

POSTAL BULLETIN

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PB 22164, September 29, 2005

Transformation: It's all about being the **BEST!**

- **BEST** value in the marketplace
- **BEST** run communications and delivery service
- **BEST** place to work

**THE
POWER TO
DELIVER
EVERYWHERE
★ EVERY DAY**



STRATEGIC TRANSFORMATION PLAN 2006 – 2010

See page 3

CONTENTS

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

USPSNEWS@WORK 3

Customer Relations

FAST Deployment on Hold in Areas Affected by Hurricane Katrina 6

Mail Alert 7

Notice: How to Comply With Requests From Persons With Disabilities Under Section 504 of the Rehabilitation Act of 1973 8

Domestic Mail

DMM Revision: Items Mailed to the Department of State 9

DMM Revision: Hold For Pickup Endorsement 11

DMM Revision: Insurance Purchased Online and at Postal Service Kiosks 15

DMM Revision: Preparation of Enhanced Carrier Route Standard Mail Basic Rate Multi-Bundles 16

DMM Revision: Transition of FASTforward MLC to NCOALINK 18

DMM Revision: Revisions to Postage Payment by Postage Evidencing Systems 19

Field Information Kit: Parcel Select "Hold For Pickup" Endorsement 25

Employees

Revised Publication: Publication 260-A, U.S. Postal Inspection Service, Delivering a World of Career Opportunities 31

Safety Alert: National Fire Prevention Week — October 9–15, 2005 31

Finance

Handbooks F-15 and F-12 Revision: Fiscal Year 2006 Travel Per Diem Rates 32

DMM and Publication 122 Revision: Indemnity Claims and Appeals 47

Notice: New Contact Information for Bank Secrecy Act Compliance Office 48

Rural Carriers: Equipment Maintenance Allowance Schedule for Rural Routes 48

Pull-Out Section

Fraud Alert

Withholding of Mail Orders 51

Invalid Express Mail Corporate Account Numbers 53

Missing, Lost, or Stolen U.S. Money Order Forms 55

Missing, Lost, or Stolen Canadian Money Order Forms 60

Counterfeit Canadian Money Order Forms 62

Toll-Free Number Available to Verify Canadian Money Orders 62

Other Information

Overseas Military Mail 63

Missing Children Posters 69

Postal Service Locations (by ZIP Codes) That Sell/Service GXG — Effective October 1, 2005 77

Finance (continued)

Handbook F-15 Revision: Revised PS Form 1010 87

Information Technology

Handbook AS-873 Revision: Telecommunications Services 91

Handbook AS-805 Revision: Information Security 93

Handbook AS-805-A Revision: Application Information Security Assurance (ISA) Process 97

International Mail

IMM Revision: New Canada and Postal Service Operations Changes 102

Handbook T-5 Revision: International Labeling List Changes 104

Handbook T-5 Revision: New Canada and Postal Service Operations Changes 104

Reminder: Use of PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72 110

Global Express Guaranteed Service: Entire GXG Transaction Available on POS ONE 110

Global Express Guaranteed Service: Updated List of GXG Retail Locations 111

Philately

Stamp Announcement 05-31: Distinguished Marines 112

Updated Announcement 05-F: 2005 Stamps and Postal Stationery 113

2005 Stamps and Postal Stationery 115

Pictorial Postmarks Announcement 117

Special Cancellation Die Hubs 125

Post Offices

Notice: Mover's Guide News 126

Post Office Changes 128

Retail

Stamps by Mail Brochure Transportation Cost 129

New Publication: PM Quarterly 129

Supply Management

2006 Calendars Now Available Through Boise/BCOP Federal 131

New Delegation of Authority Process 131

2006 Year Type for Hand Stamp and Canceling Machines 132

Maintenance Repair and Operations and Custodial Products for Hurricane Katrina Relief Efforts 133

Updated Ordering Process for Fluorescent Lamps and Light Bulbs 133

Regulated Waste Management 133

Rotary Lock Redistribution and Ordering Process 134

Notice To Cintas Customers Only 134

Postal Bulletin Index

Semiannual Index PB 22158 (7-7-05)



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Recycled Paper

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

| | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|
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| PB 22162: 7690-08-000-1105 | PB 22154: 7690-08-000-1005 | PB 22146: 7690-07-000-0130 | PB 22139: 7690-07-000-0123 |
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| PB 22159: 7690-08-000-1102 | PB 22151: 7690-07-000-0135 | PB 22143: 7690-07-000-0127 | PB 22136: 7690-07-000-0120 |
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| PB 22157: 7690-08-000-1100 | PB 22149: 7690-07-000-0133 | | |

USPSNEWS@WORK

Transformation — it's about being the best

The *Strategic Transformation Plan 2006–2010*, approved this week by the Board of Governors, has been created to keep the momentum going — to build on our past transformation successes and stay focused on our core business and the strategies we know produce results.

Transformation became the watchword of the Postal Service in 2002 when our goal was to position the Postal Service to navigate a dynamic market environment and communications landscape successfully.

The results speak for themselves.

Our product and service offerings are marked by innovation, ease-of-use and accessibility. We have reduced costs and increased productivity. The men and women of the Postal Service have brought service performance and customer satisfaction to record levels.

But that was just the beginning. Now the *Strategic Transformation Plan 2006–2010* takes the next step.

It's all about being the best. The best value in the marketplace — based on the quality of our service, price, products and ease of use. We'll continue to promote growth by creating more value for every customer.

It's about being the best run communications and delivery service. Each day, USPS delivers more than 680 million pieces of mail to 143 million households and businesses. We will continue to reduce costs by improving efficiency in all our operational and business processes. We will bring service performance to even higher levels. We will use the best technology to make the mail a rich source of information both for our customers and for our operations managers.

It's about being the best place to work. It's about 700,000 employees known for a deep commitment to service. Building on this commitment, the Postal Service will increase employee involvement at all levels. Training and leadership development will emphasize teamwork and customer focus. And every employee will have the opportunity to move up in the ranks of the organization through performance and career development opportunities.

The plan is our blueprint for the future to prepare the organization to respond to changing customer needs, market requirements, technological developments and legal requirements.

Want to know more? You can read the plan at www.usps.com/strategicplanning/transform.htm.

Post Offices, communities emerge from devastation

The Postal Service was prepared for Hurricane Rita — before the storm hit early Saturday morning and coming out of it. While mandatory evacuations resulted in service interruptions in communities along the Texas/Louisiana border, Galveston and Houston were spared the brunt of the storm, and retail and delivery operations were up and running throughout Houston on Monday.

In Louisiana, the Lake Charles area was most affected, with six offices flooded and the city closed to all but essential personnel, which included USPS employees. Floods and power outages also affected offices in the 703 and 705 ZIP Codes.

Early reports indicate that USPS employees made it through the storm safely.

Donating to PERF

How can you help? The Postal Employees' Relief Fund was set up for circumstances just like this. Monies from the fund go to help postal employees rebuild their homes and their lives. You can help by visiting www.postalrelief.com and making an online donation. Just click on the "Donate Now" button. Or you can send a check or money order payable to PERF at the following address:

PO BOX 34422
WASHINGTON DC 20043-4422.

Another way you can help is by selecting PERF for your Combined Federal Campaign (CFC) contribution. The CFC code for PERF is 9891.

PMG emphasizes ongoing COAs for displaced customers



Houston Retail Associate Jackie Walker-Mack helps a woman at the George R. Brown Convention Center hurricane shelter file a change of address. PMG Jack Potter emphasized it's critical for residents to file COAs.

In a national radio interview recently, Postmaster General Jack Potter reminded customers displaced by Hurricane Katrina of the importance of filing changes of address (COAs) no matter how many times they relocate.

Speaking on National Public Radio's (NPR) "All Things Considered," Potter explained how the Postal Automated Redirection System lets mail bypass the Gulf Coast area to reach a customer's new location. He noted the three options to file COAs: usps.com, 1-800-ASK-USPS or at any Post Office. Potter also paid tribute to USPS employees who quickly came back to work — even those who lost homes themselves.

To hear Potter's interview, check the NPR Web site at <http://www.npr.org/templates/story/story.php?storyId=4854860>.



At left, workers build a temporary Post Office for Pass Christian, MS, which was completely destroyed by Hurricane Katrina.

At right, Gulfport, MS, Mailhandler Leland Fleming and family are temporarily living in a self-storage unit while waiting for more permanent lodgings.



At left, Pass Christian, MS, Letter Carrier Donnie Isabelle hands mail out to one of his customers. Isabelle lost his home and everything in it to the storm.

At right, Waveland, MS, Postmaster Terri Green-Cullnane sits on all that remains of the Waveland Post Office. Residents of the coastal town are rebuilding their community.



At left, Pass Christian Rural Carrier Arney Gibson delivers his route amidst the devastation wrought by Hurricane Katrina.

At right, Customers in Bay St. Louis, MS, purchase stamps from the mobile Post Office.



“Let’s Dance: Bailemos!” stamps debut



Vonzell Solomon, right, and The Copacabana Dancers perform at the New York dedication. Below: Salsa Casino dancers at the Miami dedication bring the stamps to life.



Letters and packages are dancing to their destinations to the steps of the Salsa, Cha-cha-chá, Mambo and Merengue Latin dances, with the unveiling of the rhythmic new *Let’s Dance: Bailemos* stamps recently.

Kicking off National Hispanic Heritage month, now through Oct. 15, USPS dedicated the stamps at first-day-

of-issue ceremonies in New York City at the Copacabana nightclub and in Miami at the Coconut Grove Expo Center.

The new stamps are featured on USPS.com with a Hispanic Heritage Month calendar of events — and a range of Merengue, Mambo, Cha-cha-cha and Salsa-themed products at The Postal Store.

Carrier Pickup reaches 15 million



Staten Island, NY, Letter Carrier Liza LaTour picks up the 15 millionth package collected as a result of Carrier Pickup Online Notification from Kevin and Lorraine Lipsitz.

Carrier Pickup Online Notification and Priority Mail service are a marriage made in heaven for small business customers like Staten Island, NY, wedding entrepreneur Lorraine Lipsitz. The Postal Service is wooing customers like Lipsitz, and they’re saying, “I do!”

Lipsitz’ business, Super Good Deals, specializes in customized and monogrammed party favors for weddings. Her business depends on timely, reliable service. Customers have used Carrier Pickup Online Notification to schedule pickups of more than 15 million packages since the feature began more than a year ago.

“The Postal Service makes us look good,” she said. “Service has been excellent. We track everything and in 2 years the Postal Service has never failed us. Your competitors raise their prices every month and USPS hasn’t raised rates a penny since we’ve been in business — and there are no fuel surcharges!”

Customer Relations

FAST Deployment on Hold in Areas Affected by Hurricane Katrina

Facility Access and Shipment Tracking (FAST) was initially scheduled to deploy on August 29, 2005, in facilities in the New Orleans Area. Due to Hurricane Katrina, we have indefinitely moved the activation dates for these facilities. The facilities include Houma, Mandeville, Lafayette, Lake Charles, Baton Rouge, Shreveport, Monroe, and Alexandria. Our thoughts are with those affected by this disaster.

FAST National Deployment

FAST is now active in the New York Metro, Northeast, Eastern, Pacific, Southwest Areas and in part of the Western Area. The remainder of the Western Area and the Capitol Metro, Great Lakes, and Southeast Areas will be deployed in the next 2 months.

As we have moved through deployment, we have had to adjust the drop site keys on the national deployment schedule (e.g., collocated plants and delivery units and annexes). Facilities have now activated the correct drop site keys. The deployment schedule is updated weekly on RIBBS to include corrected drop site keys. For the current FAST deployment schedule, go to RIBBS at: <http://ribbs.usps.gov> and click on *FAST/Surface Visibility*.

Customer Training

The FAST team has scheduled a training session in Louisville, Kentucky, on October 6, 2005. Additional classes may be scheduled in the future. Training registration forms are available on RIBBS. E-mail your questions about FAST training to: FAST_Training@usps.gov.

FAST ID Information

To use FAST, all drop shippers, including those who make appointments by telephone, *must* register for a FAST ID through *PostalOne!* at www.usps.com/postalone. Customers who already have a *PostalOne!* account and need access to FAST must register by calling the *PostalOne!* Customer Care Center at 800-522-9085. Detailed instructions on the *FAST/PostalOne!* registration process are available on RIBBS. Once a facility starts scheduling appointments in FAST, it will need a FAST ID to make drop shipments.

Customers must also log on to FAST within 7 days of receiving their IDs. FAST IDs that are not used within 7 days of issue will become inactive and will require a telephone call to the *PostalOne!* help desk for activation.

Recurring Appointment Submission

All drop shippers who currently have recurring appointments *must* reapply using PS Form 6241, *Recurring Appointment Request*, available at <http://www.usps.com/forms/allforms.htm>; click on *PS Form 6241*. To submit a request, the customer must first have a scheduler ID. Submit recurring appointment requests to the Postal Service™ 3 weeks before the facility's scheduling start date. Recommended due dates for recurring appointment request submissions are given in the FAST deployment schedule posted on RIBBS.

When filling out PS Form 6241, if the mailing contents contain more than one mail shape (processing category) or mail class, then complete multiple copies of lines C1 through C6 and attach them with the request. Only one mail class (section C1) and one processing category (section C2) should be checked on each form.

— Logistics Systems,
Operations, 9-29-05

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://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

| Title of Mailing | Class and Type of Mail | Requested Delivery Dates | Number of Pieces (Millions) | Distribution | Presort Level | Comments |
|---|-------------------------------|---------------------------------|------------------------------------|---------------------|-----------------------------|---------------------------|
| Speed Cleaning | Standard/Flat | 9/30/05–10/2/05 | 1.35 | Nationwide | 3/5-Digit, Car-Rt | Rodale/ALG Direct |
| JCP Winter Warm-up Activation | Standard/Catalog | 9/30/05–10/3/05 | 2.0 | Nationwide | Car-Rt | RR Donnelley |
| Catherine's Columbus Day | Standard/Letter | 9/30/05–10/4/05 | 1.0 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Cenveo, Memphis, TN |
| JCP Winter Warm-up Sale | Standard/Catalog | 9/30/05–10/5/05 | 7.7 | Nationwide | Car-Rt | RR Donnelley |
| Seventh Avenue | Standard/Catalog | 10/3/05–10/6/05 | 1.38 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Quad Graphics, Lomira, WI |
| Everything to Know About Menopause | Standard/Flat | 10/4/05–10/6/05 | 1.9 | Nationwide | 3/5-Digit, Car-Rt | Rodale/ALG Direct |
| Catherine's Triple Perks | Standard/Letter | 10/7/05–10/11/05 | 1.0 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Cenveo, Memphis, TN |
| Purification Plan | Standard/Flat | 10/9/05–10/11/05 | 2.1 | Nationwide | 3/5-Digit, Car-Rt | Rodale/ALG Direct |
| Life Line Screening (Peggy Fleming Image and Repositionable Note) | Standard/Letter | 10/10/05–10/19/05 | 2.0 | Nationwide | 3/5-Digit | Mail America, Forest, VA |
| Nordstrom Holiday Wear | Standard/Flat | 10/12/05–10/14/05 | 2.73 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Arandel |
| Catherine's Holiday Booklet | Standard/Flat | 10/14/05–10/18/05 | 2.0 | Nationwide | Barcoded, 3/5-Digit, Car-Rt | Cenveo, Memphis, TN |

NOTICE

How to Comply With Requests From Persons With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 requires that programs and activities provided by the Postal Service™ must not discriminate against anyone on the basis of disability. Note that it is programs and activities, not Postal Service facilities, that must meet this standard. Issues regarding requirements for architectural retrofits to achieve accessibility to Postal Service facilities are governed by the Architectural Barriers Act (ABA). The Postal Service's regulations implementing Section 504 of the Rehabilitation Act are found at 39 C.F.R. 255. (The direct URL is http://www.access.gpo.gov/nara/cfr/waisidx_04/39cfr255_04.html.) Section 504 applies to members of the public.

Section 501 of the Rehabilitation Act applies to employees, and information on that section is available on the Postal Service Law Department's Web site under "Reasonable Accommodation." (The direct URL is <http://blue.usps.gov/uspslaw/General/PracticeAreas/ReasonableAccomm/>).

Who qualifies as an individual with a disability?

A person with a disability is anyone who:

- Has a physical or mental impairment that substantially limits one or more of that person's major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

What do you have to do in order to comply?

You should alert the local postmaster or other manager when a customer complains that a Postal Service program or activity is not available to him or her on a nondiscriminatory basis due to a disability. The local postmaster or other manager **must** offer the complainant a reasonable solution to the problem. The best and fastest way to solve the problem is at the local level.

What constitutes a solution?

There are many options available to you to solve a particular accessibility complaint under Section 504. First, establish whether or not the requirements of the Architectural Barriers Act (ABA) apply. For example, if a person with a disability complains that the entrance to your facility requires a ramp and there is none, contact your district manager, who will in turn contact the appropriate Facilities Service Office (FSO) to determine whether the ABA standards require the installation of a ramp. If so, the district manager should make arrangements with the FSO to install a ramp. Often, however, a ramp or other architectural

solution is **not** required by the ABA. Even though not required by law, if it is determined that (1) the installation of a ramp or the removal of some other architectural barrier is the best way to solve the problem, and (2) it is consistent with efficient operations, then the Postal Service can make a "discretionary retrofit." The criteria to be considered for a discretionary retrofit are found at 39 C.F.R. 255.8.

Most of the time making programs and activities accessible to persons with disabilities will not involve an architectural retrofit. The local Postal Service manager should assess the situation and try to resolve it by offering a special arrangement. See 39 C.F.R. 255.7.

Examples of special arrangements include the following:

- Alternative services, such as the following:
 - Meeting the customer in the parking lot to provide the required services.
 - Providing curbside or door delivery, if not normally provided (see *Postal Operations Manual* section 631.42 for procedures and guidelines for changes in delivery for hardship cases).
 - Offering stamps by mail and other similar programs.
 - Providing retail services from rural carriers.
- Auxiliary aids, such as the following:
 - Hearing aids.
 - Interpreters.
- Special privileges, such as allowing use of the employee restroom.
- Any other reasonable solution that is not dangerous (for example, a person with disabilities should not be allowed to use the loading dock ramp to gain access).

If necessary, you should consult with your district or area manager before offering a solution. A complainant is not required to make use of the special arrangement offered, but if the complainant refuses to accept the proffered solution, the Postal Service is not obligated to make other special arrangements. On the other hand, the complainant is entitled to challenge the adequacy of the offered solution in court, and the Postal Service will have to defend that particular solution as adequate.

What are the procedures for handling a complaint by a member of the public?

The initial complaint by a member of the public may be made orally or in writing and is considered to be an informal

complaint. It is important to note the date that the complaint (either oral or written) is received, because that date triggers important complaint procedure deadlines. The complainant must exhaust the administrative procedures presented in the following paragraphs before filing a formal complaint or seeking redress in court.

If you and the complainant resolve the issue to your mutual satisfaction, then the matter is closed. You should try to resolve the problem, but if you lack the authority to resolve the complaint, or if you cannot come to an agreement, you should promptly refer the complaint to the appropriate manager at the district or area level. **At the same time** that you refer the complaint, you **must** inform the complainant and provide the name, address, and phone number of the person who will be handling the complaint.

In any event, within **15 days** of receiving the complaint, assuming that the matter is unresolved, you **must** send the complainant a written acknowledgement that includes the following:

- The date the informal complaint was filed; and
- A description of the issue(s).

If the matter cannot be resolved within **30 days** of its receipt, you must send the complainant a **written interim report** explaining the following:

- The status of the informal complaint; and
- The proposed resolution.

Next submit your proposed informal decision to the appropriate district manager for review. The district

manager forwards the proposed disposition to the area or functional vice president for review and for issuance of a written decision. This review process **must** be completed and the written decision issued no later than **60 days** after receipt of the informal complaint. The written decision to the complainant should contain the following:

- The final disposition of the complaint;
- The reasons for that disposition; and
- A notice that the complainant may challenge an informal decision denying relief in any appropriate forum or by filing a formal complaint with the Vice President and Consumer Advocate. The notice should contain the address of the Vice President and Consumer Advocate and a statement that if the complainant chooses to file a formal complaint, he or she must exhaust the informal complaint procedures before filing suit in any other forum.

If filing a formal complaint before the Vice President and Consumer Advocate, the complainant must file **within 30 days** of receipt of the informal decision from the area or functional vice president. The Vice President and Consumer Advocate will then process the complaint according to the formal complaint procedures at 39 C.F.R. 255.6(2)(iii)-(iv).

For more information, see the Law Department's Accessibility Web page at <http://blue.usps.gov/uspslaw/General/PracticeAreas/Accessibility/>. If you require additional assistance, please contact the appropriate field legal office.

— General Counsel, 9-29-05

Domestic Mail

DMM REVISION

Items Mailed to the Department of State

Effective September 29, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 507.2.1 and 703.3.0 regarding mail sent to the Department of State for transmission abroad and change-of-address orders concerning this mail.

The Department of State requested these revisions based on updated size restrictions (including an increase in the maximum weight limit to 50 pounds) and prohibitions on items it can handle. Additionally, the revised standards now allow mailers to request some extra services provided in DMM 503 when mailing items to the Department of State. We also discuss procedures that already exist regarding change-of-address orders for Department of State ZIP Codes™.

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer® at pe.usps.com.

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

| | | | | | |
|------------|------------------------------------|---|---|---|---|
| | * | * | * | * | * |
| 500 | Additional Mailing Services | | | | |
| | * | * | * | * | * |
| 507 | Mailer Services | | | | |
| | * | * | * | * | * |

2.0 Forwarding**2.1 Change-of-Address Order**

* * * * *

*[Revise title and text of 2.1.4 to read as follows:]***2.1.4 Filing**

A customer may inform the Post Office of a change of address by using Form 3575 or other written or personal notice.

*[Add new 2.1.5 to read as follows:]***2.1.5 Prohibited Use**

A change-of-address order cannot be filed for the following:

- a. Individual addressees at a business or other location. A change of address may not be filed with the USPS for an individual's mail addressed to an organization, or to the individual at his or her place of employment, business, or other affiliation either during or after the termination of the employment, business, or other relationship. The organization may change the address (but not the name) on mail to redirect it to such individuals; obliteration of any barcode on the piece prevents missorting on automated equipment.
- b. Individual addressees at the Department of State. Individuals may not file a change-of-address order for mail originally addressed to the individuals at any Department of State ZIP Code. Additionally, individuals may not file a change-of-address order to have mail forwarded to any Department of State ZIP Code.

* * * * *

700 Special Standards**703 Nonprofit Standard Mail and Other Unique Eligibility**

* * * * *

3.0 Department of State Mail**3.1 Availability***[Revise 3.1.1 through 3.1.3 for clarity to read as follows:]***3.1.1 General**

Subject to its own regulations, conditions, and restrictions, the U.S. Department of State transmits limited amounts of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. Authorized mailers pay domestic postage rates and are not subject to foreign customs clearance standards. Customers can obtain current information regarding Department of State services, internal controls, and restrictions from the U.S. Department of State Diplomatic Pouch Division.

3.1.2 Inspection of Mail

The Department of State opens and inspects all mail sent to it for transmission abroad to determine whether the mail meets Department of State standards. Mail that does not comply may be returned to the USPS for return to sender.

3.1.3 Facilities Not Available

If Department of State destinations are not available, customers may mail articles to the addressee directly as regular international mail or, if the addressee has an APO or FPO address, as military mail under 2.0 or to a Department of State branch post office at a diplomatic post under Title 39 USC 406 or 413.

*[Delete 3.1.4.]***3.2 Conditions For Authorized Mail***[Revise 3.2.1 through 3.2.9 to read as follows:]***3.2.1 Mailability**

USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad.

3.2.2 Prohibited Material

In addition to any restriction imposed by the Department of State, the following items are prohibited:

- a. Parcels not meeting the size and weight limits in 3.2.3.
- b. Items not meeting the standards in 601.8, Nonmailable and Restricted Articles and Substances Generally, or Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- c. International Air Transport Association (IATA) dangerous goods.
- d. Aerosols.
- e. Fragile materials.
- f. Materials in glass containers.
- g. Seeds, plants, and animals.
- h. Personal effects of deceased U.S. citizens.
- i. Items that are illegal to import into the receiving country or to export from the sending country.
- j. Goods from a foreign country addressed to the Department of State that require clearance by customs authorities before onward shipment to posts abroad.
- k. Liquids.
- l. Weapons of any kind or items that resemble weapons (e.g., pellet guns, toy guns, etc.).

3.2.3 Weight and Size

Weight limit is 50 pounds. Maximum dimensions are 32 inches long, 18 inches high, and 17 inches wide.

3.2.4 Postage Rates

Mailers must pay postage at the applicable domestic postage rate for the class of mail and the type of service requested for mail sent through the Department of State. Zoned rates are computed to 3-digit ZIP Code area 205.

3.2.5 Express Mail

Mailers may not send Express Mail items through the Department of State.

3.2.6 Extra Services

The following extra services are not available for mail sent through the Department of State. If one of these services is requested, USPS returns the mailpiece to the sender with the endorsement "Service Not Available." (Mailers may request other extra services under 503.)

- a. Collect on Delivery (COD).
- b. Insured Mail.
- c. Registered Mail.
- d. Restricted Delivery.
- e. Special Handling.

3.2.7 Address Format

Address all official correspondence for transmission by the Department of State as follows:

RECIPIENT'S NAME (e.g., John Smith or Information Management Officer)
 STREET AND NUMBER (e.g., 9900 Vienna Place)
 WASHINGTON DC 20521+4 (e.g., Washington, DC 20521-9900)

3.2.8 Change-of-Address

Individuals may not file a change-of-address order for mail originally addressed to them at any Department of State ZIP Code. Additionally, individuals may not file a change-of-address order to forward mail to any Department of State ZIP Code. This restriction includes all change of address methods (e.g., online change of address available at *usps.com*).

3.2.9 Customs Declarations

Customs declarations (Form 2976 or 2976A) are not required on mail sent to individuals through Department of State facilities.

3.3 Mail Security

[Revise 3.3 for clarity to read as follows:]

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad, including any liability for mail that has been accepted for mailing with extra services. However, if the Department of State receives such mail, it will attempt delivery. By using Department of State facilities, the sender consents both to the Department of State's examining the mail by means such as x-ray and other mail-screening methods, and to the department's opening, searching, and divulging the contents of any package.

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— *Mailing Standards,
Pricing and Classification, 9-29-05*

DMM REVISION

Hold For Pickup Endorsement

Effective September 29, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 455.4.6, 508.1.2, and 709.5 to add a new endorsement called "Hold For Pickup" for Parcel Select® mail entered at destination delivery units (DDUs). The endorsement is designed for mailers who send high-value or heavy-weight merchandise, such as computers. An authorized mailer uses the endorsement to indicate that the mailer's customer (addressee) will pick up the parcel at a designated Post Office™, rather than have the carrier deliver it to the addressee.

The Hold For Pickup endorsement will be available for mailers who enter Parcel Select DDU parcels under a manifest mailing agreement. To assist in identifying Hold For Pickup parcels, mailers must use a pre-approved address label and apply the Official Hold For Pickup Endorsement ID Label (#LAB-HFP), "Hold For Pickup," on each parcel.

The designated Post Office with the ZIP Code™ and the customer's address must also appear on the address label.

Mailers or their agents deposit Hold For Pickup parcels at designated Post Offices for pickup by the customer. Note that in the mailing standards we refer to the customer (the individual who will be picking up the parcel) as the "addressee." Also, the "designated Post Office" may not necessarily be the Post Office where the addressee would normally go to conduct postal business (e.g., to pick up a Certified Mail™ or COD mailpiece).

Mailers who want to endorse Parcel Select DDU parcels as Hold For Pickup must:

- Submit a written request to the manager, Business Mailer Support.
- Present the parcels under an authorized manifest mailing system.

- Use a unique address label approved in advance by the National Customer Support Center (NCSC) and Business Mail Acceptance.
- Use a Confirmation Services barcode on the address label as defined in Publication 91, *Confirmation Services Technical Guide*.
- Be able to transmit and receive electronic files compatible with USPS® operating systems to notify the addressees when and where their parcel(s) are available for pickup.

Information on the address label will enable us to use our Product Tracking System to track deposit of the parcels and to advise mailers or their agents when parcels arrive at the designated Post Offices. In turn, mailers can advise the addressees (their customers) that parcels are available for pickup and where to pick them up.

The designated Post Office will hold parcels for pickup by the addressees for up to 10 calendar days. If addressees do not pick up Hold For Pickup parcels within the 10 calendar day period, Post Offices will return the parcels to the mailers or agent, as follows:

- Mailers or their agents who are Parcel Return Services (PRS) participants must pick up any unclaimed, refused, or recalled Hold For Pickup parcels at the designated Post Office within 24 hours of notification by the Postal Service. We will charge the appropriate PRS Return Delivery Unit (RDU) rate for the returned parcels.
- Post Offices will return unclaimed, refused, or recalled Hold For Pickup parcels to the return address for non-PRS participants and charge them the appropriate Parcel Post single-piece rate.

For more information about these requirements, please contact the Hold For Pickup program manager at Hold_for_Pickup@usps.gov.

We will incorporate these revisions into the printed version of the DMM and the monthly update of the online version available via Postal Explorer® (pe.usps.com).

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

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|------------|------------------------------|---|---|---|---|
| | * | * | * | * | * |
| 400 | Discount Mail Parcels | | | | |
| | * | * | * | * | * |
| 450 | Parcel Post | | | | |
| | * | * | * | * | * |
| 455 | Mail Preparation | | | | |
| | * | * | * | * | * |

4.0 Preparation for Parcel Post

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4.6 Parcel Select — DDU Rates

[Add new 4.6.1 titled “General,” and move text in existing 4.6 into new 4.6.1.]

4.6.1 General

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[Add new 4.6.2 to read as follows:]

4.6.2 Parcels with Hold For Pickup Endorsement

In addition to the requirements in 4.6.1, mailers or their agents must prepare Parcel Select DDU parcels bearing the “Hold For Pickup” endorsement as follows:

- a. Submit a written request to the manager, Business Mailer Support (BMS) (see 608.8.1 for address).
- b. Mail the parcels using an authorized manifest mailing system.
- c. Enter parcels at the Parcel Select DDU rates under 455.4.6 and 456.2.
- d. Separate parcels with the “Hold For Pickup” endorsement from other Parcel Select parcels entered at DDUs (e.g., on separate pallets or with the Hold For Pickup parcels placed on the bottom of the pallet separated by shrinkwrap or a slip sheet).
- e. Exchange electronic files with USPS through an approved file transfer protocol to notify the addressees when parcels are available for pickup at the designated Post Office and to notify the mailer or agent that items are available to be picked up as “return to sender.”
- f. Place the Official Hold For Pickup Endorsement, Label LAB-HFP, on the address label side of each parcel. The label must not cover the address label or the barcode information. See Exhibit 4.6.2f.
- g. Affix a properly formatted address label that has been approved by the National Customer Support Center (NCSC) (see 608.8.1 for address).
- h. In addition to the markings defined in 402.2.3, address labels on a Hold For Pickup parcel must contain the following elements. See Exhibit 4.6.2h.
 1. The top portion of the address label must contain the return address for the mailer or agent and the postage indicia.
 2. The name and address for the customer (the “addressee”) must appear in at least 10-point type. Immediately to the left of the customer’s name, the words “HOLD FOR:” must appear in all capital letters.

3. For Parcel Return Services (PRS) participants only, the marking, "PARCEL RETURN SERVICES REQUESTED" or "PRS REQUESTED," followed by the participant's unique PRS 569 prefix ZIP Code. This marking must be in at least 10-point type, in all capital letters.
4. The words, "DELIVER TO:" in at least 12-point type and in all capital letters must appear immediately to the left of the Post Office name, city (optional), state (optional), and ZIP Code where the addressee will pick up the parcel.
5. In the center of the label the words "HOLD FOR PICKUP" must appear in reverse print (i.e., white print on a black background) in at least 24-point type and in all capital letters.
6. The lower half of the address label must contain an approved UCC/EAN Code 128 Delivery Confirmation, Signature Confirmation, or an integrated barcode (which combines a Confirmation Service with insurance) as defined in Publication 91, *Confirmation Services Technical Guide*.

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500 Additional Services

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508 Recipient Services

1.0 Recipient Options

[Re-number existing 1.3 through 1.8 as new 1.4 through 1.9. Add new 508.1.3 to read as follows:]

1.3 Parcel Select DDU Hold For Pickup Endorsement

Only parcels mailed under 455.4.6 and 456.2.2.3b are eligible for the "Hold For Pickup" endorsement. Parcels endorsed Hold For Pickup must be picked up at designated Post Offices by the addressee within 10 calendar days.

Contact the Hold For Pickup program manager at *Hold_for_Pickup@usps.gov* for a complete listing of designated Post Offices.

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700 Special Standards

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709 Experimental Classifications and Rates

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5.0 Parcel Return Services

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5.1.2 Applicability

Parcels may use PRS when all of the following conditions apply:

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[Revise item b to read as follows:]

- b. Except as provided in 5.1.10, parcels must bear a PRS label that meets the standards in 5.4.

* * * * *

[Add new 5.1.10 to read as follows:]

5.1.10 Parcels Endorsed Hold For Pickup

PRS participants must pay the appropriate Parcel Select RDU rate under 5.3 for any unclaimed, refused, or recalled parcels that are endorsed "Hold For Pickup" (under 455.4.6 and 508.1.3) that bear the marking "PARCEL RETURN SERVICES REQUESTED" or "PRS REQUESTED" (followed by their unique 569 prefix ZIP Code).

* * * * *

[Add exhibits 4.6.2f and 4.6.2h as follows:]

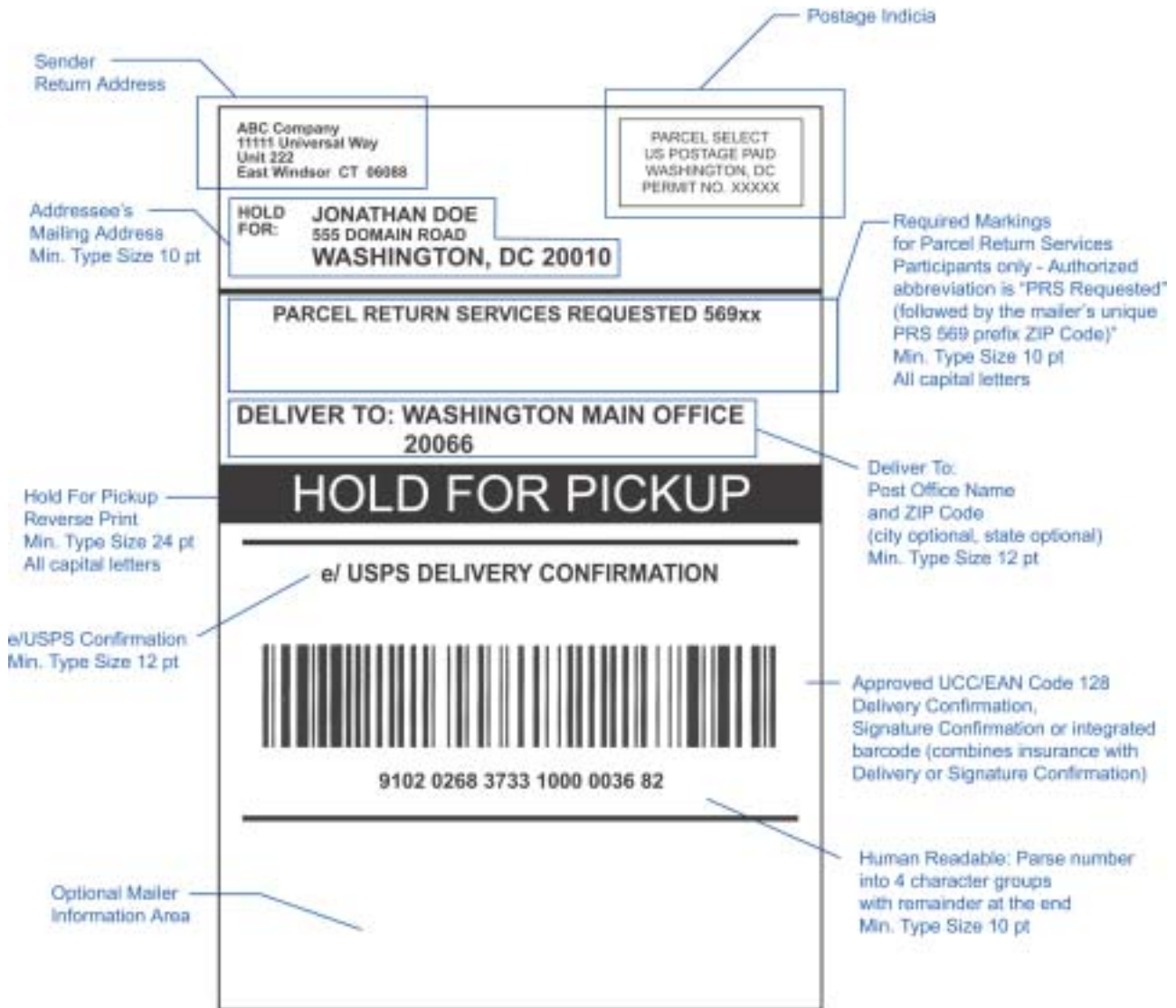
Exhibit 4.6.2f

Official Hold For Pickup Endorsement, Label LAB-HFP



Exhibit 4.6.2h

Hold For Pickup Address Label



DMM REVISION

Insurance Purchased Online and at Postal Service Kiosks

Effective September 29, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 503.4.0 and 609.1.3 to increase the maximum value of indemnity for insurance purchased online from \$200 to \$500.

Mailers can purchase online insurance using Click-N-Ship® and eBay and can also buy insurance electronically at our Automated Postal Centers (APCs). The table below shows the availability for the increased indemnity:

| Point of Purchase | Date Available | Services Offered |
|---------------------------------|-------------------|---|
| Click-N-Ship | October 1, 2005 | Express Mail® Priority Mail® |
| eBay | November 14, 2005 | Express Mail First-Class Mail® Priority Mail Media Mail® Parcel Post® |
| Automated Postal Centers (APCs) | November 29, 2005 | Express Mail First-Class Mail Priority Mail Parcel Post |

Fees are the same online, at APCs, and at the retail counter, but indemnity for lost, rifled, or damaged items is limited to \$500 if the insurance is purchased online or at an APC.

We will incorporate the new indemnity limit into the next printed version of the DMM and into the monthly update of the online DMM available on Postal Explorer® at pe.usps.com.

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

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500 Additional Services

503 Extra Services

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4.0 Insured Mail

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4.2 Basic Information

4.2.1 Description

Insured mail provides the following features:

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[Revise item b to increase indemnity coverage from \$200 to \$500 to read as follows:]

- b. Insured mail purchased online provides up to \$500 indemnity coverage for lost, rifled, or damaged articles, subject to the standards for the service and payment of the applicable fee.

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4.3 Mailing

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4.3.5 Integrated Barcodes

The following options are available for mailers who print their own labels:

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[Revise item c to increase indemnity coverage from \$200 to \$500 and to specify which label to use for each service to read as follows:]

- c. Mailers must use an integrated barcode when insurance is purchased online for Priority Mail and for parcels mailed at First-Class Mail, Media Mail, and Parcel Post (see Exhibit 4.3.5c) rates. This barcode combines the insurance and electronic option Delivery Confirmation or Signature Confirmation services into a single barcode on the shipping label. Additional information on the integrated barcode can be found in Publication 91, *Confirmation Services Technical Guide*.

1. Mailers may purchase insurance online for \$50 or less indemnity coverage with electronic option Delivery Confirmation service. The human-readable text above the integrated barcode must state, "e/USPS DELIVERY CONFIRMATION."
2. Mailers may purchase insurance online for more than \$50 and up to \$500 indemnity coverage with electronic option Delivery Confirmation service. The human-readable text above the integrated barcode must state, "e/USPS INSURED."
3. Mailers may purchase insurance online for up to \$500 indemnity coverage and include the electronic option Signature Confirmation service. The human-readable text above the integrated barcode must state, "e/USPS INSURED."

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600 Basic Standards for All Mailing Services

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609 Filing Indemnity Claims for Loss or Damage

1.0 General Filing Instructions

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1.3 Who May File for Loss or Damage

A claim may be filed by:

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[Revise item c to increase indemnity coverage from \$200 to \$500 to read as follows:]

- c. Either the mailer or the addressee who is in possession of the online label record or computer printout of the Web-based application as described in 3.1e, for the complete loss of an article insured online for more than \$50 and up to \$500.

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— Mailing Standards,
Pricing and Classification, 9-29-05

DMM REVISION

Preparation of Enhanced Carrier Route Standard Mail Basic Rate Multi-Bundles

Effective September 29, 2005, we are revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 345.6 to give mailers the option to consolidate small bundles, 1 inch thick or less, of Enhanced Carrier Route Standard Mail basic rate (ECRLOT) flat-size mail into a multi-carrier routes bundle for the same 5-digit ZIP Code™.

This revision benefits mailers and the Postal Service™ by improving service through the integrity of the multi-carrier routes bundle. Small carrier route bundles tend to lose their integrity (fall apart) during processing. This option may change as the Postal Service adopts more efficient methods of processing flats prepared in bundles. In the interim, this option will help improve bundle integrity of small carrier route bundles.

In addition, we are revising similar text for clarity in 245.6 for letters and 445.6.4 for parcels.

We will incorporate this revision into the next printed version of the DMM and into the monthly update of the online DMM available on Postal Explorer® at *pe.usps.com*.

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

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200 Discount Mail Letters and Cards

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240 Standard Mail

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245 Mail Preparation

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6.0 Preparation for Enhanced Carrier Route Letters

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[Revise the title and text of 6.4 for clarity to read as follows:]

6.4 Carrier Route Bundle Preparation

Prepare carrier route bundles of letter-size mail as follows:

- a. Mailers must prepare only carrier route bundles. Carrier route bundles are not required in full carrier route trays.
- b. Except under 6.5, carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following tray levels:
 - 1. Carrier route tray: No bundle labeling is required.
 - 2. 5-digit or 3-digit carrier routes tray: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required

[Revise the text in 6.5 for clarity to read as follows:]

As a general exception to 6.4, mailers may prepare a bundle with fewer than 10 pieces *and* a less-than-full carrier route tray when they are claiming the saturation rate for the contents and the applicable density standard is met.

[Delete 6.6 and renumber current 6.7 through 6.10 as new 6.6 through 6.9.]

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|------------|-----------------------------------|---|---|---|---|---|
| 300 | Discount Mail Flats | * | * | * | * | * |
| 340 | Standard Mail | * | * | * | * | * |
| 345 | Mail Preparation | * | * | * | * | * |
| 2.0 | Bundles | * | * | * | * | * |
| 2.5 | Preparing Bundles in Sacks | * | * | * | * | * |

[Revise item d to reference the allowance in new 345.6.5 for a multi-carrier routes bundle to read as follows:]

- d. Except under 6.5, a bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (e.g., if a glossy piece is 0.625 (5/8) of an inch thick, 5 pieces may be secured in a bundle 3.125 inches high; if a piece with uncoated cover stock is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high).

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6.0 Preparation for Enhanced Carrier Route Flats

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[Revise the title and text in 6.3 for clarity to read as follows:]

6.3 Carrier Route Bundle Preparation

Prepare carrier route bundles of flat-size mail as follows:

- a. Mailers must prepare only carrier route bundles. Carrier route bundles are not required in full carrier route trays.
- b. Except under 6.4, carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following sack or tray levels:
 - 1. Carrier route tray or sack: No bundle labeling is required.
 - 2. 5-digit scheme or 5-digit carrier routes tray or sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

[Delete 6.4 and renumber current 6.5 as new 6.4. Revise the title and text in new 6.4 for clarity to read as follows:]

6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required

As a general exception to 6.2 through 6.7, mailers may prepare a bundle, tray, or sack with fewer than the minimum number of pieces required for a carrier route when they are

claiming the saturation rate for the contents and meet the applicable density standard.

[Add new 6.5 to read as follows:]

6.5 Multi-Carrier Routes Bundle

A mailer may combine individual eligible bundles of Standard Mail Enhanced Carrier Route basic rate mail into a multi-carrier routes bundle of the same 5-digit ZIP Code under these conditions:

- a. Except for a multi-carrier routes bundle under 6.5b, individual bundles cannot exceed 1 inch and must be secured with two bands, one around the length and one around the girth.
- b. A multi-carrier routes bundle can contain one individual bundle that exceeds 1 inch to serve as an anchor.
- c. The multi-carrier routes bundle must meet the standards in 2.2 through 2.5.
- d. The multi-carrier routes bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrink-wrap plus one or more bands.
- e. The multi-carrier routes bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the carrier route information for the individual bundle preceded by the endorsement "Multi" and two asterisks (e.g., *****Multi**C-001).
- f. A multi-carrier routes bundle that exceeds the maximum heights in 2.5 by less than the thickness of an individual carrier route bundle (e.g., 1 inch or less) meets the standards.

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400 Discount Mail Parcels

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440 Standard Mail

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445 Mail Preparation

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6.0 Preparation for Enhanced Carrier Route Parcels

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6.4 Bundling

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[Revise the title and text in 6.4.1 for clarity to read as follows:]

6.4.1 Carrier Route Bundle Preparation

Prepare carrier route bundles of parcels as follows:

- a. Mailers must prepare only carrier route bundles.

- b. Except under 6.4.2, carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following sack levels:
 - 1. Carrier route sack: No bundle labeling is required.
 - 2. 5-digit scheme or 5-digit carrier routes sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL). [M620.2.2]

[Delete 6.4.2 and renumber current 6.4.3 as new 6.4.2. Revise the text in new 6.4.2 for clarity to read as follows:]

6.4.2 Bundles and Sacks With Fewer Than the Minimum Number of Pieces Required

As a general exception to 6.4.1, mailers may prepare a bundle with fewer than 10 pieces and a less-than-full sack with fewer than 125 pieces and less than 15 pounds of pieces to a carrier route when they are claiming the saturation rate for the contents and the applicable density standard is met.

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— Mailing Standards,
Pricing and Classification, 9-29-05

DMM REVISION

Transition of FASTforward MLC to NCOA^{LINK}

Effective September 30, 2005, we are revising *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 233.3.5.2 and 333.3.5.2 to reflect changes to FASTforward Mailing List Correction (MLC).

In the February 3, 2005, *Postal Bulletin*, we changed the terminology from “National Change of Address” to “National Change of Address Linkage System,” and “NCOA” to “NCOA^{LINK}”. This change was needed because NCOA was being retired and would be replaced by NCOA^{LINK} to provide a more secure format for sensitive change-of-address information. Effective September 30, 2005, NCOA^{LINK} will also replace FASTforward Mailing List Correction (MLC).

FASTforward MLC was originally developed to allow end-users to update name and address mailing lists in-house electronically instead of using an outside vendor. This version of FASTforward will be discontinued effective September 30, 2005, and replaced with Limited Service Provider or End User versions of NCOA^{LINK}. Unlike FASTforward MLC, which required customers to incorporate hardware additions, NCOA^{LINK} is software-based and can be loaded onto a user’s own system, making it more efficient and user-friendly.

These changes were announced in a *Federal Register* notice published by the Postal Service™ on July 1, 2003 (FR Vol. 68, Number 126, Pages 39159–39161).

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the on-line DMM available via Postal Explorer® at pe.usps.com.

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

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|--------------|---|---|---|---|---|
| | * | * | * | * | * |
| 200 | Discount Mail Letters and Cards | * | * | * | * |
| 230 | First-Class Mail | | | | |
| 233 | Rates and Eligibility | * | * | * | * |
| 3.0 | Basic Standards for First-Class Mail Standards | * | * | * | * |
| 3.5 | Move Update Standard | * | * | * | * |
| 3.5.2 | USPS-Approved Methods | | | | |
| | <i>[Delete item c, which authorizes FASTforward MLC as an approved method for meeting the Move Update standard. Renumber current items d through f as new items c through e.]</i> | | | | |
| | | * | * | * | * |
| 300 | Discount Flats | * | * | * | * |
| 330 | First-Class Mail | | | | |
| 333 | Rates and Eligibility | * | * | * | * |

3.0 Eligibility Standards for First-Class Mail Flats

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3.5 Move Update Standards

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3.5.2 USPS-Approved Methods

[Delete item c, which authorizes FASTforward MLC as an approved method for meeting the Move Update standard. Renumber current items d through f as new items c through e.]

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— *Mailing Standards,
Pricing and Classification, 9-29-05*

DMM REVISION

Revisions to Postage Payment by Postage Evidencing Systems

Effective September 29, 2005, *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 604 is revised to reorganize the standards for paying postage by means of postage meters and PC Postage® products — collectively categorized as postage evidencing systems. We retained basic postal standards for authorization and use of postage meters and PC Postage products in DMM 604 but reorganized to remove redundancy, simplify regulatory language, and update requirements to reflect product and process evolutions. The following is a summary of the revisions:

- Combined DMM 604.4.0, Postage Meters (Postage Evidencing Systems), and DMM 604.5.0, PC Postage, and changed the title of DMM 604.4.0 to Postage Meters/PC Postage Products (Postage Evidencing Systems).
- Removed obsolete and redundant postage evidencing product “type” descriptions by generations and revised the section to reflect simplified product categories of postage meters, PC Postage products, and Web-based services employing PC Postage technology.
- Removed references to licensing of customers to use postage evidencing systems due to system, process, and product evolution. We revised the language to better explain that customers must agree to comply with rules and regulations associated with use of postage evidencing systems products and must enter into the agreement with the USPS® in order to maintain the authorization to use postage evidencing systems.
- Simplified the language regarding customer compliance requirements to maintain authorization to use

postage evidencing systems and organized into a new section 4.2.1, Customer Agreement.

- Moved specifications regarding indicia design and data requirements (more relevant to system providers than customers) to Title 39 *Code of Federal Regulations* (CFR), Part 501, Authorization to Manufacture and Distribute Postage Meters, which reflects requirements of products and product providers. Indicia requirements within the purview of customer control are maintained within the DMM revision.
- Simplified language regarding refund procedures and eliminated redundant references to DMM section on refunds.

The technical details associated with product specifications and requirements concerning the product/service providers are published in 39 CFR 501.

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

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

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600 Basic Standards for All Mailing Services

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604 Postage Payment Methods

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[Revise title of 4.0 to read as follows:]

4.0 Postage Meters/PC Postage Products (Postage Evidencing Systems)

4.1 Basic Information

[Revise title and text of 4.1.1 to read as follows:]

4.1.1 Definitions

Postage meters and PC Postage products are collectively identified as postage evidencing systems. A postage evidencing system is a device or system of components that a customer uses to print evidence that postage required for mailing has been paid. Postage evidencing systems print indicia, such as meter imprints or Information Based Indicia (IBI), to indicate postage payment. Mailers print indicia directly on a mailpiece or label which is affixed to a mailpiece. Mailers must place indicia in the upper right hand corner of the mailpiece or label, according to standards in 4.3.3.

[Revise title and text of 4.1.2 to read as follows:]

4.1.2 Product Categories

Product categories include, but may not be limited to, postage meters and PC Postage products. Additional information on product categories and authorized providers is found on the USPS Web page www.usps.com/postage-solutions. The primary characteristics of postage meters and PC Postage products are described below.

- a. Postage meters are devices that allow download, storage, and accounting of postage in the device. Meters print indicia that may be IBI or non-IBI, to indicate postage payment. IBI are digitally generated indicia that include a two-dimensional barcode. Postage meters are available only through authorized providers. Meters may only be leased or rented and may not be sold or resold. Some components of metering systems may be purchased as authorized by the USPS.
- b. PC Postage products are software-based solutions for managing postage accounts. Mailers purchase postage using a computer and print indicia using desktop or label printers. PC Postage products print IBI indicating postage payment and may print directly onto mailpieces, shipping labels, and USPS approved customized labels. PC Postage products are offered by commercial providers approved by the USPS. PC Postage products are typically offered by providers through subscription service agreements. The USPS may authorize the purchase of some components associated with a service.
- c. PC Postage technology also enables authorized postage payment for Web-based services operated by authorized private vendors as well as Click-N-

Ship; a shipping label option available via www.usps.com.

[Revise title and text of 4.1.3 to include only meter providers.]

4.1.3 Authorized Meter Providers

| | |
|---|---|
| FRANCOTYP POSTALIA INC 140 N MITCHELL CT STE 200 ADDISON IL 60101-5629 800-341-6052 www.fpusa.net | PITNEY BOWES INC 1 ELMCROFT RD STAMFORD CT 06926-0700 800-322-8000 www.pitneybowes.com |
| HASLER INC 19 FOREST PKWY SHELTON CT 06484-6140 800-243-6275 www.haslerinc.com | NEOPOST INC 30955 HUNTWOOD AVE HAYWARD CA 94544-7084 800-624-7892 www.neopostinc.com |

[Delete 4.1.4 through 4.1.6 and add new 4.1.4 to list authorized PC Postage providers.]

4.1.4 Authorized PC Postage® Providers

STAMPS.COM
12959 CORAL TREE PLACE
LOS ANGELES, CA 90066-7020
888-434-0055
www.stamps.com

ENDICIA.COM (PSI SYSTEMS INC)
247 HIGH ST
PALO ALTO, CA 94301-1099
800-576-3279 x140
www.endicia.com

PITNEY BOWES INC
1 ELMCROFT RD
STAMFORD CT 06926-0700
800-322-8000
www.pitneybowes.com

[Renumber 4.1.7 as 4.1.5 and revise title and text to read as follows:]

4.1.5 Authorized Classes of Mail

Mailers may use postage evidencing systems to affix or imprint indicia on any class of mail except pieces mailed at Periodicals postage rates.

[Revise title of 4.2 to read as follows:]

4.2 Authorization to Use Postage Evidencing Systems

[Revise 4.2.1 through 4.2.5 to read as follows:]

4.2.1 Customer Agreement

Customers must enter into an agreement with the USPS for authorization to use postage evidencing systems. By entering into the agreement, a customer accepts responsibility for control and use of the system and agrees to abide by all rules and regulations governing its use. The following conditions apply to these agreements.

- a. Customers enter into an agreement with the USPS (e.g., via electronic click-through or contract

signature) in conjunction with executing a separate agreement with the provider for rental, lease, or use of a postage evidencing system. Actual implementation of the agreement with the USPS varies by product category and provider and is typically facilitated by the provider on behalf of the USPS. Postage evidencing systems are rented or leased. They may not be purchased, sold, or resold.

- b. A meter lease or rental agreement with an authorized provider is required to use a postage meter. Registration with an authorized provider is required to use a PC Postage system.
- c. The customer must provide updated address information to the provider in the event of relocation.
- d. Postage meter manufacturers are required by USPS regulation to conduct inspection of certain meters on a scheduled basis. The customer agrees to make the meter available for provider inspection or Postal Service examination when required.
- e. The customer agrees to make prompt report of defective meters, or loss or theft of a meter, to the provider.

4.2.2 Authorized Possession

Only authorized customers may possess or use postage evidencing systems. Customers must surrender postage evidencing systems to the provider or its agent upon termination of the lease or rental agreement or device malfunction.

4.2.3 Use Outside the United States

The manager of Postage Technology Management must give specific approval to the provider before a provider may place a postage evidencing system for use outside the customs territory of the United States.

4.2.4 Denial of Use

The USPS has the authority to deny use of a postage evidencing system in the event of failure to comply with rules and regulations. The customer is required to make the postage evidencing system and transaction records available and surrender the system to the provider, the USPS, or its agent upon notification to do so.

4.2.5 Appeal Process

Appeals regarding standards in this section or regarding decisions on the basis of noncompliance must be made in writing to: Manager, Postage Technology Management, U. S. Postal Service, 1735 N. Lynn St., Rosslyn, VA 22209

* * * * *

[Delete 4.3 through 4.6. Combine 4.7 and 4.8 and renumber as 4.3 to read as follows:]

4.3 Postage Payment

[Renummer 4.7.1 as 4.3.1 and revise to read as follows:]

4.3.1 Paying for Postage

The value of the indicia on each mailpiece must be the exact amount due in accordance with the applicable rate category and associated criteria such as weight, shape, and zone or another amount permitted by applicable mailing standards to qualify for work-sharing or volume discounts. Payment options vary by provider and product category. Contact provider for authorized USPS payment options.

[Delete 4.7.2, 4.7.3, and 4.8.1. Renummer 4.8.2 as new 4.3.2 and revise to read as follows:]

4.3.2 Legibility of Postage

Postage indicia must be legible, i.e., readable by Postal Service personnel and mail processing equipment. Illegible or unreadable (unscannable) indicia are not acceptable as payment of postage. Reflectance measurements of the indicia and the background material must meet the standards in 708.4.0.

[Renummer 4.8.3 as new 4.3.3 and revise to read as follows:]

4.3.3 Placement of Postage

Mailers must print or apply indicia in the upper right corner of the envelope or address label. Mailers must meet the following additional standards when placing indicia on mail pieces.

- a. Position indicia at least 1/4 inch from the right edge of the mailpiece and 1/4 inch from the top edge of the mailpiece.
- b. Do not allow the indicia to infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone.
- c. Orient indicia with the longest dimension parallel to the address.
- d. When a FIM is printed with the indicia, position the FIM according to standards in 708.9.0.
- e. If there is a need to place multiple indicia on an envelope (e.g., for redate or postage correction) the indicia must not overlap each other. Overlapping indicia are not acceptable as payment of postage.

[Delete 4.8.4 through 4.8.6 and 4.8.8 through 4.8.11. Re-number 4.8.7 as 4.3.4 and revise to read as follows:]

4.3.4 Postal Markings

Indicia are comprised of human readable information. Information Based Indicia (IBI) also contain machine readable information that identifies the postage evidencing system, postage payment information and mail service requested. There are particular data sets associated with different types of indicia depending on the product and the type of mailing. Indicia may include postal markings related to the class of mail and presort level and an ancillary service endorsement. All words must be legible and in bold capital letters at least 1/4 inch high or 18-point type. See 202.3.0 for standards on markings, and 202.4.0 for placing ancillary service endorsements on letter-size mailpieces. See 302.2.0 and 302.3.0 for corresponding standards for flat-size mailpieces; see 402.2.0 and 402.3.0 for parcels.

[Add new 4.3.5 to read as follows:]

4.3.5 Refund Procedures

Refund procedures for unused printed postage, postage purchased but not printed, and postage lost due to postage evidencing system failure varies by product category. See 604.10.0 for refund procedures.

[Renumber 4.9 as 4.4, with revisions as noted per item, to read as follows:]

4.4 Special Indicia

[Combine 4.9.1 and 4.9.2 and renumber as 4.4.1. Revise title and text of 4.4.1 to read as follows:]

4.4.1 Date and Postage Corrections

Mailers may print a date correction or additional postage indicium directly on the mailpiece or on a USPS-approved label under the following conditions:

- a. A date correction indicium is required for any mailpiece not deposited by the date of mailing in the indicium. Only one date correction indicium is permitted on a mailpiece.
- b. Indicia for additional postage on shortpaid mailpieces must equal the total amount of required postage.

[Delete 4.9.3 and renumber 4.9.4 as 4.4.2. Revise 4.4.2 to read as follows:]

4.4.2 Reply Postage

Mailers may use indicia generated by any postage evidencing system to prepay reply postage on Express Mail, on Priority Mail when the rate is the same for all zones, on First-Class Mail, and on single-piece rate Media Mail and Library Mail under the following conditions:

- a. The postage amount must be sufficient to prepay the full postage due.

- b. Print indicia directly on the mailpiece or on a label, and place indicia under 4.3.3.
- c. Indicia used to prepay reply postage must not show the date.
- d. Pre-address the mailpiece for return to the authorized user only.
- e. Print the words "NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY" directly above the address
- f. Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.
- g. When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.
- h. The address side must be as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.



[Renumber 4.9.5 as 4.4.3 and 4.10 as 4.5 to read as follows:]

4.5 Mailings

[Renumber 4.8.12 as 4.5.1 and 4.8.13 as 4.5.2 and revise to read as follows:]

4.5.1 Mailing Date Format

The mailing date in meter indicia must meet the format standards in this section. The year must be represented by all four digits or by the last two digits. Mailers may print the indicia directly onto mailpieces or onto separate labels or tape affixed to mailpieces. The mailing date format used in the indicia is also subject to the following conditions.

- a. *Complete Date.* Mailers must use a complete date for the following:
 1. All First-Class Mail, Priority Mail, and Express Mail pieces.
 2. All mailpieces with Insured Mail, COD, or Special Handling service.
 3. All mailpieces prepared with the indicia printed on nonadhesive paper (e.g., computer printer paper) and affixed to the mailpiece or used as part of an insert in a window envelope.

- b. *Month and Year.* Mailers may use a complete date or a mailing date consisting solely of the month and year in the indicia only for Standard Mail and Package Services pieces.
- c. *No Date.* Mailers must use indicia with no mailing date for prepaid metered reply postage. As an option, mailers may use indicia with no mailing date for Standard Mail and Package Services pieces not subject to 4.5.2a.

4.5.2 Mailing Date Accuracy and Mailing Periods

The date or period when mailers may deposit or present metered mail for mailing is controlled by the mailing date in the indicia under the following conditions.

- a. *Complete Date.* Mailpieces bearing a complete date in the indicia must be deposited or presented on that date, except that pieces entered after the day's last scheduled collection from the Post Office or collection box may bear the actual date of entry or the date of the next scheduled collection from the Post Office or collection box. When authorized by USPS, presort mail accepted after midnight may bear the previous day's date. If the mailer knows that the mail is not to be deposited or presented on the date in the indicia, the mailer must use a date correction indicium under 4.4.1.
- b. *Month and Year.* Mailpieces bearing only the month and year in the indicia may be deposited or presented for mailing on any day during the month shown in the indicia and through the third day of the following month.
- c. *No Date.* Mailpieces bearing no date in the indicia may be deposited or presented for mailing on any date.

[Delete 4.10.1 through 4.10.3. Renumber 4.10.4 as 4.5.3 and revise to read as follows:]

4.5.3 Deposit of Mail

Mailers must deposit or enter mailpieces with metered or PC Postage indicia according to the following conditions.

- a. Mailers may deposit Express Mail, flat-rate Priority Mail, single-piece rate First-Class Mail, single-piece rate Media Mail, and single-piece rate Library Mail items with metered or PC Postage indicia at any postal facility, preferably within the area of the customer's local Post Office.
- b. Mailers must deposit all mail not specified in item a at the authorized mailing office (for presort rate mail) or at a postal facility within the ZIP Code shown in the indicia.
- c. Mailers also may drop ship metered mail according to standards in 705.17.

[Renumber old 4.10.5 as 4.5.4 and 4.11 as 4.6. Revise title and text of 4.6 to read as follows:]

4.6 Authorization to Produce and Distribute Postage Evidencing Systems

Title 39, *Code of Federal Regulations*, part 501, contains information concerning authorization to produce and distribute postage evidencing systems. Additional information may be obtained from the manager, Postage Technology Management, USPS Headquarters (see 608.8.0 for address).

[Delete 5.0.]

* * * * *

*— Postage Technology Management,
Product Development, 9-29-05*

SHIP A GIFT

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**SEND IT NOW
WITH READYPOST.[®]
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FIELD INFORMATION KIT

Parcel Select "Hold For Pickup" Endorsement

This information kit is designed to inform Postal Service™ employees about the new Parcel Select® "Hold For Pickup" endorsement. At this time, the use of this endorsement is limited to destination delivery unit (DDU) rate Parcel Select mail. This kit contains the following materials:

- Briefing Article.
- Image of the "Hold For Pickup" Address Label and Instructions.
- Image of the Official "Hold For Pickup" Endorsement ID Label.
- Frequently Asked Questions.
- Standup Talk for Employees.

Briefing Article

Beginning September 29, 2005, senders of Parcel Select DDU mail are able to endorse their parcels "Hold For Pickup." This endorsement is used by mailers for items they do not want left at the recipient's door. This enhancement is designed to meet the unique needs of mailers who ship high-value goods or to better meet customer needs regarding convenience. The new "Hold For Pickup" endorsement is being implemented initially only for Parcel Select service, but we anticipate that the endorsement will be expanded to all parcel products where applicable. The "Hold For Pickup" endorsement is another way we are transforming our products and services to better meet the needs of our customers.

The "Hold For Pickup" endorsement works within the established processes for Parcel Select service. Parcels bearing the Parcel Select "Hold For Pickup" endorsement are drop shipped to a designated Postal Service facility. Each parcel is identified with a designated Postal Service facility name and ZIP Code™, along with the name and address of the customer. Each parcel is also identified with an official endorsement ID label that reads "Hold For Pickup" in a red-white-and-blue color scheme.

When the parcel arrives at the designated "Hold For Pickup" facility, the merchant/agent notifies the customer that the parcel is available for pickup at that location. The addressee has up to 10 calendar days to pick up the mailpiece. If the parcel is not picked up by the third day, the Postal Service carrier delivers a Parcel Select "Hold For

Pickup" reminder notification to the customer's delivery address.

The following procedures apply for a "Hold For Pickup"–endorsed parcel that the customer has not picked up after 10 calendar days, that the customer has "Refused," that the merchant/agent has "Recalled," or that the Postal Service has stamped "Return to Sender" because of visible damage:

- A merchant/agent who is a Parcel Return Services (PRS) participant is responsible for picking up the parcel from the Return Delivery Unit (RDU) and is charged the appropriate PRS RDU rate for the parcel.
- If the merchant/agent is not a PRS participant, the Postal Service returns the parcel to the sender at the appropriate Parcel Post single-piece rate as provided in *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 507.1.5.4.

Not all Postal Service facilities are designated as "Hold For Pickup" facilities. Participating merchants/agents are provided with the list of "Hold For Pickup" designated Postal Service facilities.

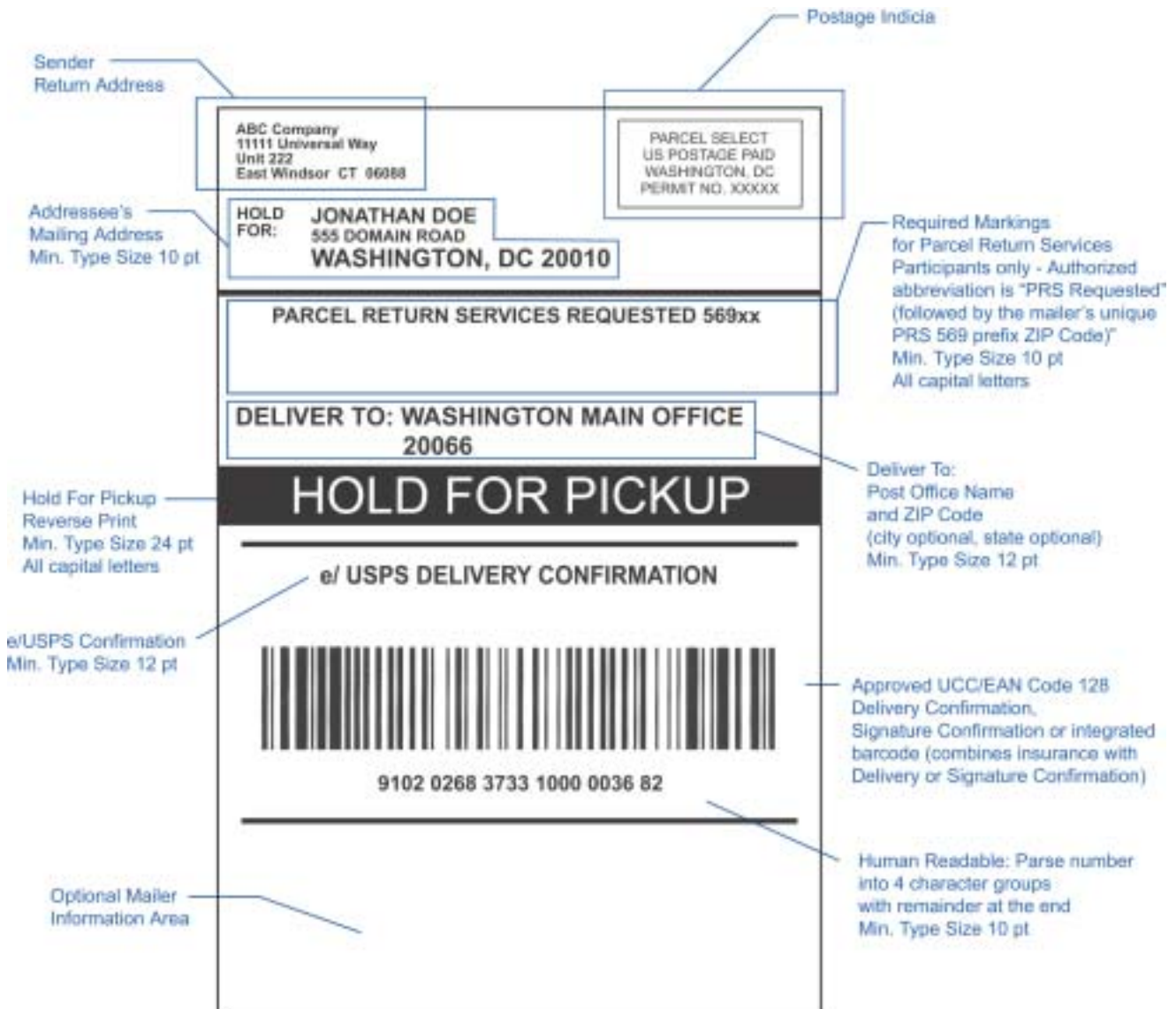
The Parcel Select "Hold For Pickup" endorsement is another way the Postal Service is transforming itself to meet changing customers needs. By providing this new endorsement and handling these parcels effectively, we help fulfill the needs of customers and, at the same time, generate more parcels and new revenue for the Postal Service.

Parcel Select "Hold For Pickup" Handling Instructions and Address Label

Handling Instructions

- Scan parcel "Arrive at Pickup Point."
- Place all Parcel Select "Hold For Pickup" parcels in "Left Notice" area.
- When the customer arrives for pickup, the customer must provide a valid government-issued photo ID.
- If the name on the parcel does not match the customer's ID, the designee must know the name and address on the address label and the last four digits of the Confirmation Service number, and must provide a valid government-issued photo ID.
- If the customer meets the appropriate requirements noted above, scan the parcel as "Delivered."

"Hold For Pickup" Address Label



Official "Hold For Pickup" Endorsement ID Label



Frequently Asked Questions

1. What is Parcel Select "Hold For Pickup"?

The Parcel Select "Hold For Pickup" endorsement is an option for merchants who prefer to have their customers pick up parcels at Postal Service facilities, rather than have the Postal Service attempt delivery to the customer's street address. With the Parcel Select "Hold For Pickup" endorsement, the merchant/agent drop ships the parcel at a designated Postal Service facility, where it is held for pickup. When the item is scanned "Arrive at Pickup Point," the merchant/agent notifies the customer that a parcel is available for pickup. The designated Postal Service facility dates and initials the parcel upon arrival and holds it for the customer for up to 10 calendar days.

2. Will all Postal Service facilities handle Parcel Select "Hold For Pickup" mailpieces?

No. Only those Postal Service facilities designated by their district will handle Parcel Select "Hold For Pickup" mailpieces.

3. Are parcels that are endorsed "Hold For Pickup" handled differently from other Parcel Select parcels?

Rather than have a carrier attempt delivery, parcels endorsed "Hold For Pickup" are held at a designated Postal Service facility for pickup by the customer.

4. How do Parcel Select "Hold For Pickup" parcels arrive at designated Postal Service facilities?

Parcel Select "Hold For Pickup" parcels are presented with Parcel Select shipments. They should be separated by slip sheet or separate pallet. Parcels are identified by a red-white-and-blue official "Hold For Pickup" endorsement ID label as well as an endorsement on the address label. They may be on the same pallet as other Parcel Select mail.

5. How is Parcel Select "Hold For Pickup" mail identified?

Parcel Select "Hold For Pickup" parcels have a red-white-and-blue official "Hold For Pickup" endorsement ID label on the address label side of the parcel designating the item as "Hold For Pickup." A reverse black-and-white print endorsement that states "Hold For Pickup" also appears on the address label.

6. What scan is used when an office receives Parcel Select "Hold For Pickup" parcels?

All Parcel Select "Hold For Pickup" parcels must be scanned as "Arrive at Pickup Point" unless they are misshipped or have visible damage.

If the parcel seems to have visible damage and you believe the internal contents could be damaged, you must scan the parcel "Visible Damaged," hand stamp it "Return to Sender," and then place it in the Parcel Return Services designated area. The parcel must be scanned "Picked Up By Agent" when returned to the merchant/agent.

If the parcel is not for your office, you must scan the parcel "Misshipped" and then place it in the Parcel Return Services designated area. Parcels must be scanned "Picked Up By Agent" when returned to the merchant/agent.

7. How is the pick-up area for a designated Postal Service facility determined?

The pick-up area for a designated Postal Service facility includes ZIP Codes within approximately a 20-mile radius of the designated Postal Service facility.

8. How are customers notified that they have a parcel available for pickup?

Four times a day, the Postal Service transmits an extract file containing a list of scans to the merchant/agent with information about which designated Postal Service facilities have parcels that need to be picked up. When it receives this information, the merchant/agent sends a notification to the customer that the parcel is available for pickup at the Postal Service facility. *My Post Office* will generate an additional notice on the morning of the third day for all parcels that have not been picked up by customers. The carrier assigned to the customer's delivery address delivers the third-day notice to the customer.

9. What is the carrier's role?

The carrier is involved with the Parcel Select "Hold For Pickup" process only if the customer has not picked up the parcel within 3 days. Carriers are responsible for delivering the notification form generated by *My Post Office*. But as requested by the merchant, carriers do not deliver Parcel Select "Hold For Pickup" parcels.

10. Is the Postal Service responsible for sending notifications to customers informing them that they have a parcel available for pickup at a designated Postal Service facility?

The initial notification is the sole responsibility of the merchant/agent. The only notification required by the Postal Service is generated by *My Post Office* if the parcel has not been picked up by the morning of the third day.

11. How long are Parcel Select "Hold For Pickup" parcels held at the designated Postal Service facility?

Parcel Select "Hold For Pickup" parcels are held at the Postal Service facility for up to 10 calendar days.

12. What should be done with parcels that are not picked up after 10 days?

The following procedures apply:

- For "Hold For Pickup" participants who also participate in Parcel Return Services, scan the parcel as "Return to Sender Unclaimed," hand stamp the parcel "Return to Sender" near the address label, and place the parcel in the Parcel Return Services designated staging area. The merchant/agent should pick up the parcel within 24 hours after the scan event. Both the merchant/agent's driver and the Postal Service dispatch employee should complete and sign PS Form 6354, *Parcel Return Service Dispatch Log*. When the parcel is returned to the merchant/agent, scan the parcel "Picked Up By Agent."
- For non-Parcel Return Services participants, scan the parcel as "Return to Sender-Unclaimed," hand stamp the parcel "Return to Sender" near the address label, and with a black grease pencil mark out the words "Hold For Pickup" on the address label. Return the parcel to the sender at the appropriate Parcel Post single-piece rate as provided in DMM 507.1.5.4.

13. How will merchants/agents know they have parcels ready to be picked up at designated Postal Service facilities?

Four times a day, an extract file containing a list of scans is transmitted to merchants/agents with information about which designated Postal Service facilities have parcels that need to be picked up.

14. Are Parcel Select "Hold For Pickup" parcels included in Delivery Confirmation™ measurement?

Yes, Parcel Select "Hold For Pickup" parcels are included in the Delivery Confirmation and Confirmation Services Scan Performance.

15. How do we handle Parcel Select "Hold For Pickup" parcels that are recalled by the merchant/agent?

The designated Postal Service facility receives a notification from the merchant/agent with a list of parcels that have been recalled through *My Post Office*. The notification includes the customer's name, address, and Confirmation Type/Service number. Scan parcels "Return to Sender-Other" (Recall), hand stamp the parcel "Return to Sender" near the address label, write the

word "Recall" next to the "Return to Sender" stamp, and place the parcel in the Parcel Return Services designated staging area.

- For merchants who participate in Parcel Return Services, complete PS Form 6354 and have it signed by both the merchant/agent's driver and the Postal Service dispatch employee. When the parcel is returned to the merchant/agent, scan the parcel "Picked Up By Agent."
 - For non-Parcel Return Services participants, return the parcels to the sender at the appropriate Parcel Post single-piece rate as provided in DMM 507.1.5.4.
- 16. What is the difference between "Refused" and "Recalled"?**

A parcel is "Refused" when the customer refuses to accept the parcel. A parcel is "Recalled" when the merchant/agent requests that the parcel be returned before 10 calendar days have elapsed.

17. What will the merchant/agent pay to have Parcel Select "Hold For Pickup" parcels returned?

The following charges apply:

- For each parcel bearing the marking "Parcel Return Services Requested," a \$2.00 fee is charged. The charge is automatically assessed when the parcel is scanned "Picked Up By Agent." Oversized Parcel Select "Hold For Pickup" parcels (those exceeding 108 inches but not more than 130 inches in combined length and girth) are charged \$7.51 and should be scanned under the Returns Mode: Random Sampling with the handheld scanner.
 - For parcels that do not bear the "Parcel Return Services Requested" marking, the return address Postal Service facility will assess the appropriate Parcel Post single-piece rate via a Postage Due Account as provided in DMM 507.1.5.4.
- 18. Who can pick up Parcel Select "Hold For Pickup" parcels?**
- The customer whose name appears on the address label or the customer's designee can pick up a Parcel Select "Hold For Pickup" parcel.
- 19. What does the customer need to bring when picking up a Parcel Select "Hold For Pickup" parcel?**
- The customer whose name appears on the address label must present a valid government-issued photo ID.
 - The customer's designee must provide the name and address of the customer on the address label and the

last four digits of the Confirmation Service number, and must present a valid government-issued photo ID.

20. *What if the address on the customer's identification does not match the address on the parcel?*

As long as the name on the customer's ID matches the name on the address label, the address does not need to match.

21. *How is postage paid?*

Postage is paid at the Parcel Select DDU rate. The mailpieces are prepared using a manifest and are verified at the merchant/agent's plant. No postage is charged at the retail unit. For Parcel Return Services (PRS) participants, each return is charged a flat \$2.00 fee. Merchants/agents who do not participate in PRS are charged the appropriate Parcel Post single-piece rate as provided in DMM 507.1.5.4.

22. *Is the designated Postal Service facility ever required to deliver a Parcel Select "Hold For Pickup" parcel?*

No, the designated Postal Service facility should never deliver a Parcel Select "Hold For Pickup" parcel.

23. *What if the customer wants to pay to have it delivered to their residence — for instance, if a parcel is too heavy or too big for their car, or for any other reason?*

In such cases, the customer must take possession of the parcel, take the parcel back into the retail unit, and pay postage to have the parcel delivered to their residence. The customer should obliterate or remove from the parcel all references to Parcel Select "Hold For Pickup." The retail unit charges the customer the applicable rate for the delivery service chosen.

24. *What extra services can be added to Parcel Select "Hold For Pickup" parcels?*

Delivery Confirmation, Signature Confirmation™, and insurance can be used with parcels bearing the Parcel Select "Hold For Pickup" endorsement. These extra services are selected by the merchant when the parcels are shipped and are not applied at retail. One of these Confirmation Services must be included with each Parcel Select "Hold For Pickup" parcel.

25. *Is there an oversized fee for Parcel Select "Hold For Pickup" parcels?*

Yes, oversized parcels exceeding 108 inches but not more than 130 inches in combined length and girth are charged \$7.51. Scan returns under the Returns Mode: Random Sampling with the handheld scanner. The charge is automatically assessed when the parcel is scanned.

Standup Talk for All Employees

[Please read this stand-up talk to all employees and post a copy on employee bulletin boards.]

The Postal Service is enhancing Parcel Select service to meet the unique needs of mailers who ship high-value and heavyweight parcels. Starting September 29, 2005, Parcel Select service offers these merchants a new endorsement option — "Hold For Pickup" — that enables their customers to pick up parcels at designated Postal Service facilities.

Parcel Select "Hold For Pickup" parcels are drop shipped to a designated Postal Service facility where they will be picked up by the addressee or their designee. The Postal Service is a favored choice for many shippers who value our quality and convenience at the "Last Mile" and use Parcel Select destination delivery unit (DDU) service. Several merchants have requested the option of letting their customers pick up Parcel Select parcels at a nearby Postal Service facility rather than having a carrier attempt delivery unsuccessfully.

The primary advantages of this endorsement are customer convenience and security. The Postal Service benefits by eliminating the need for carriers to make multiple delivery attempts of heavyweight parcels and/or reducing the risk of theft for items left unattended. Parcel Select "Hold For Pickup" endorsement gives our direct-to-consumer shippers a Quick, Easy, Convenient™ solution for the delivery of bulky and/or high-value items.

Each Parcel Select "Hold For Pickup" parcel is identified with the "Deliver To" Postal Service facility name and ZIP Code, along with the name and address of the merchant's customer. Each parcel is identified with an official "Hold For Pickup" endorsement ID label that reads "Hold For Pickup" in a red-white-and-blue color scheme. A "Hold For Pickup" endorsement in reverse black-and-white print also appears on the address label directly underneath the "Deliver To" information. The merchant/agent is responsible for notifying the customer that the parcel has arrived at the Postal Service facility and is available for pickup for 10 calendar days or it will be returned to sender.

The Postal Service has created a database of Postal Service facilities designated as Parcel Select "Hold For Pickup" offices and provides the list to participating or prospective merchants and agents. Not every Postal Service facility is designated as a Parcel Select "Hold For Pickup" office. Parcels may arrive for customers to pick up in your office that are not part of your normal delivery area. Your responsibility is to know how to recognize a Parcel Select "Hold For Pickup" parcel so that delivery of these items to the street address of the customer is not attempted.

The Parcel Select "Hold For Pickup" endorsement is another way the Postal Service is transforming to meet the changing needs of customers. By providing this new endorsement and handling these parcels effectively, we will generate more parcels and revenue for the Postal Service, and will help fulfill the needs of our customers.

— *Package Services, Product Development, 9-29-05*

Employees

REVISED PUBLICATION

Publication 260-A, U.S. Postal Inspection Service, Delivering a World of Career Opportunities

We have revised Publication 260-A, *U.S. Postal Inspection Service, Delivering a World of Career Opportunities*. The new edition emphasizes who postal inspectors are and what we do.

Publication 260-A is available on the Postal Service™ PolicyNet Web site:

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

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

It is also available on the Postal Service Internet:

- Go to www.usps.com.
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.

You can order Publication 260-A from the Material Distribution Center (MDC). Use touch tone order entry (TTOE). Call 800-332-0317, option 2.

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

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— Office of Recruitment,
Postal Inspection Service, 9-29-05

SAFETY ALERT

National Fire Prevention Week — October 9–15, 2005

Each October, the nation observes National Fire Prevention Week. This year’s observance will be conducted October 9 through 15. Please join in supporting this effort by giving special attention to identifying and correcting conditions that may cause fires. In 2004, almost 4,000 people in the United States died as the result of fires. More than 80 percent of these deaths occurred in the home. In the Postal Service™, over the last 6 years, the average number of fires per year in buildings and vehicles was 498. These tragedies are grim and unnecessary. Fire safety is always important. Fire Prevention Week provides us with the added opportunity to identify and correct conditions at work and at home that may cause fires and tragic losses.

You can help prevent fires by taking these actions at work:

- Practice good housekeeping (maintain a neat and clean work area).
- Obey smoking regulations.

- Keep fire doors, exits, stairs, and emergency equipment clear of obstructions.
- Keep all flammable and combustible materials away from sources of ignition.
- Ensure that electrical systems are not overloaded.
- Report fire hazards.

At home, you can protect your family by taking these actions:

- Never overload electrical systems.
- Ensure that a fire extinguisher is located in your home and is accessible.
- Install smoke detectors, check them once a month, and change batteries at least once a year.
- Establish and practice a home fire evacuation plan with all family members.

- Post emergency telephone numbers near phone locations.
- Store and dispose of unused flammable or combustible materials properly.
- Keep grills and other heat sources away from the house.

None of us wants to experience the pain, suffering, and hardship caused by fire. By following a few sensible precautions, we can keep our homes and workplaces safe from the threat of fire.

Remember: *Be There for Them* — your family, your co-workers, and yourself!

For more information on fire prevention, log on to the National Fire Prevention Agency Web site at www.nfpa.org/index.asp.

— Safety Performance Management,
Employee Resource Management, 9-29-05

Finance

HANDBOOKS F-15 AND F-12 REVISION

Fiscal Year 2006 Travel Per Diem Rates

Effective October 1, 2005, Handbooks F-15, *Travel and Relocation*, and F-12, *Relocation Policy*, are revised with new travel per diem rates.

We will incorporate these revisions into the next printed editions of Handbooks F-15 and F-12 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site:

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

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

Handbook F-15, *Travel and Relocation*

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Part 4 Appendices

Appendix A Rates

* * * * *

A-2 Travel Per Diem Rates

* * * * *

A-2.4 High Cost Localities

* * * * *

[Revise A-2.4 to read as follows:]

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|---|--|-----------|
| Standard CONUS rate applies to all destinations not specifically listed | | \$39 |
| Alabama | | |
| Birmingham | Jefferson and Shelby | \$44 |
| Huntsville | Madison and Limestone | \$44 |
| Arizona | | |
| Grand Canyon/Flagstaff | Coconino (except the city limits of Sedona) | \$44 |
| Kayenta | Navajo | \$54 |
| Phoenix/Scottsdale | Maricopa | \$59 |
| Sedona | City of Sedona, which falls within Yavapai and Coconino Counties | \$64 |
| Tucson | Pima | \$49 |
| Arkansas | | |
| Hot Springs | Garland | \$49 |
| Little Rock | Pulaski | \$54 |
| California | | |
| Antioch/Brentwood/Concord/Lafayette/Martinez/ Pleasant Hill/Richmond/San Ramon/Walnut Creek | Contra Costa | \$49 |
| Bakersfield/Delano (Naval Weapons Center and Ordinance Test Station, China Lake, Edwards AFB) | Kern | \$44 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|---|---|-----------|
| California (continued) | | |
| Barstow/Ontario/Victorville | San Bernadino | \$59 |
| Benicia/Dixon/Fairfield/Vacaville/Vallejo | Solano | \$44 |
| Clearlake | Lake | \$44 |
| Death Valley | Inyo | \$49 |
| Fresno | Fresno | \$54 |
| Los Angeles | Los Angeles, Orange, and Ventura | \$64 |
| Mammoth Lakes | Mono | \$54 |
| Mill Valley/San Rafael/Novato/Corte Madera/ Sausalito/Tiburon/Larkspur | Marin | \$54 |
| Modesto | Stanislaus | \$49 |
| Monterey | Monterey | \$64 |
| Napa | Napa | \$64 |
| Oakland | Alameda | \$59 |
| Palm Springs | Riverside | \$59 |
| Point Arena/Gualala | Mendocino | \$54 |
| Redding | Shasta | \$44 |
| Sacramento | Sacramento | \$59 |
| San Diego | San Diego | \$64 |
| San Francisco | San Francisco | \$64 |
| San Luis Obispo | San Luis Obispo | \$54 |
| San Mateo/Foster City/Belmont | San Mateo | \$54 |
| Santa Barbara | Santa Barbara | \$59 |
| Santa Cruz | Santa Cruz | \$54 |
| Santa Monica | City limits of Santa Monica | \$64 |
| Santa Rosa | Sonoma | \$64 |
| South Lake Tahoe | El Dorado | \$54 |
| Stockton | San Joaquin | \$44 |
| Sunnyvale/Palo Alto/San Jose | Santa Clara | \$59 |
| Tahoe City | Placer | \$59 |
| Truckee | Nevada | \$59 |
| Visalia/Lemoore | Tulare and Kings | \$49 |
| West Sacramento | Yolo | \$44 |
| Yosemite National Park | Mariposa | \$64 |
| Colorado | | |
| Aspen | Pitkin | \$64 |
| Boulder/Broomfield | Boulder and Broomfield | \$54 |
| Colorado Springs | El Paso | \$44 |
| Crested Butte/Gunnison | Gunnison | \$49 |
| Denver/Aurora | Denver, Adams, Arapahoe, and Jefferson and Douglas Counties | \$49 |
| Durango | La Plata | \$49 |
| Fort Collins/Loveland | Larimer | \$44 |
| Glenwood Springs | Garfield | \$49 |
| Grand Junction | Mesa | \$44 |
| Silverthorne/Breckenridge | Summit | \$54 |
| Steamboat Springs | Routt | \$54 |
| Telluride | San Miguel | \$59 |
| Vail | Eagle | \$64 |
| Connecticut | | |
| Bridgeport/Danbury | Fairfield | \$64 |
| Cromwell/Old Saybrook | Middlesex | \$44 |
| Hartford | Hartford | \$49 |
| Lakeville/Salisbury | Litchfield | \$64 |
| New Haven | New Haven | \$64 |
| New London/Groton | New London | \$64 |
| Putnam/Danielson | Windham | \$59 |
| Storrs/Mansfield | Tolland | \$49 |
| Delaware | | |
| Dover | Kent | \$44 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|---|---|-----------|
| District of Columbia | | |
| District of Columbia | Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (see also Maryland and Virginia) | \$64 |
| Florida | | |
| Cocoa Beach | Brevard | \$44 |
| Fort Lauderdale | Broward | \$54 |
| Fort Myers | Lee | \$49 |
| Fort Pierce | Saint Lucie | \$49 |
| Fort Walton Beach/De Funiak Springs | Okaloosa and Walton | \$44 |
| Gainesville | Alachua | \$44 |
| Jacksonville/Jacksonville Beach/Mayport Naval Station/Fernandina Beach/Atlantic Beach | Duval, City of Jacksonville, and Nassau | \$49 |
| Key West | Monroe | \$64 |
| Leesburg | Lake | \$44 |
| Miami | Miami-Dade | \$59 |
| Naples | Collier | \$64 |
| Ocala | Marion | \$44 |
| Orlando | Orange | \$49 |
| Palm Beach | Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach, Palm Beach Shores, Singer Island, and West Palm Beach | \$64 |
| Panama City | Bay | \$49 |
| Pensacola/Pensacola Beach | Escambia | \$49 |
| Punta Gorda | Charlotte | \$44 |
| Sarasota | Sarasota | \$49 |
| St. Augustine | St. Johns | \$54 |
| Stuart | Martin | \$49 |
| Tallahassee | Leon | \$44 |
| Tampa/St. Petersburg | Pinellas and Hillsborough | \$54 |
| Vero Beach | Indian River | \$49 |
| Georgia | | |
| Atlanta | Fulton, DeKalb, and Cobb | \$49 |
| Duluth/Norcross/Lawrenceville/Braselton | Gwinnett | \$44 |
| Jekyll Island | Glynn | \$49 |
| Savannah | Chatham | \$49 |
| Idaho | | |
| Boise | Ada | \$49 |
| Coeur d'Alene | Kootenai | \$59 |
| Sun Valley/Ketchum | Blaine | \$59 |
| Illinois | | |
| Chicago | Cook and Lake | \$49 |
| Elgin/Aurora | City of Elgin, Kane | \$44 |
| Oak Brook Terrace | Dupage | \$49 |
| Springfield | Sangamon | \$49 |
| Indiana | | |
| Bloomington | Monroe | \$44 |
| Brownsburg/Plainfield | Hendricks | \$44 |
| Hammond/Munster/Merrillville | Lake | \$44 |
| Indianapolis/Carmel | Marion, Hamilton, and Fort Benjamin Harrison Military Base | \$44 |
| Nashville | Brown | \$49 |
| South Bend | St. Joseph | \$44 |
| Valparaiso/Burlington Beach | Porter | \$49 |
| Iowa | | |
| Des Moines | Polk | \$44 |
| Kansas | | |
| Kansas City/Overland Park | Wyandotte and Johnson | \$44 |
| Wichita | Sedgwick | \$49 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|---|-----------|
| Kentucky | | |
| Covington/Hebron/Florence/Newport | Kenton, Boone, and Campbell | \$44 |
| Lexington | Fayette | \$49 |
| Louisville | Jefferson | \$49 |
| Louisiana | | |
| Baton Rouge | East Baton Rouge Parish | \$44 |
| New Orleans | Orleans, St. Bernard, and Jefferson and Plaquemine Parishes | \$59 |
| Shreveport | Caddo Parrish and Bossier Parrish | \$44 |
| Maine | | |
| Bar Harbor | Hancock | \$49 |
| Kennebunk/Kittery/Sanford | York | \$54 |
| Portland | Cumberland | \$44 |
| Rockport | Knox | \$49 |
| Maryland | | |
| Aberdeen/Bel Air/Belcamp/Edgewood | Harford | \$44 |
| Annapolis | Anne Arundel | \$64 |
| Baltimore | Baltimore County and Baltimore City | \$59 |
| Cambridge/St. Michaels | Dorchester and Talbot | \$54 |
| Columbia | Howard | \$49 |
| Ocean City | Worcester | \$64 |
| Massachusetts | | |
| Andover | Essex | \$59 |
| Boston/Cambridge | Suffolk, City of Cambridge | \$64 |
| Burlington/Woburn | Middlesex | \$59 |
| Falmouth | City limits of Falmouth | \$49 |
| Hyannis | Barnstable | \$59 |
| Martha's Vineyard | Dukes | \$64 |
| Nantucket | Nantucket | \$64 |
| Pittsfield | Berkshire | \$59 |
| Plymouth | Plymouth | \$54 |
| Quincy | Norfolk | \$44 |
| Springfield | Hampden | \$44 |
| Taunton/New Bedford | Bristol | \$44 |
| Worcester | Worcester | \$49 |
| Michigan | | |
| Ann Arbor | Washtenaw | \$44 |
| Benton Harbor/St. Joseph/Stevensville | Berrien | \$49 |
| Charlevoix | Charlevoix | \$49 |
| Detroit | Wayne | \$44 |
| Frankenmuth | Saginaw | \$44 |
| Holland | Ottawa | \$44 |
| Kalamazoo/Battle Creek | Kalamazoo/Calhoun | \$44 |
| Mackinac Island | Mackinac | \$49 |
| Mount Pleasant | Isabella | \$44 |
| Petoskey | Emmet | \$54 |
| Pontiac/Auburn Hills | Oakland | \$44 |
| Traverse City and Leland | Grand Traverse and Leelanau | \$44 |
| Minnesota | | |
| Coon Rapids/Ramsey | Anoka | \$44 |
| Duluth | St. Louis | \$49 |
| Eagan/Burnsville/Mendota Heights/Lakeville/Inver Grove Heights | Dakota | \$49 |
| Minneapolis/St. Paul | Hennepin and Ramsey | \$64 |
| Rochester | Olmsted | \$44 |
| Missouri | | |
| Kansas City | Jackson, Clay, Cass, and Platte | \$49 |
| Osage Beach | Camden and Miller | \$49 |
| St. Louis | St. Louis, St. Louis City, and St. Charles | \$59 |
| Robinsonville | Tunica | \$44 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|--|-----------|
| Missouri (continued) | | |
| Starkville | Oktibbeha | \$44 |
| Montana | | |
| Big Sky/West Yellowstone | Gallatin | \$49 |
| Butte | Silver Bow | \$44 |
| Polson/Kalispell | Lake and Flathead | \$44 |
| Nebraska | | |
| Omaha | Douglas | \$49 |
| Nevada | | |
| Incline Village/Crystal Bay/Reno/Sparks | Washoe | \$49 |
| Las Vegas | Clark | \$64 |
| Stateline | Douglas | \$64 |
| New Hampshire | | |
| Concord | Merrimack | \$44 |
| Conway | Carroll | \$49 |
| Durham | Strafford | \$44 |
| Lebanon/Lincoln/West Lebanon/Franconia/ Hanover/Holderness/Sunapee/Waterville Valley/North Woodstock/Plymouth | Grafton and Sullivan | \$49 |
| Manchester | Hillsborough | \$44 |
| Portsmouth | Rockingham | \$44 |
| New Jersey | | |
| Atlantic City | Atlantic | \$54 |
| Belle Mead | Somerset | \$44 |
| Cape May/Ocean City | Cape May | \$64 |
| Cherry Hill/Morrestown | Camden and Burlington | \$44 |
| Eatontown/Freehold | Monmouth | \$49 |
| Edison/Piscataway | Middlesex | \$44 |
| Newark | Essex, Bergen, Hudson, and Passaic | \$49 |
| Parsippany | Morris | \$49 |
| Princeton/Trenton | Mercer | \$44 |
| Springfield/Cranford/New Providence/Westfield/ Clark/Summit/Linden | Union | \$49 |
| New Mexico | | |
| Albuquerque | Bernalillo | \$49 |
| Los Alamos | Los Alamos | \$49 |
| Santa Fe | Santa Fe | \$59 |
| New York | | |
| Albany | Albany | \$49 |
| Buffalo | Erie | \$54 |
| Floral Park/Garden City/Glen Cove/Great Neck/Roslyn | Nassau | \$64 |
| Glens Falls | Warren | \$49 |
| Ithaca/Waterloo/Romulus | Tompkins and Seneca | \$44 |
| Kingston | Ulster | \$49 |
| Lake Placid | Essex | \$54 |
| Manhattan (includes the boroughs of Manhattan, Brooklyn, Queens, the Bronx, and Staten Island) | The boroughs of Manhattan, Brooklyn, Queens, the Bronx, and Staten Island | \$64 |
| Niagara Falls | Niagara | \$44 |
| Nyack/Palisades | Rockland | \$49 |
| Poughkeepsie | Dutchess | \$54 |
| Riverhead/Ronkonkoma/Melville/Smithtown/ Huntington Station/Amagansett/East Hampton/ Montauk/Southampton/Islandia/Commack/ Medford/Stony Brook/Hauppauge/Centereach | Suffolk | \$64 |
| Rochester | Monroe | \$44 |
| Saratoga Springs/Schenectady | Saratoga and Schenectady | \$44 |
| Syracuse | Onondaga | \$44 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|---|--|-----------|
| New York (continued) | | |
| Tarrytown/White Plains/New Rochelle/Yonkers | Westchester | \$59 |
| West Point | Orange | \$44 |
| North Carolina | | |
| Asheville | Buncombe | \$49 |
| Atlantic Beach/Morehead City | Carteret | \$49 |
| Chapel Hill | Orange | \$49 |
| Charlotte | Mecklenburg | \$49 |
| Cherokee | Swain | \$44 |
| Durham | Durham | \$49 |
| Greensboro | Guilford | \$44 |
| Kill Devil | Dare | \$54 |
| New Bern/Havelock | Craven | \$44 |
| Raleigh | Wake | \$54 |
| Wilmington | New Hanover | \$49 |
| Winston-Salem | Forsyth | \$44 |
| Ohio | | |
| Akron | Summit | \$49 |
| Canton | Stark | \$44 |
| Cincinnati | Hamilton and Clermont | \$54 |
| Cleveland | Cuyahoga | \$54 |
| Columbus | Franklin | \$49 |
| Dayton/Fairborn | Greene, Darke, and Montgomery | \$44 |
| Hamilton | Butler and Warren | \$49 |
| Mentor | Lake | \$44 |
| Port Clinton | Ottawa | \$44 |
| Toledo | Lucas | \$44 |
| Oklahoma | | |
| Oklahoma City | Oklahoma | \$49 |
| Tulsa | Tulsa, Creek, Osage, and Rogers Counties | \$44 |
| Oregon | | |
| Ashland | Jackson | \$44 |
| Beaverton | Washington | \$44 |
| Bend | Deschutes | \$44 |
| Eugene/Florence | Lane | \$44 |
| Lincoln City | Lincoln | \$49 |
| Portland | Multnomah | \$49 |
| Seaside | Clatsop | \$54 |
| Pennsylvania | | |
| Allentown/Easton/Bethlehem | Lehigh and Northampton | \$44 |
| Chambersburg | Franklin | \$44 |
| Chester/Radnor/Essington | Delaware | \$44 |
| Gettysburg | Adams | \$54 |
| Harrisburg/Hershey | Dauphin | \$44 |
| King of Prussia/Fort Washington/Warminster | Montgomery and Bucks | \$54 |
| Lancaster | Lancaster | \$49 |
| Malvern/Frazer/Berwyn/Phoenixville | Chester | \$49 |
| Mechanicsburg | Cumberland | \$54 |
| Philadelphia | Philadelphia | \$64 |
| Pittsburgh | Allegheny | \$54 |
| Reading | Berks | \$44 |
| State College | Centre | \$44 |
| Rhode Island | | |
| East Greenwich/Warwick/North Kingstown | Kent and Washington | \$49 |
| Jamestown/Middletown/Newport | Newport | \$64 |
| Providence | Providence | \$54 |
| South Carolina | | |
| Charleston | Charleston, Berkeley, and Dorchester | \$54 |
| Columbia | Richland | \$44 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|---|-----------|
| South Carolina (continued) | | |
| Greenville | Greenville | \$49 |
| Hilton Head | Beaufort | \$54 |
| Myrtle Beach | Horry | \$54 |
| South Dakota | | |
| Rapid City | Pennington | \$44 |
| Sturgis/Spearfish | Meade, Butte, and Lawrence | \$44 |
| Tennessee | | |
| Brentwood/Franklin | Williamson | \$49 |
| Chattanooga | Hamilton | \$44 |
| Gatlinburg/Townsend | Sevier and Blount | \$49 |
| Knoxville | Knox | \$49 |
| Memphis | Shelby | \$49 |
| Nashville | Davidson | \$54 |
| Texas | | |
| Arlington/Fort Worth/Grapevine | Tarrant County and City limits of Grapevine | \$44 |
| Austin | Travis | \$54 |
| Corpus Christi | Nueces | \$44 |
| Dallas | Dallas County and City of Dallas | \$59 |
| El Paso | El Paso | \$44 |
| Galveston | Galveston | \$49 |
| Houston (L.B. Johnson Space Center) | Montgomery, Fort Bend, and Harris | \$59 |
| Laredo | Webb | \$44 |
| McAllen | Hidalgo | \$44 |
| Plano | Collin | \$49 |
| Round Rock | Williamson | \$44 |
| San Antonio | Bexar | \$54 |
| South Padre Island | Cameron | \$44 |
| Utah | | |
| Ogden | Weber | \$44 |
| Park City | Summit | \$64 |
| Provo | Utah | \$49 |
| Salt Lake City | Salt Lake and Tooele | \$54 |
| Vermont | | |
| Burlington/St. Albans | Chittenden and Franklin | \$49 |
| Manchester | Bennington | \$59 |
| Montpelier | Washington | \$54 |
| Stowe | Lamoille | \$64 |
| White River Junction | Windsor | \$54 |
| Virginia | | |
| Charlottesville | City of Charlottesville | \$44 |
| Fredericksburg | Spotsylvania, Stafford, the City of Fredericksburg | \$49 |
| Lynchburg | Campbell, Lynchburg City | \$44 |
| Richmond | The City of Richmond, Richmond, Chesterfield, Goochland, and Henrico Counties | \$54 |
| Roanoke | City limits of Roanoke | \$44 |
| Virginia Beach | Cities of Virginia Beach, Norfolk, Portsmouth, Chesapeake, and Suffolk | \$49 |
| Wallops Island | Accomack | \$49 |
| Warrenton | Fauquier | \$44 |
| Williamsburg | Cities of Williamsburg, Poquoson, Hampton, and Newport News; James City and York County | \$54 |
| Woodbridge | Prince William | \$44 |
| Washington | | |
| Anacortes/Camano Island/Coupeville/Mount Vernon/La Conner/Burlington/Friday Harbor | Skagit and San Juan | \$59 |
| Bremerton | Kitsap | \$59 |
| Everett/Lynnwood | Snohomish | \$54 |
| Ocean Shores | Grays Harbor | \$44 |
| Olympia/Tumwater | Thurston | \$49 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|-------------------------------|--------------------------------------|-----------|
| Washington (continued) | | |
| Port Angeles/Port Townsend | Clallam and Jefferson | \$59 |
| Seattle | King | \$64 |
| Spokane | Spokane | \$49 |
| Tacoma | Pierce | \$59 |
| Vancouver | Clark, Cowlitz, and Skamania | \$49 |
| West Virginia | | |
| Charleston | Kanawha | \$44 |
| Morgantown | Monongalia | \$44 |
| Shepherdstown | Jefferson | \$44 |
| Wheeling | Ohio | \$44 |
| Wisconsin | | |
| Appleton | City of Appleton | \$44 |
| Brookfield | Waukesha | \$44 |
| Green Bay | Brown | \$44 |
| Lake Geneva | Walworth | \$54 |
| Madison | Dane | \$54 |
| Milwaukee | Milwaukee | \$44 |
| Racine | Racine | \$44 |
| Sheboygan | Sheboygan | \$44 |
| Sturgeon Bay | Door | \$49 |
| Wisconsin Dells | Columbia | \$64 |
| Wyoming | | |
| Cody | Park | \$44 |
| Jackson/Pinedale | Teton and Sublette | \$54 |

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A-2.5 Special Situations — Meal Reductions

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[Revise the table to read as follows:]

| Per Diem Rate | Breakfast | Lunch | Dinner |
|--|----------------------------------|----------------------------------|----------------------------------|
| High Cost \$64 per day | \$12 | \$18 | \$31 |
| \$59 per day | \$11 | \$16 | \$29 |
| \$54 per day | \$10 | \$15 | \$26 |
| \$49 per day | \$9 | \$13 | \$24 |
| \$44 per day | \$8 | \$12 | \$21 |
| Standard Cost \$39 per day | \$7 | \$11 | \$18 |
| Norman, OK \$39 per day | \$5 | \$11 | \$15 |
| Alaska, Hawaii, Puerto Rico, U.S. Possessions \$64 per day | \$12 | \$18 | \$31 |
| International | 15% of the applicable daily rate | 25% of the applicable daily rate | 40% of the applicable daily rate |

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Handbook F-12, Relocation Policy

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B Reimbursement Rates

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II Per Diem Rate

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C High Cost Localities

* * * * *

[Revise the table in B-II.C to read as follows:]

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|--|-----------|
| Standard CONUS rate applies to all destinations not specifically listed | | \$39 |
| Alabama | | |
| Birmingham | Jefferson and Shelby | \$44 |
| Huntsville | Madison and Limestone | \$44 |
| Arizona | | |
| Grand Canyon/Flagstaff | Coconino (except the city limits of Sedona) | \$44 |
| Kayenta | Navajo | \$54 |
| Phoenix/Scottsdale | Maricopa | \$59 |
| Sedona | City of Sedona, which falls within Yavapai and Coconino Counties | \$64 |
| Tucson | Pima | \$49 |
| Arkansas | | |
| Hot Springs | Garland | \$49 |
| Little Rock | Pulaski | \$54 |
| California | | |
| Antioch/Brentwood/Concord/Lafayette/Martinez/ Pleasant Hill/Richmond/San Ramon/Walnut Creek | Contra Costa | \$49 |
| Bakersfield/Delano (Naval Weapons Center and Ordnance Test Station, China Lake, Edwards AFB) | Kern | \$44 |
| Barstow/Ontario/Victorville | San Bernadino | \$59 |
| Benicia/Dixon/Fairfield/Vacaville/Vallejo | Solano | \$44 |
| Clearlake | Lake | \$44 |
| Death Valley | Inyo | \$49 |
| Fresno | Fresno | \$54 |
| Los Angeles | Los Angeles, Orange, and Ventura | \$64 |
| Mammoth Lakes | Mono | \$54 |
| Mill Valley/San Rafael/Novato/Corte Madera/ Sausalito/Tiburon/Larkspur | Marin | \$54 |
| Modesto | Stanislaus | \$49 |
| Monterey | Monterey | \$64 |
| Napa | Napa | \$64 |
| Oakland | Alameda | \$59 |
| Palm Springs | Riverside | \$59 |
| Point Arena/Gualala | Mendocino | \$54 |
| Redding | Shasta | \$44 |
| Sacramento | Sacramento | \$59 |
| San Diego | San Diego | \$64 |
| San Francisco | San Francisco | \$64 |
| San Luis Obispo | San Luis Obispo | \$54 |
| San Mateo/Foster City/Belmont | San Mateo | \$54 |
| Santa Barbara | Santa Barbara | \$59 |
| Santa Cruz | Santa Cruz | \$54 |
| Santa Monica | City limits of Santa Monica | \$64 |
| Santa Rosa | Sonoma | \$64 |
| South Lake Tahoe | El Dorado | \$54 |
| Stockton | San Joaquin | \$44 |
| Sunnyvale/Palo Alto/San Jose | Santa Clara | \$59 |
| Tahoe City | Placer | \$59 |
| Truckee | Nevada | \$59 |
| Visalia/Lemoore | Tulare and Kings | \$49 |
| West Sacramento | Yolo | \$44 |
| Yosemite National Park | Mariposa | \$64 |
| Colorado | | |
| Aspen | Pitkin | \$64 |
| Boulder/Broomfield | Boulder and Broomfield | \$54 |
| Colorado Springs | El Paso | \$44 |
| Crested Butte/Gunnison | Gunnison | \$49 |
| Denver/Aurora | Denver, Adams, Arapahoe, and Jefferson and Douglas Counties | \$49 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|---|---|-----------|
| Colorado (continued) | | |
| Durango | La Plata | \$49 |
| Fort Collins/Loveland | Larimer | \$44 |
| Glenwood Springs | Garfield | \$49 |
| Grand Junction | Mesa | \$44 |
| Silverthorne/Breckenridge | Summit | \$54 |
| Steamboat Springs | Routt | \$54 |
| Telluride | San Miguel | \$59 |
| Vail | Eagle | \$64 |
| Connecticut | | |
| Bridgeport/Danbury | Fairfield | \$64 |
| Cromwell/Old Saybrook | Middlesex | \$44 |
| Hartford | Hartford | \$49 |
| Lakeville/Salisbury | Litchfield | \$64 |
| New Haven | New Haven | \$64 |
| New London/Groton | New London | \$64 |
| Putnam/Danielson | Windham | \$59 |
| Storrs/Mansfield | Tolland | \$49 |
| Delaware | | |
| Dover | Kent | \$44 |
| District of Columbia | | |
| District of Columbia | Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's in Maryland) (see also Maryland and Virginia) | \$64 |
| Florida | | |
| Cocoa Beach | Brevard | \$44 |
| Fort Lauderdale | Broward | \$54 |
| Fort Myers | Lee | \$49 |
| Fort Pierce | Saint Lucie | \$49 |
| Fort Walton Beach/De Funiak Springs | Okaloosa and Walton | \$44 |
| Gainesville | Alachua | \$44 |
| Jacksonville/Jacksonville Beach/Mayport Naval Station/Fernandina Beach/Atlantic Beach | Duval, City of Jacksonville, and Nassau | \$49 |
| Key West | Monroe | \$64 |
| Leesburg | Lake | \$44 |
| Miami | Miami-Dade | \$59 |
| Naples | Collier | \$64 |
| Ocala | Marion | \$44 |
| Orlando | Orange | \$49 |
| Palm Beach | Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach, Palm Beach Shores, Singer Island, and West Palm Beach | \$64 |
| Panama City | Bay | \$49 |
| Pensacola/Pensacola Beach | Escambia | \$49 |
| Punta Gorda | Charlotte | \$44 |
| Sarasota | Sarasota | \$49 |
| St. Augustine | St. Johns | \$54 |
| Stuart | Martin | \$49 |
| Tallahassee | Leon | \$44 |
| Tampa/St. Petersburg | Pinellas and Hillsborough | \$54 |
| Vero Beach | Indian River | \$49 |
| Georgia | | |
| Atlanta | Fulton, DeKalb, and Cobb | \$49 |
| Duluth/Norcross/Lawrenceville/Braselton | Gwinnett | \$44 |
| Jekyll Island | Glynn | \$49 |
| Savannah | Chatham | \$49 |
| Idaho | | |
| Boise | Ada | \$49 |
| Coeur d'Alene | Kootenai | \$59 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|---------------------------------------|---|------------------|
| Idaho (continued) | | |
| Sun Valley/Ketchum | Blaine | \$59 |
| Illinois | | |
| Chicago | Cook and Lake | \$49 |
| Elgin/Aurora | City of Elgin, Kane | \$44 |
| Oak Brook Terrace | Dupage | \$49 |
| Springfield | Sangamon | \$49 |
| Indiana | | |
| Bloomington | Monroe | \$44 |
| Brownsburg/Plainfield | Hendricks | \$44 |
| Hammond/Munster/Merrillville | Lake | \$44 |
| Indianapolis/Carmel | Marion, Hamilton, and Fort Benjamin Harrison Military Base | \$44 |
| Nashville | Brown | \$49 |
| South Bend | St. Joseph | \$44 |
| Valparaiso/Burlington Beach | Porter | \$49 |
| Iowa | | |
| Des Moines | Polk | \$44 |
| Kansas | | |
| Kansas City/Overland Park | Wyandotte and Johnson | \$44 |
| Wichita | Sedgwick | \$49 |
| Kentucky | | |
| Covington/Hebron/Florence/Newport | Kenton, Boone, and Campbell | \$44 |
| Lexington | Fayette | \$49 |
| Louisville | Jefferson | \$49 |
| Louisiana | | |
| Baton Rouge | East Baton Rough Parish | \$44 |
| New Orleans | Orleans, St. Bernard, and Jefferson and Plaquemine Parishes | \$59 |
| Shreveport | Caddo Parrish and Bossier Parrish | \$44 |
| Maine | | |
| Bar Harbor | Hancock | \$49 |
| Kennebunk/Kittery/Sanford | York | \$54 |
| Portland | Cumberland | \$44 |
| Rockport | Knox | \$49 |
| Maryland | | |
| Aberdeen/Bel Air/Belcamp/Edgewood | Harford | \$44 |
| Annapolis | Anne Arundel | \$64 |
| Baltimore | Baltimore County and Baltimore City | \$59 |
| Cambridge/St. Michaels | Dorchester and Talbot | \$54 |
| Columbia | Howard | \$49 |
| Ocean City | Worcester | \$64 |
| Massachusetts | | |
| Andover | Essex | \$59 |
| Boston/Cambridge | Suffolk, City of Cambridge | \$64 |
| Burlington/Woburn | Middlesex | \$59 |
| Falmouth | City limits of Falmouth | \$49 |
| Hyannis | Barnstable | \$59 |
| Martha's Vineyard | Dukes | \$64 |
| Nantucket | Nantucket | \$64 |
| Pittsfield | Berkshire | \$59 |
| Plymouth | Plymouth | \$54 |
| Quincy | Norfolk | \$44 |
| Springfield | Hampden | \$44 |
| Taunton/New Bedford | Bristol | \$44 |
| Worcester | Worcester | \$49 |
| Michigan | | |
| Ann Arbor | Washtenaw | \$44 |
| Benton Harbor/St. Joseph/Stevensville | Berrien | \$49 |
| Charlevoix | Charlevoix | \$49 |
| Detroit | Wayne | \$44 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|--|-----------|
| Michigan (continued) | | |
| Frankenmuth | Saginaw | \$44 |
| Holland | Ottawa | \$44 |
| Kalamazoo/Battle Creek | Kalamazoo/Calhoun | \$44 |
| Mackinac Island | Mackinac | \$49 |
| Mount Pleasant | Isabella | \$44 |
| Petoskey | Emmet | \$54 |
| Pontiac/Auburn Hills | Oakland | \$44 |
| Traverse City and Leland | Grand Traverse and Leelanau | \$44 |
| Minnesota | | |
| Coon Rapids/Ramsey | Anoka | \$44 |
| Duluth | St. Louis | \$49 |
| Eagan/Burnsville/Mendota Heights/Lakeville/Inver Grove Heights | Dakota | \$49 |
| Minneapolis/St. Paul | Hennepin and Ramsey | \$64 |
| Rochester | Olmsted | \$44 |
| Missouri | | |
| Kansas City | Jackson, Clay, Cass, and Platte | \$49 |
| Osage Beach | Camden and Miller | \$49 |
| St. Louis | St. Louis, St. Louis City, and St. Charles | \$59 |
| Robinsonville | Tunica | \$44 |
| Starkville | Oktibbeha | \$44 |
| Montana | | |
| Big Sky/West Yellowstone | Gallatin | \$49 |
| Butte | Silver Bow | \$44 |
| Polson/Kalispell | Lake and Flathead | \$44 |
| Nebraska | | |
| Omaha | Douglas | \$49 |
| Nevada | | |
| Incline Village/Crystal Bay/Reno/Sparks | Washoe | \$49 |
| Las Vegas | Clark | \$64 |
| Stateline | Douglas | \$64 |
| New Hampshire | | |
| Concord | Merrimack | \$44 |
| Conway | Carroll | \$49 |
| Durham | Strafford | \$44 |
| Lebanon/Lincoln/West Lebanon/Franconia/Hanover/Holderness/Sunapee/Waterville Valley/North Woodstock/Plymouth | Grafton and Sullivan | \$49 |
| Manchester | Hillsborough | \$44 |
| Portsmouth | Rockingham | \$44 |
| New Jersey | | |
| Atlantic City | Atlantic | \$54 |
| Belle Mead | Somerset | \$44 |
| Cape May/Ocean City | Cape May | \$64 |
| Cherry Hill/Morrestown | Camden and Burlington | \$44 |
| Eatontown/Freehold | Monmouth | \$49 |
| Edison/Piscataway | Middlesex | \$44 |
| Newark | Essex, Bergen, Hudson, and Passaic | \$49 |
| Parsippany | Morris | \$49 |
| Princeton/Trenton | Mercer | \$44 |
| Springfield/Cranford/New Providence/Westfield/Clark/Summit/Linden | Union | \$49 |
| New Mexico | | |
| Albuquerque | Bernalillo | \$49 |
| Los Alamos | Los Alamos | \$49 |
| Santa Fe | Santa Fe | \$59 |
| New York | | |
| Albany | Albany | \$49 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|---|-----------|
| New York (continued) | | |
| Buffalo | Erie | \$54 |
| Floral Park/Garden City/Glen Cove/Great Neck/Roslyn | Nassau | \$64 |
| Glens Falls | Warren | \$49 |
| Ithaca/Waterloo/Romulus | Tompkins and Seneca | \$44 |
| Kingston | Ulster | \$49 |
| Lake Placid | Essex | \$54 |
| Manhattan (includes the boroughs of Manhattan, Brooklyn, Queens, the Bronx, and Staten Island) | The boroughs of Manhattan, Brooklyn, Queens, the Bronx, and Staten Island | \$64 |
| Niagara Falls | Niagara | \$44 |
| Nyack/Palisades | Rockland | \$49 |
| Poughkeepsie | Dutchess | \$54 |
| Riverhead/Ronkonkoma/Melville/Smithtown/Huntington Station/Amagansett/East Hampton/Montauk/Southampton/Islandia/Commack/Medford/Stony Brook/Hauppauge/Centereach | Suffolk | \$64 |
| Rochester | Monroe | \$44 |
| Saratoga Springs/Schenectady | Saratoga and Schenectady | \$44 |
| Syracuse | Onondaga | \$44 |
| Tarrytown/White Plains/New Rochelle/Yonkers | Westchester | \$59 |
| West Point | Orange | \$44 |
| North Carolina | | |
| Asheville | Buncombe | \$49 |
| Atlantic Beach/Morehead City | Carteret | \$49 |
| Chapel Hill | Orange | \$49 |
| Charlotte | Mecklenburg | \$49 |
| Cherokee | Swain | \$44 |
| Durham | Durham | \$49 |
| Greensboro | Guilford | \$44 |
| Kill Devil | Dare | \$54 |
| New Bern/Havelock | Craven | \$44 |
| Raleigh | Wake | \$54 |
| Wilmington | New Hanover | \$49 |
| Winston-Salem | Forsyth | \$44 |
| Ohio | | |
| Akron | Summit | \$49 |
| Canton | Stark | \$44 |
| Cincinnati | Hamilton and Clermont | \$54 |
| Cleveland | Cuyahoga | \$54 |
| Columbus | Franklin | \$49 |
| Dayton/Fairborn | Greene, Darke, and Montgomery | \$44 |
| Hamilton | Butler and Warren | \$49 |
| Mentor | Lake | \$44 |
| Port Clinton | Ottawa | \$44 |
| Toledo | Lucas | \$44 |
| Oklahoma | | |
| Oklahoma City | Oklahoma | \$49 |
| Tulsa | Tulsa, Creek, Osage, and Rogers Counties | \$44 |
| Oregon | | |
| Ashland | Jackson | \$44 |
| Beaverton | Washington | \$44 |
| Bend | Deschutes | \$44 |
| Eugene/Florence | Lane | \$44 |
| Lincoln City | Lincoln | \$49 |
| Portland | Multnomah | \$49 |
| Seaside | Clatsop | \$54 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|---|-----------|
| Pennsylvania | | |
| Allentown/Easton/Bethlehem | Lehigh and Northampton | \$44 |
| Chambersburg | Franklin | \$44 |
| Chester/Radnor/Essington | Delaware | \$44 |
| Gettysburg | Adams | \$54 |
| Harrisburg/Hershey | Dauphin | \$44 |
| King of Prussia/Fort Washington/Warminster | Montgomery and Bucks | \$54 |
| Lancaster | Lancaster | \$49 |
| Malvern/Frazer/Berwyn/Phoenixville | Chester | \$49 |
| Mechanicsburg | Cumberland | \$54 |
| Philadelphia | Philadelphia | \$64 |
| Pittsburgh | Allegheny | \$54 |
| Reading | Berks | \$44 |
| State College | Centre | \$44 |
| Rhode Island | | |
| East Greenwich/Warwick/North Kingstown | Kent and Washington | \$49 |
| Jamestown/Middletown/Newport | Newport | \$64 |
| Providence | Providence | \$54 |
| South Carolina | | |
| Charleston | Charleston, Berkeley, and Dorchester | \$54 |
| Columbia | Richland | \$44 |
| Greenville | Greenville | \$49 |
| Hilton Head | Beaufort | \$54 |
| Myrtle Beach | Horry | \$54 |
| South Dakota | | |
| Rapid City | Pennington | \$44 |
| Sturgis/Spearfish | Meade, Butte, and Lawrence | \$44 |
| Tennessee | | |
| Brentwood/Franklin | Williamson | \$49 |
| Chattanooga | Hamilton | \$44 |
| Gatlinburg/Townsend | Sevier and Blount | \$49 |
| Knoxville | Knox | \$49 |
| Memphis | Shelby | \$49 |
| Nashville | Davidson | \$54 |
| Texas | | |
| Arlington/Fort Worth/Grapevine | Tarrant County and City limits of Grapevine | \$44 |
| Austin | Travis | \$54 |
| Corpus Christi | Nueces | \$44 |
| Dallas | Dallas County and City of Dallas | \$59 |
| El Paso | El Paso | \$44 |
| Galveston | Galveston | \$49 |
| Houston (L.B. Johnson Space Center) | Montgomery, Fort Bend, and Harris | \$59 |
| Laredo | Webb | \$44 |
| McAllen | Hidalgo | \$44 |
| Plano | Collin | \$49 |
| Round Rock | Williamson | \$44 |
| San Antonio | Bexar | \$54 |
| South Padre Island | Cameron | \$44 |
| Utah | | |
| Ogden | Weber | \$44 |
| Park City | Summit | \$64 |
| Provo | Utah | \$49 |
| Salt Lake City | Salt Lake and Tooele | \$54 |

| State and Key City | County and/or Other Defined Location | Rate (\$) |
|--|---|-----------|
| Vermont | | |
| Burlington/St. Albans | Chittenden and Franklin | \$49 |
| Manchester | Bennington | \$59 |
| Montpelier | Washington | \$54 |
| Stowe | Lamoille | \$64 |
| White River Junction | Windsor | \$54 |
| Virginia | | |
| Charlottesville | City of Charlottesville | \$44 |
| Fredericksburg | Spotsylvania, Stafford, the City of Fredericksburg | \$49 |
| Lynchburg | Campbell, Lynchburg City | \$44 |
| Richmond | The City of Richmond, Richmond, Chesterfield, Goochland, and Henrico Counties | \$54 |
| Roanoke | City limits of Roanoke | \$44 |
| Virginia Beach | Cities of Virginia Beach, Norfolk, Portsmouth, Chesapeake, and Suffolk | \$49 |
| Wallops Island | Accomack | \$49 |
| Warrenton | Fauquier | \$44 |
| Williamsburg | Cities of Williamsburg, Poquoson, Hampton, and Newport News; James City and York County | \$54 |
| Woodbridge | Prince William | \$44 |
| Washington | | |
| Anacortes/Camano Island/Coupeville/Mount Vernon/La Conner/Burlington/Friday Harbor | Skagit and San Juan | \$59 |
| Bremerton | Kitsap | \$59 |
| Everett/Lynnwood | Snohomish | \$54 |
| Ocean Shores | Grays Harbor | \$44 |
| Olympia/Tumwater | Thurston | \$49 |
| Port Angeles/Port Townsend | Clallam and Jefferson | \$59 |
| Seattle | King | \$64 |
| Spokane | Spokane | \$49 |
| Tacoma | Pierce | \$59 |
| Vancouver | Clark, Cowlitz, and Skamania | \$49 |
| West Virginia | | |
| Charleston | Kanawha | \$44 |
| Morgantown | Monongalia | \$44 |
| Shepherdstown | Jefferson | \$44 |
| Wheeling | Ohio | \$44 |
| Wisconsin | | |
| Appleton | City of Appleton | \$44 |
| Brookfield | Waukesha | \$44 |
| Green Bay | Brown | \$44 |
| Lake Geneva | Walworth | \$54 |
| Madison | Dane | \$54 |
| Milwaukee | Milwaukee | \$44 |
| Racine | Racine | \$44 |
| Sheboygan | Sheboygan | \$44 |
| Sturgeon Bay | Door | \$49 |
| Wisconsin Dells | Columbia | \$64 |
| Wyoming | | |
| Cody | Park | \$44 |
| Jackson/Pinedale | Teton and Sublette | \$54 |

* * * * *

DMM AND PUBLICATION 122 REVISION

Indemnity Claims and Appeals

Effective September 29, 2005, *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) and Publication 122, *Customers Guide to Filing Domestic Insurance Claims and Registered Mail Inquiries*, are revised to clarify the time limits for filing military claims, the wording for certain nonpayable claims, and the address for filing appeals with the Consumer Advocate.

We will incorporate these revisions into the next printed editions of the DMM and Publication 122 and into the next online updates available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Then click on *PUBs* for Publication 122 or *Manuals* for the DMM.

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

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

| | | | | | |
|------------|---|---|---|---|---|
| | * | * | * | * | * |
| 600 | Basic Standards for All Mailing Services | * | * | * | * |
| 609 | Filing Indemnity Claims for Loss or Damage | | | | |
| 1.0 | General Filing Instructions | * | * | * | * |
| 1.4 | When to File for Loss or Damage | | | | |

[Revise the entries for APO/FPO Insured Mail to read as follows:]

| Mail Type of Service | When to File (From Mailing Date) | |
|---|----------------------------------|---------------|
| | No Sooner Than | No Later Than |
| * * * * * | | |
| APO/FPO Insured Mail (First-Class Mail, SAM, PAL, or COD) | 45 days | 1 year |
| APO/FPO Insured Mail (Surface Only) | 75 days | 1 year |
| * * * * * | | |

4.0 Claims

* * * * *

4.3 Non Payable Claims

Indemnity is not paid for insured mail, Registered Mail, COD, or Express Mail in these situations:

* * * * *

[Revise item ad to read as follows:]

- ad. Mail not bearing the complete names and addresses of the mailer and the addressee that is undeliverable as addressed to both the addressee and the mailer.

* * * * *

Publication 122, Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries

* * * * *

When to File

* * * * *

For a Lost Article

You must file a claim within the time limits in the chart below:

[Revise the entries for APO/FPO Insured Mail to read as follows:]

| Type of Service | Claim may not be filed until... | Claim must be filed by... |
|---|---------------------------------|---------------------------|
| APO/FPO Insured Mail (First-Class Mail, SAM, PAL, or COD) | 45 days | 1 year |
| APO/FPO Insured Mail (Surface Only) | 75 days | 1 year |
| | ... after date of mailing | ... from date of mailing |

What Is Not Payable

[Revise the first sentence to read as follows:]

Indemnity is not paid for Insured Mail, Registered Mail, COD, or Express Mail in these situations:

* * * * *

[Revise item ad to read as follows:]

- ad. Mail not bearing the complete names and addresses of the mailer and the addressee that is undeliverable as addressed to both the addressee and the mailer.

* * * * *

Final Postal Service Decision

* * * * *

Send your appeal to the following address:

[Revise address to read as follows:]

VICE PRESIDENT AND CONSUMER ADVOCATE
US POSTAL SERVICE DOMESTIC CLAIMS APPEALS
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-2200

* * * * *

— *Revenue and Field Accounting,
Finance, 9-29-05*

NOTICE**New Contact Information for Bank Secrecy Act Compliance Office**

The Bank Secrecy Act (BSA) Compliance Office has a new telephone number for questions regarding the proper completion of PS Form, 8105-A, *Funds Transaction Report*. The number is 717-630-2347. The e-mail address is the same: bsa@usps.gov.

For questions regarding BSA/Anti-Money Laundering (AML) compliance issues, contact the BSA/AML Compliance Office within Corporate Treasury, also at bsa@usps.gov.

— *National Accounting, Finance, 9-29-05*

RURAL CARRIERS**Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of Article 9, Section 2.J.3 of the Rural Carrier National Agreement, effective October 1, 2005 (pay period 21-05), the equipment maintenance allowance (EMA) will increase from 47.5 cents per mile to 49.0 cents per mile. The EMA is 49.0 cents per mile, or a minimum of \$19.60 per day, whichever is greater.

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

Employees providing auxiliary assistance or serving auxiliary routes under provisions of Article 9, Section 2.J.5, receive an EMA of 49.0 cents per mile or \$5.50 per hour,

whichever is greater. This EMA should not exceed the amount provided in the special equipment maintenance allowance for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages 49–50 supersedes all previously published EMA schedules for employees receiving an EMA.

— *Collective Bargaining and Arbitration,
Labor Relations, 9-29-05*

USPS 26-9902
MINNEAPOLIS ISC
REPORT AAQ530P1

RURAL EQUIPMENT MAINTENANCE

R A T E S C H E D U L E

DATE 09-15-05
PAGE 2

BASED ON \$0.490 PER MILE EFFECTIVE PP-YR 21-05

MILES STOPS = *0640**0660**0680**0700**0720**0740**0760**0780**0800**0820**0840**0860**0880**0900**0920**0940**0960**0980**1000

| | | | | | | | | | | | | | | | | | | | |
|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 8 | 21.10 | 21.20 | 21.30 | 21.40 | 21.50 | 21.60 | 21.70 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 |
| 9 | 21.20 | 21.30 | 21.40 | 21.50 | 21.60 | 21.70 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 |
| 10 | 21.30 | 21.40 | 21.50 | 21.60 | 21.70 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 |
| 11 | 21.40 | 21.50 | 21.60 | 21.70 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 |
| 12 | 21.50 | 21.60 | 21.70 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 |
| 13 | 21.60 | 21.70 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 |
| 14 | 21.70 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 |
| 15 | 21.80 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 |
| 16 | 21.90 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 |
| 17 | 22.00 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 |
| 18 | 22.10 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 |
| 19 | 22.20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 |
| 20 | 22.30 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 |
| 21 | 22.40 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 |
| 22 | 22.50 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 |
| 23 | 22.60 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 |
| 24 | 22.70 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 |
| 25 | 22.80 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 |
| 26 | 22.90 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | |
| 27 | 23.00 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | |
| 28 | 23.10 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | |
| 29 | 23.20 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | |
| 30 | 23.30 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | |
| 31 | 23.40 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | |
| 32 | 23.50 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | |
| 33 | 23.60 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | |
| 34 | 23.70 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | | |
| 35 | 23.80 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | | | |
| 36 | 23.90 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | | | | |
| 37 | 24.00 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | | | | | |
| 38 | 24.10 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | | | | | | |
| 39 | 24.20 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | | | | | | | |
| 40 | 24.30 | 24.40 | 24.50 | 24.60 | | | | | | | | | | | | | | | |
| 41 | 24.40 | 24.50 | 24.60 | | | | | | | | | | | | | | | | |
| 42 | 24.50 | 24.60 | | | | | | | | | | | | | | | | | |
| 43 | 24.60 | | | | | | | | | | | | | | | | | | |

Fraud Alert

Withholding of Mail Orders

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

| State, City ZIP Code | Names and Addresses Covered |
|---------------------------|---|
| NJ, Burlington 08016-1422 | Any and All Names Except the Surnames Tulloch, Harvey, White, Alexander, Johnson, and Cunningham, 430 Washington Avenue |

— Judicial Officer, 9-29-05

UNITED STATES POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL

FRAUD

If You Suspect Fraud,
 Waste or Misconduct
 in the Postal Service

CONTACT THE HOTLINE AT:

1-888-USPSOIG



- ✓ *Workers' Compensation Fraud*
- ✓ *Employee or Contractor Misconduct*
- ✓ *Embezzlement and Theft*

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|---------------|----------------|
| Washington HQ | (703) 248-2100 |
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| Boston | (617) 603-6100 |
| Chicago | (312) 601-3900 |
| Dallas | (214) 775-9100 |
| Denver | (303) 925-7400 |
| Houston | (281) 504-4200 |
| Los Angeles | (949) 296-8100 |
| Miami | (786) 437-2920 |
| New York | (201) 499-5120 |
| Philadelphia | (610) 616-8040 |
| San Francisco | (650) 412-3000 |
| St. Louis | (314) 439-6000 |

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 (1-866-644-8398)

Confidentiality provided to callers.



PROMOTING INTEGRITY

Invalid Express Mail Corporate Account Numbers

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

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

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

| | | | | | | | | | | | | |
|--------|--------|--------|---------------|--------|---------------|--------|---------------|--------|--------|---------------|---------------|---------------|
| 005026 | 029796 | 071021 | 080527 | 103311 | 125088 | 200561 | 296227 | 322536 | 332910 | 373022 | 483397 | 603226 |
| 005183 | 034020 | 071043 | 080600 | 103439 | 125302 | 200568 | 296438 | 322585 | 332920 | 376148 | 483407 | 604208 |
| 005287 | 037010 | 071088 | 080619 | 103541 | 125312 | 206162 | 297078 | 322647 | 332938 | 381210 | 483417 | 604237 |
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| 005568 | 038291 | 071159 | 080699 | 104592 | 142183 | 207563 | 300353 | 322800 | 333088 | 381532 | 486302 | 604754 |
| 007329 | 038420 | 071267 | 080732 | 105383 | 142689 | 207732 | 300466 | 322860 | 333222 | 381998 | 488123 | 605252 |
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| | | | | | | | | | | | 602894 | 712157 |

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|--------|--------|---------------|--------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|
| 719035 | 752211 | 770408 | 816209 | 853602 | 900422 | 902028 | 904763 | 917263 | 928146 | 940397 | 948666 | 969061 |
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| 752155 | 770141 | 816110 | 853191 | 900416 | | | | | | | | |

— Product Information Requirements, Product Development, 9-29-05

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 | 362 861 3064 to 3099 | 395 396 9649 to 9799 |
| 011 582 1889 to 1899 | 044 087 3457 to 3499 | 373 006 2176 to 2199 | 395 970 3240 to 3299 |
| 011 588 2900 to 3099 | 044 087 4000 to 4099 | 374 768 2600 to 2699 | 397 622 4054 to 4099 |
| 012 579 5675 to 5699 | 045 524 4121 to 4298 | 375 169 4400 to 4599 | 397 819 8902 to 8999 |
| 013 289 6176 to 6199 | 046 800 9870 to 9899 | 375 829 3400 to 3499 | 398 149 7200 to 7699 |
| 013 610 0014 to 0099 | 047 352 4000 to 4099 | 375 851 9100 to 9199 | 399 070 0872 to 0899 |
| 014 932 1000 to 1099 | 048 383 7650 to 7659 | 376 196 0911 to 0999 | 399 156 7119 to 7199 |
| 014 972 0800 to 0899 | 048 396 3647 to 3699 | 378 085 3679 to 3699 | 399 203 5064 to 5099 |
| 015 363 0065 to 0099 | 051 774 8857 to 8899 | 378 351 1063 to 1099 | 399 296 9910 to 9999 |
| 017 028 3200 to 3299 | 051 781 2875 to 2885 | 379 843 5100 to 5199 | 399 396 8935 to 8999 |
| 018 569 5333 to 5399 | 051 977 7010 to 7023 | 380 093 9600 to 9699 | 399 792 7775 to 7799 |
| 018 986 5264 to 5299 | 057 670 0563 to 0599 | 380 165 1165 to 1199 | 399 792 8300 to 8399 |
| 019 518 2814 to 2899 | 058 187 3836 to 3899 | 381 325 4500 to 4599 | 400 427 1051 to 1999 |
| 020 698 5159 to 5199 | 058 591 1153 to 1299 | 381 604 2510 to 2699 | 401 045 1505 to 1549 |
| 020 844 7307 to 7399 | 058 895 3746 to 3799 | 381 645 9525 to 9599 | 401 045 1571 to 1599 |
| 020 972 8948 to 8999 | 059 986 0814 to 0899 | 383 314 3968 to 3999 | 401 294 2700 to 2799 |
| 022 021 9110 to 9181 | 060 406 7650 to 7699 | 383 892 1000 to 1344 | 401 310 9505 to 9599 |
| 022 037 1411 to 1499 | 064 091 4500 to 4599 | 383 892 1382 to 1399 | 401 382 5312 to 5399 |
| 022 527 9201 to 9210 | 065 392 6345 to 6399 | 384 925 3641 to 3654 | 402 578 7876 to 7899 |
| 023 637 7169 to 7199 | 066 099 2014 to 2099 | 385 568 2331 to 2399 | 403 125 6744 to 6799 |
| 024 380 4100 to 4199 | 066 648 2880 to 2899 | 385 599 7554 to 7575 | 403 260 7000 to 7499 |
| 024 496 6870 to 6896 | 066 787 3639 to 3699 | 385 774 2024 to 2099 | 403 280 6470 to 6499 |
| 025 092 0987 to 0999 | 066 845 7500 to 9999 | 386 624 1412 to 1599 | 403 685 8600 to 8699 |
| 025 369 5535 to 5599 | 067 093 3869 to 3899 | 386 883 8936 to 8999 | 404 003 0300 to 0399 |
| 025 729 1151 to 1199 | 067 324 9756 to 9799 | 387 314 5574 to 5599 | 404 041 8838 to 8899 |
| 025 729 1643 to 1799 | 068 895 0334 to 0399 | 387 837 6300 to 6399 | 404 071 4268 to 4299 |
| 026 492 3180 to 3199 | 070 724 4488 to 4499 | 388 828 0656 to 0699 | 404 347 5356 to 5399 |
| 027 361 0430 to 0499 | 070 841 9181 to 9199 | 389 696 2400 to 2799 | 404 347 5548 to 5599 |
| 027 369 4482 to 4495 | 070 844 2546 to 2599 | 389 846 3104 to 3135 | 404 726 4500 to 4599 |
| 027 671 8762 to 8776 | 071 179 9800 to 9899 | 389 846 3145 to 3195 | 404 961 5001 to 5199 |
| 027 787 9886 to 9899 | 071 386 3682 to 3699 | 389 887 9211 to 9230 | 405 325 0188 to 0198 |
| 027 965 9487 to 9499 | 071 507 6840 to 6899 | 389 887 9234 to 9299 | 406 009 4587 to 4599 |
| 028 191 1852 to 1999 | 072 045 9641 to 9699 | 390 001 3182 to 3199 | 406 260 6830 to 6899 |
| 028 850 3000 to 3199 | 072 675 8287 to 8299 | 390 001 3500 to 3699 | 406 459 6641 to 6999 |
| 029 510 1500 to 1599 | 077 617 5481 to 5499 | 390 545 5974 to 5999 | 406 733 3000 to 3999 |
| 030 687 0903 to 0999 | 077 999 4001 to 4090 | 391 104 6146 to 6199 | 407 545 1557 to 1599 |
| 030 701 3442 to 3499 | 078 250 4756 to 4799 | 391 574 1466 to 1499 | 407 594 0412 to 0599 |
| 031 077 4507 to 4799 | 078 823 8312 to 8399 | 391 783 3020 to 3599 | 407 692 9100 to 9299 |
| 032 295 7500 to 9999 | 079 807 2342 to 2399 | 391 792 6100 to 6199 | 407 959 2190 to 2199 |
| 034 394 1000 to 1099 | 086 000 8271 to 8299 | 392 668 2956 to 2999 | 408 265 2275 to 2288 |
| 034 943 0400 to 0799 | 210 221 0548 to 0599 | 392 854 8500 to 8899 | 408 499 7700 to 7799 |
| 035 035 4337 to 4399 | 227 275 9400 to 9999 | 393 584 7566 to 7699 | 408 499 7900 to 7999 |
| 037 706 9578 to 9599 | 273 070 8059 to 8099 | 393 650 0074 to 0099 | 408 682 8484 to 8599 |
| 037 805 3677 to 3699 | 273 775 7700 to 7899 | 393 838 8316 to 8499 | 408 698 7015 to 7099 |
| 037 909 5490 to 5499 | 302 000 0000 to 9999 | 393 893 6007 to 6099 | 409 072 3941 to 3999 |
| 040 024 3901 to 3999 | 349 746 2056 to 2099 | 394 126 6907 to 6999 | 410 491 2311 to 2399 |
| 040 674 7100 to 7199 | 350 518 7350 to 7374 | 394 189 0405 to 0599 | 410 694 8400 to 8599 |
| 040 688 8816 to 8899 | 360 011 1690 to 1699 | 394 822 3243 to 3278 | 410 775 1500 to 1599 |
| 041 299 6752 to 6799 | 360 168 6008 to 6099 | 394 990 1810 to 1899 | 410 795 7927 to 7999 |
| 041 623 8889 to 8899 | 360 173 8800 to 8899 | 395 343 3264 to 3299 | 410 867 0917 to 0966 |
| 041 803 6565 to 6599 | 360 324 2326 to 2399 | 395 373 3035 to 3099 | 410 867 0970 to 0999 |

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| 411 868 1023 | to | 1199 | 430 664 4070 | to | 4099 | 454 922 4867 | to | 4895 | 471 918 0300 | to | 0999 |
| 411 922 2322 | to | 2399 | 432 168 8419 | to | 8499 | 455 221 1348 | to | 1499 | 471 985 2408 | to | 2419 |
| 412 193 0900 | to | 0999 | 432 708 6800 | to | 6999 | 455 364 2147 | to | 2199 | 472 191 6700 | to | 6799 |
| 412 395 8599 | to | 8699 | 432 744 1544 | to | 1599 | 455 399 5400 | to | 5499 | 472 270 2555 | to | 2599 |
| 412 485 6500 | to | 6599 | 432 995 9775 | to | 9799 | 455 476 0676 | to | 0699 | 472 987 0213 | to | 0241 |
| 412 485 6610 | to | 6699 | 433 003 5800 | to | 5899 | 455 543 0618 | to | 0699 | 472 987 0290 | to | 0299 |
| 412 885 5953 | to | 5999 | 433 757 3047 | to | 3099 | 456 410 9006 | to | 9099 | 473 151 2069 | to | 2199 |
| 414 193 3608 | to | 3674 | 433 765 4003 | to | 4099 | 456 470 4146 | to | 4299 | 473 666 9138 | to | 9199 |
| 414 193 3677 | to | 3699 | 434 482 7060 | to | 7199 | 456 619 4460 | to | 4499 | 473 952 3429 | to | 3499 |
| 414 411 7348 | to | 7399 | 434 513 2386 | to | 2399 | 457 333 2686 | to | 2699 | 474 108 5402 | to | 5499 |
| 414 640 0757 | to | 0799 | 434 968 3076 | to | 3092 | 457 729 1767 | to | 1777 | 474 356 5193 | to | 5299 |
| 414 965 1727 | to | 1799 | 435 303 1831 | to | 1842 | 457 937 8615 | to | 8699 | 474 949 3366 | to | 3399 |
| 417 302 8104 | to | 8199 | 435 303 1986 | to | 1999 | 458 028 9810 | to | 9899 | 475 134 9362 | to | 9399 |
| 417 387 6532 | to | 6599 | 435 666 6092 | to | 6399 | 458 057 2712 | to | 2999 | 475 167 9667 | to | 9699 |
| 417 496 6800 | to | 6999 | 436 082 6400 | to | 6899 | 458 069 9537 | to | 9599 | 475 319 3415 | to | 3499 |
| 417 871 9250 | to | 9299 | 436 160 6441 | to | 6499 | 458 069 9665 | to | 9699 | 475 319 3649 | to | 3799 |
| 417 930 9533 | to | 9599 | 437 316 7115 | to | 7199 | 458 337 5222 | to | 5299 | 475 340 6400 | to | 6599 |
| 418 164 6500 | to | 6799 | 437 427 0500 | to | 3499 | 458 354 7653 | to | 7999 | 475 424 8410 | to | 8499 |
| 418 423 9863 | to | 9899 | 439 179 2300 | to | 2399 | 458 671 8678 | to | 8699 | 475 629 9156 | to | 9199 |
| 418 633 5922 | to | 5999 | 439 310 0458 | to | 0499 | 458 671 8721 | to | 8798 | 475 850 6101 | to | 6199 |
| 418 719 8520 | to | 8599 | 440 698 1947 | to | 1999 | 458 847 5044 | to | 5999 | 475 875 2500 | to | 2599 |
| 418 744 2235 | to | 2299 | 440 858 6300 | to | 6399 | 459 274 7624 | to | 7699 | 476 169 8264 | to | 8299 |
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| 864 520 6117 to 6136 | 904 892 0648 to 1299 | 914 346 7621 to 7644 | 923 493 9681 to 9699 |
| 865 151 0526 to 0599 | 905 056 2216 to 2299 | 914 453 1366 to 1399 | 923 810 7800 to 8299 |
| 865 500 4034 to 4099 | 905 510 6647 to 6799 | 914 529 6185 to 6299 | 924 252 1200 to 1299 |
| 865 883 6082 to 6099 | 905 510 6900 to 7099 | 914 896 4658 to 4699 | 924 252 1400 to 1499 |
| 866 004 3000 to 3999 | 905 794 0000 to 0199 | 915 187 8774 to 8779 | 924 533 2343 to 2399 |
| 866 442 4100 to 4899 | 905 794 0288 to 0299 | 915 300 2783 to 2799 | 924 533 2428 to 2499 |
| 867 366 9108 to 9118 | 905 873 6900 to 6999 | 915 546 6822 to 6999 | 924 685 1957 to 1999 |
| 867 633 7403 to 7499 | 905 873 7100 to 7299 | 915 671 3963 to 3980 | 925 333 5900 to 6099 |
| 867 737 5623 to 5699 | 905 880 8900 to 8999 | 915 671 3982 to 3999 | 925 336 2300 to 2399 |
| 868 169 4529 to 4599 | 905 889 7100 to 7199 | 915 675 2217 to 2299 | 926 432 5907 to 5999 |
| 868 173 8400 to 8599 | 906 158 1508 to 1599 | 916 440 3377 to 3399 | 926 436 3600 to 3699 |
| 868 514 9000 to 9099 | 906 558 8812 to 8899 | 916 670 6352 to 6399 | |
| 868 566 9200 to 9299 | 906 982 2214 to 2299 | 916 682 5300 to 5399 | |
| 869 387 1150 to 1199 | 907 725 8500 to 8599 | 916 694 1414 to 1499 | |
| 869 505 3500 to 3599 | 907 815 0216 to 0257 | 916 703 0802 to 0821 | |

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
 Postal Inspection Service, 9-29-05

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

| | | | | | | | | | | | |
|-------------|----|-------|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|----|-------|
| 751 541 311 | to | 1 790 | 760 004 596 | to | 4 610 | 767 024 341 | to | 4 370 | 792 903 511 | to | 3 990 |
| 751 757 641 | to | 7 700 | 760 118 191 | to | 8 250 | 767 326 471 | to | 6 590 | 793 282 518 | to | 2 533 |
| 751 936 951 | to | 7 010 | 760 155 001 | to | 5 090 | 767 332 561 | to | 2 950 | 794 041 831 | to | 2 040 |
| 751 951 861 | to | 1 890 | 760 378 002 | to | 8 020 | 768 009 841 | to | 9 960 | 794 397 709 | to | 7 780 |
| 751 999 021 | to | 9 110 | 760 692 722 | to | 2 749 | 768 011 489 | to | 1 520 | 794 581 741 | to | 2 040 |
| 752 139 516 | to | 9 570 | 761 055 460 | to | 5 480 | 768 177 980 | to | 7 990 | 794 592 122 | to | 2 150 |
| 752 182 892 | to | 2 950 | 761 169 781 | to | 9 810 | 768 391 081 | to | 1 170 | 795 032 251 | to | 2 340 |
| 752 206 861 | to | 7 100 | 761 504 941 | to | 5 120 | 768 661 569 | to | 1 650 | 795 796 291 | to | 6 350 |
| 752 295 241 | to | 5 600 | 761 516 836 | to | 6 910 | 769 000 051 | to | 0 080 | 796 070 139 | to | 0 160 |
| 752 731 351 | to | 1 410 | 761 613 588 | to | 3 600 | 769 050 841 | to | 0 900 | 796 143 151 | to | 3 630 |
| 752 767 441 | to | 7 470 | 761 688 631 | to | 8 690 | 769 159 081 | to | 9 178 | 796 159 725 | to | 9 740 |
| 753 008 941 | to | 9 030 | 761 805 199 | to | 5 240 | 769 737 496 | to | 7 510 | 796 169 306 | to | 9 340 |
| 753 194 311 | to | 4 370 | 761 826 106 | to | 6 120 | 769 778 491 | to | 8 730 | 796 373 406 | to | 3 430 |
| 753 620 378 | to | 0 400 | 761 881 171 | to | 1 560 | 769 827 331 | to | 7 450 | 796 602 961 | to | 3 050 |
| 754 013 917 | to | 3 940 | 761 975 641 | to | 5 670 | 770 216 071 | to | 6 100 | 796 708 441 | to | 8 500 |
| 754 161 061 | to | 1 120 | 761 975 886 | to | 5 895 | 770 723 281 | to | 3 400 | 796 886 281 | to | 6 430 |
| 754 358 445 | to | 8 610 | 762 304 144 | to | 4 170 | 770 790 451 | to | 0 480 | 796 901 701 | to | 2 000 |
| 754 410 451 | to | 0 660 | 762 324 931 | to | 4 960 | 770 915 150 | to | 5 490 | 796 975 466 | to | 5 590 |
| 754 438 393 | to | 8 410 | 762 439 261 | to | 9 290 | 771 455 551 | to | 5 610 | 797 272 917 | to | 2 950 |
| 754 493 109 | to | 3 130 | 762 524 158 | to | 4 220 | 771 609 661 | to | 9 690 | 797 519 441 | to | 9 460 |
| 754 664 182 | to | 4 220 | 762 584 872 | to | 4 970 | 771 932 551 | to | 2 580 | 797 519 731 | to | 0 240 |
| 754 816 377 | to | 6 470 | 762 593 431 | to | 3 460 | 772 057 224 | to | 7 440 | 797 535 181 | to | 5 330 |
| 755 487 421 | to | 7 600 | 763 155 160 | to | 5 180 | 772 162 660 | to | 3 070 | 798 040 053 | to | 0 080 |
| 755 592 901 | to | 3 140 | 763 178 631 | to | 8 660 | 772 718 615 | to | 8 640 | 798 055 813 | to | 5 830 |
| 755 790 020 | to | 0 030 | 763 506 001 | to | 6 060 | 772 940 140 | to | 0 160 | 798 055 891 | to | 5 950 |
| 755 791 730 | to | 1 800 | 763 522 141 | to | 2 470 | 772 970 886 | to | 0 940 | 798 326 371 | to | 6 520 |
| 755 926 951 | to | 7 070 | 763 717 694 | to | 7 800 | 773 009 419 | to | 9 430 | 798 339 167 | to | 9 210 |
| 755 934 332 | to | 4 510 | 763 826 461 | to | 6 520 | 773 112 031 | to | 2 060 | 798 562 411 | to | 2 440 |
| 755 957 701 | to | 8 000 | 763 900 460 | to | 0 471 | 773 125 387 | to | 5 410 | 798 632 461 | to | 2 490 |
| 755 962 981 | to | 3 280 | 763 900 479 | to | 0 530 | 773 179 320 | to | 9 410 | 798 807 151 | to | 7 510 |
| 756 035 371 | to | 5 490 | 763 917 271 | to | 7 750 | 773 202 989 | to | 3 140 | 798 944 761 | to | 5 030 |
| 756 301 257 | to | 1 290 | 764 125 801 | to | 5 860 | 773 208 991 | to | 9 290 | 799 118 616 | to | 8 640 |
| 756 371 565 | to | 1 580 | 764 284 525 | to | 4 560 | 773 231 311 | to | 1 340 | 799 133 191 | to | 3 220 |
| 756 876 031 | to | 6 120 | 764 526 241 | to | 6 330 | 773 348 739 | to | 8 940 | 799 177 626 | to | 7 650 |
| 756 876 151 | to | 6 240 | 764 526 241 | to | 6 330 | 773 348 739 | to | 8 940 | 799 854 751 | to | 5 200 |
| 756 970 129 | to | 0 140 | 764 601 421 | to | 1 600 | 773 575 891 | to | 5 950 | 800 044 320 | to | 4 410 |
| 757 059 613 | to | 9 630 | 764 650 231 | to | 0 470 | 773 852 971 | to | 3 030 | 800 211 901 | to | 2 440 |
| 757 078 540 | to | 8 560 | 764 984 371 | to | 4 850 | 789 257 191 | to | 7 250 | 800 427 530 | to | 7 540 |
| 757 086 209 | to | 6 240 | 765 003 667 | to | 3 680 | 790 448 020 | to | 8 460 | 800 872 741 | to | 2 830 |
| 757 240 591 | to | 0 650 | 765 042 517 | to | 2 540 | 790 597 485 | to | 7 530 | 801 349 801 | to | 9 830 |
| 757 277 371 | to | 7 700 | 765 194 728 | to | 4 970 | 790 911 883 | to | 1 900 | 801 676 681 | to | 7 100 |
| 757 291 591 | to | 2 730 | 765 387 365 | to | 7 450 | 791 057 441 | to | 7 550 | 802 967 821 | to | 7 940 |
| 757 964 251 | to | 4 280 | 765 541 801 | to | 2 100 | 791 239 081 | to | 9 290 | 803 217 601 | to | 7 780 |
| 758 067 001 | to | 7 090 | 765 638 461 | to | 8 970 | 791 374 483 | to | 4 500 | 803 729 731 | to | 9 850 |
| 758 105 221 | to | 5 250 | 765 638 461 | to | 8 970 | 791 387 971 | to | 8 030 | 803 747 402 | to | 7 520 |
| 758 324 941 | to | 5 000 | 765 647 101 | to | 7 190 | 791 447 521 | to | 7 850 | 804 138 181 | to | 8 420 |
| 758 593 628 | to | 3 650 | 765 813 781 | to | 4 029 | 791 451 151 | to | 1 240 | 804 682 411 | to | 2 710 |
| 758 709 038 | to | 9 060 | 765 879 314 | to | 9 390 | 791 451 151 | to | 1 240 | 805 272 525 | to | 2 540 |
| 758 744 101 | to | 4 160 | 765 954 001 | to | 4 030 | 791 500 009 | to | 0 470 | 805 523 445 | to | 3 460 |
| 758 850 883 | to | 0 900 | 766 120 286 | to | 0 320 | 791 771 431 | to | 1 490 | 805 745 704 | to | 5 730 |
| 758 860 951 | to | 1 550 | 766 125 716 | to | 5 750 | 792 004 293 | to | 4 320 | 806 452 907 | to | 2 980 |
| 759 152 851 | to | 2 880 | 766 125 716 | to | 5 750 | 792 018 379 | to | 8 420 | 806 744 781 | to | 4 850 |
| 759 740 941 | to | 1 090 | 766 158 824 | to | 8 840 | 792 070 621 | to | 0 740 | 807 764 791 | to | 4 910 |
| | | | 766 388 433 | to | 8 460 | 792 145 211 | to | 5 230 | 808 089 931 | to | 9 960 |
| | | | 766 509 421 | to | 9 660 | 792 391 381 | to | 1 620 | | | |
| | | | 766 572 901 | to | 3 020 | 792 452 779 | to | 2 790 | | | |
| | | | 766 748 500 | to | 8 521 | 792 772 728 | to | 2 770 | | | |

Counterfeit Canadian Money Order Forms

Do Not Cash

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

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

— *Group2–Mail Theft, Violent Crimes,
and Narcotics Investigations,
Postal Inspection Service, 9-29-05*

Toll-Free Number Available to Verify Canadian Money Orders

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

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

— *Group2–Mail Theft, Violent Crimes,
and Narcotics Investigations,
Postal Inspection Service, 9-29-05*

Overseas Military Mail

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

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to

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

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

Changes

| APO/FPO | Action | Effective Date | See Restrictions |
|--------------|----------|----------------|---|
| APO AE 09741 | Activate | Immediately | A-A1-B-B1-C1-E2-F-F1-H1-M-N-Q-R-R1-T-V-W-Y-Z-Z1 |
| APO AE 09816 | Close | Immediately | |
| APO AP 96501 | Activate | Immediately | A-A1-B-B1-N-V |

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 |
|---------|-----------------------|---------|------------------|---------|----------------------------------|---------|-------------------------------------|
| 09003 | A1-B-B1-C-D-P-U-V | 09081 | A1-B-B1-C-D-U | 09169 | A1-B-B1-C-D-U | 09266 | A1-B-B1-C-D-U |
| 09007 | A1-B-B1-C-D-U | 09086 | A1-B-B1-C-D-U | 09172 | A1-B-B1-C-D-U | 09267 | A1-B-B1-C-D-U |
| 09009 | A1-B-B1-C-D-U | 09089 | A1-B-B1-C-D-U | 09173 | A1-B-B1-C-D-U | 09301 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09012 | A1-B-B1-C-D-F-F1-U | 09090 | A1-B-B1-C-D-U | 09175 | A1-B-B1-C-D-U | 09302 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09013 | A1-B-B1-C-D-F-F1-U-Z1 | 09094 | A1-B-B1-C-D-F-F1 | 09177 | A1-B-B1-C-D-U | 09303 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 |
| 09014 | A1-B-B1-C-D-U | 09095 | A1-B-B1-C-D-U | 09180 | A1-B-B1-C-D-U | 09306 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09021 | A1-B-B1-C-D-U | 09096 | A1-B-B1-C-D-U | 09182 | A1-B-B1-C-D-U | 09307 | A1-B-B1-N-V-Z1 |
| 09028 | A1-B-B1-C-D-U | 09099 | A1-B-B1-C-D-U | 09183 | A1-B-B1-C-D-U | 09308 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1 |
| 09031 | A1-B-B1-C-D-U | 09100 | A1-B-B1-C-D-U | 09185 | A1-B-B1-C-D-U | 09309 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09033 | A1-B-B1-C-D-U | 09102 | A1-B-B1-C-D-U | 09186 | A1-B-B1-C-D-U | 09311 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09034 | A1-B-B1-C-D-U | 09103 | A1-B-B1-D-U | 09201 | A1-B-B1-C-C1-D-F-F1-H-M-R-R1-X-Y | 09312 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09036 | A1-B-B1-C-D-U | 09104 | A1-B-B1-C-D-U | 09211 | A1-B-B1-C-D-U | 09314 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09042 | A1-B-B1-C-D-U | 09107 | A1-B-B1-C-D-U | 09212 | A1-B-B1-C-D-U-V | 09315 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09045 | A1-B-B1-C-D-U | 09110 | A1-B-B1-C-D-U | 09213 | A1-B-B1-C-D-U | | |
| 09046 | A1-B-B1-C-D-U | 09112 | A1-B-B1-C-D-U | 09214 | A1-B-B1-C-D-U | | |
| 09050 | A1-B-B1-C-D-U | 09114 | A1-B-B1-C-D-U | 09225 | A1-B-B1-C-D-U | | |
| 09053 | A1-B-B1-C-D-U | 09123 | A1-B-B1-C-D-U | 09226 | A1-B-B1-C-D-U | | |
| 09054 | A1-B-B1-C-D-U | 09126 | A1-B-B1-C-D | 09227 | A1-B-B1-C-D-U | | |
| 09056 | A1-B-B1-C-D-U | 09128 | A1-B-B1-C-D-U | 09229 | A1-B-B1-C-D-U | | |
| 09058 | A1-B-B1-C-D-U | 09131 | A1-B-B1-C-D-U | 09237 | A1-B-B1-C-D-U-V | | |
| 09059 | A1-B-B1-C-D-U | 09136 | A1-B-B1-C-D | 09244 | A1-B-B1-C-D-U | | |
| 09060 | A1-B-B1-C-D-U | 09137 | A1-B-B1-C-D-U | 09245 | A1-B-B1-C-D-U | | |
| 09063 | A1-B-B1-C-D-L-U | 09138 | A1-B-B1-C-D-U | 09250 | A1-B-B1-C-D-U | | |
| 09067 | A1-B-B1-C-D-U | 09139 | A1-B-B1-C-D-U | 09252 | A1-B-B1-C-D-U | | |
| 09069 | A-A1-B-B1-C-D-U | 09140 | A1-B-B1-C-D-U | 09261 | A1-B-B1-C-D-U | | |
| 09074 | A1-B-B1-C-D-U | 09142 | A1-B-B1-C-D-U | 09262 | A1-B-B1-C-D-U | | |
| 09076 | A1-B-B1-C-D-U | 09143 | A1-B-B1-C-D-U | 09263 | A1-B-B1-C-D-U | | |
| 09080 | A1-B-B1-C-D-U | 09154 | A1-B-B1-C-D-U | 09264 | A1-B-B1-C-D-U | | |
| | | 09165 | A1-B-B1-C-D-U | 09265 | A1-B-B1-C-D-N-U | | |
| | | 09166 | A1-B-B1-C-D-U | | | | |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---|-------------|---|-------------|---|-------------|---|
| 09316 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09337 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09362 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09388 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1- U2-V-Z-Z1 |
| 09317 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09338 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09363 | A-A1-B-B1-C1-E2- F-H1-M-N-R-R1- V-Z1 | 09389 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1- U2-V-Z-Z1 |
| 09318 | A-A1-B-B1-C1-E2- F-H1-M-N-R-R1- V-Z1 | 09339 | A-A1-B-B1-C1-E2- F-H1-M-N-R-R1- V-Z1 | 09364 | 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 |
| 09319 | A-A1-B-B1-C1-E2- F-H1-R-R1-U2-V- Z1 | 09340 | A-A1-B-B1-C1-F- R-V | 09365 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09391 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 |
| 09320 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09342 | 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 | 09393 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 |
| 09321 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09344 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09367 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09395 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 |
| 09322 | A-A1-B-B1-C1-E2- F-H1-R-R1-U2-V- Z1 | 09345 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09368 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09396 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 |
| 09323 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09346 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09369 | A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z | 09397 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 |
| 09324 | A-A1-B-B1-C1-E2- F-H1-R-R1-U2-V- Z1 | 09347 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09371 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09399 | A1-B-B1-C-F-V-Z1 |
| 09325 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09348 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09372 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09409 | A1-B-B1-C-C1-U- V |
| 09326 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09350 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09374 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09420 | A1-B-B1-C-C1-U |
| 09327 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09351 | A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z | 09375 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1-V- Z1 | 09421 | A1-B-B1-C-C1-U |
| 09328 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09352 | A-A1-B-B1-C1-E2- F-H1-R-R1-V-Z1 | 09376 | A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z | 09447 | A1-B-B1-C-C1-U- V |
| 09329 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1- U2-V-Z-Z1 | 09353 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09377 | A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z | 09454 | A1-B-B1-C-C1-U- V |
| 09330 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09354 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09378 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09456 | A1-B-B1-C-C1-H- H1-M-Z1 |
| 09331 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09355 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09379 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09459 | A1-B-B1-C-C1-U |
| 09332 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09356 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09380 | A-A1-B-B1-C1-E2- F-H1-R-R1-U2-V- Z1 | 09461 | A1-B-B1-C-C1-U |
| 09333 | A-A1-B-B1-C1- E2-F-H1-M-R-R1- V-Z1 | 09357 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09381 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09463 | A1-B-B1-C-C1-U |
| 09334 | A-A1-B-B1-C1- E2-F-H1-M-R-R1- V-Z1 | 09358 | A-A1-B-B1-C1-E2- F-H1-M-N-R-R1- V-Z1 | 09382 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09464 | A1-B-B1-C-C1-U |
| 09336 | A-A1-B-B1-C1- E2-F-H1-R-R1- U2-V-Z1 | 09359 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09383 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09466 | A1-B-B1-C-C1-U |
| | | 09360 | A1-B-B1-V | 09384 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-V- Z1 | 09468 | A1-B-B1-C-C1-U |
| | | 09361 | A-A1-B-B1-C1-E2- F-H1-M-R-R1-U2- V-Z1 | 09386 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1- U2-V-Z-Z1 | 09469 | A1-B-B1-C-C1-U |
| | | | | 09387 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1- U2-V-Z-Z1 | 09470 | A1-B-B1-C-C1-U |
| | | | | | | 09494 | A1-B-B1-C-C1-U |
| | | | | | | 09496 | A1-B-B1-C-C1-U- V |
| | | | | | | 09498 | A1-B-B1-C-C1-U |
| | | | | | | 09499 | A1-B-B1-C-C1-U |
| | | | | | | 09501 | A1-B-B1-V |
| | | | | | | 09502 | A1-B-B1-V |
| | | | | | | 09503 | A1-B-B1-V |
| | | | | | | 09504 | A1-B-B1-V |
| | | | | | | 09505 | A1-B-B1-V |
| | | | | | | 09506 | A1-B-B1-V |
| | | | | | | 09507 | A1-B-B1-V |
| | | | | | | 09508 | A1-B-B1-V |
| | | | | | | 09509 | A1-B-B1-V |
| | | | | | | 09510 | A1-B-B1-V |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---------------------|-------------|---|-------------|--|-------------|---|
| 09511 | A1-B-B1-V | 09622 | A1-B-B1-C-F-U | 09728 | A1-B-B1-C-F1-U-V | 09808 | A-A1-B-B1-C-C1-F-I-V-Z-Z1 |
| 09517 | A1-B-B1-V | 09623 | A1-B-B1-C-F-U | 09729 | A1-B-B1-N-U-V | 09811 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 |
| 09524 | A1-B-B1-V | 09624 | A1-B-B1-C-F-U | 09730 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09812 | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1 |
| 09532 | A1-B-B1-V | 09625 | A1-B-B1-C-F-U | 09731 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09814 | A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1 |
| 09534 | A1-B-B1-V | 09626 | A1-B-B1-C-F-U | 09732 | A1-B-B1-N-V-Z1 | 09815 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09543 | A1-B-B1-V | 09627 | A1-B-B1-C-F-U | 09733 | A1-B-B1-V | 09817 | A-A1-B-B1-B2-C-C1-D-E2-E3-F1-G-H-H1-I-M-N-R-R1-T-V-Z-Z1 |
| 09545 | A1-B-B1-V | 09628 | A1-B-B1-C-F-F1-U-V | 09734 | 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 |
| 09549 | A1-B-B1-V | 09630 | A1-B-B1-C-F-U-V | 09735 | A1-B-B1-N-V-Z1 | 09821 | A-A1-B-F-V-Z1 |
| 09550 | A1-B-B1-V | 09631 | A1-B-B1-C-F-U | 09736 | 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 |
| 09554 | A1-B-B1-V | 09636 | A1-B-B1-C-F-U | 09737 | 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 |
| 09556 | A1-B-B1-V | 09642 | A1-B-B1-N-U | 09738 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09824 | A-A1-B-F-V-Z1 |
| 09557 | A1-B-B1-V | 09643 | A1-B-B1-U | 09739 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09825 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 |
| 09564 | A1-B-B1-V | 09644 | A1-B-B1-U | 09740 | A-A1-B-B1-C1-E2-F-F1-M-Z1 | 09827 | A-A1-B-B1-F-F1 |
| 09565 | A1-B-B1-V | 09645 | A1-B-U | 09741 | A-A1-B-B1-C1-E2-F-F1-H1-M-N-Q-R-R1-T-V-W-Y-Z-Z1 | 09828 | A1-B-N-V-Z1 |
| 09566 | A1-B-B1-V | 09647 | A1-B-B1-N-U | 09777 | A-A1-B-B1-C-E1-N | 09830 | A1-B-B1-C-N-V-Z1 |
| 09567 | A1-B-B1-V | 09648 | A1-B-B1-N-U-V-Z1 | 09779 | A-A1-B-B1-F-R-V | 09831 | A1-B-B1-F-N-U-V-Z1 |
| 09568 | A1-B-B1-V | 09649 | A1-B-B1-U | 09780 | A-A1-B-B1-F-R-V | 09832 | A-B-B1-U1-V-Z1 |
| 09569 | A1-B-B1-V | 09701 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | 09788 | A-A1-B-B1-F-R-V | 09833 | A1-B-B1-U1-V-Z1 |
| 09570 | A1-B-B1-V | 09703 | A1-B-B1-C-F1-U | 09789 | A-A1-B-B1-F-R-V | 09834 | A1-B-B1-V-Z1 |
| 09573 | A1-B-B1-V | 09704 | A1-B-B1-C-D-V | 09790 | A-A1-B-B1-C1-F-R-V | 09835 | A-A1-B-B1-V-Z1 |
| 09574 | A1-B-B1-V | 09705 | A1-B-B1-U | 09793 | A-A1-B-B1-F-R-V | 09836 | A-A1-B-B1-C-F-M-V-Z1 |
| 09575 | A1-B-B1-V | 09706 | A1-B-B1-C-N-U-V | 09797 | A1-B-B1-C-D-P-V | 09837 | A1-B-B1-V-Z1 |
| 09576 | A1-B-B1-V | 09707 | A1-B-B1-C-N-U-V | 09801 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09838 | A1-B-B1-V-Z1 |
| 09577 | A1-B-B1-V | 09708 | A1-B-B1 | 09802 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1 | 09839 | A-A1-B-B1-U-V-Z1 |
| 09578 | A1-B-B1-V | 09709 | A1-B-B1-F1 | 09803 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 09840 | A-A1-B-B1-V-Z1 |
| 09579 | A1-B-B1-V | 09710 | A1-B-B1-C-C1-F1-M-R-R1-U | 09804 | A-A1-B-B1-F-Z1 | 09841 | A-A1-B-B1-U-Z1 |
| 09581 | A1-B-B1-V | 09711 | A1-B-B1-F1-Z1 | 09806 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09842 | A-A1-B-B1-Z1 |
| 09582 | A1-B-B1-V | 09713 | A1-B-B1-C-F1 | 09807 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09843 | A-A1-B-B1-U-V-Z1 |
| 09586 | A1-B-B1-V | 09714 | A1-B-B1-C-C1-F1-M-R-R1-U | | | 09844 | A-A1-B-B1-U-V-Z1 |
| 09587 | A1-B-B1-V | 09715 | A1-B-B1-F1 | | | 09852 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 |
| 09588 | A1-B-B1-V | 09716 | A1-B-B1-C-D-N-U-V | | | 09853 | A1-B-B1-E2-F-H1-R-R1-U2-V-Z1 |
| 09589 | A1-B-B1-V | 09717 | A1-B-B1-M-W | | | 09855 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09590 | A1-B-B1-V | 09718 | A1-B-B1-F-I-N-U-V | | | 09856 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09591 | A1-B-B1-V | 09719 | A1-B-B1-C-F1-V | | | | |
| 09593 | A1-B-B1-V | 09720 | A1-B-B1-U-V | | | | |
| 09594 | A1-B-B1-V | 09721 | A1-B-B1-N-U-V-Z1 | | | | |
| 09595 | A1-B-B1-V | 09723 | A1-B-B1-N-U-V-Z1 | | | | |
| 09596 | A1-B-B1-V | 09724 | A1-B-B1-C-C1-F1-M-R-R1-U | | | | |
| 09599 | A1-B-B1-V | 09725 | A1-B-B1-C | | | | |
| 09601 | A1-B-B1-C-F-F1-U | 09726 | A1-B-B1-N-U | | | | |
| 09602 | A1-B-B1-C-F-F1-N-U | 09727 | A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1 | | | | |
| 09603 | A1-B-B1-C-F-F1-U | | | | | | |
| 09604 | A1-B-B1-C-F-F1-U | | | | | | |
| 09609 | A1-B-B1-C-F-U | | | | | | |
| 09610 | A1-B-B1-C-F-U | | | | | | |
| 09612 | A1-B-B1-C-F-U | | | | | | |
| 09613 | A1-B-B1-C-F-U-V | | | | | | |
| 09617 | A1-B-B1-C-F-U | | | | | | |
| 09618 | A1-B-B1-C-F-U | | | | | | |
| 09619 | A1-B-B1-C-F-U | | | | | | |
| 09620 | A1-B-B1-C-F-U | | | | | | |
| 09621 | A1-B-B1-C-F-U | | | | | | |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|-----------------------------------|-------------|----------------------|-------------|---------------------|--------------|---|
| 09858 | A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 34039 | A1-B-N-V-Z1 | 96275 | A-A1-B-B1-V | 96388 | A1-B-B1-M-W |
| 09865 | A-A1-B-B1-V-Z1 | 34040 | A1-B-V-Z1 | 96276 | A-A1-B-B1 | 96401 | A1-B-B1-F-N-V-Z1 |
| 09868 | A-A1-B-B1-U-V-Z1 | 34041 | A1-B-B1-M-N-U-V-Z1 | 96278 | A-A1-B-B1-U | 96424 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 |
| 09869 | A-A1-B-B1-C1-I-V-Z-Z1 | 34042 | A1-B-B1-D-F-M-N-V-Z1 | 96283 | A-A1-B-B1-U | 96425 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 |
| 09874 | A-A1-B-B1-C1-I-V-Z-Z1 | 34043 | A1-B-B1-D-F-M-N-V-Z1 | 96284 | A-A1-B-B1-U-V | 96426 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 |
| 09878 | A-A1-B-B1-C1-I-V-Z-Z1 | 34050 | A1-B-V | 96297 | A-A1-B-B1-U | 96427 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 |
| 09880 | A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1 | 34055 | A1-B-N-V-Z1 | 96309 | A1-B-B1-M-V-W | 96490 | A1-B-B1-V |
| 09889 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 | 34058 | A1-B-B1-V-Z1 | 96310 | A1-B-B1-M-W | 96501 | A-A1-B-B1-N-V |
| 09890 | A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1 | 34071 | A1-B-I-M-N-V-Z | 96311 | A1-B-B1-M-W | 96507 | A-A1-B-F-V |
| 09892 | A-A1-B-B1-F-N-R-R1-V-Z1 | 34076 | A1-B-B1-F1-N-V-Z1 | 96313 | A1-B-B1-F-F1-F2-M-W | 96510 | A1-B-B1-I-N-V |
| 09898 | A1-B-B1-E2-F-H1-R-R1-U2-V-Z1 | 34078 | A1-B-B1-F1-N-V-Z1 | 96319 | A1-B-B1-M-W | 96511 | A1-B-B1-I-N-V |
| 34002 | A1-B-B1-N-U-Z1 | 34079 | A1-B-B1-F1-N-V-Z1 | 96321 | A1-B-B1-F-F1-F2-M-W | 96515 | A1-B-B1-F |
| 34006 | A-A1-B-B1-C1-F1-N-V-Z1 | 34090 | A1-B-V | 96322 | A1-B-B1-F-F1-F2-M-W | 96517 | A1-B-B1-F-U3-V |
| 34007 | A-A1-B-B1-C1-F1-V-Z1 | 34091 | A1-B-V | 96323 | A1-B-B1-M-V-W | 96518 | A1-B-B1-V |
| 34008 | A-A1-B-B1-C1-F1-V-Z1 | 34092 | A1-B-V | 96326 | A1-B-B1-M-W | 96520 | A1-B-F-U3-V |
| 34019 | A-B-M-N-V-Z1 | 34093 | A1-B-V | 96328 | A1-B-B1-M-W | 96521 | A1-B-F-N |
| 34020 | A1-B-B1-M-N-V-Z1 | 34095 | A1-B-V | 96330 | A1-B-B1-M-W | 96522 | A1-B-F-N-U |
| 34021 | A1-B-M-N-V-Z1 | 34098 | A1-B-V | 96336 | A1-B-B1-M-V-W | 96530 | A-A1-B-B1-H-M-N-U-V |
| 34022 | A1-B-B1-D-F-M-N-V-Z1 | 34099 | A1-B-V | 96337 | A1-B-B1-M-W | 96531 | A-A1-B-B1-H-M-U-V |
| 34023 | A1-B-B1-M-N-V-Z1 | 96201 | A-A1-B | 96338 | A1-B-B1-M-W | 96534 | A-A1-B-F |
| 34024 | A1-B-B1-M-N-V-Z1 | 96202 | A-A1-B1-U-V | 96339 | A1-B-B1-M-V-W | 96535 | A-A1-B-B1-F-V |
| 34025 | A1-B-B1-F-N-U-V-Z1 | 96203 | A-A1-B | 96343 | A1-B-B1-M-W | 96536 | A1-B-B1-V |
| 34030 | A1-B-B1-M-N-V-Z1 | 96204 | A-A1-B-B1 | 96347 | A1-B-B1-F-F1-F2-M-W | 96537 | A1-B-B1-V |
| 34031 | A1-B-B1-M-N-V-Z1 | 96205 | A-A1-B-B1-U | 96348 | A1-B-B1-F-F1-F2-M-W | 96538 | A1-B-B1-V |
| 34032 | A1-B-M-N-V-Z1 | 96206 | A-A1-B-B1-U | 96349 | A1-B-B1-F-F1-F2-M-W | 96540 | A1-B-B1-V |
| 34033 | A1-B-C-F-M-N-V-Z1 | 96207 | A-A1-B-B1-V | 96350 | A1-B-B1-F-F1-F2-M-W | 96541 | A1-B-B1-V |
| 34034 | A1-B-B1-M-N-V-Z1 | 96208 | A-A1-B-B1-U | 96351 | A1-B-B1-F-F1-F2-M-W | 96542 | A1-B-B1-V |
| 34035 | A1-B-B1-H-M-N-V-Z1 | 96212 | A-A1-B-B1-U | 96362 | A1-B-B1-F-F1-F2-M-W | 96543 | A1-B-B1-P-V |
| 34036 | A1-B-M-N-V-Z1 | 96213 | A-A1-B-B1-U | 96365 | A1-B-B1-M-V-W | 96544 | A1-B-F-N-U3-V |
| 34037 | A1-B-B1-C-F-H-I-M-N-V-Z-Z1 | 96214 | A-A1-B-B1-U | 96367 | A1-B-B1-L-M-W | 96546 | A1-B-F-U3 |
| 34038 | A1-B-B1-M-N-V-Z1 | 96215 | A-A1-B-B1-U-V | 96368 | A1-B-B1-M-W | 96548 | A-A1-B-B1-H-M-U |
| | | 96217 | A-A1-B-B1-U-V | 96370 | A1-B-B1-F-F1-F2-M-W | 96549 | A-A1-B-B1-H-M-U |
| | | 96218 | A-A1-B-B1-U | 96372 | A1-B-B1-M-W | 96550 | A-A1-B-B1-H-M-U-V |
| | | 96219 | A-A1-B-B1-U-V | 96373 | A1-B-B1-M-W | 96551 | A-A1-B-B1-H-M-U |
| | | 96220 | A-A1-B-B1-U-V | 96374 | A1-B-B1-M-W | 96553 | A-A1-B-B1-H-M-N-U-V |
| | | 96221 | A-A1-B-B1-U-V | 96375 | A1-B-B1-M-W | 96554 | A-A1-B-B1-H-M-U |
| | | 96222 | A-A1-B-B1-U | 96376 | A1-B-B1-M-W | 96555 | A1-B-B1-F-M-V |
| | | 96224 | A-A1-B-B1-U | 96377 | A1-B-B1-M-W | 96557 | A1-B-B1-F-M-V |
| | | 96251 | A-A1-B-B1-U | 96378 | A1-B-B1-M-W | 96561 | A-A1-B-B1-B2-C-C1-D-F-I-L-M-N-Q-R-R1-T-V-Z-Z1 |
| | | 96257 | A-A1-B-B1-U | 96379 | A1-B-B1-M-W | | |
| | | 96258 | A-A1-B-B1-U | 96384 | A1-B-B1-M-W | | |
| | | 96259 | A-A1-B-B1-U | 96386 | A1-B-B1-M-W | | |
| | | 96260 | A-A1-B-B1-U | 96387 | A1-B-B1-M-W | | |
| | | 96262 | A-A1-B-B1-U-V | | | | |
| | | 96264 | A-A1-B-B1-U | | | | |
| | | 96266 | A-A1-B-B1-U | | | | |
| | | 96267 | A-A1-B-B1-U-V | | | | |
| | | 96269 | A-A1-B-B1-U | | | | |
| | | 96271 | A-A1-B-B1-U | | | | |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---|-------------|---|-------------|---------------------|-------------|---------------------|
| 96562 | A-A1-B-B1-B2-C- C1-D-E2-E3-F1- G-H-H1-I-M-N-R- R1-T-V-Z-Z1 | 96611 | A1-B-V | 96628 | A1-B-V | 96670 | A1-B-V |
| | | 96612 | A1-B-V | 96629 | A1-B-V | 96671 | A1-B-V |
| 96595 | A1-B-B1-V | 96613 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1- U2-V-Z-Z1 | 96634 | A1-B-V | 96672 | A1-B-V |
| 96598 | A1-B-B1-N-V | | | 96635 | A1-B-V | 96673 | A1-B-V |
| 96599 | A1-B-B1-V | 96614 | A-A1-B-B1-C1-E2- F-H1-I-M-R-R1- U2-V-Z-Z1 | 96643 | A1-B-V | 96674 | A1-B-V |
| 96601 | A1-B-V | | | 96657 | A1-B-V | 96675 | A1-B-V |
| 96602 | A1-B-V | 96615 | A1-B-V | 96660 | A1-B-V | 96677 | A1-B-V |
| 96603 | A1-B-V | 96616 | A-A1-B-B1-V-Z1 | 96661 | A1-B-V | 96678 | A1-B-V |
| 96604 | A1-B-V | 96617 | A1-B-V | 96662 | A1-B-V | 96679 | A1-B-V |
| 96605 | A1-B-O-V | 96619 | A1-B-V | 96663 | A1-B-V | 96681 | A1-B-V |
| 96606 | A1-B-V | 96620 | A1-B-V | 96664 | A1-B-V | 96682 | A1-B-V |
| 96607 | A1-B-V | 96621 | A1-B-V | 96665 | A1-B-V | 96683 | A1-B-V |
| 96608 | A1-B-V | 96622 | A1-B-V | 96666 | A1-B-V | 96684 | A1-B-V |
| 96609 | A1-B-V | 96623 | A1-B-V | 96667 | A1-B-V | 96686 | A1-B-V |
| 96610 | A1-B-V | 96624 | A1-B-V | 96668 | A1-B-V | 96687 | A1-B-V |
| | | | | 96669 | A1-B-V | 96698 | A1-B-V |

RESTRICTIONS

LEGEND

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

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

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

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

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

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

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

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

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

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

C. Cigarettes and other tobacco products are prohibited.

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

D. Coffee is prohibited.

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

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

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

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 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 First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

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

H1. Pork or pork by-products are prohibited.

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

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

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

I1. This restriction does not apply to registered mail.

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

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

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

L. All official mail is prohibited.

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

N. Registered mail is prohibited.

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

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

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

R. All alcoholic beverages, including those mailable under DMM 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.

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.

September 2005

Have You Seen Any of These Missing Children?

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



Name: Kelly Dae Wilson
 Age progressed to 30 years
 Born: 05-18-74
 Date Missing: 01-05-92
 Missing From: Gilmer, TX



Name: Jaylan Simmons
 Born: 04-07-04
 Date Missing: 07-26-05
 Missing From: Sioux City, IA



Name: Vanessa Mohamed
 Born: 11-13-94
 Date Missing: 04-12-02
 Missing From: Statesville, NC



Name: John Markin
 Born: 05-01-89
 Date Missing: 04-03-05
 Missing From: Plymouth, IN



Name: Yessenia Gonzalez
 Born: 07-02-87
 Date Missing: 04-25-02
 Missing From: Miami, FL



Name: Zulma Flores
 Born: 09-01-89
 Date Missing: 01-19-03
 Missing From: Round Lake, IL

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

Missing Children Poster Display Instructions

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

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

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

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other Postal Service facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

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

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

September 2005

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Name: Wendy Huggy
 Age progressed to 39 years
 Born: 07-21-65
 Date Missing: 04-07-82
 Missing From: Clearwater, FL



Name: Jennifer Hughes
 Age progressed to 21 years
 Born: 01-09-79
 Date Missing: 12-01-96
 Missing From: Fayetteville, NC



Name: Taylor Behl
 Born: 10-13-87
 Date Missing: 09-05-05
 Missing From: Richmond, VA



Name: Noah Turner
 Born: 07-15-99
 Date Missing: 07-09-03
 Missing From: Logansport, IN

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Name: Angelina Searer
 Born: 10-24-89
 Date Missing: 04-07-05
 Missing From: Hazel Park, MI



Name: Miguel Romero
 Born: 01-30-01
 Date Missing: 06-13-01
 Missing From: Las Vegas, NV



Name: Rose Reedy
 Born: 09-25-87
 Date Missing: 09-07-05
 Missing From: Rockford, IL



Name: Ashley Garcia
 Born: 10-17-88
 Date Missing: 06-13-05
 Missing From: Phoenix, AZ

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 Hot Line 1-800-843-5678
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STAY IN TOUCH

BUY A FIRSTCLASS PHONECARD® TODAY

usps.com

©2005 United States Postal Service
SPOs-CC2-A1-400
First Class Insert

MP 1000

The advertisement shows three First-Class Phonecards fanned out. The top card is red with a 450-minute stamp featuring an American flag and the slogan 'UNITED WE STAND'. Below it is a blue card with a 250-minute stamp featuring the US Capitol building. The bottom card is yellow with a 100-minute stamp featuring a globe. The background is green.



STAY IN TOUCH

BUY A FIRSTCLASS PHONECARD® TODAY

usps.com

©2005 United States Postal Service
SPOs-CC2-A1-400
Round Acrylic Insert

UP 7/1/05 DOWN 10/31/05

The advertisement features a single First-Class Phonecard prominently. It is red with a 450-minute stamp featuring an American flag and the slogan 'UNITED WE STAND'. Below the stamp, it says '450 MINUTES' and 'Within the U.S. International rates vary.' The background is green.

SAVE YOURSELF

AN EXTRA TRIP



**GET A
MONEY ORDER
HERE**



Postal Service Locations (by ZIP Code) That Sell/Service GXG — Effective October 1, 2005

| | | | | | | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
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| 91316 | 91776 | 92118 | 92335 | 92647 | 93003 | 94062 | 94537 | 94805 | 95118 | 97223 | 98178 | 99205 |
| 91320 | 91780 | 92119 | 92345 | 92648 | 93010 | 94063 | 94538 | 94806 | 95120 | 97225 | 98188 | 99206 |
| 91321 | 91785 | 92120 | 92346 | 92650 | 93022 | 94064 | 94539 | 94807 | 95121 | 97238 | 98198 | 99208 |
| 91324 | 91789 | 92121 | 92352 | 92652 | 93023 | 94066 | 94541 | 94901 | 95122 | 97240 | 98199 | 99223 |
| 91326 | 91793 | 92122 | 92354 | 92653 | 93030 | 94070 | 94544 | 94903 | 95123 | 97266 | 98201 | 99224 |
| 91331 | 91802 | 92123 | 92359 | 92655 | 93033 | 94080 | 94548 | 94904 | 95124 | 98002 | 98203 | 99503 |
| 91335 | 91803 | 92124 | 92371 | 92660 | 93041 | 94085 | 94549 | 94920 | 95125 | 98003 | 98221 | 99504 |
| 91340 | 91902 | 92126 | 92373 | 92661 | 93065 | 94086 | 94550 | 94924 | 95128 | 98005 | 98223 | 99507 |
| 91342 | 91910 | 92128 | 92376 | 92663 | 93066 | 94087 | 94553 | 94925 | 95132 | 98008 | 98226 | 99515 |
| 91343 | 91911 | 92129 | 92382 | 92673 | 93103 | 94102 | 94557 | 94928 | 95134 | 98009 | 98230 | 99517 |
| 91344 | 91914 | 92130 | 92392 | 92674 | 93105 | 94103 | 94558 | 94929 | 95401 | 98011 | 98233 | 99519 |
| 91345 | 91932 | 92139 | 92397 | 92677 | 93291 | 94104 | 94559 | 94931 | 95402 | 98012 | 98248 | 99709 |

— International Product Development,
Product Development, 9-29-05

Finance (continued)

HANDBOOK F-15 REVISION

Revised PS Form 1010

Effective September 29, 2005, Handbook F-15, *Travel and Relocation*, is revised to include the September 2005 edition of PS Form 1010, *eTravel Participant Enrollment Form*.

PS Form 1010 is revised to allow bargaining unit employees without computer access to enroll in eTravel and to set up or change their electronic fund transfer bank routing and account number for travel reimbursement.

In addition, the check disbursement address was removed since it is no longer needed due to a process change in Accounts Payable. Accounts Payable will set up the employee's supplier address record based on the employee's payroll address record.

We will incorporate these revisions into the next printed edition of Handbook F-15 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site.

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

- Under "References" in the right-hand column, under "Policies", click on *PolicyNet*.
- Then click on *HBKs*.

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

Handbook F-15, *Travel and Relocation*

* * * * *

Part 4 Appendixes

Appendix B Instructions for Submitting Forms

* * * * *

B-6 PS Form 1010, eTravel Participant Enrollment Form

* * * * *

B-6.2 Filling Out the Form

* * * * *

B-6.2.1 PS Form 1010, eTravel Participant Enrollment Form (Page 1 of 2)

[Revise B-6.2.1 as follows:]

|  | | eTravel Participant Enrollment Request <small>(Please print legibly)</small> | |
|---|---------------------------------|--|--|
| Employee Name (Last, first, MI) | | Employee ID (8 digits) | User I.D. (6-digit alphanumeric) |
| Employee Work Location | E-mail Address | Finance Number | Work Telephone No. (include area code) |
| Role of Employee (Check all that apply) | | Employee Type (Check one) | |
| <input type="checkbox"/> Traveler <input type="checkbox"/> Approver | | <input type="checkbox"/> PCES/EAS <input type="checkbox"/> Craft <input type="checkbox"/> Officer <input type="checkbox"/> OIG | |
| Work Location Mailing Address | Address (No., street, etc. no.) | | |
| | City | State | ZIP + 4 ® |
| Authorized Approving Manager's Name (Please print) | | Finance Number | Work Telephone No. (include area code) |
| Electronic Funds Transfer (EFT) Enrollment Information | | | |
| EFT payment is required for all EAS and PCES employees who will receive reimbursement through eTravel. EFT payment is preferred for all bargaining unit employees. Employees may enter EFT information through PostalEASE online, or by completing the EFT information below. | | | |
| Should we use the same account as your payroll net-to-bank for eTravel reimbursements? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Complete this section if: (1) The answer to the question above is "No," or (2) if you wish to change your current EFT information for eTravel. | | | |
| Check to indicate if EFT is for a new enrollment or to change a current travel EFT account. | | | |
| | | | <input type="checkbox"/> New <input type="checkbox"/> Change |
| Financial Institution Name | | | Telephone No. (include area code) |
| Financial Institution Address | | | |
| 9-Digit Financial Routing Transit No. | Depositor Account No. | Account Type | |
| | | <input type="checkbox"/> Checking (CODE 22) <input type="checkbox"/> Savings (CODE 32) | |
| NOTE: If you have more than one account in the same financial institution, you may need to contact the institution to ensure that your travel reimbursement funds are deposited to the correct account. | | | |
| Privacy Act Statement: Your information will be used to provide access to eTravel for submission of reimbursement claims for miscellaneous expenses. Collection is authorized by 39 USC 401, 404, 410, 1001, 1005, 1206, and 2008. | | | |
| Providing the information is voluntary, but if not provided, you will not be authorized for official business travel. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; and to financial entities regarding financial transaction issues. | | | |
| In order to participate in the eTravel system, and for purposes of setting up my employee profile, I agree that: | | | |
| The eTravel coordinator may use information from this form to access USPS electronic information systems to confirm my finance number, Social Security number, government travel card account number, and EFT deposit information. I also understand that this information will be used to create an electronic "e1357" computer system responsibility agreement and logon identification number that will be provided for me to access the eTravel system. (Bargaining unit employees proxied by a Web alias may not receive the responsibility agreement and logon identification.) I agree that the use of my logon identification number and password to identify me as the submitter, and where appropriate, approver, of eTravel expense reports is acceptable to me. | | | |
| Employee Signature | | | Date (MM/DD/YYYY) |
| Please return completed form to your eTravel coordinator: | | Name | Telephone No. (include area code) |
| OFFICE USE ONLY | EFT Input (Initials) | eAccess Input (Initials) | Date (MM/DD/YYYY) |

B-6.2.2 PS Form 1010, eTravel Participant Enrollment Form (Page 2 of 2)

[Revise B-6.2.2 as follows:]

| | |
|--|---|
| Instructions: Print all entries. | |
| General | |
| Employee Name | Enter the name (last, first, M) of the employee for whom the eTravel account is being set up. |
| Employee ID | Enter the employee's 8-digit Employee Identification Number (EIN). The EIN is used in PostalEase Administrator to set up the supplier's Electronic Funds Transfer record in Accounts Payable. |
| User ID | Enter the employee's user ID. This is the 6-digit alpha-numeric number used in eAccess to set up an eTravel account. |
| Employee Work Location | Enter the employee's official duty station. |
| E-mail Address | Enter the employee's e-mail address (e.g., john.g.doe@usps.gov) or generic office e-mail (e.g., -finance number). |
| Finance Number | Enter employee's finance number of official duty station. |
| Work Telephone Number (Include area code) | Enter the employee's telephone number at the official duty station. |
| Role of Employee (Check all that apply) | Check the role(s) that apply to the person for whom the eTravel account is being set up. |
| Employee Type (Check one) | Check employee's personnel type. |
| Work Location Mailing Address | Enter the address of the official duty station. |
| Authorizing Approving Manager's Name | Enter name of authorized approver of eTravel voucher. |
| Authorizing Approving Manager's Fin. No. | Enter finance number of approving manager. |
| Authorized Approving Manager's Tel. No. | Enter telephone number (include area code) of approving manager. |
| Electronic Funds Transfer (EFT) Enrollment Information | |
| Should we use the same account as your payroll net-to-bank for eTravel reimbursements? | Check either "Yes" or "No." EFT payment is required for all EAS and PCES employees and preferred for all bargaining unit employees. |
| Check to indicate if EFT is for a new enrollment or to change an existing travel EFT account. | Check "New" if this is the first time you have entered an EFT account for travel in the accounts payable system for this employee. Check "Change" if the employee presently has a travel EFT account but wants to change. |
| Financial Institution Name | Enter the name of the bank where the account is located. |
| Telephone Number (Include area code) | Enter the telephone number of the financial institution. |
| Financial Institution Address | Enter the address of the financial institute. |
| 9-Digit Financial Routing Transit Number | Enter the 9-digit bank routing number. |
| Depositor Account Number | Enter the account number where travel reimbursement is to be deposited. |
| Account Type | Check to indicate whether the account is a checking or savings account. |
| Employee Signature | Employee signs form attesting to qualification in preceding paragraph. |
| Date (MM/DD/YYYY) | Enter the month, date, and year that the form was signed. |
| Name | Enter the eTravel coordinator's name. |
| Telephone Number (Include area code) | Enter the telephone number of the eTravel coordinator. |
| Office Use Only | Used for office control. |
| PS Form 1010, September 2005 (Page 2 of 2) | |

* * * * *

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Information Technology

HANDBOOK AS-873 REVISION

Telecommunications Services

Effective immediately, Handbook AS-873, *Telecommunications Services*, is revised to update the policies and requirements related to personal digital assistant (PDA) devices used in the Postal Service™.

We will incorporate these revisions into the next online update of Handbook AS-873 accessible on the Postal Service PolicyNet Web site:

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

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

Handbook AS-873, Telecommunications Services

* * * * *

9 Wireless Communications

* * * * *

[Revise title and text to read as follows:]

9-4 Wireless Data Communications

9-4.1 Policy

The Blackberry is the Postal Service standard, and the only personal digital assistant (PDA) device supported by Information Technology (IT). Future technology enhancements may change this standard; however, the policies and procedures provided in this instruction will apply to all replacements and any additional PDA devices that become part of the Postal Service infrastructure.

9-4.2 Applicability

The policy and procedures for provisioning and supporting all personal digital assistant devices apply to all levels of the Postal Service, regardless of the source of funding.

9-4.3 Service Options

Data Services

- a. Data services consist of e-mail and PIN-to-PIN (Blackberry to Blackberry) communications and are required for all Blackberry hardware purchases.
- b. Responsibility for funding the recurring monthly costs associated with these services is outlined below.

- c. Approving PCES managers should carefully consider the responsibilities described below when approving the initial Blackberry device purchase.

Voice Services

- a. Voice services will not be activated without the PCES manager’s approval.
- b. Voice will not be activated unless a calling plan has been selected.
- c. All voice services are funded locally.
- d. To have this voice service activated, you must turn in your Postal Service–distributed mobile phone and pager (if one was in use) prior to Blackberry activation.

Service Changes

Contact the service provider directly for all subsequent changes in service.

User Information Changes

Update user information changes in the eAccess system.

9-4.4 Funding

General

All managers are expected to exercise fiscal responsibility in approving new Blackberry devices (and all other non-standard PDAs for authorized Blackberry users), replacing cellular phones, and implementing the above guidelines in their entirety.

For Officers and PCES Managers

- a. Information Technology (IT) will fund the initial purchase of PDAs for officers and PCES managers. This funding includes a one-time setup charge and recurring monthly charges for data services. IT will also fund and manage all corporate-wide upgrades.
- b. Area and district offices will fund locally initiated upgrades, replacement of damaged devices, and voice-service costs.

For Field IT Staff (District & BMC IS and Area ITPC)

IT will fund devices for the field IT staff and the recurring voice-service costs, as well as all upgrades and replacement costs.

For EAS Positions

PCES managers will fund PDAs for their respective EAS employees.

For Contract Employees

PDA's for contract employees must be approved and funded by their PCES manager. Their job duties must require after-hours communications, availability, or immediate communications capability to support the function of the organization.

9-4.5 Eligibility

General

Managers should consider these guidelines when determining the need to provide PDA's to noncritical positions:

- a. An employee's job duties require after-hours communications to support the function of that employee's organization.
- b. An employee's job duties require immediate communications to support the function of that employee's organization.

Contract Employees

Contract employee job duties must require after-hours communications, availability, or immediate communications capability to support the function of the organization.

FLSA Non-Exempt and Bargaining Unit Employees

FLSA non-exempt and bargaining unit employees are not eligible to receive PDA's.

9-4.6 Provisioning PDA's/Blackberry

Outlook Account Requirement

Users must have an ACE/Exchange (Outlook) account before a connection will be configured. No hardware or service will be provided for users who do not have an active Outlook account.

For New Service

To establish a new Blackberry device, complete the following steps:

1. Prepare and process an eBuy request, and obtain approval from your PCES manager.
 - Cost and plan information is in the Cost&Rates.xls file located at: <http://it-blackberry>.
 - The GL Account number is 54405.
2. Go to eAccess, request access, and choose ACE Blackberry at the "application requested" prompt. Complete all information requested and obtain approval. (The devices will be shipped to the requester's address specified on the eBuy.)
3. Complete the self-activation instructions detailed at: <http://it-blackberry>.

Note: If you need help in activating your device, contact the IT Corporate Help Desk at 800-USPS-HELP (800-877-7435). When prompted by the Integrated Voice Response (IVR) system, say "BlackBerry."

9-4.7 Help Desk Support

Account Setup, Transfer, Problem Resolution

Contact the IT Corporate Help Desk at 800-USPS-HELP (800-877-7435). When prompted, say "BlackBerry."

Note: For lost or stolen devices, contact the IT Help Desk immediately for assistance in disabling the device. After the device is disabled and it is reasonably determined that it is not recoverable, a replacement device can be obtained through the standard order process described here.

Repair and Replacement Service

Contact the IT Corporate Help Desk. For a hardware problem and/or broken device, the Blackberry may be replaced through warranty. See the process at: <http://it-blackberry>.

9-4.8 Inventory Tracking

All PDA's must be inventoried and tracked using the national Asset Information Management System (AIMS).

Headquarters Computing Infrastructure Services (HCIS), IT

HCIS is responsible for entering and tracking (in AIMS) those PDA's assigned to Headquarters-domiciled employees.

Area, District, and BMC IT Managers

Area, district, and BMC managers are responsible for entering and tracking PDA's issued to their field employees.

9-4.10 What To Do When a Position or Job Duty Changes

General

Because devices are assigned according to position, job duties, and/or responsibilities, you must do the following when there is a change:

- a. **When a position is cancelled**, return the device to the address below for reissue or inventory surplus as appropriate.

WIRELESS AND PDA NATIONAL PROGRAM OFFICE
475 L'ENFANT PLAZA SW ROOM 2P659
WASHINGTON DC 20260-0651
- b. **When an employee leaves a position**, return the device to the Wireless and PDA National Program Office for configuring and reissue to the new employee for that position.

eAccess Update

All transfers of Blackberry devices from one person to another must be supported by an update to the eAccess system. For contractors, the contracting officer representative (COR) must revoke access account; for postal employees, the PCES manager is responsible for revoking the account.

* * * * *

— Headquarters Computing Infrastructure Services,
Information Technology, 9-29-05

HANDBOOK AS-805 REVISION

Information Security

Effective September 29, 2005, Handbook AS-805, *Information Security*, is revised as follows to address:

- Gaining access to controlled areas.
- Updating the facility business continuance management planning section.
- Registering applications in eAccess.
- Implementing an acceptance of responsibility letter for documented vulnerabilities that will not be mitigated.
- Implementing patch management of information resources.
- Updating Appendix A.
- Updating Appendix B.

We will incorporate these revisions into the next online update of Handbook AS-805 available on the Postal Service™ PolicyNet Web site:

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

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

Handbook AS-805, Information Security

* * * * *

7 Physical and Environmental Security

* * * * *

7-2 Roles and Responsibilities

* * * * *

7-2.6 All Personnel

All personnel are responsible for the following:

* * * * *

[Reletter current items b through e as new items d through g. Add new items b and c to read as follows:]

- b. Always using their physical and technology electromechanical access control identification badge or device to gain entrance to a controlled area.
- c. Ensuring no one tailgates into a controlled area on their badge.

* * * * *

7-3 Facility Security

* * * * *

7-3.1 Physical Access Controls

* * * * *

7-3.1.3 Access to Controlled Areas

[Revise 7-3.1.3 to read as follows:]

Access to controlled areas is restricted to personnel whose duties require access to such facilities and who possess appropriate security clearances. Access to controlled areas must be authorized and tailgating is not allowed.

Access to controlled areas must be controlled by electromechanical means. Personnel authorized access to the controlled areas must always use their physical and technology electromechanical access control identification badge or device to gain entrance to the controlled area. It is their responsibility to ensure no one tailgates on their badge.

Personnel without an authorized physical and technology electromechanical access control identification badge or device must be escorted by authorized personnel while in the controlled area.

* * * * *

[Revise the title and text of 7-3.4 to read as follows:]

7-3.4 Facility Business Continuance Management Planning

Physical security requirements must be included in facility business continuance management (BCM) planning to ensure the appropriate protection of information resources following a catastrophic event (see Chapter 12).

* * * * *

8 System, Applications, and Product Development

* * * * *

8-2 Roles and Responsibilities

* * * * *

8-2.6 Portfolio Managers

Portfolio managers are responsible for the following:

* * * * *

[Reletter current items e through g as new items f through h. Add new item e to read as follows:]

- e. If a documented vulnerability will not be mitigated, preparing and signing an acceptance of responsibility letter as part of the ISA process.

* * * * *

Exhibit 8.2 System, Application, and Product Development Responsibilities

[Revise Exhibit 8.2 as follows:]

| Activity | Executive Sponsors | Portfolio Managers | Project Managers | ISSOs | ISSRs | Certifier ¹ | Accreditor ² |
|---|--------------------|--------------------|------------------|-------|-------|------------------------|-------------------------|
| Initiate ISA & conduct BIA. | X/F | C | P | P | P | | |
| Conduct risk assessment. | X/F | C | P | P | P | | |
| Identify security controls. | X/F | C | P | C | P | | |
| Develop security plan & develop/acquire security controls. | X/F | C | P | C | P | | |
| Develop SOPs, service level & trading partner agreements. | X/F | C | P | C | P | | |
| Develop security test plan. | X/F | C | P | C | P | | |
| Conduct security testing & document results. | X/F | C | X | C | P | | |
| Conduct independent reviews as required. | X/F | C | P | C | P | | |
| Develop ISA package. | X/F | C | P | P | X | | |
| Review ISA package & write evaluation report. | | | | X | | | |
| Certify application. | F | | | | | X | |
| Prepare risk mitigation plan and accept responsibility for documented vulnerabilities | F | X | | C | | | |
| Accredit application. | F | | | | | | X |
| Accept risk & approve for deployment. | X | X | C | C | | C | C |
| Develop and test ADRP & FR Plan | X/F | C | P | C | P | | |
| Follow security-related plans, periodically review, test and audit. | X/F | C | P | C | P | | |
| Reassess risks & upgrade controls, update security-related documents. | X/F | C | P | C | P | | |
| Re-initiate ISA. | X/F | C | P | X | P | | X |
| Retire application. | X/F | C | P | C | P | | |

¹ Manager, ISA Process.

² Manager, Corporate Information Security Office (CISO)

X = Responsible for accomplishment

F = Responsible for funding

P = Participant

C = Consulting support as required

Other organizations and managers responsible for system, application, and product development include: chief inspector; inspector general; chief privacy officer; contracting officers and general counsel; and business partners (see Appendix A, *Consolidated Roles and Responsibilities*, for details).

* * * * *

8-6 Application Information Security Assurance Phases

* * * * *

8-6.1 Phase 1 — Definition

* * * * *

[Add new 8-6.1.5 and 8-6.1.6 to read as follows:]

8-6.1.5 Document High-Level Architecture

A high-level architectural diagram (e.g., hardware, communications, security devices, and interconnected resources) is developed for all applications. The architectural diagram is submitted to the manager, SIS, for review and determination of the impact on the infrastructure and the need for additional security controls for the application (e.g., enclave).

8-6.1.6 Document Information Resources in the Enterprise Information Repository

All applications are documented in the Enterprise Information Repository (EIR).

8-6.2 Phase 2 — Design and Integration

* * * * *

[Delete 8-6.2.1, Document High-Level Architecture, and 8-6.2.2, Document Information Resources in the Enterprise Information Repository.]

* * * * *

[Delete 8-6.2.11, Conduct Vulnerability Scan.]

* * * * *

[Renumber current 8-6.2.3 through 8-6.2.16 as new 8-6.2.1 through 8-6.2.13. Add new 8-6.2.14 to read as follows:]

8-6.2.14 Register Application in eAccess

The application is registered in eAccess which is the Postal Service application for managing the authorization process for personnel needing to access the application and the associated information. Registration is also required for the use of managed accounts (i.e., machine accounts, etc.).

8-6.3 Phase 3 — Testing

* * * * *

[Renumber current 8-6.3.4 through 8-6.3.9 as new 8-6.3.5 through 8-6.3.10. Add new 8-6.3.4 to read as follows:]

8-6.3.4 Conduct Vulnerability Scan

A vulnerability scan is recommended for all information resources and applications, and is required for some information resources and applications (see Handbook AS-805-A, *Application Information Security Assurance [ISA] Process*).

* * * * *

10 Hardware and Software Security

* * * * *

10-2 Roles and Responsibilities

* * * * *

10-2.8 Database Administrators

Database administrators (DBAs) are responsible for:

* * * * *

[Revise item d to read as follows:]

- d. Tracking hardware and software vulnerabilities, and deploying database security patches.

* * * * *

10-4 Configuration and Change Management

* * * * *

[Renumber current 10-4.5 through 10-4.6 as new 10-4.6 through 10-4.7. Add new 10-4.5 to read as follows:]

10-4.5 Patch Management

An effective patch management process must be implemented to investigate, prioritize, test, track, and control the deployment and maintenance of software releases, and to resolve known security vulnerabilities. The patch management process must be addressed by all information resources installed in the Postal Computing Environment. Personnel involved in the patch management process must be trained to ensure a viable vulnerability mediation process.

Patch management involves acquiring, testing, and installing multiple patches (code changes) to software systems, including operating system software, supporting software and packages, firmware, and application software. Patch management tasks include: maintaining current knowledge of available patches; deciding what patches are appropriate for particular information resources; prioritizing the

patches to be installed; testing patches in a nonproduction environment first in order to check for unwanted or unforeseen side effects; developing a backout plan, which includes backing up the systems about to be patched to be sure that it is possible to return to a known-good working configuration should something go wrong with the patch; ensuring that patches are installed properly; testing information resources after installation; and documenting all associated procedures, such as specific configurations required.

Patch management is critical to ensure the integrity and reliability of information resources. Patch management should be capable of:

- a. Highly granular patch update and installation administration (i.e., treating patches and mainframes, servers, desktops, and laptops separately).
- b. Tracking machines, and updating and enforcing patches centrally.
- c. Verifying successful deployment on each machine.
- d. Deploying client settings, service packs, patches, hot fixes, and similar items network-wide in a timely manner in order to address immediate threats.
- e. Initiating from a central management console.
- f. Providing scheduling, desktop management, and standardization tools to reduce the costs associated with distribution and management.
- g. Providing ongoing deployment for both new and legacy systems in mixed hardware and OS environments.
- h. Automating the repetitive activity associated with rolling out patches.
- i. Analyzing the operating system and applications to identify possible security holes.
- j. Scanning the entire network (IP address by IP address) and providing information such as service pack level of the machine, missing security patches, key registry entries, weak passwords, users and groups, and more.
- k. Analyzing scan results using filters and reports to proactively secure information resources (e.g., installing service packs and hotfixes, etc.).

* * * * *

Appendix A Consolidated Roles and Responsibilities

* * * * *

11 Portfolio Managers

Portfolio managers are responsible for the following:

* * * * *

[Reletter current items e through i as new items f through j. Add new item e to read as follows:]

- e. If a documented vulnerability will not be mitigated, preparing and signing an acceptance of responsibility letter as part of the ISA process.

* * * * *

35 Database Administrators

Database administrators are responsible for the following:

* * * * *

[Revise item l to read as follows:]

- l. Tracking hardware and software vulnerabilities, and deploying database security patches.

* * * * *

36 All Personnel

* * * * *

[Reletter current items e through s as new items g through u. Add new items e and f to read as follows:]

- e. Always using their physical and technology electro-mechanical access control identification badge or device to gain entrance to a controlled area.
- f. Ensuring no one tailgates into a controlled area on their badge.

* * * * *

Appendix B Information Security and Related Documents

[Revise Appendix B to read as follows:]

- Administrative Support Manual (ASM)*
 - Subchapter 27, Security
 - Subchapter 28, Emergency Preparedness
 - Chapter 8, Information Resources
- Handbooks*
 - AS-805, *Information Security*
 - AS-805-A, *Application Information Security Assurance (ISA) Process*
 - AS-805-B, *Infrastructure Information Security Assurance (ISA) Process*
 - AS-805-C, *Information Security for General Users*
 - AS-805-D, *Information Security Network Connectivity Process*
 - AS-805-G, *Information Security for Mail Processing/Mail Handling Equipment*
 - AS-816, *Open VMS Security*
 - AS-353, *Guide to Privacy and the Freedom of Information Act*

- Other Related Documents*
 - Enterprise Information Security Architecture*
 - USPS PKI Certificate Policy (CP)*

USPS CA Certificate Practice Statement (CPS)
 Boilerplate for Contracts and Agreements
 Guidelines for New Development of Web-based Applications
 Guide to Coding Secure Software
 Information Security Code Review Standards
 COTS Software Security Evaluation Process
 Pub. 805-A, *Information Security Assurance (ISA) Process*
 Pub. 805-E, *What Every Employee Needs to Know About Information Security*

PS Form 1357, *Request for Computer Access*
 PS Form 1360, *Information Security Incident Report*
 MOP IT-03-11-2002, *Computer Use*

* * * * *

— *Corporate Information Security, Information Technology, 9-29-05*

HANDBOOK AS-805-A REVISION

Application Information Security Assurance (ISA) Process

Effective September 29, 2005, we are revising Handbook AS-805-A, *Application Information Security Assurance (ISA) Process*, to address the registering of applications in eAccess and the acceptance of responsibility letter for documented vulnerabilities that will not be mitigated.

We will incorporate these revisions into the next online version of Handbook AS-805-A accessible on the Postal Service™ PolicyNet Web site:

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

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

Handbook AS-805-A, Application Information Security Assurance (ISA) Process

* * * * *

2 Roles and Responsibilities

* * * * *

2-6 Portfolio Managers

Portfolio managers are responsible for the following:

* * * * *

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

- e. Preparing and signing an acceptance of responsibility letter, if a documented vulnerability will not be mitigated.
- f. Ensuring that the application is registered in eAccess.

- g. Accepting all risks, liabilities, and responsibilities and assuming personal accountability for any damage to the Postal Service (including direct financial losses and any costs resulting from remedial actions in operating the application) for authorizing an application to enter the production environment prior to completing the application ISA process.

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4 The ISA Process

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4-1 Phase 1 — Definition

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4-1.5 Next Steps

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[Swap sections 4-1.5.2 and 4-1.5.3 as follows: 4-1.5.2, *Applications Designated as Legacy* and 4-1.5.3, *All Other Applications*.]

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4-2 Phase 2 — Design and Integration

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4-2.4 Activities

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[Renumber current 4-2.4.9 through 4-2.4.10 as new 4-2.4.12 through 4-2.4.13. Add new 4-2.4.9 through 4-2.4.11 to read as follows:]

4-2.4.9 Incorporate Security Requirements in Service Level Agreements and Trading Partner Agreements

Service level agreements (SLAs) are developed for all applications. Trading partner agreements (TPAs) are developed for all externally managed and/or developed applications. Information security requirements are addressed in all SLAs and TPAs.

4-2.4.10 Develop Operational Security Training

Appropriate materials are developed for training users, system administrators, managers, and other personnel on the correct use of the application and its security controls.

4-2.4.11 Register Application in eAccess

The application is registered in eAccess, which is the Postal Service's application for managing the authorization process for personnel needing to access an application and the associated information. Registration is also required for the use of managed accounts (i.e., machine accounts, etc.).

4-3 Phase 3 — Testing

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[Delete section 4-3.4.5, Harden Platform.]

* * * * *

4-4 Phase 4 — Evaluation

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4-4.3 Roles and Responsibilities

[Change the Portfolio manager and Accreditor (manager, CISO) roles and responsibilities to read as follows:]

| | |
|----------------------------|--|
| Portfolio manager | Analyzes ISA and business documentation, makes the decision to escalate security concerns or prepares a risk mitigation plan addressing high and medium risks and recommending whether the risks should be accepted, transferred, or further mitigated. If a documented vulnerability will not be mitigated, prepares and signs an acceptance of responsibility letter and forwards it (the risk mitigation plan and ISA documentation package) to the accreditor. |
| Accreditor (manager, CISO) | Analyzes ISA and business documentation, makes the decision to escalate security concerns, or prepares and signs an accreditation letter. Forwards the accreditation letter and ISA documentation package to the executive sponsor and portfolio manager. |

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4-4.4 Activities

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[Revise title and text of 4-4.4.5 to read as follows:]

4-4.4.5 Escalate Security Concerns or Prepare Risk Mitigation Plan and Acceptance of Responsibility Letter (if Required)

The portfolio manager reviews the certification letter, the supporting ISA, and the business documentation, and escalates security concerns or prepares a risk mitigation plan for any residual risks rated as medium or high. The portfolio manager then recommends whether the risks should be accepted, transferred, or further mitigated. If a documented vulnerability will not be mitigated, the portfolio manager prepares and signs an acceptance of responsibility letter and then forwards it, the risk mitigation plan, and ISA documentation package to the accreditor.

* * * * *

Exhibit 4a ISA Templates

[Add a row to Exhibit 4a after the Risk Mitigation Plan row to read as follows:]

| Template Name | Applicability | Purpose |
|--|--|---|
| Acceptance of Responsibility for Documented Vulnerability Letter | For a documented vulnerability that will not be mitigated. | For the portfolio manager to accept responsibility for a documented vulnerability that will not be mitigated. |

Exhibit 2
Relationship of ISA Roles
[Revise Exhibit 2 as follows:]

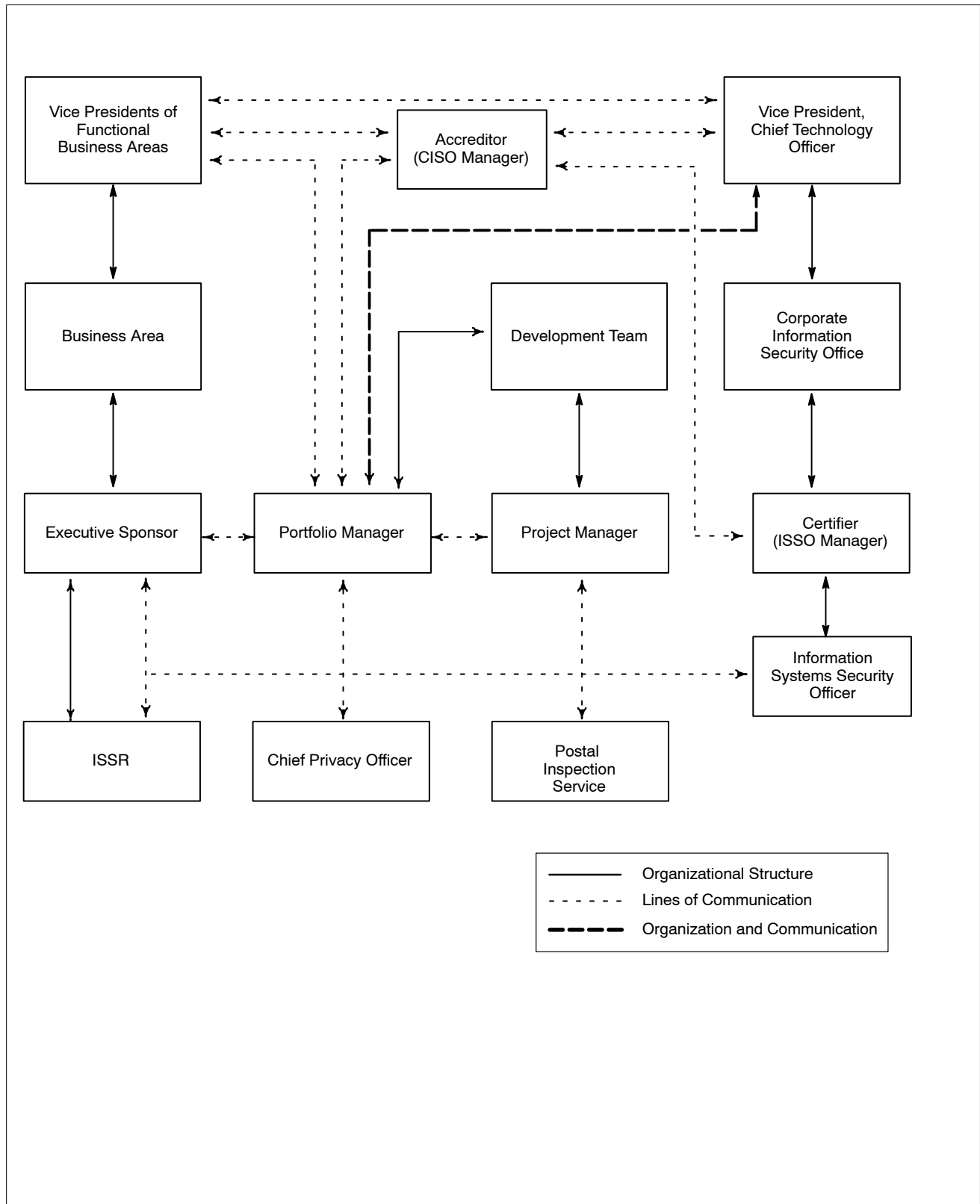
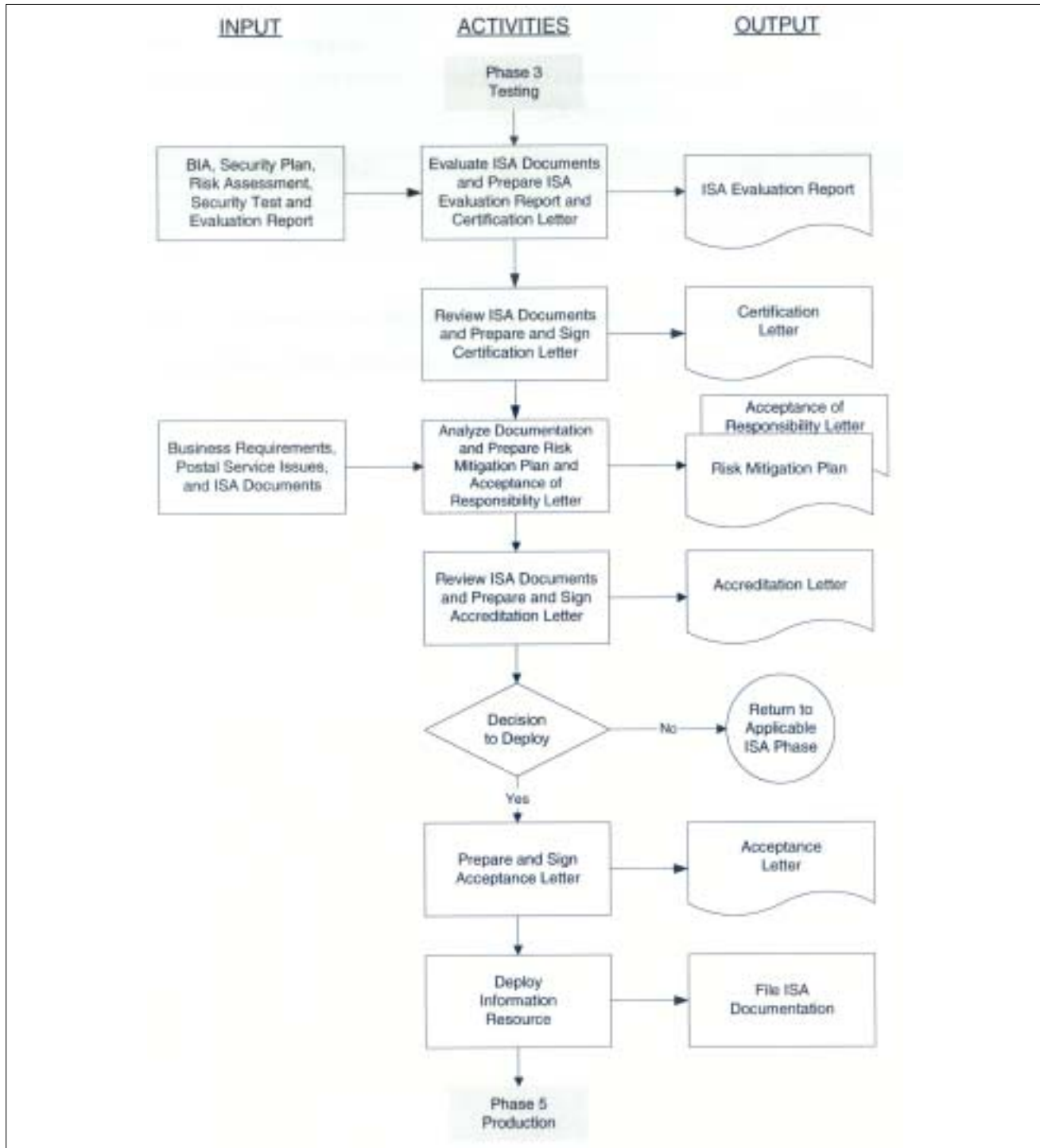


Exhibit 4-4

Phase 4, Evaluation

[Revise Exhibit 4-4 as follows:]



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Exhibit 4b Information Security Assurance Requirements for Applications

[Add a row to Exhibit 4b after the Risk Mitigation Plan row to read as follows:]

| ISA Phase | ISA Deliverable | New Applications | | | | Legacy* | | Small Applications | | Field Application | |
|-----------|--|---|-------------|---|---------------|---|-------------|---|---------------|-------------------|-------------|
| | | Nonsensitive & Noncritical Deliverables | Responsible | Business Controlled Deliverables | Responsible | Sensitive & Critical Deliverables | Responsible | Deliverables | Responsible | Deliverables | Responsible |
| 4 | Acceptance of Responsibility for a Documented Vulnerability Letter | | | YES for documented vulnerability that will not be mitigated | Portfolio Mgr | YES for documented vulnerability that will not be mitigated | | YES for documented vulnerability that will not be mitigated | Portfolio Mgr | | |

* * * * *

— Corporate Information Security, Information Technology, 9-29-05

International Mail

IMM REVISION

New Canada and Postal Service Operations Changes

Effective October 1, 2005, *International Mail Manual* (IMM) exhibits 294.43a and 294.43b are revised to reflect changes in the labeling and routing information for publishers' periodicals to Canada. The changes are the result of operational modifications made by Canada Post and the Postal Service™.

Exhibit 294.43a is revised to reflect changes to the labeling and routing information for standard entry mail. Exhibit 294.43b is revised to reflect changes to the labeling and routing information for drop shipments at the New Jersey International and Bulk Mail Center (NJIBMC).

We will incorporate these revisions into the printed version of IMM 32 and into the online version of the IMM, accessible via Postal Explorer® at <http://pe.usps.gov>.

International Mail Manual (IMM)

| | | | | | |
|---------------|--|---|---|---|---|
| | * | * | * | * | * |
| 2 | Conditions for Mailing | | | | |
| | * | * | * | * | * |
| 290 | Commercial Services | | | | |
| | * | * | * | * | * |
| 294 | Publishers' Periodicals | | | | |
| | * | * | * | * | * |
| 294.4 | Makeup Requirements for Publishers' Periodicals | | | | |
| | * | * | * | * | * |
| 294.43 | Canadian Sacks | | | | |
| | * | * | * | * | * |

[Revise Exhibit 294.43a to read as follows:]

Exhibit 294.43a, Publishers' Periodicals — Canada Labeling and Routing Information (Standard Entry)

| Postal Code | City and/or Province | Origin Area by ZIP Code | Orange/Terra Cotta Label (including Routing Code) | |
|---------------------------------|----------------------------------|--|---|-------|
| Other "A" | Newfoundland | All | S ^V ILLE FWD A0Z 9Z0 | 099 |
| B | Nova Scotia | All | HALIFAX FWD B0J 9Z0 | 099 |
| C & E | New Brunswick & Prince Edward Is | All | MONCTON FWD E0A 9Z0 | 099 |
| G codes, A0R, A0P & A2V | Quebec | All | QUEBEC FWD G0A 9Z0 | 099 |
| Other "H," J4 and uncoded | Montreal | All | MONTREAL QC H3C 1S0 | 099 |
| Other "J," X0A & Quebec uncoded | Montreal & Quebec | All | MONTREAL FWD H0B 9Z0 | 099 |
| H0M, J0X, J8L–J9J and K codes | Ontario | 004–249, 254, 260–268, 270–297, 376, 439–447 | OTTAWA ON FWD K0A 9Z0 | 099 |
| | | Other Origins | OTTAWA ON FWD K0A 9Z0 | 60688 |
| L0A–P, L1, L3–L7K, L9L–Z | Ontario | 004–249, 254, 260–268, 270–279, 376, 439–447 | TORONTO WEST L4W 1M0 | 099 |
| | | Other Origins | TORONTO WEST L4W 1M0 | 60688 |
| L0R–S, L2, L7L–L9K | Ontario | All | HAMILTON CITY L8E 2R0 | 099 |
| M | Ontario | 004–249, 254, 260–268, 270–279, 376, 439–447 | TORONTO WEST L4W 1M0 | 099 |
| | | Other Origins | TORONTO WEST L4W 1M0 | 60688 |
| N | Ontario | 004–249, 254, 260–268, 270–279, 376, 439–447 | KITCHENER FWD N0Y 9Z0 | 099 |
| | | Other Origins | KITCHENER FWD N0Y 9Z0 | 60688 |
| P0A–S, P1–P6 & uncoded Ontario | Ontario | 004–249, 254, 260–268, 270–279, 376, 439–447, 498–499, 540–564 | TOR WEST FWD L0J 9Z0 | 099 |
| | | Other Origins | TOR WEST FWD L0J 9Z0 | 60688 |
| P0T–P0X, P7–P9 | Ontario | 004–249, 254, 260–268, 270–279, 376, 439–447, 498–499, 540–564 | T BAY ON FWD P0T 9Z0 | 099 |
| | | Other Origins | T BAY ON FWD P0T 9Z0 | 60688 |
| P0Y, R codes, S0P and X0C | Manitoba | All | WINNIPEG FWD R0C 9Z0 | 60688 |

| | | | | |
|---|------------------|-----|-----------------------|-------|
| S7H–S7V, S7W | Saskatchewan | All | SASKATOON SK S7K 2K0 | 98000 |
| Other “S” | Saskatchewan | All | REGINA SK FWD S0G 9Z0 | 98000 |
| T1X–T3Z | Alberta | All | CALGARY AB T2E 0A0 | 98000 |
| Other “T,” X1A, X0B, X0E, X0G & uncoded NWT | Alberta | All | EDMONTON FWD T0N 9Z0 | 98000 |
| V0P–S, V8K–V9Y | British Columbia | All | VICTORIA FWD V0S 9Z0 | 98000 |
| Other “V” & Y codes | British Columbia | All | VANCOUVER FWD V0T 9Z0 | 98000 |

Routing Code Identification:

099 Foreign Mail Center NJ 099 (NJI&BMC)
 60688 JTW ISC Chicago IL
 98000 BMC Seattle WA

[Revise Exhibit 294.43b to read as follows:]

Exhibit 294.43b, Publishers’ Periodicals — Canada Labeling and Routing Information (Drop Shipment at NJI&BMC)

| Postal Code | City and/or Province | Orange/Terra Cotta Label (including Routing Code) | |
|---|----------------------------------|---|-------|
| Other “A” | Newfoundland | S’VILLE FWD A0Z 9Z0 | 099 |
| B | Nova Scotia | HALIFAX FWD B0J 9Z0 | 099 |
| C & E | New Brunswick & Prince Edward Is | MONCTON FWD E0A 9Z0 | 099 |
| G codes, A0R, A0P & A2V | Quebec | QUEBEC FWD G0A 9Z0 | 099 |
| Other “H,” J4 and uncoded | Montreal | MONTREAL QC H3C 1S0 | 099 |
| Other “J,” X0A & Quebec uncoded | Montreal & Quebec | MONTREAL FWD H0B 9Z0 | 099 |
| H0M, J0X, J8L–J9J and K codes | Ontario | OTTAWA ON FWD K0A 9Z0 | 099 |
| L0A–P, L1, L3–L7K, L9L–Z | Ontario | TORONTO WEST L4W 1M0 | 099 |
| L0R–S, L2, L7L–L9K | Ontario | HAMILTON CITY L8E 2R0 | 099 |
| M | Ontario | TORONTO WEST L4W 1M0 | 099 |
| N | Ontario | KITCHENER FWD N0Y 9Z0 | 099 |
| P0A–S, P1–P6 & uncoded Ontario | Ontario | TOR WEST FWD L0J 9Z0 | 099 |
| P0T–P0X, P7–P9 | Ontario | T BAY ON FWD P0T 9Z0 | 099 |
| P0Y, R codes, S0P and X0C | Manitoba | WINNIPEG FWD R0C 9Z0 | 099 |
| S7H–S7V, S7W | Saskatchewan | SASKATOON SK S7K 2K0 | 98000 |
| Other “S” | Saskatchewan | REGINA SK FWD S0G 9Z0 | 98000 |
| T1X–T3Z | Alberta | CALGARY AB T2E 0A0 | 98000 |
| Other “T,” X1A, X0B, X0E, X0G & uncoded NWT | Alberta | EDMONTON FWD T0N 9Z0 | 98000 |
| V0P–S, V8K–V9Y | British Columbia | VICTORIA FWD V0S 9Z0 | 98000 |
| Other “V” & Y codes | British Columbia | VANCOUVER FWD V0T 9Z0 | 98000 |

Routing Code Identification:

099 Foreign Mail Center NJ 099 (NJI&BMC)
 98000 BMC Seattle WA

* * * * *

HANDBOOK T-5 REVISION

International Labeling List Changes

Effective September 29, 2005, Handbook T-5, *International Mail Operations*, is revised to reflect changes in the routing of International Surface Mail.

This change is required so that, in Appendix 1, labeling lists I303 and I401 reflect recognized UPU country names: Burma is now listed as Myanmar (Burma), and Tahiti is listed as French Polynesia (Tahiti).

We will incorporate these revisions into the online version of Handbook T-5 accessible on the Postal Service™ PolicyNet Web site:

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

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

Handbook T-5, International Mail Operations

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Appendix 1, International Mail Labeling Lists

* * * * *

**International Mail Labeling List I303:
BMC/Concentration Centers to All Countries**

(Except Canada) — International Surface Mail — Printed Matter, Parcels, M-Bags

* * * * *

[Remove the entries for Burma and Tahiti and add entries (in alphabetical order) to read as follows:]

| Country | From Service Area | Label To: |
|---------------------------|-------------------|----------------------|
| * * * * * | * * * * * | * * * * * |
| French Polynesia (Tahiti) | All | ISF OAKLAND CA 94622 |
| * * * * * | * * * * * | * * * * * |
| Myanmar (Burma) | All | ISF OAKLAND CA 94622 |

* * * * *

International Mail Labeling List I401: Mailer

* * * * *

[Remove the entries for Burma and Tahiti and add entries (in alphabetical order) to read as follows:]

| Country | From Origin Zip Codes | Label To: |
|---------------------------|-----------------------|----------------------|
| * * * * * | * * * * * | * * * * * |
| French Polynesia (Tahiti) | All | ISF OAKLAND CA 94622 |
| * * * * * | * * * * * | * * * * * |
| Myanmar (Burma) | All | ISF OAKLAND CA 94622 |

* * * * *

— *International Network Operations, Network Operations Management, 9-29-05*

HANDBOOK T-5 REVISION

New Canada and Postal Service Operations Changes

Effective September 29, 2005, in Handbook T-5, *International Mail Operations*, the Canada country page and Appendix 1 labeling lists I102, I304, I305, I402, and I403 are revised to reflect changes in the labeling and routing information for mail exported to Canada.

The changes are required because of the elimination of export Canada processing at the bulk mail centers in Detroit and Buffalo. In addition to the Buffalo processing and distribution center, Canada Post has requested label list name changes for publishers' periodicals.

We will incorporate these revisions into the online version of Handbook T-5 accessible on the Postal Service™ PolicyNet Web site:

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

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

Handbook T-5, International Mail Operations

* * * * *

Chapter 7 Individual Country Listings

* * * * *

Canada, CA

* * * * *

I. Economy Mail — Surface, AO Publishers' Periodicals (2C)

* * * * *

[Revise the distribution list to read as follows:]

| Postal Code | City and/or Province | Origin Area by ZIP Code | Gateway | Label | |
|---|----------------------------------|--|---------|-----------------------|-------|
| Other "A" | Newfoundland | All | 07Z | S'VILLE FWD A0Z 9Z0 | 099 |
| B | Nova Scotia | All | 07Z | HALIFAX FWD B0J 9Z0 | 099 |
| C & E | New Brunswick & Prince Edward Is | All | 07Z | MONCTON FWD E0A 9Z0 | 099 |
| G codes, A0R, A0P & A2V | Quebec | All | 07Z | QUEBEC FWD G0A 9Z0 | 099 |
| Other "H," J4 and uncoded | Montreal | All | 07Z | MONTREAL QC H3C 1S0 | 099 |
| Other "J," X0A & Quebec uncoded | Montreal & Quebec | All | 07Z | MONTREAL FWD H0B 9Z0 | 099 |
| H0M, J0X, J8L-J9J and K codes | Ontario | 004-249, 254, 260-268, 270-297, 376, 439-447 | 07Z | OTTAWA ON FWD K0A 9Z0 | 099 |
| | | Other Origins | 60688 | OTTAWA ON FWD K0A 9Z0 | 60688 |
| L0A-P, L1, L3-L7K, L9L-Z | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447 | 07Z | TORONTO WEST L4W 1M0 | 099 |
| | | Other Origins | 60688 | TORONTO WEST L4W 1M0 | 60688 |
| L0R-S, L2, L7L-L9K | Ontario | All | 07Z | HAMILTON CITY L8E 2R0 | 099 |
| M | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447 | 07Z | TORONTO WEST L4W 1M0 | 099 |
| | | Other Origins | 60688 | TORONTO WEST L4W 1M0 | 60688 |
| N | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447 | 07Z | KITCHENER FWD N0Y 9Z0 | 099 |
| | | Other Origins | 60688 | KITCHENER FWD N0Y 9Z0 | 60688 |
| P0A-S, P1-P6 & uncoded Ontario | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447, 498-499, 540-564 | 07Z | TOR WEST FWD L0J 9Z0 | 099 |
| | | Other Origins | 60688 | TOR WEST FWD L0J 9Z0 | 60688 |
| P0T-P0X, P7-P9 | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447, 498-499, 540-564 | 07Z | T BAY ON FWD P0T 9Z0 | 099 |
| | | Other Origins | 60688 | T BAY ON FWD P0T 9Z0 | 60688 |
| P0Y, R codes, S0P and X0C | Manitoba | All | 60688 | WINNIPEG FWD R0C 9Z0 | 60688 |
| S7H-S7V, S7W | Saskatchewan | All | 98Z | SASKATOON SK S7K 2K0 | 98000 |
| Other "S" | Saskatchewan | All | 98Z | REGINA SK FWD S0G 9Z0 | 98000 |
| T1X-T3Z | Alberta | All | 98Z | CALGARY AB T2E 0A0 | 98000 |
| Other "T," X1A, X0B, X0E, X0G & uncoded NWT | Alberta | All | 98Z | EDMONTON FWD T0N 9Z0 | 98000 |
| V0P-S, V8K-V9Y | British Columbia | All | 98Z | VICTORIA FWD V0S 9Z0 | 98000 |
| Other "V" & Y codes | British Columbia | All | 98Z | VANCOUVER FWD V0T 9Z0 | 98000 |

Routing Code Identification:

099 Foreign Mail Center NJ 099 (NJI and BMC)
 60688 JTW ISC Chicago IL
 98000 BMC Seattle WA

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**Economy — Surface Letter-Post (AO) (Except 2C Publishers Periodicals), Economy — Surface Parcels (CP),
Standard A & B Domestic Equivalents**

* * * * *

[Revise the distribution list to read as follows:]

| From BMC/ASF Service Area | To Canadian Postal Code | Province or Area | Gateway | Label | |
|---|--|--|---------|-------------------------|-----|
| Buffalo NJ & BMC Philadelphia Pittsburgh Springfield Washington | All | All | 07Z | MONTREAL QC FWD | 099 |
| Albuquerque Atlanta Dallas Denver Greensboro Jacksonville Kansas City Los Angeles Memphis Oklahoma Phoenix Salt Lake City San Francisco | A B C E G, H, I K XO | Newfoundland Nova Scotia Prince Edward New Brunswick Quebec Ottawa NWT & Nunavut | 07Z | MONTREAL QC FWD | 099 |
| Atlanta Greensboro Jacksonville | L, M, N, P and Uncoded | Ontario | 07Z | TORONTO EO ON FWD | 099 |
| Chicago Cincinnati Des Moines Detroit Fargo Minn/St Paul Sioux Falls St Louis | All | All | 60680 | TORONTO EO ON FWD 60688 | |
| Albuquerque Dallas Denver Kansas City Los Angeles Memphis Oklahoma Phoenix Salt Lake City San Francisco | L, M, N, P and Uncoded | Ontario | 60680 | TORONTO EO ON FWD 60688 | |
| Albuquerque Atlanta Dallas Denver Greensboro Jacksonville Kansas City Los Angeles Memphis Oklahoma Phoenix Salt Lake City San Francisco | R S T X1 V Y | Manitoba Saskatchewan Alberta NWT British Columbia Yukon | 98Z | VANCOUVER BC FWD 98000 | |
| Seattle Billings | All | All | 98Z | VANCOUVER BC FWD 98000 | |

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Appendix 1 International Mail Labeling Lists

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International Mail Labeling List I102: Originating Office to International Facility, International Express Mail and Airmail

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[Revise Labeling List I102 to read as follows:]

| International Mail Classes Listed Above | From Origin ZIP Codes | Label To | NASS Code |
|--|---|----------------------------|------------------|
| Do not commingle classes | | | |
| All EXCEPT Airmail Parcels | 005-297, 400-427, 470, 471, 476, 477 | ISC NEW YORK NY 003 | JFK |
| Airmail Parcels Only | 005-297, 400-427, 470, 471, 476, 477, 700-722, 724-738, 740-799, 885 | FOREIGN CENTER NJ 099 | EWR |
| All | 298-339, 341, 342, 344, 346, 347, 349-399, 723 | ISC MIAMI FL 33112 | 33ISC |
| All | 430-469, 472-475, 478-589, 600-699, 739, 800-820, 822-831, 840-847, 870-884, 893, 898 | ISC JTW IL 60688 | 60ISC |
| All EXCEPT Airmail Parcels | 700-722, 724-738, 740-799, 885 | ISC JTW IL 60688 | 60ISC |
| All | 590-599, 821, 832-838, 970-999 | AMC SEATTLE WA 980 | SEA |
| All | 850-865, 889-891, 900-935 | ISC LOS ANGELES CA 900 | 90ISC |
| All | 894-897, 936-961 | ISC SAN FRANCISCO CA 94013 | 94ISC |
| All | 967-969 | P&DC HONOLULU HI 967 | HNL |

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International Mail Labeling List I304: BMC/Concentration Centers to Canada — International Surface Mail — Canada — Parcels, Printed Matter, M-Bags

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[Revise Labeling List I304 to read as follows:]

| Postal Code | Province or Area | From ZIP Codes | Label |
|-----------------------|-------------------------|--|------------------------|
| A | Newfoundland | All | MONTREAL STLAU QC 099 |
| B | Nova Scotia | | |
| C | Prince Edward | | |
| E | New Brunswick | | |
| G, H, J, | Quebec | | |
| K | Ottawa | | |
| X0 | Northwest Territories | | |
| L, M, N, P, & uncoded | Ontario | 004-249, 254, 260-268, 376, 270-297, 439-447 | TORONTO EO ON 099 |
| | | All Other Origins | TORONTO EO ON 60688 |
| R | Manitoba | All | VANCOUVER BC FWD 98000 |
| S | Saskatchewan | | |
| T | Alberta | | |
| V | British Columbia | | |
| X1 | Northwest Territories | | |
| Y | Yukon | | |

International Mail Labeling List I305: Concentration Center — International Surface Mail — Residual Publishers' Periodicals

* * * * *

[Revise Labeling List I305 to read as follows:]

| To | From Origin ZIP Code | Label |
|---------------------------|---------------------------|-----------------------|
| Canada | 005-249, 270-379, 439-447 | FOREIGN CENTER NJ 099 |
| Canada | 250-269, 380-438, 448-884 | ISC JTW IL 60688 |
| Canada | 885-999 | AMC SEATTLE WA 980 |
| Mexico | All | BMC DALLAS TX 75199 |
| Brunei Darussalam | All | ISF OAKLAND CA 94622 |
| Cambodia | All | ISF OAKLAND CA 94622 |
| China | All | ISF OAKLAND CA 94622 |
| Cook Island | All | ISF OAKLAND CA 94622 |
| East Timor | All | ISF OAKLAND CA 94622 |
| Fiji | All | ISF OAKLAND CA 94622 |
| French Polynesia (Tahiti) | All | ISF OAKLAND CA 94622 |
| Indonesia | All | ISF OAKLAND CA 94622 |
| Kiribati | All | ISF OAKLAND CA 94622 |
| Laos | All | ISF OAKLAND CA 94622 |
| Macao | All | ISF OAKLAND CA 94622 |
| Malaysia | All | ISF OAKLAND CA 94622 |
| Mongolia | All | ISF OAKLAND CA 94622 |
| Myanmar (Burma) | All | ISF OAKLAND CA 94622 |
| Nauru | All | ISF OAKLAND CA 94622 |
| New Caledonia | All | ISF OAKLAND CA 94622 |
| North Korea | All | ISF OAKLAND CA 94622 |
| Papua New Guinea | All | ISF OAKLAND CA 94622 |
| Pitcairn Islands | All | ISF OAKLAND CA 94622 |
| Solomon Islands | All | ISF OAKLAND CA 94622 |
| Thailand | All | ISF OAKLAND CA 94622 |
| Tibet | All | ISF OAKLAND CA 94622 |
| Tonga | All | ISF OAKLAND CA 94622 |
| Tuvalu | All | ISF OAKLAND CA 94622 |
| Vanuata | All | ISF OAKLAND CA 94622 |
| Vietnam | All | ISF OAKLAND CA 94622 |
| Wallis and Futuna Islands | All | ISF OAKLAND CA 94622 |
| Western Samoa | All | ISF OAKLAND CA 94622 |
| All other countries | All | FOREIGN CENTER NJ 099 |

* * * * *

International Mail Labeling List I402: Mailer

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[Revise Labeling List I402 to read as follows:]

| Postal Code | City and/or Province | Origin Area by ZIP Code | Label | Label Routing ZIP |
|---------------------------------|----------------------------------|--|-----------------------|-------------------|
| Other "A" | Newfoundland | All | S'VILLE FWD A0Z 9Z0 | 099 |
| B | Nova Scotia | All | HALIFAX FWD B0J 9Z0 | 099 |
| C & E | New Brunswick & Prince Edward Is | All | MONCTON FWD E0A 9Z0 | 099 |
| G codes, A0R, A0P & A2V | Quebec | All | QUEBEC FWD G0A 9Z0 | 099 |
| Other "H," J4 and uncoded | Montreal | All | MONTREAL QC H3C 1S0 | 099 |
| Other "J," X0A & Quebec uncoded | Montreal & Quebec | All | MONTREAL FWD H0B 9Z0 | 099 |
| H0M, J0X, J8L-J9J and K codes | Ontario | 004-249, 254, 260-268, 270-297, 376, 439-447 | OTTAWA ON FWD K0A 9Z0 | 099 |
| | | Other Origins | OTTAWA ON FWD K0A 9Z0 | 60688 |
| L0A-P, L1, L3-L7K, L9L-Z | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447 | TORONTO WEST L4W 1M0 | 099 |
| | | Other Origins | TORONTO WEST L4W 1M0 | 60688 |

| Postal Code | City and/or Province | Origin Area by ZIP Code | Label | Label Routing ZIP |
|---|----------------------|--|-----------------------|-------------------|
| L0R-S, L2, L7L-L9K | Ontario | All | HAMILTON CITY L8E 2R0 | 099 |
| M | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447 | TORONTO WEST L4W 1M0 | 099 |
| | | Other Origins | TORONTO WEST L4W 1M0 | 60688 |
| N | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447 | KITCHENER FWD N0Y 9Z0 | 099 |
| | | Other Origins | KITCHENER FWD N0Y 9Z0 | 60688 |
| P0A-S, P1-P6 & uncoded Ontario | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447, 498-499, 540-564 | TOR WEST FWD L0J 9Z0 | 099 |
| | | Other Origins | TOR WEST FWD L0J 9Z0 | 60688 |
| P0T-P0X, P7-P9 | Ontario | 004-249, 254, 260-268, 270-279, 376, 439-447, 498-499, 540-564 | T BAY ON FWD P0T 9Z0 | 099 |
| | | Other Origins | T BAY ON FWD P0T 9Z0 | 60688 |
| P0Y, R codes, S0P and X0C | Manitoba | All | WINNIPEG FWD R0C 9Z0 | 60688 |
| S7H-S7V, S7W | Saskatchewan | All | SASKATOON SK S7K 2K0 | 98000 |
| Other "S" | Saskatchewan | All | REGINA SK FWD S0G 9Z0 | 98000 |
| T1X-T3Z | Alberta | All | CALGARY AB T2E 0A0 | 98000 |
| Other "T," X1A, X0B, X0E, X0G & uncoded NWT | Alberta | All | EDMONTON FWD T0N 9Z0 | 98000 |
| V0P-S, V8K-V9Y | British Columbia | All | VICTORIA FWD V0S 9Z0 | 98000 |
| Other "V" & Y codes | British Columbia | All | VANCOUVER FWD V0T 9Z0 | 98000 |

* * * * *

International Mail Labeling List I403: Mailer Drop Ship To NJI&BMC

* * * * *

[Revise Labeling List I403 to read as follows:]

| Postal Code | City and/or Province | Label | Label Routing ZIP |
|---|----------------------------------|-----------------------|-------------------|
| Other "A" | Newfoundland | S'VILLE FWD A0Z 9Z0 | 099 |
| B | Nova Scotia | HALIFAX FWD B0J 9Z0 | 099 |
| C & E | New Brunswick & Prince Edward Is | MONCTON FWD E0A 9Z0 | 099 |
| G codes, A0R, A0P & A2V | Quebec | QUEBEC FWD G0A 9Z0 | 099 |
| Other "H," J4 and uncoded | Montreal | MONTREAL QC H3C 1S0 | 099 |
| Other "J," X0A & Quebec uncoded | Montreal & Quebec | MONTREAL FWD H0B 9Z0 | 099 |
| H0M, J0X, J8L-J9J and K codes | Ontario | OTTAWA ON FWD K0A 9Z0 | 099 |
| L0A-P, L1, L3-L7K, L9L-Z | Ontario | TORONTO WEST L4W 1M0 | 099 |
| L0R-S, L2, L7L-L9K | Ontario | HAMILTON CITY L8E 2R0 | 099 |
| M | Ontario | TORONTO WEST L4W 1M0 | 099 |
| N | Ontario | KITCHENER FWD N0Y 9Z0 | 099 |
| P0A-S, P1-P6 & uncoded Ontario | Ontario | TOR WEST FWD L0J 9Z0 | 099 |
| P0T-P0X, P7-P9 | Ontario | T BAY ON FWD P0T 9Z0 | 099 |
| P0Y, R codes, S0P and X0C | Manitoba | WINNIPEG FWD R0C 9Z0 | 099 |
| S7H-S7V, S7W | Saskatchewan | SASKATOON SK S7K 2K0 | 98000 |
| Other "S" | Saskatchewan | REGINA SK FWD S0G 9Z0 | 98000 |
| T1X-T3Z | Alberta | CALGARY AB T2E 0A0 | 98000 |
| Other "T," X1A, X0B, X0E, X0G & uncoded NWT | Alberta | EDMONTON FWD T0N 9Z0 | 98000 |
| V0P-S, V8K-V9Y | British Columbia | VICTORIA FWD V0S 9Z0 | 98000 |
| Other "V" & Y codes | British Columbia | VANCOUVER FWD V0T 9Z0 | 98000 |

* * * * *

REMINDER

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

As noted in the two articles about PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*, in *Postal Bulletin* 22162 (9-1-05 pages 90–94), we redesigned PS Form 2976-A to meet the new requirements for mail security, and the newest edition is dated June 2005. In the first of the two articles, we stated that mailers may use the January 2004 edition of PS Form 2976-A until January 1, 2006. However, we want to clarify that mailers may also use the June 2005 edition until January 1, 2006. Each office should examine its inventory of PS Form 2976-A to ensure that it is distributing editions dated January 2004 or June 2005. With the fall mailing season and the holiday season upon us, each office must ensure that it has enough stock to meet customer needs.

We plan to release a new edition of PS Form 2976-A on January 1, 2006. If our planned release of the new edition occurs as scheduled, please do the following on January 1, 2006:

- Discard/recycle all 2004 and 2005 editions of the form.
- Begin using the 2006 edition.

If our planned release of the new edition is *delayed*, please do the following on January 1, 2006:

- Discard/recycle the 2004 edition of the form.
- Continue using the 2005 edition until the 2006 edition is released.

We will publish a *Postal Bulletin* article when the new edition is released.

As noted in the second of the two articles, you can order PS Form 2976-A from the MDC and use touch tone order entry (TTOE): Call 800-332-0317, option 2.

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

Use the following information to order PS Form 2976-A:

| | |
|--------------------------------|------------------|
| PSIN: | PS2976A |
| PSN: | 7530-01-000-9834 |
| Unit of Measure: | SE |
| Minimum Order Quantity: | 125 |
| Quick Pick Number: | 154 |
| Bulk Pack Quantity: | 1,500 |
| Price: | \$0.0614 |

— *Mailing Standards,
Pricing and Classification, 9-29-05*

GLOBAL EXPRESS GUARANTEED SERVICE

Entire GXG Transaction Available on POS ONE

Global Express Guaranteed® (GXG®) service, the Postal Service's premium international service offered in an alliance with FedEx, has grown by more than 50 percent since the two organizations formed the alliance in July 2004.

Starting October 1, 2005, the Postal Service™ will increase the convenience of GXG — for both the customer and the retail sales and service associate (SSA) — by making the entire GXG transaction available on POS ONE. Transaction time will be significantly reduced, because POS ONE will guide the SSA through each step of the GXG transaction in just a couple of minutes. It will calculate and provide the guaranteed delivery date as well as the restrictions and prohibitions for specific customer contents to each country. A significant new benefit of completing GXG transactions on POS ONE is that POS ONE will show the SSA when the customer must complete PS Form 6182, *Commercial Invoice*. With the entire GXG transaction available on POS ONE, the SSA won't have to refer to

Publication 141, *Global Express Guaranteed Service Guide*, except when working in the offline mode.

See also the GXG Acceptance Matrix (on page 111 of this *Postal Bulletin*), which shows employees how to process GXG shipments.

If a customer prepares the GXG address label and pays postage on the Click-N-Ship® Web site, then the customer can take the GXG mailing to any Post Office™. Also, when customers pay for postage online, they receive an automatic 5 percent discount, and additional GXG volume discounts (for shipping 5, 12, or 20 GXG items per week) are available online too.

GXG shipping supplies are free to customers. Customers may obtain supplies as follows:

- In person, go to a participating Post Office facility.
- On the Internet, go to www.usps.com/internationalsupplies.

- By telephone, call the Postal Service Expedited Package Supply Center (EPSC) at 800-610-8734.
- By fax, contact the EPSC at 800-270-6233.

All Post Offices can order GXG shipping supplies, including PS Tag 141 (the Express Mail® sack tag for GXG), from the EPSC by Internet, telephone, or fax as noted above.

GXG retail locations may order copies of PS Form 6182 from the Material Distribution Center (MDC) and use touch tone order entry (TTOE): Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call

800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 6182:

PSIN: PS6182
PSN: 7530-07-000-3483
Unit of Measure: EA
Minimum Order Quantity: 1
Quick Pick Number: NA
Bulk Pack Quantity: 1,000
Price: \$0.0397

GXG Acceptance Matrix (Effective July 1, 2004)

| When a customer submits a GXG item... | Through ... | These are the procedures for a... | |
|---------------------------------------|--|--|--|
| | | GXG Acceptance Office | Non-GXG Acceptance Office (item received in error) |
| With Postage... | <i>Retail Service Counter...</i> | Scan, weigh, and rate the package. | Send to AMF in Express Mail Sack with PS Tag 141. |
| | <i>Carrier Pick-up...</i> | Take to Retail Service Counter to be scanned, weighed, and rated. | Send to AMF in Express Mail Sack with PS Tag 141. |
| | <i>Collection Box...</i> | Take to Retail Service Counter to be scanned, weighed, and rated. | Send to AMF in Express Mail Sack with PS Tag 141. |
| | <i>Collection Box but With DHL Label...</i> | Take to Retail Service Counter to be repackaged, scanned, weighed, and rated. | Send to AMF in Express Mail Sack with PS Tag 141. |
| | <i>FedEx Drop Box at Retail Unit...</i> | Accept the item from the FedEx carrier and take to the Retail Service Counter to be scanned, weighed, and rated. | Send to AMF in Express Mail Sack with PS Tag 141. |
| | <i>FedEx Drop Box at Retail Unit but With DHL Label...</i> | Accept the item from the FedEx carrier and take to the Retail Service Counter to be repackaged, scanned, weighed, and rated. | Send to AMF in Express Mail Sack with PS Tag 141. |
| Without Postage... | <i>Retail Service Counter...</i> | Scan, weigh, and rate the package and collect postage. | Refer Customer to GXG Acceptance Site and/or Offer USPS Global Express Mail. |
| | <i>Carrier Pick-up...</i> | Return to Sender. | Return to Sender. |
| | <i>Collection Box...</i> | Return to Sender. | Return to Sender. |
| | <i>Collection Box but With DHL Label...</i> | Return to Sender. | Return to Sender. |
| | <i>FedEx Drop Box at Retail Unit...</i> | Accept the item from the FedEx carrier and return to Sender. | Return to Sender. |
| | <i>FedEx Drop Box at Retail Unit but With DHL Label...</i> | Accept the item from the FedEx carrier and return to Sender. | Return to Sender. |

— International Product Development, Product Development, 9-29-05

GLOBAL EXPRESS GUARANTEED SERVICE

Updated List of GXG Retail Locations

Starting on page 77 is a complete, updated ZIP Code™ list of retail locations — a total of more than 8,000 locations — where Global Express Guaranteed® (GXG®) service is available to customers. This list of GXG retail locations shows all offices that accept GXG items effective October 1, 2005. (Please note that in extreme circumstances facilities might be subject to service disruptions such as those caused by the effects of hurricanes. In such cases, customers may call Post Offices™ to ascertain

availability of service.) Use this list in place of the GXG retail site list published in *Postal Bulletin* 22159 (7-21-05, pages 57–66). (The Postal Service™ may change the status of sites based on area and district identification of customer demand and potential growth of expedited international shipping.)

— International Product Development, Product Development, 9-29-05

Philately

STAMP ANNOUNCEMENT 05-31

Distinguished Marines



Copyright USPS 2004

The Postal Service™ will issue 37-cent, *Distinguished Marines* commemorative stamps in four designs, in a pressure-sensitive adhesive (PSA) pane of 20 (Item 458900), on November 10, 2005, in Washington, DC, and Oceanside, California. The stamps designed by Phil Jordan of Falls Church, Virginia, also go on sale nationwide November 10, 2005.

These stamps commemorate four legendary marines who served with bravery and distinction during the 20th century: John Basilone, Daniel J. Daly, John A. Lejeune, and Lewis B. Puller. This issuance honors a tradition of excellence in military service that began with the establishment of the first two battalions of marines by the Continental Congress in 1775.

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by December 9, 2005.

How to Order the First Day of Issue Postmark

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

DISTINGUISHED MARINES STAMPS
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9998

| | |
|--|--|
| Issue: | <i>Distinguished Marines</i> |
| Item Number: | 458900 |
| Denomination & Type of Issue: | 37-cent Commemorative |
| Format: | Pane of 20 (4 designs) with header |
| Series: | N/A |
| Issue Date: | November 10, 2005 (Nationwide) |
| Cities: | Washington, DC 20066 Oceanside, CA 92056 |
| Designer: | Phil Jordan, Falls Church, VA |
| Engraver: | N/A |
| Art Director: | Phil Jordan, Falls Church, VA |
| Typographer: | John Boyd, New York, NY |
| Modeler: | Joseph Sheeran |
| Manufacturing Process: | Offset |
| Printer: | Ashton Potter (USA) Ltd. (APU) |
| Printed at: | Williamsville, NY |
| Press Type: | Mueller Martini, A 74 |
| Stamps per Pane: | 20 |
| Print Quantity: | 60 million stamps |
| Paper Type: | Block Tagged |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Ashton Potter (USA) Ltd. |
| Colors: | Black, Cyan, Magenta, Yellow, PMS 349 (Green), PMS 2735 (Purple) |
| Stamp Orientation: | Horizontal |
| Image Area (w × h): | 1.42 × 1.085 in./36.068 × 27.559mm |
| Overall Size (w × h): | 1.56 × 1.225 in./39.624 × 31.115 mm |
| Full Pane Size (w × h): | 7.24 × 7.5 in./183.896 × 190.5 mm |
| Plate Size: | 180 stamps per revolution |
| Plate Numbers: | "P" followed by six (6) single digits |
| Marginal Markings: | © 2004 USPS • Plate position diagram • Price • 4 Plate Numbers • Selvage biographical texts • Header • 4 Barcodes on back of pane |
| Catalog Item Number(s): | 458920 Block of 4 — \$1.48 458930 Block of 10 — \$3.70 458940 Full Pane of 20 — \$7.40 458963 First Day Cover Set of 4 — \$3.00 458993 Keepsake (FP W/FDC 4) — \$10.40 |

DISTINGUISHED MARINES STAMPS CAMP PENDELTON
 CANCELLATION
 MPO
 1895 AVENIDA DEL ORO
 OCEANSIDE CA 92056-9998

How to Order First Day Covers

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

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

Philatelic Products

There are two philatelic products available for this stamp issue:

- First Day Cover (Set of 4) \$3.00 (Item 458963).
- Cancellation Keepsake (Cover/Pane) \$10.40, (Item 458993).

These products will be available while supplies last at postal stores, online at www.usps.com, and by telephone at 800-STAMP-24.

Distribution: Item 458900, 37-cent *Distinguished Marines* PSA Pane of 20 Stamps

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

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of a one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before November 4, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity Item 458900 for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

Additional Supply

Post Offices requiring additional stamps must requisition Item 458900 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis, Chicago, New York, and San Francisco APDs will each receive 1,000,000 additional stamps; and the Denver APD will receive 400,000 additional stamps.

Sales Policy

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

— Stamp Services,
 Government Relations, 9-29-05

UPDATED ANNOUNCEMENT 05-F

2005 Stamps and Postal Stationery

"2005 Stamps and Postal Stationery" (Announcement 05-F, September 2005), which appears on page 115, replaces the quarterly announcement of the same name, previously printed and sent to customers on request through Stamp Fulfillment Services in Kansas City. The announcement is a listing of stamps and postal stationery items scheduled for issuance during calendar year 2005. Post Offices™ may wish to post this schedule on their bulletin boards.

Customers may also access the *Postal Bulletin* through the Postal Service™ Web site at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Postal Bulletin*.

This announcement will be updated every 2 to 3 months, as changes warrant.

How to Order First Day of Issue Cancellations and Covers

Customers may purchase new stamps or postal stationery items at their Post Office, from the *USA Philatelic* catalog, by calling 800-STAMP-24, or online at www.usps.com by clicking on *Buy Stamps & Shop*. Then they should prepare their own covers by affixing new stamps to the upper-right corner of envelopes or postcards of their choice, and address those envelopes, postcards, or postal stationery items to themselves or others. (Postage must equal the

current First-Class Mail® rate.) For sturdiness, include a card of postcard thickness in each cover (envelopes only) submitted, and tuck in the flap. Place the cover in a larger envelope addressed to:

NAME OF ISSUE
POSTMASTER
CITY STATE ZIP CODE (followed by -9991).

Covers submitted for first day of issue cancellations may include additional uncancelled stamps only if the uncan-

celled stamps were issued before the first day of issue of the new stamps or postal stationery items. All orders must be postmarked on or before the deadline indicated in the "2005 Stamps and Postal Stationery" announcement on page 115.

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

— *Stamp Services,
Government Relations, 9-29-05*

2005 STAMPS AND POSTAL STATIONERY

This schedule is subject to change.

Updated Announcement 05-F (September 2005)

This is a periodic announcement of new stamps and postal stationery items being issued during the calendar year. For additional information on stamps and stamp products, visit our Postal Store Web site at www.usps.com.

| | ISSUE | FIRST DAY OF ISSUE | FIRST DAY CITY/STATE | FORMAT | DEADLINE |
|---|--|--------------------|---|---------------------------------------|----------|
| P | 37¢ Lunar New Year Souvenir Sheet (12 designs) | Jan 6 | Honolulu, HI 96820 (Nationwide) | PSA double-sided souvenir sheet of 24 | Feb 5 |
| P | 37¢ Marian Anderson (Black Heritage) | Jan 27 | Washington, DC 20066 | PSA pane of 20 | Feb 26 |
| | 37¢ Ronald Reagan | Feb 9 | Simi Valley, CA 93065 (Nationwide) | PSA pane of 20 | Mar 11 |
| P | 37¢ Love Bouquet | Feb 18 | Atlanta, GA 30304 (APS Stamp Show) | PSA book of 20 | Mar 20 |
| | 37¢ Northeast Deciduous Forest (Nature of America; 10 designs) | Mar 3 | New York, NY 10199 (Mega Stamp Show) | PSA pane of 10 | Apr 2 |
| | \$14.95 Garden Bouquet Stamped Stationery | Mar 3 | New York, NY 10199 (Mega Stamp Show) | | |
| P | 37¢ Spring Flowers (4 designs) | Mar 15 | Chicago, IL 60607 | PSA book of 20 | Apr 14 |
| | 37¢ Robert Penn Warren (Literary Arts) | Apr 22 | Guthrie, KY 42234 | PSA pane of 20 | May 22 |
| | 37¢ Yip Harburg | Apr 28 | New York, NY 10199 | PSA pane of 20 | May 28 |
| | 37¢ American Scientists (4 designs) | May 4 | New Haven, CT 06520 | PSA pane of 20 | Jun 3 |
| P | 37¢ Masterworks of Modern American Architecture (12 designs) | May 19 | Las Vegas, NV 89119 | PSA pane of 12 | Jun 18 |
| P | 37¢ Henry Fonda (Legends of Hollywood) | May 20 | Los Angeles, CA 90210 | PSA pane of 20 | Jun 19 |
| P | 37¢ The Art of Disney: Celebration (4 designs) | Jun 30 | Anaheim, CA 92803 | PSA pane of 20 | Jul 30 |
| P | 37¢ American Advances in Aviation (10 designs) | Jul 29 | Vienna, VA 22180 Oshkosh, WI 54902 | PSA pane of 20 | Aug 28 |
| P | 37¢ New Mexico Rio Grande Blankets (American Treasures; 4 designs) | Jul 30 | Santa Fe, NM 87501 | Double-sided book of 20 | Aug 29 |
| | 37¢ Presidential Libraries | Aug 4 | Abilene, KS 67410 Ann Arbor, MI 48109 Atlanta, GA 30304 Austin, TX 78705 Boston, MA 02125 College Station, TX 77845 Grand Rapids, MI 49504 Hyde Park, NY 12538 Independence, MO 64050 Little Rock, AR 72201 Simi Valley, CA 93065 West Branch, IA 52358 Yorba Linda, CA 92886 | PSA pane of 20 | Sept 3 |
| 1 | American Eagle (First Class Presort rate; 10 designs) | Aug 5 | Grand Rapids, MI 49501 (APS Stamp Show) | PSA coil of 3000 | Sept 4 |
| P | 37¢ America on the Move: 50s Sporty Cars (5 designs) | Aug 20 | Detroit, MI 48233 | Double-sided book of 20 | Sept 19 |
| P | 37¢ Arthur Ashe | Aug 27 | Flushing, NY 11355 | PSA pane of 20 | Sept 26 |

| | | | | | |
|--------|--|--------|--|--|---------|
| P | 37¢ To Form A More Perfect Union (10 designs) | Aug 30 | Greensboro, NC 27420 Jackson, MS 39205 Little Rock, AR 72202 Memphis, TN 38101 Montgomery, AL 36119 Selma, AL 36703 Topeka, KS 66603 Washington, DC 20066 (Nationwide) | PSA pane of 10 | Sept 29 |
| | 37¢ Child Health | Sep 7 | Philadelphia, PA 19104 (Nationwide) | PSA pane of 20 | Oct 7 |
| 1 | 3¢ Silver Coffeepot | Sep 16 | Milwaukee, WI 53201 (MILCOPEX Stamp Show) | Gummed coil of 10,000 | Oct 16 |
| P | 37¢ Let's Dance/Bailamos (4 designs) | Sep 17 | Miami, FL 33152 New York, NY 10199 | PSA pane of 20 | Oct 17 |
| P | 37¢ Greta Garbo (Joint Issue) | Sep 23 | New York, NY 10199 Stockholm, Sweden | PSA pane of 20 | Oct 23 |
| P | 37¢ Jim Henson the man behind the Muppets (11 designs) | Sep 28 | North Hollywood, CA 91615 | PSA pane of 11 | Oct 28 |
| 2 P | 37¢ Constellations (4 designs) | Oct 3 | Bloomfield Hills, MI 48304 | PSA pane of 20 | Nov 2 |
| P | 37¢ Holiday Cookies (4 designs) | Oct 20 | Minneapolis, MN 55401 York, NY 10199 (Mega Stamp Show) | PSA pane of 20, Vending book of 20, PSA book of 20 | Nov 19 |
| | 37¢ Distinguished Marines (4 designs) | Nov 10 | Oceanside, CA 92056 Washington, DC 20066 (Nationwide) | PSA pane of 20 | Dec 10 |

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, as space permits, are illustrations of those postmarks that were reproducible and available at press time.

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, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP+4 code).

Customers can also send stamped envelopes and postcards without addresses for 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.

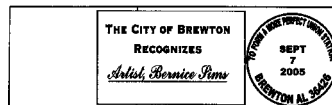
The following postmark has been extended for 60 days.



July 17, 2005
Casa Labadie/Municipio Moca
 ESTACION CENTENARIO STATION
 POSTMASTER
 585 AVE FD ROOSEVELT STE 223
 SAN JUAN PR 00936-9996



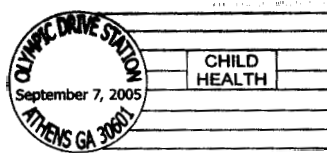
September 1, 2005
U.S. Postal Service
 TO FORM A MORE PERFECT
 UNION STATION
 POSTMASTER
 250 ST JOSEPH ST
 MOBILE AL 36601-9813



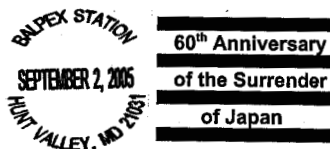
September 7, 2005
U.S. Postal Service
 BERNICE SIMMS STATION
 POSTMASTER
 323 BELLEVILLE AVE
 BREWTON AL 36426-9998



September 2, 2005
U.S. Postal Service
 ROYAL GORGE STATION
 POSTMASTER
 PO BOX 9998
 CANON CITY CO 81212-9998



September 7, 2005
Athens Healthy Community Coalition
 OLYMPIC DRIVE STATION
 POSTMASTER
 575 OLYMPIC DR
 ATHENS GA 30601-9998



September 2, 2005
Baltimore Philatelic Society and U.S. Postal Service
 BALPEX STATION
 MANAGER MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



September 7, 2005
U.S. Postal Service
 CHILD HEALTH STATION
 POSTMASTER
 1401 W FORT ST RM 902-1
 DETROIT MI 48233-9715

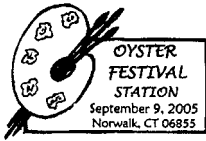
The Barbara Bush Children's Hospital
At Maine Medical Center
Child Health Station



September 9, 2005
The Barbara Bush Children's Hospital at Maine Medical Center
CHILD HEALTH STATION
POSTMASTER
125 FOREST AVE
PORTLAND ME 04101-9998



September 11, 2005
U.S. Postal Service
VETERANS STATION
POSTMASTER
135 GRAND ST
WATERBURY CT 06701-9998



September 9-11, 2005
Norwalk Stamp Club
OYSTER FESTIVAL STATION
OIC/POSTMASTER
16 WASHINGTON ST
NORWALK CT 06856-9998



September 14, 2005
U.S. Postal Service
PATRIOT DAY STATION
POSTMASTER
306 N LOCUST ST
WILDORADO TX 79098-9998

Boardman, Oregon
97818
Lewis and Clark Bicentennial
Cycle Oregon Station
September 10, 2005

September 10, 2005
Boardman Chamber of Commerce
CYCLE OREGON STATION
POSTMASTER
PO BOX 9998
BOARDMAN OR 97818-9998



September 14-17, 2005
Union Women Coalition of Labor
A WOMAN'S PLACE IS IN HER UNION STATION
POSTMASTER
1401 W FORT ST RM 9021
DETROIT MI 48233-9715

ALABAMA LAWYERS ASSOCIATION
32nd Annual Banquet
Building on the Legacy of Service



September 10, 2005
U.S. Postal Service
TO FORM A MORE PERFECT UNION STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9998



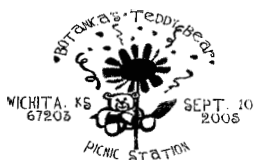
September 15-17, 2005
U.S. Postal Service
BIKE WEEK STATION
POSTMASTER
7101 COASTAL HWY
OCEAN CITY MD 21842-9998



September 10, 2005
Glory Days of the Railroad
GLORY DAYS OF THE RAILROAD STATION
POSTMASTER
PO BOX 9998
WHITE RIVER JUNCTION VT 05001-9998



September 15-18, 2005
Route 66 Rendezvous
NOSTALGIA STATION
POSTMASTER
59 W 5TH ST
SAN BERNARDINO CA 92401-9998



September 10, 2005
U.S. Postal Service
BOTANICAS TEDDY BEAR PICNIC STATION
POSTMASTER
7117 W HARRY ST
WICHITA KS 67276-9998



September 16, 2005
Coin Currency and Stamp Expo
STAMP EXPO STATION
RINCON PHILATELIC
180 STEUART ST
SAN FRANCISCO CA 94105-9992

September 10 2005
THE GREAT STATE OF MAINE AIRSHOW
NAVAL AIR STATION, BRUNSWICK
2005 Station • Brunswick, Maine 04011

September 10-11, 2005
U.S. Naval Air Station
THE GREAT STATE OF MAINE AIRSHOW NAVAL AIR STATION BRUNSWICK 2005 STATION
POSTMASTER
30 PLEASANT ST
BRUNSWICK ME 04011-9998



September 16, 2005
U.S. Postal Service
ARTHUR ASHE WORLD TEAM TENNIS FINALS STATION
POSTMASTER
6330 FOUNTAIN SQUARE DR
CITRUS HEIGHTS CA 95621-9998

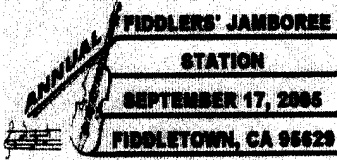


MILCOPEX STATION
53207
September 18, 2005

September 16-18, 2005
U.S. Postal Service
MILCOPEX STATION
POSTMASTER
PO BOX 9998
MILWAUKEE WI 53207-9998



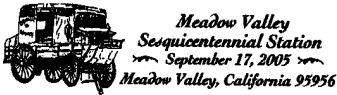
September 17, 2005
U.S. Postal Service
LET'S DANCE STATION
POSTMASTER
66 GROVE ST
ELGIN IL 60120-9998



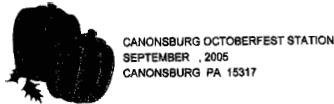
September 17, 2005
U.S. Postal Service
FIDDLERS JAMBOREE STATION
POSTMASTER
14283 JIBBOOM ST
FIDDLETOWN CA 95629-9998



September 17, 2005
Office of Veterans Affairs
RIVERWINDS STATION
POSTMASTER
300 CROWN POINT RD
THORFARE NJ 08086-9998



September 17, 2005
U.S. Postal Service
MIDDLE VALLEY SESQUICENTENNIAL STATION
POSTMASTER
1111 BUCKS LAKE RD
MEADOW VALLEY CA 95926-9998

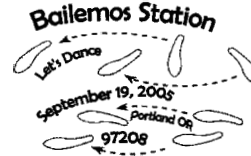


September 18-20, 2005
Canonsburg Octoberfest Committee
CANONSBURG OCTOBERFEST STATION
POSTMASTER
14 CURRY AVE
CANONSBURG PA 15317-9998



USHCC
LET'S DANCE/BAILEMOS STATION
Milwaukee, WI 53203
September 17, 2005

September 17, 2005
U.S. Postal Service
LET'S DANCE BAILEMOS STATION
POSTMASTER
PO BOX 5066
MILWAUKEE WI 53201-5066



September 19, 2005
U.S. Postal Service
BAILEMOS STATION
POSTMASTER
PO BOX 3480
PORTLAND OR 97208-3480



September 17, 2005
Samson Centennial Committee
SAMSON CENTENNIAL 2005 STATION
POSTMASTER
33 S BROAD ST
SAMSON AL 95956-9998



September 20, 2005
AR Children's Hospital
AR CHILDRENS HOSPITAL STATION
POSTMASTER
600 E CAPITOL ST
LITTLE ROCK AR 72202-9998



September 17, 2005
Antes Fort Historical Society
FORT ANTES HISTORICAL DAYS STATION
POSTMASTER
PO BOX 9998
ANTES FORT PA 17720-9998



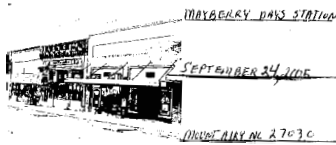
September 20-24, 2005
The Presidents Cup
THE PRESIDENTS CUP STATION
POSTMASTER
14689 LEE HWY
GAINESVILLE VA 20155-9998



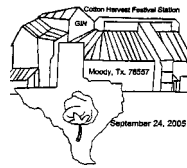
September 17, 2005
Oregon Covered Bridge Festival Committee
OREGON COVERED BRIDGE FESTIVAL STATION
POSTMASTER
PO BOX 9998
STAYTON OR 97383-9998



September 22-24, 2005
U.S. Postal Service
LOBEX III 2005 STATION
POSTMASTER
PO BOX 140
LONG BEACH CA 90801-0140



September 22-24, 2005
 Surry Arts Council
 MAYBERRY DAYS STATION
 POSTMASTER
 PO BOX 9998
 MT AIRY NC 27030-9998



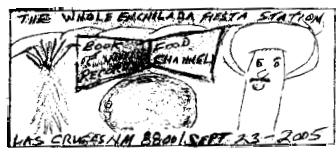
September 24, 2005
 U.S. Postal Service
 COTTON HARVEST FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 MOODY TX 76557-9998



September 22-October 31, 2005
 Greater Helen Area Chamber of Commerce
 FRIENDSHIP CITY STATION
 POSTMASTER
 7976 S MAIN ST
 HELEN GA 30545-9998



September 24, 2005
 Philatelic Society
 DATE MEETS ZIP STATION
 POSTMASTER
 390 W 5TH ST
 SAN BERNARDINO CA
 92401-9998



September 23, 2005
 U.S. Postal Service
 THE WHOLE ENCHILADA
 FIESTA STATION
 POSTMASTER
 201 E LAS CRUCES AVE
 LAS CRUCES NM 88001-9998



September 25, 2005
 Philatelic Society
 DATE MEETS ZIP STATION
 POSTMASTER
 4150 CHICAGO AVE
 RIVERSIDE CA 92507-9998



September 23, 2005
 Upper Guyandotte Watershed Association
 WATERSHED CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 MULLENS WV 25882-9998



September 26, 2005
 U.S. Postal Service
 DATE MEETS ZIP STATION
 POSTMASTER
 6771 WARNER AVE
 HUNTINGTON BEACH CA
 92647-9998

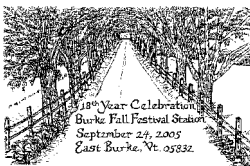


Richmond Business Station
 September 24, 2005
 Richmond, Vermont 05477

September 24, 2005
 Richmond Area Business
 RIFLE CENTENNIAL STATION
 POSTMASTER
 205 BRIDGE ST
 RICHMOND VT 05477-9998



September 26, 2005
 U.S. Postal Service
 WALDEN FALL FOLIAGE
 STATION
 POSTMASTER
 PO BOX 9998
 WEST DANVILLE VT
 05873-9998



September 24, 2005
 U.S. Postal Service
 18TH YEAR CELEBRATION
 BURKE FALL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 EAST BURKE VT 05832-9998



September 27, 2005
 U.S. Postal Service
 CABOT FALL FOLIAGE
 STATION
 POSTMASTER
 PO BOX 9998
 CABOT VT 05647-9998

Antique Car Station



September 24, 2005
 El Paso, TX 79910-9998

September 24, 2005
 U.S. Postal Service
 ANTIQUE CAR STATION
 POSTMASTER
 8401 BOEING DR
 EL PASO TX 79910-9998



September 27, 2005
 U.S. Postal Service
 DATE MEETS ZIP STATION
 POSTMASTER
 2201 N GRAND AVE
 SANTA ANA CA 92711-9998



Fall Foliage Station
September 28, 2005
Plainfield, Vt. 05667

September 28, 2005
U.S. Postal Service
PLAINFIELD FALL FOLIAGE
STATION
POSTMASTER
PO BOX 9998
PLAINFIELD VT 05667-9998



Minden Centennial
Celebration Station
September 30, 2005



September 30, 2005
U.S. Postal Service
MINDEN CENTENNIAL
CELEBRATION STATION
POSTMASTER
PO BOX 9998
MINDEN WV 25879-9998



DATE MEETS ZIP STA
it only happens
once a century
Anaheim CA 92805
9-28-05

September 28, 2005
U.S. Postal Service
DATE MEETS ZIP STATION
POSTMASTER
PO BOX 9998
ANAHEIM CA 92803-9998



OKTOBERFEST
STATION
LA CROSSE WI 54601
SEPTEMBER 30, 2005

September 30, 2005
Oktoberfest Committee
OKTOBERFEST STATION
POSTMASTER
PO BOX 9998
LA CROSSE WI 54601-9998



Fall Foliage
Station
September 29, 2005
Peacham, Vt. 05862

September 29, 2005
U.S. Postal Service
PEACHAM FALL FOLIAGE
STATION
POSTMASTER
PO BOX 9998
PEACHAM VT 05862-9998



September 30–October 1, 2005
Kentucky Apple Festival
KENTUCKY APPLE FESTIVAL
OF JOHNSON COUNTY
STATION
POSTMASTER
PO BOX 9998
PAINTSVILLE KY 41240-9998

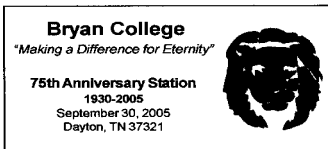


September 29–October 1, 2005
International Bluegrass Festival
9TH ANNUAL STATION
POSTMASTER
201 W OKLAHOMA AVE
GUTHRIE OK 73044-9998



Sterling Station Bicentennial
Jeffersonville, VT 05464
October 1, 2005

October 1, 2005
U.S. Postal Service
STERING STATION
BICENTENNIAL
POSTMASTER
85 CHURCH ST
JEFFERSONVILLE VT
05464-9998



Bryan College
"Making a Difference for Eternity"
75th Anniversary Station
1930-2005
September 30, 2005
Dayton, TN 37321

September 30, 2005
Bryan College
BRYAN COLLEGE 75TH
ANNIVERSARY STATION
POSTMASTER
426 FIRST AVE
DAYTON TN 37321-9998



Fall Foliage Station
October 1, 2005
Groton, Vt. 05046

October 1, 2005
U.S. Postal Service
GROTON FALL FOLIAGE
STATION
POSTMASTER
PO BOX 9998
GROTON VT 05046-9998



Fall Foliage Station
September 30, 2005
Barnet, Vt. 05821

September 30, 2005
U.S. Postal Service
BARNET FALL FOLIAGE
STATION
POSTMASTER
PO BOX 9998
BARNET VT 05821-9998



October 1, 2005
Upper Valley Stamp Club
CROSSROADS STAMP SHOW
STATION
POSTMASTER
PO BOX 9998
QUECHEE VT 05059-9998



Elwood Station
25th Anniversary
Sept. 30, 2005
Rock Falls, IL 61071

September 30, 2005
U.S. Postal Service
ELWOOD STATION
POSTMASTER
210 SECOND AVE
ROCK FALLS IL 61071-9998

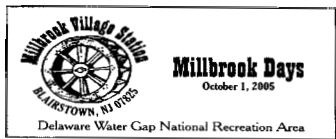


ROCKPORT DAY
Oct 1 2005
ROCKPORT KY
42369
ROCKPORT STATION

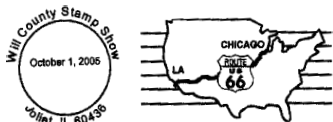
October 1, 2005
City of Rockport
ROCKPORT STATION
POSTMASTER
PO BOX 9998
ROCKPORT KY 42369-9998



October 1, 2005
 Southwestern Michigan Stamp Club
 STUCK ON STAMPS STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



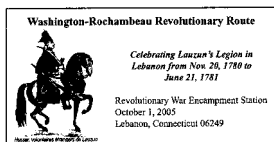
October 1-2, 2005
 Millbrook Village
 MILLBROOK VILLAGE
 STATION
 POSTMASTER
 39 MAIN ST
 BLAIRSTOWN NJ 07825-9998



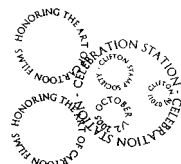
October 1, 2005
 Philatelic Club of Will County
 WILL COUNTY STAMP SHOW
 STATION
 POSTMASTER
 2000 W MCDONOUGH ST
 JOLIET IL 60436-9998



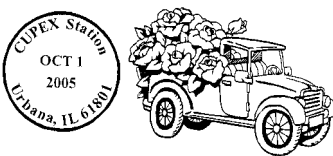
October 1-2, 2005
 U.S. Postal Service
 FALL FESTIVAL STATION
 POSTMASTER
 101 25TH ST
 NEWPORT NEWS VA 23607-9998



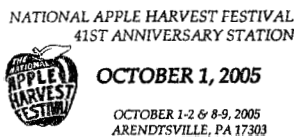
October 1, 2005
 Lebanon Historical Society
 REVOLUTIONARY WAR
 ENCAMPMENT STATION
 POSTMASTER
 562 EXETER RD
 LEBANON CT 06249-9998



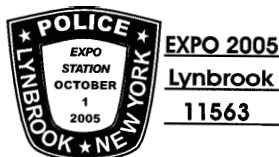
October 1-2, 2005
 Clifton Stamp Club
 CELEBRATION STATION
 POSTMASTER
 1114 MAIN AVE
 CLIFTON NJ 07015-9998



October 1, 2005
 Champaign Urbana Stamp Club
 CUPEX 2005 STATION
 POSTMASTER
 PO BOX 9998
 URBANA IL 61801-9998



October 1-2, 2005
 Upper Adams Jaycees
 NATIONAL APPLE HARVEST
 FESTIVAL 41ST
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 ARENDTSTVILLE PA 17303-9998



October 1, 2005
 U.S. Postal Service
 LYNBROOK POLICE EXPO
 STATION
 POSTMASTER
 PO BOX 9998
 LYNBROOK NY 11563-9998



October 1-November 20, 2005
 U.S. Postal Service
 TEXAS RENAISSANCE
 STATION
 POSTMASTER
 PO BOX 9998
 PLANTERSVILLE TX 77363-9998



October 1, 2005
 Unadilla Historical Association
 HARRIS HILL STATION
 POSTMASTER
 4 BRIDGE ST
 UNADILLA NY 13849-9998



October 2, 2005
 U.S. Postal Service
 FALL FOLIAGE STATION
 POSTMASTER
 PO BOX 9998
 ST JOHNSBURY VT 05819-9998



October 1, 2005
 Long Island Chamber of Commerce
 CHOWDERFEST STATION
 POSTMASTER
 510 N BAY AVE
 BEACH HAVEN NJ 08008-9998



October 2, 2005
 Long A Coming Historical Society
 BERLIN HOTEL STATION
 POSTMASTER
 10 HARKER AVE
 BERLIN NJ 08009-9998



Blanche Stuart Scott Station
Hammondsport NY 14840
October 2, 2005

October 2, 2005
Glenn Curtis Museum
BLANCHE STUART SCOTT
STATION
POSTMASTER
PO BOX 9998
HAMMONDSPORT NY
14840-9998



October 4, 2005
U.S. Postal Service
BASEC STATION
POSTMASTER
202 N MAIN ST
YALE SD 57386-9998



Trial of Major John Andre
225th Anniversary

De Wint House
& Museum Station
October 2 2005
Tappan N Y 10983

October 2, 2005
Hudson Valley Stamp Society
DE WINT HOWE AND
MUSEUM STATION
POSTMASTER
PO BOX 9998
TAPPAN NY 10983-9998



Maritime Museum Station
Kodiak Alaska 99615
October 5 2005
And all I ask is a tall ship
and a star to steer her by

October 5, 2005
Kodiak Maritime Museum
MARITIME MUSEUM STATION
POSTMASTER
PO BOX 9998
KODIAK AK 99615-9998



October 2, 2005
Mohawk Pathways Girl Scout
Council
RIVERWALK STATION
POSTMASTER
274 MAIN ST
FORT HUNTER NY
12069-9998



Oktoberfest Station
Loretto, TN 38469
October 5, 2005
Lied und Lied ein froh Gemüt

October 5, 2005
U.S. Postal Service
OKTOBERFEST STATION
POSTMASTER
100 W COMMERCE ST
LORETTO TN 38469-9998



October 3, 2005
Gaston Museum
GASTON MUSEUM STATION
POSTMASTER
7110 HWY 64 W
JOINERVILLE TX 75658-9998



THE BAIEMOS STATION
OCTOBER 6, 2005
FORT WORTH TX 76106

October 6, 2005
U.S. Postal Service
THE BAIEMOS STATION
POSTMASTER
251 W LANCASTER
FORT WORTH TX 76102-9998



October 3, 2005
U.S. Postal Service
EAST TEXAS OIL MUSEUM
STATION
POSTMASTER
PO BOX 9998
KILGORE TX 75662-9998



October 6, 2005
U.S. Postal Service
THE WITCHING HOUR
STATION
POSTMASTER
2 MARGIN ST
SALEM MA 01970-9998



Stamp Collecting Month Station
sponsored by the
Leatherstocking
Stamp Club
APS Chapter 1334
October 3, 2005
Cooperstown, NY 13326

October 3, 2005
Leatherstocking Stamp Club
STAMP COLLECTING MONTH
STATION
POSTMASTER
40 MAIN ST
COOPERSTOWN NY
13226-9998



October 6
2005
Harvest
Homecoming
Station
New Albany,
Indiana 47150

October 6-9, 2005
U.S. Postal Service
HARVEST HOMECOMING
STATION
POSTMASTER
145 ELM ST
NEW ALBANY IN 47150-9998



Stamp Collecting Month Station
sponsored by the
Fulton
Stamp Club
APS Chapter 1193
October 4, 2005
Fulton, NY 13069

October 3, 2005
Fulton Stamp Club
STAMP COLLECTING MONTH
STATION
POSTMASTER
214 S FIRST ST
FULTON NY 13069-9998



October 7
APPLEFEST STATION
FRANKLIN PA 16323

October 7, 2005
Franklin Area Chamber of
Commerce
APPLEFEST STATION
POSTMASTER
1202 ELK ST
FRANKLIN PA 16323-9998



October 7-9, 2005
 Montoursville Rotary Club
 2005 HOT AIR BALLOON
 FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 MONTOURSVILLE PA
 17754-9998

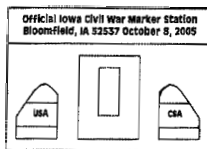


October 8, 2005
 Allentown Business Community
 Association
 HARVEST FESTIVAL STATION
 POSTMASTER
 12 S MAIN ST
 ALLENTOWN NJ 08501-9998



Sherman's Valley
 Heritage Days
 Blain Station
 Blain, PA 17006
 October 7, 2005

October 7-9, 2005
 Sherman's Valley Heritage
 Association
 SHERMANS VALLEY
 HERITAGE DAYS STATION
 POSTMASTER
 PO BOX 9998
 BLAIN PA 17006-9998



October 8, 2005
 Davis County Civil War Guerilla
 Raid Society
 OFFICIAL IOWA CIVIL WAR
 MARKER STATION
 POSTMASTER
 202 W JEFFERSON ST
 BLOOMFIELD IA 52537-9998

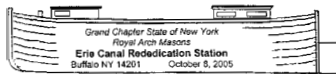


Cotton Festival Station
 Oct 8, 2005
 Hedley TX 79237

October 8, 2005
 U.S. Postal Service
 COTTON FESTIVAL STATION
 POSTMASTER
 200 MAIN ST
 HEDLEY TX 79237-9998



October 8, 2005
 Eagle Eyes QWL Team of
 Delaware
 APPLE SCRAPPLE STATION
 POSTMASTER
 300 WALNUT AVE
 BRIDGEVILLE DE 19933-9998



October 8, 2005
 Royal Arch Masons
 ERIE CANAL REDEDICATION
 STATION
 POSTMASTER
 1200 WILLIAM ST
 BUFFALO NY 14240-9998



October 8, 2005
 U.S. Postal Service
 MONROE EXHIBITION
 STATION
 POSTMASTER
 PO BOX 9998
 MONROE WI 53566-9998



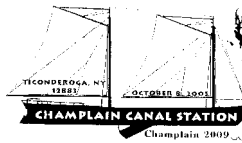
October 8, 2005
 Appalachia Day Homecoming
 Committee
 APPALACHIA DAY STATION
 POSTMASTER
 PO BOX 9998
 PIPPA PASSES KY
 41844-9998



October 8, 2005
 U.S. Postal Service
 RANDOLPH FIRE COMPANY
 STATION
 POSTMASTER
 PO BOX 9998
 RANDOLPH NY 14772-9998



October 8, 2005
 U.S. Postal Service
 LANDMARK OF SOARING
 STATION
 POSTMASTER
 PO BOX 9998
 TWIN MOUNTAIN NH
 03589-9998



October 8, 2005
 Town of Ticonderoga's
 Celebration Champlain 2009
 Committee
 CHAMPLAIN CANAL STATION
 POSTMASTER
 169 CHAMPLAIN AVE
 TICONDEROGA NY
 12883-9998



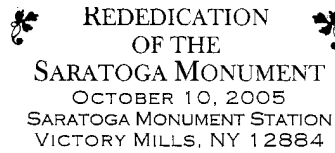
October 8, 2005
 Wyoming Philatelic Expo
 WYPEX 05 STATION
 POSTMASTER
 4800 CONVERSE ST
 CHEYENNE WY 82009-9998



October 8, 2005
 U.S. Postal Service
 1ST ANNUAL FALL FESTIVAL
 STATION
 POSTMASTER
 PO BOX 9998
 COLLYER KS 67631-9998



October 8-9, 2005
 Maryland State Numismatic Association
 COIN SHOW STATION
 POSTMASTER
 7101 COASTAL HWY
 OCEAN CITY MD 21842-9998



October 10, 2005
 Saratoga National Historical Park
 SARATOGA MONUMENT STATION
 POSTMASTER
 PO BOX 9998
 VICTORY MILLS NY 12884-9998

NATIONAL APPLE HARVEST FESTIVAL
 41ST ANNIVERSARY STATION



OCTOBER 1, 2005

OCTOBER 1-2 & 8-9, 2005
 ARENDSVILLE, PA 17303

October 8-9, 2005
 Upper Adams Jaycees
 NATIONAL APPLE HARVEST FESTIVAL 41ST ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 ARENDSVILLE PA 17303-9998

— Stamp Services,
 Government Relations, 9-29-05

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

| Cancellation | Period of Use |
|--|------------------|
| Only You Can Prevent Forest Fires | April 1–Oct. 31 |
| Conquer Cystic Fibrosis | Sept. 1–Sept. 30 |
| Peace Corps Anniversary, Making a Difference | Sept. 1–Oct. 31 |
| Employ People With Disabilities | Sept. 1–Nov. 30 |
| Give to the United Way | Sept. 15–Nov. 15 |
| Learn About Lupus, October Is Lupus Awareness Month | Oct. 1–Oct. 31 |
| Radon Action Week, Protect Your Family, Test Your Home | Oct. 1–Oct. 31 |
| Support Infection Control Week | Oct. 1–Nov. 30 |
| Help Retarded Children | Nov. 1–Nov. 30 |
| Military Families Recognition Day | Nov. 1–Nov. 30 |
| National Adoption Month | Nov. 1–Nov. 30 |
| National Philanthropy Day, Love of Humankind | Nov. 1–Nov. 30 |
| Use Christmas Seals, Support Your Lung Association | Nov. 8–Dec. 31 |
| Support American Education Week | Nov. 10–Nov. 30 |
| Autistic Children, Hope Through Research and Education | Dec. 1–Dec. 31 |

— Mailing Standards, Pricing and Classification, 9-29-05

Post Offices

NOTICE

Mover's Guide News

Post Offices™ that receive automatic distribution only should be aware of the following:

- The second half of your September–December 2005 supply of Publication 75, *Mover's Guide*, will begin arriving at your facilities in October.
- This *Mover's Guide* will contain the new Catalog Address Change & Request Card. (See below for description.)
- Your supply will arrive in boxes of 100, 200, and 300.
- This quantity is for use until the end of December when you will receive your next shipment of *Mover's Guide*.
- If you need to order supplemental quantities, please call 800-816-6837.

New Component to Publication 75, *Mover's Guide*

Beginning in October, *Mover's Guides* sent to Post Offices via automatic distribution will help consumers forward catalogs to their new homes. Attached to PS Form 3575, *Change-of-Address Order*, will be the Catalog Address Change & Request Card (see page 127) which movers can

fill out to let catalogers know where they are moving. The Catalog Address Change & Request Card should be detached from the COA form and the catalog description card. The Catalog Address Change & Request Card and the COA should be mailed separately.

As with all advertising in the *Mover's Guide*, the catalog advertising revenue will help to defray the cost of address changes to the Postal Service.

Please keep track of your inventory. Businesses and other organizations must purchase *Mover's Guides* and can obtain order forms by calling Imagitas at 800-816-6837. For further information about *Mover's Guide*, visit our Frequently Asked Questions at http://blue.usps.gov/delivery/movers_guide/faq_27july2005.pdf.

Remember, consumers can visit <http://www.usps.com/> and click *Change Address* to change their address online. Consumers will also have the opportunity to forward their catalogs with an online change of address.

— Address Management,
Intelligent Mail and Address Quality, 9-29-05

Post Office Changes

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|-------------|----------------|-------------|-------|------------------|-------------------|-------------------------|-----------------------|-------------------|--|
| Old | 05-6300 | 93652 | CA | Raisin | Fresno | Main Office | Post Office | 08/10/2005 | This announcement changes the name of the Raisin CA Post Office™ to the Raisin City CA Post Office. Use Raisin City CA 93652 as last line of address. |
| New | 05-6300 | 93652 | CA | Raisin City | Fresno | Main Office | Post Office | | |
| Old | 11-8250 | 33705 | FL | Saint Petersburg | Pinellas | South | Carrier Annex | 08/30/2005 | This announcement changes the name of the South Carrier Annex to the Midtown Classified Station. Use Saint Petersburg FL 33705 as last line of address. |
| New | 11-8250 | 33705 | FL | Saint Petersburg | Pinellas | Midtown | Classified Station | | |
| Old | 27-0533 | 38609 | MS | Belen | Quitman | Main Office | Post Office | 08/25/2005 | Post Office discontinued. Retain ZIP Code™. Establish a Community Post Office. Continue to use Belen MS 38609 as last line of address. This amends <i>Postal Bulletin</i> 21816. |
| New | 27-4914 | 38609 | MS | Marks | Quitman | Belen | Community Post Office | | |
| Old | 27-3289 | 39406 | MS | Hattiesburg | Forrest | Main Office | Post Office | 09/09/2005 | This announcement changes ZIP Code from delivery to a Unique ZIP Code for the University of Southern Mississippi. Use Hattiesburg MS 39406 as last line of address. |
| New | 27-3289 | 39406 | MS | Hattiesburg | Forrest | Main Office | Post Office | | |
| Old | 27-3289 | 39407 | MS | Hattiesburg | Forrest | Main Office | Post Office | 09/09/2005 | This announcement changes ZIP Code from delivery to a Unique ZIP Code for the Camp Shelby. Use Hattiesburg MS 39407 as last line of address. |
| New | 27-3289 | 39407 | MS | Hattiesburg | Forrest | Main Office | Post Office | | |
| Old | 27-5733 | 39565 | MS | Ocean Springs | Jackson | Vancleave | Classified Branch | 09/09/2005 | This announcement changes the Preferred Last Line of this ZIP Code from Ocean Springs MS to Vancleave MS. Use Vancleave MS39565 as last line of address. |
| New | 27-5733 | 39565 | MS | Ocean Springs | Jackson | Vancleave | Classified Branch | | |
| Old | 41-9492 | 17404 | PA | York | York | Main Office | Post Office | 08/13/2005 | Realign ZIP Code boundaries. Use York PA 17401 as last line of address for the 260 deliveries previously in ZIP Code 17404. |
| New | 41-9492 | 17401 | PA | York | York | Main Office | Post Office | | |
| Old | 41-8108 | 18463 | PA | Sterling | Pike | Main Office | Post Office | 08/13/2005 | Realign ZIP Code boundaries. Use Greentown PA 18426 as last line of address for the 40 deliveries previously in ZIP Code 18463. |
| New | 41-8108 | 18426 | PA | Greentown | Pike | Main Office | Post Office | | |
| Old | 48-5625 | 78657 | TX | Marble Falls | Llano | Horseshoe Bay | Classified Branch | 08/12/2005 | This announcement changes the Preferred Last Line of this ZIP Code from Marble Falls TX to Horseshoe Bay TX. Use Horseshoe Bay TX 78657 as last line of address. |
| New | 48-5625 | 78657 | TX | Marble Falls | Llano | Horseshoe Bay | Classified Branch | | |

Retail

Stamps by Mail Brochure Transportation Cost

Government Bills of Lading (GBLs) will be used when a Stamps by Mail (SBM) order is larger than 20,000 forms. There will be a transportation cost charged back to the finance number for any orders using GBLs. If the order is larger than 20,000 forms (40 packs), your finance number must be included on PS Form 3227-O. This charge cannot go on an IMPAC credit card.

The exact cost of the GBL cannot be determined until the time of the actual order. For budgetary purposes, however, you can approximate the cost. The printer is located in Lancaster, Ohio. GBL prices are based on the mileage and weight of each shipment. Below are sample GBL charges based on 400 pounds (approximately 20,000 forms) to listed destinations. Using these examples, you can estimate the cost for delivery to your location.

| City | Cost (\$) |
|-------------------|-----------|
| San Francisco, CA | 183.00 |
| Jacksonville, FL | 134.00 |
| Philadelphia, PA | 96.00 |
| Atlanta, GA | 87.00 |
| Springfield, MA | 101.00 |
| St. Louis, MO | 93.00 |

| City | Cost (\$) |
|-----------------|-----------|
| Minneapolis, MN | 106.00 |
| Dallas, TX | 115.00 |
| Las Vegas, NV | 150.00 |
| Seattle, WA | 183.00 |

Note: These prices fluctuate depending on current fuel charge conditions.

Cyril-Scott Co. has a customer service office set up to answer calls regarding SBM orders. If you have any questions about your particular order, either before or after it has been sent, you may contact the company at 800-466-0455. The number is also shown on the supply order form.

If you have problems regarding an order you have placed, contact Cyril-Scott Co.'s customer service office. If you are unable to resolve the problem, you should then contact the SBM program office at 202-268-2261. You should also contact the program office if you have any questions about the SBM program that are not appropriate for the printer.

— Retail Marketing,
Customer Service, 9-29-05

NEW PUBLICATION

PM Quarterly

Starting in October, Official Licensed Retail Products (OLRP) will be displayed in a new quarterly retail guide (see page 130). The name of this new retail tool is *PM Quarterly: a guide to retail promotions & merchandising*. It is slated to be in Post Offices™ the week of October 1. The guide includes a broad range of information and serves as a handy reference for all types of retail merchandise and products.

PM Quarterly will include information on all the revenue-generating retail products that the Postal Service™ now

offers in its lobbies. The first edition, Holiday 2005, will have five pages of philatelic products now available for every office in the nation to order, display, and sell. Along with the OLRP catalog merchandise section at the beginning of the guide, the new *PM Quarterly* will include a ReadyPost section to highlight the updated shipping supplies line. Future issues of *PM Quarterly* will contain FIRSTCLASS PHONECARD® information and point-of-purchase (POP) signage details, along with merchandising tips to help with retail standardization efforts.

— Retail Marketing,
Customer Service, 9-29-05

Holiday 2005

PM Quarterly

a guide to retail promotions & merchandising

Introducing a new look
in postal retailing!

Spread holiday cheer
in your community
by offering popular,
easily mailed gifts
for people of
all ages!



Inside this issue:

New OLRP products • ReadyPost products • Philatelic products
Merchandising tips • Display ideas • Ordering guidelines
Strategies to increase revenues

Visit eBuy for more popular products.

 UNITED STATES
POSTAL SERVICE.

Supply Management

2006 Calendars Now Available Through Boise/BCOP Federal

Are you ready for the New Year? Please use Boise/BCOP Federal as your source for calendars. You can order your calendars on eBuy or, if you don't have access to eBuy, through Boise/BCOP Federal Customer Service at 888-229-USPS (8777).

Information on the full line of 2006 calendars is available from the eBuy or hardcopy Boise/BCOP Federal catalogs or from Boise/BCOP Federal Customer Service. The current hardcopy catalog has 2005 item numbers listed as well as 2006 items, so please make sure to use 2006 item numbers when ordering your new calendars. You can obtain applicable 2006 item numbers from either the eBuy (Boise/BCOP Federal catalog) or Boise/BCOP Federal Customer Service.

For your convenience, the most popular calendars are listed below, along with corresponding 2006 item numbers and pricing.

| Description of Most Popular Items | 2006 Item Number | Price Each |
|---|------------------|------------|
| Compact Daily Desk Calendar 3" x 3 3/4" | B1E919-50 | \$3.57 |
| Base 4" x 6 1/2" | K320014838993 | \$2.50 |
| Daily Calendar Pad 3 5/8" x 5 7/8" (Medium) | B1E717T-50 | \$3.38 |
| Base 6 1/8" x 7 5/8" | K320014838994 | \$2.45 |
| Wall Calendar 11 5/8" x 8 7/8" | B110014505454 | \$0.39 |
| Wall Calendar Board (3 YR) | B210007892455 | \$2.66 |
| Schedule Activities Calendar | B140014505431 | \$0.36 |
| Monthly Desk Pad 17" x 22" | B110014505461 | \$2.46 |

I. Ordering Through eBuy

If you have access to the Postal Service Intranet, you must order through eBuy.

II. Ordering Items from the Material Distribution Center

The spiral bound "Action Planner" (8 1/2" x 11", unit price \$3.80) and the "Two-Year Wall Calendar" (34" x 24", unit price prepackaged tube of 2 @ \$2.47) are the only cal-

endars still available from the Material Distribution Center (MDC). You may still order these Postal Service calendars using the touch-tone order entry (TTOE) system at 800-332-0317, option 2.

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

A. Use the following information to order the Action Planner through the MDC:

PSN: 7610-03-000-5022
PSIN: O101 (letter O, Number 101)
Unit of Measure: EA
Minimum Order Quantity: 1
Quick Pick Number: N/A
Bulk Pack Quantity: 28
Price: \$3.80

(If you order 21 calendars or more, the MDC will automatically round up to a full case of 28; if you order 29–35 calendars, the MDC will automatically round down to a full case of 28).

B. Use the following information to order the Two-Year Wall Calendar through the MDC:

PSN: 7610-03-000-5257
PSIN: O102 (letter O, Number 102)
Unit of Measure: prepackaged, 2 per mailing tube
Minimum Order Quantity: 1 tube (2 calendars)
Quick Pick Number: N/A
Bulk Pack Quantity: N/A
Price: \$2.47 per tube of 2 calendars each

— *SCM Strategies, Supply Management, 9-29-05*

New Delegation of Authority Process

The Postal Service™ has implemented a purchasing delegation of authority process that guides Postal Service employees through the process of obtaining a delegation to negotiate and execute binding agreements with private entities. These agreements are subject to comprehensive

cross-functional examination before a delegation letter is issued by the vice president, Supply Management.

This process requires the use of new forms, supporting documents, written concurrences, and internal

stakeholders' concurrences and approvals. After an agreement is executed, it is a requirement of the delegation that revenue, expenses, and supplier data be reported to Supply Management each fiscal year.

To download the delegation forms, locate a list of active delegations, obtain frequently asked questions (FAQs), print the delegation flowchart, locate resources, and read a short history of delegations, visit <http://blue.usps.gov/purchase/services/delegation.htm>.

— *SCM Strategies, Supply Management, 9-29-05*

2006 Year Type for Hand Stamp and Canceling Machines

The Material Distribution Center (MDC) will automatically deliver the 2006 year type for hand stamp and canceling machines to all Postal Service™ facilities that received 2005 year types for hand stamps and canceling machines. On October 7, 2005, the MDC will notify each Postal Service facility that received 2005 year types, by postcard.

If your facility needs a different quantity or a different 2006 year type, you can make changes on the pre-addressed postcard and drop it in the mail.

Note: If no changes are needed, do not mail the postcard. You will be sent the same quantities as last year.

You should contact the MDC at 800-332-0317 by November 10, 2005, if you need 2006 year type for hand stamp or canceling machines. Please be ready to give the customer service representative the PSIN for the item needed, the quantity you need, and the FEDSTRIP number for the ordering facility.

The MDC will ship the 2006 year type no later than December 4, 2005. Allow 8 to 10 days for delivery. If you have not received your 2006 year type by December 23, 2005, call the MDC at 800-332-0317. Any orders submitted for year type before October 12, 2005, will be processed for 2005 year type. After this date, 2005 year type will not be available and orders will be cancelled unless you call the MDC at 800-332-0317 and request the 2005 year type. No orders for 2006 year type will be accepted until after the annual distribution of the 2006 year type has been made.

You can determine the proper year type for canceling machines by checking the model number on the machine nameplate. Use Publication 112, *Supplies, Parts, and Equipment Catalog*, and Publication 247, *Supply and Equipment Catalog*, Exhibit 15, as a guide for ordering the correct year type and for complete descriptions.

| PSIN | Model | Model Number |
|--------------|---|------------------|
| PSIN O76E | Models D, K, and G new style canceling machines using 77, 225, and 218-A die hubs | 7520-01-363-9283 |
| PSIN O103HD2 | Models HD-2 canceling machines | 7490-00-920-9277 |
| PSIN O217E | Model G canceling machines using 218 die hubs | 7520-01-363-9279 |
| PSIN O691G | Model Flier and M machines using 1207-G die hubs | 7520-01-363-9280 |
| PSIN O702A | Steel post marked, hammer type | 7520-01-363-9281 |
| PSIN O718A | Steel post marker, rotary type | 7520-01-363-9282 |
| PSIN O642 | Rubber, for use on Nos. 550, 570, and 552 | 7520-01-000-9100 |
| PSIN O744 | Steel, for use with No. 700 without flange | 7520-01-364-1911 |
| PSIN O747 | Steel, for use with No. 700 with flange | 7520-01-364-3887 |

If your facility is a plant maintenance facility that received the 2005 year type, you will automatically receive the 2006 year type for Mark II Facer-Cancellers, 7490-04-000-2006. This year type is also used on the MRC small canceling machine (Model 3601/3602) and the AFCS machine (both lead and trail). Only plant maintenance facilities may order this year type. If your site has installed the "Ink Jet Cancellation" mod to the AFCS, you may want to reduce the number of year type and return the postcard. Plant maintenance facilities are responsible for supplying this year type to all offices they service.

— *National Supply Management Programs, Supply Management, 9-29-05*

Maintenance Repair and Operations and Custodial Products for Hurricane Katrina Relief Efforts

Suppliers for custodial and Maintenance Repair and Operations (MRO) products have provided the Postal Service™ outstanding support during Hurricane Katrina relief and recovery efforts. Their commitment to our clients during this extremely difficult time provides confirmation that partnering with quality suppliers such as Cleanwise, W. W. Grainger, and MSC Industrial, Inc. returns big dividends.

To sustain and facilitate postal requirements, these suppliers have established emergency contact numbers to be shared with all Postal Service employees. For facilities that

need product assistance, please contact the appropriate supplier listed below:

Cleanwise, Inc., 877-778-8067 (custodial products)

W. W. Grainger, Inc. 800-GOV-TEAM (custodial and MRO products)

Baton Rouge, LA Command Center, 225-923-0215

Jackson, MS Command Center, 601-372-2525

24-hour Parts and Sourcing Center, 800-304-2802

MSC Industrial, Inc., 800-MSC-4GOV (MRO products)

— *SCM Strategies,*
Supply Management, 9-29-05

Updated Ordering Process for Fluorescent Lamps and Light Bulbs

Fluorescent lamps and light bulbs are no longer available through Boise Cascade Office Products (BCOP) due to changes in products offered through eBay. Accordingly, all fluorescent lamps and light bulbs should now to be obtained through either W. W. Grainger or MSC Industrial Supply, Inc.

To locate lamps and light bulbs in these supplier eBay catalogs:

- Click on the *Catalog* tab on the eBay Home Page.
- Click on the *MRO Supplies* folder.
- Select either the MSC Industrial Supply, Inc. or W. W. Grainger catalog.

- From the MSC Industrial Supply, Inc. catalog, click on *Electrical Supplies*, then *Lamps/Light Bulbs*, then *Fluorescent Lamps*.
- From the W. W. Grainger catalog, select *Lighting*, then *Lamps*, then *Fluorescent Lamps*.

For faster service and product identification, Postal Service™ offices can also call Grainger Customer Service at 800-468-8326 or MSC Industrial Supply, Inc., Customer Service at 800-672-4468.

— *SCM Strategies,*
Supply Manager, 9-29-05

Regulated Waste Management

The Environmental and Maintenance Repair and Operations (MRO) Category Management Center (CMC) awarded a national contract (contract number 2CES-ER-05-B-3003) to Safety-Kleen Systems, Inc., for purchasing hazardous and regulated waste management (HRWM) services. This contract includes services for waste treatment, recycling, and disposal (containerized and bulk waste, vacuum, pit/separator, etc); parts washer, brake washer, and paint gun cleaning (leased or Postal Service™-owned); analysis and testing; incidental supplies; used oil and filters (with incentives for payment to the Postal Service); incidental spill and cleanup response (not national-threat related); optional universal waste management (lamps, bulbs, and batteries); and manifesting and reporting requirements.

Safety-Kleen Systems, Inc., is the exclusive source to provide these services for Postal Service facilities in the 48 contiguous states and transportation is freight on board destination. This supplier will provide HRWM services at the contract price regardless of the payment option selected. To place an order, call Safety-Kleen at

888-932-2734 (888-WE CARE4USPS). It is highly recommended that you contact Safety-Kleen at your earliest convenience to set up a site visit to your facility. This will expedite future service and allow time to assess your facility's requirements. Detailed ordering instructions will be issued in a future Material Logistics Bulletin (MLB.)

Several payment options are listed below for use until the catalog is available on eBay.

Option 1. If you currently are under contract with Safety-Kleen, the agreement has not expired, and there are funds remaining, you may continue to use the contract for payment of these services. Process invoices as you normally would.

Option 2. You may use the IMPAC credit card as an interim measure for obtaining HRWM services. You are required to obtain management approval from Headquarters Environmental Management Policy (EMP), as stated in section 332.13 of Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*. Even though EMP has granted management approval for these services, use of the IMPAC credit card must also comply with all applicable

local buying procedures, regulations, and restrictions. This approval is effective until December 31, 2005, or until HRWM services are available for purchase through eBuy, whichever is sooner.

Option 3. You may use PS Form 8230, *Authorization for Payment*. Instructions for use of this payment method can be obtained at <http://blue.usps.gov/formmgmt/8999.htm>.

If your facility has an existing contract that expires on or before November 1, 2005, the contract will continue through its scheduled ending date. However, if your existing contract expires after November 1, you may exercise the 60- to 90-day (standard in the industry) termination option and contact Safety-Kleen to establish new service.

If you have questions concerning these requirements, contact the contracting officer for this initiative:

MICHAEL COUVILLION CPM
ENVIRONMENTAL AND MRO CATEGORY MANAGEMENT
CENTER
P O BOX 667190
DALLAS TX 75266-7190

Telephone: 214-819-7128

Fax: 214-819-7125

E-mail: michael.j.couvillion@usps.gov

— *SCM Strategies,*
Supply Management, 9-29-05

Rotary Lock Redistribution and Ordering Process

Rotary locks must be used to secure Registered Mail™ and non-saleable stamp stock in transit, whether in pouches, sacks, CON-CON containers, or LD-3 Dacon containers. Under the Postal Service™ and FedEx CON-CON Program, Registered Mail must be secured in a red and blue CON-CON container using a rotary/registry lock. No seals or outside locks are permitted.

Handbook DM-901, *Registered Mail*, section 523.1, states that numbered tin-band sealed pouches (PSIN 0817-C) should be *used only when rotary locks are not available*.

The first source of supply should always be local redistribution. Audits show that even when rotary locks are available locally, units are not redistributing them because they are not stored in a visible location and coordinators do not have a visual reminder. Area registry coordinators must monitor and coordinate the redistribution of rotary locks within their areas, and sites should maintain up to a 7-day supply of locks. Quantities greater than a 7-day supply are considered excess.

If redistribution is not possible, rotary locks can be ordered at no cost during fiscal year 2006 by contacting the appropriate area Registered Mail coordinator listed below:

| Area | Area Registered Mail Coordinator | Telephone Number |
|----------------|----------------------------------|------------------|
| Capitol Metro | Eddie Martin | 301-618-4409 |
| Eastern | James D. Adams | 412-494-2617 |
| Great Lakes | Joe Cherne | 630-539-4740 |
| New York Metro | Rich Miller | 646-473-3742 |
| Northeast | Dave McClelland | 860-285-7330 |
| Pacific | Carol Ziegler | 510-292-2460 |
| Southeast | Dan Slattery | 901-747-7416 |
| Southwest | Dwayne Lee | 214-819-8840 |
| Western | George Medina | 303-313-5167 |

If you have excess and non-functioning rotary locks, return them for national redistribution and repair in order to make sure there is a sufficient supply of rotary locks available. Please send them to:

MAIL EQUIPMENT SHOPS
2135 5TH STREET NE
WASHINGTON DC 20260-6224
Telephone: 202-281-2620

Also, keys for rotary locks can be obtained directly from the Mail Equipment Shops by completing PS Form 4983, *Postal Key and Lock Requisition*.

— *SCM Strategies,*
Supply Management, 9-29-05

Notice To Cintas Customers Only

Cintas has implemented changes to its catalog item numbers and the delivery/service methods for anti-fatigue mats and outdoor scraper mats.

Cintas will be standardizing the item numbers of its product inventory. This will result in changes to item numbers for some products (mops, shop towels, and replacement items) in the eBuy catalog. During this transition, the old item number will remain in the Cintas eBuy catalog; however, a note referencing the new item

number will replace the current description field. Also, the item numbers on delivery tickets will reflect the new numbers. This will temporarily make reconciliation of delivery tickets to the Accounting Period (AP) Billing Summary more difficult. To simplify this process, the following conversion

chart, showing the old item numbers with the corresponding new item numbers, can be used:

| Item Description | Old Item Number | New Item Number |
|-----------------------|-----------------|-----------------|
| 18" Mop Frame | 0-01945 | 0-02653 |
| 18" Mop Frame – LR | R-01945 | R-02653 |
| 18" Dust Mop – wkly | 0-02560W | 0-02623W |
| 18" Dust Mop – eow | 0-02560E | 0-02623E |
| 18" Dust Mop – mthly | 0-02560M | 0-02623M |
| 18" Dust Mop – LR | R-02560 | R-02623 |
| Huski Wet Mop – wkly | 0-02660W | 0-02641W |
| Huski Wet Mop – eow | 0-02660E | 0-02641E |
| Huski Wet Mop – mthly | 0-02660M | 0-02641M |
| Huski Wet Mop – LR | R-02660 | R-02641 |
| Mop Handle | 0-02661 | 0-06922 |
| Mop Handle – LR | R-02661 | R-06922 |
| 24" Mop Frame | 0-02663 | 0-01946 |
| 24" Mop Frame – LR | R-02663 | R-01946 |

As part of product standardization, Cintas will no longer offer 18-inch dust mops. They will be replaced with 24-inch dust mops. When Cintas picks up 18-inch mops from Postal Service™ facilities, Cintas will replace the mops with 24-inch mops at no additional cost. The ticket or invoice for the delivery of this 24-inch mop will reflect the new item number. Once 18-inch mops are depleted from existing inventory, it will be the responsibility of each Postal Service

facility to determine the size mop they need and to submit a new on-catalog eBuy order, which reflects the new mop size and quantity.

Due to a contract change, Cintas is no longer required to pick up anti-fatigue mats or scraper mats based on the frequency (weekly, bi-weekly, or monthly) selected by individual Postal Service facilities. Cintas makes the decision when to pick up and replace the anti-fatigue or scraper mats. However, if the Postal Service facility determines that these mats must be cleaned or replaced, the facility should request that the driver bring clean replacement mats on the next scheduled delivery and subsequent deliveries. Each site will be invoiced for anti-fatigue mats and scraper mats each delivery cycle whether they are changed out or not. To compensate for this change, the contract pricing for these mats has been renegotiated and reduced accordingly.

Questions concerning these changes and all other custodial rental item issues should be directed to Topeka Materials Customer Service at 800-332-0317, option 4.

This change affects Cintas customers only, not Uni-first customers.

— *SCM Strategies,
Supply Management, 9-29-05*



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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Send a check or money order to:

**Postal Employees' Relief Fund
P.O. Box 34422
Washington, DC 20043-4422**

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click on "Donate Now"
to give by credit card**