing Standards of the United States Postal Service, International Mail Manual.
- NOT 180, Lobby Recycling (postcard).
- PUB 28, Postal Addressing Standards.
- PUB 108, Threat Assessment Team Guide.
- PUB 156, Postal Service Employees Guide to Contract Postal Units.
- PUB 300-A, Guide to Preventing Mail Fraud.
- PUB 552, Manager's Guide to Understanding, Investigating, and Preventing Harassment.
- PS 3553, CASS Summary Report.


## Obsolete

| PSIN | Ed. <br> Date | Title |  |
| :--- | :--- | :--- | :--- |
| KIT 39 | $11 / 06$ | Associate Supervisor Program Applicant Folder | Replaced By |
| MI EL-440-82-5 | $5 / 82$ | FLSA Status of a Temporary Employee | N/A |
| MI FM-640-2000-1 | $3 / 00$ | Employer Tax Reporting Responsibilities - Conference, Meeting, and Training <br> Session Mementos or Gifts | N/A |
| MI PO-720-95-2 | $9 / 95$ | Alcohol and Drug Testing of Employees With a Commercial Driver's License | MI PO-720-2010-1 |
| MI SP-S2-2007-1 | $7 / 07$ | Noncompetitive Purchases | MI SP-S2-2010-1 |
| PUB 363 | $1 / 07$ | Updating Address Lists Is a Smart Move | N/A |
| PS 715 | $6 / 03$ | Property/Evidence Tag/Label | $\mathrm{N} / \mathrm{A}$ |
| PS 715-A | $10 / 96$ | Property Evidence Tag/Label (continuation) | N/A |

## - Information Policies and Procedures,

 Corporate Communications, 8-12-10
## Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups <br> Effective August 12, 2010, Publication 431, Post Office

Box Service and Caller Service Fee Groups, is revised to include the following changes.

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

[Add the following entries:]

| ZIP Code | Fee Group | ZIP Code | Fee Group |
| :--- | :--- | :--- | :--- |
| 02702 | 4 | 68131 | 5 |
| 13602 | 3 | 69160 | 4 |
| 32891 | 4 | 73501 | 4 |
| 42002 | 4 | 84665 | 4 |
| 66628 | 4 | 90407 | 3 |
| $*$ |  | $*$ |  |

[Delete the following entries:]

| ZIP Code | ZIP Code |
| :--- | :--- |
| 02573 | 68132 |
| 46943 | 83661 |
| 47865 | 94649 |
| 60125 |  |

The online version of Publication 431 is dated May 11, 2009. Publication 431 is currently available on the Postal Service ${ }^{\text {TM }}$ PolicyNet website (http://blue.usps.gov/cpim):

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

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

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

- Special Services,

Retail Products and Services, 8-12-10

## Forms

## Revised PS Form 3369, Consigned Credit Receipt

Effective August 12, 2010, PS Form 3369 and PS Form 3369-P are consolidated into one new form: PS Form 3369, Consigned Credit Receipt. PS Form 3369-P, Consigned Credit Receipt, is obsolete and all previous versions of PS Form 3369 are obsolete.

See Handbook F-101, Field Accounting Procedures, Chapter 13, Stamp Stock and Cash Credits, for proper use of PS Form 3369.

PS Form 3369 is available on the Postal Service PolicyNet website:

- Go to http://blue.usps.gov/wps/portal.
- Under "Essential Links" in the left hand column, click Forms.
(The direct URL for the Forms website is http:// blue.usps.gov/formmgmt/3999.htm.)

Use the eBuy on-catalog requisition system to order PS 3369 from the Material Distribution Center (MDC); search for items using the NSN number listed here (without the dashes). If your office does not have access to eBuy2, you
may order using touch-tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order PS Form 3369:

| PSIN: | PS3369 |
| :--- | :--- |
| PSN: | $7530-01$ |
| Unit of Measure: | PD |
| Minimum Order Quantity: | 1 |
| Quick Pick Number: | 171 |
| Bulk Pack Quantity: | N/A |
| Price: | $\$ 0.1881$ |
| Edition Date: | $08 / 10$ |

- Field and International Accounting,

Controller, 8-12-10


## Organization Information

## Domestic Mail

## Free Mail Program for U.S. Armed Forces

Under the provisions of Title 39 of the United States Code (U.S.C.) 3401(a)(1) and pursuant to Executive Order 12556, dated April 16, 1986, the Secretary of Defense may authorize or terminate free mail privileges for members of the U.S. Armed Forces and designated civilians directly supporting military operations in designated international locations.

Accordingly, effective July 31, 2010, the Secretary of Defense has terminated free mail privileges for members of the U.S. Armed Forces and designated civilians deployed to Haiti in support of Operation Unified Response.

The following list is the current locations for which the Secretary of Defense has authorized free mail privileges for members of the U.S. Armed Forces and designated civilians directly supporting military operations. This list supersedes the list in the article titled "Free Mail Program for U.S. Armed Forces" published in Postal Bulletin 22280 (3-11-10, pages 49-50).

## Africa

- Algeria.
- Angola.
- Senegal.
- Botswana.
- Burkina Faso.
- Democratic Republic of the Congo.
- Gabon.
- Ghana.
- Guinea.
- Tanzania.
- Mozambique.
- Liberia.
- Libya.
- Mali.
- Morocco.
- Nigeria.
- South Africa.
- Tunisia.
- Uganda.


## Operation Desert Spring

- Kuwait - Kabal.


## Operation Enduring Freedom

- Afghanistan.
- Bahrain.
- Djibouti.
- Ethiopia.
- Kuwait.
- Kyrgyzstan.
- Qatar.
- United Arab Emirates.
- Aboard ships in the Gulf of Aden.
- Aboard ships in the Gulf of Oman.
- Aboard ships in the North Arabian Sea (that portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude).
- Aboard ships in the Persian Gulf.
- Aboard ships in the Red Sea.


## Operation Enduring Freedom - Philippines

- The southern Philippine islands of Mindanao and Tawi Tawi.
- Jolo on the southern Philippine island of Sulu.
- Province of Basilan.


## Operation Iraqi Freedom

- Iraq.


## Operation Joint Forge/Joint Guardian

- Former Republic of Yugoslavia:
- Bosnia-Herzegovina.
- Macedonia.
- Serbia-Montenegro (including Kosovo and Vojvodina).
In accordance with 39 U.S.C. 3401(a)(1)(B), free mail privileges will also be extended to individuals hospitalized for disease or injury in a facility under the jurisdiction of the Armed Forces as a result of service in these designated areas.

Personnel who are authorized this privilege may mail without postage - letters, postcards, and sound recordings (audio or video recordings) having the character of personal correspondence to any place in the United States, to any U.S. possession or territory, or to any military post office (APO/FPO).

Free mail originating from overseas locations in the list in this article should have a complete APO or FPO return address, the word "Free" in the upper-right corner, and a complete delivery address. In most cases, the mailpiece will also exhibit an APO or FPO postmark. Free mail receives First-Class Mail ${ }^{\circledR}$ service; however, the mail may not be registered, insured, or certified.

All employees who handle and deliver mail should be made aware of this free mail privilege. Do not collect postage upon delivery; do not return this mail to the sender for postage. Mail having the appearance of free mail under this program should never be returned to sender. Submit questions about the legitimacy of users of this program to the

Military Postal Service Agency. The agency's contact information is as follows:

Military Postal Service Agency
2461 Eisenhower Ave.
Alexandria, VA 22331-0006
Telephone: Toll free: 800-810-6098
Monday-Friday, 7:30 A.M. 4:00 P.M. ET
Fax: 703-325-9534
DSN prefix: 221
e-mail: mpsawebcontacts@hqda.army.mil

- International Operations, Global Business, 8-12-10


## Air Transportation Surcharge for Live Animals

Effective August 28, 2010, the only live animal surcharge in effect is the $\$ 0.20$ per pound (or fraction thereof) for dayold poultry transported by air. This surcharge applies to Express Mail ${ }^{\circledR}$ and Priority Mail ${ }^{\circledR}$ day-old poultry shipments accepted nationwide.

The $\$ 1.00$ per pound Minneapolis/St. Paul, MN (MSP) and Detroit, MI (DTW) surcharges are no longer in effect.

- Commercial Air Operations,

Network Operations, 8-12-10

## Finance

## Fiscal Year 2010 Closing Guidance: Message From the Controller

I ask that each of you continue your efforts to control expenses. It is important that we carry this effort through to the end of the fiscal year by controlling discretionary activity. This does not mean curtailing business, but it does mean making prudent choices by deferring or eliminating noncritical activity and purchasing goods or services throughout the year, rather than at the end of the fiscal year, because there are available budget funds. Please encourage your contractors to bill us in a timely manner for goods received and services rendered, so we can recognize the expense before the end of the fiscal year.

The following instructions will assist you, when appropriate, in helping the Postal Service ${ }^{\text {TM }}$ close its financial books in a timely and efficient manner.

## Vincent DeVito

Vice President, Controller

## I. Instructions for Fiscal Year 2010 Closing

All organizations are requested to limit their expenditures to essential spending. Accordingly, all vice presidents
should review discretionary spending to ensure the Postal Service attains its financial target for this fiscal year (FY).

The instructions and reporting dates in this Postal Bulletin supplement procedures followed during the normal monthly or quarterly reporting schedule.

## II. Fiscal Year

The Postal Service prepares its annual reports on a government FY basis, which comprises 365 days ( 366 in leap years), always ending on September 30.

## III. End of Year Processing Activities and Timelines, Contract Modifications, and Requisitions

Capital and Expense requisitions and requests for contract modifications will not be accepted by Supply Management after September 3.

Capital purchase card transactions will be accepted by Supply Management through September 13.

Also, organizations should limit capital commitments, particularly for Postal Service support equipment, to essential needs.

The schedule for Supply Management processing is as follows:

| For requisitions received... | Funds are processed as follows.... |
| :--- | :--- |
| On or before September 3, 2010 | Supply Management will issue the required contract or modification for Accounting Services, <br> San Mateo, to process against FY 2010 funds. |
| On or after September 4, 2010 | Supply Management will issue the required contract or modification for Accounting Services, <br> San Mateo, to process against FY 2011 funds. |

Hardcopy paper commitment documents must be forwarded to Accounting Services, San Mateo, no later than Friday, September 17.

Electronic files must be transmitted to Accounting Services as follows:

| Send electronic files for... | To... | No later than... |
| :--- | :--- | :--- |
| Contract Authoring and Management System (CAMS) | San Mateo | September 30, 2010 |
| Facilities capital commitments and expense payments | St. Louis | September 30, 2010 |

Appropriate receiving reports or certified invoices for goods and services received by September 30 must be received by Accounting Services, San Mateo, no later than Friday, October 1.

## Note:

1. Expedite processing of receiving reports and certified invoices, as these documents are used to charge expense to the proper FY.
2. Additionally, review contracts to ensure sufficient funds are available by Friday, September 3, to process invoices.
3. Supply Management will process all requisitions for the issuance of contracts against FY 2010 funds according to the following priorities:
Priority 1 - Capital commitment requisitions.
Priority 2 - Expense commitment requisitions.

## IV. Accruals

## Year-end Closing:

1. Goods received and services rendered through September 30, 2010, will no longer be accrued at a finance number level. Only invoices certified and received by San Mateo by Friday, October 1, will be charged to FY 2010.
2. Headquarters ECM budget coordinators, Engineering coordinators, IT coordinators, and the Office of Inspector General will be required to meet with Corporate Financial Reporting to discuss accrual amounts for both capital and expense items.

## V. Submission Schedules (Appendix)

The table below describes the schedule for submitting forms by required submission date.

| Form \# | Item | Submit By | Submit To | Received By <br> Date |
| :--- | :--- | :--- | :--- | :--- |
| N/A | Back Pay Awards | All Offices | Eagan | August 2 |
| PS 7381 | Requisition for Supplies, Services, or Equipment | All Offices | Supply <br> Management (HQ) | September 3 |
| Form 1233 | Project Financial Change/Completion Report (To add site <br> prep cost to an existing asset or CIP) | St. Louis | San Mateo | September 10 |
| PS 17 | Stamp Requisition/Stamp Return | Field Offices | SSC/SDO | September 12 |
| PS 1839 | Payment Record for Carrier Drive-Out Agreements | Field Offices |  <br> Imaging Ctr. | September 12 |
| PS 1164-A | Claim for Reimbursement for Postal Supervisors (for <br> Employee Business Expenses Only) | Field Offices |  <br> Imaging Ctr. | September 12 |
| N/A | E-mail from HQ Asset Mgmt Budget \& Cost Analyst to add <br> inventory items to fixed assets or CIP | Topeka, KS | San Mateo | September 13 |
| Form 969 | Material Recycling and Disposal (Retirement) | Field Offices | San Mateo | September 17 |
| Form 2880 | Physical Inventory Certification/Adjustments (Retirement or <br> Addition) | Field Offices | San Mateo | September 17 |
| N/A | Hardcopy paper commitment documents | Supply Management <br> (HQ) | San Mateo | September 17 |
| PS 8232 | Payment for Personal Services Contracts | Field Offices |  <br> Imaging Ctr. | September 20 |
| N/A | Government Printing Office | Supply Management <br> (HQ) | San Mateo | September 23 |
| PS 1727 | Award Recommendation/Authorization (Quality Step <br> Increase) | All Offices | eAwards | September 23 |
| PS 1270 | Idea Proposal | All Offices | eAwards | September 23 |
| N/A | Award Report | All Offices | eAwards | September 23 |
| N/A | All Recognition and Incentive Awards | All Offices | eAwards | September 23 |
| Form 8162 | Capital Property Record | Field Offices | San Mateo | September 24 |
| Spreadseet |  |  |  |  |
| Capitalization Managers | Addition, adjustment, add-on, etc. | San Mateo | September 24 |  |
| PS 4541 | Order-Invoice for Vehicle Repair (Commercial Work Order) | Field Offices Payable | Support VMF | September 24 |
| Form 4503 | Vehicle Delivery Control Sheet | VMF | San Mateo | September 24 |


| Form \# | Item | Submit By | Received By |
| :--- | :--- | :--- | :--- | :--- |
| Form 4587 | Request to Repair, Replace, or Dispose of Postal-Owned <br> Vehicle | VMF | Submit To |

## **Do not place orders for DVD or eBuy purchases from October 1 through October 4, 2010, except for critical needs.

Address questions concerning these instructions to the appropriate Accounting Services location or Finance office indicated in the table above.


## Mailing and Shipping Services

## Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service ${ }^{\text {TM }}$ also offers
electronic Mail Alerts via ADVANCE. For more information, see the ADVANCE Notification \& Tracking System Technical Guide on the Internet at $h t t p: / / r i b b s . u s p s . g o v / a d v a n c e / d o c u m e n t s / ~$ tech_guides/advtech.pdf or contact the National Customer Support Center at 800-238-3150.

| Requested <br> Delivery Dates | Title of Mailing | Class and <br> Type of <br> Mail | Number <br> of Pieces <br> (Millions) | Distribution | Presort Level | Comments |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| $8 / 14 / 10-8 / 17 / 10$ | JCP - Wk 28 Fall Home Sale (HR) | Standard <br> Catalog | 11.5 | National | Car-RT | Harte-Hanks/RRD |
| $8 / 14 / 10-8 / 17 / 10$ | JCP - Wk 29 Biggest Bonus | Standard <br> Letter | 8.1 | National | Car-RT | Harte-Hanks/RRD |
| $8 / 16 / 10-8 / 19 / 10$ | Ginny's | Standard <br> Catalog | 3.5 | Nationwide | Car-RT 3/5 Digit | Quad Graphics <br> Lomira, WI |
| $8 / 16 / 10-8 / 19 / 10$ | Seventh Avenue | Standard <br> Catalog | 4.4 | Nationwide | Car-RT 3/5 Digit | Quad Graphics <br> Lomira, WI |
| $8 / 21 / 10-8 / 24 / 10$ | JCP - Wk 30 Credit 1 Day Sale | Standard <br> Letter | 10.5 | National | Car-RT | Harte-Hanks/RRD |
| $8 / 26 / 10-8 / 28 / 10$ | JCP - Wk 31 Mango | Standard <br> Flat | 1.5 | National | Car-RT | Harte-Hanks/RRD |
| $8 / 28 / 10-8 / 31 / 10$ | JCP - Wk 31 Clearance Preview | Standard <br> Letter | 8.1 | National | Car-RT | Harte-Hanks/RRD |
| $8 / 28 / 10-8 / 31 / 10$ | JCP - Wk 31 Labor Day Home | Standard <br> Flat | 5.0 | National | Car-RT | Harte-Hanks/RRD |

## Philately

Stamp Announcement 10-24: Julia de Burgos


On September 14, 2010, in San Juan, Puerto Rico, the Postal Service ${ }^{\text {TM }}$ will issue a 44-cent, Julia de Burgos commemorative stamp in one design in a pressure-sensitive (PSA) pane of 20 stamps (Item 465900). The stamp designed by Howard E. Paine, Delaplane, Virginia, goes on sale nationwide September 14, 2010.

With this 26th stamp in the Literary Arts series, the U.S. Postal Service ${ }^{\circledR}$ honors Julia de Burgos, one of Puerto Rico's most celebrated poets. The stamp features a portrait of de Burgos created by artist Jody Hewgill, Toronto, Ontario, Canada.

## How to Order the First Day of Issue Postmark

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

```
Julia de Burgos Stamp
Stamp Distribution
585 Ave. F. D. Roosevelt OFC
San Juan, PR 00936-9311
```

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 November 15, 2010.

## How to Order First Day Covers

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

| Issue: | Julia de Burgos |
| :---: | :---: |
| Item Number: | 465900 |
| Denomination \& Type of Issue: | 44-cent Commemorative |
| Format: | Pane of 20 (1 design) |
| Series: | Literary Arts |
| Issue Date \& City: | September 14, 2010, San Juan, PR 00936 |
| Designer: | Howard E. Paine, Delaplane, VA |
| Art Director: | Howard E. Paine, Delaplane, VA |
| Typographer: | Howard E. Paine, Delaplane, VA |
| Artist: | Jody Hewgill, Toronto, Ontario, Canada |
| Engraver: | Trident |
| Modeler: | Avery Dennison, SPD |
| Manufacturing Process: | Gravure |
| Printer: | Avery Dennison (AVR) |
| Printed at: | Clinton, SC |
| Press Type: | Dia Nippon Kiko (DNK) |
| Stamps per Pane: | 20 |
| Print Quantity: | 30 million stamps |
| Paper Type: | Prephosphored, Type II |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | AVR, Clinton, SC |
| Colors: | Cyan, Magenta, Yellow, Black |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | $1.42 \times .84 \mathrm{in} . / 36.07 \times 21.33 \mathrm{~mm}$ |
| Overall Size (w x h): | $1.56 \times .99 \mathrm{in} . / 39.62 \times 25.14 \mathrm{~mm}$ |
| Full Pane Size ( $\mathrm{w} \times \mathrm{h}$ ): | $7.25 \times 5.85 \mathrm{in} . / 184.15 \times 148.59 \mathrm{~mm}$ |
| Plate Size: | 200 stamps per revolution |
| Plate Numbers: | "V" followed by four (4) single digits |
| Marginal Markings |  |
| Front: | Header: "LITERARY ARTS - 26TH IN A SERIES" • Plate numbers in four corners of pane |
| Back: | © 2009 USPS • USPS logo • Plate position diagram • Barcode (465900) in two corners - Price: ". $44 \times 20=$ $\$ 8.80$ • Background information on Julia de Burgos on back of each Stamp |

Information Fulfillment
Dept. 6270
U.S. Postal Service

PO Box 219014
Kansas City, MO 64121-9014

## Philatelic Products

There are three philatelic products available for this stamp issue:

- 465961*, First Day Cover, \$0.82.
- 465991*, Ceremony Program, \$6.95.
- $465993^{*}$, First Day Cover Keepsake, $\$ 9.95$.

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

## Distribution: Item 465900, 44-cent Julia de Burgos, PSA Pane of 20 Stamps

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

## Initial Supply to Post Offices

SDOs/SDCs will make a subsequent automatic distribution to Post Offices of 25 percent of their standard automatic distribution quantity using PS Form 17, Stamp Requisition/ Stamp Return. SDOs must not distribute this commemorative sheet to Post Offices before September 1, 2010.

## Additional Supply

Post Offices requiring additional quantities of Item 465900 must requisition them from their designated SDO/

SDC using PS Form 17. SDOs requiring additional commemorative sheets must order them from the appropriate SDC using PS Form 17. For fulfilling supplemental orders from SDOs, each of the six SDCs and the San Juan SDO will receive additional commemorative sheets.

## 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 and Public Policy, 8-12-10

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

Effective close-of-business September 30, 2010, all Post Offices ${ }^{\top M}$, stations, branches, postal stores, vending outlets, and authorized philatelic centers must (1) withdraw the stamp stock items and products listed here and their related vending and store-prepared stamp items from sale and (2) prepare them for destruction. Submit items to destruction sites according to local established procedures, under the guidelines in Handbook F-101, Field Accounting Procedures, and subchapter 11-6, Returning Stock to the Stamp Distribution Office or Stamp Service Center.

Do not permit sales of the stamp stock items, products, and their related vending and store-prepared stamp items listed here at retail counters and outlets after September 30, 2010.
Note: This notice does not apply to philatelic products unless specifically listed here. Philatelic products that contain or are packaged with stamps removed from sale will remain on sale until further notice.

| Item Number | Description |
| :--- | :--- |
| 463362 | \$11.30 Early TV Memories First Day Cover Full <br> Pane |
| 463364 | \$11.30 Early TV Memories First Day Cover <br> Cancelled Full Pane |
| 463368 | \$30.00 Early TV Memories Digital Color <br> Postmark FDC (20) |
| 463763 | \$3.28 Thanksgiving Day Parade First Day <br> Cover (Set of 4) |
| 463768 | \$6.00 Thanksgiving Day Parade Digital Color <br> Postmark (4) |
| 463961 | \$0.82-cent Gary Cooper First Day Cover <br> 463962\$11.30 Gary Cooper First Day Cover Full Pane <br> 463965 <br> 464261 <br> 464265 <br> 464563 <br> 4645 Gary Cooper Digital Color Postmark Cover |
| \$1.50 Hawaii Statehood Digital Color <br> Postmark |  |
| \$4.10 Gulf Coast Lighthouses First Day Cover <br> (Set of 5) |  |
| 573661 | \$7.50 Gulf Coast Lighthouses Digital Color <br> Postmark FDC (5) |
| 574062 | \$0.82-cent Eid First Day Cover <br> Sheet) |
| 678964 | \$4.26 Justices of the Supreme Court FDC <br> Cancelled (Full Sheet) <br> \$0.82-cent Forever First Day Cover <br> 787563 |
| 787568 | \$8.20 Flags of Our Nation, Set 3 First Day <br> Cover (10) <br> $\$ 15.00$ Flags of Our Nation, Set 3 Digital Color <br> Postmark (10) |

## Pictorial Postmarks Announcement

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

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

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

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

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

The following pictorial postmark has been extended for 30 days:


July 17, 2010
Camp Creek Antique Machinery and Threshing Association
Camp Creek Station
Postmaster
10850 N. $142^{\text {nd }}$ St.
Waverly, NE 68462-1103

| August 20, 2010 |  |  |  |
| :---: | :---: | :---: | :---: |
| Lake George Association |  |  |  |
| $125^{\text {th }}$ Anniversary Station | 8000 Lake Shore Dr. | 962 County Rt. 6 | 8461 Lake Shore Dr. |
| Postmaster | Bolton Landing, NY 12814-9998 | Huletts Landing, NY 12841-9998 | Silver Bay, NY 12874-9998 |
|  | 2663 State Route 9L | 1488 Pilot Knob Rd. | 169 Champlain Ave. |
|  | Cleverdale, NY 12820-9998 | Kattskill Bay, NY 12844-9998 | Ticonderoga, NY 12843-9998 |
| 国 ${ }^{\text {august } 2010}$ | 801 Diamond Point Rd. | 180 Canada St. |  |
|  | Diamond Point, NY 12824-9998 | Lake George, NY 12845-9998 |  |
|  | 9840 Graphite Mountain Rd. | 16783 State Route 22 |  |
|  | Hague, NY 12836-9998 | Putnam, NY 12861-9998 |  |



## July 23, 2010

Postmark Collectors Club
Block Island Excursion Station
Postmaster
32T Water St.
Block Island, RI 02801-9998
July 23-September 6, 2010

New York Racing
Association
Saratoga Race Course
Station
Postmaster
245 Washington St. Saratoga, NY 12866-9998


July 25, 2010
Indianapolis Brickyard 400
Indianapolis Brickyard 400 Station
Postmaster
125 W. South St. Indianapolis, IN 46206-9998

July 27, 2010


## U.S. Postal Service <br> Ocala Station <br> Postmaster

400 S.W. $1^{\text {st }}$ Ave.
Ocala, FL 34478-9998


July 27, 2010
BSA Troop 63
Williamston Station
Postmaster
PO Box 9998
Williamston, MI 48895-9998

August 6, 2010
Bovard Centennial
Committee
Centennial Station
Postmaster
PO Box 9998
Bovard, PA 15619-9998

August 6-8, 2010
U.S. Postal Service

Das Awkscht Fescht Station Postmaster
PO Box 9998
Macungie, PA 18062-9998

August 6, 2010
American First Day Cover
Americover Station Batter
Postmaster
1314 Kensington Rd.
Oak Brook, IL 60532-9998

August 7, 2010
American First Day Cover
Americover Station Catcher Postmaster
1314 Kensington Rd.
Oak Brook, IL 60532-9998

August 7, 2010
U.S. Postal Service

Scouting Station
Postmaster
200 5th Ave. W.
Mitchell SD 57301-9998
August 7, 2010
New York Racing
Association
Whitney Handicap Station
Postmaster
245 Washington St.
Saratoga, NY 12866-9998

August 8, 2010
American First Day Cover
Americover Station Pitcher Postmaster
1314 Kensington Rd.
Oak Brook, IL 60532-9998

August 12, 2010
Portland Museum of Art
Winslow Homer Stamp
Celebration Station
Postmaster
125 Forest Ave.
Portland, ME 04101-9998
August 12-14, 2010
National Hobo Convention
and Hobo Museum
Hobo Station
Postmaster
52 First St. S.W.
Britt, IA 50423-9998
August 13, 2010
Huckleberry, Inc.
Huckleberry Station
Postmaster
PO Box 9998
Trout Creek, MT
59874-9998

August 14, 2010
The City of Little Falls and the Little Falls Canal Celebration Committee
Canal Celebration Station
Postmaster
25 West Main St.
Little Falls, NY 13365-9998

August 14, 2010
Pipestone Historical Society
Civil War Days Station
Postmaster
PO Box 9998
Pipestone, MN 56164-9998
August 14, 2010
Cottage Grove Area Chamber of Commerce
Oregon Covered Bridge
Festival Station
Postmaster
115 N. $14^{\text {th }}$ St.
Cottage Grove, OR 97424-9998

August 14, 2010
Nebraska Official Soft Drink Heritage Foundation
Kool-Aid Days 2010 Station
Postmaster
PO Box 9998
Hastings, NE 68901-9998


August 14, 2010
East Broad Top Railroad Committee
$50^{\text {th }}$ Anniversary of East Broad Top Railroad Station Postmaster PO Box 9998
Rockhill Furnace, PA 17249-9998

August 14, 2010
Henderson Historical Society
Henderson Station
Postmaster
8872 State Route 178 Henderson, NY 13650-9998

August 14, 2010
Briggsdale Historical Society
Briggsdale Centennial Station
Postmaster
302 Main St.
Briggsdale, CO 80611-9997
August 14, 2010
Westport River Daze Planning Committee
Westport River Daze Station
Postmaster
PO Box 9998
Westport, KY 40077-9998
August 15, 2010
Liverpool Twp.
Valley City Frog Jump
Festival Station
Postmaster
1409 Barn Run Dr.
Valley City, OH 44280-9998
August 16, 2010
Congressman Butterfield
E.V. Wilkins Station

OIC/Postmaster
101 W. Hwy. 64 Bypass
Roper, NC 27970-9998
August 16-21, 2010
Northwest Washington Fair
Northwest Washington Fair Station
Postmaster
600 Front St.
Lynden, WA 98264-9998


CALUMET INTERNATIONAL CAMPOREE Alugust 21, 2010 Elk Lick Reservation
Camp Station


August 19, 2010
Unicover Corporation
Lancaster Station
Postmaster
PO Box 9998
Lancaster, PA 17603-9998
August 20, 2010
Danish Festival Committee
Dane Station
Postmaster
PO Box 9998
Greenville, MI 48838-9998
August 21, 2010
U.S. Postal Service

Wild West Days Station
Postmaster
PO Box 9998
Viroqua, WI 54665-9998

August 21, 2010
Zona Gale Day
Friendship Village Station Postmaster 215 W. Conant St.
Portage, WI 53901-9998
August 21, 2010
Allegheny Highlands
Council - Boy Scouts of America
Elk Lick Reservation Camp Station
Postmaster
PO Box 9998
Rixford, PA 16745-9998
August 21, 2010
U.S. Postal Service

Bare Knuckle Boxing Hall of
Fame Station
Postmaster
53 Main St.
Belfast, NY 14711-9998
August 21, 2010
Guilford Historical Society
Guilford Community Old
Tyme Fun Fest Station
Postmaster
1261 County Rd. 35
Guilford, NY 13780-9998


August 22, 2010

U.S. Postal Service

Highland Park IL Station Postmaster 833 Central Ave. Highland Park, IL 60035-9998

August 23, 2010
Squaw Creek Wildlife Refuge
Squaw Creek National Wildlife Refuge Anniversary Station
Postmaster
116 W. $6^{\text {th }}$ St.
Mound City, MO
64470-9998
August 25, 2010
Universal Ship Cancellation Society
$50^{\text {th }}$ Anniversary at the North Pole Station Postmaster PO Box 9998
Nome, AK 99762-9998

- Stamp Services,

Government Relations and Public Policy, 8-12-10

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

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

## Traditional Postmarks

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

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

## Digital Color Postmarks

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

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

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

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


Negro Leagues Baseball Stamp
Postmaster
300 W. Pershing Road
September 15, 2010
Kansas City, MO 64108-9998

Black and White Pictorial


Negro Leagues Baseball Stamp
Postmaster
300 W. Pershing Road
September 15, 2010
Kansas City, MO 64108-9998

Digital Color Pictorial


Black and White Pictorial


## Sunday Funnies Stamp

850 Twin Rivers Drive, Retail, Rm. 416 September 17, 2010
Columbus, OH 43216-9653
850 Twin Rivers Drive, Retail, Rm. 416 September 17, 2010
Columbus, OH 43216-9653

Digital Color Pictorial


## Scouting Stamp

Postmaster
117 Milford Street
September 27, 2010
Bowling Green, VA 22427-9998

Black and White Pictorial


## Scouting Stamp

Postmaster
117 Milford Street
September 27, 2010
Bowling Green, VA 22427-9998

[^0]

- Stamp Services, Government Relations and Public Policy, 8-12-10


## Retail

## Stamps by Mail - Brochure Ordering Information

This article publishes the Stamps by Mail ${ }^{\circledR}$ (SBM) print run cutoff schedule for fiscal year (FY) 10. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The remaining FY 10 print cycle cut-off date is as follows:

- August 20, 2010 (HOL).

Starting with the June 25, 2010, print cycle, the Englishonly brochures have been replaced with bilingual (English and Spanish) brochures. All orders received from SBM sites by June 25 and thereafter will be provided bilingual brochures. There is no change in the price.

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

Cyril Scott Company
PO Box 627
Lancaster, OH 43130-0627
Telephone: 800-466-0455
Fax: 740-689-0210
You can find this form at http://blue.usps.gov; click Forms, and then select the form by number. A copy of this form appears on page 63 in this Postal Bulletin.

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

All local Post Offices ${ }^{\text {TM }}$ and centralized sites should follow the ordering instructions contained within this article and utilize local funds.

## For Orders Exceeding \$10,000

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

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

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

> Retail Products and Services, 8-12-10

## Supply Management

## Vehicles Category Management Center Relocation

Effective August 23, 2010, Supply Management's Vehicles Category Management Center (CMC) will be located at the Philadelphia Metropolitan district office.

The new Vehicles CMC address is the following:
U.S. Postal Service

Vehicles CMC
3190 S. 70th Street, Room 601
Philadelphia, PA 19153-9990
Staff members' telephone numbers will be updated on the Blue page at http://blue.usps.gov/wps/portal/Findlt, can be located in Outlook, and will also be available on the
vehicles CMC website at http://blue.usps.gov/purchase/ supplies/sup_veh_staff.htm.

The Vehicles CMC is responsible for purchasing, leasing, and maintaining (e.g., contract repair, body repair/ painting, and washing) all Postal Service ${ }^{\text {TM }}$ vehicles. The purchasing responsibilities of the CMC were recently expanded to include industrial equipment (e.g., forklifts, lift equipment, and batteries).

- Vehicles CMC,

Supply Management, 8-12-10

## USPS Headquarters Managers and Field Installation Heads: August 2010 Semi-Annual Capital Property Review

The next Semi-Annual Capital Property Review will commence on August 2, 2010; the completion deadline is August 18, 2010. The list of items to be verified by the selected finance numbers will be sent out by e-mail from "Materials, Customer Service - Topeka, KS" the week of August 2, 2010.

The Semi-Annual Capital Property Reviews are a Sar-banes-Oxley (SOX) requirement. A list of finance numbers that receive a Semi-Annual Capital Property Certification Report, but do not submit it on time, will be provided to senior management.

The instructions on how to conduct the Semi-Annual Capital Property Review will be posted on the Asset Accountability Service Center's (AASC's) website at http:// blue.usps.gov/purchase/_doc/am_aasc_fieldlnstruction.doc. The AASCs are also available for guidance and support. Handbook AS-701, Material Management, is under revision; instructions and guidelines provided by the AASCs will supersede Handbook AS-701 where there are conflicts.

- Asset Management Performance \& Accountability,

Supply Management, 8-12-10

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

|  <br> 2. |  | GManosamis $3 .$ |  | First-Class Mai <br> Postage Fees Paid <br> USPS <br> Permit No. G-10 |
| :---: | :---: | :---: | :---: | :---: |
| BUSINESS REPLY MAIL Fint Class Nail Permit No. XOOX Cify. Szate |  | POSTAL CUSTOMER |  |  |
| 1. |  |  |  |  |

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

2 \& 3. Return Address (MUST include ZIP + 4)
$\qquad$
$\qquad$
$\qquad$

Payment Information: Orders will be shipped within 35 calendar days following print runs (see Postal Bulletin schedule). Actual delivery times will vary based upon the destination. For orders over $\$ 10,000.00$ (only) submit PS $3227-$ O with approved eBuy to SM Management - route to PP\&CS to Eastern Service CMC, Memphis/Windsor.
(For orders under $\$ 10,000$ ) Postal Service unit placing order MUST IMMEDIATELY NOTIFY Cyril Scott of any credit card changes within 60 days of the print cut-off date.Check (Include with order)

| VISA/ IMPAC Card No. | Exp. Date | USPS Money Order (Include with order) |
| :---: | :---: | :---: |
| Requestor Signature | Manager/Supervisor Signature |  |
| Funding/Credit Card Official Signature | Date Signed |  |
| If shipment is over 20,000 forms ( 40 packs), enter finance number to be charged for transportation costs (see Postal Bulletin estimations): |  |  |
| PS Form 3227-O, January 2009 |  | Contract No. 266351-01-P-0149 |

# YOUR OPINION counts. BE 

 heard.
## Completed surveys

 due August 23.


[^0]:    Digital Color Pictorial

