

POSTAL BULLETIN

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PB 22244, October 23, 2008

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Holiday Nutcrackers stamps

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

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

PB 22244: 7690-10-000-6460	PB 22236: 7690-10-000-6452	PB 22229: 7690-10-000-6445	PB 22221: 7690-09-000-9372
PB 22243: 7690-10-000-6459	PB 22235: 7690-10-000-6451	PB 22228: 7690-10-000-6444	PB 22220: 7690-09-000-9371
PB 22242: 7690-10-000-6458	PB 22234: 7690-10-000-6450	PB 22227: 7690-10-000-6443	PB 22219: 7690-09000-9370
PB 22241: 7690-10-000-6457	PB 22233: 7690-10-000-6449	PB 22226: 7690-10-000-6442	PB 22218: 7690-09-000-9369
PB 22240: 7690-10-000-6456	PB 22232: 7690-10-000-6448	PB 22225: 7690-10-000-6441	PB 22217: 7690-09-000-9368
PB 22239: 7690-10-000-6455	PB 22231: 7690-10-000-6447	PB 22224: 7690-09-000-9375	PB 22216: 7690-09-000-9367
PB 22238: 7690-10-000-6454	PB 22230A: 7690-10-000-8803	PB 22223: 7690-09-000-9374	PB 22215: 7690-09-000-9366
PB 22237: 7690-10-000-6453	PB 22230: 7690-10-000-6446	PB 22222: 7690-09-000-9373	PB 22214: 7690-09-000-9365



October 23, 2008

SUBJECT: 2008 Holiday Campaign

As our busiest time of year approaches, Postal Service employees have the opportunity to show our customers the outstanding service we provide. It is our season to shine.

While retailers start their holiday sales earlier and earlier, for most people the season does not begin until they start mailing their cards and gifts.

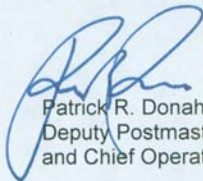
This season we want to call attention to the great value we provide with our shipping and online services. Too many people do not realize what a great bargain our shipping prices are and how conveniently they can take care of all their shipping needs at *usps.com*.

We will have a national holiday kickoff on Tuesday, December 2, in as many cities and towns as possible, to show our customers how they can do all of their shipping online at *usps.com*, while saving money from the comfort of their home. Corporate Communications is targeting the top 45 media markets at a minimum.

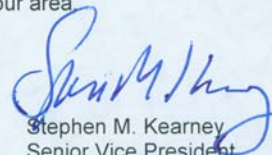
We need to get the word out about the following advantages we offer over the competition:

- Lower prices
- Online price savings
- Free boxes and envelopes
- Free package pickup
- No fee for Saturday delivery
- No fuel surcharge

Corporate Communications is prepared to help plan promotions and events in your location to draw public interest and media attention to our online shipping services. We ask for your cooperation and support in participating in events in your area.



Patrick R. Donahoe
Deputy Postmaster General
and Chief Operating Officer



Stephen M. Kearney
Senior Vice President
Customer Relations

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Holiday Kickoff Event

Overview

This holiday season we want to create awareness and promote the value and convenience of using our shipping services online. Under the guidance of Corporate Communications, holiday promotional events will be conducted on the same day, Tuesday, December 2, in the major media markets to kick off the holiday mailing season.

Postmasters are expected to participate as the lead postal representative to the public for the event in their city. Corporate Communications field staff will plan and promote the kickoff event, with the assistance of Marketing and Consumer Affairs. The primary targets for events are the top media markets, but promotional events can be held in any city or town.

While the Friday after Thanksgiving is the busiest retail shopping day, known as "Black Friday," the following Monday has become known as "Cyber Monday," the busiest shopping day on the Internet. After shoppers have spent the day after Thanksgiving crowding the malls, the following Monday they are crowding the Internet pipelines. We want to tap into that online mentality to call attention to the values and convenience of our shipping services online at USPS.COM[®]. The goal is to make the net-savvy public aware that they can meet all of their shipping needs online on our website, and that we offer the best prices as well.

Key Messages

All of your shipping needs on USPS.COM — It's your one-stop shop for holiday shipping. Buy postage, print shipping labels, order eco-friendly packaging, or request a free package pickup with online convenience at USPS.COM.

The best prices — No fuel surcharges, ever. No extra fee for Saturday delivery. Free package pickup. Free Priority Mail[®] and Express Mail[®] boxes and envelopes. Online convenience and value with our Flat-Rate Boxes. Price savings when you ship online.

Key shipping advantages we offer:

- Lower prices.
- No fuel surcharge.
- No fee for Saturday delivery.
- Free Priority Mail and Express Mail boxes and envelopes.
- Convenience of Flat-Rate Priority Mail Boxes — no calculating weight or postage.
- One-stop shipping online at USPS.COM:
 - Mailing labels and postage created and printed with Click-N-Ship[®] service.
 - Price savings when you ship online.

- Free package pickup.
- Free Delivery Confirmation with Click-N-Ship service.

Other services online:

- CardStore — create your own holiday cards.
- The Postal Store[®] — find philatelic gifts.
- Shipping supplies — order stamps, Priority Mail and Express Mail boxes and envelopes, and packaging supplies.
- ZIP[™] Code lookup.
- Post Office[™] locator.
- Hold mail and change-of-address submissions.

Suggestions for Promotional Activities

Host a holiday promotional event in the lobby of the main Post Office or other prominent facility to demonstrate the ease and convenience of using USPS.COM for all of our customers' shipping needs.

Arrange with your Information Technology department to set up the necessary computer equipment (desktop or laptop computer, printer, large monitor, cables, etc.) to demonstrate easy access to shipping services on USPS.COM. (The person(s) demonstrating should have account information entered in advance.) Set up in an appropriate high-traffic area with good visuals for cameras. Pitch to local morning shows and/or noon news shows for live coverage.

Use a display with a poster-sized print of the USPS.COM home page as a visual to demonstrate site links. Set up a display of shipping products, including Flat-Rate Boxes, as well as holiday stamps and gift items for sale such as ornaments and puzzles. Have holiday fact sheets available for reporters (available through the communications program specialist for your district).

Consider having someone dress as Santa and have the postmaster show him how easy it is to ship online. Offer to show customers coming in with packages how to ship online. Lobby helpers, perhaps in holiday costume, could hand out candy canes and direct customers to Automated Postal Centers[®] (APCs[®]) and other products and services.

Pitch a story on "the great package race." Have a reporter fit as much as he or she can of the same items into two Flat-Rate Boxes, addressing both parcels to the same address. Then have the reporter mail one parcel over the counter and the other using the convenience of USPS.COM. Point out for the reporter how much was saved by going online. The reporter can then report on when the parcels arrived in a later news segment for additional coverage.

Through Marketing and/or Sales, find customers, such as eBay sellers, who rely on USPS shipping to provide testimonials. Pitch to business editors and consumer reporters.

Enlist a local computer club to come in to demonstrate how easy and smart it is to use USPS.COM for shipping.

You can also host demonstrations of CardStore and the Postal Store in addition to demonstrating shipping services online. Add reminders of important shipping deadline dates.

If there is a postal employee choir at the facility, they can sing holiday songs for the customers and provide another visual.

Suggestions for Military Mail Shipping Promotions

USPS.COM Lobby Demonstrations

Order Military Care Kits to use as samples to display at USPS.COM lobby demonstrations. Demonstrate how many holiday gifts can fit in a Priority Mail Flat-Rate Box. Promote "If it fits, it ships," "Care Kits," and "\$2 military discount" on signage. Set up a kiosk/display of retail products, including military-themed items. Create and distribute a one-page calendar with recommended military shipping dates. Create a small business card with phone number to order Military Care Kits (only available by phone). Demonstrate Click-N-Ship service on USPS.COM.

Letter from the Postmaster

Postmasters can send letters promoting \$2 military discount Priority Mail Flat-Rate Box, Care Kits, and recommended military shipping dates to the following: editors of military association newsletters/officials at local military bases, media (focus on consumer reporters), veterans associations, United Services Organization, American Legion, Disabled American Veterans, Veterans of Foreign Wars, U.S. Navy League, Marine Corps League, U.S. Marines, U.S. Army, U.S. Air Force, U.S. Navy, National Guard, U.S. Coast Guard, local military installations/bases, Federal Executive Boards, etc.

Interviews

Wherever possible, have reporters interview APO/FPO military personnel who can share how important it is to receive mail when stationed overseas and away from home, particularly during the holiday season. Create a "goody box" of promotional materials in a Priority Mail Flat-Rate Box to give to each reporter. The box could include all news releases relative to shipping military mail, holiday mailing tips, international products, a 2008 Postal Fact Sheet, and a holiday card addressed to the media thanking them for all the positive coverage throughout the year.

Corporate Communications can help supply the informational materials.

Lobby/Media Event

Contact elementary/junior high students, high school ROTC, Girl Scouts/Boy Scouts, and other community groups to create cards and letters to ship to service men and women overseas. Create a media event and have students or other participants stuff all items into individual Priority Mail Flat-Rate Boxes in the lobby and ship as a group at the retail counter. Stack all the boxes on a table in the lobby for a great photo opportunity prior to mailing. If possible, have several students carry the boxes to a designated sales and service associate (SSA) for mailing. Invite representatives from local veterans associations, and ask them to talk about the importance of receiving mail when stationed overseas during the holidays.

Veterans Day, November 11

Identify Veterans Day events in your local community, and ask to participate to promote the \$2 Military Discount Priority Mail Flat-Rate Box. (See list of links to veterans associations that follow.)

Military Contacts (not inclusive)

Military Network

www.military-network.com

(Under "Re-Connect with Fellow Soldiers", click *military associations*.)

American Legion

www.legion.org/homepage.php

Veterans of Foreign Wars

www.vfw.org

Disabled American Veterans

www.dav.org

Marine Corps League

www.mcleague.com/mdp/index.php

Navy League of the United States

www.navyleague.org

U.S. Coast Guard

www.uscg.mil/top/units/

(Click the appropriate section of the map to get local information.)

American Veterans

www.amvets.org

American Legion

www.legion.org/members/locators/posts

U.S. Department of Veterans Affairs

www1.va.gov/directory/guide/home.asp?isFlash=1

(includes VA hospital locations)

Korean War Veterans Association

www.kwva.org/info_dept_chapter.asp

Military Order of the Purple Heart

www.purpleheart.org/Membership/default.asp

(Click *Chapter Search*.)

United Services Organization

uso.org

(Select *Service Members, Family & Friends, or Veterans*)

U.S. Air Force

www.af.mil/sites/

(Lists all DOD sites and service branches in right column)

Military Addressing Tips: Make Sure Your Mail Reaches the Troops

Service members overseas look forward to receiving your letters and packages. That's why it's important to make sure your mail gets there, to the right person, in the right place.

The Department of Defense has issued the following guidelines for addressing your mail to military and civilian personnel deployed in Operation Iraqi Freedom:

- **Use the Service Member's Full Name.** The Department of Defense cancelled the "Any Service Member" program, so mail must be addressed to someone specific.
- **Include the Unit and APO/FPO** (Air/Army Post Office or Fleet Post Office) address with the ZIP+4[®] code (if one is assigned). Click-N-Ship customers should be advised that the Postal Service and the military will continue to add and update valid APO/FPO addresses for your online labels.
- **Include a return address.**
- **For packages, print on one side only** with the recipient's address in the lower right portion, or print a postage-paid label online with Click-N-Ship service. (Note that ZIP Code prefixes 093 and 964 are currently unavailable for electronic labels.)

Examples:

Sgt. Kevin Taylor
Unit 2050 Box 4190
APO AP 96278-2050

Sgt. Robert Smith
PSC 802 Box 74
APO AE 09499-0074

Seaman Joseph Doe

USCGC Hamilton

FPO AP 96667-3931

Sgt. Jane Doe

CMR 1250

APO AA 09045-1000

Postmaster Letter

It's the time of the season when families and friends of military service members serving overseas are thinking about mailing their holiday gifts. The Postal Service is here to help.

Mail sent overseas to APO/FPO addresses is charged only domestic mail prices. In addition, the Postal Service is offering a \$2 price savings on our largest Flat-Rate Priority Mail Box when sent to APO/FPO addresses. The domestic mail price for the largest Flat-Rate Priority Mail Box is \$12.95, but for packages to APO/FPO addresses the price is reduced to only \$10.95. Flat-Rate Boxes are free at any Post Office, or can be ordered online at USPS.COM. Postage, labels, and Customs forms can be printed online using Click-N-Ship service for most APO/FPO addresses at www.usps.com/clicknship.

The Postal Service also shows its support by offering free Military Care Kits, designed specifically for military families sending packages overseas. The Military Care Kits can be ordered by phone by calling 800-610-8734 and asking for the Military Care Kit. Each kit includes two Priority Mail boxes, six Priority Mail Flat-Rate Boxes, eight Priority Mail labels, one roll of Priority Mail tape, and eight Customs forms with envelopes.

Most importantly, we want your holiday gifts to arrive on time. To ensure delivery of holiday cards and packages by December 25 to military APO/FPO addresses overseas, the Postal Service recommends that mail for service members be entered no later than the mailing dates listed in the following table.

Mail addressed to military post offices overseas is subject to certain conditions or restrictions regarding content, preparation, and handling. APO/FPO addresses generally require Customs forms. To see a table of active APO and FPO addresses and mailing restrictions by individual APO/FPO ZIP Codes, go to <http://www.usps.com/cpim/ftp/bulletin/pb.htm>. Select the current issue, and look for the heading "Overseas Military Mail."

Military Mail Addressed To	Express Mail® Military Service (EMMS)	First-Class Mail® Letters/Cards	Priority Mail®	Parcel Airlift Mail (PAL)	Space Available Mail (SAM)	Parcel Post®
APO/FPO AE ZIPs 090-092	Dec 18	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AE ZIP 093	N/A	Dec 4	Dec 4	Dec 1	Nov 21	Nov 13
APO/FPO AE ZIPs 094-098	Dec 18	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AA ZIPs 340	Dec 18	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13
APO/FPO AP ZIPs 962-966	Dec 18	Dec 11	Dec 11	Dec 4	Nov 28	Nov 13

Busiest Mail Day Media Opportunities

This year, the busiest mailing day is projected to be Monday, December 15; and Wednesday, December 17, the busiest delivery day. The media is typically interested in stories involving facts and figures on mail volume during the holiday and how we handle the extra workload.

Some suggested activities are the following:

The Big Cancellation Countdown Contest

Cities in the same region, such as Denver and Phoenix, which compete for the most cancellations on the busiest mailing day, can hold a cancellations contest. Postmasters from each city can bet each other for bragging rights or some nominal prize (e.g., a case of a locally famous food item) to see which city cancels the most mail that day. Hourly totals can be posted in the plant and Post Office lobbies and e-mailed to the media. Results can be pitched to late news broadcasts and the next day's morning shows.

Media Tours

While b-roll (stock video footage) of mail processing operations is available via Pathfire, a Web distribution system for video, on USPS.COM for media use, local media may want to see local plant operations. If there are no security issues, media should be invited to see how we do what we do. Corporate Communications will assist with media contacts and planning.

The plant manager, district manager, or postmaster should be available for interviews. Local managers should have statistics at hand on mailing volume, employees, vehicles, facilities, alternate access, retail hours, mailing deadlines, etc.

Determine the best time of day to show mail processing activities — typically late afternoon or early evening when canceling operations are running. Plot out the tour path in advance to showcase operations and identify the best photo opportunities. Identify employees who can speak well about their work.

Corporate Communications staff is ready to assist with media advisories, press releases, and press kits, and help with follow-up calls to local reporters and assignment/news desk editors. Pitch local media as well on last-minute

shipping/packing tips, local extended hours, online convenience and price savings at USPS.COM, mailing deadline dates, etc.

Busiest Delivery Day

If feasible, offer media access to Post Office or station delivery units as long as it is not disruptive to operations. Typically, the best time would be in the early morning when the carriers are preparing to go on their routes.

The postmaster can discuss expected delivery volume and remind customers of the last days to mail for delivery by Christmas, extended hours, shipping on USPS.COM, etc. Another option is to have a reporter follow one of the unit's outstanding carriers on route. Alternatively, a well-known local TV reporter could do some surprise package pickups on the carrier's route.

Hispanic Customer Outreach

It is important this holiday season that the growing Hispanic market be considered in any promotions. For example, promoting services such as Dinero Seguro is one way to develop and expand customer relationships in the local communities. Work with the Hispanic Program specialist in your area to develop events and ensure Spanish-language spokespersons are represented at local events.

Suggested Publicity Ideas for Developing Events

- Invite the community and media to a demonstration of how to use APCs in Spanish.
- Invite the community and media to Passport Fairs targeted to the Hispanic population. Ensure Spanish-speaking clerks are onsite.
- Consider promoting Dinero Seguro at shopping centers in Hispanic neighborhoods, with flyers posted in Hispanic-owned businesses and grocery stores (bodegas).
- Promote contract postal units (CPUS) in shopping centers in Hispanic neighborhoods.
- Leverage Hispanics on stamps as an entry to community and business activities.

- Conduct business seminars targeting Hispanic-owned businesses. Use as a platform for promoting the entire suite of services at USPS.COM.
- Look for opportunities with Univision, Telemundo, and CNN in Español, especially in major Spanish-language news media locations, such as Los Angeles, Miami, Southwestern states, and in the New York metro area.
- Secure spots on radio talk/news shows, focusing on CNN in Español and the Hispanic Radio Network.

Many press releases and postmaster outreach articles are available in Spanish translations. Contact the Corporate Communications staff person for your district for assistance with media outreach.

Talking Points (Bilingual) on Shipping Services, Stamps, and Diversity Programs

Shipping Services

- The Postal Service is in the shipping business, offering competitive products at competitive prices.
- The Postal Service now can add pricing flexibility to its list of products and services all aimed at improving consumer options and value.
- These prices, coupled with service enhancements made in recent years, give the Postal Service a competitive edge that other shipping companies will find hard to beat.
- Consumers and businesses now have a choice of online savings, volume pricing, and rebates when doing business with the Postal Service.

Temas de Conversación Para los Servicios de Envío

- El Servicio Postal está en el negocio de los envíos y ofrece productos competitivos a precios competitivos.
- Ahora, el Servicio Postal puede agregar flexibilidad de precios a su lista de productos y servicios, todo dirigido a mejorar las opciones y la economía del consumidor.
- Estos precios, además de las mejoras en el servicio en años recientes, dan al Servicio Postal un margen competitivo que a otras compañías de envíos le es difícil superar.
- Al hacer negocios con el Servicio Postal, ahora los consumidores tienen opciones de ahorro, en Internet descuentos y reembolsos por volume.

Stamps and Diversity

1. Postage stamps do much more than just make it possible for your mail to be delivered. For more than 150 years, the Postal Service, through its stamp program, has celebrated the people, events, and cultural milestones that form our unique American experience.
2. Postage stamps help tell the story of our shared heritage, one that is immensely rich because of its diversity. The Postal Service's commemorative stamp program honors Americans who have made notable contributions to American heritage.
3. Since 1869, the Postal Service's commemorative stamp program has been honoring Hispanic people, places, and events, beginning in 1869 with a *Spanish Explorers* stamp set, which included Rodrigo de Escobar. Contemporary stamps included baseball great, Roberto Clemente; labor leader, Cesar E. Chavez; artist, Frida Kahlo; the Panama Canal; San Juan, Puerto Rico; Southwest Settlement; Cinco de Mayo; and the popular *Latin Dance* and *Latin Jazz* stamps.
4. The *American Journalists* stamp series honors five journalists, including Ruben Salazar, who reported some of the most important stories of the 20th century.
5. The Postal Service recognizes and honors diversity in its workforce, and employs more than 56,000 Hispanics, from mail handlers to vice presidents, who take pride in helping to deliver record-breaking service to the American people.
6. The Postal Service's commitment to a diverse workforce was reflected in its being named one of the best companies for Hispanics, an honor from *Hispanic Business* magazine.
7. Another reflection of the Postal Service's commitment to diversity is its Employee Development and Diversity department, which oversees programs such as National Diversity Initiatives, Leadership Development and Talent Management, Employee Development, and Equal Employment Opportunity.
8. Voted the most trusted governmental agency by the American people for 3 consecutive years (Ponemon Institute), the Postal Service fosters a business culture that provides an inclusive work environment for all employees.
9. Distinguished author and professor, Dr. Clara Rodriguez, a member of the Postal Service's Citizen's Stamp Advisory Committee, will assist the Postal Service with its longstanding tradition of honoring great Americans, places, and events on postage stamps.

Temas de Conversación Para los Sellos Postales, y la Diversidad

1. Los sellos postales hacen mucho más que permitir la entrega de su correspondencia. Durante más de 150 años, el Servicio Postal, a través de su programa de sellos postales, ha celebrado a las personas, los acontecimientos y los hitos culturales que conforman nuestra singular experiencia estadounidense.
2. Los sellos postales ayudan a contar la historia de nuestra herencia común, la cual es inmensamente rica debido a su diversidad. El programa de sellos postales conmemorativos del Servicio Postal rinde homenaje a los estadounidenses que han realizado contribuciones notables al legado de los Estados Unidos.
3. Desde 1869, el programa de sellos postales conmemorativos del Servicio Postal ha estado rindiendo homenaje a personas, lugares y acontecimientos hispanos, comenzando en 1869 con un juego de sellos postales sobre los exploradores españoles que incluyó a Rodrigo de Escobar. Entre los sellos postales contemporáneos se han incluido el gran beisbolista Roberto Clemente, el líder sindical César E. Chávez, la artista Frida Kahlo, el canal de Panamá, San Juan, Puerto Rico, los asentamientos del sudoeste, el 5 de mayo y sellos postales sobre danzas y jazz populares latinas.
4. La serie de sellos postales "Periodistas estadounidenses" rinde homenaje a cinco periodistas, incluido Rubén Salazar, quien informó algunos de los acontecimientos más importantes del siglo XX.
5. El Servicio Postal reconoce y rinde homenaje a la diversidad de sus trabajadores; emplea a más de 56,000 hispanos, desde personas que manejan la correspondencia hasta vicepresidentes, quienes se enorgullecen en ayudar a suministrar un servicio sin precedentes a la población estadounidense.
6. El compromiso del Servicio Postal con la diversidad de sus trabajadores se reflejó en haber sido designado como una de las mejores compañías para los hispanos, un galardón otorgado por la revista *Hispanic Business*.
7. Otro reflejo del compromiso del Servicio Postal con la diversidad es el Departamento de Desarrollo y Diversidad de los Empleados, el cual supervisa programas tales como las iniciativas nacionales de diversidad, el desarrollo de liderazgo y gerencia de talentos, el desarrollo del empleado y la igualdad de oportunidades laborales.
8. Escogida como la agencia gubernamental de mayor confianza durante tres años consecutivos por la población estadounidense (Ponemon Institute), el

Servicio Postal fomenta una cultura empresarial que ofrece un ambiente laboral inclusivo para todos los empleados.

9. La distinguida escritora y profesora, Dra. Clara Rodríguez, miembro del Comité Asesor de Sellos Postales de Ciudadanos del Servicio Postal, ayudará a dicha organización con su larga tradición de rendir homenaje a las grandes figuras estadounidenses, sus sitios y acontecimientos, mediante sellos postales.

For assistance on any media event planning, press releases, or media advisories, contact the communications program specialist who covers your district.

Corporate Communications Area Managers

Capital Metro

Deborah Yackley

301-548-1465

deborah.a.yackley@usps.gov

Eastern

Paul Smith

215-931-5054

paul.f.smith@usps.gov

Great Lakes

Jim Mruk

630-539-6565

james.a.mruk@usps.gov

New York Metro

Monica Hand

212-330-5139

monica.a.hand@usps.gov

Northeast

Debra Hawkins

860-285-7265

debra.a.hawkins@usps.gov

Pacific

Don Smeraldi

858-674-3149

don.a.smeraldi@usps.gov

Southeast

Luis Casanova

214-819-8748

luis.m.casanova@usps.gov

Southwest

Larry Dingman (Acting)

901-747-7544

larry.d.dingman@usps.gov

Western

Teresa Rudkin (Acting)

303-313-5130

teresa.rudkin@usps.gov

— Field Communications,
Corporate Communications, 10-23-08

U.S. POSTAL SERVICE HOLIDAYS BY THE NUMBERS

232	Number of years the U.S. Postal Service has been delivering holiday cheer.
19 billion	Number of cards, letters and packages to be delivered between Thanksgiving and Christmas.
3.4 billion	Number of letters mailed over the holidays.
960 million	Number of pieces of mail processed on Dec. 15, the busiest mailing day of the year.
700 million	Average number of pieces of mail processed daily.
826 million	Average number of pieces of mail processed daily during the holidays.
20 million	In pounds, the amount of mail the Postal Service will process for overseas military installations, including war zones in Iraq and Afghanistan.
7,400	Number of Post Offices with expanded hours.
214,500	Number of vehicles used to transport holiday mail, including 188,336 half-ton trucks.
2.17 billion	Number of holiday stamps the Postal Service printed this year.
130 million	Number of customers who visit the Post Office during the holidays.

Mail-by Dates

Dec. 4	Military mail destined for Iraq or Afghanistan
Dec. 11	Military mail to other international destinations
Dec. 16	Parcel Post, the most economical service
Dec. 20	First-Class Mail
Dec. 20	Priority Mail
Dec. 23	Express Mail



ISN'T IT TIME TO RETHINK YOUR SHIPPING?

This holiday, the U.S. Postal Service is giving you something you can really use. More time. Do all your shipping and more online. Pay postage and print shipping labels. Order flat-rate boxes, the ultimate gift box. Check holiday mailing dates. All at a time and day convenient to you. Here are some time-saving tips and free services to help make the holidays a little brighter:

FREE package pickup: Don't fight Mother Nature. Stay inside where it's nice and warm and let the Postal Service do what it does best – pick up and deliver mail. Prepare Priority Mail and Express Mail packages then notify us online at usps.com/pickup that they're ready to be picked up. Free package pickup is available from home or office, regardless of the weather. Unlike other shipping companies, there is no fee for the service.

FREE eco-friendly boxes and envelopes: Send a very "green" holiday message across town or around the world when sending Priority Mail and Express Mail packages and envelopes. The U.S. Postal Service is the only mailing or shipping company in the nation to achieve "Cradle to Cradle"SM Certification for human and environmental health. These supplies are 100-percent recyclable. To make it even easier, the same box can be used for domestic or international mail.

FREE shipping supplies: Tape, labels, international mailing products, even customs forms are available online at usps.com – at no charge. Chose from a variety of Priority Mail and Express Mail envelopes and packages, including the popular flat-rate box, and Priority Mail boxes for mailing videos, DVDs or CDs. Stop wasting time searching for a cardboard box or abandoned shoe box. Everything you need is online and can be shipped to your home or office.

FREE military Care Kits: The Postal Service has created a special mailing and shipping kit designed specifically for military families sending packages overseas. Each Care Kit contains two Priority Mail boxes, six Priority Mail Flat Rate boxes, eight Priority Mail labels, one roll of Priority Mail tape and eight customs forms with envelopes. Call 1-800-610-8734 and ask for the Care Kit.



10 THINGS YOU DON'T KNOW ABOUT THE U.S. POSTAL SERVICE

1. Don't fight Mother Nature this holiday season. Stay inside where it's nice and warm and let the Postal Service do what it does best — pick up and deliver mail. Free package pickup is available from home or office, regardless of the weather.
2. Unlike other shipping companies, there is no fee for the service. usps.com/pickup
3. The Postal Service will process more than 20 million pounds of mail for delivery to military installations around the world, including war zones in Iraq and Afghanistan.
4. Greeting cards, postcards, gift cards from more than 20 national retailers, even year-end letters to family and friends can be created, packaged and mailed through usps.com. Hassle-free shopping at a time that's convenient to you. usps.com/cardstore
5. Santa isn't the only one working on Christmas. The Postal Service will deliver Express Mail in most major cities on Dec. 24 and Dec. 25.
6. Going away for the holidays? Don't worry. Premium Forwarding Service allows you to have all your mail sent to you at your temporary location. Most mail is forwarded once a week by Priority Mail. usps.com/premiumforwarding
7. The Postal Service will deliver 19 billion cards, letters and packages between Thanksgiving and Christmas Eve. On average, the Postal Service processes 700 million pieces of mail every day. During the holidays, that volume will increase to 826 million pieces of mail.
8. The Postal Service handles 46 percent of the world's card and letter mail volume — delivering more mail to more addresses in a larger geographical area than any other post in the world.
9. To move all this mail, the Postal Service will increase air cargo lift of mail by almost 32 percent and put 214,500 delivery vehicles on roadways. By Dec. 9, the National Operations Center will be staffed around the clock, seven days a week, to monitor and coordinate mail transportation nationwide.
10. More than 1.4 billion holiday Nutcracker stamps will be printed this year. Stamps recognizing Kwanzaa, Hanukkah and Eid, as well as the Madonna and Child image, are available during the holiday season.

Log on to usps.com and step into a Post Office. Ship a package, arrange a free package pickup, purchase stamps, design and print holiday cards, print postage and shipping labels and order specialty philatelic gift products.



U.S. Postal Service (Servicio Postal de EE. UU.) las Fiestas en Cifras

232 — Cantidad de años que el Servicio Postal de EE. UU. ha estado repartiendo la alegría de las fiestas.

19,000 millones — Cantidad de tarjetas, cartas y paquetes a ser entregados entre el día de Acción de Gracias y Navidad.

3,400 millones — Cantidad de cartas enviadas por correo durante las fiestas.

960 millones — Cantidad de piezas postales procesadas el 15 de diciembre, el día del año de más envíos postales.

700 millones — Cantidad promedio de piezas postales procesadas diariamente.

826 millones — Cantidad promedio de piezas postales procesadas durante las fiestas.

20 millones — En libras, la cantidad de correo que procesará el Servicio Postal para instalaciones militares en el exterior, incluidas las zonas de guerra en Irak y Afganistán.

7,400 — Cantidad de Oficinas de Correo con horario ampliado.

214,500 — Cantidad de vehículos utilizados para transportar el correo de las fiestas, incluidos 188,336 camiones de media tonelada.

2,170 millones — Cantidad de estampillas para las fiestas que imprimió el Servicio Postal este año.

130 millones — Cantidad de clientes que visitan la Oficina de Correos durante las fiestas.

Fechas límite de entrega

4 de dic. Correo militar destinado a Irak o Afganistán

11 de dic. Correo militar para otros destinos internacionales

16 de dic. Correo encomiendas postales, el servicio más económico

20 de dic. Servicio de primera clase (First-Class)

20 de dic. Correo prioritario (Priority Mail)

23 de dic. Correo expreso

¿Es Tiempo de Repensar sus Envíos?

Para éstas fiestas de fin de año, el Servicio Postal de los Estados Unidos le ofrece algo que realmente puede utilizar. Más tiempo libre. Haga todos sus envíos y más en línea. Pague el franqueo e imprima etiquetas de envío. Pida cajas de tarifa fija para sus envíos. Compruebe las fechas de envío del día de fiesta. Haga todo esto en el momento y día mas conveniente para usted. A continuación le ofrecemos algunos consejos para ahorrar tiempo y dinero para que las fiestas de fin de año sean más alegres:

Recogida GRATIS de paquetes: Quédese en su casa, adentro donde está cómodo y deje que el Servicio Postal, haga lo que mejor sabe hacer: recoger y entregar correspondencia. Prepare los paquetes de Correo prioritario y Correo expreso y luego infórmenos electrónicamente en www.usps.com/pickup, que están listos, para pasar a recogerlos. Se ofrece éste servicio gratuito para recoger paquetes de su casa o la oficina, sin importar cuales son las condiciones del tiempo. A diferencia de otras empresas de envíos, no se cobra por éste servicio.

Cajas y sobres ecológicos GRATIS: Envíe un mensaje ecológico éstas fiestas, al otro lado de la ciudad o del mundo, cuando haga sus envíos con cajas y sobres de Correo prioritario y Correo expreso. El Servicio Postal, es la única empresa de envíos y correo del país en recibir la certificación "Cradle to CradleSM" por el grado de protección de la salud ambiental y humana. Estos materiales son 100 por ciento reciclables.

Y para hacerlo incluso más fácil, la misma caja se puede utilizar para envíos nacionales o internacionales.

Materiales de envío GRATIS: Cinta adhesiva, etiquetas, productos para envíos internacionales, incluso formularios de aduanas en línea en www.usps.com, sin cargo. Elija entre una variedad de sobres y paquetes Correo prioritario y Correo expreso, como la popular caja de tarifa fija y las cajas de Correo prioritario para enviar videos, DVD o CD. No pierda mas tiempo buscando una caja de cartón o una caja de zapatos. Todo que usted necesita, está al alcance de sus manos en el sitio web y puede ser enviado a su hogar u oficina.

CARE KITS militares GRATIS: El Servicio Postal ha creado un paquete especial, destinado específicamente para los envíos al exterior, que realicen las familias militares. Cada CARE KIT contiene dos cajas de Correo prioritario, seis cajas de Correo prioritario tarifa fija, ocho etiquetas de Correo prioritario, un rollo de cinta adhesiva de Correo prioritario y ocho formularios de aduanas con sus sobres. Llame al 1-800-610-8734 para pedir el CARE KIT.

Diez Cosas Que Usted No Sabe Acerca del Servicio Postal de los Estados Unidos

1. No luche contra la madre naturaleza en esta temporada de fiestas. Quédese en casa donde está cómodo, relajado y deje que el Servicio Postal haga lo que mejor sabe hacer: recoger y entregar correspondencia. Los paquetes se recogen en casa o en la oficina de manera gratuita, llueva, truene o relampaguee.
2. A diferencia de otras empresas de envíos, este servicio se ofrece sin cargo. www.usps.com/pickup
3. El Servicio Postal procesará más de 20 millones de libras (9 millones de kilos) de correo para entregar en

- bases militares alrededor del mundo, incluso en zonas de guerra como Irak y Afganistán.
4. Las tarjetas de felicitación, las postales y las tarjetas de regalo de más de 20 tiendas nacionales, incluso las cartas de fin de año para la familia y los amigos, se pueden crear, empacar y enviar a través de USPS.COM. Vaya de compras sin complicaciones a la hora que más le convenga. www.usps.com/cardstore.
 5. Papá Noel no es el único que trabaja en Navidad. El Servicio Postal entregará Correo expreso en la mayoría de las ciudades principales, el 24 y el 25 de diciembre.
 6. ¿Planea salir durante las fiestas? No se preocupe. El Servicio superior de reenvío (Premium Forwarding Service) le permite solicitar que toda su correspondencia sea enviada al lugar en el que se encuentre temporalmente. La mayor parte de la correspondencia, se reenvía una vez a la semana por Correo con confirmación de entrega. www.usps.com/premiumforwarding
 7. El Servicio Postal entregará unas 19,000 millones de cartas, tarjetas y paquetes entre el Día de Acción de Gracias y Nochebuena. En promedio, el Servicio Postal procesa 700 millones de objetos de correo todos los días. Durante las fiestas, el volumen aumenta a 826 millones de artículos.
 8. El Servicio Postal dirige el 46 por ciento del correo en el mundo, tarjetas y cartas, entrega más correspondencia a más direcciones en un área geográfica más grande que cualquier otro correo en el mundo. Esto incluye 264 millones de tarjetas y cartas el 15 de diciembre solamente, el día de más ocupado del año.
 9. Para mover todo ésta correspondencia correo, el Servicio Postal aumentará los servicios de carga aérea en cerca de 32 por ciento, y pondrá 214,500 vehículos de reparto en calles y carreteras. Para el 9 de diciembre, el Centro Nacional de Operaciones contará con personal las 24 horas, 7 días a la semana, para controlar y coordinar el transporte de correo en todo el país.
 10. Se imprimirán más de 1,400 millones de estampillas de Cascanueces Navideños este año. Se podrán comprar estampillas de Kwanza, anuká y Ramadán, así como de la Virgen y el Niño, durante toda la temporada de fiestas de fin de año.
- Ingresa en USPS.COM y entra en la Oficina de Correos. Envía un paquete, programe una recolección de paquete gratis, compre estampillas, diseñe e imprima tarjetas para las fiestas, imprima estampillas y etiquetas de envío, y pida productos de filatelia para regalo.

Fact Sheet

U.S. Postal Service: Your Holiday Shipping Experts

Send a very green message this holiday season. All Postal Service packaging is constructed from recycled and recyclable materials.

Express Mail®

With guaranteed next day delivery, Express Mail is the fastest service for last minute gifts and holiday messages. Sunday and holiday delivery is available. Contents are automatically insured to \$100 against loss or damage. Tracking is included. Discounted postage and rebates, shipping labels, free Package Pickup and free shipping supplies are available online at usps.com.

Express Mail International®

Send documents and packages around the world at competitive prices with service guaranteed to select destinations (some restrictions apply). Arrives within three to five business days to major destinations. Pay postage online with usps.com/clicknship or an authorized PC Postage provider and save 8 percent.

Global Express Guaranteed®

GXG is the premium international shipping option from the U.S. Postal Service with international transportation and delivery by FedEx Express. GXG offers date-certain delivery in one to three business days to more than 190 countries worldwide†, with a money-back guarantee.* Pay postage online with usps.com/clicknship and save 10 percent.

†Average number of days may vary based on origin and destination.

*Some restrictions apply. Visit usps.com/gxg or see Retail Associate for money-back guarantee details.

Express Mail, Priority Mail and Global Express Guaranteed shipping supplies are free at usps.com or by calling 1-800-ASK-USPS. Express Mail and Priority Mail packaging is 100 percent recyclable and exceeds all EPA environmental standards.

Priority Mail®

Priority Mail delivery is where fast meets affordable! Reach most locations in just two days. And, there are no surcharges for residential or Saturday delivery. Access shipping supplies, postage reductions of up to 11 percent and free Delivery Confirmation online at usps.com.

Priority Mail International®

Priority Mail International service provides customers with a reliable and economical means of sending correspondence and merchandise up to 70 pounds to over 190 countries and territories worldwide. Delivery time is six to 10 business days to major destinations. Receive a 5 percent price reduction by paying postage online through usps.com/clicknship or an authorized PC Postage provider.

Flat-Rate Shipping

The best value on the market! Flat-rate boxes and envelopes let customers ship to any state for the same low price, available for Express Mail and Priority Mail. Global flat rates also are available. Flat-rate shipping virtually eliminates the need to weigh packages and calculate postage. Domestic rates start at \$4.80 for a Priority Mail envelope and \$16.50 for an Express Mail envelope. Lower prices are available online. Choose from three boxes for your shipments, including the new Large Priority Mail Flat Rate Box with 50 percent more room. Saturday and residential deliveries at no extra cost.

International Shipping

International shipments may be subject to Customs examination in the destination country. Customs forms are required. Check requirements at usps.com or your local Post Office.

Hoja de datos

Servicio Postal de los Estados Unidos:

Sus expertos del envío del día de fiesta

Envíe un mensaje muy ecológico en esta temporada de fiestas. Todos los paquetes y sobres del Servicio Postal cumplen con los estándares ambientales más exigentes de reciclaje.

Express Mail®

El servicio más rápido para cartas, documentos o mercancía cuyo tiempo de entrega es muy importante. Garantizamos la entrega al día siguiente o al segundo día en todo el país o le devolvemos su dinero los 365 días del año.*El contenido está asegurado automáticamente por \$100 en caso de pérdida o daño. Puede solicitar firma de prueba de entrega e información de seguimiento.

Express Mail International®

Envíe documentos y paquetes alrededor del mundo con precios competitivos y servicio garantizado a algunos destinos seleccionados.*Llega en cuestión de tres a cinco días hábiles a los destinos principales. Pague el franqueo en línea en usps.com/clicknship y reciba un 8 por ciento de descuento.

Global Express Guaranteed®

GXG es la opción superior de envío internacional desde los EE. UU. Servicio Postal con transporte y entrega internacional a través de FedEx Express. GXG ofrece entregas con certeza de fecha en un plazo de uno a tres días hábiles a más de 190 países del mundo. GXG está disponible en miles de puntos de venta minorista participantes en todo Estados Unidos. Global Express Guaranteed® ofrece una garantía de devolución de su dinero.*

*Aplican algunas restricciones

Los suministros de envío para el correo expreso y el correo con confirmación de entrega son gratuitos en usps.com o llamando al 1-800-ASK-USPS. Los paquetes y sobres son 100 por ciento reciclables y superan todos los estándares ambientales de la EPA.

Priority Mail®

Ofrece el envío de documentos y paquetes en un promedio de dos a tres días y se entrega a cualquier dirección en los EE. UU., incluso apartados postales y direcciones militares.

Priority Mail International®

Priority Mail International (PMI) es un servicio de correo aéreo que le ofrece a los clientes un medio confiable y económico para enviar correspondencia y mercancía de hasta 70 libras (32 kg) a más de 190 países y territorios del mundo. El tiempo de entrega es de seis a diez días hábiles a los destinos principales. Reciba un 5 por ciento de descuento en el franqueo pagado en línea a través de usps.com/clicknship.

Flat-Rate Shipping

El mejor valor del mercado. Las cajas y sobres de tarifa fija le permiten a los clientes hacer envíos a cualquier lugar de los EE. UU. por el mismo precio bajo. Utilice cajas y sobres de tarifa fija disponibles para correo expreso y correo con confirmación de entrega. Envíe cartas o paquetes en un promedio de dos a tres días con los Sobres y cajas de tarifa fija para correo con confirmación de entrega. Para obtener una sola tarifa baja, envíe todo lo que se pueda asegurar adecuadamente en un sobre o caja de tarifa fija a cualquier destino en los EE. UU. Entregas residenciales y los sábados sin costo adicional.

International Shipping

Los envíos internacionales podrían estar sujetos a la inspección de la aduana en el país de destino. Se requieren formularios de aduanas. Consulte los requisitos en usps.com o en su Oficina de Correos local.

Fact Sheet

Do you need stamps?

U.S. Postal Service Makes Buying Stamps Easy

This holiday season, the Postal Service is giving you something you can really use.

More time.

Recommended dates to place orders to ensure holiday delivery:

Postal Store online orders: by 12/18/08

Phone and fax orders: by 12/15/08

Mail orders: by 12/5/08

Buy stamps online – Shop at usps.com/shop. It's "Quick, Easy, Convenient." Buy stamps, stationery, and stamp products from your home or office computer. These services are just a few clicks away using the internet and the Postal Store®. You can buy stamps by price or subject or type and have them delivered to you in just a few days. A small shipping and handling fee is charged.

Buy stamps at an APC™ – The Automated Postal Center® (APC) is a state-of-the-art, self-service mailing kiosk for conducting most retail transactions, including sending packages and letters, buying stamps and searching for a ZIP Code. APCs are fast and easy to use. And there's no service fee for using a credit or debit card. Check with your local Post Office or log on to usps.com for APC locations.

Buy "Stamps By Phone®" – Use the stamp hotline and your debit or credit card to order the postage you need. Just dial 1-800-STAMP-24 (800-782-6724). A small shipping and handling fee is charged.

Buy "Stamps By Mail®" – You don't have to leave your home or office if you order your stamps by mail. Stamps can be ordered through the mail by using a convenient, postage-paid order form. Order forms are available from letter carriers or at a local Post Office. No additional fee is charged for delivery of the stamps.

Buy stamps while shopping – The Postal Service makes stamps available literally at thousands of other locations, including ATM machines at banks, stand-alone vending machines in shopping malls and even grocery stores and supermarkets. Check usps.com for locations.

Buy stamps at your local Post Office – Stamps can always be purchased at local Post Offices. Many Post Offices have extended retail hours during the holiday season. Find the Post Office closest to you at usps.com or by calling 1-800-ASK USPS.

Hoja de datos

¿Necesita estampillas?

El Servicio Postal de EE. UU. (USPS) hace que comprar estampillas sea sencillo

Esta temporada de fiestas el Servicio Postal le regala algo que usted realmente podrá usar.

Más tiempo.

Fechas recomendadas para hacer pedidos y garantizar la entrega antes de las fiestas:

Pedidos en línea de Postal Store (Tienda postal): hasta el 18 de diciembre de 2008

Pedidos por teléfono y fax: hasta el 15 de diciembre de 2008

Pedidos por correo: hasta el 5 de diciembre de 2008

Comprar estampillas en línea – Adquiéralas en usps.com/shop. Es “Rápido, Fácil, Cómodo”. Compre estampillas, papeles y sobres, y productos de estampillas desde la computadora de su hogar o de la oficina. Estos servicios se encuentran a solo unos clic de distancia usando Internet y Postal Store (Tienda postal)[®]. Puede comprar estampillas por precio, tema o tipo, y las recibirá en solo unos días. Se cobra una cantidad pequeña por manipulación y envío.

Adquiera estampillas en un APC[™] – El Centro Postal Automático (Automated Postal Center[®], APC) es un kiosco de última tecnología de correo con modalidad de autoservicio en el que se realizan la mayoría de las transacciones minoristas, incluido el envío de paquetes y cartas, la compra de estampillas y la búsqueda de códigos postales (ZIP codes). Los APC son rápidos y fáciles de usar. Y no se cobra por utilizar tarjetas de crédito o de débito. Consulte la localización de los APC en la Oficina de Correos local o ingrese a usps.com.

Adquiera estampillas por teléfono “Stamps By Phone[®]” – Utilice la línea directa de estampillas y su tarjeta de débito o crédito para pedir el franqueo que necesite. Simplemente marque 1-800-STAMP-24 (800-782-6724). Se cobra una cantidad pequeña por envío y manipulación.

Adquiera estampillas por correo “Stamps By Mail[®]” – No necesita salir de su hogar ni su oficina si pide sus estampillas por correo. Pueden pedirse estampillas por correo utilizando un conveniente formulario de solicitud con franqueo pagado. Los formularios de solicitud pueden obtenerse a través de los carteros o en la Oficina de Correos local. No se cobran cargos adicionales por la entrega de las estampillas.

Adquiera estampillas mientras va de compras – El Servicio Postal ofrece sus estampillas literalmente en miles de otras ubicaciones, incluidos cajeros automáticos en bancos, máquinas expendedoras independientes en centros de compras, e incluso en almacenes y supermercados. Visite usps.com para encontrar las ubicaciones.

Compre estampillas en su Oficina de Correos local – Siempre es posible comprar estampillas en las Oficinas de Correos locales. Muchas Oficinas de Correos han extendido sus horarios al público minorista durante la temporada de fiestas. Encuentre la Oficina de Correos más cercana en usps.com o llame al 1-800-ASK USPS.



Fact Sheet

Customized Postage: Turn Your Favorite Moments into Postage

Four licensed vendors turn photos into postage accepted by the Postal Service on cards and letters.

Use a favorite photo to make your mail even more special.

Customized postage lets you personalize postage with pictures or images using Customized PC Postage® technology. A favorite family memory, a formal wedding portrait, snapshots that capture the fondest memories can help make a card or letter that much more personal. Customized postage can be used on First-Class Mail, Priority Mail and Express Mail for personal and commercial use.

Scan, Click and Go

- **Go online to usps.com/postagesolutions/customizedpostage.htm.** The welcome page allows you to choose from four companies that have demonstrated the ability to meet the security standards of the Postal Service. Have a photo ready and follow the prompts to begin creating your personal postage.
- **Click on a vendor**
The Postal Service website hosts links to each of the four licensed customized postage providers, along with a brief description of their services and offerings. Click on the link to begin creating your own postage.
- **Have your photo handy**
Photos of children, animals, weddings, birthday parties, even corporate logos can all be uploaded and turned into postage that says something special about you. Scan the photo and follow the prompts.
- **What you should know**
You will have to set up an account with the customized postage provider you chose. This makes creating, mailing and paying for your postage easy and secure.

The Companies

PictureItPostage

Connecting people through pictures.

Create large, customized stamps that get noticed. You can match the background color to complement the photo and frame the photo in portrait or landscape format. Print as many stamps as you like – from sheets of 20 to rolls of 3,000.

PhotoStamps

Real postage. Really you.

Free shipping if you use code "USPS" when ordering. Capture your favorite moments on U.S. postage. Choose images from the PhotoStamps collections, including all 32 NFL teams and more than 100 collegiate logos and mascots.

Stamp Expressions

Whether you're personalizing your mail or promoting your business, Stamp Expressions makes it easy to turn photos into real custom stamps. Create custom stamps from digital photos and add a caption to tell your story. Get inspiration from the Idea Gallery.

Zazzle

Make every letter a special delivery

Create unique stamps with a variety of sizes and denominations. Orders are processed and shipped within 24 hours. All products are backed by "The Zazzle Promise." You can choose from a variety of existing images from The Knott Wedding Shop, acclaimed childhood artwork from Pemberton & Oakes and historical photographs from the Library of Congress.

Hoja de datos

Franqueo Personalizado (Customized Postage)

Cuatro vendedores autorizados convierten sus fotos en franqueo aceptado por el Servicio Postal para tarjetas y cartas.

Utilice una foto favorita para hacer que su correo sea aún más especial.

El franqueo personalizado le permite personalizar sus estampillas con imágenes o fotos gracias a la tecnología de personalización Customized PC Postage®. Un recuerdo familiar favorito, un retrato formal de boda y las instantáneas de los recuerdos más queridos pueden hacer de su tarjeta o carta algo mucho más personal. El franqueo personalizado se puede usar en Correo de primera clase, Correo prioritario y Correo expreso para usos personales y comerciales.

Escanee, haga clic y listo

- **Ingrese en usps.com/postagesolutions/customizedpostage.htm.**

La página de bienvenida le permite elegir entre cuatro compañías que han demostrado su capacidad para cumplir con los estándares de seguridad del Servicio Postal. Tenga una foto lista y siga las instrucciones para comenzar a crear su franqueo personalizado.

- **Haga clic en un vendedor.**
El sitio web del Servicio Postal contiene enlaces para cada uno de los cuatro proveedores autorizados de franqueo personalizado, junto con una descripción breve de sus servicios y oferta. Haga clic en el enlace para comenzar a crear sus propias estampillas.
- **Tenga su foto lista.**
Las fotos de niños y de animales, los retratos de bodas, las fiestas de cumpleaños, hasta los logotipos corporativos se pueden subir y convertir en estampillas que dicen algo especial sobre usted. Escanee la foto y siga las instrucciones.
- **Lo que debe saber.**
Necesitará crear una cuenta con el proveedor de franqueo personalizado que elija. Esto hace que crear, enviar y pagar por el franqueo sea fácil y seguro.

Las compañías

PictureItPostage Conectamos a la gente mediante fotografías.

Cree estampillas personalizadas grandes que llamen la atención. Puede ajustar al color del fondo para complementar su foto y enmarcarla en formato vertical u horizontal (de retrato o paisaje). Imprima tantas estampillas como desee, desde hojas de 20 hasta rollos de 3,000.

PhotoStamps Franqueo real. Realmente usted.

Sin cobros por el envío si utiliza el código "USPS" cuando hace su pedido. Capture sus momentos favoritos en estampillas estadounidenses. Elija imágenes de las colecciones PhotoStamps, entre ellas 32 equipos de la NFL y más de 100 logotipos y mascotas universitarios.

Stamp Expressions

Ya sea que esté personalizando su correo o promoviendo su negocio, Stamp Expressions facilita convertir las fotos en estampillas personalizadas de verdad. Cree estampillas personalizadas a partir de fotos digitales y agregue una leyenda que cuente su historia. Déjese inspirar por la Galería de ideas.

Zazzle

Haga de cada carta una entrega especial.

Cree estampillas únicas en diversos tamaños y denominaciones. Los pedidos se procesan y envían en un plazo de 24 horas. Todos los productos están respaldados por "La promesa Zazzle". Puede elegir entre diversas imágenes existentes de Knott Wedding Shop, imágenes infantiles aclamadas de Pemberton & Oakes y fotografías históricas de la Biblioteca del Congreso.

Fact Sheet

Carrier Pickup: Free Pickup Saves a Trip to the Post Office

Free package pickup – from your home or office. At a time that's convenient for you.

Sending & returning packages is quick, easy and convenient at usps.com.

No more waiting in line at the Post Office. The U.S. Postal Service provides free package pickup from your home or office at a time and place that's convenient for you.

Carrier Pickup is Easy to Use

- **Go online to usps.com/pickup**
And follow the prompts. It's free, regardless of the number of packages you're sending. Your letter carrier will pick up your package when your regular mail is delivered. Arrange a next day pickup or let us know up to 30 days in advance that your packages will be ready.
- **Always open**
The Internet never closes. It's open 24 hours a day, 7 days a week, 365 days a year. So when you're ready to schedule a free package pickup, we're ready for you.
- **We pick up International packages, too**
Free package pickup is available for packages being sent by domestic Express Mail, Priority Mail, or returns packages – and international mail.
- **What you should know**
Packages must be ready for shipment before your carrier arrives. Requests must be made by 2 a.m. CT on the day you've requested free package pickup. Maximum weight per package is 70 pounds. There is no limit to the number of packages that can be picked up. Proper postage must be applied.

Click-N-Ship

- **Purchase postage online**
All packages scheduled for free pickup must have proper postage applied prior to pickup. Go to usps.com/clicknship.
- **The Post Office is on your desktop**
Click-N-Ship brings the Post Office to your desktop at home or at the office for no additional fee. Print professional shipping labels and pay for postage.
- **Available services**
Click-N-Ship allows you to print postage on usps.com and pay using any major credit card. You can calculate and compare postage, purchase insurance up to \$500 and even find a ZIP Code.
- **Calculate postage**
Select the type of service for your mailing needs. The Postage Rate Calculator will ask for size, weight, distance and ZIP Code and provide you with the cost of the postage. Postage must be affixed to the package before scheduling your free pickup.

Quick, Easy, Convenient

- **Doing business with USPS**
It's never been easier to do business with us. Whether you're a small business owner or heading a home-based business, usps.com, with free package pickup, is one more way we're responding to our customers' needs.
- **Just in time for the holidays**
Arrange your free package pickup now and beat the holiday rush. Pickups can be scheduled as much as three months in advance. For returning that not-so-perfect gift, use free package pickup and take some of the hassle out of the holidays this year.

Hoja de datos

Recolección por cartero gratuita (Carrier Pickup)

Recolección por cartero gratuita de paquetes de su hogar u oficina. A la hora que le sea cómoda.

Enviar y devolver paquetes es rápido, fácil y cómodo en usps.com.

Basta de filas de espera en la Oficina de Correos. El Servicio Postal de EE. UU. (U.S. Postal Service, USPS) pasa a recoger paquetes por su casa u oficina de manera gratuita a la hora y en el lugar que le sea conveniente a usted.

La recolección por cartero gratuita (Carrier Pickup) es fácil de usar

- **Visite el sitio de Internet usps.com/pickup** y siga las indicaciones. Es gratuito, independientemente de la cantidad de paquetes que envíe. El cartero recogerá el paquete cuando entregue su correo habitual. Programe una recogida para el día siguiente o háganos saber con 30 días de anticipación que sus paquetes estarán listos.
- **Siempre abierto**
Internet nunca cierra. Está abierta las 24 horas, los siete días de la semana, los 365 días del año. Así que cuando usted esté listo para programar la recogida gratuita de paquetes, nosotros estaremos listos para usted.
- **También recogemos paquetes para envíos internacionales**
La recogida gratuita de paquetes está disponible para paquetes que serán enviados por Correo expreso (Express Mail), Correo prioritario (Priority Mail), o devoluciones de paquetes - y los servicios de paquetes internacionales.
- **Qué debe saber**
Los paquetes deben estar listos para el envío antes de que llegue el transporte. Los pedidos deben hacerse antes de las 2. a. m. hora del Centro del día que solicite la recolección gratuita de paquetes. El peso máximo por paquete es de 70 libras. No hay límite para el número de paquetes que pueden recogerse. Debe aplicarse el franqueo correcto.

Click-N-Ship (haga clic y envíe)

- **Adquirir el franqueo en línea**
Todos los paquetes programados para su recogida gratuita deben tener el franqueo correcto aplicado antes de ser recogidos. Ingrese a usps.com/clicknship.
- **La Oficina de Correos está en su escritorio**
Click-N-Ship lleva la Oficina de Correos a su escritorio en el hogar o la oficina sin costo adicional. Imprima etiquetas profesionales de envío y pague el franqueo.
- **Servicios disponibles**
Click-N-Ship le permite imprimir el franqueo en usps.com y pagar usando las principales tarjetas de crédito. Puede calcular y comparar franqueos, adquirir seguros de hasta \$500 e incluso encontrar un código postal (ZIP code).
- **Calcular el franqueo**
Seleccione el tipo de servicio para sus necesidades de correo. El Calculador de Tarifa Postal le pedirá el tamaño, peso, distancia y código postal (ZIP code), y le dará el costo del franqueo. El franqueo debe estar adherido al paquete antes de programar la recogida gratuita.

Rápido, fácil, cómodo

- **Hacer transacciones con el USPS**
Nunca ha sido más fácil realizar transacciones con nosotros. Ya sea usted propietario de un pequeño negocio o dueño de una empresa con sede en el hogar, usps.com, con la recogida gratuita de paquetes, es una manera más con la que respondemos a las necesidades de nuestros clientes.
- **Justo a tiempo para las fiestas**
Organice su recolección por cartero gratuita de paquetes ahora y gáñele al apuro de las fiestas. Las recolecciones pueden programarse con hasta tres meses de anticipación. Para devolver ese regalo no tan perfecto, este año utilice la recogida gratuita de paquetes y tenga un problema menos en esta temporada de fiestas.

Fact Sheet

CardStore™

Cards for personal and business occasions

Greeting Cards
& Gift Cards,
Photo Cards
& Postcards



Create and send high quality, personalized greeting cards, postcards and photo cards from your desktop. Even attach a retailer's gift card. Whether you're sending one card or 10,000, just point and click and create your own personalized greetings. CardStore is fast, easy, and convenient.

Stay in Touch with Family & Friends

- **Remember Special Occasions**— Use the reminder tool so you never miss another birthday or anniversary. Even create cards in advance and set the mail date you want.
- **Personalize Your Greetings**—Choose from our collection of thousands of card designs, or create your own. Write your own message to personalize cards in minutes.
- **Send Holiday Photo Cards**—Make your cards memorable. Upload your favorite digital photo to send the best holiday cards ever. It's easy. CardStore can ship cards to you or mail them directly using your address list.
- **Add a Gift Card**—Make your greeting card special by adding a gift card from the CardStore mall of top national retailers.
- **Invite, Announce, Remind, Change**— CardStore makes it fun to send postcards or folded cards to one or many, whatever the occasion.

Convenient and User-friendly

- **Always Open**—The Internet never closes – create your mailings 24 hours a day, 7 days a week, 365 days a year.
- **Easy, Secure Payment**—Choose from several major credit cards.
- **Easy to Get Started**— Friendly and helpful customer support is available.
 - Phone: 1-866-929-6456
 - Email: Netpost@cardstore.com

Connect with Customers

- **Send High-Impact Mailings**—Use your own image or choose from our extensive collection of card designs to create high-quality postcards and folded cards.
- **Personalize Each Piece**—Use the most powerful tool in direct marketing: personalize every piece in your mailing. It's easy with CardStore.
- **No Minimum Order**—Send a single thank you note or invite your entire mailing list to your holiday party.
- **Fast and Efficient Turn Around**— CardStore will print and mail your cards within two business days. Cards can be mailed directly to your address list or to you.
- **Add a Gift Card**—Recognize employees, thank vendors and clients. Select gift cards ranging from \$10 to \$100 from CardStore's mall of top national retailers.
- **Take Advantage of Special Features:**
 - Add your logo
 - Apply your signature
 - Schedule mailings in advance
 - Upload and store your mailing list
 - Have a complete record of your mailings
 - Add other users to your account
- **Introduce, Invite, Remind, and Impress** — CardStore makes it so much easier to be in touch with customers, prospects, and colleagues.
- **Choose from these Formats:**
 - Regular Postcard (4.25" x 6")
 - Large Postcard (5" x 7")
 - Folded Card in Envelope (5" x 7")

For more information visit:
www.USPS.com/cardstore

Hoja de datos

CardStore™

Tarjetas para ocasiones especiales y su negocio

Tarjetas de felicitación y tarjetas de regalo Tarjetas fotográficas y Postales



Cree y envíe tarjetas de felicitación personalizadas de alta calidad, postales o tarjetas fotográficas desde su escritorio. También puede incluir una tarjeta de regalo de alguna de las tiendas participantes. Ya sea que esté enviando una tarjeta o diez mil, solo haga clic para crear sus propios saludos personalizados. CardStore es rápida, fácil y conveniente.

Manténgase en contacto con la familia y los amigos

- **Recuerde las ocasiones especiales:** Utilice la herramienta de recordatorio para que nunca vuelva a olvidarse de otro cumpleaños o aniversario. Puede hasta crear las tarjetas con anticipación y enviarlas en la fecha que desee.
- **Personalice sus saludos:** Elija entre nuestra colección de miles de diseños de tarjetas o cree el suyo. Escriba su propio mensaje para personalizar su tarjeta en minutos.
- **Envíe tarjetas fotográficas para las fiestas de fin de año:** Haga de sus tarjetas algo inolvidable. Suba su fotografía digital favorita para enviar las mejores tarjetas que hayan existido jamás para las fiestas de fin de año. Es fácil. CardStore puede enviarle las tarjetas a usted o directamente a su lista de correo.
- **Agregue una tarjeta de regalo:** Haga de su tarjeta de felicitación algo especial agregando una tarjeta de regalo de una de las mejores tiendas nacionales, disponibles en CardStore.
- **Invite, anuncie, recuerde, cambie:** CardStore hace divertido enviar postales o tarjetas dobladas a una persona o a muchas, no importa la ocasión.

Es conveniente y fácil de usar

- **Siempre está abierto:** La Internet nunca cierra, así que puede crear sus envíos las 24 horas al día, los siete días a la semana, los 365 días del año.

- **Pago fácil y seguro:** Elija entre las principales tarjetas de crédito.
- **Fácil de comenzar:** Usted cuenta con servicio al cliente amable y servicial.
 - Teléfono: 1-866-929-6456
 - Dirección de correo electrónico: Netpost@cardstore.com

Conéctese con sus clientes

- **Envíe correo de alto impacto:** Use su propia imagen o elija entre nuestra extensa colección de diseños de tarjetas para crear postales y tarjetas dobladas de alta calidad.
- **Personalice cada pieza:** Use la herramienta más poderosa del mercadeo directo y personalice cada artículo. Es fácil con CardStore.
- **No hay pedido mínimo:** Envíe una sola nota de agradecimiento o invite a todos los de su lista de correo, a su fiesta de fin de año.
- **Envío rápido y eficiente:** CardStore imprimirá y enviará sus tarjetas dentro de dos días hábiles. Las tarjetas pueden ser enviadas, directamente a su lista de direcciones o a usted.
- **Agregue una tarjeta de regalo:** Bríndeles un reconocimiento a sus empleados, y agradezca a sus proveedores y clientes. Elija una tarjeta de regalo de entre \$10 y \$100 de entre uno de las tiendas nacionales disponibles en CardStore.
- **Aproveche las ventajas:**
 - Agregue su logotipo
 - Agregue su firma
 - Programe los envíos con anticipación
 - Suba y guarde su lista de correo
 - Lleve un registro completo de sus envíos
 - Agregue otros usuarios a su cuenta
- **Presente, invite, recuerde e impresione:** CardStore facilita permanecer en contacto con clientes, futuros clientes y colegas.
- **Elija entre los siguientes formatos:**
 - Tarjeta postal regular (4.25" x 6")
 - Postal grande (5" x 7")
 - Tarjeta doblada en un sobre (5" x 7")

Para obtener más información, visite www.USPS.com/cardstore

Fact Sheet

Automated Postal Center: Self-Service Kiosks Offer Convenience to Customers

APCs handle 80 percent of the same transactions customers can conduct in a Post Office.

Sending packages is quick, easy and convenient using the APC.

Mail packages regardless of Post Office hours using self-service kiosks located in thousands of Post Offices lobbies across the country. APCs are as easy to use as an ATM, but without the fees. APCs accept major credit and debit cards — and generate a receipt for payment. All APCs are capable of conducting business in Spanish.

But Don't Stop With Packages!

- **You Can Do the Following at an APC:**
 - ✓ Purchase postage for First-Class Mail, Express Mail, Priority Mail and Parcel Post.
 - ✓ Weigh and determine the rate for envelopes and packages up to 70 pounds.
 - ✓ Buy sheets of stamps.
 - ✓ Find a ZIP Code.
 - ✓ Produce Express Mail labels and Certified Return Receipt forms.
 - ✓ Add insurance, Delivery Confirmation Service, Certified Mail or Return Receipt.

- **APCs Are Always Open**

Most APCs are open 24 hours a day, seven days a week, 365 days a year. APCs allow customers to use the Postal Service at a time that is convenient for them, regardless of Post Office hours.

- **Transactions Are Private and Secure**

Because APCs are located in Post Office lobbies, customers can use the Automated Postal Centers without worry. Transactions are private and secure.

How to Use the APC

- **Follow the Easy Step-by-Step Instructions**

A touch screen guides customers through transactions by providing a series of prompts for each purchase or sale. During Post Office hours, a retail associate can help answer questions.

- **Determine Postage for Packages**

Every APC has a scale to weigh packages. Use the ruler near the scale area to measure packages. Weight and size help determine the proper amount of postage. Customers enter the destination and decide how quickly the package should arrive in order to calculate postage.

- **Print Shipping Labels and Pay**

APCs allow customers to print shipping labels for the service they've selected and pay with a credit or debit card. Packages should be placed in the parcel slot next to the APC. Packages up to 12 inches high by 14 inches deep by 20 inches wide can be accepted.

Quick, Easy, Convenient

- **Doing Business With the USPS**

Whether you're a small-business owner, heading a home-based business or a busy consumer looking for an extra hour in the day, APCs are one more way the Postal Service responds to customers' needs.

- **Just in Time for the Holidays**

Avoid lines that always seem longer around the holidays by stopping first at the APC. It could be just what Santa ordered this holiday season.

Hoja de datos

Centro Postal Automático:

Kioscos de autoservicio que les ofrecen comodidad a los clientes

Los APC manejan el 80% de las mismas transacciones que los clientes pueden

Enviar paquetes es rápido, fácil y cómodo con los APC.

Envíe paquetes sin importar el horario comercial de la Oficina de Correos usando los kioscos de autoservicio ubicados en miles de vestíbulos de las Oficinas de Correos de todo el país. Los APC son igual de fáciles de usar que los cajeros automáticos, pero no se cobra cargo alguno por usarlos. Los APC aceptan las principales tarjetas de crédito y de débito, y generan un recibo de pago. Todos los APC pueden realizar transacciones en español.

¡Pero no se limite a los paquetes!

- **Puede hacer lo siguiente en un APC:**
 - ✓ Adquirir franqueos para Correo primera clase (First Class), Correo expreso (Express Mail), Correo prioritario (Priority Mail), y Servicio de encomiendas postales (Parcel Post).
 - ✓ Pesar y determinar la tarifa postal de sobres y paquetes de hasta 70 libras.
 - ✓ Comprar hojas de estampillas.
 - ✓ Encontrar un código postal (ZIP code).
 - ✓ Crear etiquetas para el Correo expreso y avisos de recibos certificados.
 - ✓ Agregar seguro, servicio de Confirmación de la entrega, Envíos certificados o aviso de recibo.
- **Los APC siempre están abiertos**

La mayoría de los APC están abiertos las 24 horas, los siete días de la semana, los 365 días del año. Los APC permiten que los clientes utilicen el Servicio Postal a la hora que más les convenga, independientemente del horario comercial de la Oficina de Correos.
- **Las transacciones son privadas y seguras**

Debido a que los APC están ubicados en los vestíbulos de las Oficinas de Correos, los clientes pueden utilizar los Centros Postales Automáticos sin preocupaciones. Las transacciones son privadas y seguras.

Cómo utilizar un Centro Postal Automático (APC)

- **Siga las sencillas instrucciones paso a paso**

Una pantalla táctil guía a los clientes a lo largo de las transacciones al darles una serie de indicaciones para cada compra o venta. Durante el horario de la Oficina de Correos, un empleado podrá responder a sus preguntas.

- **Determine el franqueo para paquetes**

Cada APC cuenta con una balanza para pesar los paquetes. Utilice la regla que se encuentra cerca del área de la balanza para medir los paquetes. El peso y el tamaño ayudan a determinar la cantidad correcta de franqueo. Para calcular el franqueo los clientes escriben el destino y deciden cuán rápido debe llegar el paquete.

- **Imprima las etiquetas de envío y pague**

Los APC permiten que los clientes impriman las etiquetas de envío para el servicio que han seleccionado y paguen con tarjeta de crédito o de débito. Los paquetes deben ser colocados en la ranura para paquetes junto al APC. Pueden aceptarse paquetes de hasta 12 pulgadas de alto por 14 pulgadas de profundidad y 20 pulgadas de ancho.

Rápido, fácil, cómodo

- **Hacer transacciones con el USPS**

Ya sea usted propietario de un pequeño negocio, dueño de una empresa con sede en el hogar, o un cliente ocupado que necesita una hora adicional en el día, los APC son una manera más con la que el Servicio Postal responde a las necesidades de sus clientes.

- **Justo a tiempo para las fiestas**

Evite las colas que siempre parecen más largas cuando llegan las fiestas deteniéndose primero en el APC. Podría ser justo lo que pidió Santa para estas fiestas.

Policies, Procedures, and Forms Updates

Manuals

ELM Revision: Processing Requests for Leave Under FMLA

Effective immediately, the *Employee and Labor Relations Manual* (ELM) is revised to reflect changes in procedures related to processing requests for leave under provisions of the Family and Medical Leave Act (FMLA). The following sections are revised: 512.412, 513.332, and 515.51.

Employee and Labor Relations Manual (ELM)

	*	*	*	*	*
5					
	Employee Benefits				
510					
	Leave				
	*	*	*	*	*
512					
	Annual Leave				
	*	*	*	*	*
512.4					
	Authorizing Annual Leave				
	*	*	*	*	*
512.41					
	Requests for Annual Leave				
	*	*	*	*	*

512.412 Emergencies

[Revise 512.412 to read as follows:]

An exception to the advance approval requirement is made for emergencies; however, in these situations, the employee must notify appropriate postal authorities of the emergency and the expected duration of the absence as soon as possible.

When sufficient information is provided to determine that the absence may be covered by the Family and Medical Leave Act (FMLA), Department of Labor Form WH 380, *Certification of Health Care Provider (Family and Medical Leave Act of 1993)*; Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act*; and a return envelope will be mailed to the employee's address of record. A PS Form 3971 will be provided to the employee upon his or her return to duty.

When sufficient information to determine that the absence is covered by FMLA is not provided in advance of the absence, the employee must submit a PS Form 3971 and applicable medical or other certification upon returning to

duty and explain the reason for the emergency to his or her supervisor.

Supervisors approve or disapprove the leave request. When the request is disapproved, the absence may be recorded as LWOP or absent without leave (AWOL) at the discretion of the supervisor as outlined in 512.422.

	*	*	*	*	*
513					
	Sick Leave				
	*	*	*	*	*
513.3					
	Authorizing Sick Leave				
	*	*	*	*	*
513.33					
	Requests for Sick Leave				
	*	*	*	*	*

513.332 Unexpected Illness or Injury

[Revise 513.332 to read as follows:]

An exception to the advance approval requirement is made for unexpected illness or injuries; however, in this situation the employee must notify appropriate postal authorities of his or her illness or injury and expected duration of the absence as soon as possible.

When sufficient information is provided to determine that the absence may be covered by the Family and Medical Leave Act (FMLA), Department of Labor Form WH 380, *Certification of Health Care Provider (Family and Medical Leave Act of 1993)*; Publication 71, *Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act*; and a return envelope will be mailed to the employee's address of record. A PS Form 3971 will be provided to the employee upon his or her return to duty. When sufficient information to determine that the absence is covered by FMLA is not provided in advance of the absence, the employee must submit a PS Form 3971 and applicable medical or other certification upon returning to duty and explain the reason for the absence. Employees may be required to submit acceptable evidence of incapacity to work as outlined in the provisions of 513.36, Sick Leave Documentation Requirements, or noted on the reverse of PS Form 3971 or Publication 71, as applicable.

The supervisor approves or disapproves the leave request. When the request is disapproved, the absence may be

recorded as annual leave or, if appropriate, as LWOP or AWOL, at the discretion of the supervisor as outlined in 513.342.

* * * * *

515 Absence for Family Care or Illness of Employee

* * * * *

515.5 Documentation

515.51 General

[Revise the first paragraph of 515.51 to read as follows:]

An employee must provide the FMLA coordinator a PS Form 3971, together with documentation supporting the request, at least 30 days before the absence if the need for the leave is foreseeable. If an FMLA coordinator has not been designated, the documentation should be submitted to a supervisor. If 30 days notice is not practicable, the employee must give notice as soon as practicable. Ordinarily the employee should give at least verbal notification within 1 or 2 business days of the time the need for leave becomes known. A copy of the completed PS Form 3971 is returned to the employee along with a copy of Publication 71, which details the specific expectations and obligations

and the consequences of a failure to meet these obligations.

* * * * *

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

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *Manuals*.

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

The ELM is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *All Products & Services*, then *Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

— Health and Resource Management,
Employee Resource Management, 10-23-08

IMM Revision: Global Express Guaranteed Service — Value Limit of Shipments

Effective October 23, 2008, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®)* to clarify language concerning the maximum allowable value of Global Express Guaranteed® (GXG®) shipments. Mailers are required to certify that their GXG shipments do not contain any restricted or dangerous goods and that filing of Electronic Export Information (EEI), formerly known as the Shipper’s Export Declaration (SED), is not required.

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

* * * * *

2 Conditions for Mailing

210 Global Express Guaranteed

211 Description

* * * * *

211.2 Eligibility

[Revise the second and third sentences as follows:]

***Mailers certify that the shipment does not contain any restricted or dangerous goods prohibited by the destination country or postal regulations and does not require the filing of Electronic Export Information (EEI), formerly known

as the Shipper’s Export Declaration (SED). The maximum value of a GXG document or non-document shipment is \$2,499 or a lesser amount if limited by country, content, or value.***

* * * * *

215 Inquiries, Postage Refunds, and Indemnity Claims

* * * * *

215.5 Insurance

215.51 Insurance for Global Express Guaranteed

[Revise the third sentence and add a new fourth sentence as follows (the previous fourth sentence, beginning with “Coverage,” remains the last sentence in the paragraph):]

Additional insurance may be purchased for document and non-document shipments (section 215.52). The total cost of document reconstruction or for insurance purchased for non-documents, cannot exceed \$2,499 or a lesser amount as limited by country, content, or value.

* * * * *

217 Mail Preparation

217.1 Preparation by the Sender

* * * * *

[In item c, revise the fourth sentence as follows (removing the first word, "Non-document"):]

Shipments cannot have a value that exceeds \$2,499 or a lower value set by the destinating country.

* * * * *

Individual Country Listings

* * * * *

Global Express Guaranteed

* * * * *

[For each individual country listing with GXG service — with the exception of Argentina; Benin; Bhutan; Cape Verde; Congo, Democratic Republic of the; Gambia; and Rwanda (see below for information regarding revisions to these countries) — add a new section before "Size Limits (216.5)" to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to this country is \$2,499 or a lesser amount if limited by content or value.

* * * * *

Argentina

* * * * *

Global Express Guaranteed

* * * * *

[Add a new section before "Size Limits (216.5)" to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to Argentina is \$1,000 or a lesser amount if limited by content or value.

* * * * *

Benin

* * * * *

Global Express Guaranteed

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[Add a new section before "Size Limits (216.5)" to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to Benin is \$2,000 or a lesser amount if limited by content or value.

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Bhutan

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Global Express Guaranteed

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[Add a new section before "Size Limits (216.5)" to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to Bhutan is \$100 or a lesser amount if limited by content or value.

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Cape Verde

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Global Express Guaranteed

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[Add a new section before "Size Limits (216.5)" to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to Cape Verde is \$1,000 or a lesser amount if limited by content or value.

* * * * *

Congo, Democratic Republic of the

* * * * *

Global Express Guaranteed

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[Add a new section before "Size Limits (216.5)" to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to the Democratic Republic of the Congo is \$1,000 or a lesser amount if limited by content or value.

* * * * *

Gambia

* * * * *

Global Express Guaranteed

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[Add a new section before “Size Limits (216.5)” to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to Gambia is \$1,000 or a lesser amount if limited by content or value.

* * * * *

Rwanda

* * * * *

Global Express Guaranteed

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[Add a new section before “Size Limits (216.5)” to read as follows:]

Value Limit (211.2)

The maximum value of a GXG shipment to Rwanda is \$1,788 or a lesser amount if limited by content or value.

* * * * *

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

— Mailing Standards, Pricing, 10-23-08

Handbooks

Handbook EL-307 Revision: Changes to Reasonable Accommodation Policies

Effective immediately, Handbook EL-307, *Reasonable Accommodation, An Interactive Process*, is revised to reflect changes to reasonable accommodation policies. PS Form 3666, *Certification of Postal Service Employment of Individuals With Severe Disabilities*, is also revised. (See related article in “Forms” on page 63.)

Because the revisions to the handbook are extensive, we are not publishing the entire text. Instead, in this article, we provide a detailed summary of the revisions.

Summary of Changes to Handbook EL-307

Chapter 1, Introduction to Reasonable Accommodation

132, The Americans With Disabilities Act, adds a sentence clarifying that (a) the Rehabilitation Act mirrors the Americans With Disabilities Act; and (b) the same regulatory standards apply to each.

141.2, Defining Major Life Activities, simplifies the explanation for a major life activity.

141.3, Defining “Substantially Limits” Criteria, (a) adds an example to the types of measures an individual might employ to mitigate his or her impairment; (b) changes the example of a restriction on lifting; and (c) simplifies the explanation of a permanent impairment that is not substantially limiting.

142, Determining Who Is an Individual With a Record of a Disability, (a) changes the word “person” to “individual” in the title of this part and in the first sentence; and (b) adds an example of a individual with a record of a disability.

143, Determining Who is an Individual Associated With a Person With a Disability, changes the word “person” to “individual” in the title.

144, Determining Who Is an Individual Regarded as Having a Disability, (a) changes the word “person” to “individual” in the title; (b) expands the example of an employee infected with HIV who is erroneously regarded as having a disability, but who actually does not have a disability; (c) provides more information about relying on current medical data; and (d) changes the job applicant example to better explain when an appointing official can legitimately conclude that a job applicant cannot perform the requirements of the job offered.

145, Determining Who Is a Qualified Individual, (a) changes the word “person” to “individual”; and (b) corrects the example to specify that an applicant for a data conversion operator position must have the ability to enter data.

146, Determining Direct Threat, (a) changes “qualified person” to “qualified individual” to use proper legal terminology; (b) changes “them” to “him or her”; and (c) adds the word “significant” to the last paragraph to more accurately define direct threat.

161, Multiple Protections, (a) changes “eligible for” to “entitled to” in the example of a individual who is not covered under the Rehabilitation Act, but might be entitled to leave protection under the FMLA; (b) changes the second paragraph to mention other rules or regulations; and (c) clarifies the last sentence to explain that criteria for protection under multiple statutes is determined by the **employee’s** circumstance.

162, Confidentiality, is changed to: (a) expand the example for clarity; and (b) describe how the law prohibits certain disclosures of medical information.

Chapter 2, The Reasonable Accommodation Process

21, Questions About Reasonable Accommodation,

(a) moves text (fifth paragraph becomes second paragraph, sixth paragraph becomes fourth paragraph); (b) moves text describing who may make a request for reasonable accommodation and how; (c) adds bullets and spacing for easier reading; (d) describes the responsibilities of an employer who receives a request for accommodation; (e) tells when a request for accommodation should be referred to the Reasonable Accommodation Committee (RAC); and (f) adds a reference to new Chapter 6, *The Role of the Reasonable Accommodation Committee*.

22, The Interactive Reasonable Accommodation Process, (a) changes the title from “Conducting Recruitment Activities”; and (b) provides a brief introduction to the 5-step reasonable accommodation process.

221, Step One: Determine Whether Individual Has a Disability, (a) adds text to clarify when a manager may not ask for documentation to support the existence of a disability; (b) expands the questions to consider in determining whether an individual has a disability; and (c) reinforces the concept that informal dialogue is encouraged throughout the process and is necessary to make an informed decision.

222, Step Two: Determine the Essential Functions of the Job, (a) adds text to better describe essential functions; (b) includes qualification standards among the types of materials that may assist in determining the essential functions of a job; (c) introduces the Essential Functions Review Worksheet, an optional tool that may be useful in making a structured evaluation of essential job functions; and (d) provides a sample Worksheet at Exhibit 2-3.

223.2, Documentation, substitutes “Employee Medical Folder” as the accurate term for official medical file.

223.3, Defining Abilities and Limitations: Job Applicants, (a) changes title to use a colon instead of a dash; and (b) revises text to more accurately depict considerations and referral to a RAC for an applicant who has limitations or restrictions or both.

223.4, Defining Abilities and Limitations: Employees, (a) revises title to use a colon instead of a dash; and (b) replaces the word “many” with “all” to clarify that all districts and areas have RACs to which a decision on accommodating an applicant may be referred.

224, Step Four: Identify Potential Accommodations, (a) breaks paragraph up for easier reading; and (b) replaces “many” with “all” to clarify that all districts and areas have RACs that can be consulted to identify potential accommodations.

225.4, Minimizing Safety Hazards, (a) changes “minimize” to “reduce”; and (b) clarifies that scientific data on

which a conclusion that a individual poses a direct threat of harm is based must be current.

24, Time Frames for Processing Requests for Reasonable Accommodation, (a) changes “hearing impaired” to “deaf or hard-of-hearing”; (b) adds text to clarify examples of when expedited processing may be necessary; (c) adds the word “medical” to clarify that the documentation requested must come from an appropriate medical professional when a disability or the need for reasonable accommodation is not obvious or otherwise known; and (d) adds a phrase to clarify that the decision to adopt or deny the requested accommodation must be made within 20 business days.

25, Denying a Requested Accommodation, (a) breaks up text and adds bullets for easier reading; (b) moves text from 251 to include all elements of a denial letter; and (c) adds a note at the end of the paragraph to clarify that before making a determination to deny a request for accommodation consultation with the area law office is necessary.

251, Reasons for Denial, (a) breaks up text for easier reading; (b) adds text to describe more clearly the possible reasons for denial of a request for accommodation; (c) changes the reference from subchapter 54 to subchapter 55; (d) replaces the sample letter at Exhibit 2-3 with the Essential Functions Review Worksheet; (e) provides a sample letter at Exhibit 2-4; and (f) modifies text to refer only to Exhibit 2-4.

252, Informal Dispute Resolution, changes “local manager of Human Resources” to “Manager, Human Resources (District).”

261, Completing the Reasonable Accommodation Decision Guide, (a) is modified to explain that use of the form will serve as a guide for decision makers; and (b) adds instruction to the last paragraph to indicate that, as one of the steps to finalize the process, the Reasonable Accommodation Folder is forwarded to the office responsible for retaining the Employee Medical Folder.

262, Filing the Reasonable Accommodation Folder, (a) changes title from “Filing the Reasonable Accommodation Decision Guide”; (b) describes retention instructions for the Reasonable Accommodation Folder in the Employee Medical Folder; and (c) includes a reference to Handbook AS-353, *Guide to Privacy, the Freedom of Information Act, and Records Management*.

Exhibit 2-2, U.S. Postal Service Reasonable Accommodation Decision Guide, adds a phrase in Step 1 to indicate that if the applicant or employee has failed to provide sufficient information to make a determination, then the decision maker may skip to Step 5.

Exhibit 2-3, Essential Functions Review Worksheet, replaces “Exhibit 2-3, Denial Letter — Not protected under Rehabilitation Act.”

Exhibit 2-4, Sample Reasonable Accommodation Denial Letter, (a) replaces “Exhibit 2-4, Denial Letter — For Qualified Person with a Disability, Including Appeal Rights”; (b) includes additional examples; and (c) provides phone numbers for filing an EEO complaint instead of referring the complaint to a Dispute Resolution Specialist.

Chapter 3, Reasonable Accommodation in the Examination Process

32, Postal Service Examination Policy for Applicants With Disabilities, adds text in the last paragraph to recognize that a request for accommodation received from an applicant requires the same attention and action given to a request for accommodation from an employee.

322, Preserving the Examination’s Effectiveness as a Measurement Tool, (a) deletes the reference to 29 CFR 1630 in the first paragraph; and (b) revises the second paragraph for easier reading.

33, Determination of Reasonable Accommodation for Applicants With Disabilities, changes the first paragraph to clarify that (a) an approved or recommended accommodation is applicable only to one specific case; and (b) requests from another individual for accommodation, however similar, must be considered separately.

331, Applicant’s Responsibilities, changes “Applicant” to “Applicant’s” in the title.

331.1, Requesting a Reasonable Accommodation for Examinations, (a) changes “local manager of Human Resources” to “Manager, Human Resources (District)”; and (b) moves text regarding documentation required to new section 331.2.

331.2, Documentation Required, is added to clarify and simplify the documents that an applicant must provide.

332, Postal Service Responsibilities, (a) adds a requirement to provide a TTY number for deaf or hard-of-hearing employees; and (a) adds hyphens to “hard-of-hearing” in the last paragraph.

332.12, Other Testing Accommodations, (a) adds text in the bullet regarding sign language interpreters to clarify that interpreters are used only for the oral components of examinations; (b) adds text to mention that accommodations for deaf or hard-of-hearing persons are provided in the Directions for Conducting for the specific test; and (c) adds a bullet to list hand signals and flash cards used to give driving instructions during road tests as additional types of accommodation that may be provided at the local level without further consultation with Headquarters.

334.1, Interviews, adds hyphens to “hard-of-hearing.”

Exhibit 3-1, Accommodation Options for Testing Individuals Who Are Deaf or Hard-of-Hearing, Page 1 is modified to: (a) delete the reference to Exam 470 Entrance Battery; and (b) add a bullet to list hand signals and flash

cards used to give driving instructions during road tests as additional types of accommodation that may be offered. Page 2 is modified to: (a) delete the reference to specific exams in the title and first paragraph; (b) specify (in the second bullet) that an interpreter should be provided for a subtest with an oral instruction component; and (c) combine the last three bullets into one bullet that addresses using an interpreter for part D of the 460 Rural Carrier examination.

Chapter 4, Employment and Placement Procedures

441, Overview, (a) deletes the example that refers to the 470 Test Battery examination; (b) changes “local manager of Human Resources” to “Manager, Human Resources (District)”; and (c) changes text to more succinctly describe the process for referring applicants under this program.

442, Job Information for Rehabilitation Counselors, (a) revises text in the first paragraph for easier reading; (b) expands the bulleted items to include a qualification standard and the Essential Functions Review Worksheet as items that might help a counselor to understand the requirements of a job.

443, Noncompetitive Hiring Process, (a) revises item e to clarify to whom PS Form 3666 and other documentation is provided; (b) changes “Health Unit” to “Occupational Health Services”; changes “local manager of Human Resources” to “Manager, Human Resources (District).”

444, Probation Period for Individuals Hired Under Noncompetitive Process, clarifies action required for an employee having difficulty performing the job.

45, Medical Assessment, revises for easier reading and to clarify that a “conditional offer” is an offer of employment.

451, Information Furnished for Medical Assessment, adds a bullet to include qualification standards and the Essential Functions Review Worksheet.

452, Function of the Medical Assessment, clarifies the function of a medical assessment.

46, Determining Whether and How To Accommodate Physical Limitations, is deleted because its message is contained in part 452 and subchapter 54.

Exhibit 4-1, PS Form 3666, Certification for Postal Service Employment of Individuals with Severe Disabilities, is modified to correct the position titles available for referral and certification of individuals with severe disabilities.

Chapter 5, Reasonable Accommodation After Appointment

51, Orientation and Training, revised for easier reading; changes “Veterans Administration” to “Department of Veterans Affairs.”

52, Bids, Promotions, and Reassignments, (a) adds paragraph breaks, bullets, and minor revisions to simplify reading; (b) changes a sentence in the fourth paragraph to more clearly state that a determination not to train an

employee for a job he or she will be unable to do must be made only after conducting an individualized assessment of the situation and the individual in question and consulting with the area law office.

53, Disabilities Inquiries and Medical Examinations, is a new subchapter describing limitations on the ability of a supervisor, manager, postmaster, or member of a RAC to make disability-related inquiries and require medical examinations. (Subchapter 53 and part 531 are renumbered as subchapter 54 and part 542.)

531, Reassignment as a Reasonable Accommodation, is renumbered as 542 (see description below).

54, Employee's Request for Reasonable Accommodation in Current Job (former subchapter 53), (a) adds paragraph breaks to simplify reading; (b) changes "local manager of Human Resources" to "Manager, Human Resources (District)"; and (c) changes "many" to "all" to clarify that all districts and areas have RACs.

541, Limited Duty, Light Duty, Permanent Rehabilitation Assignments, and the Rehabilitation Act, is added to provide an overview of new sections 541.1 and 541.2.

541.1, Reasonable Accommodation for an Employee With an Occupational Illness or Injury Which Is Also a Disability Under the Rehabilitation Act, is added to guide decision makers when they are required to simultaneously satisfy the requirements imposed by FECA and the Rehabilitation Act.

541.2, Reasonable Accommodation for an Employee Who Requests Light Duty, is added to guide decision makers when they are required to simultaneously satisfy the requirements imposed by the Rehabilitation Act and any collective bargaining agreement.

542, Reassignment as a Reasonable Accommodation, former part 531: (a) modifies text to clarify when reassignment may be required as a reasonable accommodation; (b) adds language to clarify that reassignment procedures for some bargaining unit employees are controlled through specific contractual agreement with labor organizations and that these procedures require that a bargaining unit employee seeking reassignment to another installation register his or her request for reassignment through the eReassign system.

55, Modification of Vehicles, Vehicle Assignments, and Automated Mail Processing Machines as a Reasonable Accommodation, former subchapter 54 is renumbered 55.

56, Disability Retirement, former subchapter 55, adds a reference to the Human Resources Shared Services Center, which normally is responsible for processing an employee's application for disability retirement.

Exhibit 5-1, Reasonable Accommodation for the Deaf and Hard-of-Hearing, is modified to make it consistent with collective bargaining agreements and add hyphens to "hard-of-hearing."

Chapter 6, Role of the Reasonable Accommodation Committee, is added. This new chapter:

- Sets forth Postal Service™ policy that each area and district is required to have a Reasonable Accommodation Committee (RAC).
- Describes the purpose and membership of a RAC and when referral to a RAC is appropriate.
- Clarifies the limited circumstances in which the RAC may consider limited-duty, temporary light-duty, and Family and Medical Leave Act (FMLA) requests.
- Describes the RAC decision-making process and confidentiality requirements.

Glossary

The Glossary is revised to:

- Capitalize all terms.
- Replace the definition of *direct threat* with language directly from the law.
- Add definitions of *full duty*, *limited duty*, and *permanent rehabilitation assignments*.
- Remove the 's' to make the definition of *qualified individual with disability* singular.
- Delete the definition for *risk assessment* as the outcome of a preemployment medical assessment.

We will incorporate these revisions into the next online update of Handbook EL-307, available on the Postal Service PolicyNet website:

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

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

It is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *All Products & Services*, then *Publications*, then *Postal Periodicals and Publications*, and then *Handbooks*.

— *Selection, Evaluation, and Recognition, Employee Resource Management, 10-23-08*

(Continued on page 55.)

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® shipments bearing any of


the invalid numbers (listed below) in the “customer number” or “agreement number” section of the label or form.

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

005944	026647	071275	103247	152054	286057	336485	481520	608165	708653	840042	895163	903269
006222	028714	071312	103268	152208	292338	337085	482655	608704	712007	841219	895169	904119
006365	028717	071474	103297	152691	292641	338062	484052	609309	727083	846224	895171	904355
006737	029065	071549	103347	152716	292667	338068	486338	609316	730711	852802	895187	907795
006755	030071	071687	103365	152919	296538	338130	494104	613111	731454	853182	895195	908001
007274	030447	075459	103394	165060	300126	340602	495267	613150	731812	853202	895259	910394
008133	030560	075475	104556	170005	300676	340618	497310	613152	731937	853705	895265	912390
008157	030566	075567	105047	171255	301400	344046	511995	615032	740023	853876	895269	913923
008309	030574	076019	105748	171330	301508	349266	524130	615035	740200	853939	895283	914050
008355	031046	076038	106232	171342	301951	349284	527005	616043	740426	853940	895286	914307
008519	031064	076089	109043	173084	302126	349688	531463	616070	740532	856526	895306	914627
008893	032109	076496	109626	175080	303200	381751	531473	616094	740956	864001	895317	915230
008992	038633	076632	111879	176119	306071	381996	531844	616106	750048	871010	895352	917491
009294	040005	076646	112043	180005	306817	403001	537311	616140	750209	891249	895358	917615
009379	042090	076874	113299	180036	312265	405005	542250	616144	752068	891437	895401	920090
009502	044037	077009	114250	180091	312463	410042	551211	616148	752069	891926	895438	920227
009536	044167	077272	114585	181032	314159	410101	551389	616166	752126	891998	895462	920355
009905	045200	077313	115117	181055	314271	424030	553113	617127	752510	893001	895471	920417
010193	048035	077635	115136	185028	314704	424061	553704	617168	752616	895001	895477	921043
010422	050081	078044	115298	192802	320871	425001	570132	617175	752626	895012	895478	921110
011331	055097	079739	115325	193147	321009	432013	581007	617183	754020	895017	895489	921120
013078	060125	080193	115333	196050	325003	432019	581024	617206	755005	895019	895494	921182
013159	063493	085047	116017	196095	325488	432020	581101	617691	757045	895024	895507	921409
013240	064018	085193	117566	200500	325602	432912	582010	618064	760002	895025	895510	921572
014096	064098	085736	117649	208184	325629	441009	600022	631226	760408	895029	895517	921626
015150	064157	085810	117749	210036	327134	441017	600126	631891	760449	895035	895542	924613
015303	064718	085822	118034	210082	328835	441533	600478	648100	760747	895037	895543	925064
015563	064867	088018	118363	210090	329494	441712	600483	658182	761618	895040	895551	926184
015719	065225	088213	120223	220020	329520	441723	601334	658236	761764	895042	895555	926206
018117	067013	088672	121190	220847	330095	441994	601448	662183	762009	895058	895561	926351
018156	067082	088754	121261	221636	330298	445001	601952	662206	768509	895059	895575	926611
018262	067345	088764	122277	222005	330620	450023	602045	662271	770748	895061	895661	927422
018319	068105	089233	122310	229078	331057	451111	602229	662458	770983	895063	895894	928171
018618	068339	092833	124192	235408	331102	452109	602654	662573	773505	895075	895900	928463
018920	069038	093036	125339	235550	331235	452160	602919	665005	774063	895076	895909	928508
019126	069205	096363	128101	235575	331379	452324	604173	666270	775370	895078	895920	928526
019670	069246	096695	128996	246142	331637	452512	604636	672021	778308	895080	898007	930050
019837	069595	096926	129944	254032	332049	452673	604676	672034	794142	895081	898015	931255
021440	070044	100172	130661	270058	332377	454502	605019	680013	797004	895082	898018	931347
021860	070066	100269	132181	270065	332419	462359	605035	681550	801417	895084	898023	931862
022068	070069	100447	133017	271148	333108	464104	605036	681632	801505	895086	898024	932670
022346	070082	100459	134062	271185	333207	470012	605065	681644	802160	895087	898066	935122
022451	070087	100478	139003	272044	333619	473139	605332	681656	802392	895092	898067	935172
022555	070161	100624	139609	272068	334105	480039	605429	685138	803139	895100	898076	935183
022729	070284	100654	142063	272108	335300	480055	607609	685142	804037	895122	900389	935287
025115	070553	100708	142214	272146	335392	480836	608094	701059	807033	895137	900474	937279
025493	070667	100759	148406	274168	336086	480900	608098	701096	809333	895156	901734	937298
026583	070968	103210	151105	282005	336373	481232	608139	705227	826301	895160	903200	937357

937452	948742	950082	951557	958628	968307	968504	970195	970996	980854	985223	999220
937849	948828	950216	951812	958919	968312	968697	970411	972969	982601	992325	
941067	948829	950607	953361	967160	968382	968754	970758	973281	982609	995531	
948652	949389	951050	954484	967198	968384	968811	970980	973336	982619	995860	
948662	949629	951296	958114	967231	968456	970159	970985	977042	983054	995924	

— Product Information Requirements, Mailing Services, 10-23-08



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- Health Benefits
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- Savings Bonds
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- NARECS Annuity Estimate Requests

and for

- eOPF
- Telephone Job Bidding
- Computerized Job Bidding

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UNITED STATES
POSTAL SERVICE.

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

010 504 1932	to	1999	043 205 5922	to	5999	086 798 3840	to	3849	381 645 9525	to	9599
011 582 1889	to	1899	044 087 3457	to	3499	088 404 4472	to	4499	383 314 3968	to	3999
011 588 2900	to	3099	044 087 4000	to	4099	088 404 5584	to	5699	383 892 1000	to	1344
012 579 5675	to	5699	045 524 4121	to	4298	089 358 2248	to	2257	383 892 1382	to	1399
013 289 6176	to	6199	046 800 9870	to	9899	093 106 9346	to	9355	384 925 3641	to	3654
013 610 0014	to	0099	047 352 4000	to	4099	093 203 0500	to	0599	385 568 2331	to	2399
014 932 1000	to	1099	048 383 7650	to	7659	093 684 3630	to	3699	385 599 7554	to	7575
014 972 0800	to	0899	048 396 3647	to	3699	094 081 5074	to	5099	385 774 2024	to	2099
015 363 0065	to	0099	051 142 0755	to	0799	094 580 7062	to	7099	386 624 1412	to	1599
017 028 3200	to	3299	051 774 8857	to	8899	094 639 4200	to	4299	386 883 8936	to	8999
018 569 5333	to	5399	051 781 2875	to	2885	095 070 7186	to	7199	387 314 5574	to	5599
018 986 5264	to	5299	051 977 7010	to	7023	095 076 8300	to	8399	387 837 6300	to	6399
019 518 2814	to	2899	052 058 7115	to	7199	095 354 6864	to	6899	388 828 0656	to	0699
020 698 5159	to	5199	057 670 0563	to	0599	097 224 1350	to	1599	389 696 2400	to	2799
020 844 7307	to	7399	058 187 3836	to	3899	100 160 3800	to	3899	389 846 3104	to	3135
020 972 8948	to	8999	058 591 1153	to	1299	104 667 6400	to	6499	389 846 3145	to	3195
022 021 9110	to	9181	058 895 3746	to	3799	104 876 8937	to	8999	389 887 9211	to	9230
022 037 1411	to	1499	059 986 0814	to	0899	112 049 4413	to	4499	389 887 9234	to	9299
022 527 9201	to	9210	060 406 7650	to	7699	112 870 9765	to	9799	390 001 3182	to	3199
023 637 7169	to	7199	063 491 8122	to	8199	114 402 3850	to	3899	390 001 3500	to	3699
024 380 4100	to	4199	063 916 9968	to	9999	114 866 5368	to	5397	390 545 5974	to	5999
024 496 6870	to	6896	064 091 4500	to	4599	116 154 2800	to	2899	391 104 6146	to	6199
025 092 0987	to	0999	065 170 0471	to	0499	117 175 1647	to	5169	391 574 1466	to	1499
025 369 5535	to	5599	065 255 7909	to	7999	117 951 4687	to	4699	391 783 3020	to	3599
025 729 1151	to	1199	065 392 6345	to	6399	117 951 5200	to	5299	391 792 6100	to	6199
025 729 1643	to	1799	066 099 2014	to	2099	119 850 7400	to	7499	392 668 2956	to	2999
026 492 3180	to	3199	066 648 2880	to	2899	119 850 7700	to	7999	392 854 8500	to	8899
027 361 0430	to	0499	066 787 3639	to	3699	121 634 0460	to	0499	393 584 7566	to	7699
027 369 4482	to	4495	066 845 7500	to	9999	122 451 9879	to	9899	393 650 0074	to	0099
027 671 8762	to	8776	067 093 3869	to	3899	210 221 0548	to	0599	393 838 8316	to	8499
027 787 9886	to	9899	068 895 0334	to	0399	227 275 9400	to	9999	393 893 6007	to	6099
027 965 9487	to	9499	070 724 4488	to	4499	273 070 8059	to	8099	394 126 6907	to	6999
028 100 8069	to	8099	070 841 9181	to	9199	273 775 7700	to	7899	394 189 0405	to	0599
028 191 1852	to	1999	070 844 2546	to	2599	302 000 0000	to	9999	394 822 3243	to	3278
028 850 3000	to	3199	070 916 1340	to	1399	349 746 2056	to	2099	394 990 1810	to	1899
029 510 1500	to	1599	071 179 9800	to	9899	350 518 7350	to	7374	395 343 3264	to	3299
030 687 0903	to	0999	071 386 3682	to	3699	360 011 1690	to	1699	395 373 3035	to	3099
030 701 3442	to	3499	071 507 6840	to	6899	360 168 6008	to	6099	395 396 9649	to	9799
031 077 4507	to	4799	072 045 9641	to	9699	360 173 8800	to	8899	395 970 3240	to	3299
032 295 7500	to	9999	072 675 8287	to	8299	360 324 2326	to	2399	397 622 4054	to	4099
034 394 1000	to	1099	077 617 5481	to	5499	362 861 3064	to	3099	397 819 8902	to	8999
034 943 0400	to	0799	077 999 4001	to	4090	373 006 2176	to	2199	398 149 7200	to	7699
035 035 4337	to	4399	078 174 4475	to	4499	374 768 2600	to	2699	399 070 0872	to	0899
037 706 9578	to	9599	078 219 4931	to	4999	375 169 4400	to	4599	399 156 7119	to	7199
037 805 3677	to	3699	078 250 4756	to	4799	375 829 3400	to	3499	399 203 5064	to	5099
037 909 5490	to	5499	078 823 8312	to	8399	375 851 9100	to	9199	399 296 9910	to	9999
037 931 4660	to	4699	079 374 0300	to	2499	376 196 0911	to	0999	399 396 8935	to	8999
039 145 6521	to	6595	079 807 2342	to	2399	378 085 3679	to	3699	399 792 7775	to	7799
040 024 3901	to	3999	082 721 0228	to	0254	378 351 1063	to	1099	399 792 8300	to	8399
040 674 7100	to	7199	083 140 5000	to	7499	379 843 5100	to	5199	400 427 1051	to	1999
040 688 8816	to	8899	083 784 8886	to	8899	380 093 9600	to	9699	401 045 1505	to	1549
041 299 6752	to	6799	083 913 6915	to	6999	380 165 1165	to	1199	401 045 1571	to	1599
041 623 8889	to	8899	084 478 3920	to	3999	381 325 4500	to	4599	401 294 2700	to	2799
041 803 6565	to	6599	086 000 8271	to	8299	381 604 2510	to	2699	401 310 9505	to	9599

401 382 5312	to	5399	420 969 3973	to	3999	450 620 3077	to	3099	463 414 4869	to	4899
402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199	463 808 3484	to	3499
403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799	463 945 7400	to	7899
403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799	464 629 9000	to	9399
403 280 6470	to	6499	421 364 5537	to	5599	451 109 2967	to	2984	464 711 4332	to	4399
403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125	465 692 3963	to	3999
404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199	465 698 8300	to	8599
404 041 8838	to	8899	422 172 4667	to	4699	451 746 0700	to	0799	465 743 7745	to	7799
404 071 4268	to	4299	422 484 4212	to	4299	452 265 0074	to	0099	466 798 6056	to	6067
404 347 5356	to	5399	422 556 1270	to	1299	452 265 0246	to	0299	467 147 4300	to	4399
404 347 5548	to	5599	422 587 7024	to	7099	452 265 0335	to	0999	468 079 5782	to	5799
404 726 4500	to	4599	422 819 7533	to	7599	452 509 1169	to	1199	469 067 2817	to	2899
404 961 5001	to	5199	422 842 5073	to	5087	452 855 6471	to	6499	469 127 8000	to	8199
405 325 0188	to	0198	422 907 7563	to	7599	452 890 4679	to	4799	469 213 0359	to	0399
406 009 4587	to	4599	424 500 6050	to	6099	452 900 8215	to	8238	469 213 0500	to	0599
406 260 6830	to	6899	424 641 8500	to	8599	453 117 9146	to	9199	469 561 8011	to	8099
406 459 6641	to	6999	424 871 6600	to	6699	453 334 3631	to	3699	469 658 1961	to	1999
406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891	469 666 9900	to	9999
407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199	469 678 1900	to	1999
407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399	469 781 4900	to	4999
407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999	469 947 6960	to	6999
407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499	470 755 5800	to	5818
408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899	471 918 0300	to	0999
408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499	471 985 2408	to	2419
408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399	472 191 6700	to	6799
408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499	472 270 2555	to	2599
408 698 7015	to	7099	430 150 4401	to	4599	454 922 4867	to	4895	472 987 0213	to	0241
409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499	472 987 0290	to	0299
410 491 2311	to	2399	430 177 1900	to	2099	455 364 2147	to	2199	473 151 2069	to	2199
410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499	473 666 9138	to	9199
410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699	473 952 3429	to	3499
410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699	474 108 5402	to	5499
410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099	474 356 5193	to	5299
410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299	474 949 3366	to	3399
411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499	475 134 9362	to	9399
411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699	475 167 9667	to	9699
412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777	475 319 3415	to	3499
412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699	475 319 3649	to	3799
412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899	475 340 6400	to	6599
412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999	475 424 8410	to	8499
412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599	475 629 9156	to	9199
414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699	475 850 6101	to	6199
414 193 3677	to	3699	435 303 1986	to	1999	458 337 5222	to	5299	475 875 2500	to	2599
414 411 7348	to	7399	435 666 6092	to	6399	458 354 7653	to	7999	476 169 8264	to	8299
414 640 0757	to	0799	436 082 6400	to	6899	458 671 8678	to	8699	476 189 3000	to	3499
414 965 1727	to	1799	436 160 6441	to	6499	458 671 8721	to	8798	476 331 2480	to	2499
417 302 8104	to	8199	437 316 7115	to	7199	458 847 5044	to	5999	477 289 8601	to	8699
417 387 6532	to	6599	437 427 0500	to	3499	459 274 7624	to	7699	477 681 5206	to	5299
417 496 6800	to	6999	439 179 2300	to	2399	459 365 5432	to	5499	478 010 4243	to	4268
417 871 9250	to	9299	439 310 0458	to	0499	459 378 5764	to	5799	478 010 4270	to	4291
417 930 9533	to	9599	440 698 1947	to	1999	459 472 4816	to	4999	478 450 5071	to	5099
418 164 6500	to	6799	440 858 6300	to	6399	460 349 6878	to	6899	478 469 7838	to	7858
418 423 9863	to	9899	440 858 6420	to	7299	460 550 1909	to	1999	478 469 7883	to	7899
418 633 5922	to	5999	441 199 1655	to	1699	460 997 5234	to	5299	479 280 9800	to	9899
418 719 8520	to	8599	443 127 3648	to	3699	461 973 6443	to	6499	479 365 9116	to	9176
418 744 2235	to	2299	443 127 4000	to	4099	462 152 0107	to	0299	479 412 9900	to	9999
418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099	479 667 6190	to	6199
419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399	479 748 9680	to	9699
419 730 0300	to	0399	444 382 8822	to	8899	462 554 6051	to	6099	479 860 7000	to	7199
420 277 0015	to	0049	444 390 1667	to	1699	463 011 5529	to	5540	480 526 2000	to	2099
420 599 0734	to	0798	444 457 3854	to	3899	463 176 4115	to	4199	480 640 6330	to	6399
420 661 4115	to	4199	450 048 4173	to	4199	463 176 4229	to	4299	480 658 0568	to	0599
420 758 9500	to	9699	450 048 4442	to	4699	463 185 2600	to	2799	480 689 5100	to	5199
420 969 3951	to	3971	450 560 5173	to	5199	463 227 7711	to	7799	481 072 9463	to	9499

481 673 0074	to	0095	601 339 1200	to	1399	621 648 8500	to	8599	642 355 8094	to	8199
482 527 1500	to	1599	601 653 5884	to	5899	621 904 8351	to	8599	642 355 8308	to	8999
482 541 5255	to	5299	601 661 7700	to	7799	621 916 1978	to	1989	642 900 0018	to	0099
482 729 6800	to	6899	601 682 5343	to	5399	622 989 8032	to	8099	643 030 6254	to	6299
483 363 7207	to	7299	601 928 1600	to	1699	623 076 9300	to	9399	644 066 0882	to	0899
483 402 2356	to	2399	602 512 2972	to	2999	623 819 5006	to	5099	644 069 0600	to	0699
483 486 5100	to	5199	602 555 2400	to	2799	623 895 8200	to	8399	644 077 7506	to	7699
483 632 1521	to	1599	602 829 7061	to	7099	623 917 0000	to	0099	644 085 8157	to	8199
483 632 2600	to	2799	603 483 9572	to	9599	623 917 0200	to	0299	644 112 9839	to	9899
483 849 1615	to	1699	603 490 7200	to	7299	624 468 5288	to	5299	644 373 9083	to	9099
484 174 4803	to	5299	603 678 7100	to	7199	624 665 3162	to	3198	644 380 1460	to	1499
484 323 8900	to	9199	603 678 7662	to	7699	625 088 6735	to	6799	644 733 4715	to	4799
484 680 5000	to	5038	603 678 7902	to	7999	625 916 9500	to	9799	644 900 9712	to	9799
484 680 5040	to	5074	603 678 8418	to	8499	625 968 8956	to	8999	644 901 0109	to	1299
484 680 5077	to	5099	603 678 8700	to	9999	627 005 3938	to	3999	644 901 1325	to	1399
485 029 4913	to	4999	604 086 0880	to	0899	627 384 3907	to	4099	644 923 6800	to	7799
486 176 0600	to	0699	604 349 1414	to	1499	627 496 7549	to	7599	644 932 4655	to	4699
486 559 7555	to	7599	604 503 7776	to	7799	627 708 3605	to	3699	645 318 7240	to	7499
486 696 3023	to	3199	605 520 9037	to	9099	627 776 2500	to	2599	645 333 1766	to	1799
488 173 7900	to	7999	605 685 4010	to	4099	628 226 3100	to	3199	645 790 8632	to	8699
488 206 4100	to	4199	605 988 6467	to	6499	628 814 4702	to	4799	645 821 0657	to	0699
488 226 0200	to	0299	607 689 7951	to	7960	628 851 9689	to	9699	645 930 7948	to	7999
488 709 3906	to	3999	607 728 1276	to	1299	629 510 7200	to	7299	645 975 0737	to	0762
488 855 8359	to	8399	608 727 7100	to	7199	629 964 4200	to	4294	646 242 6200	to	6299
489 181 8963	to	8999	608 727 7273	to	7599	630 389 3056 to 3071			646 270 7639	to	7799
489 223 2000	to	2099	608 813 9950	to	9999	630 463 0588	to	0599	646 798 4000	to	4999
489 311 1930	to	1999	609 067 5325	to	5399	631 459 9117	to	9199	647 048 7035	to	7099
489 318 6200	to	6300	609 067 5488	to	5499	631 762 9325	to	9399	647 049 2900	to	2999
489 384 0027	to	0099	609 067 5600	to	5699	632 217 4933	to	4999	647 398 8300	to	8399
489 427 0658	to	0899	609 289 6123	to	6199	632 500 0000	to	640 3999	647 398 8481	to	8499
489 997 5252	to	5299	609 438 4400	to	4499	633 110 4165	to	4199	647 437 3000	to	4999
490 669 5850 to 6099			609 493 1100	to	1199	633 110 4303	to	4499	647 811 2188	to	2199
490 717 7080	to	7099	609 766 8091	to	8999	633 438 6429	to	6599	648 009 6057	to	6099
490 721 6000	to	6099	609 825 4100	to	4115	633 588 7173	to	7182	648 163 5300	to	5499
490 793 1500	to	2099	609 884 2981	to	2999	634 725 0700	to	0799	648 722 5283	to	5299
490 886 8171	to	8199	609 893 1000	to	1099	634 803 3239	to	3299	648 892 3164	to	3199
490 977 9221	to	9240	610 092 3200 to 3299			634 807 2474	to	2499	649 100 3989	to	3999
491 258 8100	to	9099	610 582 4200	to	4299	634 827 5900	to	5999	649 647 0370	to	0399
491 567 1376	to	1399	611 879 6939	to	6999	634 886 3428	to	3499	649 647 0522	to	0599
492 254 4800	to	4899	612 291 8013	to	8099	635 559 3449	to	3499	649 647 5237	to	5399
492 283 5100	to	5199	612 751 5171	to	5199	636 289 6214	to	6299	649 647 9100	to	9299
492 610 6813	to	6899	612 751 5226	to	5299	636 634 8007	to	8042	649 666 7800	to	8299
493 394 5568	to	5599	612 751 6083	to	6099	637 150 1200	to	1299	650 114 7707 to 7719		
493 470 2562	to	2599	612 751 6268	to	6299	637 562 5828	to	5899	650 130 3400	to	3599
493 473 7700	to	7799	612 751 6572	to	6599	638 042 1647	to	1699	650 213 0406	to	0499
493 716 2153	to	2199	612 774 2111	to	2199	638 049 4984	to	4999	650 555 1749	to	1799
494 206 2972	to	2999	612 774 2254	to	2299	638 318 1115	to	1199	650 564 1900	to	1999
494 217 3446	to	3999	612 774 2500	to	2599	638 318 1453	to	1499	650 627 4212	to	4299
494 224 0500	to	0599	614 469 0979	to	0999	638 885 0000	to	0299	650 736 2043	to	2099
495 145 0600	to	0699	614 474 3000	to	3099	638 903 4362	to	4373	650 739 1540	to	1699
496 209 7425	to	7499	614 521 3490	to	3499	639 415 1929	to	1999	651 741 4415	to	4499
496 213 8728	to	8799	614 645 1800	to	1899	639 415 2019	to	2099	651 882 2800	to	2899
496 474 5226	to	5248	614 832 1100	to	2099	639 420 6200	to	6299	652 754 6317	to	6399
497 053 8517	to	8699	615 017 7505	to	7599	639 469 3517	to	3799	653 131 4945	to	4999
497 854 8673	to	8699	617 711 6609	to	6699	639 605 2143	to	2199	653 426 3300	to	3399
498 449 8888	to	8899	617 760 5266	to	5299	639 657 8600	to	8799	653 455 4874	to	4899
498 929 8285	to	8499	617 813 3601	to	3699	640 289 7500 to 7599			654 238 0000	to	0399
498 936 5310	to	5399	618 840 9200	to	9299	640 289 7700	to	7999	654 404 3065	to	3092
499 016 5425	to	5499	619 551 7229	to	7299	641 170 4420	to	4499	654 962 2900	to	3199
499 440 8575	to	8899	619 859 3000	to	3099	641 318 3133	to	3199	655 103 5081	to	5199
499 731 6717	to	6799	620 073 9400 to 9499			641 378 6500	to	6999	655 523 2600	to	2999
500 064 1858 to 1869			621 614 7907	to	7930	641 383 8739	to	8799	656 305 2448	to	2499
500 070 5725	to	7799	621 614 7932	to	7999	641 877 3187	to	3299	657 347 4438	to	4999
600 645 3223 to 3299			621 648 8021	to	8199	641 877 3310	to	3399	657 710 8100	to	8999

657 780 0985	to	0999	683 415 1200	to	1499	701 605 5913	to	5999	834 316 5444	to	5499
658 586 1400	to	1499	683 444 8159	to	8199	701 695 3982	to	3999	834 354 8747	to	8766
658 877 8000	to	8199	685 154 7780	to	7789	701 695 4148	to	4199	834 354 8824	to	8838
658 880 8000	to	8199	685 297 7645	to	7699	701 695 4227	to	4299	835 269 5700	to	5799
659 398 7300	to	7399	685 623 5264	to	5299	701 708 1741	to	1799	835 496 7303	to	7399
659 706 8113	to	8199	685 650 9487	to	9499	701 736 3966	to	3999	835 539 5200	to	5999
659 846 7837	to	7899	685 669 4200	to	4299	701 772 0870	to	0899	835 813 3015	to	3099
660 510 4100	to	4199	685 757 8452	to	8499	701 838 2800	to	2899	837 672 8967	to	8999
660 673 0400	to	0599	686 071 2694	to	2799	701 941 0600	to	0699	837 784 3282	to	3299
661 488 5000	to	5099	686 176 3333	to	3354	702 171 1603	to	1699	838 176 8377	to	8399
661 609 9100	to	9199	686 372 3200	to	3299	702 195 5109	to	5199	838 518 1257	to	1299
661 716 9420	to	9499	686 644 5879	to	5899	702 254 9300	to	9399	839 718 8257	to	8299
661 906 6522	to	6599	686 899 1371	to	1399	702 264 7569	to	7599	840 323 0600	to	0699
662 021 8332	to	8399	686 931 7636	to	7699	702 519 0513	to	0524	840 875 6235	to	6299
662 068 0700	to	0899	687 601 0973	to	0999	702 713 1800	to	1809	840 910 0900	to	0999
662 553 0774	to	0799	687 614 6774	to	6799	702 821 5730	to	5799	841 349 5000	to	5099
663 078 7034	to	7099	688 120 9000	to	9999	702 821 5805	to	5899	841 805 7747	to	7899
663 763 5300	to	5399	688 314 3107	to	3191	702 844 6975	to	6994	841 805 7944	to	8099
663 883 7039	to	7499	690 291 1361	to	1371	702 846 6331	to	6399	842 226 0685	to	0695
663 938 9200	to	9299	690 788 2877	to	2899	702 848 3900	to	3999	842 685 4600	to	4699
664 253 8000	to	8499	690 893 5344	to	5399	702 857 7302	to	7499	842 685 4742	to	4999
664 656 3055	to	3099	690 893 5512	to	5599	702 878 0114	to	0199	842 860 0300	to	0399
665 174 6400	to	6499	690 904 1300	to	1599	703 364 1707	to	1799	842 898 5582	to	5599
665 274 8208	to	8299	690 941 6000	to	6199	740 002 7710	to	7719	843 062 7100	to	7199
665 669 5400	to	5499	691 313 6383	to	6399	740 119 2275	to	2284	843 077 6288	to	6299
666 132 8226	to	8299	691 313 6600	to	6699	740 130 6688	to	6698	843 077 6378	to	6399
666 696 2209	to	2299	691 582 8003	to	8099	740 241 9049	to	9099	843 758 5769	to	5778
666 696 2309	to	2399	691 664 1800	to	1999	740 255 1718	to	1799	843 786 2554	to	2699
667 032 9300	to	9399	691 664 2400	to	2499	740 374 7416	to	7499	845 656 8165	to	8199
667 729 5529	to	5599	692 727 9362	to	9399	740 470 2420	to	2443	845 727 2100	to	2199
668 383 8400	to	8699	692 798 1800	to	1899	740 523 7432	to	7449	845 746 2618	to	2635
670 368 3400	to	3499	693 249 0779	to	0799	740 535 1555	to	1580	846 390 7531	to	7599
670 369 7336	to	7399	693 249 0877	to	1699	740 684 0620	to	0800	846 918 0572	to	0599
670 750 7169	to	7199	693 445 0566	to	0999	740 701 6105	to	6114	847 237 7690	to	7699
671 046 6200	to	6399	693 448 8500	to	8999	740 705 9790	to	9799	847 284 2481	to	2499
671 251 5448	to	5499	693 645 9583	to	9599	740 726 6400	to	6500	847 374 7055	to	7065
671 926 5600	to	5799	693 965 4200	to	4299	740 765 3306	to	3399	847 374 7055	to	7065
672 444 2000	to	2999	695 741 2906	to	2999	740 774 8434	to	8499	847 636 5304	to	5399
672 828 3410	to	3499	695 947 8518	to	8599	740 786 1885	to	1899	847 700 5447	to	5499
673 167 5776	to	5799	696 662 8247	to	8299	740 790 5989	to	5999	847 723 7500	to	7599
675 464 3700	to	3799	697 447 8285	to	8296	740 827 7578	to	7594	849 485 3427	to	3499
675 464 4000	to	4199	698 042 4816	to	4899	740 917 7490	to	7499	849 520 9850	to	9899
676 365 5958	to	5999	698 131 2138	to	2157	741 037 8528	to	8551	849 608 1357	to	1399
676 669 1024	to	1099	698 227 0000	to	0099	805 885 8411	to	8499	849 792 2600	to	2699
677 126 6734	to	6799	700 065 2570	to	2599	806 087 1100	to	1499	850 546 1862	to	1899
677 333 9979	to	9999	700 065 4800	to	4899	806 268 9275	to	9299	851 143 6826	to	6844
677 466 1088	to	1099	700 190 3350	to	3359	806 534 3400	to	3477	851 209 9880	to	9899
678 071 4500	to	4799	700 228 6048	to	6099	807 342 3283	to	3399	851 928 9221	to	9299
678 096 7531	to	7599	700 650 0452	to	0499	808 086 7100	to	7199	852 589 6560	to	6599
679 909 2578	to	2599	700 666 1323	to	1349	808 090 3440	to	3499	853 049 3646	to	3699
680 112 9565	to	9599	700 786 9106	to	9142	808 325 5161	to	5699	854 304 4089	to	4999
680 244 0903	to	0999	700 859 0744	to	0758	808 784 8000	to	8299	854 529 2200	to	2299
680 412 6046	to	6099	701 028 6780	to	6899	830 125 0672	to	0699	854 532 0000	to	2999
680 761 6800	to	6899	701 213 3900	to	3999	830 602 5800	to	5999	855 001 6204	to	6249
681 677 0540	to	0699	701 267 2000	to	3999	830 610 3700	to	3799	855 319 9364	to	9399
682 070 1029	to	1099	701 335 7312	to	7399	830 983 3500	to	3599	855 361 3390	to	3399
682 956 6280	to	6299	701 369 2005	to	2050	830 983 3635	to	3699	856 226 0490	to	0499
682 956 6490	to	6599	701 499 2260	to	2299	831 354 1387	to	1399	856 656 5800	to	5999
682 956 6700	to	6799	701 503 2247	to	2299	831 815 8240	to	8299	856 752 0200	to	0299
682 965 1178	to	1199	701 541 2271	to	2299	832 525 3810	to	3899	857 111 1352	to	1399
682 965 1201	to	1299	701 553 6557	to	6599	833 159 1884	to	1899	857 279 3450	to	3499
683 118 2389	to	2399	701 578 7460	to	7469	833 456 2567	to	2599	857 843 4000	to	4099
683 378 2000	to	2099	701 578 7475	to	7499	833 566 3015	to	3071	858 124 7644	to	7699
683 378 2117	to	2299	701 601 3457	to	3499	834 130 5200	to	5299	858 756 3111	to	3299

859 063 8200	to	8699	872 100 0445	to	0459	911 245 2545	to	2599	922 278 1048	to	1399
859 190 0600	to	0644	900 556 4178	to	4199	911 268 9077	to	9099	922 280 2019	to	2099
859 437 5538	to	5599	900 845 0044	to	0099	911 400 8948	to	8999	922 280 2233	to	2299
859 811 2888	to	2899	900 936 0217	to	0299	911 508 1620	to	1799	922 773 0459	to	0499
859 855 8873	to	8999	900 936 0435	to	0499	911 509 9310	to	9399	923 032 7000	to	7399
860 240 8520	to	8599	901 058 5255	to	5280	911 523 3000	to	3999	923 045 3630	to	3699
860 275 3900	to	3999	901 273 1082	to	1099	912 057 9922	to	9999	923 484 3600	to	3699
860 518 9629	to	9699	901 287 5143	to	5199	912 882 0563	to	0899	923 493 9403	to	9599
860 600 0021	to	0999	901 291 2789	to	2799	913 605 2218	to	2299	923 493 9681	to	9699
861 158 2350	to	2599	901 525 7122	to	7199	913 709 2429	to	2499	923 604 4424	to	4499
861 367 5400	to	5499	902 089 1253	to	1299	913 818 3501	to	3999	923 810 7800	to	8299
861 637 6010	to	6099	902 198 9769	to	9799	914 063 4300	to	4399	924 252 1200	to	1299
861 979 7292	to	7499	902 948 1269	to	1299	914 346 7621	to	7644	924 252 1400	to	1499
862 216 6100	to	6199	902 985 0833	to	0899	914 453 1366	to	1399	924 533 0711	to	0799
862 263 9213	to	9299	903 370 6934	to	6999	914 529 6185	to	6299	924 533 2343	to	2399
862 271 0800	to	0999	904 600 6523	to	6599	914 896 4658	to	4699	924 533 2428	to	2499
862 271 5000	to	5099	904 892 0378	to	0399	915 187 8774	to	8779	924 685 1957	to	1999
863 871 5138	to	5199	904 892 0648	to	1299	915 300 2783	to	2799	924 946 6300	to	6699
863 949 5300	to	5399	905 056 2216	to	2299	915 546 6822	to	6999	925 333 5900	to	6099
864 088 8200	to	8299	905 510 6647	to	6799	915 646 5183	to	5199	925 336 2300	to	2399
864 426 3972	to	3999	905 510 6900	to	7099	915 671 3963	to	3980	926 432 5907	to	5999
864 520 6117	to	6136	905 794 0000	to	0199	915 671 3982	to	3999	926 436 3600	to	3699
865 151 0526	to	0599	905 794 0288	to	0299	915 675 2217	to	2299	927 765 6257	to	6299
865 500 4034	to	4099	905 873 6900	to	6999	916 440 3377	to	3399	928 197 8100	to	8199
865 883 6082	to	6099	905 873 7100	to	7299	916 670 6352	to	6399	928 197 8283	to	8299
866 004 3000	to	3999	905 880 8900	to	8999	916 682 5300	to	5399	928 856 2059	to	2068
866 442 4100	to	4899	905 889 7100	to	7199	916 694 1414	to	1499	930 219 1722	to	1799
867 366 9108	to	9118	906 158 1508	to	1599	916 703 0802	to	0821	930 335 7810	to	7819
867 633 7403	to	7499	906 558 8812	to	8899	917 089 0709	to	0799	931 097 9259	to	9299
867 737 5623	to	5699	906 982 2214	to	2299	917 089 0842	to	0899	931 156 1502	to	1579
868 169 4529	to	4599	907 725 8500	to	8599	917 216 2928	to	2999	931 156 1600	to	1625
868 173 8400	to	8599	907 815 0216	to	0257	917 370 6300	to	6499	931 156 1671	to	1699
868 514 9000	to	9099	908 622 4225	to	4235	917 486 4900	to	4999	932 506 6400	to	6599
868 566 9200	to	9299	908 936 9254	to	9299	918 460 0602	to	0699	932 732 1796	to	1799
869 387 1150	to	1199	909 100 1787	to	1799	918 951 7231	to	7299	932 827 9026	to	9099
869 505 3500	to	3599	909 100 1900	to	2099	919 519 2786	to	2799	932 957 2300	to	2399
869 523 7033	to	7099	909 355 0422	to	0499	919 536 0770	to	0799	933 060 6160	to	6189
869 800 0000	to	999 9999	909 568 8900	to	9099	919 814 3095	to	3199	933 387 2541	to	2561
870 054 4814	to	4899	909 568 9300	to	9499	919 915 2774	to	2787	933 760 3609	to	4199
870 491 4812	to	4849	909 725 7307	to	7399	920 155 4662	to	4687	933 894 0928	to	0999
870 536 5820	to	5829	909 833 0947	to	0999	920 309 9039	to	9199	934 018 2729	to	2741
870 541 7167	to	7239	910 219 8631	to	8699	920 771 5321	to	5399	934 180 0300	to	0399
870 575 8155	to	8999	910 265 1100	to	1199	920 857 5500	to	5899	934 236 3954	to	3999
870 589 0485	to	0494	910 471 7273	to	7299	920 864 3480	to	3499	934 622 8717	to	8999
870 691 7060	to	7099	910 536 2505	to	2599	920 963 4567	to	4599	935 216 0312	to	0399
872 028 4850	to	4899	910 958 7499	to	7599	921 333 7400	to	7499	935 843 2202	to	2247
872 029 9306	to	9399	911 140 1000	to	2199	921 477 3762	to	3799	936 024 8889	to	8899

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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


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

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

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

— Criminal Investigations Group, Postal Inspection Service, 10-23-08

DID YOU KNOW?



Business Mail

**Other Mail
23%**

Business mail represents about 77% of USPS mail volume.

Verifying U.S. Postal Service Money Orders

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

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

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at <http://www.usps.com/missingmoneyorders/security.htm>.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

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

— *Value Added and Special Services, Mailing Services, 10-23-08*

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— *Criminal Investigations Group, Postal Inspection Service, 10-23-08*

Toll-Free Number Available to Verify Canadian Money Orders

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

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

— *Criminal Investigations Group, Postal Inspection Service, 10-23-08*

Other Information

Overseas Military Mail

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

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

conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday-Friday, 0730–1600 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 table starting below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
FPO AE 09557	ADD F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V
FPO AE 09575	ADD F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V-V1
APO AE 09745	OPEN	Immediately	A-A1-B1-B2-F-F1-M-N-R-R1-V-Z1
FPO AP 96668	ADD F-F1-R-R1	Immediately	A1-B-B1-F-F1-R-R1-V-V1

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

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	A1-B-B1-C-D-U	09058	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-F1-U	09265	A1-B-B1-C-D-F1-N-U
09002	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09003	A1-B-B1-C-D-P-U	09060	A1-B-B1-C-D-F1-U	09139	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U
09004	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U	09140	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09005	A1-B-B1-C-D-P-U	09067	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-F1-U	09302	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1
09006	A1-B-B1-C-D-U	09069	A-A1-B-B1-C-D-U-V	09143	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09007	A1-B-B1-C-D-U	09075	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09008	A-A1-B-B1-C-D-P-U	09079	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09009	A1-B-B1-C-D-F1-U	09080	A1-B-B1-C-D-F1-U	09166	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09010	A-A1-B-C-D-F-F1-U-V-V1	09081	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09011	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09012	A1-B-B1-C-D-F-F1-U	09088	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09013	A1-B-B1-C-D-F-F1-U-Z1	09090	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09014	A1-B-B1-C-D-U	09092	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09020	A1-B-B1-C-D-U	09094	A1-B-B1-C-D-F-F1	09185	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-F1-U	09095	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09022	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09201	A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-F1-U		
09036	A1-B-B1-C-D-U	09103	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-F1-U		
09038	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-F1-U	09226	A1-B-B1-C-D-U		
09042	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U		
09046	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U		
09049	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V		
09051	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U		
09053	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-F1-U	09250	A1-B-B1-C-D-U		
09054	A1-B-B1-C-D-U	09126	A1-B-B1-C-D-F1	09261	A1-B-B1-C-D-F1-U-V		
09055	A1-B-B1-C-D-F-R-R1-U-V	09128	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
		09136	A1-B-B1-C-D-F1	09264	A1-B-B1-C-D-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09318	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09511	A1-B-B1-V	09625	A1-B-B1-C-F-U
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09513	A1-B-B1-F-F1-R-R1-V	09626	A1-B-B1-C-F-U
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09517	A1-B-B1-F-F1-R-R1-V	09627	A1-B-B1-C-F-U
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-V	09524	A1-B-B1-F-F1-R-R1-V	09630	A1-B-B1-C-F-U-V
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09532	A1-B-B1-F-F1-R-R1-V	09631	A1-B-B1-C-F-U
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09534	A1-B-B1-V	09636	A1-B-B1-C-F-U
09328	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-V-V1-Z-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09543	A1-B-B1-F-F1-R-R1-V	09642	A1-B-B1-N-U
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09545	A1-B-B1-V	09643	A1-B-B1-U
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-M-R-V	09549	A1-B-B1-V	09645	A1-B-U
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09554	A1-B-B1-V	09647	A1-B-B1-N-U
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09556	A1-B-B1-V	09648	A1-B-B1-N-U-V-Z1
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09557	A1-B-B1-F-F1-R-R1-V	09649	A1-B-B1-U
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09564	A1-B-B1-F-F1-R-R1-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09566	A1-B-B1-V	09702	A1-B-B1-C-C1-F1-M-R-R1-U
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09567	A1-B-B1-V-V1	09703	A1-B-B1-C-F1-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09402	A-A1-B1-C-F-R-R1-U3-W	09568	A1-B-B1-V	09704	A1-B-B1-C-V
09340	A-A1-B-B1-C1-F-R-V	09409	A1-B-B1-C-C1-U	09569	A1-B-B1-V	09705	A1-B-B1-U
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09570	A1-B-B1-F-F1-R-R1-V	09706	A1-B-B1-C-N-U-V
09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z-Z1	09447	A1-B-B1-C-C1-U-V	09573	A1-B-B1-V	09707	A1-B-B1-C-N-U-V
09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09574	A1-B-B1-V	09708	A1-B-B1
09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-Z1	09575	A1-B-B1-F-F1-R-R1-V-V1	09709	A1-B-B1-F1
09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09459	A1-B-B1-C-C1-U	09576	A1-B-B1-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09577	A1-B-B1-V	09711	A1-B-B1-F1-N-Z1
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09463	A1-B-B1-C-C1-U	09578	A1-B-B1-V	09713	A1-B-B1-C-F1
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-U	09579	A1-B-B1-F-F1-R-R1-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09581	A1-B-B1-F-F1-R-R1-V	09715	A1-B-B1-F1
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09469	A1-B-B1-C-C1-U	09582	A1-B-B1-V	09716	A1-B-B1-C-D-N-U-V
09358	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09470	A1-B-B1-C-C1-U	09586	A1-B-B1-V	09717	A-A1-B-B1-M-V-W
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09494	A1-B-B1-C-C1-U	09587	A1-B-B1-V-V1	09718	A1-B-B1-F-I-N-U-V
09360	A1-B-B1-V	09496	A1-B-B1-C-C1-U-V	09588	A1-B-B1-V-V1	09719	A1-B-B1-C-F1-V
09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09589	A1-B-B1-V-V1	09720	A1-B-B1-U-V
09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09501	A1-B-B1-V-V1	09590	A1-B-B1-V	09721	A1-B-B1-N-U-V-Z1
		09502	A1-B-B1-V	09591	A1-B-B1-V-V1	09722	A-A1-B-B1-F-N-V-Z-Z1
		09503	A1-B-B1-V	09593	A1-B-B1-V	09723	A1-B-B1-N-U-V-Z1
		09504	A1-B-B1-V-V1	09594	A1-B-B1-V-V1	09724	A1-B-B1-C-C1-F1-M-R-R1-U
		09505	A1-B-B1-V-V1	09596	A1-B-B1-V	09726	A1-B-B1-N-U-V
		09506	A1-B-B1-V-V1	09599	A1-B-B1-V	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
		09507	A1-B-B1-V-V1	09601	A1-B-B1-C-F-F1-U	09729	A1-B-B1-C-F-N-R-R1-U-V
		09508	A1-B-B1-V	09602	A1-B-B1-C-F-F1-N-U	09730	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
		09509	A1-B-B1-V	09603	A1-B-B1-C-F-F1-U	09731	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1
		09510	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09604	A1-B-B1-C-F-F1-U	09732	A1-B-B1-N-V-Z1
				09605	A1-B-B1-C-D-U-V	09733	A1-B-B1-V
				09606	A1-B-B1-C-D-U-V	09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1
				09607	A-A1-B-B1-C-F-F1-M-R-R1-U-U3-V-W	09735	A1-B-B1-N-V-Z1
				09609	A1-B-B1-C-F-U		
				09610	A1-B-B1-C-F-F1-U-V		
				09613	A1-B-B1-C-F-U-V		
				09617	A1-B-B1-C-F-U		
				09618	A1-B-B1-C-F-U		
				09620	A1-B-B1-C-F-U		
				09621	A1-B-B1-C-F-U		
				09622	A1-B-B1-C-F-U		
				09623	A1-B-B1-C-F-U		
				09624	A1-B-B1-C-F-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09819	A-A1-B-F-P-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96311	A1-B-B1-M-W
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09821	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W
09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09822	A-A1-B-F-V-Z1	34031	A1-B-B1-M-N-V-Z1	96319	A1-B-B1-M-W
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09823	A-A1-B-F-V-Z1	34032	A1-B-M-N-V-Z1	96321	A1-B-B1-F-F1-F2-M-W
09741	A-A1-B-B1-C1-E2-F-F1-H1-I-M-N-Q-R-R1-T-V-W-Y-Z-Z1	09824	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W
09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1	09825	A-A1-B-B1-C-C1-D-F-M-N-R-R1-T-V-Z1	34034	A1-B-B1-M-N-V-Z1	96323	A1-B-B1-M-V-W
09743	A-A1-B-B1-F-N-V-Z-Z1	09827	A-A1-B-B1-F-F1-N-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96326	A1-B-B1-M-W
09744	A-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34036	A1-B-B1-M-N-U-V-Z1	96328	A1-B-B1-M-W
09745	A-A1-B1-B2-F-F1-M-N-R-R1-V-Z1	09830	A1-B-B1-C-N-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96330	A1-B-B1-M-W
09746	A-A1-B-B1-C-E1-N-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34038	A1-B-B1-M-N-V-Z1	96336	A1-B-B1-M-V-W
09747	A1-B-B1-F-J-N-U-V-Z1	09832	A-A1-B-B1-U1-V-Z1	34039	A1-B-N-V-Z1	96337	A1-B-B1-M-W
09749	A-A1-B-B1-F-N-V-Z1	09833	A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96338	A1-B-B1-M-W
09750	A-B-B1-B2-C-C1-F-M-N-Q-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96339	A1-B-B1-M-V-W
09751	A1-B-B1-C-D-U-V	09835	A-A1-B-B1-V-Z1	34050	A1-B-B1-V	96343	A1-B-B1-M-W
09752	A1-B-B1-C-D-U	09836	A-A1-B-B1-C-F-M-V-Z1	34055	A1-B-B1-N-V-Z1	96346	A1-B-B1-F-F1-F2-M-V-W
09753	A1-B-B1-F-N-V-Z1	09837	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1	96347	A1-B-B1-F-F1-F2-M-W
09754	A1-B-B1-U	09838	A1-B-B1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96348	A1-B-B1-F-F1-F2-M-W
09755	A1-B-B1-U	09839	A-A1-B-B1-U-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96349	A1-B-B1-F-F1-F2-M-W
09756	A1-B-B1-U	09840	A-A1-B-B1-V-Z1	34090	A1-B-B1-V	96350	A1-B-B1-F-F1-F2-M-W
09757	A1-B-B1-U	09841	A-A1-B-B1-N-U-Z1	34091	A1-B-B1-F-F1-R-R1-V	96351	A1-B-B1-F-F1-F2-M-W
09777	A-A1-B-B1-C-E1-N	09842	A-A1-B-B1-N-Z1	34092	A1-B-B1-F-F1-R-R1-V	96362	A1-B-B1-F-F1-F2-M-W
09780	A-A1-B-B1-F-N-R-V	09843	A-A1-B-B1-N-V	34093	A1-B-B1-F-F1-R-R1-V	96365	A1-B-B1-M-V-W
09790	A-A1-B-B1-C1-F-R-V	09844	A-A1-B-B1-C-F-N-U-V-Z1	34095	A1-B-B1-V	96367	A1-B-B1-L-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34098	A1-B-B1-V	96368	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34099	A1-B-B1-V-V1	96370	A1-B-B1-F-F1-F2-M-W
09804	A-A1-B-B1-F-F1-N-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B-B1	96372	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96202	A-A1-B-B1-U	96373	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1	96203	A-A1-B-B1	96374	A1-B-B1-M-W
09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	09868	A-A1-B-B1-U-V-Z1	96204	A-A1-B-B1	96375	A1-B-B1-M-W
09809	A1-B-B1-V-Z1	09870	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-U-V-Z1	96205	A-A1-B-B1-U	96376	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	96206	A-A1-B-B1-U	96377	A1-B-B1-M-W
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09888	A-A1-B-B1-C-C1-D-E2-F-F1-H-H1-M-N-O-R-R1-V-V1-Z1	96207	A-A1-B-B1-V	96378	A1-B-B1-M-W
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96209	A-A1-B-B1-N-U-V	96379	A1-B-B1-M-W
09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1	96213	A-A1-B-B1-U	96384	A1-B-B1-M-W
09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-H-H1-M-N-R-R1-T-V-Z1	09898	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96214	A-A1-B-B1-U	96386	A1-B-B1-M-W
		34002	A1-B-B1-N-U-Z1	96218	A-A1-B-B1-U	96387	A1-B-B1-M-W
		34004	A-B-B1-N-V	96224	A-A1-B-B1-U	96388	A1-B-B1-M-W
		34006	A-A1-B-B1-C1-F1-N-V-Z1	96257	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
		34007	A-A1-B-B1-C1-F1-V-Z1	96258	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-M-R-V
		34008	A-A1-B-B1-C1-F1-V-Z1	96260	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
		34020	A1-B-B1-M-N-V-Z1	96262	A-A1-B-B1-U-V	96501	A-A1-B-B1-N-V
		34021	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U	96503	A1-B-B1-F-N-U3-V
		34022	A1-B-B1-D-F-M-N-V-Z1	96266	A-A1-B-B1-U	96507	A-A1-B-B1-F-V
		34023	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V	96510	A1-B-B1-I-N-V
		34024	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U	96511	A1-B-B1-I-N-V
				96271	A-A1-B-B1-U	96515	A1-B-B1-F
				96275	A-A1-B-B1-V	96517	A1-B-B1-F-U3-V
				96276	A-A1-B-B1	96518	A1-B-B1-V
				96278	A-A1-B-B1-U	96520	A1-B-B1-F-N-U3-V
				96283	A-A1-B-B1-U	96521	A1-B-B1-F-N-U3
				96284	A-A1-B-B1-U-V	96522	A1-B-B1-F-N-U
				96297	A-A1-B-B1-U	96530	A-A1-B-B1-H-M-N-U-V
				96303	A1-B-B1-M-N-V-W	96531	A-A1-B-B1-H-M-U-V
				96306	A1-B-B1-F-F1-F2-M-W	96534	A-A1-B-B1-F
				96309	A1-B-B1-M-V-W		
				96310	A1-B-B1-M-W		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96535	A-A1-B-B1-F-V	96595	A1-B-B1-V	96617	A1-B-B1-F-F1-R-R1-V	96668	A1-B-B1-F-F1-R-R1-V-V1
96537	A1-B-B1-V	96598	A1-B-B1-N-V	96619	A1-B-B1-V	96669	A1-B-B1-V-V1
96538	A1-B-B1-V	96599	A1-B-B1-V	96620	A1-B-B1-F-F1-R-R1-V	96670	A1-B-B1-V-V1
96540	A1-B-B1-V	96601	A1-B-B1-V-V1	96621	A1-B-B1-V	96671	A1-B-B1-V-V1
96541	A1-B-B1-V	96602	A1-B-B1-V	96622	A1-B-B1-F-F1-R-R1-V	96672	A1-B-B1-F-F1-R-R1-V
96542	A1-B-B1-V	96603	A1-B-B1-V	96624	A1-B-B1-F-F1-R-R1-V	96673	A1-B-B1-V-V1
96543	A1-B-B1-P-V	96604	A1-B-B1-V	96628	A1-B-B1-F-F1-R-R1-V	96674	A1-B-B1-V-V1
96544	A1-B-B1-F-N-U3-V	96605	A1-B-B1-V-V1	96634	A1-B-B1-F-F1-R-R1-V	96675	A1-B-B1-F-F1-R-R1-V
96546	A1-B-B1-F-U3	96606	A1-B-B1-V	96643	A1-B-B1-F-F1-R-R1-V	96677	A1-B-B1-V-V1
96548	A-A1-B-B1-H-M-U	96607	A1-B-B1-V	96650	A1-B-B1-F-F1-R-R1-V	96678	A1-B-B1-F-F1-R-R1-V
96549	A-A1-B-B1-H-M-U	96608	A1-B-B1-V	96657	A1-B-B1-F-F1-R-R1-V	96679	A1-B-B1-V
96550	A-A1-B-B1-H-M-U-V	96609	A1-B-B1-V	96660	A1-B-B1-F-F1-R-R1-V	96681	A1-B-B1-V-V1
96551	A-A1-B-B1-H-M-U	96610	A1-B-B1-V	96661	A1-B-B1-F-F1-R-R1-V	96682	A1-B-B1-V-V1
96552	A1-B-B1	96611	A1-B-B1-V	96662	A1-B-B1-V	96683	A1-B-B1-V-V1
96553	A-A1-B-B1-H-M-N-U-V	96612	A1-B-B1-F-F1-R-R1-V	96663	A1-B-B1-F-F1-R-R1-V	96686	A1-B-B1-V-V1
96554	A-A1-B-B1-H-M-U	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96664	A1-B-B1-V-V1	96687	A1-B-B1-V-V1
96555	A1-B-B1-F-M-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96665	A1-B-B1-V	96698	A1-B-B1-V-V1
96557	A1-B-B1-F-M-V	96615	A1-B-B1-F-F1-R-R1-V	96666	A1-B-B1-V-V1		
96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F-F1-H-H1-I-M-N-R-R1-T-V-Z-Z1	96616	A1-B-B1-F-F1-R-R1-V	96667	A1-B-B1-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	= Army/Air Force Post Office
Box R	= Retired military personnel
FPO	= Fleet Post Office
DMM	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.2c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

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

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

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

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

H1. Pork or pork by-products are prohibited.

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

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

R. All alcoholic beverages, including those mailable under DMM 601.8.0, are prohibited.

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

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

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

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

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

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

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

V1. Delivery Confirmation service is not available.

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

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

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

Z. No outside pieces (OSPs).

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

— *International Network Operations,
Network Operations, 10-23-08*

Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible career employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2009 leave year.

Note: Annual leave earned and accumulated through the 2008 leave year, which ends January 2, 2009, cannot be exchanged for cash.

Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining unit employees from rate schedule codes (RSCs) E, F, S, U, V, and Z who have an annual leave balance of at least 160 hours at the end of the leave year.
- Career bargaining unit employees (except part-time flexible employees) from the following RSCs who have an annual leave balance of at least 440 hours at the end of the leave year and have used less than 75 hours of sick leave during the leave year:
 - National Postal Mail Handlers Union — RSC M.
 - International Association of Machinists — RSC T.
 - American Postal Workers Union, AFL-CIO — RSCs C, N, and P.
 - Operating Services Division Agreement — RSC K.
 - Fraternal Order of Police, National Labor Council, USPS No. 2 — RSC Y.

PostalEASE Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by 11:59 P.M. Central Time, December 15, 2008.

Employees who are unable to use *PostalEASE* to complete their elections should contact the Human Resources Shared Services Center (HRSSC) for assistance before December 15, 2008, at 877-477-3273, option 5, Benefits. To reach the HRSSC using TTY, call 866-260-7507.

Forms will not be distributed for this election period.

Payment by Lump Sum

For bargaining unit employees, payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2009 leave year (January 3, 2009) and included in paychecks dated January 23, 2009. For nonbargaining unit employees, the lump sum is calculated on salary as of January 17, 2009, and included in February 6, 2009, paychecks.

Letter Soon to Be Mailed to Eligible Employees

The Eagan Accounting Service Center (ASC) will mail a letter providing details of the eligibility criteria and instructions for using *PostalEASE* to make annual leave exchange elections to eligible employees at their address of record during November 2008. Undeliverable letters will be returned to the employing office of record. When an office receives a returned letter, the office should encourage the employee to update his or her address. Employees with access to Employee Change of Address on the Postal Service™ Intranet (Blue page) or to an employee self-service kiosk should use those entry methods. Other employees should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the HRSSC.

— Compensation, Human Resources, 10-23-08

Please Post On All Bulletin Boards Through December 15, 2008.

Don't know your USPS PIN?

You'll need it for:

- Flexible Spending Accounts
- Health Benefits
- Thrift Savings Plan
- Annual Leave Exchange
- Savings Bonds
- Allotments/Net-to-Bank
- Federal W-4 Tax Changes
- Federal W-2 Reprints
- NARECS Annuity Estimate Requests
and for
- eOPF
- Telephone Job Bidding
- Computerized Job Bidding

PostalEASE

Go to <https://liteblue.usps.gov> or an employee self-service kiosk or call 1-877-477-3273



Federal Employees Health Benefits

Open Season
November 10, 2008, to December 9, 2008

HEALTH BENEFITS OPEN SEASON ON *PostalEASE*

The Federal Employees Health Benefits (FEHB) Open Season will be held from November 10 to December 9, 2008, closing at 5:00 P.M. CT. Employees should complete the *PostalEASE* FEHB worksheet included in the mailing to their homes, and enter enrollment information directly into *PostalEASE* via the Web, kiosk, or telephone.

During this open season, eligible employees may make any one, or a combination, of the following changes using *PostalEASE*:

- Enroll if not enrolled.
- Cancel enrollment.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.

Enrollment changes and new enrollments made during the 2008 FEHB Open Season will be effective January 3, 2009 (Pay Period 02-09). New premium payments will be reflected in paychecks dated January 23, 2009.

— Compensation, Human Resources, 10-23-08

Please post on all bulletin boards through December 9, 2008.

(See article on page [69](#).)

DID YOU KNOW?

**USPS recycles
1 million tons
of wastepaper,
cardboard and
plastics annually.**



Handbooks (Continued)

Handbook EL-801: Effects of Obsoleting PS Form 4585 and PS Form 4586

Effective October 23, 2008, PS Form 4585, *Postal Driver Accident Information*, and PS Form 4586, *Accident Information* (card), are obsolete because the forms serve no current business purpose. (See related article in “Forms” on page 63.)

The obsoleting of these forms affects Handbook EL-801, *Supervisor’s Safety Handbook*. The following revisions to Handbook EL-801 are effective immediately.

Handbook EL-801, *Supervisor’s Safety Handbook*

* * * * *

2 Accident Investigation

* * * * *

2-2 Investigating an Accident

* * * * *

[Revise the introductory paragraph of 2-2c as follows:]

- c. **Complete the required documentation.** Forms used in an accident investigation are indicated below in (1) through (5).

* * * * *

[Delete items 2-2c(6) and (7).]

[Revise the last paragraph of 2-2 as follows:]

Sections 245.3 and 261.23 in Handbook PO-701, *Fleet Management*, contain background information on Standard Form (SF) 91, *Motor Vehicle Accident Report*, and PS Form 1700, *Accident Investigation Worksheet*.

Appendix D, Safety Reference Materials

* * * * *

D-2 Postal Service

D-2.1 PolicyNet and the Material Distribution Center

* * * * *

Forms

[Revise text as follows:]

*PS 1700, *Accident Investigation Worksheet*

*PS 1766, *Hazard Warning Card*

PS 1767, *Report of Hazard, Unsafe Condition, or Practice*

PS 1769, *Accident Report*

*PS 1770, *Mail Piece Spill or Leak Incident Report*

*PS 1778, *Dog Warning Card*

*PS 1783, *On-the-Job Safety Review/Analysis*

*PS 4024, *Request to Repair Roads*

*PS 4056, *Your Mailbox Needs Attention*

PS 4565, *Vehicle Repair Tag*

*PS 4584, *Observation of Driving Practices*

PS 4707, *Out of Order* (tag)

Tag 44, *Sack Contents Warning*

* * * * *

We will incorporate these revisions into the next printed version of Handbook EL-801 and into the next online update, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

— *Safety and Environmental Performance Management, Employee Resource Management, 10-23-08*

Handbook F-15 Revision: Travel and Relocation Update

Effective October 23, 2008, Handbook F-15, *Travel and Relocation*, is revised to update the policy for international travel.

Handbook F-15, *Travel and Relocation*

* * * * *

2 Before You Begin Traveling

* * * * *

2-1 Your Responsibilities as a Traveler

* * * * *

[Delete item 8.]

2-2 Responsibilities of Approving Officials

* * * * *

2-2.1 Authorizing Travel

* * * * *

2-2.1.6 For International Travel

[Delete section 2-2.1.6.1, *To Canada and Mexico, in its entirety*.]

[Delete title of 2-2.1.6. and revise text, now under 2-2.1.6 to read as follows:]

The senior vice president and managing director, Global Business, reviews and determines approval for all international travel of non-officers and performs the following activities relating to international travel, which also includes travel to either Canada or Mexico:

1. Reviews all international travel.
2. Approves travel abroad of members of the United States Postal Service and non-investigative United States Postal Inspection Service to handle USPS-related business.

With the exception of Inspection Service employees on criminal investigative travel, International Postal Affairs assists the traveler in obtaining the required travel credentials, which includes coordinating with other federal agencies and may also include coordinating with other foreign postal administrations.

The chief postal inspector, deputy chief postal inspector, and assistant chief postal inspector are responsible for approving international travel for postal inspectors and other Inspection Service personnel who are on criminal investigative travel. That travel is governed by internal instructions from the Postal Inspection Service. The Postal Inspection Service is responsible for the contact and travel document protocols with the Department of State.

The inspector general and assistant inspectors general are responsible for approving international travel for inspector general personnel. That travel is governed by international instructions from the OIG. The signature of any one of the previously mentioned individuals on a travel voucher indicates inspector general approval.

* * * * *

4 Preparing to Travel

4-1 Getting Approval

* * * * *

4-1.3 For International Travel

4-1.3.1 What's Required

[Revise 4-1.3.1 to read as follows:]

Foreign travel for personnel other than officers, postal service employees who are on criminal investigations, and inspector general personnel will be approved by the senior vice president and managing director, Global Business. Your vice president or officer submits a request for international travel to the senior vice president and managing director, Global Business, who will review the travel request. After the request is approved, route a signed copy of the letter to International Postal Affairs for assistance with any official arrangements to facilitate the travel. This letter must include your dates of travel, purpose and expected outcome, and an estimate of the cost of the trip. Submit an amendment to the travel letter if travel dates change in excess of 15 days from the dates included in the original submission, or if costs exceed ten (10) percent of the original estimate.

Prior to having international airline tickets issued, you must submit a copy of the letter of approval for international travel to the Postal Service's travel management company (TMC). The TMC will check the dates on the approval letter.

You must ensure your request contains a complete list of all employees who will be making the trip and the specific purpose for travel. If more than one function is involved in travel, one function should be designated as the lead. The lead function consolidates the list of employees making the trip onto one request. Where this is not possible, the authorization request should at least note another function is involved, and that their request is being sent separately.

Also, you must attach the approval letter to your receipts report and submit both to Back Office Processing for scanning into the eTravel system.

Important: If you do not hold a valid official passport — the one with a red-brown cover — your request must also include an application for an official passport through

International Business. Be sure that your request meets U.S. Passport Office requirements.

4-1.3.2 How to Submit Your Request

[Revise the table in 4-1.3.2 to read as follows:]

Do You Have an Official Passport?	Then Submit Your Request at Least...
a. Yes	21 days before your expected departure date.
b. No	52 days before your expected departure date <i>plus</i> the time required by the U. S. Passport Office to process your application for an official passport.

* * * * *

[Delete 4-1.3.3.]

* * * * *

8 While You're Traveling

8-1 Allowable Expenses

* * * * *

8-1.9 Trips Home During Extended Travel

* * * * *

[Insert new 8-1.9.3 to read as follows:]

8-1.9.3 During Extended International Duty Assignments or Details

You may return home every four (4) weeks to conduct necessary personal business that arose while you were overseas. You are only allowed trips to your home or to your permanent duty station. You are not reimbursed for trips to any other location, nor does the approving official approve such trips. The time period for travel to home or permanent duty station is extended to include Friday and Monday so that you have time to conduct business while at home.

Inspection Service seconded (borrowed) employees will follow the internal instructions from the Inspection Service.

Miscellaneous Expenses

* * * * *

8-1.10.2 For International Travel

* * * * *

[Add new item h to read as follows:]

h. Reasonable costs associated with laundry and dry cleaning expenses when attending Universal Postal Union (UPU)–sanctioned events and staying at the UPU conference hotel are paid. Laundry and dry cleaning expenses at all other times are not allowed, as this expense is included in your foreign countries per diem rate.

* * * * *

10 Getting Reimbursed and Repaying Advances

* * * * *

[Delete the Reminder.]

* * * * *

We will incorporate these revisions into the next printed edition of Handbook F-15 and into the next online update available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Then click *HBKs*.

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

— *Corporate Accounting,
Controller, 10-23-08*

Handbook F-101 Revision: Preparing Bank Deposit Tickets at Postal Retail Units

Effective immediately, Handbook F-101, *Field Accounting Procedures*, is revised to update the procedure for preparing bank deposit tickets in the presence of a witness. Cost ascertainment group (CAG) A through G offices must have a witness verify the bank deposit ticket unless they have a deviation approved in writing by the district Finance manager (DFM). CAG H through L offices are not required to have a witness verify the bank deposit if one is not available.

Postal retail units (PRUs) are to discontinue writing "NWA" on the bank deposit ticket when a witness is not available to verify the deposit.

It is the responsibility of the postmaster or unit manager to ensure proper procedures are followed in preparing daily bank deposits by monitoring banking differences issued by Accounting Services. Postmasters or unit managers must ensure expenses from banking reconciliations are researched and resolved in a timely manner (see Handbook F-101, subchapter 8-3, *Reconciliation Exceptions*).

Reminder: PRUs must not make a bank deposit for less than \$100. However, checks should be deposited within 5 business days even if the total deposit is less than \$100.

Handbook F-101, *Field Accounting Procedures*

* * * * *

9 Cash Management

* * * * *

9-1 Banking

* * * * *

9-1.2 Banking Procedures for PRUs

[Revise 9-1.2 to read as follows:]

Postal retail units (PRUs) consolidate funds generated from daily transactions into one bank deposit (or two deposits if you must deposit cash separately from checks).

PRUs must not make bank deposits for less than \$100.

Exception: Checks should be deposited within 5 business days, even if the total deposit is less than \$100.

When funds exceed normal operating needs during the day, retail associates (RAs) must make advance deposits in addition to regular deposits.

If excess funds are generated throughout the day, PRUs may prepare a consolidated advance deposit. In the event that the financial institution requires separate deposits for cash and checks, no more than four (4) bank deposits may be prepared on a business day.

Report bank deposit remittances on PS Form 1412 in the appropriate AIC as follows:

Record...	On PS Form 1412 in...
Advance remittance of funds	AIC 751, Cash Remitted Advance
Postal funds deposited to the bank at the close of business	AIC 752, Cash Remitted Final
Authorized cash retained and cash reserves	AIC 753, Cash Retained Today

Offices that remit their final bank deposit for the day and continue their window services operation must report the additional funds as follows:

- The RA remits funds to the closeout employee and reports the amount in AIC 752 on PS Form 1412.
- The closeout employee consolidates the funds, prepares the bank deposit, registers the deposit to the safe, and reports the amount in AIC 753 on the unit's PS Form 1412.
- On the following business day, the closeout employee must report these funds in AIC 751 on the unit's PS Form 1412 and send the funds to the bank.

Note: Under unusual circumstances the district Finance manager (DFM) may authorize an office to prepare the bank deposit and register it to the safe to be picked up early the next morning and received by the bank as previous day's funds. Then, this bank deposit must be recorded in AIC 752 on the unit's PS Form 1412 the same day it is prepared and registered to the safe.

To prepare a bank deposit, follow these steps:

- The preparer completes a two-part deposit ticket: the original for the bank and the copy for the unit.
- The preparer enters the amount of currency on the deposit ticket by denomination. Include coin only when wrapped in full rolls (e.g., 50 pennies, 40 nickels, 50 dimes, and 40 quarters).
- The preparer ensures that all deposited items are properly initialed and endorsed by the accepting employee (see part 9-3.4).
- The preparer enters the total amount of checks (including money orders) on the deposit ticket. Enclose a system-generated list or an adding machine tape showing each check with the deposit.
- The preparer counts the funds in the presence of a witness (see 'Note' below).
- The witness counts the funds in the presence of the preparer.
- Both the preparer and the witness must sign the deposit ticket.
- Both the preparer and the witness must ensure that the original deposit ticket, cash, money orders,

checks, and check list (or adding machine tape) are included in the deposit envelope.

- i. Seal the envelope. Once sealed, both the preparer and the witness must initial the envelope.
- j. The preparer sends the envelope via Registered Mail to the bank.
- k. Maintain the duplicate copy of the deposit ticket as supporting documentation for the unit PS Form 1412. The duplicate copy of the deposit ticket must show the preparer signature (Verifier) and the Witness signature (if applicable).

Note: CAG H through L offices are not required to have a witness verify the bank deposit if one is not available. When a witness is not available in CAG H through L offices, the preparer signs the deposit ticket on the “Verifier” line, and the “Witness” line is left blank. CAG A through G offices that cannot meet the witness requirement must have a deviation approved in writing by the district Finance manager (DFM).

It is the responsibility of the postmaster or unit manager to ensure proper procedures are followed in preparing daily bank deposits by monitoring banking differences issued by Accounting Services. Postmasters or unit managers must ensure expenses from banking reconciliations are researched and resolved in a timely manner (see subchapter 8-3).

* * * * *

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

- Go to <http://blue.usps.gov/wps/portal/accounting>.
- Under “Accounting Policies and Procedures”, click the PDF or Word doc link for Handbook F-101, *Field Accounting Procedures (FAP)*.

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

— Accounting Policy,
Controller, 10-23-08

Handbook PO-701: Effects of Obsoleting PS Form 4585 and PS Form 4586

Effective October 23, 2008, PS Form 4585, *Postal Driver Accident Information*, and PS Form 4586, *Accident Information (card)*, are obsolete because the forms serve no current business purpose. (See related article in “Forms” on page 63.)

The obsoleting of these forms affects Handbook PO-701, *Fleet Management*. The following revisions to Handbook PO-701 are effective immediately.

Handbook PO-701, *Fleet Management*

* * * * *

2 Vehicle Operations and Utilization

* * * * *

24 Driver and Supervisor Responsibilities

* * * * *

243 Emergency Warning Devices and Fire Extinguishers

* * * * *

243.4 Accident Report Kits

[Revise 243.4 as follows:]

Item 087-H, *Accident Report Kit*, must be carried in each motor vehicle, bicycle, or other vehicle owned or leased

(including drive-out agreement) by the Postal Service. The kit contains:

- a. Standard Form 91, *Operator’s Report of Motor Vehicle Accident*.
- b. Pencil.
- c. Chalk.
- d. Local instructions.

* * * * *

245 Driver Responsibility

* * * * *

245.3 Accident Procedures

* * * * *

[Revise 245.3f as follows:]

- f. Provide other driver(s) and police with any information required by law. Do not make any statement admitting personal or government liability or criminal negligence or attempt to negotiate an agreement or settlement with anyone.

* * * * *

[Revise 245.3i as follows:]

- i. Obtain the names, addresses, and telephone numbers of any witnesses.

* * * * *

Appendix C Forms Glossary and Record Retention Schedule

[Delete the entries for PS 4585 and PS 4586 in Appendix C.]

* * * * *

We will incorporate these revisions into the next printed version of Handbook PO-701 and into the next online update, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.

- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *HBKs*.

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

— *Safety and Environmental Performance Management, Employee Resource Management, 10-23-08*

Handbook PO-702 Revision: Effects of Obsoleting PS Form 4585 and PS Form 4586

Effective October 23, 2008, PS Form 4585, *Postal Driver Accident Information*, and PS Form 4586, *Accident Information* (card), are obsolete because the forms serve no current business purpose. (See related article in “Forms” on page 63.)

The obsoleting of these forms affects Handbook PO-702, *Tort Claims Administration*. The following revisions to Handbook PO-702 are effective immediately.

Handbook PO-702, *Tort Claims Administration*

* * * * *

2 Investigating and Reporting Vehicle Accidents

* * * * *

22 Initial Investigation

* * * * *

Exhibit 222, Motor Vehicle Accident Investigation Kit

* * * * *

[Revise this paragraph of Exhibit 222 as follows:]

*Blank Forms — SF 94, SF 95, and PS 1700

* * * * *

23 On-Site Investigation

* * * * *

233 Interviewing Procedures

* * * * *

233.2 Interview Postal Service Drivers

[Revise 233.2 as follows:]

During interviews of Postal Service drivers involved in an accident, ascertain if any existing physical condition, such as a physical disability, might have made them more likely to be involved in an accident. In addition, AIs must verify

that the Postal Service driver has completed SF Form 91, *Motor Vehicle Accident Report*. (See Exhibit 233.2.)

* * * * *

[Delete Exhibit 233.2b, PS Form 4585, Postal Driver Accident Information.]

* * * * *

[Revise Exhibit number 233.2c, SF 91, Motor Vehicle Accident Report, to 233.2:]

* * * * *

[Delete Exhibit 233.2d, PS Form 4586, Accident Information:]

* * * * *

234 Record Conditions at the Scene

* * * * *

234.4 Complete PS Form 1700, Accident Investigation Worksheet

[Revise 234.4, as follows:]

Complete PS Form 1700, *Accident Investigation Worksheet*, within 1 business day after the end of the accident investigation. See exhibit 234.4 for a sample form and instructions for completing the form.

* * * * *

[Change the Exhibit number of 231.4, PS Form 1700, Accident Investigation Worksheet Instructions, to 234.4.]

* * * * *

[Revise Exhibit 234.4, instructions for Item 5, as follows:]

Item 5. Witness Name, Age, Address, and Telephone No.: Enter witness name, age, address, and telephone number. Acquire this information as soon as possible upon arrival at the accident scene. Also have the witness complete SF 94.

* * * * *

3 Investigating and Reporting Non-vehicle Accidents

* * * * *

33 On-Site Investigation

331 At the Scene of the Accident

* * * * *

331.2 Complete PS Form 1700

* * * * *

Exhibit 331.2, PS Form 1700, Accident Investigation Worksheet Instructions

* * * * *

[Revise Exhibit 331.2, instructions for Item 5, as follows:]

Item 5. Witness Name, Age, Address, and Telephone No.: Enter witness name, age, address, and telephone number. Acquire this information as soon as possible upon arrival at the accident scene. Also have the witness complete SF 94.

* * * * *

Appendix D, List of Exhibits

[Revise text as follows:]

- Exhibit 222, Motor Vehicle Accident Investigation Kit
- Exhibit 232.1, Vehicle Accident Investigation Checklist
- Exhibit 233.2, SF 91, *Motor Vehicle Accident Report* (pgs. 1–4)
- Exhibit 233.41, SF 94, *Statement of Witness* (pgs. 1–2)
- Exhibit 234.4, PS Form 1700, *Accident Investigation Worksheet*
- Exhibit 234.41, Information Required on Reverse Side of Photographs

Exhibit 234.52(a), Using Skid Marks to Estimate Speed (pg. 1)

Exhibit 244.2, Definition of Negligence

Exhibit 244.51, Sample Format of Claim Statement

Exhibit 331.2, PS Form 1700, *Accident Investigation Worksheet*

Exhibit 432.11, Sample Completed SF 95, *Claim for Damage, Injury or Death*

Exhibit 442.1c, PS Form 2198, *Accident Report – Tort Claim*

Exhibit 442.23a, Sample Receipt of Claim Letter

Exhibit 442.23d, Tort Claim Processing Guide

Exhibit 460, Sample Letter to Claimant and Attorneys and Sample Completed PS Form 2106 (pgs. 1–8)

Exhibit 471, Checklist for Tort Claim Processing

* * * * *

We will incorporate these revisions into the next printed version of Handbook PO-702 and into the next online update, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *HBKs*.

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

— *Safety and Environmental Performance Management, Employee Resource Management, 10-23-08*

Publications

Publication 51 Revision: Global Express Guaranteed Service – Value Limit of Shipments

Effective October 23, 2008, the Postal Service™ is revising Publication 51, *International Postal Prices and Fees*, to add language concerning the maximum allowable value of Global Express Guaranteed® (GXG®) shipments. Mailers are required to certify that their GXG shipments do not contain any restricted or dangerous goods and that filing of Electronic Export Information (EEI), formerly known as the Shipper’s Export Declaration (SED), is not required.

Publication 51, *International Postal Prices and Fees*

Categories of International Mail

Global Express Guaranteed (GXG)

* * * * *

[Revise the second paragraph as follows:]

GXG shipments are insured against loss or damage to most network destinations, up to a value of \$100, at no additional charge. Optional document reconstruction insurance or optional insurance coverage for non-documents is also

available to most network countries up to a maximum of \$2,499 or a lesser amount if limited by country, content, or value — see individual country listings in *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM[®]). The fee for optional GXG insurance coverage is \$1.00 for each \$100 or fraction thereof. The maximum weight limit for GXG shipments is 70 pounds, but some destinations have a lower maximum weight limit. Mailers are required to certify that the shipment does not contain any restricted or dangerous goods prohibited by the destination country or postal regulations. In addition, the mailer must certify that the GXG shipment does not require the

filing of Electronic Export Information (EEI), formerly called Shipper's Export Declaration (SED). See IMM 210 for additional details, or consult your local Post Office[™].

* * * * *

We will incorporate this revision into the next printed version of Publication 51 and into the online version, which is available via Postal Explorer[®] at <http://pe.usps.com>.

— *Mailing Standards,
Pricing, 10-23-08*

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

Effective October 23, 2008, 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
06042	4
34211	4
60647	4
67118	5
94804	1
95595	4

[Change the following entries:]

ZIP Code	Fee Group
22430	6

[Remove the entries for the following ZIP Codes:]

ZIP Code
19542
70582
71450

* * * * *

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

- Go to <http://blue.usps.gov>.
- Under “Essential Links,” in the left-hand column, click *References*.
- Click *PUBs*.

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

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

— *Value Added and Special Services,
Mailing Services, 10-23-08*

Forms

PS Form 4585, Postal Driver Accident Information, and PS Form 4586, Accident Information, Are Obsolete

Effective October 23, 2008, PS Form 4585, *Postal Driver Accident Information* (card), and PS Form 4586, *Accident Information*, are obsolete because the forms serve no current business purpose. Please destroy or recycle all copies of PS Form 4585 and PS Form 4586.

The obsoleting of PS Forms 4585 and 4586 affects the following handbooks:

- EL-801, *Supervisor's Safety Handbook* (see article in "Handbooks," on page [55](#)).

- PO-701, *Fleet Management* (see article in "Handbooks," on page [59](#)).
- PO-702, *Tort Claims Administration* (see article in "Handbooks," on page [60](#)).

— *Safety and Environmental Performance Management, Employee Resource Management, 10-23-08*

Revision of PS Form 3666, Certification of Postal Service Employment of Individuals With Severe Disabilities

Effective immediately, PS Form 3666, *Certification of Postal Employment of Individuals With Severe Disabilities*, is revised to correct the position titles available for referral and certification of individuals with severe disabilities. The October 2008 edition of PS Form 3666 replaces the January 2000 edition. Please destroy or recycle all previous versions of PS Form 3666.

A sample of the revised PS Form 3666 will be incorporated in Handbook EL-307, *Reasonable Accommodation, An Interactive Process*. (See related article in "Handbooks" on page [31](#).)

PS Form 3666 is available on the Postal Service PolicyNet website:

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

(The direct URL for the Forms Web site is <http://blue.usps.gov/formmgmt/forms.htm>.)

— *Selection, Evaluation, and Recognition Employee, Resource Management, 10-23-08*

Information Desk

Address Management

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	24-5865 24-5865	02557 02557	MA MA	Oak Bluffs Oak Bluffs	Dukes Dukes	Main Office Main Office	Post Office Post Office	08/06/2008	This announcement expands the use of ZIP™ Code 02557 to include delivery.
Old New	40-0864 40-0864	97413 97413	OR OR	Blue River Blue River	Lane Lane	Mc Kenzie Bridge Mc Kenzie Bridge	Community Post Office Place Name	07/10/1974 06/09/2008	Community Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Mc Kenzie Bridge OR 97413 as last line of address.

— Address Management, Intelligent Mail and Address Quality, 10-23-08

Corporate Communications

Printed Copies of the Postal Bulletin: Further Refinements of the Distribution List

Several years ago, Corporate Communications at Headquarters reduced the number of printed copies of the *Postal Bulletin* by 65 percent. We were able to do this because of advances in technology. There are many advantages to publishing the *Postal Bulletin* online such as faster access to the information (available to readers same day of publication), access to archived copies (issues back to 1995), electronic search and retrieval, and reduced printing costs.

An analysis of the distribution of the *Postal Bulletin* has shown that Post Offices™ Level 15 and above are equipped with the technology they need to receive the *Postal Bulletin* at <http://www.usps.com/cpim/ftp/bulletin/pb.htm>. At this time, Post Offices Level EAS 14 and below will continue to receive printed copies of the *Postal Bulletin*.

We will continue to improve efficiency, continue the timely sharing of information, and further refine the publishing process.

— Information Policies and Procedures,
Corporate Communications, 10-23-08

Domestic Mail

Ordering Information for Updated Publications

Mailing Standards updated the following publications with the May 2008 price information. Items are available through the Material Distribution Center (MDC) eBay catalog. You may also order publications from the MDC via touch-tone order entry (TTOE). Call 800-273-1509.

Note: You must register 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 to place your first order.

The following publications are in stock and ready to order:

PSIN	Title	PSN	Quick Pick Number	Unit	Price	Minimum Order Quantity
DMM300	Domestic Mail Manual	7610-03-000-9331	352	EA	\$16.77	1 copy
IMMISSUE	International Mail Manual	7610-02-000-9904	032	EA	\$7.13	1 copy
PUB95	Quick Service Guides	7610-04-000-1197	502	EA	\$1.4014	5 copies
PUB51	International Mail	7610-01-000-9815	437	EA	\$0.4719	25
DMM100	A Customers Guide to Mailing — English	7610-05-000-5072	526	EA	\$0.4806	25
DMM100S	A Customers Guide to Mailing — Spanish	7610-07-000-7132	N/A	EA	\$0.7861	1
DMM100C	A Customers Guide to Mailing — Chinese	7610-07-000-7685	N/A	EA	\$0.5776	1

Customers and employees can find updated publications on the Postal Explorer® website at <http://pe.usps.com>. Printed versions of the DMM 200, *An Introduction to Mailing for Businesses and Organizations*, will be available to order from the MDC in the near future, and we will publish ordering information in a future *Postal Bulletin*.

— Mailing Standards, Pricing, 10-23-08

Finance

Deposit Ticket and Bank Account Changes

In compliance with financial and accounting disclosure requirements, the Postal Service's existing bank deposit ticket has been redesigned. Effective immediately, only the new deposit tickets will be shipped for deposit ticket reorders. Each Post Office™ should begin using the new deposit tickets upon receipt following its next deposit ticket reorder.

Changes to the new slips include:

- The total for checks and money orders is combined. Checks and money orders no longer have to be listed as separate items.
- The 'Verifier' and 'Witness' certification lines have been standardized. Signature(s) and not just initials are now required. Post Offices will no longer write 'NWA' when a witness is not available and instead will leave this line blank. See Handbook F-101, *Field Accounting Procedures*, part 9-1.2, *Banking Procedures for PRUs*, for witness requirements.

The following graphics illustrate the old and the new deposit tickets.

Old Deposit Ticket

PLEASE PRESS FIRMLY
DepositLink™ M11570 07247079 6A

DEPOSIT TICKET

DATE _____

CURRENCY	DOLLARS	CENTS
X \$1		
X \$2		
X \$5		
X \$10		
X \$20		
X \$50		
X \$100		
COIN		
TOTAL CASH		

LIST SEPARATELY • TREASURY CHECKS
MONEY ORDERS • TRAVELERS CHECKS

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
TOTAL CHECKS	
GRAND TOTAL POSTAL SERVICE TOTAL HERE	

USPS UNIT ID LAKE BLUFF _____ Verifier
_____ Witness

Bank Name _____

123456789 123456789 123456789 001

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

New Deposit Ticket

PLEASE PRESS FIRMLY
DepositLink™ M1150 08281433

DEPOSIT TICKET

DATE _____

SIGNATURE _____ VERIFIER CERTIFICATION

SIGNATURE _____ WITNESS CERTIFICATION

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

CURRENCY	DOLLARS	CENTS
X \$100		
X \$50		
X \$20		
X \$10		
X \$5		
X \$2		
X \$1		
COIN		
TOTAL CASH		
TOTAL CHECKS & MONEY ORDERS		

USPS UNIT ID 0123456789 TOPEKA MDC

FIRST NATIONAL BANK OF OMAHA

GRAND TOTAL \$ _____

⑆0123456789⑆ :0000000000⑆ 375 104 928 1⑆ 123

UNIT ID Post Office Name Unit ID Number Bank Name Account Number Tran Code

Effective immediately, the maximum deposit ticket order will be reduced from 400 to 200. This change has already been implemented in eBay. Beginning January 30, 2009, the maximum order quantity will be increased once again, and offices may choose quantities of either 200 or 400.

To further support financial reporting requirements, only two-part deposit tickets will be used effective **January 30, 2009**. The two-part deposit tickets will be shipped in bound books with 50 tickets per book.

Bank Account Changes

The Postal Service™ has completed a nationwide solicitation for field banking services that is designed to increase the quality and reduce the cost of banking and armored courier services.

A total of 45 districts will transition to new financial institutions and three (3) additional districts will transition to new accounts at their existing institutions. The target date for this transition is **February 1, 2009**. Detailed information on the transition timeline will be provided to the affected districts in the near future.

These 48 districts must begin using deposit tickets, endorsement stamps, and address stamps with their new account information on the transition date. Banking supplies for the new accounts will be shipped to the applicable Post Offices by their district finance office in January.

Following are the districts affected by this change:

District	New Account	Area
Arizona	Wells Fargo Bank	Western Area
Atlanta	JP Morgan Chase Bank	Southeast Area
Baltimore	Branch Bank & Trust Company	Capital Metro Area
Bay-Valley	Wells Fargo Bank	Pacific Area
Big Sky (Montana) District	US Bank	Western Area
Boston	JP Morgan Chase Bank	Northeast Area
Capital	JP Morgan Chase Bank	Capital Metro Area
Central Florida	JP Morgan Chase Bank	Southeast Area
Central Illinois	Associated Bank	Great Lakes Area
Central Plains (Nebraska)	US Bank	Western Area
Chicago	Associated Bank	Great Lakes Area
Cincinnati	US Bank	Eastern Area
Columbus	US Bank	Eastern Area
Connecticut	JP Morgan Chase Bank	Northeast Area
Dakotas	US Bank	Western Area
Dallas	BOK Financial Corp Bank Group	Southwest Area
Detroit	JP Morgan Chase Bank	Great Lakes Area
Ft. Worth	JP Morgan Chase Bank	Southwest Area
Gateway	US Bank	Great Lakes Area
Greater Indiana	JP Morgan Chase Bank	Great Lakes Area
Greater Michigan	JP Morgan Chase Bank	Great Lakes Area
Hawkeye (Iowa) District	US Bank	Western Area
Houston	BOK Financial Corp Bank Group	Southwest Area
Lakeland	US Bank	Great Lakes Area
Los Angeles	Wells Fargo Bank	Pacific Area
Massachusetts	JP Morgan Chase Bank	Northeast Area
Mid-America	US Bank	Western Area
Nevada-Sierra	Wells Fargo Bank	Western Area
North Florida	JP Morgan Chase Bank	Southeast Area
Northern Illinois	Associated Bank	Great Lakes Area
Northern Virginia	JP Morgan Chase Bank	Capital Metro Area
Northland	US Bank	Western Area
Pittsburgh	Bank of America	Eastern Area
Portland (Oregon) District	US Bank	Western Area
Richmond	Branch Bank & Trust Company	Capital Metro Area
Sacramento	Wells Fargo Bank	Pacific Area
Salt Lake City	Wells Fargo Bank	Western Area
San Diego	Wells Fargo Bank	Pacific Area
San Francisco	Wells Fargo Bank	Pacific Area
Santa Ana	Wells Fargo Bank	Pacific Area
SE New England	JP Morgan Chase Bank	Northeast Area
Seattle	Wells Fargo Bank	Western Area
Sierra Coastal	Wells Fargo Bank	Pacific Area
South Florida	JP Morgan Chase Bank	Southeast Area
South Georgia ¹	Bank of America	Southeast Area
South Jersey	JP Morgan Chase Bank	Eastern Area
Southeast Michigan	JP Morgan Chase Bank	Great Lakes Area
Suncoast	JP Morgan Chase Bank	Southeast Area

1. The portion of the South Georgia District that was serviced by Columbus Bank & Trust will be serviced by Bank of America after January 30, 2009.

Destruction of Banking Supplies

The district Finance office will establish procedures for destruction of obsolete bank supplies. The Finance offices will disseminate these procedures in the near future.

— *Bank Relations, Treasurer, 10-23-08*

Cutoff for Individually Billed Travel Card Applications

In anticipation of implementation of the new SmartPay 2 travel card program effective October 31, 2008, applications for individually billed cards under the old travel card program will not be processed. Applications received after October 31 will be held for processing until November 19, 2008, the effective date of the new travel card program.

Nonbargaining unit employees who must travel between October 31 and November 19 and are eligible for, but do not yet have, an individually billed travel card may request that their airline and train tickets be charged to the USPS® centrally billed travel card by contacting their travel card program coordinator. You can find a list of the coordinators at http://blue.usps.gov/travelhelp/_xls/ChangeCoordinators.xls.

During this period, these employees may obtain cash advances for hotel bills and per diem using PS Form 1011, *Travel Advance Request and Itinerary Schedule*, as described in subchapter 4-2 of Handbook F-15.

Use of the centrally billed travel card is not an option for nonbargaining unit employees who have had their travel card revoked, as explained in Management Instruction FM-640-2004-1, *Government-Issued, Individually Billed Travel Charge Cards*.

— *Corporate Accounting,
Controller, 10-23-08*

Change to Credit Card Transaction Signature Procedures

POS Offices

The United States Postal Service® has been accepted into the “No Signature Program” for VISA, MasterCard, American Express, Discover, and JCB credit cards. Beginning October 22, 2008, POS ONE will print receipts for credit card transactions of \$25.00 or less without a signature line on the USPS/Merchant copy of the receipt for these transactions. Not requiring customers to sign their receipt or having the clerk compare signatures for transactions of \$25.00 or less will speed up transactions and help reduce wait time in line. Signatures will still be required for transactions exceeding \$25.00, and receipts will reflect this with a line provided for signature.

There is no change to the policies and procedures currently in place pertaining to storage and destruction of card receipts. USPS/Merchant receipts must continue to be stored in a secure environment and be made available should a copy be necessary.

Non-POS Offices

This no-signature change is also applicable to the Verifone Tranz 380 offices. However, the signature line will continue to print for all transactions until programming changes can be made to remove the signature line.

— *Payment Technologies,
Treasurer, 10-23-08*

Human Resources

Health Benefits Open Season

The 2008 Federal Employees Health Benefits (FEHB) Open Season is scheduled for November 10 through December 9, 2008, 5 P.M. CT. Many Open Season changes may be made via self-service on *PostalEASE*. During this Open Season, eligible employees may make any one, or a combination, of the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.
- Change from pre-tax to post-tax payment of health insurance premiums, or vice versa.

Enrollment changes and new enrollments made during the 2008 Open Season will be effective January 3, 2009 (Pay Period 02-09).

Distribution of Open Season Materials

Employees

The *2009 Guide to Benefits* for (1) Career employees (RI 70-2); (2) Postal Inspection Service and Office of Inspector General (OIG) employees (RI 70-2IN); (3) Certain temporary (noncareer) employees (RI 70-8PS); and (4) Postal nurses (RI 70-2NU) will be mailed from the national level to each employee's address of record. Each *2009 Guide to Benefits* includes:

- An overview of FEHB Program eligibility requirements and election choices during Open Season.
- Overviews of the Federal Employees Dental and Vision Insurance Program (FEDVIP), Flexible Spending Accounts Program (FSA), Federal Employees' Group Life Insurance Program (FEGLI), and Federal Long Term Care Insurance Program (FLTCIP).
- A comparison of biweekly premium costs of participating plans.
- An explanation of the pre-tax payment feature, including a current listing of qualifying life status changes.
- Enrollee survey results provided by the individual health plans.
- Information about plans that are committed to the use of health information technology and healthcare quality and price/cost information.

All employees eligible for FEHB will also receive the *2009 Guide to Federal Employees Dental and Vision Insurance Program* (FEDVIP BK-1).

Installations

To assist in publicizing this FEHB Open Season, all installations are asked to post on bulletin boards the Open Season notice provided on page [53](#) of this *Postal Bulletin* and leave it posted through December 9, 2008.

The Material Distribution Center (MDC) will make an automatic distribution of most fee-for-service brochures to all customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, remote encoding centers, the Office of Inspector General, selected Postal Inspection Service Divisions, and selected Headquarters field units.

The SAMBA Health Benefit Plan is now open to all employees, and the brochure will be distributed with the fee-for-service brochures.

The *Rural Carrier Benefit Plan* brochure will be distributed automatically only to district and area Human Resources offices. Additional copies may also be requisitioned from the MDC.

The following items may be requisitioned from the MDC by 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.)

- RI 70-2, *2009 Guide to Benefits for Career USPS Employees* — postal stocking number (PSN) 7690-03-000-3774.
- RI 70-2IN, *2009 Guide to Benefits for USPS Inspectors and Office of Inspector General Employees* — PSN 7690-09-000-9077.
- RI 70-2NU, *2009 Guide to Benefits for Postal Nurses* — PSN 7690-11-000-5259.
- RI 70-5, *2009 Guide to Federal Benefits for TCC and Former Spouse Enrollees* — PSN 7690-03-000-3772.
- RI 70-8 PS, *2009 Guide to Benefits for Certain Temporary (Non-Career) USPS Employees* — PSN 7690-03-000-3754.
- RI 72-5, *Rural Carriers Benefit Plan* (individual plan brochure for the rural carriers closed enrollment fee-for-service plan) — PSN 7690-03-000-3809.
- FEDVIP BK-1, *2009 Guide to Federal Employees Dental and Vision Insurance Program for USPS Employees* (including Law Enforcement) — PSN 7610-09-000-9112.

Order directly from plan sponsors:

- Brochures for health maintenance organizations (HMOs), Point-of-Service (POS) Plans and High Deductible and Consumer-Driven Health Plans.

These two forms are available on the Postal Service PolicyNet website:

- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/ Restoration Form for Career Employees*.
- PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees*.

To find these forms, go to <http://blue.usps.gov>; under “Essential Links,” click *Forms*.

Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information*, addresses FEHB Open Season administrative issues. It contains the following information:

- Open Season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.
- List of FEHB health plan withdrawals and other significant plan changes.
- Comprehensive medical plan (HMO) contact information.
- Personnel processing information.
- Open Season publicity material.

Publication 12 is available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- On the PolicyNet page, click *PUBs*.

— Compensation,
Human Resources, 10-23-08

Correction: Phone Number for Commuter Program

In the article “2008 Open Season and Other Benefits and Payroll Election Opportunities,” in *Postal Bulletin* 22243 (10-9-08, pages 24–27), the toll-free number for Wageworks on page 27 for the Commuter Program is incorrect. The correct phone number in the Commuter Program section, fourth column, after “Use www.wageworks.com” is **877-924-3967**.

— Compensation, Human Resources, 10-23-08

Thrift Savings Plan Fact Sheet

Returns were updated October 2, 2008.

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59
2004	4.30	4.30	4.34	10.82	10.88	18.03	18.10	20.00	20.25
2005	4.49	2.40	2.43	4.96	4.91	10.45	10.03	13.63	13.54
2006	4.93	4.40	4.33	15.79	15.79	15.30	15.28	26.32	26.34
2007	4.87	7.09	6.97	5.54	5.49	5.49	5.39	11.43	11.17

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

MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
2007									
Oct	0.41	0.86	0.90	1.58	1.59	2.83	2.96	4.49	3.93
Nov	0.33	1.88	1.80	-4.20	-4.18	-5.65	-5.61	-3.72	-3.29
Dec	0.41	0.25	0.28	-0.66	-0.69	-0.40	-0.48	-2.25	-2.25
2008									
Jan	0.33	1.76	1.68	-5.98	-6.00	-6.27	-6.17	-8.52	-9.24
Feb	0.24	0.16	0.24	-3.28	-3.25	-2.05	-2.16	0.66	1.43
March	0.32	0.33	0.34	-0.46	-0.43	-1.43	-1.77	0.18	-1.05
April	0.24	-0.16	-0.21	4.94	4.87	5.30	5.45	5.55	5.43
May	0.32	-0.74	-0.73	1.27	1.30	4.88	4.76	1.09	0.97
June	0.32	-0.08	-0.08	-8.41	-8.43	-7.63	-7.50	-8.15	-8.18
July	0.40	-0.01	-0.08	-0.80	-0.84	-0.79	-0.94	-3.72	-3.21
Aug	0.33	0.92	0.95	1.46	1.45	2.17	1.95	-4.16	-4.05
Sept	0.31	-1.31	-1.34	-8.94	-8.91	-10.32	-10.87	-12.31	-14.46
LAST 12 MONTHS	4.05	3.89	3.65	-21.94	-21.98	-18.90	-19.77	-29.01	-30.50

Fund	Invested In	Index Tracked
G — Government Securities Investment Fund	Special issues of U.S. Treasury securities	N/A
F — Fixed Income Index Investment Fund	Barclays U.S. Debt Index Fund	Lehman Brothers U.S. Aggregate bond index
C — Common Stock Index Investment Fund	Barclays Equity Index Fund	S&P 500 stock index
S — Small Capitalization Stock Index Investment Fund	Barclays Extended Market Index Fund	Wilshire 4500 stock index
I — International Stock Index Investment Fund	Barclays EAFE Index Fund	Europe, Australasia, and Far East stock index

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 October 1, 2008.

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
Monthly Returns	L 2040	L 2030	L 2020	L 2010	L Income
2007					
Feb	-0.64	-0.49	-0.38	-0.14	0.16
Mar	1.34	1.16	1.08	0.89	0.62
Apr	3.28	2.95	2.58	1.76	1.08
May	2.79	2.52	2.15	1.53	0.92
June	-0.92	-0.80	-0.54	-0.20	0.08
July	-2.52	-2.13	-1.75	-0.92	-0.23
Aug	0.90	0.88	0.80	0.73	0.61
Sept	3.45	3.09	2.68	1.78	1.13
Oct	2.37	2.09	1.84	1.29	0.82
Nov	-3.36	-2.94	-2.33	-1.21	-0.44
Dec	-0.82	-0.63	-0.54	-0.13	0.07
2008					
Jan	-5.37	-4.71	-3.90	-2.07	-0.97
Feb	-1.80	-1.51	-1.25	-0.59	-0.22
Mar	-0.29	-0.18	-0.06	0.07	0.23
Apr	4.26	3.74	3.23	1.93	1.20
May	1.65	1.48	1.23	0.78	0.59
June	-6.70	-5.88	-4.97	-2.65	-1.47
July	-1.31	-1.07	-0.82	-0.23	0.00
Aug	0.11	0.17	0.16	0.29	0.35
Sept	-8.35	-7.24	-6.01	-3.00	-1.75
LAST 12 MONTHS	-18.61	-15.97	-13.01	-5.51	-1.62

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

Promotion. Postal Service Official Licensed Products

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THE HOLIDAYS!



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Promotion. Postal Service Official Licensed Products

*A splash of gold, a sweep of black.
He is sunshine and shadow on the wing.*



Introduced in 1982, the "Fifty State Birds and Flowers" stamps by Arthur and Alan Singer were destined to become the most popular issue in the history of United States postage.

Now, the world-renowned bird artists of Lenox bring the Maryland stamp to three-dimensional life in *Maryland, Baltimore Oriole*. The important premier issue in a sculpture collection of the most distinctive stamps.

This piece perfectly captures the still beauty of the original illustration. Masterfully sculptured, the work will be crafted of cold-cast porcelain to hold every detail. While meticulous hand painting completes the look of astonishing beauty.

Inscribed with the prized Lenox® hallmark, this fine imported sculpture will be mounted on a sturdy base bearing a striking reproduction of the original Maryland stamp.

Maryland, Baltimore Oriole is available direct from Lenox at just \$76, payable in convenient installments. You need send no money now, and your satisfaction is guaranteed.



Hand-painted
Lenox bird
sculpture
inspired by the
Maryland State Bird
and Flower
postage stamp.

© U.S. Postal Service

Sculpture
shown
smaller than
actual size.
Height 7 1/2"

Lenox.com SEARCH 799803

BALTIMORE ORIOLE

I wish to order *Maryland, Baltimore Oriole*, to be crafted and painted entirely by hand.

No payment is required now. Bill me for my sculpture in four monthly installments of \$19* each.

Signature _____

ALL ORDERS ARE SUBJECT TO ACCEPTANCE

Mail to: Lenox
P.O. Box 731, Bristol, Pennsylvania 19007-0731



Fine hand painting brings the sculpture to vibrant life.

Order Form • Mail by November 17, 2008

Name _____ PLEASE PRINT CLEARLY

Address _____

City _____ State _____ Zip _____
S4612933

Telephone (_____) _____

E-mail _____
*Plus \$7.25 per sculpture for shipping and processing.
Your sales tax will be added.

© LENOX, Inc. 2008

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

Marketing

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://ribbs.usps.gov/files/advance/advtech.pdf> or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
10/25/08–10/30/08	Costco Connection	Magazine Size Flat	8.5	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quebecor Merced, CA & Olive Branch, MS
10/27/08–10/29/08	2008 Holiday Catalog	Standard Flat	3.569	National	3/5-Digit, Car-Rt	RR Donnelly Lancaster, PA
10/27/08–10/29/08	2008 Holiday Gift Guide	Standard Flat	1.583	National	3/5-Digit, Car-Rt	RR Donnelly Lancaster, PA
10/27/08–11/1/08	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
10/29/08–11/1/08	The Swiss Colony	Standard Catalog	1.0	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
10/30/08–11/1/08	JCP — Wk 40 BSOTA	Standard Flat & Letter	15.0	National	Car-Rt	Harte Hanks
11/1/08–11/4/08	Foods That Fight Pain	Standard Flats	1.033	Worldwide	3/5-Digit, Car-Rt	Rodale/ALG WorldWide
11/1/08–11/4/08	JCP — Christmas Book Remail	Standard Catalog	5.6	National	Car-Rt	RRD/Quebecor
11/3/08–11/6/08	Seventh Avenue	Standard Catalog	1.625	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
11/3/08–11/6/08	The Swiss Colony	Standard Catalog	3.5	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
11/3/08–11/6/08	Through The Country Door	Standard Catalog	1.0	Nationwide	Barcoded 3/5-Digit, Car-Rt	Quad Graphics Lomira, WI
11/3/08–11/6/08	White House / Black Market	Standard Flat	1.995	National	3/5-Digit, Car-Rt	Nahan Printing St. Loud, MN
11/5/08–11/70/08	Nordstrom November Holiday Book	Standard Flat/ Catalog	2.396	Nationwide	Barcoded 3/5-Digit, Car-Rt	Arandell Wilwaukee, WI
11/6/08–11/8/08	JCP — Wk 41 Pre Holiday Catalog Postcard	Standard Letter	7.8	Nationwide	Car-Rt	Harte-Hanks
11/6/08–11/13/08	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA

— Business Service Network Integration, Business Customer Relations, 10-23-08

Correction: E-mail Address for “Monumental Opportunity” Business Connect Contest — Quarter 1

In the article “‘Monumental Opportunity’ Business Connect Contest — Quarter 1,” in *Postal Bulletin 22244* (10-9-08, page 29), the e-mail address under “Additional Information” is incorrect.

The corrected information is given here in bold.

For questions about the “Monumental Opportunity” Business Connect contest, send an e-mail to

BDTHQ@usps.gov. In the subject line, include the word “Contest” and your district name (for example: “Contest — Houston District”).

— Customer Development,
Business Customer Relations, 10-23-08

Philately

Correction: Phone Numbers for Ordering Stamps: An American Journey — Postal Service and History Channel DVD

In the article in “Stamps: An American Journey — Postal Service and History Channel DVD Still Available” in *Postal Bulletin* 22243 (10-9-08, page 69), the phone numbers given for ordering the DVD and registering for touch-tone order entry were incorrect. The correct phone numbers are given below in bold along with the complete ordering information.

How to Order the DVD

You can order the DVD from the Material Distribution Center (MDC) and use touch-tone order entry (TTOE). Call **800-273-1509**.

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

Use the following information to order the DVD:

PSIN:	R5028
PSN:	6910-09-000-8977
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	N/A
Quick Pick Number:	N/A
Price:	\$0.00
Edition Date:	10/06

Less than 500 copies of “Stamps: An American Journey” remain in stock, so orders must be limited to one per office.

— Stamp Services,
Government Relations, 10-23-08

Pictorial Postmarks Announcement

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

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

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

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

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL POSTMARKS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, as listed below.

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

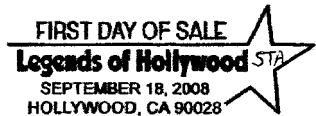
The following pictorial postmarks have been extended for 30 days:



September 3, 2008
 U.S. Postal Service
 WSM Station
 Postmaster
 P.O. Box 9998
 Charleston, WV 25301-9998



September 9, 2008
 Escondido History Center
 Grape Day Park Station
 Philatelic Clerk
 2535 Midway Dr.
 San Diego, CA 92186-9998



September 18, 2008
 U.S. Postal Service
 Legends of Hollywood Station
 Postmaster
 P.O. Box 9998
 Hollywood, CA 90028-9998



SESQUICENTENNIAL STATION
 OCTOBER 27, 2008
 OYSTER BAY, NY 11771

October 27, 2008
 Sagamore Hill NHS —
 National Park Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster
 1 Shore Ave.
 Oyster Bay, NY 11771-9998

Theodore Roosevelt Inaugural
 NHS — National Park Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster
 P.O. Box 9998
 Buffalo, NY 14202-9998

Theodore Roosevelt National
 Park South Unit — National
 Park Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster
 355 Third Ave.
 Medora, ND 58645-9998

The White House — National
 Park Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster
 900 Brentwood Rd., NE
 Washington, DC 20066-9998

Theodore Roosevelt Island
 National Memorial —
 National Park Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster
 6841 Elm St.
 McLean, VA 22101-9998

Mount Rushmore National
 Memorial — National Park
 Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster
 111 Winter St.
 Keystone, SD 57751-9998

Theodore Roosevelt
 Birthplace NHS — National
 Park Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster/Special Events
 JAF Bldg.
 421 Eighth Ave., Rm. 2029B
 New York, NY 10199-9998

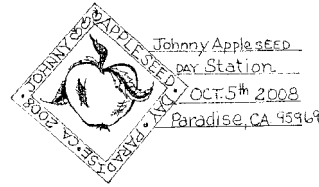
Theodore Roosevelt National
 Park North Unit — National
 Park Service
 Theodore Roosevelt
 Sesquicentennial Station
 Postmaster
 212 Second St., NE
 Watford City, ND 58854-9998



*Celebrating 60 years
of Collecting Fun
Station
Louisville, KY 40207
October 1, 2008*

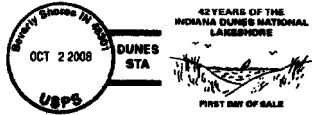
October 1, 2008

Philatelic Club of Louisville
Celebrating 60 Years of
Collecting Fun Station
Postmaster
P.O. Box 31905
Louisville, KY 40231-9998



October 5, 2008

U.S. Postal Service
Johnny Appleseed Station
Postmaster
6469 Clark Rd.
Paradise, CA 95969-9998



October 2, 2008

U.S. Postal Service
Dunes Station
Postmaster
P.O. Box 9998
Beverly Shores, IN 46301-
9998

Henry M. Jackson



Memorial Visitor Center Station

October 10, 2008

National Park Service
Henry M. Jackson Memorial
Visitor Center
Postmaster
P.O. Box 9998
Paradise, WA 98398-9998



October 4, 2008

U.S. Postal Service
Classic Car Station
Postmaster
P.O. Box 9998
Rock Hill, NY 12775-9998



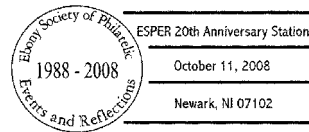
October 11, 2008

U.S. Postal Service
Pickens Pumpkin Festival
Celebration
Postmaster
P.O. Box 9998
Pickens, SC 29671-9998



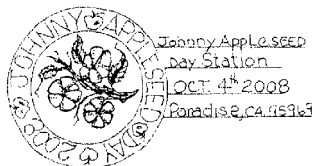
October 4, 2008

U.S. Postal Service
7th Annual Harvest Craft Fair
Station
Postmaster
137 N. Court St.
Wampsville, NY 13163-
9998



October 11, 2008

Esper Stamp Society
Esper 20th Anniversary
Station
Postmaster
2 Federal Sq.
Newark, NJ 07102-9998



October 4, 2008

U.S. Postal Service
Johnny Appleseed Day
Station
Postmaster
6469 Clark Rd.
Paradise, CA 95969-9998



October 11, 2008

U.S. Postal Service
Lynbrook New York Police
Expo Station
Postmaster
P.O. Box 9998
Lynbrook, NY 11563-9998



"1st Kansas Colored Volunteer Infantry"
Fought and won the
"Battle of Island Mound"
On October 28 & 29 1862, in Butler,
Bates County, MO. Record says,
"They fought like TIGERS"
October 11 & 12 2005
Bates County Courthouse STA
Butler, MO 64730

October 11-12, 2008
Amen Society
Bates County Courthouse
Station
Postmaster
114 W. Ohio St.
Butler, MO 64730-9998

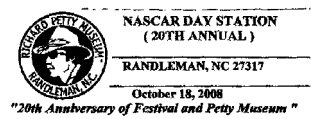
SPC Cody Grater
Dedication Station
Friday, October 17, 2008
Brooksville, FL 34601



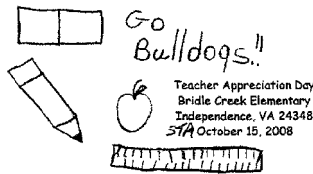
October 17, 2008
U.S. Postal Service
SPC Cody Grater
Dedication Station
Postmaster
P.O. Box 10000
Brooksville, FL 34603-9998



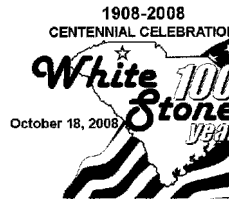
October 15, 2008
U.S. Postal Service
Indiana Flags of Our Nation
Station
Postmaster
P.O. Box 9998
Indianapolis, IN 46206-9998



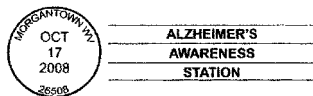
October 18, 2008
Randleman Chamber of Commerce
NASCAR Day Station
Postmaster
P.O. Box 9998
Randleman, NC 27317-9998



October 15, 2008
U.S. Postal Service
Teacher Appreciation Day
Station
Postmaster
301 Davis St.
Independence, VA 24348-9998



October 18, 2008
U.S. Postal Service
White Stone SC Station
Postmaster
P.O. Box 9998
White Stone, SC 29386-9998



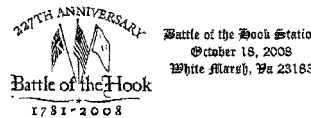
October 17, 2008
U.S. Postal Service
Alzheimer's Awareness
Station
Postmaster
P.O. Box 9998
Morgantown, WV 26508-9998



October 18, 2008
City of Martin
Red, White & Blue Days
Station
Postmaster
P.O. Box 9998
Martin, KY 41649-9998



October 17, 2008
U.S. Postal Service
Postmaster
P.O. Box 9998
Cape May, NJ 08204-9998



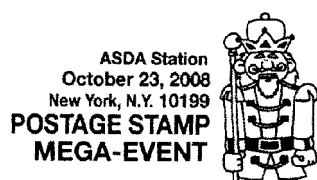
October 18-19, 2008
U.S. Postal Service
Battle of the Hook Station
Postmaster
P.O. Box 9998
White Marsh, VA 23185-9998



October 23–26, 2008
American Stamp Dealers Association
 ASDA Station
 Postmaster Special Events
 JAF Bldg.
 421 Eighth Ave., Rm. 2029B
 New York, NY 10199-9998



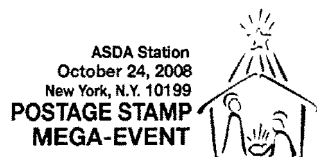
October 25, 2008
Anthony Wayne Stamp Society
 AWPEX 2008 Station
 Postmaster
 1501 S. Clinton St.
 Fort Wayne, IN 46802-9998



October 23–26, 2008
American Stamp Dealers Association
 ASDA Station Nutcrackers Event
 Postmaster Special Events
 JAF Bldg.
 421 Eighth Ave., Rm. 2029B
 New York, NY 10199-9998



October 25, 2008
City of Lexington
 Barbecue Festival Station
 Postmaster
 P.O. Box 9998
 Lexington, NC 27292-9998



October 23–26, 2008
American Stamp Dealers Association
 ASDA Station Virgin & Child With Young John the Baptist
 Postmaster Special Events
 JAF Bldg.
 421 Eighth Ave., Rm. 2029B
 New York, NY 10199-9998



October 25, 2008
Norwich BID
 Pumpkin Festival Station
 Postmaster
 20–22 E. Main St.
 Norwich, NY 13815-9998



October 24, 2008
Blue Rapids Historical Society
 95th Anniversary World Tour Station
 Postmaster
 P.O. Box 9998
 Blue Rapids, KS 66411-9998

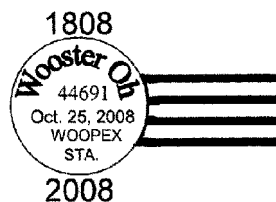
USS New Hampshire SSN-778
Commissioning Celebration Station

Portsmouth NH 03801
 October 25, 2008

October 25, 2008
Navy League of the United States, Portsmouth NH Council
 USS New Hampshire SSN-778 Commissioning Celebration Station
 Postmaster
 80 Daniel St., Ste. 998
 Portsmouth, NH 03801-9998



October 25, 2008
U.S. Postal Service
 3rd Annual Harvest Festival Station
 Postmaster
 108 S. Broadway
 Green Springs, OH 44836-9998



October 25, 2008
 WOOPLEX
 WOOPLEX Station
 Postmaster
 153 E. South St.
 Wooster, OH 44691-9998



October 25, 2008
Harvest Festival
 Harvest Festival Station
 Postmaster
 700 Bobcat Ln.
 Corning, AR 72422-9998



October 25, 2008
Jack Daniel Distillery
 Jack Daniel's 2008 World
 Championship Invitational
 Barbecue Station
 Postmaster
 P.O. Box 9998
 Lynchburg, TN 37352-9998



Autumn Trails Station
 October 25, 2008
 Winnsboro, TX 75494

October 25, 2008
U.S. Postal Service
 Autumn Trails Station
 Postmaster
 210 Locust St.
 Winnsboro, TX 75494-9998



October 25, 2008
National Park Service
 Scenic and Recreational
 River Station
 Postmaster
 P.O. Box 9998
 Beach Lake, PA 18405-
 9998



Historic
 Downtown
 Somerset
 Station
 Somerset, KY
 42501
 Oct 25, 2008

October 25, 2008
Somernites Cruise
 Historic Downtown
 Somerset Station
 Postmaster
 P.O. Box 9998
 Somerset, KY 42501-9998

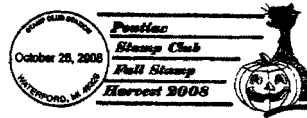


October 25-26, 2008
*NBC TV 30 Health &
 Wellness Festival*
 Breast Cancer Research
 Station
 Postmaster
 141 Weston St.
 Hartford, CT 06101-9998

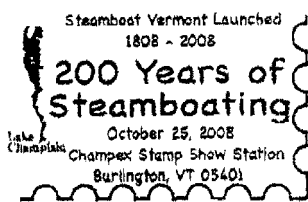


Celebrating Local Talent - October 25, 2008
 Birth Place
 Of
 Bill Rice, Member of
 Nashville Songwriters Hall of Fame

October 25, 2008
Datto Community
 Community Spotlight
 Station
 Postmaster
 300 N. Bill Rice St.
 Datto, AR 72424-9998

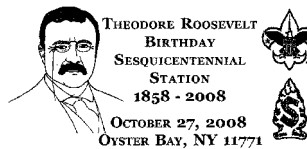


October 26, 2008
Pontiac Stamp Club
 Stamp Club Station
 Postmaster
 5036 Dixie Hwy.
 Waterford, MI 48329-9998



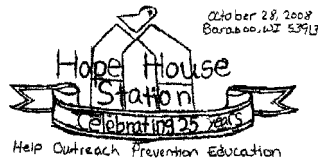
Steamboat Vermont Launched
 1808 - 2008
 200 Years of
 Steamboating
 October 25, 2008
 Champerex Stamp Show Station
 Burlington, VT 05401

October 25, 2008
*Chittenden County Stamp
 Club*
 CHAMPEX Stamp Show
 Station
 Postmaster
 P.O. Box 9998
 Burlington, VT 05401-9998



THEODORE ROOSEVELT
 BIRTHDAY
 SESQUICENTENNIAL
 STATION
 1858 - 2008
 OCTOBER 27, 2008
 OYSTER BAY, NY 11771

October 27, 2008
U.S. Postal Service
 Theodore Roosevelt
 Birthday Sesquicentennial
 Station
 Postmaster
 P.O. Box 9998
 Oyster Bay, NY 11771-9998



October 28, 2008
Hope House
 Hope House Station
 Postmaster
 P.O. Box 9998
 Baraboo, WI 53913-9998



Ulster County
 Commemorating
 325 Years
Ulster County Station
 October 31, 2008
 Kingston, NY 12401

October 31, 2008
U.S. Postal Service
 Ulster County Station
 Postmaster
 P.O. Box 9998
 Kingston, NY 12401-9998



October 28, 2008
Roswell Historical Society
 Roswell Historical Society
 Celebration Station
 Postmaster
 10719 Alpharetta Hwy.
 Roswell, GA 30076-9998



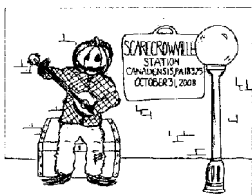
November 1, 2008
U.S. Postal Service
 Borden Station
 Postmaster
 P.O. Box 9998
 Walkkill, NY 12589-9998



October 29, 2008
Knoxville Philatelic Society
 Stamp Collecting Month
 Station
 Postmaster
 1237 E. Weisgarber Rd.
 Knoxville, TN 37950-9998



November 1, 2008
Reading Stamp Collectors Club
 Reading Railroad
 Anniversary Station
 Customer Relations
 Coordinator
 59 N. 5th St.
 Reading, PA 19601-9998



October 31, 2008
Town of Canadensis PA
 Scarecrowville Station
 Postmaster
 P.O. Box 9998
 Canadensis, PA 18325-9998



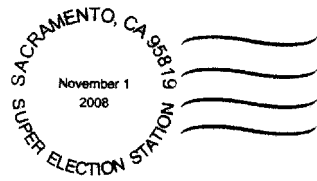
November 1, 2008
North Okaloosa Historical Association, Inc.
 Otahite Station
 Postmaster
 5690 Hwy. 4
 Baker, FL 32531-9998



October 31, 2008
Southwest Fire Protection
 Hometown Halloween
 Station
 Postmaster
 1805 S. Cherokee St.
 Catoosa, OK 74015-9998



November 1, 2008
U.S. Postal Service
 Fall Craft Show Station
 Postmaster
 P.O. Box 9998
 Steamboat Rock, IA 50672-9998



November 1–2, 2008
 U.S. Postal Service
 Super Election Station
 Postmaster
 2000 Royal Oaks Dr.
 Sacramento, CA 95813-9998



November 1–2, 2008
 Seattle Collectors Club
 Seattle SEAPEX Station
 MOWS Midtown Station
 301 Union St.
 Seattle, WA 98101-9998

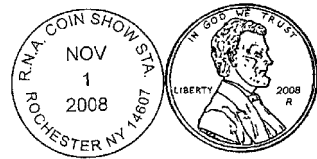


November 1–2, 2008
 Philatelic Society of Pittsburgh
 PITTPLEX Station
 Postmaster
 P.O. Box 9998
 Cuddy, PA 15031-9998



November 4, 2008
 Merrick County Sesquicentennial Committee & Merrick County Historical Society
 Merrick County Sesquicentennial Station
 Postmaster
 P.O. Box 9998
 Central City, NE 68826-9998

— Stamp Services,
 Government Relations, 10-23-08



November 1–2, 2008
 U.S. Postal Service
 RNA Coin Show Station
 Philatelic Clerk MOWS
 1335 Jefferson Rd.
 Rochester, NY 14692-9998

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

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

Traditional Postmarks

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

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

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of non-specified 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, P.O. Box 449992, Kansas City, MO 64144-9992.

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



Black and White Pictorial

Flags of Our Nation Stamp

Postmaster
Special Cancellations
P.O. Box 92282
Washington, DC 20066-9998

Available through November 1, 2008



Digital Color Pictorial

Flags of Our Nation Stamp

Postmaster
Special Cancellations
P.O. Box 92282
Washington, DC 20066-9998

Available through November 1, 2008



Black and White Pictorial

Bette Davis Stamp

First Day of Issue
USPS Boston Retail Team
25 Dorchester Ave., Rm. 3011
Boston, MA 02205-9600

Available through November 17, 2008



Digital Color Pictorial

Bette Davis Stamp

First Day of Issue
 USPS Boston Retail Team
 25 Dorchester Ave., Rm. 3011
 Boston, MA 02205-9600

Available through November 17, 2008



First Day of Issue • October 3, 2008 • Carlisle, PA 17013

Black and White Pictorial

America on the Move: 50s Fins and Chrome Stamp

Postmaster
 66 W. Louthier St.
 Carlisle, PA 17013-9998

Available through December 2, 2008



Digital Color Pictorial

America on the Move: 50s Fins and Chrome Stamp

Postmaster
 66 W. Louthier St.
 Carlisle, PA 17013-9998

Available through December 2, 2008



Digital Color Pictorial

Holiday Nutcrackers Stamps

Postmaster
 421 Eighth Ave., Rm. 2029B
 New York, NY 10199-9998

Available through December 22, 2008

Retail

All IRT and Debit/Credit Card Offices: Setting Clocks for Daylight Saving Time

Managers must ensure that before opening for business on Monday, November 3, 2008, the clocks in all integrated retail terminals (IRTs) and debit/credit card terminals under their control are set *back* (in most locations) 1 hour to reflect the change to Daylight Saving Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 A.M. start time, Sunday, November 2, 2008.

The correct system time in IRTs is critical since their internal clocks are used to verify Express Mail® and Global Express Guaranteed® acceptance times and service commitments. The IRT system time is also printed on customer receipts and employee reports. It is very important that the debit/credit card terminal clocks be set to the correct day, date, and time as this will help reduce the possibility of accepting an expired debit/credit card.

Integrated Retail Terminals (IRTs)

On the UNISYS III Supervisor Disk, select menu item 11, Set System Date and Time, from the Control menu, and perform the following steps:

1. Observe that the date appears.
2. Press the ENTER key to accept the current date. The time appears.
3. Press the CE key to clear the time.
4. Enter correct Daylight Saving Time in military format (Examples: 8 A.M. = 0800, 1:30 P.M. = 1330).
5. Press the ENTER key to save the corrected time. The Control menu appears.
6. Observe that the corrected time is displayed in the upper right-hand corner of the screen.

Debit/Credit Card Terminals

For debit/credit card terminals, follow these steps:

Display	Action
U.S. Postal Service	Press the (*) key and the (3) key at the same time. (If you are having trouble, simply hold the (*) key and tap the (3) key.)
Diagnostics	Press the ALPHA key.
Year	Key in the current year (4 digits). Press the ENTER key.
Month	Key in a number (1–12) for current month. Press the ENTER key.
Date	Key in a number (1–31) for current date. Press the ENTER key.
Hour	Key in a number (1–24) for current hour. Press the ENTER key.
Minutes	Key in number of minutes (0–59). Press the ENTER key.
Seconds	Key in number of seconds or press the ENTER key to bypass.

You must make an entry for each selection, even if the display is correct.

Displaying the Clock and Calendar

To verify the existing date and time of the clock in the terminal, follow these steps:

Display	Action
U.S. Postal Service	Press the ENTER key.
Function	Press the (4) key.
Day, Date, Time	
Exit	Press the CLEAR key.
<US Postal Service>	

Retail Consolidation Unit (RCU)

The time for the RCU/VAX will be updated automatically by the Raleigh Information Systems FSCS VAX Support Group. However, all RCU operators should validate the correct time and date when they log on to the RCU on Monday, November 3, 2008, and notify Raleigh if the time and date are incorrect.

Intelligent Mail Device (IMD)

The Intelligent Mail® Device scanners will automatically change to Daylight Saving Time. No manual changes are necessary.

POS ONE Terminals

The POS ONE terminals will automatically change to Daylight Saving Time. No manual changes are necessary.

— *Retail Service Equipment,
Retail Operations, 10-23-08*

DID YOU KNOW?

**New inks used
to print stamps
are made from
soybeans.**





475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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



“I am very thankful that I had ample sick leave available.”

Chuck England, Jr.
Postmaster
Luverne, MN

Chuck estimates that he used “maybe 3 or 4” days of sick leave during his first 20 years of service. Then in June 2007, what he thought was a reaction to medication turned in to quadruple bypass surgery, and he was unable to return to work for 8 weeks. “I am very thankful that I had ample sick leave available,” England says. “How comforting for my family to not have to worry where my next paycheck was coming from.”

