POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880 PB 22012, December 2, 1999

POSTMASTERS

SUBJECT: Community Service/Contributions Kit

Postal employees are always making important contributions to the communities where they work and live. Hardly a day goes by without a postal employee coming to the rescue of someone trapped in a fire, getting help for heart attack or stroke victims, feeding the hungry by sponsoring food drives, or reaching out to the underprivileged during the holidays.

These good deeds lead to the kind of news everyone likes to read — human-interest stories. But many of them fail to appear because editors and reporters never hear what happened, or they learn about it so late that it's no longer news.

That's a shame, because when people in the community know you or know about you and your employees, they are more likely to appreciate the service they receive. Moreover, if they have a complaint, they are less likely to air it with civic leaders or the media.

To help you spread the word about the many positive things our employees do for their communities, we're enclosing the Public Affairs and Communications "Benjamin" Recognition Program Guidelines. Along with this mid-year reminder, we've also prepared a "Community Service and Contributions" kit designed especially for postmasters, managers, and supervisors. This kit is full of materials to help you get your message of community involvement to members of community organizations and your local press.

For example, this kit includes:

- A generic outreach article for newspapers. This article, which highlights the Postal Service's tradition of community service across the nation, can be modified to include the specific contributions you and your employees make to the community. If you are in a very small office, you might consider working with other postmasters in your county, parish, or section of the state to combine examples of community service.
- Guidelines you can use to notify your local press whenever an employee does something special for the community. They include a fill-in news release you can personalize with suggested wording for various actions.
- A sample fact sheet. You can use it as a handout for visitors or as material to give editors or reporters when you visit your local newspaper. This is only a guideline for information. We may have included categories that don't apply to your office — and we may have left out categories that people in your community would find interesting. Things such as how many miles do your rural carriers drive annually? Is your office a designated historic site? Is there a Depression-era mural in your lobby? In its history, was your town known by other names? You can liven up your fact sheet with the tidbits of information that make your office unique.
- Tips on Clips. This information will help you prepare your news clips for possible use in the *Daily News Digest,* which is read by postal officers and higher-level managers. These tips will help you add professional-looking documentation to your portfolio of community relations activities.
- Information on the Public Affairs and Communications recognition program. To show our appreciation of your success in placing good news stories with local media and spreading the message through community groups, we have developed a non-monetary recognition program. Details and submission sheets are enclosed.
- Speech segments. These suggested remarks are designed to help you prepare for a meeting with community groups and service organizations.

The U.S. Postal Service has established a reputation as one of the finest postal systems in the world. Credit for this goes to our employees who, day in and day out, deliver the mail and a whole lot more to their customers and their communities. We encourage you to use the materials in this kit as often as you can. When you do, you will enhance the standing of your office within your community and tell all employees how proud we are of the "we deliver" attitudes they display every day.

C.E. LEWIS, JR.
CHIEF OPERATING OFFICER AND
EXECUTIVE VICE PRESIDENT

DEBORAH K. WILLHITE
SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS
AND PUBLIC POLICY

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UNITED STATES POSTAL SERVICE®

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

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PB 22011: 7690-04-000-3990	PB 21989: 7690-04-000-3968
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PB 21991: 7690-04-000-3970	PB 21969: 7690-04-000-2601

The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes the text of permanent directives or unless otherwise specified.

Public Affairs and Communications "Benjamin" Recognition Program Guidelines

The "Benjamin" Recognition Program provides all postmasters, managers, and supervisors with an opportunity to be recognized by Headquarters Public Affairs and Communications for efforts in promoting good news about the Postal Service and our employees.

Recognition is non-monetary and comes in the form of a specially designed crystal trophy called "The Benjamin." Public Affairs and Communications employees and other communications-related employees are not eligible to participate. *Participation is by self-nomination only. Participants must submit their own material from their own offices.* All participants receive a certificate for their community relations activities. All submissions must be sent directly to:

GOOD NEWS
COMMUNITY RELATIONS
475 L'ENFANT PLZ SW RM 10670
WASHINGTON DC 20260-3100

All submissions must be accompanied by a submission cover sheet (you can photocopy the one found in this packet). The information requested on the top of the sheet must be complete, including the level of office. If a completed submission sheet is not sent, the entry will not be validated. Please use one submission sheet for multiple entries sent in one envelope, and do not place submissions in a notebook or photo album. Mount your clippings on plain bond paper using clear adhesive tape, always including the date, name, city, and state of the newspaper in which the article appeared.

All submissions must be locally generated "good news." Post office closings, syndicated stamp columns, obituaries, wire stories, and paid advertisements will not be counted. Locally generated good news must focus on the Postal Service's public policy message that supports our core mission to bind the nation together through universal service. To accomplish this, participants should:

- Learn as much as possible about the public policy arena.
- Maximize the value of the Postal Service through everyday activities, such as:
  - Postmaster's Steering Committee — overall driver of "grass roots" efforts.
  - Highlighting the value of postmasters/carriers/clerks in the community.
  - Develop internal communication strategy to create a more informed workforce that presents the Postal Service as a valuable part of the community —
    - Keep employees informed about the real issues with competitors.
    - Clearly defining economic and social contributions to the community.
  - Identify opportunities to leverage existing key events and interaction with the public —
    - CTC and relevant local historical events.
    - New facilities and major improvements.
    - Open houses and postmaster installations.
    - Leveraging the positive aspects of relevant stamp issues, such as health and social topics.
- Identify strategic public groups for improved interaction —
  - Newspaper publishers.
  - Large accounts.
  - Local schools.
  - Congressional delegation.
  - State legislators.
  - Environmental.
  - Senior citizens.
- Other actions include —
  - A weekly postmaster's column.
  - A postal speech given at a community group built around postal issues.
  - Stand up talk with employees explaining postal issues.
  - Customer Appreciation Day/Week.
  - Recognizing employee heroes.
  - Local stamp ceremonies.
  - Media coverage for a special cancellation.
  - Partnership with local schools, rehabilitation centers, hospitals.
  - Celebrating milestones, safety goals, service levels, years of service.
  - Stamp coloring contests.
  - Television or radio interview on postal issues.
  - Tours.
  - Volunteerism.
  - Or any other activities that enhance the image of the Postal Service in your community.

All submissions for the Benjamin Award must identify the post office, postmaster/manager, and/or post office employees. Examples of good news that *do not* count include the mention of a postal employee's name in a list of local marathon times, an employee's appearance as a disc jockey at weddings, Boy

Scout activities, emcee at a college reunion, or a weekly column on gardening. There must be clear documentation that the employee involved in the activity is there to promote the USPS. This year's program runs through May 24, 2000. Since your submissions may be used in the *Daily News Digest* and as information for other Public Affairs and Communications materials, they must be timely.

Winners are determined by a cumulative point system. Each activity/event/clipping appearance will count as one point and will be monitored and verified by Public Affairs and Communications. If more than one radio or television station uses your material, you will receive one point for each station. To qualify for consideration, participants must meet *minimum* point requirements. Winners will be chosen according to the following groups of levels and the highest points attained.

Level	Minimum Point Requirements
EAS managers/supervisors, non-postmaster category	25 points
Postmaster, level 15 and below	35 points
Postmaster, level 18–20	45 points
Postmaster, level 21 and 22	55 points
Postmaster, level 24 and above	65 points

One winner from each of the above categories will be awarded in each Area.

Complete descriptions of the overall recognition program can be found on pages 5–10 of this *Postal Bulletin,* in the revised "Community Service and Contributions" information package dated November 1999.

The program will be administered and monitored by Public Affairs and Communications and updates will be provided through the *Postal Bulletin* and/or *Area Update.* The program will be evaluated each year and is subject to revisions. The district manager will be notified of all winners prior to individual notification. All decisions made by Public Affairs and Communications will be final. If you have questions or need clarification, please write to "Benjamin Award Coordinator" at the Good News address.

United States Postal Service "Good News Program" Guide for Community Service Contributions & Communication November 1999

Spread the Good News!

National radio and television networks, wire services, and big city newspapers rarely run stories about the everyday contributions Postal Service employees make to the communities they serve. But what's not news in major media outlets may indeed be news in media covering the suburbs, medium-sized cities, and small towns. Some of the contributions of your employees that could be news in your community include:

- Service anniversaries.
- Beautification of office or grounds by employees.
- Safety Award winners.
- New hires.
- Promotions (both inside and outside your office).
- Employee of the Month (consider starting a program in your office to recognize employee contributions and increase public awareness).
- Customer compliments.
- Heroic acts.
- Volunteer service. (Consider giving "Volunteer of the Year" recognition to an employee who volunteers time to make your community a better place to live. If you have several outstanding volunteers, make this a semi-annual, quarterly, or monthly recognition.)
- Successful blood drives.
- Training completed, continuing education efforts, degrees conferred.
- First aid/CPR training completed by employees.
- Holiday or NALC-sponsored food drives.
- Environmental efforts.
- Involvement in Career Day at local schools.
- Book donations to the local library.
- Talks at schools on preventing dog bites.
- Employees who respond to Santa letters.
- Wee Deliver Program participants.
- CTC educational package.
- Civic organization.

Don't be shy. Tell the world, or at least your neighborhood, about your heroes and hard workers. Good news — the "people" stories — are important to community newspapers and local radio stations. The key is to develop a relationship with your local media.

Here's How To Make It Happen

Write a News Release

Let's say this week an employee at your office has a 10-year service anniversary. Write a short note on your office letterhead to your local newspaper about this event and include as many of the elements of a news story as possible (who, what, when, where, and why). At the top of the page type the following:

FOR IMMEDIATE RELEASE
CONTACT: (YOUR NAME)
(LIST YOUR PHONE NUMBER)

Mail the release to your local newspaper. Address it to the person responsible for reviewing news releases. If you don't know who this is, call the paper and ask. If it's a local weekly paper, address it to the editor.

A news release is a good way to let your local paper know about safety award winners, promotions, and your employee of the month. To increase the likelihood of your release being used, be sure the information will still be news if it gets published a week after you mail the release. For example, write a release the week or so before you make a presentation so the news will be fresh when it is printed. This is especially important for weekly newspapers.

Send a News Tip

Not everyone can find time to write a news release during a hectic business day. There is nothing wrong with sending a newspaper editor or a reporter a handwritten note with a news tip or a copy of a memo you wrote complimenting someone on your staff. Just put it in the mail and address it to the person to whom you'd send a news release.

Pick Up the Phone

Sometimes a news story is so timely and important that an editor will want it immediately. For example, a story about a letter carrier or other employee who has helped a family escape from a burning building or revives someone who stopped breathing by administering CPR. Your local media will want this kind of story immediately, not the day after tomorrow or next week.

In this case, just pick up the phone and call the editor of the newspaper or newspapers that are read by residents of your community. Tell the editor what happened. Chances are that before you hang up the phone, the editor will assign a reporter to cover the story.

Post Office Fact Sheet

[Use this fact sheet as a handout for visitors or as material for editors or reporters.]

Post Office:

Year Established:

Postmaster:

Annual Mail Volume:

Annual Revenue:

Total Number of Employees:

Supervisors:

Clerks:

City Letter Carriers:

Rural Letter Carriers:

Mail Handlers:

Maintenance:

Others:

Number of Delivery Routes:

Number of Delivery Stops:

Number of Post Office Boxes:

Amount of Supplies and Services Purchased From Local Businesses:

Tips on Clips

You play an important role in creating a positive media environment for the Postal Service, and the news clippings you generate are important to us. Each workday, examples of national and local news efforts are reflected in the *Daily News Digest,* which is distributed to the Postmaster General, Officers, and Board of Governors, among others. Though only a fraction of our news coverage (good, bad, and indifferent) appears in the *Digest,* the clip you send from your local newspaper could be there for all to see. To give your clip the best possible chance, please follow these simple tips:

Keep it timely. There's little value in "old news." As soon as you see your article or letter to the editor, clip it out and send it in.

GOOD NEWS
COMMUNITY RELATIONS
475 L'ENFANT PLZ SW RM 10670
WASHINGTON DC 20260-3100

Tell us where it came from. At a minimum, we need the name of the newspaper, the city where the paper is published, the date the article appeared, and the page number and section where it was found. Other information, such as your name, title, and office are appreciated.

Paste it up. Newspaper clips are easier to handle if you cut them out of your paper and attach them to a sheet or sheets of regular bond paper, typing or printing the necessary information at the top of each page. To attach the clips, use regular adhesive tape on the top and bottom edges, or on the corners.

Make clear copies. If you must send a copy, please make sure it is a clear copy. Some newsprint and most newspaper photos do not copy well unless adjustments are made in resolution. If you can't make a clear copy with available equipment, please send us an original.

Send us everything. Though only positive, locally generated news counts toward "The Benjamin," we appreciate being kept informed about the not-so-positive stories also. If we hear about bad news brewing, we often can work with local management to calm the situation. There's nothing we can't fix together, if we know about it soon enough.

Special Recognition

As encouragement for postmasters and others who participate in community outreach activities, Public Affairs and Communications has established a non-monetary recognition in the form of a specially designed trophy called "The Benjamin." This award is our highest public relations honor for postmasters and supervisors across the country who are most successful in generating positive publicity for the Postal Service. The program is open to all postmasters/EAS managers and supervisors. Public Affairs and Communications Center employees and communications-related employees are not eligible. This Good News program begins around the fourth week in May and ends the following year around the same time.

In addition to the Benjamin Award, there is spot-basis recognition. Recipients are identified through news clips and information we receive. Deborah Willhite, Senior Vice President of Government Relations, sends a letter of appreciation and eagle print or a special postcard to postmasters who have "gone that extra mile." This recognition is, of course, unscheduled. There are no nomination forms, no time limits, and no minimum or maximum requirements. This recognition is a personal acknowledgement of special efforts.

Public Affairs and Communications Submission Form

MAIL TO: GOOD NEWS
COMMUNITY RELATIONS
475 L'ENFANT PLZ SW RM 10670
WASHINGTON DC 20260-3100

Name: ZIP Code:

Street/PO Box: District:

City & State: Area:

Title & Level:

Phone #:

TOTAL POINTS:

Newspaper Clippings

Include clips with the following information: name of newspaper, city and state where published, page numbers, and section where the story is found.

Public Appearances

Include documentation if possible. Give dates, number of people present.

Radio Interviews

Include documentation if possible. Give dates, station, purpose of interview.

Television Interviews

Include documentation if possible. Give dates, station, purpose of interview.

Community Project or Other

Include documentation if possible. Give dates, brief explanation of what you and/or your employees accomplished.

Submission Form Tips

To ensure that we are able to track your points accurately in our database, please note the following tips:

- Always include a submission form. One that you may photocopy (before or after filling in your office information) is included in this packet, and there is also one available for Microsoft Word that you can copy by sending a cc:Mail request to your Area Public Affairs and Communications Center. You may also create your own computer version, as long as it includes all the information contained on the submission form in this packet.

- Use one submission form for multiple entries. It is much easier for us to tabulate your entries when there is one summary sheet — the submission form — included for each packet of materials received. If there is not enough room to summarize your activities on one page, include a summary sheet behind the submission form, with numbered and dated entries divided into the different categories. Your submissions must be timely (received within two weeks of the event or activity).

- Summarize your activities on your submission form. It is difficult for us to determine what is to be counted when there is only a number placed beside a category. To summarize events on your form, number and date each activity and include a very brief description.

- Get in a weekly reporting habit. Sending in a submission form every week keeps your entries timely. It also helps you to look at your outreach projects in a series of steps so that you won't forget to report them.

- Alert us to any ZIP Code changes. We use your ZIP Code as your reference number in our database and changes can disrupt our tracking capability. Always notify us of changes to your address and position but mark your old ZIP Code on the top of your submission sheet so we can transfer your points to your new ZIP Code.

- Write your name as you would like it to appear on official correspondence. We take your name directly from your submission sheets for official correspondence. Please be sure you write your name on each submission sheet exactly as you would like it to appear. If your name changes, write your old name on your submission sheets and clearly mark your new name on each one.

Suggested Remarks for Speech to a Community Group

Good (morning/afternoon/evening): I want to thank (name of person who invited/introduced you) for including me on the program.

It's natural for people to feel that they know all there is to know about the Postal Service because they've grown up with it. Moreover, they use it every day, several times a day — sending and receiving mail.

You may know that the U.S. Postal Service is a $60 billion a year business that processes and delivers 190 billion — that's with a "b" — pieces of mail annually. You may also know that we handle more than 40 percent of the world's mail, and that we do not use tax dollars to finance our operations. But how many of you are aware that the Postal Service does a lot more than just deliver the mail?

Today I'm going to talk about another side of the Postal Service — about the *people* side of our business.

For example, through the Combined Federal Campaign, Postal Service employees donate more money than any other corporation in America. Those contributions help local charities and community organizations like the American Cancer Society, American Heart Association, Habitat for Humanity, and others.

Likewise, postal employees donate more blood than any other group in the nation.

But how many of you remember that postal employees, working in thousands of communities across the nation, help senior citizens through Carrier Alert programs and children through Safe Haven programs?

Almost every day postal employees come to the rescue of hundreds of citizens by helping them escape from fires, by administering CPR or other lifesaving first aid, and by preventing robberies and assaults.

How many of you know of the thousands of pounds of food postal employees collect during the National Association of Letter Carriers annual food drive? In May 1999, a one-day effort, 58.4 *million* pounds were collected. Tons of food are collected annually to help food banks and shelters provide for the less fortunate in communities across the nation.

Community responsibility is one of our guiding principles as a businesslike public service.

Right here in (town, county, parish, section of state), our employees are part of this tradition.

Last year they donated (amount) to local charities through the Combined Federal Campaign.

They donated more than (amount) gallons of blood to (name the organization, such as the Red Cross, or give the name of a local blood drive).

If applicable, mention employees lauded for heroic acts. For example:

They collected (amount) pounds of food through (the National Association of Letter Carriers food drive or holiday food drives).

Last (month, year) (name of employee, job title) received a (title of award) from (organization giving award) for (describe the heroic act, such as helping the Smith family escape a house fire, or administering the Heimlich maneuver, or helping police arrest a burglar).

If applicable, mention volunteer work done by you or your employees. For example:

I am a (member or title of office) of the (your town) (community service organization such as the Lions Club, Rotary Club, or Jaycees). (Name and job title of employee) serves on the (name or name of town) school board. (Name and job title of employee) volunteered as a coach for the (name of organization such as Little League, Youth Soccer Association, or Pop Warner Football). (Name and job title of employee) volunteers on the Crisis Center Hotline/at the community hospital/with Habitat for Humanity.

The Wee Deliver Program (if applicable, name the schools involved) promotes literacy through an in-school postal service. Teachers say that their students' enthusiasm for reading and writing letters to brothers, sisters, and friends in other classes has improved. Student postmasters, clerks, and carriers link the classes in a school. They enjoy the appreciation they get from other pupils for delivering the mail.

The Postal Service has helped link the communities of America together for more than 200 years. We have a long tradition of service to our country — always have, always will. Thank you for giving me the opportunity to tell you how we are working with you to make our communities a better place to live and work.

As you have heard, I am proud to be part of the organization that delivers *the mail and more* to our community.

Now, I would like to answer any questions you may have about the Postal Service. Who has the first one?

Administrative Services

Directives and Forms Update

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

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

WWW = USPS webpage = *www.usps.com.*

PE = Postal Explorer.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK F-7	6/99	Secure Internet Payment Policies	7610-04-000-6682	FIN	IWEB	N/A
KIT 15-B	10/99	A Great Place to Work for City Carriers	7530-04-000-8736	HR	MDC	MDC
PUB 60-B	10/99	A Great Place to Work for City Carriers	7610-04-000-8735	HR	MDC	MDC
PUB 527	8/99	How Does a Small Business Get Out Into the Great Big World?	7610-04-000-7263	IB	MDC	P/F
PUB 527-A	8/99	How Does a Small Business Get Out Into the Great Big World?	7610-04-000-9122	IB	MDC	P/F

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK MS-141-VOL-A	8/99	Dual Pass Rough Cull System (DPRCS), Maintenance Information	7610-03-000-7968	ENG	MDC	R
HBK MS-141-VOL-B	8/99	Dual Pass Rough Cull System (DPRCS), Parts Information	7610-04-000-1007	ENG	MDC	R
HBK MS-165-VOL-A	10/99	Siemens SPBS-Feed System, Maintenance Information	7610-04-000-1009	ENG	MDC	R
HBK MS-165-VOL-B	10/99	Siemens SPBS-Feed System, Parts Information	7610-04-000-3263	ENG	MDC	R
HBK PO-424	8/99	AFCS/ISS Operating System Guidelines	7610-02-000-9918	OS	MDC, BLUE	N/A
PUB 52	7/99	Hazardous, Restricted, and Perishable Mail	7610-03-000-9109	MKT	MDC, IWEB	MDC
PUB 300-A-S	7/99	Consumer & Business Guide to Prevent Mail Fraud (Spanish)	7610-04-000-6950	IS	MDC, IWEB	MDC, WWW

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK MS-165-CHG-1	3/98	Siemens SPBS-Feed System, Parts Information (Change 1 to HBKMS-165-VOL-B, TL-1, 11-97)	10/26/99	HBK MS-165-VOL-B, TL-2, 10-99
MI EL-830-95-2	6/22/95	Control of Asbestos Exposure from Brake and Clutch Repair and Service	10/28/99	MI EL-830-1999-5
MOP DD-5-11-1995	5/11/95	Equal Employment Opportunity, Affirmative Action, and Diversity Policy Statement	11/1/99	MOP DD-4-22-1999, MOP DD-8-27-1998
PUB 50	11/1/88	Resources for Recruitment of High-Tech Maintenance Personnel	11/17/99	N/A
PUB 300-S	11/1/97	A Consumer's Guide to Postal Crime Prevention (Spanish)	10/15/99	PUB 300-A-S

New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3657	11/99	11/99	Postage Statement for Global Direct — Canada Publication Mail	7530-04-000-8868	PU	SH	MKT	WWW	WWW
PS 8125-CD	11/99	11/99	Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance	N/A	PU	SH	MKT	WWW	WWW

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3656	11/99	11/99	Postage Statement — Global Direct Canada Admail — Permit Imprint	N/A	PU	SH	IB	WWW	WWW
PS 3972	10/99	10/99	Absence Analysis	7530-02-000-9137	PS	SH	LAB	MDC	N/A

Obsolete Forms

Form Number	Edition Date	Title	Obsolete Date	Replaced by
PS 3657-C	8/99	Postage Statement — Global Direct — Canada Publication Mail	11/18/99	N/A
PS 7493	6/1/81	Certificate of Site Investigations for Easements or Other Evidences of Rights Adverse to Postal Service Interests	11/1/99	N/A
PS 7495	1/1/87	Disclaimer	11/1/99	N/A

Corrections (changes highlighted in bold)

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
KIT 12	**9/99**	**8/98**	REDRESS Kit	7690-04-000-5421	GC	N/A	BOX	MDH	MDC
NOT 107	12/98	12/98	**Some Things Were Never Meant to be Mailed**	7610-01-000-9693	OS	N/A	EA	MDC	WWW
PS 3501	**3/99**	**3/99**	Application for Periodicals Mailing Privileges (General)	7530-01-000-9912	MKT	PU	SH	MDC	PBC
PS 3526	**10/99**	**10/99**	Statement of Ownership, Management, and Circulation	7530-01-000-9931	MSY	PU	SH	MDC, **WWW**	WWW
PS 3624	10/96	10/96	**Application to Mail at Nonprofit Standard Mail Rates**	7530-02-000-9014	MKT	PU	SH	MDC, PE, WWW	WWW
PUB 192	12/97	12/97	**Celebrate The Century Poster**	7610-03-000-9314	MKT	N/A	EA	MDC	P/F

— Corporate Information Services, Information Technology, 12-2-99

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Customer Relations Program Management at 202-268-5885 at least one month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Holiday Fragrance Mailer	Standard A/ Letter	12/1–12/3	3.4	Nationwide	CarRt	Harte-Hanks
JC Penney Holiday Shopping Pass!	Standard A/ Letter	12/1–12/3	2.8	Nationwide	CarRt	Harte-Hanks
JC Penney December Sale	Standard A/ Catalog	12/2–12/4	6.7	Nationwide	CarRt	DLS
JC Penney Your Present Situation	Standard A/ Catalog	12/2–12/4	8.0	Nationwide	CarRt	World Color
Kmart Gift Guide	Standard A/ Flat	12/2–12/4	14.8	Nationwide	CarRt	Harte-Hanks; 9″ x 10″, 48-page book
JC Penney Holiday Appreciation	Standard A/ Letter	12/6–12/8	7.0	Nationwide	CarRt	Harte-Hanks
JC Penney One Huge Sale Postcard	Standard A/ Postcard	12/6–12/8	13.0	Nationwide	CarRt	Harte-Hanks
Office Depot Great Gift Ideas	Standard A/ Letter	12/6–12/9	1.4	Nationwide	CarRt	American Color Graphics, Nashville, TN
Billy Graham Letter	Standard A/ Letter	12/6–12/17	1.4	Nationwide	3/5-Digit, Basic, Barcoded	Minneapolis, MN; 5 5/8″ x 7 1/14″ envelope
JC Penney Santa Postcard	Standard A/ Postcard	12/13–12/15	11.5	Nationwide	CarRt	Harte-Hanks

— Customer Relations, Marketing, 12-2-99

Processing Consumer Service Cards

The volume of Consumer Service Cards continues to decrease as customers increase their use of alternate methods (e.g., Internet, 800 number) to contact the Postal Service. In FY 1999 the Accounting Service Center (ASC) received a total of 270,446 cards, a reduction of 60% from the same period last year. Effective immediately, Consumer Service Cards should be sent to the district Consumer Affairs office for processing.

Postmasters and station and branch managers should follow these instructions when processing a Consumer Service Card:

1. Upon receipt of the card investigate the issue.
2. Document the response in the *USPS Use Only* section on copy 2 of the Consumer Service Card. Include the date the customer was contacted, the name of the person who contacted the customer, the specific action taken, and the method of contact (letter, phone, in person, etc.).
3. On the date action is completed, staple copies 2 and 3 together and send them to your district Consumer Affairs Office. Mail the cards each day in one envelope. Do not divide copies 2 and 3.
4. File copy 4 locally, along with any letters or attachments.

District Consumer Affairs Offices should follow these handling instructions:

Cards without resolution information:

1. Using the Consumer Service Card number, transfer information directly from the card into the Consumer Affairs Tracking System and handle as new case.
2. Ensure that a response is made within 14 days from the date the Consumer Affairs Office received the complaint.

Cards containing resolution information:

1. Using the Consumer Service Card number, transfer information directly from the card into the Consumer Affairs Tracking System.
2. Code the card based on the information provided on the card.
3. Select the Closure Method indicating the card was closed by a field office.

The Consumer Service Card Report will continue to be available each AP. Data will be provided from the Consumer Affairs Tracking System.

— Policy and Program Development,
Consumer Advocate, 12-2-99

Domestic Mail

DMM REVISION

New Verification Procedures and Mailing Standards for First-Class and Standard Mail (A) Automation Letter Mail

New Verification Procedures

The Postal Service will begin to implement new standardized acceptance and verification (SAVE) procedures for First-Class and Standard Mail (A) automation letter mail prepared using multi-line optical character readers (MLOCRs) and/or barcode sorters in mid-December 1999. These new SAVE procedures will replace existing verification procedures for First-Class and Standard Mail (A) automation letter mailings that are not weigh-verified. It is planned to extend the SAVE verification procedures to other First-Class and Standard Mail (A) automation letter mailings (not produced by MLOCRs and/or barcode sorters) later in calendar year 2000.

SAVE is the Postal Service's response to requests by business mailers for a verification process that is predictable, fair, consistent, and documented. SAVE also directs Postal Service attention to where the risk of poor quality lies. There are two verification levels and error rate thresholds under SAVE. The first level is for mailers who have been certified by the Postal Service under the Mail Preparation Total Quality Management (MPTQM) program. The second level is for mailers who are not part of the MPTQM program. Mailers who have made commitments to quality under the MPTQM program will have certain portions of SAVE verifications performed on a less frequent basis, or not at all if that aspect of mail preparation is verified under MPTQM. Information about MPTQM may be found on the Internet at *http://www.usps.com/mptqm*. Under SAVE, mailers will receive feedback on the quality of their mail to facilitate resolution of problems. SAVE incorporates most of the separate procedures used today to verify mail. For example, it employs the current Automated Barcode Evaluator (ABE) and short paid mail verification procedures. However, under SAVE, various separate verification checks have been standardized, made more complete, and structured. Corrective actions have been clarified and more diagnostic information will be provided to the mailer. SAVE provides verification procedures for First-Class and Standard Mail (A) automation letter mailings, including those submitted under value added refund (VAR) procedures and combined mailings of different postage payment methods or rates of postage affixed.

Effective March 1, 2000, a standard 4% error tolerance will apply to all mailings verified under SAVE, including VAR and combined mailings. During a phase-in period from mid-December 1999 through February 29, 2000, mailings found to have errors under the SAVE verification procedures will not be assessed additional postage unless the error rate for the mailing is 5% or more. Under the SAVE verification procedures, VAR mailings will be treated like all other mailings when postage adjustments become necessary. Rather than lose a value added refund when the error tolerance is exceeded, VAR mailers will pay a postage adjustment.

The amount of additional postage that must be paid for a mailing exceeding the 4% error tolerance under SAVE procedures will be calculated by determining the difference between the First-Class single-piece rate postage (based on weight) and the average rate per piece based on the First-Class or Standard Mail (A) automation letter rates claimed by the mailer. This difference in postage per piece will be multiplied by the number of pieces in the mailing to determine the total workshare discount. The total workshare discount will be multiplied by the verification error percentage to determine the additional postage due.

These SAVE standards apply to the initial acceptance procedures applied by the bulk mail entry unit. Nothing in SAVE or other verification procedures prevents independent review of mail by Revenue Assurance, the Inspection Service, the Office of Inspector General, or others. Nor do they prevent a postage adjustment based on these reviews. In instances of fraud or related activities, the postage adjustment may be based on the mail as presented to the Postal Service even if the overall error rate is less than that established in these procedures.

Revised Mailing Standards for Automation Letter Mail Prepared with MLOCRs or Mailed Under VAR or Combined Postage Payment Procedures

Effective January 3, 2000, *Domestic Mail Manual* (DMM) M810.1.3, P014.4.14, P014.4.17, P760.1.0, P760.2, P760.3, and P760.4.0 are revised to incorporate new automation markings for First-Class and Standard Mail (A) automation letter mailings that are prepared using MLOCRs and for which the MLOCR is used to apply the rate marking. The revisions also incorporate new documentation requirements for mailings prepared under VAR and combined postage payment systems. Minor amendments to DMM P760 are also made to clarify what may be mailed under combined mailing procedures and to update the standard concerning postage payment for single-piece rate mail submitted under these mailing procedures.

The new marking and documentation requirements were developed in conjunction with MLOCR manufacturers and supporting software vendors and were announced and discussed at a special MLOCR Users Group meeting and at the previous two National Postal Forums. The documentation formats and new markings have been incorporated in software provided to mailers by MLOCR manufacturers. If copies of the documentation are not available from an MLOCR vendor, sample copies may be obtained from the Rates and Classification Service Center (RCSC) that serves a particular mailer. The marking requirements are specified below. Beginning January 3, 2000, the new markings must be used on pieces in First-Class and Standard Mail (A) automation letter mailings that are prepared using MLOCRs and for which the MLOCR is used to apply the rate marking. First-Class and Standard Mail (A) automation letter mailings prepared under VAR and/or combined mailing procedures must meet the new documentation requirements and formats beginning January 3, 2000. Although not required until January 3, 2000, the new markings and documentation may be used immediately. Affected mailers are encouraged to install the new software and use the new markings and documentation as soon as possible. These new marking and documentation requirements will be used when performing SAVE verifications on First-Class and Standard Mail (A) automation letter mailings.

These changes will be incorporated into the electronic DMM available via Postal Explorer *(http://pe.usps.gov)* and will be printed in DMM Issue 55.

Domestic Mail Manual (DMM)

M000 General Preparation Standards

M010 Mailpieces

* * * * *

M012 Markings and Endorsements

* * * * *

2.0 MARKINGS — FIRST-CLASS MAIL AND STANDARD MAIL (A)

* * * * *

2.2 Exceptions to Markings

[Add new 2.2d to read as follows:]

Exceptions are as follows: * * *

d. MLOCR Prepared Automation Letter Mailings. The basic marking must appear in the postage area on each piece as required in 2.1a. The other "AUTO" marking described in 2.1b must be replaced by the appropriate four-character marking described in P760 on those pieces that have the marking applied by an MLOCR. This four-character marking provides a description of the postage payment method and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail.

* * * * *

M800 All Automation Mail

M810 Letter-Size Mail

1.0 BASIC STANDARDS

* * * * *

[Amend 1.3 by adding as the last sentence:]

1.3 Documentation

* * *First-Class and Standard Mail (A) mailings prepared under the value added refund procedures or as combined mailings of different postage payment methods or different rates of postage affixed must meet additional standardized documentation requirements under P014 and P760.

* * * * *

P Postage and Payment Methods

P000 Basic Information

* * * * *

P014 Refunds and Exchanges

* * * * *

4.0 REFUND REQUEST FOR EXCESS POSTAGE (VAUE ADDED REFUND) — AT TIME OF MAILING

* * * * *

4.14 Criteria for Mailing

[Amend 4.14c to delete the last sentence and add new 4.14e to read as follows:]

A mailing for which a VAR request is submitted must meet these criteria: * * *

c. Mail must be prepared by the standards corresponding to the First-Class Mail or Standard Mail (A) rate claimed.

* * * * *

e. Each piece in the mailing for which barcodes are applied by an MLOCR must bear an automation marking that also describes the method of postage payment and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail as described in P760.

* * * * *

[Revise 4.17 to read as follows:]

4.17 Documentation for Mailing

Mailers are required to submit or generate the following reports:

a. Each mailing must be accompanied by all of the following documentation to enable the VAR request and the specific and efficient USPS verification of that request:

(1) Form 3533, *Application and Voucher for Refund of Postage and Fees,* if a net VAR refund is due.

(2) The applicable postage statement.

(3) Form(s) 3553, *Coding Accuracy Support Systems (CASS) Summary Report.*

(4) The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS qualification report must be generated for each entry destination.

(5) The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight and rate affixed (report all postage affixed First-Class pieces as weighing 1 ounce), number of pieces, dollar amount of postage affixed to those pieces, cumulative postage affixed, total postage, net postage due, cumulative postage due, and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. The RCSC may authorize submission of only portions of this report.

(6) The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by rate level, and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Postage Summary report must be generated for each entry destination.

(7) Other documentation that may be required by other standards for the rate claimed.

b. The USPS Customer Mail Report must be generated for each mailing, but is required to be submitted to the USPS only when requested by Business Mail Entry for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: the rate affixed, the mail category including the postage payment type, the weight, the total postage, the postage affixed, the number of pieces, the cumulative number of pieces, the number of pieces rejected, and the total pieces fed.

* * * * *

P700 Special Postage Payment Systems

* * * * *

P760 First-Class or Standard Mail (A) Mailings With Different Payment Methods

1.0 BASIC PROVISIONS

1.1 General

After specific USPS authorization, a mailer may prepare separate First-Class Mail or Standard Mail (A) letter-size automation rate mailings that each contain pieces paid with more than one of the three authorized methods of postage payment (permit imprint, meters, or precanceled stamps) and/or that contain pieces having different rates of postage affixed or multiple ounces of First-Class permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to the USPS. All standards applying to each method of payment apply in a combined mailing, unless excepted below.

* * * * *

2.0 POSTAGE

[Amend 2.1 to clarify payment for single-piece rate pieces by revising the last sentence to read as follows:]

2.1 Metered Pieces — First-Class Mail

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.2 to clarify payment for single-piece rate pieces by adding the following as the last sentence:]

2.2 Metered Pieces — Standard Mail (A)

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under E620 and P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.3 to clarify payment for single-piece rate pieces by revising the last sentence to read as follows:]

2.3 Precanceled Pieces — First-Class Mail

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.4 to clarify payment for single-piece rate pieces by adding the following as the last sentence]:

2.4 Precanceled Pieces — Standard Mail (A)

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under E620 and P100. Additional preparation to verify postage due may be required by the Postal Service.

[Amend 2.5 to clarify payment for single-piece rate pieces by adding the following as the last sentence:]

2.5 Permit Imprint Pieces — First-Class Mail and Standard Mail (A)

* * * Full postage at the single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under P100 and, for Standard Mail (A), E620. Additional preparation to verify postage due may be required by the Postal Service.

3.0 PRODUCING THE COMBINED MAILING

3.1 Mailer Quality Control

[Amend 3.1 by adding new 3.1i to read as follows:]

Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that: * * *

i. When markings are applied by an MLOCR, they properly show the applicable automation rate marking in 3.2 that describes the method of postage payment and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. These markings must be linked by the computer system to the rate entered by the mailer when the pieces are run through the MLOCR.

[Renumber 3.2 and 3.3 as 3.3 and 3.4 and insert new 3.2 to read as follows:]

3.2 Rate and Postage Marking

The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR. These markings provide the automation rate marking information and provide additional information concerning the type of postage payment for the mailpiece and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. The applicable marking must appear on each mailpiece in one of the locations authorized under M012.

a. First-Class Mail:

Marking	Rate and Postage Category
AUP1	Barcoded 1-Ounce Permit Imprint
AUP2	Barcoded 2-Ounce Permit Imprint
AUP3	Barcoded 3-Ounce Permit Imprint
AUP4	Barcoded 4-Ounce Permit Imprint
AUM5	Barcoded 5-Digit Metered Postage Affixed
AUM3	Barcoded 3-Digit Metered Postage Affixed
AUMB	Barcoded Basic Metered Postage Affixed
AUMP	Presorted Metered Postage Affixed
AUS1	Precanceled $0.23 Stamp Affixed
AUS1	Precanceled $0.15 Stamp Affixed (card)
AUS2	Precanceled $0.25 Stamp Affixed

b. Standard Mail (A):

Marking	Rate and Postage Category
AUPI	Barcoded Regular Permit Imprint
ANPI	Barcoded Nonprofit Permit Imprint
AUM5	Barcoded 5-Digit Metered Regular Postage Affixed[1]
ANM5	Barcoded 5-Digit Metered Nonprofit Postage Affixed[1]
AUM3	Barcoded 3-Digit Metered Regular Postage Affixed[1]
ANM3	Barcoded 3-Digit Metered Nonprofit Postage Affixed[1]
AUMB	Barcoded Basic Metered Regular Postage Affixed[1]
ANMB	Barcoded Basic Metered Nonprofit Postage Affixed[1]
AUM8	Presorted 3/5 Metered Regular Postage Affixed[1]
ANM8	Presorted 3/5 Metered Nonprofit Postage Affixed[1]
AUM9	Presorted Basic Metered Regular Postage Affixed[1]
ANM9	Presorted Basic Metered Nonprofit Postage Affixed[1]
AUSR	Precanceled Regular Rate Stamp Affixed
ANSN	Precanceled Nonprofit Stamp Affixed

[1] *The same code is used regardless of the destination entry rate, if any, for which the piece is metered.*

* * * * *

4.0 DOCUMENTATION

[Revise 4.1 to read as follows:]

4.1 Submission

Mailers are required to submit or generate the following reports:

a. For each First-Class Mail or Standard Mail (A) combined mailing, the mailer must provide these materials:

(1) For each postage payment method, a complete and accurate postage statement endorsed "Combined Mailing" at the top.

(2) A separate Form(s) 3553, *Coding Accuracy Support Systems (CASS) Summary Report.*

(3) The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS qualification report must be generated for each entry destination.

(4) The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight and rate affixed (report all postage affixed First-Class pieces as weighing 1 ounce), number of pieces, dollar amount of postage affixed to those pieces, cumulative postage affixed, total postage, net postage due, cumulative postage due, and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. The RCSC may authorize submission of only portions of this report.

(5) The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing, by rate level, and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail (A), a separate USPS Postage Summary report must be generated for each entry destination.

(6) Other documentation that may be required by other standards for the rate claimed.

b. The USPS Customer Mail Report must be generated for each mailing but is required to be submitted to the USPS only when requested by Business Mail Entry for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: the rate affixed, the mail category including the postage payment type, the weight, the total postage, the postage affixed, the number of pieces, the cumulative number of pieces, the number of pieces rejected, and the total pieces fed.

* * * * *

[Delete current P760.4.4. Renumber current P760.4.5 as P760.4.4. Amend renumbered P760.4.4 to delete the first and last sentence to read as follows:]

4.4 Reporting Results

Any additional postage due is paid through the mailer's advance deposit account for combined mailings. A "value added" refund of any overpayment of meter postage may be requested under P014.

[Delete P760.4.6 and P760.4.7.]

* * * * *

— Mail Preparation and Standards, Pricing and Product Design, 12-2-99

REMINDER

Use of Current PS Form 8125 and PS Form 8125-C

Mailers must use current versions of PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance,* and PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance.* A notice in *Postal Bulletin* 21977 (7-30-98) informed mailers that effective January 10, 1999, they must use Form 8125 and Form 8125-C dated July 1998 or later. Many mailers continue to use earlier versions. All mailers and postal facilities must discard previous versions of Forms 8125.

Computer-generated facsimile forms must contain all required data elements in the same relative locations as the Form 8125 and Form 8125-C that appear on the Postal Service Web site *(http://www.usps.com/business/formspdf.htm)* for use by mailers in creating facsimile documents. Mailer's software must be updated to ensure that facsimile forms meet current standards.

— Business Mail Acceptance, Marketing Technology Channel Management, 12-2-99

CORRECTION

Publication 52, Hazardous, Restricted, and Perishable Mail

The price for Publication 52, *Hazardous, Restricted, and Perishable Mail,* is $1.54. It was incorrect in the ordering information in *Postal Bulletin* 22011 (11-18-99).

— Business Mail Acceptance, Marketing Technology Channel Management, 12-2-99

REMINDER

Free Mail Program for Members of the Armed Forces

All employees who handle and deliver mail should be aware of the military free mail privilege in which mail as described below is processed and delivered without postage. For such mail, employees must not collect postage upon delivery or return mail to the sender for postage.

Personnel authorized this privilege may mail, without postage, letters, postcards, and sound recordings (audiotapes and videotapes) having the character of personal correspondence to any place in the United States, its possessions or territories, or any military post office (APO/FPO).

Free mail must have a complete APO or FPO return address, the word "Free" in the upper right corner with an APO or FPO postmark, and a complete delivery address. Free mail may not be registered, insured, or certified.

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

- Aboard ships in the Adriatic Sea.
- Aboard ships in the Ionian Sea north of the 39th parallel.
- Albania.
- Former Republic of Yugoslavia —
  - Bosnia-Herzegovina.
  - Croatia (including Zagreb).
  - Macedonia.
  - Serbia-Montenegro (including Kosovo and Vojvodina).
  - Slovenia.
- Haiti.
- Hungary.
- Zakho (which is south of the Turkish border in the no-fly zone of northern Iraq).

In accordance with 39 U.S.C. 3401 (a)(1)(B), free mail privileges will also be extended to members hospitalized in a facility under the jurisdiction of the Armed Forces due to disease or injury incurred as a result of service in these designated areas.

— International Operations Support,
Network Operations Management, 12-2-99

A MESSAGE FROM THE U.S. POSTAL SERVICE AND THE U.S. CENSUS BUREAU

Census 2000

The next census count will occur in March and April of the year 2000. The census is performed every 10 years throughout the United States. It shows the population, who we are and where we live. Census questionnaires are confidential. Information on the questionnaires is protected under the Privacy Act found in Title 13 of the United States Code. Census questionnaire information can be used *only* for statistical purposes and will not be divulged to any other person or organization.

Census 2000 is the *21st* decennial count of the United States population. This once-a-decade count is taken to fulfill requirements of the U.S. Constitution, with completion and return of each Census Bureau questionnaire required by law. We hope that each questionnaire recipient can appreciate how important their participation in ***Census 2000*** is to their community.

Census data is used by individuals, businesses, and the government for a variety of reasons. Some of the most important uses of census data include funding levels for certain government programs, location of roads and public transportation facilities, and determination of the number of congressional seats allocated to specific areas. Federal, state, and municipal governments use the information in their planning. Businesses, social agencies, and philanthropic organizations use census data as well.

Each completed Census Bureau questionnaire is an important and integral part of the census. It is important that each questionnaire be returned to the Census Bureau as soon as possible. Collectively, accurate census data about each individual, family, neighborhood, and community will benefit the entire country.

Today's Census Bureau efforts to help each person *"be counted"* represent some of the most important and basic tasks of our government and can affect virtually the entire country. All residents of the United States need to complete and return their census questionnaire, to help assure that ***Census 2000*** data reflect a complete and accurate picture of the population in our country.

With your assistance, we can make sure that each resident in the United States is counted and that ***Census 2000*** becomes the most accurate census of the United States yet.

Scheduled ***Census 2000*** mailings consist of:

- 122 million "Advance Notice" letters for Census-delivered (in home March 1–3) addresses and mail delivery (in home March 6–8).
- 98 million long- and short-form census questionnaires (in home March 13–15).
- 111 million cards to remind you to complete the questionnaire or thank you if you already did (in home March 20–30).

Post offices should create a ***"Census 2000"*** file and place this and future ***Census 2000*** material in this central file. More details concerning ***Census 2000*** will be printed in upcoming *Postal Bulletin, Memo to Mailers,* and *Postal Life* articles.

— Joint U.S. Postal Service/U.S. Census Bureau
Census 2000 Planning Committee, 12-2-99

Operation DEAR ABBY Mail for Members of the Armed Forces

Over the last 15 years, Abigail Van Buren, through her nationally syndicated column, has brought goodwill and cheer to the men and women of the Armed Forces. During the holiday season she solicits patriotic Americans to send cards and letters to our service members stationed overseas. This solicitation is coined "Operation DEAR ABBY."

Four addresses have been established for use in Operation DEAR ABBY for the 1999 holiday season. Mail to the four addresses below will be distributed by the receiving military post office to all services in the area that it supports.

For the system to cover the widest possible area, the addresses must remain generic. Addresses other than those listed below will not determine the distribution. For example: A letter addressed to a "Soldier" may be distributed to an Airman, Sailor, or Marine.

These addresses will be open only for the holiday period, until January 15, 2000. After January 15, 2000, these APOs/FPOs will close and mail for these addresses will no longer be accepted. To ensure that the mail is received within the required time window and falls within the DOD security guidelines, *the mail will be limited to First-Class letter mail 13 ounces or less only.*

The four addresses established for Operation DEAR ABBY for the 1999 holiday season are:

Address	Serves
Any Service Member OPERATION DEAR ABBY APO AE 09135	Europe and Southwest Asia
Any Service Member OPERATION DEAR ABBY FPO AE 09646	Mediterranean Basin
Any Service Member OPERATION DEAR ABBY APO AP 96285	Far East
Any Service Member OPERATION DEAR ABBY FPO AP 96385	Pacific Basin

Operation DEAR ABBY does not target specific units or countries; rather the operation targets major U.S. military aerial mail terminals and fleet mail centers overseas. These mail hubs will receive the mail and distribute it on a fair share basis to all services across the board. This system should preclude overburdening transportation assets or inundating specific units and provide wider distribution to service members.

— International Operations Support,
Network Operations Management, 12-2-99

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin* 22011 (11-18-99).

APO/FPO	Action	Effective Date	See Restrictions
34012	Close	Immediately	

— International Operations Support,
Network Operations Management, 12-2-99

Mail Quality Analysis Program

The Postal Service is implementing a new program to help mailers further improve the quality of business mailings. An automated, in-depth review of certain mailings will be conducted using the Mail Quality Analysis (MQA) program. MQA will use existing barcode sorting equipment to review a specific mail sample from a selected mailing. All mailings will continue to be verified at acceptance; MQA will also be used on a limited number of mailings following initial acceptance.

Under current verification procedures, only a small portion of a mailing is sampled for verification, and the results are reported on manually completed forms. MQA will analyze much larger sections of selected mailings, using delivery barcode sorter (DBCS) reports and mailer documentation. MQA will focus primarily on presort quality, and secondarily on barcode readability. MQA will allow the Postal Service to provide routine diagnostic feedback to mailers on the quality of their mail. Customer benefits include objective feedback on mail quality, additional focus on mailings where problems have been found, future opportunities for streamlined acceptance procedures, and rate stability.

MQA sample mail will be isolated at postal facilities and at detached mail units. The business mail entry unit, revenue assurance, and mail processing will work together to conduct MQA reviews. Initial reviews will focus on large volume mailings, with subsequent reviews determined by the results of reports and feedback from mail processing, mail acceptance, and other sources.

MQA will be implemented in two phases. Phase one will implement the MQA program on a national basis in December 1999, collect data, and develop improvements to MQA procedures. During phase one, mailers will receive diagnostic reports only. The reports will allow the mailer to correct quality problems. Phase one will run through June 2, 2000. Phase two will begin on June 3, 2000, and as of this date postage adjustments will be made when presort error rates over 5% are found. Postage adjustments will be applied only to the presort level of the sample(s) analyzed. Even during this phase, a mailer's first MQA report (for those mailers who received no report during phase one) will be for diagnostic and notification purposes only, with no postage adjustment cited. Additionally, errors discovered through MQA that amount to less than $50 in additional postage will not be assessed at any point in time.

In both phase one and phase two, MQA will provide feedback on barcode readability. A decision will be made at a later date as to whether postage adjustments will apply eventually.

MQA implementation recognizes that the Postal Service has provided a variety of tools to help mailers design and produce quality mail. Included are a variety of address management programs, Presort Accuracy Validation and Evaluation (PAVE), the Mailpiece Quality Control Program (MQC), the Mail Preparation Total Quality Management Program (MPTQM), various handbooks and brochures, the *Domestic Mail Manual* (DMM), and Customer Support Rulings. Information on many of these tools is available on the Postal Service Web site *(www.usps.com).* Postal business centers, business mail entry managers, mailpiece design analysts, and the National Customer Service Center are available to assist customers in design of mail. The net effect of these efforts is the expectation that today's business mailings should be of exceptionally high quality.

Mailers will typically not have the opportunity to retrieve and rework mail reviewed under the MQA program. Accordingly, mailers need to take steps to assure that mail claimed at discounted rates is prepared to qualify for those rates and is represented accurately on postage statements.

Mailers Companion will describe specific MQA procedures.

— Mail Preparation and Standards, Pricing and Product Design, 12-2-99

Finance

New Accounting Procedures for the Advanced Leadership Program

In the past, a one-time tuition fee of $7,500 for four weeks of the Advanced Leadership Program (ALP) was charged to the finance number of the sponsoring manager. Beginning fiscal year 2000, the $7,500 tuition fee is being charged in increments, based on which week the ALP candidate participates. Costs for particular weeks of ALP training are as follows:

Week 1	$3,500
Week 2	$1,800
Week 3	$1,200
Week 4	$1,000
Total	$7,500

Tuition is charged back through the Journal Voucher Transfer system during the accounting period (AP) in which the training occurred. The current cancellation policy and associated fees remain in effect.

— William F. Bolger Center for Leadership Development, Employee Resource Management, 12-2-99

Fraud Alert

Withholding of Mail Orders

Withholding of mail orders is enforced by the postmasters at the cities listed below:

State/City	Names Covered
AK, Anchor Point 99556-0285	Nicholas Olson, Nich Olson, Nick Olson, And All Other Names Other Than Nicholas Morike, P.O. Box 285
IL, Chicago 60651-3820	Premier Financial, 3722 W. Chicago Avenue
UT, Salt Lake City 84117-7204	Premier Associates, 5442 S 900 E PMB 100
ME, Auburn 04210-5465	Any And All Names Other Than Thomas Sizemore And Annette Bubier, 7 Chestnut Street, Apt. 12
ME, Rockland 04841-1263	Any And All Names Other Than Thomas Sizemore And Annette Bubier, P.O. Box 1263
ME, Rockland 04841-1254	Any And All Names Other Than Thomas Sizemore And Annette Bubier, P.O. Box 1254
NV, Las Vegas 89104-6213	Contest Express And/Or Woodrow, Cochran & Laylor, 2232 S. Nellis Blvd., #117
NJ, Cherry Hill 08034-3571	The Name Marc Lieberman, Private Post Office Box 130 219-P Berlin Road
PA, Philadelphia 19129-1435	Any And All Of Various Names Other Than The Surname Brewington, 3462 Tilden Street

— Recorder's Office, Judicial Officer, 12-2-99

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.

011 582 1889	**to**	**011 582 1899**
011 588 2900	**to**	**011 588 3099**
013 289 6176	**to**	**013 289 6199**
014 972 0800	**to**	**014 972 0899**
210 221 0548	**to**	**210 221 0599**
273 070 8059	**to**	**273 070 8099**
273 775 7700	**to**	**273 775 7899**
302 000 0000	**to**	**302 123 9999**
349 746 2056	**to**	**2099**
350 518 7350	**to**	**7374**
360 011 1690	**to**	**1699**
360 168 6008	to	6099
360 173 8800	to	8899
360 324 2326	to	2399
362 861 3064	to	3099
373 006 2176	**to**	**2199**
374 768 2600	to	2699
375 169 4400	to	4599
375 829 3400	to	3499
375 851 9100	to	9199
376 196 0911	to	0999
378 085 3679	to	3699
378 351 1063	to	1099
379 843 5100	to	5199
380 093 9600	**to**	**9699**
380 165 1165	to	1199
381 325 4500	to	4599
381 604 2510	to	2699
381 645 9525	to	9599
383 314 3968	to	3999
383 892 1000	to	1344
383 892 1382	to	1399
384 925 3641	to	3654
385 568 2331	to	2399
385 599 7554	to	7575
385 774 2024	to	2099
386 624 1412	to	1599
386 883 8936	to	8999
387 314 5574	to	5599
387 837 6300	to	6399
388 828 0656	to	0699
389 696 2400	to	2799
389 846 3104	to	3135
389 846 3145	to	3195
389 887 9211	to	9230
389 887 9234	to	9299
390 001 3182	**to**	**3199**
390 001 3500	to	3699
390 545 5974	to	5999
391 104 6146	to	6199
391 574 1466	to	1499
391 783 3020	to	3599
391 792 6100	to	6199
392 668 2956	to	2999
392 854 8500	to	8899
393 584 7566	to	7699
393 650 0074	to	0099
393 838 8316	to	8499
393 893 6007	to	6099
394 126 6907	to	6999
394 189 0405	to	0599
394 822 3243	to	3278
394 990 1810	to	1899
395 343 3264	to	3299
395 373 3035	to	3099
395 396 9649	to	9799
395 970 3240	to	3299
397 622 4054	to	4099
397 819 8902	to	8999
398 149 7200	to	7699
399 070 0872	to	0899
399 156 7119	to	7199
399 203 5064	to	5099
399 296 9910	to	9999
399 396 8935	to	8999
399 792 7775	to	7799
399 792 8300	to	8399
400 427 1051	**to**	**1999**
401 045 1505	to	1549
401 045 1571	to	1599
401 294 2700	to	2799
401 310 9505	to	9599
401 382 5312	to	5399
402 578 7876	to	7899
403 125 6744	to	6799
403 260 7000	to	7499
403 280 6470	to	6499
403 685 8600	to	8699
404 003 0300	to	0399
404 041 8838	to	8899
404 071 4268	to	4299
404 347 5356	to	5399
404 347 5548	to	5599
404 726 4500	to	4599
404 961 5001	to	5199
405 325 0188	to	0198
406 009 4587	to	4599
406 260 6830	to	6899
406 459 6641	to	6999
406 733 3000	to	3999
407 545 1557	to	1599
407 594 0412	to	0599
407 692 9100	to	9299
407 959 2190	to	2199
408 265 2275	to	2288
408 499 7700	to	7799
408 499 7900	to	7999
408 682 8484	to	8599
408 698 7015	to	7099
409 072 3941	to	3999
410 491 2311	**to**	**2399**
410 694 8400	to	8599
410 775 1500	to	1599
410 795 7927	to	7999
410 867 0917	to	0966
410 867 0970	to	0999
411 868 1023	to	1199
411 922 2322	to	2399
412 193 0900	to	0999
412 395 8599	to	8699
412 485 6500	to	6599
412 485 6610	to	6699
412 885 5953	to	5999
414 193 3608	to	3674
414 193 3677	to	3699
414 411 7348	to	7399
414 640 0757	to	0799
414 965 1727	to	1799
417 302 8104	to	8199
417 387 6532	to	6599
417 496 6800	to	6999
417 871 9250	to	9299
417 930 9533	to	9599
418 164 6500	to	6799
418 423 9863	to	9899
418 633 5922	to	5999
418 719 8520	to	8599
418 744 2235	to	2299
418 962 2848	to	2899
419 543 0286	to	0299
419 730 0300	to	0399
420 277 0015	**to**	**0049**
420 599 0734	to	0798
420 661 4115	to	4199
420 758 9500	to	9699
420 969 3951	to	3971
420 969 3973	to	3999
421 116 3565	to	3599
421 130 9300	to	9399
421 313 4500	to	4999
421 364 5537	to	5599
421 656 2609	to	2699
421 988 9700	to	9799
422 172 4667	to	4699
422 484 4212	to	4299
422 556 1270	to	1299
422 587 7024	to	7099
422 819 7533	to	7599
422 842 5073	to	5087
422 907 7563	to	7599
424 500 6050	to	6099
424 641 8500	to	8599
424 871 6600	to	6699
425 298 2352	to	2399
425 418 4269	to	4299
425 418 4405	to	4499
426 547 4566	to	4599
427 412 6337	to	6499
427 481 0900	to	0999
428 027 2742	to	2752
429 474 4172	to	4199
429 889 2900	to	2999
430 150 4401	**to**	**4599**
430 172 9800	to	9899
430 177 1900	to	2099
430 444 9500	to	9699
430 664 4070	to	4099
432 168 8419	to	8499
432 708 6800	to	6999
432 744 1544	to	1599
432 995 9775	to	9799

433 003 5800	to	5899	455 221 1348	to	1499	469 678 1900	to	1999	483 849 1615	to	1699
433 757 3047	to	3099	455 364 2147	to	2199	469 781 4900	to	4999	484 174 4803	to	5299
433 765 4003	to	4099	455 399 5400	to	5499	469 947 6960	to	6999	484 323 8900	to	9199
434 482 7060	to	7199	455 476 0676	to	0699	**470 755 5800**	**to**	**5818**	484 680 5000	to	5038
434 513 2386	to	2399	455 543 0618	to	0699	471 918 0300	to	0999	484 680 5040	to	5074
434 968 3076	to	3092	456 410 9006	to	9099	471 985 2408	to	2419	484 680 5077	to	5099
435 303 1831	to	1842	456 470 4146	to	4299	472 191 6700	to	6799	485 029 4913	to	4999
435 303 1986	to	1999	456 619 4460	to	4499	472 270 2555	to	2599	486 176 0600	to	0699
435 666 6092	to	6399	457 333 2686	to	2699	472 987 0213	to	0241	486 559 7555	to	7599
436 082 6400	to	6899	457 729 1767	to	1777	472 987 0290	to	0299	486 696 3023	to	3199
436 160 6441	to	6499	457 937 8615	to	8699	473 151 2069	to	2199	488 173 7900	to	7999
437 316 7115	to	7199	458 028 9810	to	9899	473 666 9138	to	9199	488 206 4100	to	4199
437 427 0500	to	3499	458 057 2712	to	2999	473 952 3429	to	3499	488 226 0200	to	0299
439 179 2300	to	2399	458 069 9537	to	9599	474 108 5402	to	5499	488 709 3906	to	3999
439 310 0458	to	0499	458 069 9665	to	9699	474 356 5193	to	5299	488 855 8359	to	8399
440 698 1947	**to**	**1999**	458 337 5222	to	5299	474 949 3366	to	3399	489 181 8963	to	8999
440 858 6300	to	6399	458 354 7653	to	7999	475 134 9362	to	9399	489 223 2000	to	2099
440 858 6420	to	7299	458 671 8678	to	8699	475 167 9667	to	9699	489 311 1930	to	1999
441 199 1655	to	1699	458 671 8721	to	8798	475 319 3415	to	3499	489 318 6200	to	6300
443 127 3648	to	3699	458 847 5044	to	5999	475 319 3649	to	3799	489 384 0027	to	0099
443 127 4000	to	4099	459 274 7624	to	7699	475 340 6400	to	6599	489 427 0658	to	0899
443 673 7900	to	7999	459 365 5432	to	5499	475 424 8410	to	8499	489 997 5252	to	5299
443 800 9335	to	9399	459 378 5764	to	5799	475 629 9156	to	9199	**490 669 5850**	**to**	**6099**
444 382 8822	to	8899	459 472 4816	to	4999	475 850 6101	to	6199	490 717 7080	to	7099
444 390 1667	to	1699	**460 349 6878**	**to**	**6899**	475 875 2500	to	2599	490 721 6000	to	6099
444 457 3854	to	3899	460 550 1909	to	1999	476 169 8264	to	8299	490 793 1500	to	2099
450 048 4173	**to**	**4199**	460 997 5234	to	5299	476 189 3000	to	3499	490 886 8171	to	8199
450 048 4442	to	4699	461 973 6443	to	6499	476 331 2480	to	2499	490 977 9221	to	9240
450 560 5173	to	5199	462 152 0107	to	0299	477 289 8601	to	8699	491 258 8100	to	9099
450 620 3077	to	3099	462 274 1072	to	1099	477 681 5206	to	5299	491 567 1376	to	1399
450 620 3135	to	3199	462 277 8373	to	8399	478 010 4243	to	4268	492 254 4800	to	4899
450 780 2716	to	2799	462 554 6051	to	6099	478 010 4270	to	4291	492 283 5100	to	5199
450 801 2700	to	2799	463 011 5529	to	5540	478 450 5071	to	5099	492 610 6813	to	6899
451 109 2967	to	2984	463 176 4115	to	4199	478 469 7838	to	7858	493 394 5568	to	5599
451 115 4110	to	4125	463 176 4229	to	4299	478 469 7883	to	7899	493 470 2562	to	2599
451 115 4127	to	4199	463 185 2600	to	2799	479 280 9800	to	9899	493 473 7700	to	7799
452 265 0074	to	0099	463 227 7711	to	7799	479 365 9116	to	9176	493 716 2153	to	2199
452 265 0246	to	0299	463 414 4869	to	4899	479 412 9900	to	9999	494 206 2972	to	2999
452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190	to	6199	494 217 3446	to	3999
452 509 1169	to	1199	463 945 7400	to	7899	479 748 9680	to	9699	494 224 0500	to	0599
452 855 6471	to	6499	464 629 9000	to	9399	479 860 7000	to	7199	495 145 0600	to	0699
452 890 4679	to	4799	464 711 4332	to	4399	**480 526 2000**	**to**	**2099**	496 209 7425	to	7499
452 900 8215	to	8238	465 692 3963	to	3999	480 640 6330	to	6399	496 213 8728	to	8799
453 117 9146	to	9199	465 698 8300	to	8599	480 658 0568	to	0599	496 474 5226	to	5248
453 334 3631	to	3699	465 743 7745	to	7799	480 689 5100	to	5199	497 053 8517	to	8699
453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499	497 854 8673	to	8699
453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095	498 449 8888	to	8899
453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599	498 929 8285	to	8499
454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299	498 936 5310	to	5399
454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899	499 016 5425	to	5499
454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299	499 440 8575	to	8899
454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399	499 731 6717	to	6799
454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199	**500 064 1858**	**to**	**1869**
454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599	500 070 5725	to	7799
454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799	**600 645 3223**	**to**	**3299**

601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	**620 073 9400**	**to**	**9499**	639 415 2019	to	2099	**650 114 7707**	**to**	**7719**
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	**640 289 7500**	**to**	**7599**	650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199
609 825 4100	to	4115	**630 389 3056**	**to**	**3071**	644 923 6800	to	7799	659 846 7837	to	7899
609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699	**660 510 4100**	**to**	**4199**
609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499	660 673 0400	to	0599
610 092 3200	**to**	**3299**	631 762 9325	to	9399	645 333 1766	to	1799	661 488 5000	to	5099
610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699	661 609 9100	to	9199
611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699	661 716 9420	to	9499
612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999	661 906 6522	to	6599
612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762	662 021 8332	to	8399
612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299	662 068 0700	to	0899
612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799	662 553 0774	to	0799
612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999	663 078 7034	to	7099
612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099	663 763 5300	to	5399
612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999	663 883 7039	to	7499
612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399	664 253 8000	to	8499
612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499	664 656 3055	to	3099
614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999	665 174 6400	to	6499
614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199	665 274 8208	to	8299
614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099	665 669 5400	to	5499
614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499	666 132 8226	to	8299
614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299	666 696 2209	to	2299
615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199	666 696 2309	to	2399
617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999	667 032 9300	to	9399

667 729 5529	to	5599
668 383 8400	to	8699
670 368 3400	**to**	**3499**
670 369 7336	to	7399
670 750 7169	to	7199
671 046 6200	to	6399
671 251 5448	to	5499
671 926 5600	to	5799
672 444 2000	to	2999
672 828 3410	to	3499
673 167 5776	to	5799
675 464 3700	to	3799
675 464 4000	to	4199
676 365 5958	to	5999
676 669 1024	to	1099
677 126 6734	to	6799
677 333 9979	to	9999
677 466 1088	to	1099
678 071 4500	to	4799
678 096 7531	to	7599
679 909 2578	to	2599
680 112 9565	**to**	**9599**
680 244 0903	to	0999
680 412 6046	to	6099
680 761 6800	to	6899
681 677 0540	to	0699
682 070 1029	to	1099
682 956 6280	to	6299
682 956 6490	to	6599
682 956 6700	to	6799
682 965 1178	to	1199
682 965 1201	to	1299
683 118 2389	to	2399
683 378 2000	to	2099
683 378 2117	to	2299
683 415 1200	to	1499
683 444 8159	to	8199
685 154 7780	to	7789
685 623 5264	to	5299
685 650 9487	to	9499
685 669 4200	to	4299
685 757 8452	to	8499
686 071 2694	to	2799
686 176 3333	to	3354
686 372 3200	to	3299
686 644 5879	to	5899
686 931 7636	to	7699
687 601 0973	to	0999
687 614 6774	to	6799
688 120 9000	to	9999
688 314 3107	to	3191
690 291 1361	**to**	**1371**
690 788 2877	to	2899
690 893 5344	to	5399
690 893 5512	to	5599
690 904 1300	to	1599
690 941 6000	to	6199
691 313 6383	to	6399
691 313 6600	to	6699
691 582 8003	to	8099
691 664 1800	to	1999
691 664 2400	to	2499
692 727 9362	to	9399
693 249 0779	to	0799
693 249 0877	to	1699
693 445 0566	to	0999
693 448 8500	to	8999
693 645 9583	to	9599
693 965 4200	to	4299
695 741 2906	to	2999
695 947 8518	to	8599
696 662 8247	to	8299
697 447 8285	to	8296
698 042 4816	to	4899
698 227 0000	to	0099
700 065 2570	**to**	**2599**
700 065 4800	to	4899
700 190 3350	to	3359
700 228 6048	to	6099
700 650 0452	to	0499
700 666 1323	to	1349
700 786 9106	to	9142
700 859 0744	to	0758
701 028 6780	to	6899
701 213 3900	to	3999
701 267 2000	to	3999
701 335 7312	to	7399
701 369 2005	to	2050
701 503 2247	to	2299
701 541 2271	to	2299
701 553 6557	to	6599
701 601 3457	to	3499
701 605 5913	to	5999
701 695 3982	to	3999
701 695 4148	to	4199
701 695 4227	to	4299
701 708 1741	to	1799
701 736 3966	to	3999
701 838 2800	to	2899
701 941 0600	to	0699
702 171 1603	to	1699
702 195 5109	to	5199
702 254 9300	to	9399
702 264 7569	to	7599
702 713 1800	to	1809
702 878 0114	to	0199
740 002 7710	**to**	**7719**
806 087 1100	**to**	**1499**
806 268 9275	to	9299
806 534 3400	to	3477
807 342 3283	to	3399
808 086 7100	to	7199
808 090 3440	to	3499
808 325 5161	to	5699
808 784 8000	to	8299
830 602 5800	**to**	**5999**
830 983 3500	to	3599
830 983 3635	to	3699
831 815 8240	to	8299
832 525 3810	to	3899
833 566 3015	to	3071
834 316 5444	to	5499
835 269 5700	to	5799
835 539 5200	to	5999
839 718 8257	to	8299
840 323 0600	**to**	**0699**
840 875 6235	to	6299
840 910 0900	to	0999
841 349 5000	to	5099
842 860 0300	to	0399
843 062 7100	to	7199
847 723 7500	to	7599
869 800 0000	**to**	**999 9999**
870 054 4814	**to**	**4899**
870 491 4812	to	4849
870 536 5820	to	5829
870 541 7167	to	7239
870 589 0485	to	0494
870 691 7060	to	7099

— Inspection Service, 12-2-99

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 nine digits. The 10th digit is a check digit only.

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

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

725 464 591	to	4 920
725 475 321	to	5 330
725 711 057	to	1 070
725 738 581	to	8 730
725 981 311	to	1 430
725 987 835	to	7 880
726 060 811	to	0 900
726 391 970	to	2 520
726 484 771	to	4 800
726 493 351	to	5 300
726 504 031	to	4 063
726 504 070	to	4 090
726 504 331	to	4 390
726 563 701	to	4 060
726 599 371	to	9 460
726 626 356	to	6 370
727 182 271	to	2 510
727 416 181	to	6 240
727 481 431	to	1 460
727 749 241	to	9 780
728 382 331	to	2 480
728 458 201	to	8 260
728 702 338	to	2 400
728 915 371	to	5 850
728 953 141	to	3 410
728 954 280	to	4 310
729 169 081	to	9 140
729 363 841	to	3 870
729 682 891	to	3 190
729 838 940	to	9 070
729 839 101	to	9 130
730 077 683	**to**	**7 840**
730 109 847	to	9 880
730 373 761	to	3 850
730 501 951	to	2 130
730 519 379	to	9 470
730 569 278	to	9 360
730 711 711	to	1 740
730 722 991	to	3 230
730 845 970	to	5 990
730 888 291	to	8 320
730 927 591	to	7 680
731 307 914	to	7 930
731 402 431	to	2 460
731 407 232	to	7 320
731 588 301	to	8 340
731 767 273	to	7 320
731 781 061	to	1 120
731 837 821	to	7 910
731 841 377	to	1 450
732 018 481	to	8 600
732 067 972	to	8 370
732 188 649	to	8 670
732 193 460	to	3 470
732 201 241	to	1 390
732 220 431	to	0 440
732 355 201	to	5 380
732 472 320	to	2 560
732 541 605	to	1 620
732 572 221	to	2 490
732 586 479	to	6 710
732 994 037	to	4 080
733 163 449	to	3 460
733 297 171	to	7 290
733 446 631	to	7 110
733 474 665	to	4 770
733 704 482	to	4 570
733 751 041	to	1 130
733 971 138	to	1 210
734 009 101	to	9 130
734 290 759	to	0 770
734 389 273	to	9 290
734 440 031	to	0 111
734 797 201	to	7 320
734 939 611	to	9 640
734 950 111	to	0 170
735 120 331	to	0 840
735 123 061	to	3 690
735 283 008	to	3 020
735 293 131	to	3 220
735 783 961	to	3,990
735 803 401	to	3 430
736 005 420	to	5 440
736 366 021	to	6 110
736 624 456	to	4 500
736 670 851	to	1 060
736 767 061	to	7 090
736 767 093	to	7 120
736 982 191	to	2 370
736 982 551	to	2 730
737 110 141	to	0 170
737 185 501	to	5 710
737 317 321	to	7 350
737 517 781	to	7 840
737 628 181	to	8 210
737 634 258	to	4 270
738 361 971	to	1 980
738 648 355	to	8 450
738 849 811	to	9 900
738 892 270	to	2 290
738 997 259	to	7 380
739 161 451	to	1 540
739 219 381	to	9 440
739 530 511	to	0 540
739 740 151	to	0 180
739 793 491	to	3 520
739 793 527	to	3 550
739 942 621	to	2 650
739 999 231	to	9 320
740 011 517	**to**	**1 530**
740 030 701	to	0 970
740 261 740	to	1 820
740 265 811	to	6 290
740 299 111	to	9 170
740 299 231	to	9 260
740 329 266	to	9 320
740 889 081	to	9 090
741 010 421	to	0 530
741 113 041	to	3 370
741 373 891	to	4 340
741 452 369	to	2 490
741 492 991	to	3 140
741 553 460	to	3 470
741 764 431	to	4 520
742 178 834	to	8 880
742 325 500	to	5 520
742 325 668	to	5 700
742 408 771	to	8 830
742 512 120	to	2 150
742 684 849	to	4 890
742 839 553	to	9 630
742 913 668	to	3 700
742 917 287	to	7 296
742 921 891	to	1 980
742 983 631	to	3 810
743 020 021	to	0 170
743 206 491	to	6 500
743 235 992	to	6 050
743 245 094	to	5 170
743 940 631	to	0 900
743 978 011	to	8 070
744 234 751	to	4 780
744 260 641	to	0 670
744 499 591	to	9 680
744 626 901	to	6 910
745 388 794	to	8 910
746 446 806	to	6 820
746 818 351	to	8 410
746 857 741	to	7 800
747 245 266	to	5 280
747 364 813	to	4 830
747 501 434	to	1 450
747 739 891	to	0 070
748 148 649	to	8 760
748 259 960	to	9 970
748 565 162	to	5 280
749 137 381	to	7 410
749 190 192	to	0 210
749 685 421	to	5 450
749 846 791	to	6 850
750 071 587	**to**	**1 610**
750 388 454	to	8 500
750 438 421	to	8 501
750 743 911	to	4 030
750 779 118	to	9 400
750 910 981	to	1 010
750 960 841	to	0 900
751 296 211	to	6 240
751 539 121	to	9 180
751 541 311	to	1 790
751 757 641	to	7 700
751 936 951	to	7 010
751 951 861	to	1 890
751 999 021	to	9 110
752 139 516	to	9 570
752 182 892	to	2 950
752 206 861	to	7 100
752 731 351	to	1 410
752 767 441	to	7 470

— Inspection Service, 12-2-99

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

— Inspection Service, 12-2-99

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

— Inspection Service, 12-2-99

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 destroyed. 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.

005385	007036	008786	009887	019633	022951	060671	065163	076140	085599	097289	112944	119239
005420	007065	008800	009908	019786	022987	061027	065220	076365	085602	097573	113039	119261
005467	007073	008879	009951	019908	023099	061054	065235	076685	085605	097754	113120	119324
005494	007076	008905	009970	019920	023276	061181	065268	076714	085606	097800	113290	119508
005509	007108	008914	009972	020282	023409	061243	065271	077302	085617	097825	113323	119565
005645	007118	008924	009974	020449	023435	062073	065279	077462	085619	097829	113324	120192
005766	007124	008926	009984	020493	023627	062114	065307	077628	085626	097921	113643	120243
005810	007156	008936	010216	020560	026402	063159	065315	077865	085629	097942	113646	120254
005963	007212	008994	010300	021020	027376	063307	065368	077933	085640	098286	113833	120302
005994	007283	009042	010360	021036	027916	063409	065389	078080	085661	098439	113961	120307
005999	007291	009067	010463	021062	028001	064001	065421	078209	085662	098443	114416	121149
006004	007343	009069	010599	021138	028624	064056	065485	078854	085663	098515	114519	121274
006019	007346	009076	011313	021176	028764	064076	065561	079506	085667	098529	114563	122136
006045	007354	009098	011327	021189	028786	064086	065638	079750	085671	098531	115100	122270
006046	008003	009120	011351	021211	028956	064097	065639	080215	085712	098545	115173	122276
006051	008014	009129	011386	021249	028964	064099	065744	080298	085725	098719	115196	122327
006054	008019	009151	012198	021277	029611	064100	065816	080310	085727	098801	115197	122346
006062	008095	009206	012271	021324	029820	064108	065870	080369	085728	098877	115307	122382
006064	008136	009213	012291	021469	029830	064139	065876	080375	085730	098953	115326	122387
006075	008164	009247	012299	021481	030518	064141	065883	080446	085731	098975	115343	123084
006077	008165	009270	012372	021500	031110	064172	065905	080634	085737	098988	115386	123139
006079	008167	009272	012405	021510	031159	064200	065906	085029	085738	**100478**	115506	125252
006088	008171	009276	013116	021534	032127	064202	065917	085032	085742	101447	115524	126029
006148	008177	009298	013232	021644	037025	064213	065937	085108	085743	102061	115790	127075
006168	008178	009342	014257	021678	038508	064229	065978	085196	085749	102272	115905	128113
006182	008179	009368	014489	021714	038524	064236	066271	085299	085759	102809	115965	128967
006212	008199	009394	014678	021731	038542	064411	067093	085375	085774	103251	116011	128985
006220	008201	009400	014737	021786	040072	064415	067220	085376	085920	103694	117062	129880
006223	008215	009416	014870	021845	040346	064432	068016	085406	088107	103743	117090	129890
006225	008236	009423	015083	021871	041186	064445	068183	085417	088111	103823	117110	129899
006237	008237	009425	015381	021880	041199	064491	068312	085457	088158	105104	117169	129904
006239	008238	009448	015391	021928	041325	064522	068325	085460	088181	105317	117181	129912
006247	008242	009453	015434	021941	041350	064566	068377	085461	088189	106304	117305	130007
006271	008272	009487	015651	021984	041353	064649	068467	085463	088457	106356	117530	130013
006273	008277	009502	016278	022029	042108	064661	068598	085465	088678	107092	117546	130532
006280	008288	009517	016586	022067	042311	064692	068627	085475	089580	107272	117586	130574
006282	008289	009529	018111	022070	042319	064738	069064	085480	089583	108139	117676	130665
006292	008302	009546	018238	022116	047133	064778	069167	085492	089837	108548	117705	130669
006293	008384	009575	018261	022224	048067	064785	069353	085493	090451	108555	117786	130891
006332	008430	009641	018273	022260	049065	064811	069732	085515	090717	108749	117839	131016
006335	008490	009695	018483	022295	049307	064821	069782	085516	091005	109328	117887	131264
006354	008500	009708	018790	022343	054005	064852	069991	085517	093171	109430	117927	131293
006360	008516	009718	018807	022384	055126	064872	070110	085519	093518	109921	117944	131621
006361	008564	009748	018866	022395	056045	064877	070484	085520	093612	110131	118034	132018
006362	008606	009788	018898	022478	056052	064903	070525	085523	093617	110768	118111	132037
006388	008611	009803	018901	022490	057110	064943	071259	085524	093706	110771	118163	132046
006398	008619	009816	018954	022493	058051	064947	071601	085533	093877	110868	118398	132055
006416	008630	009833	019095	022537	060010	064964	075048	085546	093977	111278	118453	132056
006439	008635	009859	019097	022548	060018	064965	075071	085589	093988	111384	118601	132171
006659	008684	009863	019111	022673	060055	064996	075119	085594	094630	111943	118888	132185
006726	008704	009866	019147	022684	060238	065005	075473	085595	095435	112266	118906	132252
006740	008711	009867	019250	022718	060337	065047	075533	085596	096414	112487	119082	132283
006874	008730	009880	019324	022817	060343	065142	075948	085597	096937	112628	119164	132426
007030	008776	009885	019403	022885	060411	065145	076071	085598	097087	112918	119236	132441

132443 176123 210561 293330 325960 335034 340999 405031 466598 485072 544014 600522 606502
133037 177052 210574 294238 326527 335053 344022 405039 467061 485205 544018 600569 606613
134055 183009 210624 294380 326629 335097 344036 405098 467064 486256 544020 600570 607035
136017 187081 210638 294387 326647 335110 344057 405125 467089 486311 544073 600607 607175
136033 191773 212564 294548 326706 335154 344069 405128 468184 486317 544083 600608 607896
136051 192002 212600 295352 326713 335166 344081 407003 468209 488138 545005 600614 607966
136053 192838 212739 295364 327300 335167 347103 430147 469164 489449 551026 600621 607990
136057 193383 212931 295428 327540 335182 347131 432138 470023 490174 551073 600622 608129
138002 195075 220025 295459 327653 335252 349049 432513 474001 490239 551093 600637 608244
139005 195096 220079 296443 327772 335390 349106 432607 478104 490272 551156 600649 610128
139087 196052 220832 296492 327796 335437 349412 432728 478825 490461 551179 600672 616115
139144 196064 220903 297068 327808 335552 349706 432729 480239 490507 551498 600767 622009
139204 196065 221099 **300620** 327877 335753 349737 432780 480301 490518 551829 600903 624027
142045 196114 221129 300722 327879 335894 349771 432792 480345 490552 551944 600920 625115
142054 196130 221140 300850 327885 335899 349956 432835 480425 490623 551979 600929 627017
142067 196148 221299 301019 328032 336033 352655 432916 480470 490633 553317 600955 627124
142073 196153 221580 301062 328556 336094 358031 437020 480471 490677 553358 600961 628039
142098 196160 222029 301115 328858 336096 359033 439350 480545 490693 553494 600962 628048
142136 198233 222046 301236 329176 336098 361332 439521 480628 492054 553807 600988 629029
142145 **200032** 222150 301605 329506 336099 362032 441201 480733 492065 553917 601054 629078
142146 200246 223008 301646 329531 336104 362049 441583 480859 492088 554382 601056 631139
142159 200347 223112 301906 330084 336122 362066 441682 481342 492097 554514 601080 631248
142169 200444 235219 301940 330090 336134 372040 443242 481371 492119 563001 601084 631277
142215 200517 235259 301946 330100 336345 372072 443313 481565 492126 570042 601213 631334
142259 200563 235280 304502 330137 336348 376148 444200 481599 493088 570056 601217 631355
142269 200721 235282 305015 330220 336382 380206 444413 481628 494102 571008 601218 631454
142279 200774 235454 305016 330412 336452 381001 444442 481633 494154 571013 601252 631480
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142562 207852 253136 305097 330665 337014 381184 445019 481751 496067 581145 601263 631682
142599 207907 253191 306324 330689 337023 381204 445055 481755 497210 581171 601267 631784
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142691 208146 254003 314547 330898 337103 381318 452139 481823 520030 591018 601337 631883
142735 208177 254013 314740 330971 337153 381392 452296 481899 524014 591042 601436 631905
142841 208179 262007 314958 331501 337176 381421 452453 481929 531305 591080 601438 631908
142942 208199 263010 320051 331508 337195 381466 452585 481941 531425 591135 601556 631967
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152717 208739 276131 322039 332213 340005 381982 458083 483031 534215 598628 602122 648131
152723 208754 276525 322235 332324 340065 383071 458109 483039 537085 **600080** 602705 648154
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159010 208853 281095 322513 332865 340332 388057 462039 483115 537243 600187 603110 648191
159042 208885 282290 322526 332888 340366 394230 462271 483221 537332 600286 603208 648195
165121 208968 282531 322946 332964 340407 395216 462329 483441 537337 600293 604944 648198
165351 209181 282552 323138 333051 340423 395224 462631 483487 537364 600299 605009 652190
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681605 752568 770744 796508 813253 853343 901484 915592 921545 927232 946268 958739 976019
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701391 756018 771905 **800394** 826267 853497 902263 917550 921688 927314 946460 958945 981804
701450 757027 772448 800402 830504 853507 902369 917637 921699 927618 946545 959009 982029
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705065 757074 773127 800576 833131 853516 902640 917673 921718 927806 947238 959052 982188
705078 760107 773537 801117 833611 853523 902759 917764 921740 927879 948188 960024 982281
705170 760112 774309 801283 834080 853537 902990 917822 921743 927893 948220 960034 982287
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730302 761129 782018 802184 841176 856173 904679 920195 922249 928422 948515 968156 992514
730327 761161 782020 802194 841213 856534 904685 920226 922330 928462 949056 968220 992653
730351 761509 782030 802227 841349 860101 904688 920243 924604 928511 949621 968268 992711
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730465 761741 782048 802264 841612 871335 906242 920287 924679 928889 950017 968569 995070
730577 762011 782648 802281 841788 871449 906305 920288 925184 928893 950121 968716 995158
730881 763015 782773 802323 841924 871584 906379 920327 925207 930286 950153 968815 995359
730900 763147 782835 802358 841964 871624 906611 920333 926021 931062 950217 968869 995429
731351 770035 782971 802363 841991 871636 906622 920334 926054 931128 950224 968930 997161
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731386 770156 784239 802559 850257 874039 906823 920370 926095 931687 950694 969132 998109
731549 770157 784602 802625 850568 880004 906855 921032 926170 931763 950722 970106
731802 770183 785304 802727 850691 880006 906859 921085 926242 931767 950820 970142
735054 770208 787678 803103 850907 882003 907018 921121 926247 934218 950896 970160
740863 770213 787891 803340 852013 891250 907086 921128 926283 934232 950915 970180
740914 770305 787956 804131 852094 891392 907124 921150 926326 934291 951214 970255
741018 770362 790003 804251 852318 891425 907493 921167 926335 940162 951502 970563
741273 770373 790011 804272 852376 891513 907587 921171 926352 940176 951596 970598
741280 770442 791027 805303 852415 891610 907593 921181 926451 940618 951787 970662
741487 770446 791030 805375 852701 891628 907667 921253 926505 941086 952208 970688
741632 770477 791093 805496 852950 891755 907823 921267 926526 941283 952240 970708

— Express and Priority Mail, Marketing, 12-2-99

International Mail

IMM REVISION

Global Priority Mail (GPM)

Effective December 2, 1999, section 226.2 of the *International Mail Manual* (IMM) is revised, as specified below, to reflect the substitution of an alphabetical country list for the current list of Global Priority Mail (GPM) destination countries that is arranged geographically.

This reformatted service availability chart supercedes, but does *not* substantively change, the list of countries published in *Postal Bulletin* 22010 (11-4-99). It will be incorporated into the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer *(http://pe.usps.gov).*

International Mail Manual (IMM)

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2 Conditions for Mailing

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220 Letters and Letter Packages

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226.2 Availability

[Replace the recently expanded GPM destination country list, announced in Postal Bulletin *22010 (11-4-99), with the reformatted list below.]*

GPM service is currently available to the destination countries that are listed below. Those countries that have service only to designated locations are identified with a footnote.

Countries of Destination

Australia	Hong Kong	Norway
Austria	Hungary	Philippines
Belgium	Iceland	Poland
Brazil [1]	India	Portugal
Canada	Ireland	Saudi Arabia [7]
Chile [2]	Israel [5]	Singapore
China [3]	Japan	South Africa
Colombia	Korea, Rep. of	Spain
Czech Rep.	Liechtenstein	Sweden
Denmark	Luxembourg	Switzerland
Finland	Malaysia	Taiwan
France (including Monaco)	Mexico [6]	Thailand
Germany	Netherlands	Vietnam
Great Britain & Northern Ireland [4]	New Zealand	

1 *Destinations in Brazil are limited to Sao Paulo and Rio de Janeiro.*
2 *Destinations in Chile are limited to Santiago, Valparaiso, and Viña del Mar.*
3 *See Exhibit 226.2 for the applicable locations in China.*
4 *Includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, and the Isle of Man.*
5 *Destinations in Israel are limited to Jerusalem, Tel Aviv, and Haifa.*
6 *Destinations in Mexico are limited to Guadalajara, Mexico City, and Monterrey.*
7 *Destinations in Saudi Arabia are limited to Dammam, Jeddah, and Riyadh.*

— Finance and Classification,
International Business, 12-2-99

IMM REVISION

International Mail — International Priority Airmail (IPA) Changes

Effective December 2, 1999, sections 284.521, 284.523, 284.611, and 284.632 and exhibits 284.522, 284.622, and 284.65 in the *International Mail Manual* (IMM) are revised to reflect changes in the sorting, routing, and labeling requirements for International Priority Airmail (IPA) items. These regulatory changes will be incorporated into both the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer *(http://pe.usps.gov).*

International Mail Manual (IMM)

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2 Conditions for Mailing

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280 International Priority Airmail Service

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284 Preparation Requirements for Individual Items

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284.5 Sortation Requirements for IPA

* * * * *

284.52 Presorted Mail

284.521 Direct Country Packages

[Revise 284.521 to read as follows:]

When there are 10 or more pieces or 1 pound or more of mail for the same country (except Great Britain), it must be made up into a country package. Great Britain requires a finer sortation. At the mailer's option, a finer breakdown by city or postal code may be made based on sortation information provided by the postal administration of the destination country.

* * * * *

Exhibit 284.522 Foreign Exchange Office and Country Rate Groups

* * * * *

[Revise the country entry for Mexico to read as follows:]

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
2	Mexico	MEX	Mexico Aereo DF

* * * * *

284.523 Country Packages to Great Britain

[Revise the section header and delete 284.523b and exhibit 284.523 to reflect the elimination of state sortation requirements for packages of IPA mail sent to Mexico:]

When there are 10 or more pieces or one pound or more per separation, International Priority Airmail to Great Britain must be sorted into packages in the following manner:

Separation	Exchange Office (Line 1 Bundle Label)
LONDON CITY	LONDON TOWN
SCOTLAND	GLASGOW FWD
NORTHERN IRELAND	BELFAST FWD
ALL OTHER GREAT BRITAIN	GREAT BRITAIN, GREAT BRITAIN

* * * * *

284.6 Sacking Requirements

* * * * *

284.611 General

[Revise 284.611 to read as follows:]

When there are 11 or more pounds of mail addressed to the same country (including Great Britain), the mail must be packaged and enclosed in blue international airmail sacks and labeled to the country with Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white).* All types of mail, including letter-size packages, flat-size packages, and loose items, can be commingled in the same sack for each destination and counted toward the 11-pound minimum.

* * * * *

284.62 Mixed Direct Country Package Sacks

* * * * *

Exhibit 284.622 Labeling of IPA Mail to USPS Exchange Offices

[Revise Exhibit 284.622 to read as follows:]

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004–005, 010–089, 100–199, 250–267	AMC KENNEDY NY 003
200–249, 254, 268, 270–297, 400–418, 420–427, 470–471, 476–477	P&DC DULLES VA 201

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
006–009, 298–339, 341–342, 344, 346–347, 349–397, 399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–531, 534–535, 537–567, 570–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 739	AMC O'HARE IL 606
700–708, 710–738, 740–799, 885	ISC DALLAS TX 753
590–599, 821, 832–838, 970–986, 970–999	AMC SEATTLE WA 980
800–816, 820, 822–831, 840–847, 893–898, 937–961	AMC SAN FRANCISCO CA 940
850, 852–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936	AMC LOS ANGELES CA 900
967–969	P&DC HONOLULU HI 967

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284.63 Worldwide Nonpresort Mail Sacks

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284.632 Worldwide Nonpresort Mail Sack Label

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[Revise the "Labeling Example" under 284.632 to read as follows:]

ISC MIAMI FL 33112
INT'L PRIORITY AIRMAIL – WKG
ABC COMPANY MIAMI FL

* * * * *

284.65 Preparation Requirements for Canada

* * * * *

Exhibit 284.65 Canadian Labeling Information

[Revise Exhibit 284.65 to read as follows:]

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
004–005, 010–089, 100–129, 150–199, 250–267	JFK	TORONTO ON FWD	11430
130–149	BUF	TORONTO ON FWD	14240
200–249, 254, 268, 270–297, 400–418, 420–427, 470–471, 476–477	IAD	TORONTO ON FWD	20101
298–326, 330–334, 344, 349–397, 399, 723	MIA	TORONTO ON FWD	33112
327–329, 335–339, 341–342, 346–347	TPA	TORONTO ON FWD	33630
430–459, 480–497	DTW	TORONTO ON FWD	48242
469–469, 472–475, 478–479, 498–516, 520–528, 530–567, 570–588, 600–631, 633–641, 644–658, 660–662, 664–681, 683–693, 739, 800–816, 822–831, 840–847, 870–884, 893, 898	ORD	TORONTO ON FWD	60666
700–708, 710–722, 724–738, 740–799, 885	DFW	TORONTO ON FWD	75300
590–599, 821, 832–838, 970–999	SEA	VANCOUVER BC FWD	98158
820, 894–895, 937–961	SFO	VANCOUVER BC FWD	94128
850, 852–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936	LAX	VANCOUVER BC FWD	90009
967–969	HNL	VANCOUVER BC FWD	96820

* * * * *

— Finance and Classification, International Business, 12-2-99

IMM REVISION

International Mail — Publishers' Periodicals to Mexico

Effective December 2, 1999, Exhibit 244.52 in the *International Mail Manual* (IMM) is revised, as specified below, to reflect changes in the labeling and routing instructions for publishers' periodicals that are mailed to Mexico. These changes will be incorporated into both the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer *(http://pe.usps.gov).*

International Mail Manual (IMM)

* * * * *

2 Conditions for Mailing

* * * * *

240 Printed Matter

* * * * *

244 Preparation Requirements

* * * * *

244.5 Makeup Requirements for Publishers' Periodicals

* * * * *

244.52 Sacking and Labeling

* * * * *

Exhibit 244.52 Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

[The country entry for Mexico is revised to read as follows:]

Destination Exchange Office Code	Country	Routing Code	Observations
	Mexico:		
CJS	Juarez, Chihuahua	798	Include mail for postal codes 31000–33999.
NOG	Nogales, Sonora	856	Include mail for postal codes 83000–85999.
NLD	Nuevo Laredo, Tamaulipas	753	Include mail for postal codes 87000–89999.
TIJ	Tijuana, Baja California Norte	920	Include mail for postal codes 21000–22999.
MEX	Mexico Superficie	753	Include mail for other Mexican states or postal code ranges.

* * * * *

— Finance and Classification, International Business, 12-2-99

IMM CORRECTION

International Mail — Sending USPS Official Mail to Foreign Destinations

Postal Bulletin 22011 (11-18-99) updated sections 144.1, 144.2, 212.23, and 215.62 in the *International Mail Manual* (IMM), which pertain to the sending of official mail to foreign destinations. This follow-up announcement amends the weight limits that are applicable to Express Mail International Service (EMS) shipments and Priority Mail Global Guaranteed (PMGG) shipments when they are sent as USPS official mail.

These revisions will be incorporated into both the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer *(http://pe.usps.gov).*

International Mail Manual (IMM)

* * * * *

1 International Mail Services

* * * * *

140 International Mail Classes

* * * * *

144 Official Mail

* * * * *

144.1 Mailings by Federal Agencies

Official mail (sent by federal agencies and departments listed in USPS Handbook DM-103, *Official Mail*) that bears the indicia prescribed in DMM E060.6.0 through E060.8.0 may be sent to foreign destinations. Such items are subject to the postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing that otherwise apply to the class and category of the international mail being sent.

144.2 USPS Mailings

International mailpieces that are sent by or on behalf of the U.S. Postal Service must bear the prescribed G-10 permit indicia. USPS official mail is subject to a 66-pound weight limit *except for* Express Mail International Service (EMS) shipments going to Austria, Haiti, and Serbia-Montenegro and Priority Mail

Global Guaranteed (PMGG) shipments going to all authorized destination countries, which have a 70-pound weight limit. See 212.232 and 215.622b.

* * * * *

2 Conditions for Mailing

* * * * *

210 Express Mail International Service

* * * * *

212 Postage

* * * * *

212.23 Official Mail

212.231 Mailings by Federal Agencies

Express Mail International Service (EMS) shipments that are entered by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing as EMS shipments that are originated by non-governmental entities.

212.232 USPS Mailings

EMS shipments mailed by U.S. Postal Service entities must bear the G-10 permit indicia that is prescribed for all USPS official mail. There is a 66-pound weight limit for USPS originated EMS shipments going to all destination countries *except for* Austria, Haiti, and Serbia-Montenegro, which have a 70-pound weight limit. See 144.2.

* * * * *

215 Priority Mail Global Guaranteed

* * * * *

215.6 Postage

* * * * *

215.62 Payment of Postage

* * * * *

215.622 Official Mail

a. Mailings by Federal Agencies

Priority Mail Global Guaranteed (PMGG) shipments that are entered by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing as PMGG shipments that are originated by non-governmental entities.

b. USPS Mailings

PMGG shipments mailed by U.S. Postal Service entities must bear the G-10 permit indicia that is prescribed for all USPS official mail. There is a 70-pound weight limit for USPS originated PMGG shipments going to all authorized destination countries. See 144.2.

* * * * *

— Finance and Classification, International Business, 12-2-99

CORRECTION

International Postal Money Order Chart

The fee for domestic money orders is $0.80. It was listed erroneously on the International Postal Money Order Service Poster in *Postal Bulletin* 22004 (8-12-99).

A revised chart of all countries that accept international postal money orders from the United States (as of December 2, 1999) appears on page 39. This chart replaces the one published in *Postal Bulletin* 22004 (8-12-99). Post this chart to aid window clerks and postal customers.

— International Money Orders, Marketing, 12-2-99

UNITED STATES POSTAL SERVICE®

International Postal Money Order Service

(Effective August 23, 1999)

The following countries accept international postal money orders from the United States using the International Postal Money Order form MP1. The fee for this form is $3. The maximum amount for a single money order is $700, except as noted in parentheses.

Albania
Anguilla
Antigua and Barbuda
Bahamas
Barbados
Belize
Bolivia
British Virgin Islands
Canada
Cape Verde
Dominica
Dominican Republic
Ecuador
El Salvador ($500)
Grenada
Guinea
Guyana ($500)
Honduras
Jamaica
Japan
Mali
Mexico
Montserrat
Nigeria ($500)
Peru
St. Christopher (St. Kitts) and Nevis
St. Lucia
St. Vincent and the Grenadines
Sierra Leone
Trinidad and Tobago

The following countries accept international postal money orders from the United States using the Authorization to Issue an International Money Order form set. The fee for this form set is $8.50. The maximum amount for a single money order is $700, except as noted in parentheses.

Algeria
Argentina
Armenia
Austria
Azerbaijan ($200)
Bangladesh
Belarus
Belgium
Benin
Botswana
Brazil
Burkina Faso
Chile
China
Colombia
Corsica
Cote d'Ivoire (Ivory Coast)
Croatia
Czech Republic
Denmark
Egypt
Estonia
Faroe Islands
France
French Guiana
French Polynesia
Ghana
Great Britain and Northern Ireland ($200)
Greece
Guadeloupe
Hungary
Iceland
Indonesia
Israel
Italy
Korea, Republic of
Latvia
Lesotho
Liechtenstein
Lithuania
Luxembourg
Malaysia
Martinique
Mexico
Monaco (France)
Morocco
Mozambique
Namibia
Netherlands
New Caledonia
Norway ($400)
Paraguay
Philippines
Poland
Reunion
St. Bartholomew (Guadeloupe)
St. Martin (French Guadeloupe)
St. Pierre and Miquelon
San Marino
Senegal ($500)
Slovak Republic (Slovakia)
Slovenia
South Africa
Sri Lanka
Suriname
Swaziland
Sweden
Switzerland
Taiwan
Thailand
Togo
Tunisia
Uruguay
Vatican City
Vietnam
Yemen
Zambia
Zimbabwe

The former Trust Territories of the United States listed below are the only foreign countries accepting the domestic postal money order from the United States. The fee for this form is $0.80. The maximum amount for a single money order is $700.

The Federated States of Micronesia (Kosrae, Pohnpei, Chuuk, Yap)
The Republic of the Marshall Islands (Majuro, Ebeye)
The Republic of Palau (Koror)

PLEASE POST ON ALL BULLETIN BOARDS

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Philately

STAMP ANNOUNCEMENT 99-53

Celebrate The Century® 1980s Commemorative Stamps

The Postal Service will issue a $4.95 *Celebrate The Century® 1980s* Souvenir Sheet (Item Number 554800), in a gummed pane of 15, on January 13, 2000, in Titusville, FL. The stamps go on sale nationwide the same day and will be sold only as a souvenir sheet. No individual stamps are available. Sales of the souvenir stamp sheet must be recorded in AIC 085.

Designed by Carl Herrman of Carlsbad, CA, and illustrated by Robert Rodriguez of Pasadena, CA, the souvenir sheet features 1980s subjects from the following categories: People and Events, Arts and Entertainment, Lifestyles, Sports, and Science and Technology. The 15 commemorative stamps on this sheet are titled: *Space Shuttle Program; Musical Smash "CATS"; San Francisco 49ers; Hostages Come Home; Figure Skating; Cable TV; Vietnam Veterans Memorial; Compact Discs; Cabbage Patch Kids; Hit Comedy "The Cosby Show"; Fall of the Berlin Wall; Video Games; "E.T. The Extra-Terrestrial"; Personal Computers;* and *Hip-hop Culture.*

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

CELEBRATE THE CENTURY 1980S STAMPS
POSTMASTER
2503 S WASHINGTON AVE
TITUSVILLE FL 32780-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. For orders of fewer than 50, there is no charge for the postmark. All orders must be postmarked by February 13, 2000.

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog item number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

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

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

Issue:	*Celebrate The Century 1980s*
Item Number:	554800
Denomination & Type of Issue	33-cent commemorative
Format:	Water-activated pane of 15 (15 designs)
Series:	Celebrate The Century
Issue Date & City:	January 13, 2000, Titusville FL 32780
Designer:	Carl Herrman, Carlsbad, CA
Engraver	N/A
Illustrator:	Robert Rodriguez, Pasadena, CA
Photographer:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton-Potter (USA) Ltd. (APU)
Printed at:	APU, Williamsville, NY
Press Type:	Stevens Variable Size Security Press
Stamps per Coil/Pane:	15
Print Quantity:	90 million stamps
Paper Type:	Non-phosphored
Gum Type:	Water-activated PVA
Processed at:	APU, Williamsville, NY
Colors:	Cyan, Magenta, Yellow, Black; Back-Black
Image Area (w x h):	1.075 x 1.075 in. / 27.31 x 27.31 mm
Overall Size (w x h):	1.225 x 1.225 in. / 31.12 x 31.12 mm
Full Pane Size (w x h):	9.000 x 7.500 in. / 228.60 x 190.50 mm
Plate Size:	60 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	554840 Full Pane of 15 — $4.95 554862 Full Pane First Day Cancellation — $6.95 554884 Press Sheet — $19.80 554872 Mint Set with Stamp — $34.95 554878 Stampers Cards — $7.00
Sale Date:	January 13, 2000
Nationwide Sale Date:	January 13, 2000

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately three-fourths the standard automatic distribution for gummed sheet stamps. Distributions are rounded up to the nearest master carton size (750 individually packaged souvenir sheets, a total of 11,250 stamps).

Initial Supply

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using Form 3309, *Advice of Shipment/ Stamp Invoice,* or Form 17, *Stamp Requisition.* SDOs and SDNs must not distribute stamps to post offices before January 5, 2000.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDOs or SDNs using Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate APD using Form 17. All accountable paper depositories (APDs), with the exception of the Denver APD, will receive 37,500 souvenir sheets for filling supplemental orders. The Denver APD will receive 18,750 additional souvenir sheets and the Dulles SDN will receive 75,000 additional souvenir sheets for filling supplemental orders.

The Kansas City SDN will receive 513,750 additional souvenir sheets for filling supplemental orders from APDs.

Philatelic Requirement

SDOs and SDNs *will not* receive a separate quantity of this souvenir sheet for their authorized philatelic centers. The Philatelic Centers *must be supplied* their quantities from the initial standard automatic distribution made to the SDOs and SDNs.

Sales Policy

All post offices must acquire and maintain a supply of each new *Celebrate The Century* (CTC) souvenir sheet. All *Celebrate The Century* souvenir sheet issues will remain on sale at post offices for the life of the *Celebrate The Century* program. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures. Other *Celebrate The Century* souvenir sheets now available for reorder include: CTC (1900s), Item Number 5537; CTC (1910s), Item Number 5538; CTC (1920s), Item Number 5541; CTC (1930s), Item Number 5542; CTC (1940s), Item Number 554300; CTC (1950s), Item Number 554500; CTC (1960s), Item Number 554600; and CTC (1970s), Item Number 554700. Sales for all *Celebrate The Century* souvenir sheets *must* be recorded in AIC 085.

— Stamp Services, 12-2-99

Pictorial Cancellations Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (33 cents per envelope or 20 cents per postcard). Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserviced.

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

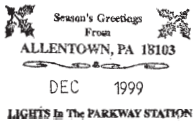
After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.

The following pictorial cancellations have been amended (changes highlighted in bold type):



November 12, 1999

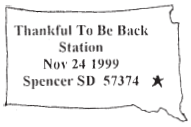
USS NEW JERSEY BB-62 ARRIVAL STATION
POSTMASTER
2970 MARKET ST RM 525
PHILADELPHIA PA 19104-9611



November 23, 1999–January 2, 2000

City of Allentown

LIGHTS IN THE PARKWAY STATION
POSTMASTER
442 W HAMILTON STREET
ALLENTOWN PA 18101-1699



November 24, 1999

THANKFUL TO BE BACK STATION

WITHDRAWN

The following pictorial cancellation has been extended for 30 days:



November 13, 1999

DISABILITIES AWARENESS MONTH STATION
POSTMASTER
PO BOX 9998
BETHESDA MD 20814-9998



November 18, 1999

US Postal Service

CELEBRATE THE CENTURY STATION
POSTMASTER
341 PINE ST
ABILENE TX 79604-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
232 SW JOHNSON AVE
BURLESON TX 76028-9998

CELEBRATE THE STATION
POSTMASTER
102 S 1ST ST
COAHOMA TX 79511-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
101 E MCKINNEY ST
DENTON TX 76201-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
306 N BROADWAY
JOSHUA TX 76058-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
HWY 256 / WATKINS
LAKEVIEW TX 79239-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
202 N AVE G
LAMESA TX 79331-9998

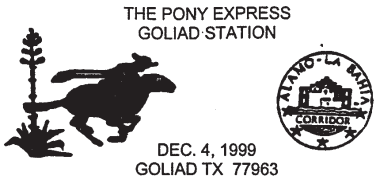
CELEBRATE THE CENTURY STATION
POSTMASTER
800 BROADWAY
NEWCASTLE TX 76372-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
725 ASH ST
PLAINVIEW TX 79072-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
PO BOX 9998
SYLVESTER TX 79560-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
PO BOX 9998
VALLEY SPRING TX 76885-9998

CELEBRATE THE CENTURY STATION
POSTMASTER
1145 SANTA FE DR
WEATHERFORD TX 76086-9998



December 4, 1999

THE PONY EXPRESS GOLIAD STATION
POSTMASTER
101 WEST END ST
GOLIAD TX 77963-9998

THE PONY EXPRESS ADKINS STATION
POSTMASTER
10190 HWY 87 E
ADKINS TX 78101-9998

THE PONY EXPRESS ELMENDORF STATION
POSTMASTER
8302 FM 327
ELMENDORF TX 78112-9998

THE PONY EXPRESS FLORESVILLE STATION
POSTMASTER
920 C ST
FLORESVILLE TX 78114-9998

THE PONY EXPESS HOBSON STATION
POSTMASTER
HWY 181
HOBSON TX 78117-9998

THE PONY EXPRESS KARNES CITY STATION
POSTMASTER
404 E WALL ST
KARNES CITY TX 78118-9998

THE PONY EXPRESS KENEDY STATION
POSTMASTER
223 S SECOND ST
KENEDY TX 78119-9998

THE PONY EXPRESS PANNA MARIA STATION
POSTMASTER
HWY 81
PANNA MARIA TX 78144-9998

THE PONY EXPRESS POTH STATION
POSTMASTER
101 STORTS
POTH TX 78147-9998

THE PONY EXPRESS RUNGE STATION
POSTMASTER
302 HELENA
RUNGE TX 78151-9998

THE PONY EXPRESS SEQUIN STATION
POSTMASTER
531 W COURT ST
SEQUIN TX 78155-9998

THE PONY EXPRESS SUTHERLAND
SPRINGS STATION
POSTMASTER
HWY 87 & FM 539
SUTHERLAND SPRINGS TX 78161-9998



November 12, 1999

CHILDRENS CITIZENSHIP STATION
POSTMASTER
1124 PACIFIC ST
OMAHA NE 68108-9998



November 13–14, 1999

BEAVER CREEK AT IVEY STATION
POSTMASTER
290 MILLEDGEVILLE HWY
GORDON GA 31031-9998



November 13–14, 1999

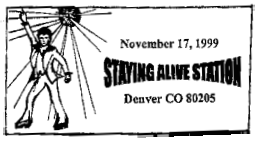
Mid-Cities Stamp Club

MID-CITIES EXPO STATION
POSTMASTER
1251 WILLIAM D TATE DR
GRAPEVINE TX 76051-9998



November 14, 1999

PROCTORS THEATRE STATION
POSTMASTER
29 JAY ST
SCHENECTADY NY 12305-9998



November 17, 1999

STAYING ALIVE STATION
PHILATELIC OFFICE
951 20TH ST
DENVER CO 80202-9998



November 18, 1999

FESTIVAL OF THE CRANES STATION
POSTMASTER
PO BOX 9998
SOCORRO NM 87801-9998



November 18, 1999

Sesame Street & The US Postal Service

SESAME STREET LIVE STATION
POSTMASTER
13800 NICOLLET BLVD
BURNSVILLE MN 55337-9998



November 20, 1999

PROMISE STATION
POSTMASTER
PO BOX 9998
TULSA OK 74103-9998



November 20, 1999

PINEVILLE LOUISIANA STATION
POSTMASTER
410 PINEGROVE DR
PINEVILLE LA 71360-9998



November 21, 1999

NORTHEAST SUPERCON STATION
POSTMASTER
PO BOX 9998
MELVILLE NY 11747-9998



November 22, 1999

Turkey Texas

CELEBRATING THE SEASON STATION
POSTMASTER
PO BOX 9998
TURKEY TX 79261-9998



November 23, 1999

Stamps Ect Inc

FLINT CITY HALL STATION
POSTMASTER
250 E BOULEVARD DR
FLINT MI 48502-9998



November 26, 1999

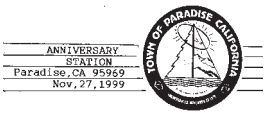
FESTIVAL OF TREES STATION
POSTMASTER
PO BOX 9998
OLD WESTBURY NY 11568-9998



November 26–December 31, 1999

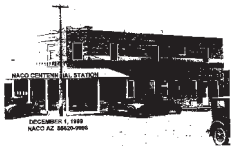
City of Bethlehem

CHRISTMAS CITY STATION
POSTMASTER
535 WOOD ST
BETHLEHEM PA 18016-9998



November 27, 1999

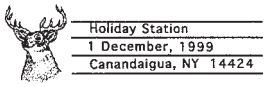
PARADISE ANNIVERSARY STATION
POSTMASTER
6469 CLARK RD
PARADISE CA 95969-9998



December 1, 1999

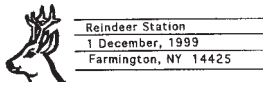
Naco Post Office

NACO CENTENNIAL STATION
POSTMASTER
PO BOX 9998
NACO AZ 85620-9998



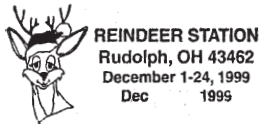
December 1, 1999

HOLIDAY STATION
POSTMASTER
PO BOX 9998
CANANDAIGUA NY 14424



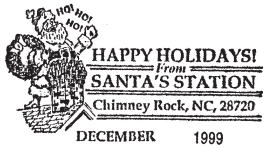
December 1, 1999

REINDEER STATION
POSTMASTER
PO BOX 9998
FARMINGTON NY 14425



December 1–24, 1999

RUDOLPH STATION
POSTMASTER
14018 MERMILL RD
RUDOLPH OH 43462-9998



December 1–25, 1999

SANTAS CHIMNEY ROCK STATION
POSTMASTER
PO BOX 9998
CHIMNEY ROCK NC 28720-9998



December 1–30, 1999

HOLIDAY JOY CENTURY STATION
POSTMASTER
202 W MAIN ST
JOY IL 61260-9998



December 1–31, 1999

Sulphur Bluff Post Office

CELEBRATING 150 YRS STATION
POSTMASTER
131 HWY 71
SULPHUR BLUFF TX 75481-9998



December 2, 1999

SARATOGA SPRINGS STATION
POSTMASTER
245 WASHINGTON ST
SARATOGA SPRINGS NY 12866-9998



December 2, 1999

Weatherford Chamber of Commerce

PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
POSTMASTER
PO BOX 9998
DENNIS TX 76439-9998



December 2, 1999

Stamford Post Office

100TH ANNIVERSARYSTATION
POSTMASTER
115 S SWENSON ST
STAMFORD TX 79553-9998



December 2–4, 1999

TRAYSER MUSEUM STATION
POSTMASTER
RTE 6A MAIN ST
BARNSTABLE MA 02630-9998



December 3, 1999

Weatherford Chamber of Commerce

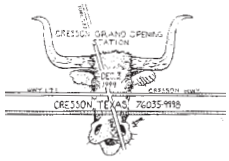
PARKER COUNTY CUTTING HORSE CAPITAL OF THE WORLD STATION
POSTMASTER
1145 SANTA FE DR
WEATHERFORD TX 76086-9998



December 3, 1999

Fayetteville Chamber of Commerce

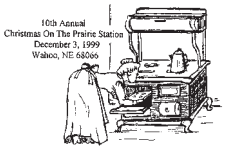
OZARK LIGHTS STATION
POSTMASTER
12 W DICKSON ST
FAYETTEVILLE AR 72701-9998



December 3, 1999

Cresson Post Office

CRESSON GRAND OPENING STATION
POSTMASTER
PO BOX 9998
CRESSON TX 76035-9998



December 3–5, 1999

CHRISTMAS ON THE PRAIRIE STATION
POSTMASTER
PO BOX 9998
WAHOO NE 68066-9998



December 3–5, 1999

Fort Concho Association

CHRISTMAS AT OLD FORT CONCHO STATION
POSTMASTER
1 NORTH BRYANT BLVD
SAN ANGELO TX 76903-9998



December 4, 1999

PLAZA PRINCIPAL STATION
POSTMASTER
3007 N UNIVERSITY
NACOGDOCHES TX 75961-9998



December 4, 1999

REINDEER STATION
POSTMASTER
2 PROGRESS DR
CLIFTON PARK NY 12065-9998



December 4, 1999

Lynchburg & Metro Moore Co Chamber of Commerce

CHRISTMAS IN THE HOLLOW STATION
POSTMASTER
PO BOX 9998
LYNCHBURG TN 37352-9998



December 4, 1999

Odessa Womens Club

CHRISTMAS IN ODESSA STATION
POSTMASTER
312 MAIN ST
ODESSA DE 19730-9998



December 4, 1999

WAKULLA CHIVAREE STATION
POSTMASTER
8219 WOODVILLE HWY
WOODVILLE FL 32362-9998



December 4, 1999

Armada Civic & Trade Association

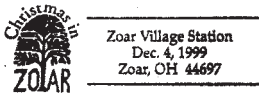
HOLLY DAY STATION
POSTMASTER
74260 BURK RD
ARMADA MI 48005-9998



December 4, 1999

US Postal Service

REDWOOD CITY STATION
POSTMASTER
1100 BROADWAY
REDWOOD CITY CA 94063-9998



December 4–5, 1999

ZOAR VILLAGE STATION
POSTMASTER
PO BOX 9998
ZOAR OH 44697-9998



December 4–5, 1999

ALLAIRE VILLAGE STATION
POSTMASTER
66 MAIN ST
FARMINGDALE NJ 07727-9998



December 4–5, 1999

CHRISTMAS AT OAKLEIGH STATION
POSTMASTER
250 SAINT JOSEPH ST
MOBILE AL 36601-9813



December 4–5, 1999

BUDAFEST 99 STATION
POSTMASTER
100 S MAIN ST
BUDA TX 78610-9998



December 4–5, 1999

HOLIDAY STROLL STATION
POSTMASTER
161 WATER ST
SKOWHEGAN ME 04976-9998



December 4–5, 1999

AFRICAN EXPO STATION
PHILATELIC OFFICE
320 SW 5TH ST
OKLAHOMA CITY OK 73125-9998



December 5, 1999

US Postal Service

REDWOOD CITY STATION
POSTMASTER
1100 BROADWAY
REDWOOD CITY CA 94063-9998



December 5, 1999

DUMMERSTON CENTER STATION
POSTMASTER
PO BOX 9998
WEST DUMMERSTON VT 05357-9998



December 5, 1999

HOLIDAY STATION
POSTMASTER
3930 MAIN ST
WARRENSBURG NY 12885-9998



December 5, 1999

HOLIDAY ON THE AVENUE STATION
POSTMASTER
29 JAY ST
SCHENECTADY NY 12305-9998



December 5, 1999

SOROPTIMIST TREE FESTIVAL STATION
POSTMASTER
220 W PEARL ST
JACKSON WY 83001-9998



December 5, 1999

VICTORIAN STROLL STATION
POSTMASTER
400 BROADWAY
TROY NY 12180-9998



December 5, 1999

HOLIDAY FESTIVAL STATION
POSTMASTER
36 OLD TAVERN RD
ORANGE CT 06477-9998



December 6, 1999

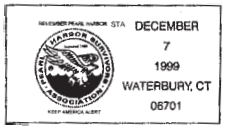
HOLIDAY STATION
POSTMASTER
PO BOX 9998
REVILLO SD 57259-9998



December 7, 1999

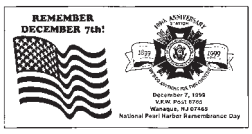
Weatherford Chamber of Commerce

PARKER COUNTY CUTTING HORSE
CAPITAL OF THE WORLD STATION
POSTMASTER
PO BOX 9998
WHITT TX 76490-9998



December 7, 1999

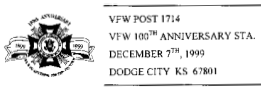
REMEMBER PEARL HARBOR STATION
POSTMASTER
PO BOX 9998
WATERBURY CT 06701-9998



December 7, 1999

VFW 6765

VFW 100TH ANNIVERSARY STATION
REMEMBER DECEMBER 7TH
POSTMASTER
PO BOX 9998
WANAQUE NJ 07465-9998



December 7, 1999

VFW Post 1714

VFW 100TH ANNIVERSARY STATION
POSTMASTER
700 CENTRAL AVE
DODGE CITY KS 67801-9998



December 8, 1999

Weatherford Chamber of Commerce

PARKER COUNTY CUTTING HORSE
CAPITAL OF THE WORLD STATION
POSTMASTER
104 WEST AVE
POOLVILLE TX 76487-9998



December 8, 1999

CLINTON SESQUICENTENNIAL STATION
POSTMASTER
10 MILLER ST
PLATTSBURGH NY 12901-9998



December 8–9, 1999

VICTORIAN CHRISTMAS STATION
POSTMASTER
463 HOMESTEAD LN
CRITZ VA 24082-9998



December 9, 1999

SANTAS WORKSHOP STATION
POSTMASTER
PO BOX 9998
NORTH POLE NY 12946-9998



December 9, 1999

Weatherford Chamber of Commerce

PARKER COUNTY CUTTING HORSE
CAPITAL OF THE WORLD STATION
POSTMASTER
225 BONNIE BELL LN
SPRINGTOWN TX 76082-9998



December 10, 1999

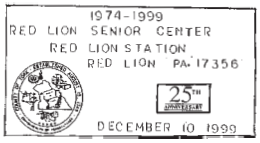
Weatherford Chamber of Commerce

PARKER COUNTY CUTTING HORSE
CAPITAL OF THE WORLD STATION
POSTMASTER
8616 FM 920
PEASTER TX 76485-9998



December 10, 1999

SANIBEL 25TH ANNIVERSARY 1974-1999
STATION
POSTMASTER
650 TARPON BAY RD
SANIBEL FL 33957-9998



December 10, 1999

RED LION STATION
POSTMASTER
500 N MAIN ST
RED LION PA 17356-9998



December 10, 1999

CELEBRATE THE CENTURY STATION
POSTMASTER
480 JOHN FORD HOME RD
SANDY HOOK MS 39478-9998



December 10, 1999

ANGEL STATION
POSTMASTER
1 W MAIN ST
ANGELICA NY 14709-9998



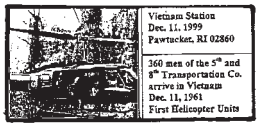
December 10, 1999

VICTORIAN FRONT PORCH TOUR STATION
POSTMASTER
500 S 7TH ST
OPELIKA AL 36801-9998



December 11, 1999

SWAC CHAMPIONSHIP STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9998



December 11, 1999

VIETNAM STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



December 11, 1999

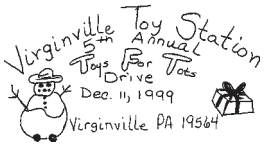
American Ref-Fuel Co. of Niagara

A FESTIVAL OF LIGHTS STATION
POSTMASTER
615 MAIN ST
NIAGARA FALLS NY 14302-9998



December 11, 1999

THOMAS NAST STATION
POSTMASTER
1 MORRIS ST
MORRISTOWN NJ 07960-9998



December 11, 1999

VIRGINVILLE TOY STATION
POSTMASTER
PO BOX 9998
VIRGINVILLE PA 19564-9998



December 11, 1999

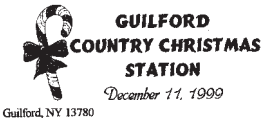
STAMP CLUB STATION
POSTMASTER
110 NE COMMERCIAL CIRCLE
KEYSTONE HEIGHTS FL 32656-9998



December 11, 1999

Vancourt Post Office

VANCOURT COMMUNITY STATION
POSTMASTER
9538 YORK RD
VANCOURT TX 76955-9998



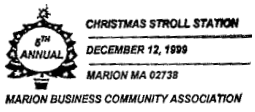
December 11–12, 1999

GUILFORD COUNTRY CHRISTMAS STATION
POSTMASTER
PO BOX 9998
GUILFORD NY 13780-9998



December 12, 1999

50TH ANNIVERSARY STATION
POSTMASTER
620 N MAIN ST
ELROY AZ 85231-9998



December 12, 1999

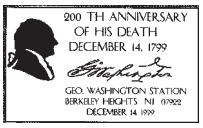
CHRISTMAS STROLL STATION
POSTMASTER
PO BOX 9998
MARION MA 02738-9998



December 12, 1999

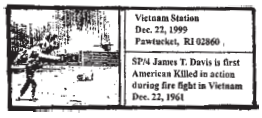
Junior Woman's Club of Fairfield

A VISIT TO SANTAS HOUSE STATION
POSTMASTER
PO BOX 9998
FAIRFIELD CT 06430-9998



December 14, 1999

GEORGE WASHINGTON STATION
POSTMASTER
PO BOX 9998
BERKELEY HEIGHTS NJ 07922-9998



December 22, 1999

VIETNAM STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998

— Stamp Services, 12-2-99

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
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mail Preparation and Standards, Pricing and Product Design, 12-2-99

Post Offices

Retrieval of Plastic Label Holders

The Mail Transport Equipment Office has been notified that postal facility opening units (LDC 010) are not saving the plastic label holders used to close and address plastic sacks destinating at their locations. It has also been noted that the national inventory of plastic label holders has fallen far below the inventory levels of sacks on which they are used.

Plastic label holders are reusable and must not be thrown away. They should never be intentionally removed from the draw tapes of sacks on which they are attached. After each plastic sack is emptied, the label should be removed from the label holder, and the sack/label holder combination should be prepared for return to the serving mail transport equipment service center.

Label holders found to be separated from their sacks should be consolidated for return to the mail transport equipment service center, along with the sacks. Please contact your serving area mail transport equipment specialist for more site-specific shipping information.

— Mail Transport Equipment,
Network Operations Management, 12-2-99

Disposal of Mail Transport Equipment

The Mail Transport Equipment Service Center (MTESC) Network has been launched and will be fully operational by the end of December 1999.

MTESCs receive, store, repair, package, issue, and deliver all mail transport equipment (MTE) required by postal processing and distribution centers and facilities, commercial mailer plants, bulk mail centers, airport mail facilities, and airport mail centers. Each MTESC is located within close proximity of a bulk mail center.

Once in operation, each MTESC becomes the exclusive site for collecting, condemning, and recycling all unserviceable MTE generated within its service area. This policy exists for several reasons, including the need to keep an accurate count of condemned MTE for replacement planning.

Each MTESC facility has contracted with local recyclers to process the recyclable materials that it collects. The USPS receives compensation for the materials that are turned in for recycling. That revenue pays for trash removal from the MTESC facilities.

Recycling contractors buy only MTE products that are designed to be recycled. Therefore, office trash, undeliverable mail, and so forth must *not* be sent to an MTESC for disposal. Refer to the *Paper and Paperboard Recycling Guide and Plan* (Handbook AS-550-A and -B) for additional information on recycling programs. Because of the new MTESC Network, existing recycling contracts at the local level should be reviewed and modified as necessary to assure compliance with this notice.

Once a Postal facility is incorporated into an MTESC service area, area, district, and/or local efforts to collect, condemn, and recycle unserviceable MTE should be discontinued. All excess MTE, regardless of condition, must be returned to the serving MTESC for disposition. Your area mail transport equipment specialists are available to assist you in planning a smooth transition from local to regional recycling efforts.

— Mail Transport Equipment,
Network Operations Management, 12-2-99

UNITED STATES POSTAL SERVICE

This office
will be closed
Saturday,
December 25, 1999,
to celebrate
Christmas Day.

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UNITED STATES POSTAL SERVICE

This office
will be closed
Saturday,
January 1, 2000,
to celebrate
New Year's Day.

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Postal Employees

RIF Competitive Areas for the U.S. Postal Service

Federal regulations and guidance from the Office of Personnel Management require agencies covered by reduction-in-force (RIF) procedures to establish Competitive Areas and to publish a list of those Competitive Areas to their employees. Competitive Areas are organizational units under separate management authority within which preference eligible employees compete during a reduction in force. Listed below are the Competitive Areas for the U.S. Postal Service as of December 2, 1999.

		Organization	Competitive Area
Headquarters		Office of the Postmaster General/Chief Executive Officer	Separate
		Office of the Chief Operating Officer/Executive Vice President	Separate
		Office of the Deputy Postmaster General	Separate
		Office of the Chief Postal Inspector	Separate
		Office of the General Counsel/Executive Vice President	Separate
		Office of the President, Packages	Separate
		Offices of Senior Vice Presidents	Separate
		Each Vice President's Organization	Separate
Headquarters Related Organization	**Organizational Type**	Each Inspection Service Operation Support Unit	Separate
		Each Inspection Service Division	Separate
		Each Statistical Programs Service Center*	Separate
		Each Field Counsel Unit*	Separate
		Each Rates and Classification Service Center*	Separate
		Each Facilities Service Office*	Separate
		Each Purchasing Service Office	Separate
		Each Communications Service Center*	Separate
		Each Mail Recovery Center	Separate
		Each Accounting Service Center	Separate
	Unique Org. — Separate Competitive Area	Address Management, Memphis TN	Separate
		Center for Employee Development, Norman OK	Separate
		Engineering, Merrifield VA	Separate
		Expedited HUB Operations and Logistics Learning Center, Indianapolis IN	Separate
		Expedited/Package Services, Roswell GA	Separate
		Facilities, Arlington VA	Separate
		HRIS Support Services, Fort Snelling MN	Separate
		International Business Information Systems, Jamaica NY	Separate
		Maintenance Technical Support Center, Norman OK	Separate
		Memphis Design and Construction Field Office, Memphis TN	Separate
		Field Retail Operations, St. Louis MO	Separate
		Area Field Retail Operations	Separate
		District Field Retail Operations	Separate
		Strategic Initiatives, Arlington VA	Separate
		Tactical Marketing and Sales Development, Rosslyn VA	Separate
		New Jersey Material Distribution Center, South River NJ	Separate

	Organization	Competitive Area
Unique Org. — Part of Another Competitive Area	Automation Purchasing, Merrifield VA	Purchasing and Materials, National HQ, Washington DC
	Capitol Metro Area Operations, Gaithersburg MD	Chief Operating Officer, National HQ, Washington DC
	Capitol Metro Facilities Service Office, Columbia MD	Facilities, Arlington VA
	Career Development (Inspection Service), Potomac MD	Inspection Service, National HQ, Washington DC
	Columbia Facilities Service Office, Columbia MD	Facilities, Arlington VA
	Criminal-Forensic/Technical Service Units	Inspection Service, National HQ, Washington DC
	Denver National Service Center, Denver CO	Core Business, National HQ, Washington DC
	Distance Learning, Potomac MD	Human Reources, National HQ, Washington DC
	Dulles Stamp Distribution Network, Dulles VA	Marketing, National HQ, Washington DC
	Field Counsel – Mid-Atlantic, Washington DC	General Counsel, National HQ, Washington DC
	HQ Facilities Services, HQ Washington DC	Facilities, Arlington VA
	Mail Equipment Shop, Washington DC	Purchasing and Materials, National HQ, Washington DC
	Major Facilities Purchasing, Arlington VA	Purchasing and Materials, National HQ, Washington DC
	Mid-Atlantic Communications Service Center, Columbia MD	Corporate Affairs, National HQ, Washington DC
	National Test Administration Center, Merrifield VA	Human Resources, National HQ, Washington DC
	Northern VA Rates and Class Service Center, Alexandria VA	Marketing Systems, National HQ, Washington DC
	Northern VA Statistical Programs Service Center, Alexandria VA	Finance, National HQ, Washington DC
	Printing/Distribution, Potomac MD	Human Resources, National HQ, Washington DC
	WFB Center for Leadership Development, Potomac MD	Human Resources, National HQ, Washington DC

		Organization	Competitive Area
	Unique Org. — Grouped for Competitive Area	Minneapolis ISSC Computer Operation Service Center	Minneapolis Information Systems Site
		Minneapolis ISSC Technical Support Center	
		Minneapolis ISSC Business System Solutions Center	
		Minneapolis ISSC Management Support Service Center	
		Network Operations	Raleigh Information Systems Site
		Applied Application Technology	
		Raleigh ISSC Business Systems Solutions Center	
		Raleigh ISSC Management Support Service Center	
		Field Computing Service Center	
		Distributed Systems Central Management Facility	
		Information Systems Security	
		Application Technology Engineering	
		St. Louis Business Systems Solutions Center	St. Louis Information Systems Site
		St. Louis ISSC Management Support Service Center	
		Mail Operations Business Systems Portfolio	
		San Mateo Business Systems Solutions Center	San Mateo Information Systems Site
		San Mateo Management Support Service Center	
		San Mateo Computer Operations Service Center	
		Wilkes-Barre Business systems Solution Center	Wilkes-Barre Information Systems Site
		Wilkes-Barre ISSC Management Support Service Center	
		Wilkes-Barre ISSC Technical Support Center	
		Wilkes-Barre ISSC Business Systems Support Center	
		Philatelic Fulfillment Service Center	Kansas Stamp Services Center
		Kansas City Stamp Distribution Network	
		Inventory Control	Topeka Purchasing and Material Center
		Inventory Support	
		Topeka Label Printing Center	
		Topeka Material Distribution Center	
		Topeka Purchasing Center	
		Systems Integration (Topeka)	
Field		Each Area Office	Separate
		Each District Office (including its Vehicle Maintenance Facilities)	Separate
		Each Post Office	Separate
		Each Processing and Distribution Center	Separate
		Each Processing and Distribution Facility	Separate
		Each Air Mail Center	Separate
		Each Air Mail Facility	Separate
		Each Priority Mail Processing Center	Separate
		Each Bulk Mail Center	Separate
		Each Remote Encoding Center	Separate
		Each International Satellite Facility	Separate
		Each International Service Center	Separate
		Each Independent Mail Transfer Center	Separate
		Each Independent Delivery Distribution Center	Separate
		Each Mail Equipment Facility	Separate

**The units located in the Washington DC commute area are part of the parent national Headquarters organization competitive area.*

Form W-5 Renewal

Form W-5, *Earned Income Credit Advance Payment Certificate,* which allows eligible employees to receive advance payment of their earned income credit, must be renewed for 2000. The certificate currently in effect expires at the end of the pay year and must be renewed by submitting a new Form W-5 as soon as possible. Employees are responsible for timely submission of their W-5, and the preferred date of receipt in the personnel office is no later than December 8, 1999 (Pay Period 26, 1999). Submission of the new W-5 by that date will help to ensure that the information on the form becomes effective the pay period after receipt. Please note that Internal Revenue Service (IRS) regulations specifically prohibit *any* retroactive changes or additions to the information submitted on the original W-5.

Reminder: Personnel offices are reminded that the IRS regulations mandate that all employers submit copies of all Forms W-5 received from their employees. Personnel offices *must* mail one copy of the Form W-5 in a separate envelope marked "PROCESSED W-5 FOR IRS" in the lower left-hand corner of the envelope to:

ATTENTION: CONTROL SECTION
EAGAN ACCOUNTING SERVICE CENTER
2825 LONE OAK PARKWAY
EAGAN MN 55121-9611

The Control Section in Eagan will subsequently forward the forms to the IRS.

— Payroll Accounting, Finance, 12-2-99

Federal Tax Calculation on Lump Sum Payments

Currently, when an employee receives a lump sum payment, the federal tax deduction is based on an average tax method. This applies to payments such as EVA, annual leave exchange, merits, incentive payments, awards, bonuses, and other supplemental payments that are not regular wages.

Effective Pay Period 26-99, federal tax will be withheld from lump sum payments at a flat 28% rate. This is required for compliance with regulations in IRS Publication *Circular E, Publication 15.*

— Payroll Accounting, Finance, 12-2-99

REMINDER

Fair Labor Standards Act (FLSA)

All managerial employees are reminded of their obligations under the Fair Labor Standards Act (FLSA). FLSA is a law. It is not an option to be applied at the discretion of management.

FLSA requires all time worked by nonexempt employees, including nonexempt postmasters, to be recorded and properly paid. Pay for all hours worked in excess of 40 hours a week is paid at the rate of 150 percent of the regular rate.

Managerial employees are expected to control overtime costs within their area of responsibility. However, they also must ensure that when nonexempt employees work before and after their scheduled hours or during the time set aside for their meal period, such time is to be recorded as work. All time actually worked by nonexempt employees must be recorded, and these employees must be appropriately compensated. Time worked includes any time in which work is "suffered or permitted," i.e., where managerial employees know or have reason to know work has been performed.

FLSA requirements are incorporated in various handbooks and manuals. Managerial employees are responsible for knowing these requirements and for ensuring that all nonexempt employees continue to be properly compensated. FLSA requirements are not optional.

Be aware that failure to meet FLSA responsibilities is considered to be a serious deficiency in performance and, if circumstances warrant, can lead to serious corrective action.

Local management must ensure that all managerial employees receive a copy of this reminder.

— Compensation,
Employee Resource Management, 12-2-99

Retail

REVISION

Handbook PO-208, Retail Operations — Focus on Retail

Effective December 2, 1999, Handbook PO-208, *Retail Operations — Focus on Retail,* is revised to clarify the use of counterfeit currency detection pens.

This revision will appear in the next printed version of Handbook PO-208 and in the online version available via the Postal Service Intranet at *http://blue.usps.gov* (click on *Information,* then *Policies and Procedures,* then *Handbooks,* then either *By Document ID Number* or *By Title,* and then scroll down to Handbook PO-208).

Handbook PO-208, *Retail Operations — Focus on Retail*

* * * * *

6 Customer Focus

* * * * *

64 Customer-Related Policies

* * * * *

642 Counterfeit or Damaged Money

* * * * *

[Add section 642.3 to read as follows:]

642.3 Counterfeit Currency Detection Pens

Some districts have purchased and are using counterfeit currency detection pens at window services. The Inspection Service does not recommend the use of these pens. The Inspection Service has contacted the United States Secret Service and an expert on secure document forensics. Both parties have acknowledged that counterfeit detection pens alone are not a reliable tool to detect counterfeit currency. The ink in the pen reacts to the pH (acidity) level in the paper. Legal currency is printed on paper with a high pH level. Counterfeiters are aware of this and use paper with a high pH level to print the counterfeit currency. When detection pens are used on these counterfeit bills, the pens react as if the bills are legal tender.

If you are experiencing a problem with counterfeit currency, contact your local Inspection Service about ways to address the problem.

— Retail Operations Support, Retail, 12-2-99

What's in Store

PROP

So you've heard the buzz about PROP, but what's it all about?

PROP (Plan for Retail Operations Performance) is a plan created by an operations field team of postal district managers and postmasters with support from the vice president of Retail. The team's requirement was to create a standardized, progressive, measurable plan to effectively manage the full range of retail operations.

The team's efforts resulted in an action plan that focuses on four areas: service, employees, access points, and profitability. The plan identifies current retail situations that need attention and steps to improve these situations.

Take a close look

The steps emphasize improving the retail environment for both employees and customers, communicating retail goals with clerks, optimizing customer access points (vending, contract postal units, etc.), and focusing on cost analysis.

Improving the identified retail situations will raise revenue, improve customer satisfaction scores, and better position the Postal Service in the competitive retail environment.

In September, every district developed specific PROP plans and began to work on improving retail operations.

Retail is part of the corporate team effort to increase revenue and manage costs. PROP is the retail plan to become an important player in the drive for a profitable Postal Service.

Retail Web

New Features

There's always something new at the Retail Web site — http://retail.usps.gov. In addition to a new site design, new features include: Holiday Drive Period Planograms, Holiday Plan, new FirstClass PhoneCard™ designs, updated PROP information and matrix, and AP 1 performance data.

Feedback

Send comments and questions to:

WHAT'S IN STORE
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 5801
WASHINGTON DC 20260-2418

What's in Store

your retail CALENDAR

DEC – FEB 1999/2000 Key Dates

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 ***Retail Tip:*** Suggest money orders as a great gift or bill payment option	3	4 First Day of Hanukkah
5	6 ***Retail Reminder:*** Make sure your customers understand minimum and maximum size restrictions for letters and cards	7	8 ***Retail Tip:*** Ask customers to check out our consumer information at www.usps.com/consumer	9	10 *$ Payday*	11
12 ***Did You Know?*** Since it was founded in 1990, the Postal Employee Relief Fund has provided over $3 million in aid to over 2,000 employees	13	14 ***Retail Tip:*** Suggest that customers put address information inside of packages, if they are not yet sealed	15	16	17 ***Display Office Closed sign for Christmas Day*** Last day for inputting VESS data for A/P 3	18 Last day for Global Priority Mail™ to arrive by Christmas
19	20 ***Retail Reminder:*** All Express Mail International® packages must have appropriate customs documents affixed to the package	21	22 Last day for Priority Mail® and Express Mail® packages to arrive by Christmas First day of winter	23	24 Last day for Express Mail® packages to arrive on Christmas *$ Payday*	25 Offices closed Christmas Day
26 First day of Kwanzaa	27	28 ***Retail Reminder:*** You can make a difference in customer satisfaction	29	30	31 New Year's Eve	

What's in Store

your retail CALENDAR

DEC – FEB 1999/2000 Key Dates

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Offices Closed New Year's Day
2	3 *Love P.O.P. and product shipments arrive this week*	4	5	6	7 *$ Payday*	8
9 ***Did You Know?*** The Postal Service is the airlines' biggest shipper, sending mail on up to 56,000 flights every day	10 *Love Drive Period begins – REMOVE Holiday P.O.P. this week and DISPLAY Love P.O.P.* ***Display Office Closed sign for Martin Luther King Jr's Birthday***	11	12	13	14 Last day for inputting VESS data for A/P 4	15
16	17 Office closed for Martin Luther King Jr's Birthday Observed	18 ***Retail Tip:*** Invite customers to visit us at www.usps.com	19	20 ***Retail Reminder:*** Check to be sure packages are properly sealed	21 *$ Payday*	22
23 ***Did You Know?*** The oldest working post office building located in Castine, ME was built in 1833	24	25	26 ***Retail Reminder:*** Be sure to fully explain the services that customers are buying, especially Delivery Confirmation™ service and EMS	27	28	29 ***Retail Tip:*** A complaint is an opportunity to make a satisfied customer
30	31 ***Retail Reminder:*** Make sure you have sufficient supplies of shipping containers, including flat rate for Expedited Mail Services	***JANUARY STAMP RELEASES: Celebrate The Century-1980's, Lunar New Year–Dragon, Patricia Robert Harris***				

What's in Store

your retail CALENDAR

DEC – FEB 1999/2000 Key Dates

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		1 ***Retail Reminder:*** Remind your customers of Victorian Love stamps and themed gifts for Valentine's Day	2 Groundhog Day	3	4 *$ Payday*	5 Last day for inputting VESS data for A/P 5
6	7 Last day for Global Priority Mail™ packages to arrive by Valentine's Day	8 ***Retail Tip:*** Recommend a FIRSTCLASS PHONECARD™ as a great gift to stay in touch for Valentine's Day	9	10 Last day for Priority Mail® and Express Mail® International packages to arrive by Valentine's Day	11	12 Last day for Express Mail® packages to arrive by Valentine's Day Lincoln's Birthday
13	14 Valentine's Day	15 ***Display Office Closed sign for President's Day***	16	17	18 *$ Payday*	19
20 ***Did You Know?*** The Victorian Love stamps are the first die-cut self-adhesive stamps issued by the U.S. Postal Service	21 Office closed President's Day	22 Washington's Birthday	23 *Tax P.O.P. shipment arrives this week*	24	25	26
27	28 *Tax Drive Period begins* REMOVE *Love P.O.P. and* DISPLAY *Tax P.O.P. this week*	29 ***Retail Tip:*** Provide customers with packaging tips	***February is Black History Month***			

UNITED STATES POSTAL SERVICE

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