# POSTAL BULLETIN

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UNITED STATES POSTAL SERVICE®

February 2000

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES
POSTMASTERS

SUBJECT: *Adoption* Stamp

The U.S. Postal Service continues its long-standing tradition of raising awareness of social issues with the issuance of the *Adoption* stamp May 10. The *Adoption* stamp serves as a simple thank you to all the wonderful families, organizations, and agencies that help make adoption a reality. Additionally, the new stamp will raise awareness of the importance of adoption and the value and needs associated with building a home, shaping a life, and creating a world for children who need loving families.

Currently there are more than 100,000 children waiting to be adopted in this country. With a workforce of more than 800,000 strong, we have an incredible opportunity to create awareness among our family members, friends, and customers. Adoption can make a positive difference in the lives of so many children.

I am happy to announce that helping the Postal Service promote the *Adoption* stamp is Dave Thomas, who was an adopted child and is the founder of Wendy's International, Inc., and the Dave Thomas Foundation for Adoption.

The issuance of social awareness stamps over the years has helped stimulate conversation in our communities nationwide about serious topics such as AIDS awareness, breast cancer research, hospice care, and organ and tissue donation. These activities go hand in hand with the Postal Service's historic role as a community leader.

As we make plans to promote the *Adoption* stamp and spread the word about the importance of adoption, I want to take this opportunity to thank you for your support in this worthy cause. Our efforts can benefit thousands of children and families across America.




*"I am excited that the Postal Service will issue a new postage stamp to help raise awareness about adoption. Wendy's is committed to partnering with the Postal Service in this endeavor, and together we will make a difference in the lives of thousands of children and families across America!"*
— Dave Thomas, founder of Wendy's International, Inc. and the Dave Thomas Foundation for Adoption.

WILLIAM J. HENDERSON
POSTMASTER GENERAL, CEO

475 L'Enfant Plaza SW
Washington DC 20260-0010

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| PB 22017: 7690-04-000-3996 | PB 22004: 7690-04-000-3983 |
| PB 22016: 7690-04-000-3995 | PB 22003: 7690-04-000-3982 |
| PB 22015: 7690-04-000-3994 | PB 22002: 7690-04-000-3981 |
| PB 22014: 7690-04-000-3993 | PB 22001: 7690-04-000-3980 |
| PB 22013: 7690-04-000-3992 | PB 22000: 7690-04-000-3979 |
| PB 22012: 7690-04-000-3991 | PB 21999: 7690-04-000-3978 |
| PB 22011: 7690-04-000-3990 | PB 21998: 7690-04-000-3977 |
| PB 22010: 7690-04-000-3989 | PB 21997: 7690-04-000-3976 |
| PB 22009: 7690-04-000-3988 | PB 21996: 7690-04-000-3975 |
| PB 22008: 7690-04-000-3987 | PB 21995: 7690-04-000-3974 |
| PB 22007: 7690-04-000-3986 | PB 21994: 7690-04-000-3973 |
| PB 22006: 7690-04-000-3985 | PB 21992: 7690-04-000-3971 |

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

*FIELD KIT*

# Adoption Commemorative Stamp

## Events and Publicity

### Overview

The *Adoption* stamp will be issued May 10 in Los Angeles, CA, and will go on sale nationwide the following day. Unveiling or "second day" events for the *Adoption* stamp can be held any time throughout the year. When planning events for later this year, keep in mind that November is National Adoption Month.

Local and national publicity increase commemorative stamp sales far beyond the date of issuance. There are many ways to interest local media in your *Adoption* stamp events. Here are some methods to capture media attention:

*Copy the first day event theme.* The first day of issue event on May 10 will feature top postal and Wendy's officials, adopted kids, and any participating agencies, selling and promoting the stamps at a local post office. Celebrities interested in adoption, who will be identified by the Children's Action Network, will also participate. This theme is expected to receive a lot of media attention and should generate interest in virtually any town in the United States.

*Local partnerships with Wendy's.*

- The U.S. Postal Service is partnering with Dave Thomas, founder of Wendy's International, Inc., and the Dave Thomas Foundation for Adoption to help promote and generate awareness about adoption.
- Because of our partnership with Dave Thomas, many Wendy's restaurants are willing to help the Postal Service plan local community *Adoption* stamp events. (See Wendy's contact list on pages 10–12).
- With 4,800 Wendy's restaurants located throughout the country and the Dave Thomas Foundation for Adoption's experience with many national adoption organizations, individuals, and private agencies, the Postal Service has an incredible opportunity to help promote adoption awareness.
- You are encouraged to start planning adoption-related events with Wendy's and the Dave Thomas Foundation for Adoption. Your area Public Affairs and Communications (PA&C) representatives are available and ready to assist you in planning your events. (See PA&C contact list on page 22).

*Other events.*

- Look for opportunities to sponsor events with local adoption organizations or with local hospitals that are affiliated with adoption agencies.
- Invite employees, local civic leaders, and politicians who have been touched by adoption in some way to help sponsor an event that includes children and families brought together by adoption. This could be an event built around a family picnic, a children's carnival, or an information day centered on adoption awareness.
- A simple *Adoption* stamp unveiling in your local post office lobby is always a great way to generate publicity for the *Adoption* stamp as well as to draw attention to the loving act of adoption. Again, remember to invite employees who have in some way been touched by adoption.
- Check with local TV stations that may regularly air a "Wednesday's Child" adoption segment to see if they are interested in covering your event or if they'd consider inviting event participants on the program.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Using the publicity materials in this kit, be sure to publicize each and every event to your local newspaper and radio and television stations via press releases, media advisories, and letters to the editor. And don't forget to make follow-up phone calls. The contents of this kit are available for downloading from the Postal Service Intranet at *http://blue.usps.gov.*

### Event Planning Checklist

When planning *Adoption* stamp events, keep the following suggestions in mind:

- Begin planning immediately.
- Using the list in this kit, check with the nearest Wendy's contact person to see if they can participate in an *Adoption* stamp event in your city.
- Set a date (from May 11 through Adoption Awareness Month in November).
- Secure participants (postal employees who were adopted or are adoptive parents, local politicians, local adoption agencies, celebrities interested in adoption, entertainment, etc.).
- Order blow-ups of the stamp image, flyers, and other supplies for the event.
- Prepare the special pictorial cancellation provided in this kit.
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium sign and banners.
- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booths, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

## Pictorial Cancellation

The Postal Service has authorized a pictorial cancellation design for field use to help spread awareness about the *Adoption* commemorative stamp and the joys of adoption. Post offices planning events are encouraged to use the design depicted on the right. Offices can offer this cancellation through mail-back service for 60 days.

As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial cancellations must be reported to Stamp Development three weeks prior to local events. *Please use the announcement form on page 5 to report your use of the cancellation.*

## Guidelines for Finalizing Adoption Station Pictorial Cancellation Art

To finalize the Adoption Station pictorial cancellation art, insert the date and the city, state, and ZIP Code of the physical location of your event adjacent to the stamp image. Refer to the original/unfinished and final art below. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3.5 inches by 1 inch.

### Original/Unfinished Art




### Final Art



UNITED STATES POSTAL SERVICE®

# Pictorial Cancellation Announcement

| | |
|---|---|
| Complete this announcement and forward it to the following address:<br><br>PICTORIAL CANCELLATIONS PROGRAM MANAGER<br>STAMP SERVICES<br>US POSTAL SERVICE<br>475 L'ENFANT PLZ SW RM 4474-EB<br>WASHINGTON DC 20260-2437 | *Insert pictorial cancellation* **Copy** *here*<br>(Camera ready or reproducible)<br>No larger than 4" horizontal x 2" vertical<br>(the dimensions of this box) |

| | |
|---|---|
| Postal Service Contact (name, address, phone) | |
| Station Date(s) | |
| Sponsor | |
| Station Name | |
| *Complete* Street Address or PO Box Number | |
| City/State/ZIP+4 | |

## Mail Cancellation Requests to:

| | |
|---|---|
| Station Name | |
| Addressee Name (usually "Postmaster") | |
| *Complete* Street Address or PO Box 9998 | |
| City/State/ZIP+4 | |

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## *Adoption* Stamp Products and Licensing

### *Adoption* Stamp Products

- Stamped Card — $6.95 (set of 10).
- First Day Cover — $0.54.

### Licensing and Use of *Adoption* Stamp Image

- Organizations outside the Postal Service desiring products featuring the *Adoption* stamp image will be directed to authorized Postal Service licensees. Available products include T-shirts, mugs, key rings, lapel pins, etc. Such products may be resold by organizations for fundraising efforts.
- The Postal Service will consider waiving licensing fees for IRS-qualified nonprofit organizations that want to use the *Adoption* stamp image for products or uses not addressed by Postal Service licensees. Nonprofit organizations must submit their requests in writing to:

  ATTN ROBYN VOLKER
  EQUITY MANAGEMENT INC
  3 PARK AVE 31ST FL
  NEW YORK NY 10016-5902

- Written requests must reference the *Adoption* stamp and must include the name of the nonprofit organization or association, complete address, contact name, telephone number, IRS federal tax exempt number, and a brief description of the proposed use.
- Upon approval, nonprofit organizations will receive a transparency of the *Adoption* stamp image, along with further approval procedures and reproduction specifications.
- Any use of the *Adoption* stamp image by for-profit entities will require application for a license. Applications are available through Equity Management at the address above or by calling 212-725-9066.

| Licensee | Authorized Products |
|---|---|
| D & P Creations<br>Attn: Joe Persek<br>2177 B North Batavia<br>Orange CA 92865-3110<br>Phone: 714-974-0905<br>Fax: 714-974-1147 | Reproductions of stamp art and framed mint stamps |
| F A F Inc.<br>Attn: Nancy Cass<br>26 Lark Industrial Parkway<br>Greenville RI 02828-3009<br>Phone: 401-949-3000<br>Fax: 401-949-3030 | Die-cast key chains |
| Freedman & Company<br>Attn: Harris Freedman<br>77 St. John's Road<br>Camp Hill PA 17011-6828<br>Phone: 717-761-7691/0551<br>Fax: 717-761-5276 | T-shirts, sweatshirts, and nightshirts |
| Heritage Promotion<br>Attn: Pat McAlpin<br>142 B King Street<br>St. Augustine FL 32084-4326<br>Phone: 800-227-4596<br>Fax: 904-827-9707 | Ceramic mugs, hologram stickers, note cards, greeting cards, and baseball caps; other gift items sold to the Postal Service only |
| Jonathan Grey & Assoc.<br>Attn: Mario Rodriguez<br>920 Calle Negocio Suite B<br>San Clemente CA 92673-6207<br>Phone: 949-498-2515<br>Fax: 949-498-2830 | Pins, tie tacks, and framed enlargements |
| March Company<br>Attn: Doug March<br>3815 Academy Parkway N NE<br>Albuquerque NM 87109-4408<br>Phone: 505-345-2521<br>Fax: 505-345-0407 | Pins and jewelry |
| N Wasserman & Co.<br>Attn: Nancy Wasserman<br>2699 Harrison Road<br>Columbus OH 43204-3591<br>Phone: 614-228-9222<br>Fax: 614-228-9225 | Baseball caps, mugs, puzzles, and playing cards |
| Ocean Originals<br>Attn: Donna Lance<br>3701 Wow Road<br>Corpus Christi TX 78413-1922<br>Phone: 361-852-0252<br>Fax: 361-852-4376 | T-shirts and sweatshirts for special events only |
| Omnitech Designs<br>Attn: Fred Kratka<br>6722 NW 18th Drive #1<br>Gainesville FL 32653-1655<br>Phone: 352-378-3408<br>Fax: 352-335-0555 | Magnets |
| Postal Products Unlimited<br>Attn: Brian Nelson<br>500 W Oklahoma<br>Milwaukee WI 53207-2649<br>Phone: 414-476-7800<br>Fax: 800-570-0007 | Mugs, pins, and jigsaw puzzles |
| Winco Intl.<br>Attn: Andy Boston<br>9019 Oso Avenue, Suite F<br>Chatsworth CA 91311-6222<br>Phone: 818-718-1191<br>Fax: 818-700-9778 | Pins, tie tacks, and key chains |

## Adoption Facts

- More than 500,000 children are living in foster homes in the United States.
- More than 100,000 children in the United States are waiting to be adopted.
- The median age of a waiting child is 8.6 years old.
- About half of the children in foster care are African American, 12 percent are Hispanic, and the remainder are white or other ethnic groups.
- Many of the children waiting to be adopted have special needs, which means the children may be older, are siblings who wish to stay together, are children with disabilities, or have other circumstances.
- November is National Adoption Month in North America.
- Adopted children can grow up to be high achieving adults. Many community and business leaders were adopted as children; from U.S. President Gerald Ford to entertainer Sarah McLachlan. Dave Thomas, founder of Wendy's Old Fashioned Hamburgers Restaurants, is another adoptee who has dedicated much of his time to supporting the cause of adoption.
- Steps are being made to make adoption an easier process. The Adoption and Safe Families Act, passed by Congress in 1997, mandates changes to each state's adoption policies to decrease the amount of time children wait in foster care. Most states are now enacting changes to their adoption systems, which will ultimately make even more children available for adoption.

*Source: National Adoption Center.*

## Dave Thomas Foundation for Adoption

The mission of the Dave Thomas Foundation for Adoption is threefold: to create awareness about the thousands of children who are waiting for permanent homes and loving families; to educate prospective parents about the adoption process; and to streamline the adoption process by making it easier and more affordable.

The foundation was formed in 1992 by Dave Thomas. Adopted at birth, Dave knows the importance of a permanent home and loving family. He created the foundation to be a voice for the thousands of children who can't always speak for themselves. Some of those children are older or part of sibling groups, some are from ethnic minority groups, and some are emotionally or physically challenged, but all dream of being adopted some day.

## *Adoption* Stamp Facts

- A commemorative U.S. postage stamp celebrating the joys of adoption will be issued by the U.S. Postal Service on May 10, 2000, in Los Angeles. The stamp will be available nationwide on the following day.
- 200 million stamps will be printed.
- Greg Berger, a graphic designer who was adopted as a child, illustrated the stamp.
- This special stamp combines colorful art with text and uses fundamental shapes, simple forms, and bright colors to project a happy, hopeful image of home, childhood, and family.
- The stamp design was unveiled in New York City's Rockefeller Center on October 13, 1999, by Postmaster General William Henderson. He was joined at the unveiling celebration by television personality and adoptive parent Rosie O'Donnell and adoptee Dave Thomas, founder of Wendy's Old Fashioned Hamburgers Restaurants and the Dave Thomas Foundation for Adoption.
- Approximately 100,000 children nationwide are waiting to be adopted by loving families. The *Adoption* stamp is viewed as a powerful tool to help generate awareness of these waiting children and the joys of adoption.
- The *Adoption* stamp is highly supported by Dave Thomas and his adoption foundation. Thomas is often seen as a catalyst for national adoption-related causes and has visited the White House and Congress numerous times to push for influential legislation.
- The Postal Service has issued social awareness stamps for more than 60 years and most recently issued the *Prostate Cancer Awareness* stamp in 1999 and the *Organ & Tissue Donation* and *Breast Cancer Research* stamps in 1998.

## Biography of Greg Berger, *Adoption* Stamp Artist

Gregory A. Berger, illustrator of the U.S. Postal Service's *Adoption* stamp, was born March 10, 1969, in St. Paul, Minnesota. He was adopted that same year and moved to South Africa with his family, Michael and Sheila Berger.

Berger grew up in Cape Town and later studied and worked in Durban. He attended South African College Schools during his high school years.

After high school, Berger spent two years in the military, then traveled to Europe for a year. He returned to Durban and studied graphic design at Natal Technikon from 1991 to 1993. From 1993 to 1996 Berger used his diploma in graphic design working as a packaging designer.

In 1996 he returned to the United States to "see the country" and explore opportunities to further his career.

"I had a wonderful, happy childhood," says Berger. "I knew from day one that I was adopted. My parents were always very supportive and allowed me to grow and learn in a healthy and loving atmosphere. I feel extremely grateful for the upbringing I was given."

Berger says his parents were also supportive in his search to seek out his biological mother, which he did upon his return to the states. "I located my birth mother and the search went well," he says. "There was a sense of completion in my life upon meeting her."

Since 1997 he has worked closely with the Kessler Design Group in Bethesda, Maryland, working on marketing materials for the Postal Service, as well as assisting with the design of several 1999 and 2000 commemorative stamps. Berger was asked to do the *Adoption* stamp because of his artistic skills and the fact that he was adopted. The *Adoption* stamp is the first stamp he has illustrated for the Postal Service.

He has one sister, Michele, who was also adopted and now lives in the United States. Berger lives in Virginia.

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## Social Awareness Stamps

Since the mid 1950s, the Postal Service has released a variety of social awareness stamps. Following is a list of some of those stamps:

### 1970s

Anti-Pollution Issue (1970)
Women's Suffrage (1970)
Prevent Drug Abuse (1971)
CARE (1971)
Blood Donor (1971)
Wildlife Conservation Issue (1971)
Parent Teachers Association/PTA (1972)
Family Planning (1972)
Pharmacy (1972)
Energy Conservation (1974)
Preserve the Environment/EXPO 74 (1974)
Retarded Children (1974)
International Women's Year (1975)
World Peace Through Law (1975)
Energy Issue (1977)
Early Cancer Detection (1978)
Endangered Flora Issue (1979)
International Year of the Child (1979)
Seeing Eye Dogs (1979)

### 1980s

Education/Learning Never Ends (1980)
Organized Labor (1980)
Coral Reefs (1980)
Alcoholism — You Can Beat It! (1981)
American Red Cross (1981)
International Year of the Disabled (1981)
Preservation of Wildlife (1981)
Voluntarism (1983)
Physical Fitness (1983)
Crime Prevention (1984)
Soil & Water Conservation (1984)
International Youth Year (1985)
Public Education (1985)
Help End Hunger (1985)
Winter Special Olympics (1985)
Public Hospitals (1986)
Girl Scouts (1987)

### 1990s

America's First Peacetime Draft (1991)
AIDS Awareness (1993)
American Sign Language (1993)
Kids Care Earth Day Issue (1995)
POW/MIA (1995)
Women's Suffrage (1995)
Breast Cancer Awareness (1996)
Education/Helping Children Learn (1997)
Women in Military Service (1997)
Breast Cancer Research Semipostal (1998)
Organ & Tissue Donation (1998)
Hospice Care (1999)
Prostate Cancer Awareness (1999)

## *Adoption* Stamp Partnership

The Postal Service's partnership with Wendy's and the Dave Thomas Foundation for Adoption will help generate maximum exposure for the *Adoption* stamp. The following promotions and products will support the first day and local events:

*U.S. Postal Service:*

- Internet: *http://www.usps.com,* with link to *http://www.adopt.org.*
- Point of Purchase: Specially designed "take one" display appearing at post offices during spring drive period (April 17–June 18).
- 1 800 STAMP-24 (stamp information given to callers placing orders).

*Wendy's and Dave Thomas Foundation for Adoption:*

- Internet: *http://www.wendys.com*, with links to *http://www.adopt.org* and *http://www.usps.com.*
- In June, 9 million Kid's Meals will feature the stamp as part of a first day cover created by the foundation to generate awareness for the stamp and to raise funds. Every order placed through Kid's Meals for the first day cover will receive from the Postal Service an *Adoption* stamped card bearing the first day cancellation.
- *Adoption* stamp and/or Kid's Meal offer will be featured on trayliners at Wendy's locations in June and November (National Adoption Month).
- Busboard advertising in selected cities across the United States.
- Fulfillment of *Adoption* stamp artwork by request to Wendy's franchisees and adoption agencies.
- Wendy's franchisees are considering making largest-ever single stamp purchase.
- Public service message.
- Tool kit distributed to Wendy's franchisees and adoption agencies.

### Wendy's Contact List

| | | |
|---|---|---|
| **Alaska** | | |
| Anchorage | Jay, Steve | 503-691-2022 |
| Fairbanks | Jay, Steve | 503-691-2022 |
| **Alabama** | | |
| Birmingham | Valdez, Angie | 727-726-6989 |
| Dothan | Valdez, Angie | 727-726-6989 |
| Huntsville | Valdez, Angie | 727-726-6989 |
| Mobile | Valdez, Angie | 727-726-6989 |
| Montgomery | Valdez, Angie | 727-726-6989 |
| **Arkansas** | | |
| Ft. Smith | Million, Bayne | 770-421-2136 |
| Jonesboro | Million, Bayne | 770-421-2136 |
| Little Rock | Million, Bayne | 770-421-2136 |
| **Arizona** | | |
| Phoenix | Winans, Andrea | 972-717-0165 |
| Tucson | Winans, Andrea | 972-717-0165 |
| **California** | | |
| Bakersfield | Dickinsen, Christine | 503-691-2022 |
| Chico-Redding | Jay, Steve | 503-691-2022 |
| El Centro-Yuma | Dickinsen, Christine | 503-691-2022 |
| Eureka | Jay, Steve | 503-691-2022 |
| Fresno | Jay, Steve | 503-691-2022 |
| Los Angeles | Dickinsen, Christine | 503-691-2022 |
| Palm Springs | Dickinsen, Christine | 503-691-2022 |
| Sacramento | Jay, Steve | 503-691-2022 |
| Salinas/Monterey | Dickinsen, Christine | 503-691-2022 |
| San Diego | Dickinsen, Christine | 503-691-2022 |
| San Francisco | Jay, Steve | 503-691-2022 |
| Santa Barbara | Dickinsen, Christine | 503-691-2022 |
| **Colorado** | | |
| Colorado Springs | Goins, Candice | 303-338-8008 |
| Denver | Goins, Candice | 303-338-8008 |
| Grand Junction | Goins, Candice | 303-338-8008 |
| **Connecticut** | | |
| Hartford | Pung, Tammy | 978-392-1200 |
| **District of Columbia** | | |
| Washington DC | Bechtold, Bob | 610-341-9400 |
| **Florida** | | |
| Ft. Myers | Madanick, Craig | 407-862-3714 |
| Gainesville | Madanick, Craig | 407-862-3714 |
| Jacksonville | Madanick, Craig | 407-862-3714 |
| Miami | Valdez, Angie | 727-726-6989 |
| Orlando | Madanick, Craig | 407-862-3714 |
| Panama City | Valdez, Angie | 727-726-6989 |
| Tallahassee | Valdez, Angie | 727-726-6989 |
| Tampa | Madanick, Craig | 407-862-3714 |
| West Palm Beach | Valdez, Angie | 727-726-6989 |
| **Georgia** | | |
| Albany | Stephens, Mark | 770-421-2137 |
| Atlanta | Stephens, Mark | 770-421-2137 |
| Augusta | Valdez, Angie | 727-726-6989 |
| Columbus | Stephens, Mark | 770-421-2137 |
| Macon | Stephens, Mark | 770-421-2137 |
| Savannah | Stephens, Mark | 770-421-2137 |
| **Hawaii** | | |
| Honolulu | | 808-396-8862 |
| **Iowa** | | |
| Cedar Rapids | Ewy, Russ | 913-384-3180 |
| Des Moines | Ewy, Russ | 913-384-3180 |
| Ottumwa | Finnegan, Mark | 630-961-5800 |
| Sioux City | Connolly, Tom | 630-961-5800 |
| **Idaho** | | |
| Boise | Preyer, Cheryl | 303-338-8008 |
| Idaho Falls | Preyer, Cheryl | 303-338-8008 |
| Twin Falls | Preyer, Cheryl | 303-338-8008 |

| | | |
|---|---|---|
| **Illinois** | | |
| Chicago | Finnegan, Mark | 630-961-5800 |
| Peoria | Connolly, Tom | 630-961-5800 |
| Quincy | Connolly, Tom | 630-961-5800 |
| Rockford | Finnegan, Mark | 630-961-5800 |
| Springfield | Connolly, Tom | 630-961-5800 |
| **Indiana** | | |
| Evansville | Roberts, Barbara | 513-874-4710 |
| Ft. Wayne | Nichols, Teresa | 630-961-5800 |
| Indianapolis | Roberts, Barbara | 513-874-4710 |
| Lafayette | Roberts, Barbara | 513-874-4710 |
| South Bend | Nichols, Teresa | 630-961-5800 |
| Terre Haute | Roberts, Barbara | 513-874-4710 |
| Quad Cities | Ewy, Russ | 913-384-3180 |
| **Kansas** | | |
| Kansas City | Ewy, Russ | 913-384-3180 |
| Topeka | Ewy, Russ | 913-384-3180 |
| Wichita | Connolly, Tom | 630-961-5800 |
| **Kentucky** | | |
| Bowling Green | Stephens, Mark | 770-421-2137 |
| Lexington | Lierman, David | 919-872-4830 |
| Louisville | Roberts, Barbara | 513-874-4710 |
| Paducah | Million, Bayne | 770-421-2136 |
| **Louisiana** | | |
| Alexandria | Million, Bayne | 770-421-2136 |
| Baton Rouge | Million, Bayne | 770-421-2136 |
| Lafayette | Million, Bayne | 770-421-2136 |
| Lake Charles | Million, Bayne | 770-421-2136 |
| Monroe | Million, Bayne | 770-421-2136 |
| New Orleans | Million, Bayne | 770-421-2136 |
| Shreveport | Million, Bayne | 770-421-2136 |
| **Massachusetts** | | |
| Boston | Pung, Tammy | 978-392-1200 |
| Springfield | Pung, Tammy | 978-392-1200 |
| **Maryland** | | |
| Baltimore | Bechtold, Bob | 610-341-9400 |
| Salisbury | Bechtold, Bob | 610-341-9400 |
| **Maine** | | |
| Bangor | Pung, Tammy | 978-392-1200 |
| Portland | Pung, Tammy | 978-392-1200 |
| **Michigan** | | |
| Alpena | Budreau, Ron | 248-352-7900 |
| Detroit | Budreau, Ron | 248-352-7900 |
| Flint/Saginaw | Budreau, Ron | 248-352-7900 |
| Grand Rapids | Budreau, Ron | 248-352-7900 |
| Lansing | Budreau, Ron | 248-352-7900 |
| Marquette | Nichols, Teresa | 630-961-5800 |
| Traverse City | Budreau, Ron | 248-352-7900 |
| **Minnesota** | | |
| Duluth | Nichols, Teresa | 630-961-5800 |
| Minneapolis | Nichols, Teresa | 630-961-5800 |
| Rochester | Nichols, Teresa | 630-961-5800 |

| | | |
|---|---|---|
| **Missouri** | | |
| Columbia-Jefferson City | Connolly, Tom | 630-961-5800 |
| Joplin | Connolly, Tom | 630-961-5800 |
| Kansas City | Ewy, Russ | 913-384-3180 |
| Springfield | Connolly, Tom | 630-961-5800 |
| St. Joseph | Ewy, Russ | 913-384-3180 |
| St. Louis | Connolly, Tom | 630-961-5800 |
| **Mississippi** | | |
| Biloxi/Gulfport/Pascag. | Million, Bayne | 770-421-2136 |
| Columbus-Tupelo | Million, Bayne | 770-421-2136 |
| Greenwood/Greenville | Million, Bayne | 770-421-2136 |
| Jackson | Million, Bayne | 770-421-2136 |
| Laurel-Hattiesburg | Million, Bayne | 770-421-2136 |
| Meridian | Million, Bayne | 770-421-2136 |
| **Montana** | | |
| Billings | Preyer, Cheryl | 303-338-8008 |
| Butte | Preyer, Cheryl | 303-338-8008 |
| Great Falls | Preyer, Cheryl | 303-338-8008 |
| Helena | Preyer, Cheryl | 303-338-8008 |
| Missoula | Preyer, Cheryl | 303-338-8008 |
| **North Carolina** | | |
| Charlotte | Lierman, David | 919-872-4830 |
| Greensboro | Lierman, David | 919-872-4830 |
| Greenville/New Bern | Lierman, David | 919-872-4830 |
| Raleigh/Durham | Lierman, David | 919-872-4830 |
| Wilmington | Lierman, David | 919-872-4830 |
| **North Dakota** | | |
| Fargo | Nichols, Teresa | 630-961-5800 |
| Minot | Ewy, Russ | 913-384-3180 |
| **Nebraska** | | |
| Lincoln | Ewy, Russ | 913-384-3180 |
| North Platte | Ewy, Russ | 913-384-3180 |
| Omaha | Ewy, Russ | 913-384-3180 |
| **New Mexico** | | |
| Albuquerque | Stephan, Robyn | 972-717-0165 |
| **Nevada** | | |
| Las Vegas | Jay, Steve | 503-691-2022 |
| Reno | Goins, Candice | 303-338-8008 |
| **New York** | | |
| Albany | Pung, Tammy | 978-392-1200 |
| Binghamton | Pung, Tammy | 978-392-1200 |
| Buffalo | Pung, Tammy | 978-392-1200 |
| Elmira | Pung, Tammy | 978-392-1200 |
| New York | Yonchek, Pat | 610-341-9400 |
| Rochester | Pung, Tammy | 978-392-1200 |
| Syracuse | Pung, Tammy | 978-392-1200 |
| Utica | Pung, Tammy | 978-392-1200 |
| Watertown | Pung, Tammy | 978-392-1200 |
| **Ohio** | | |
| Cincinnati | Roberts, Barbara | 513-874-4710 |
| Cleveland | Tylak, Janine | 724-940-1969 |
| Columbus | Gonzalez, Alex | 614-785-4660 |
| Dayton | Roberts, Barbara | 513-874-4710 |
| Lima | Nichols, Teresa | 630-961-5800 |
| Toledo | Budreau, Ron | 248-352-7900 |
| Youngstown | Tylak, Janine | 724-940-1969 |

| | | |
|---|---|---|
| **Oklahoma** | | |
| Oklahoma City | Stephan, Robyn | 972-717-0165 |
| Tulsa | Connolly, Tom | 630-961-5800 |
| **Oregon** | | |
| Bend | Jay, Steve | 503-691-2022 |
| Eugene | Dickinsen, Christine | 503-691-2022 |
| Medford | Jay, Steve | 503-691-2022 |
| Portland | Dickinsen, Christine | 503-691-2022 |
| **Pennsylvania** | | |
| Erie | Tylak, Janine | 724-940-1969 |
| Harrisburg | Yonchek, Pat | 610-341-9400 |
| Harrisonburg | Lierman, David | 919-872-4830 |
| Johnstown | Yonchek, Pat | 610-341-9400 |
| Philadelphia | Bechtold, Bob | 610-341-9400 |
| Pittsburgh | Tylak, Janine | 724-940-1969 |
| Wilkes Barre | Yonchek, Pat | 610-341-9400 |
| **Rhode Island** | | |
| Providence | Pung, Tammy | 978-392-1200 |
| **South Carolina** | | |
| Charleston | Valdez, Angie | 727-726-6989 |
| Columbia | Madanick, Craig | 407-862-3714 |
| Florence | Madanick, Craig | 407-862-3714 |
| Greenville | Madanick, Craig | 407-862-3714 |
| **South Dakota** | | |
| Rapid City | Goins, Candice | 303-338-8008 |
| Sioux Falls | Connolly, Tom | 630-961-5800 |
| **Tennessee** | | |
| Chattanooga | Stephens, Mark | 770-421-2137 |
| Jackson | Million, Bayne | 770-421-2136 |
| Knoxville | Stephens, Mark | 770-421-2137 |
| Memphis | Million, Bayne | 770-421-2136 |
| Nashville | Stephens, Mark | 770-421-2137 |
| Tri Cities | Lierman, David | 919-872-4830 |
| **Texas** | | |
| Abilene/Sweetwater | Stephan, Robyn | 972-717-0165 |
| Amarillo | Connolly, Tom | 630-961-5800 |
| Austin | Stephan, Robyn | 972-717-0165 |
| Beaumont | Winans, Andrea | 972-717-0165 |
| Brownsville | Winans, Andrea | 972-717-0165 |
| Corpus Christi | Winans, Andrea | 972-717-0165 |
| Dallas | Stephan, Robyn | 972-717-0165 |
| El Paso | Stephan, Robyn | 972-717-0165 |
| Houston | Winans, Andrea | 972-717-0165 |
| Laredo | Winans, Andrea | 972-717-0165 |
| Lubbock | Winans, Andrea | 972-717-0165 |
| Odessa-Midland | Stephan, Robyn | 972-717-0165 |
| San Angelo | Stephan, Robyn | 972-717-0165 |
| San Antonio | Jay, Steve | 503-691-2022 |
| Tyler | Stephan, Robyn | 972-717-0165 |
| Waco-Temple | Stephan, Robyn | 972-717-0165 |
| Wichita Falls | Stephan, Robyn | 972-717-0165 |

| | | |
|---|---|---|
| **Utah** | | |
| Salt Lake City | Preyer, Cheryl | 303-338-8008 |
| **Virginia** | | |
| Charlottesville | Lierman, David | 919-872-4830 |
| Norfolk/Virginia Beach | Bechtold, Bob | 610-341-9400 |
| Richmond | Bechtold, Bob | 610-341-9400 |
| Roanoke | Lierman, David | 919-872-4830 |
| **Vermont** | | |
| Burlington | Pung, Tammy | 978-392-1200 |
| **Washington** | | |
| Seattle | Jay, Steve | 503-691-2022 |
| Spokane | Jay, Steve | 503-691-2022 |
| Yakima | Dickinsen, Christine | 503-691-2022 |
| **Wisconsin** | | |
| Green Bay | Nichols, Teresa | 630-961-5800 |
| Lacrosse | Nichols, Teresa | 630-961-5800 |
| Madison | Nichols, Teresa | 630-961-5800 |
| Milwaukee | Nichols, Teresa | 630-961-5800 |
| Wausau | Nichols, Teresa | 630-961-5800 |
| **West Virginia** | | |
| Beckley | Gonzalez, Alex | 614-785-4660 |
| Charleston | Gonzalez, Alex | 614-785-4660 |
| Clarksburg | Gonzalez, Alex | 614-785-4660 |
| Parkersburg | Gonzalez, Alex | 614-785-4660 |
| Wheeling | Tylak, Janine | 724-940-1969 |
| **Wyoming** | | |
| Casper | Preyer, Cheryl | 303-338-8008 |
| Cheyenne | Preyer, Cheryl | 303-338-8008 |

## Speech Segment

*The following suggested speech segment is for use at local ceremonies and events to support the* Adoption *stamp. Feel free to customize it to fit your local event and community. This speech and the entire kit are available for downloading from the Postal Service Intranet at* http://blue.usps.gov.

Good **[MORNING/AFTERNOON]**.

I'm **[INSERT NAME OF DISTRICT MANAGER/ POSTMASTER]** and it's a tremendous honor for me to represent the United States Postal Service today as we unveil the design of the new *Adoption* postage stamp.

This stamp commemorates a worthy cause that benefits thousands of children and families across America.

The *Adoption* stamp pays tribute to all the wonderful families, organizations, and agencies that help make adoption a true family-building experience.

It is our hope that this stamp will help raise awareness about the value of building a home, shaping a life, and creating a world for children who yearn for loving families.

Over the years, our nation's commemorative stamp program has called attention to a variety of important social issues.

Stamps highlighting breast cancer research, hospice care, and organ and tissue donation have helped stimulate conversation about these serious topics in communities from coast to coast.

And, as a trusted public service institution that binds our nation together, the Postal Service has long been an advocate for children and families.

We issued the *Children's* stamp in 1956 ... the *Support Our Youth* stamp in 1968 ... the *Family Planning* stamp in 1972 ... the *International Year of the Child* stamp in 1979 ... and the *Family Unity* stamp in 1984.

This year the Postal Service is very proud to issue this new *Adoption* stamp to help generate awareness about the joys of adoption.

We commend **[NAME THE ORGANIZATIONS/ INDIVIDUALS WHO JOINED YOU FOR THIS CEREMONY]** for the enormous contributions you have made to raise awareness about adoption.

Currently there are more than 100,000 children waiting to be adopted in this country. The *Adoption* stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate.

Together we can make a difference in the lives of thousands of children and families across America!

Thank you for joining us today.

Now, would **[INSERT NAMES OF UNVEILING PARTICIPANTS]** join me in unveiling the *Adoption* stamp!

## Suggested Public Relations Timeline

*If you have questions or need assistance with any of these items, please contact your area Public Affairs and Communications (PA&C) Center representative.*

| Action: | Suggested Timing: |
|---|---|
| 1. Send invitations to local and area dignitaries. | A few weeks before event. |
| 2. Announcement and invitation to employees. | A few weeks before event. |
| 3. Distribute calendar/weekend advisory to newspapers. | A few weeks before event. |
| 4. Distribute public service announcement to radio/TV. | A few weeks before event. |
| 5. Distribute news release. | A few weeks before event. |
| 6. Distribute media advisory to newspapers, radio/TV. | One week before event. |
| 7. Redistribute media advisory to all news media. | One to two days before event. |
| 8. Remind invited dignitaries about event via telephone. | Five days before event. |
| 9. Make follow-up calls to local news media. | Day before event. |
| 10. Distribute "day of issuance" news release. | Day of event. |
| 11. Send letter to newspaper editor thanking community. | Day after event's completion. |
| 12. Send newspaper clippings and "media successes" summary to area PA&C office. | Week or sooner after event. |

# LETTER TO LOCAL EDITOR

**[INSERT DATE]**

**[INSERT NAME, TITLE]**

**[INSERT NAME OF PUBLICATION]**

**[INSERT ADDRESS]**

**[INSERT CITY, STATE, ZIP+4]**

Dear **[MR./MS.] [INSERT NAME]**:

On May 10, 2000, the U.S. Postal Service issued a new commemorative postage stamp to help raise awareness about adoption. Each year in the United States more than 100,000 infants and older children wait to be adopted.

With the issuance of the Adoption stamp, the Postal Service continues its 60-year tradition of raising awareness of social issues through the U.S. commemorative stamp program. Recent examples include stamps highlighting prostate cancer awareness, hospice care, organ and tissue donation, breast cancer research and AIDS awareness.

The Adoption stamp pays tribute to all the wonderful families, organizations and agencies that help make adoption a true family-building experience. It is the Postal Service's hope that this stamp will help promote and generate awareness about the joys of adoption.

To help spread the word about the importance of adoption in our community, the **[INSERT CITY]** Post Office will be unveiling the new Adoption stamp during a ceremony **[LIST CEREMONY ACTIVITIES, STARTING TIMES, LOCATIONS, PARTICIPANTS, PHOTO OPPORTUNITIES, ETC.]**.

I will call you soon with an update. Should you have any questions in the interim, please do not hesitate to contact me at **[INSERT YOUR PHONE NUMBER]**.

Sincerely,

**[SIGN]**

**[INSERT POSTMASTER'S NAME]**
Postmaster
U.S. Postal Service
**[INSERT CITY, STATE, ZIP+4]**

UNITED STATES POSTAL SERVICE — POSTAL NEWS

FOR IMMEDIATE RELEASE
**[INSERT DATE]**

Contact: **[INSERT YOUR NAME]**
**[(XXX) XXX-XXXX]**
Internet: *www.usps.com*

**For Event Calendar/Weekend Advisory Editor:**

**LOVING ACT OF ADOPTION TO BE CELEBRATED IN** [INSERT CITY] **WITH UNVEILING OF NEW POSTAGE STAMP**

***U.S. Postal Service and*** [INSERT NAME OF ORGANIZATION OR CELEBRITY]
***Promoting Adoption Awareness***

**[INSERT YOUR CITY, STATE] —** The loving and selfless act of adoption will be celebrated on **[INSERT DATE/TIME]** when the U.S. Postal Service and **[INSERT ORGANIZATION OR CELEBRITY]** unveil the new Adoption postage stamp during a ceremony at **[INSERT LOCATION].**

"The Adoption stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate," said **[INSERT POSTMASTER NAME]**, "and it will help raise awareness about how adoption can make a positive difference in the lives of so many."

With the issuance of the Adoption stamp, the Postal Service continues its tradition of raising awareness of social issues. Today there are more than 100,000 children available for adoption in the United States.

Illustrated by Greg Berger of Bethesda, Md., the stamp combines colorful art with text. Berger, who was adopted himself, provides his personal interpretation of this issue.

Recalling memories of his own childhood, Berger used fundamental shapes, simple forms and bright colors to create a happy, hopeful image. This graphic design conveys a visual balance between reality and the fantasy of what might be. It also shows that childhood is a delicate and influential part of life.

# # #

UNITED STATES POSTAL SERVICE — POSTAL NEWS

FOR IMMEDIATE RELEASE
**[INSERT DATE]**

Contact: **[INSERT YOUR NAME]**
**[(XXX) XXX-XXXX]**
Internet: *www.usps.com*

**PUBLIC SERVICE ANNOUNCEMENT**

**PUBLIC INVITED TO PARTICIPATE IN NEW POSTAGE STAMP UNVEILING COMMEMORATING LOVING ACT OF ADOPTION:**
**CELEBRATION TAKES PLACE IN** [INSERT CITY] **ON** [INSERT DATE]

**[INSERT CITY]** POSTMASTER **[INSERT NAME]** INVITES EVERYONE TO **[INSERT LOCATION]** TO PARTICIPATE IN A CELEBRATION RECOGNIZING THE LOVING ACT OF ADOPTION ON **[INSERT DAY AND DATE]** FROM **[INSERT TIME]** TO **[INSERT TIME].**

THE CELEBRATION INCLUDES PARTICIPATION BY **[INSERT NAME OF ORGANIZATION OR CELEBRITY]** IN THE POSTAL SERVICE'S UNVEILING CEREMONY FOR THE NEW ADOPTION POSTAGE STAMP. OTHER ACTIVITIES INCLUDE **[DESCRIBE ACTIVITIES]**.

TODAY THERE ARE MORE THAN 100,000 CHILDREN AVAILABLE FOR ADOPTION IN THE UNITED STATES. TAKE A MOMENT TO JOIN MEMBERS OF YOUR COMMUNITY IN CELEBRATING THE JOYS INVOLVED WITH THE LOVING ACT OF ADOPTION.

- END -

UNITED STATES POSTAL SERVICE — POSTAL NEWS

FOR IMMEDIATE RELEASE
**[INSERT DATE]**

Contact: **[INSERT YOUR NAME]**
**[(XXX) XXX-XXXX]**
Internet: *www.usps.com*

## LOVING ACT OF ADOPTION TO BE CELEBRATED ON NEW POSTAGE STAMP

***U.S. Postal Service and*** [INSERT ORGANIZATION/CELEBRITY]
***Promoting Adoption Awaremess***

**[INSERT YOUR CITY] —** The loving and selfless act of adoption will be honored **[INSERT DATE]** when the U.S. Postal Service and **[INSERT ORGANIZATION/CELEBRITY]** unveil the Adoption commemorative postage stamp during a ceremony at **[INSERT LOCATION].**

"The Adoption stamp will serve as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate," said **[INSERT POSTMASTER NAME]**, who will unveil the stamp.

"It also will help raise awareness about how adoption can make a positive difference in the lives of so many," **[HE/SHE]** added.

With the issuance of the Adoption stamp, the Postal Service continues its tradition of raising awareness of social issues. Today there are more than 100,000 children available for adoption in the United States.

There are three basic approaches to adoption within the United States: children can be adopted through public child welfare agencies, through private adoption agencies and, depending on the state, by independent adoption. Regardless of the adoption method, children benefit from the support, guidance and understanding of the people who care enough to offer them unconditional love, a home and a family.

Illustrated by Greg Berger of Bethesda, Md., the stamp combines colorful art with text. Berger, who was adopted himself, provides his personal interpretation of this issue.

Recalling memories of his own childhood, Berger used fundamental shapes, simple forms and bright colors to create a happy, hopeful image. This graphic design conveys a visual balance between reality and the fantasy of what might be. It also shows that childhood is a delicate and influential part of life.

For more information on stamps, or to see an image of the Adoption stamp, visit www.stampsonline.com.

# # #

UNITED STATES POSTAL SERVICE — POSTAL NEWS

FOR IMMEDIATE RELEASE
**[INSERT DATE]**

Contact: **[INSERT YOUR NAME]**
**[INSERT YOUR PHONE NUMBER]**
Internet: *www.usps.com*

**MEDIA ADVISORY**

**LOVING ACT OF ADOPTION TO BE CELEBRATED IN** [INSERT CITY] **WITH UNVEILING OF NEW POSTAGE STAMP**

| | |
|---|---|
| **EVENT:** | Unveiling of Adoption commemorative postage stamp and celebration of the joy of adoption. **[CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT]** |
| **WHO:** | **[LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING IN AND/OR ATTENDING EVENT]** |
| **WHAT:** | **[DESCRIBE WHAT MAKES EVENT NEWSWORTHY — LIST ANY ENTERTAINMENT, REFRESHMENTS, SALES, ETC.]** |
| **WHEN:** | **[INSERT HOUR, DAY, DATE]** |
| **WHERE:** | **[INSERT EXACT LOCATION OF EVENT]** |
| **Background:** | The U.S. Postal Service continues its long-standing tradition of raising awareness of social issues with the issuance of the Adoption stamp. The Adoption stamp serves as a simple thank you to all the wonderful families, organizations and agencies that help make adoption a reality. This stamp will raise awareness of the importance of adoption and the value and needs associated with building a home, shaping a life and creating a world for children who need loving families. |
| **Contact:** | **[LIST AREA PUBLIC AFFAIRS AND COMMUNICATIONS REPRESENTATIVE OR POSTMASTER'S NAME AND PHONE NUMBER]** |

# # #

UNITED STATES POSTAL SERVICE — POSTAL NEWS

FOR IMMEDIATE RELEASE
**[INSERT DATE]**

Contact: **[INSERT YOUR NAME]**
**[INSERT YOUR PHONE NUMBER]**
Internet: *www.usps.com*

## LOVING ACT OF ADOPTION CELEBRATED WITH UNVEILING OF NEW POSTAGE STAMP

***U.S. Postal Service and*** [LIST ORGANIZATION/CELEBRITY PARTICIPATING IN YOUR EVENT]
***Promoting Adoption Awareness***

**[INSERT YOUR CITY] —** The loving act of adoption was honored today when the U.S. Postal Service unveiled the new Adoption postage stamp at a ceremony at **[INSERT LOCATION].** The 33-cent Adoption stamp is now available at post offices nationwide.

**[INSERT CITY]** Postmaster **[INSERT POSTMASTER NAME]** unveiled the stamp in celebration of the Postal Service's efforts to help raise awareness about adoption. Joining **[INSERT POSTMASTER'S LAST NAME]** at the ceremony were **[INSERT ORGANIZATION/CELEBRITY OR LOCAL/ AREA DIGNITARIES].**

**[INSERT OTHER NOTABLE HAPPENINGS AT EVENT]**

"The Adoption stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate," said **[INSERT POSTMASTER'S LAST NAME]**, "and it helps raise awareness about how adoption can make a positive difference in the lives of so many."

With the issuance of the Adoption stamp, the Postal Service continues its long-standing tradition of raising awareness of social issues. Stamps such as Breast Cancer Research, Hospice Care and Organ and Tissue Donation have helped stimulate conversation about these serious topics in communities from coast to coast. These activities go hand in hand with the Postal Service's historic role as a community leader.

There are three basic approaches to adoption within the United States: children can be adopted through public child welfare agencies, through private adoption agencies and, depending on the state, by independent adoption. Regardless of the adoption method, children benefit from the support, guidance and understanding of the people who care enough to offer them unconditional love, a home and a family. Each year more than 100,000 infants and older children wait to be adopted in the United States.

- more -

Illustrated by Greg Berger of Bethesda, Md., the stamp combines colorful art with text. Berger, who was adopted himself, provides his personal interpretation of this issue.

Recalling memories of his own childhood, Berger used fundamental shapes, simple forms and bright colors to create a happy, hopeful image. This graphic design conveys a visual balance between reality and the fantasy of what might be. It also shows that childhood is a delicate and influential part of life.

To see an image of the Adoption stamp, or to order stamps, visit www.stampsonline.com.

# # #

# SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR THANKING RESIDENTS FOR SUPPORT

**[INSERT DATE]**

**[INSERT NAME]**

Editor **[OR OTHER TITLE]**

**[INSERT NAME OF NEWSPAPER]**

**[INSERT ADDRESS]**

**[INSERT CITY, STATE, ZIP+4]**

Dear **[MR./MS.] [INSERT NAME]**:

I want to thank the citizens of **[INSERT CITY NAME]** for their enthusiasm and support in making yesterday's unveiling of the Adoption commemorative postage stamp such a successful event for our community and for the U.S. Postal Service.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Your stamp ideas and suggestions are instrumental in helping the Postal Service continue its long-standing tradition of helping to raise awareness about such social issues as adoption, breast cancer research, hospice care and organ and tissue donation.

The issuance of the Adoption stamp is a great opportunity for the Postal Service to remind the citizens of **[INSERT CITY]** about how adoption can make a positive difference in the lives of so many. The Adoption stamp also serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate.

Whether by providing universal mail service to everyone, everywhere, every day, or through our responsibilities as a community leader, the Postal Service works hard to deliver the promise of providing quality communications services across the country and right here in **[INSERT CITY]**.

Sincerely,

**[SIGN]**

**[INSERT POSTMASTER'S NAME]**
Postmaster
U.S. Postal Service
**[INSERT CITY, STATE, ZIP+4]**

### Area Public Affairs and Communications Managers

Ralph Stewart
Manager, Public Affairs & Communications
Allegheny Area/U.S. Postal Service
615 Chestnut Street, 15th Floor
PO Box 40593
Philadelphia, PA 19197-0593
215-931-5054
*(PA, OH, South Jersey)*

Irene A. Lericos
Manager, Public Affairs & Communications
Mid-Atlantic Area/U.S. Postal Service
10320 Little Patuxent Parkway, Suite 308
Columbia, MD 21044-5210
410-715-0071
*(VA, KY, SC, NC, DC, WV, MD)*

Diane Todd
Manager, Public Affairs & Communications
NY Metro Area/U.S. Postal Service
421 Eighth Avenue, Room 5114
New York, NY 10199-9681
212-330-3118
*(Central/Northern New Jersey, NY, PR, VI)*

Richard Watkins (A)
Manager, Public Affairs & Communications
Northeast Area/U.S. Postal Service
6 Griffin Road N
Windsor, CT 06006-9876
860-285-7265
*(CT, MA, Western NY, RI, NE, ME, NH)*

Earl C. Artis, Jr.
Manager, Public Affairs & Communications
Southeast Area/U.S. Postal Service
225 N Humphrey Boulevard
Memphis, TN 38166-0832
901-747-7544
*(AL, GA, Fl, TN, MS)*

Scott Budny
Manager, Public Affairs & Communications
Western Area/U.S. Postal Service
1745 Stout Street, Suite 400
Denver, CO 80299-7500
303-313-5130
*(WA, AZ, AK, CO, NM, WY, NV, MT, UT, OR)*

Jim Mruk
Manager, Public Affairs & Communications
Great Lakes Area/U.S. Postal Service
244 Knollwood Drive, 4th Floor
Bloomingdale, IL 60117-2208
630-539-6565
*(IL, MI, IN)*

Dianne Williams
Manager, Public Affairs & Communications
Midwest Area/U.S. Postal Service
PO Box 66608
St Louis, MO 63166-6608
314-692-5502
*(NE, KS, MN, MO, IA, WI, ND, SD)*

Dan De Miglio
Manager, Public Affairs & Communications
Pacific Area/U.S. Postal Service
390 Main Street, Suite 200
San Francisco, CA 94105-8000
415-536-6490
*(San Francisco, Oakland, Sacramento, San Jose)*

David Mazer
Manager, Public Affairs & Communications
Pacific Area/U.S. Postal Service
7001 S Central Avenue, Room 364A
Los Angeles, CA 90052-9641
323-586-1212
*(HI, Long Beach, Los Angeles, Santa Ana, San Diego, Van Nuys)*

Robert S. Bolen
Manager, Public Affairs & Communications
Southwest Area/U.S. Postal Service
7800 N Stemmons Freeway, Suite 450
Dallas, TX 75247-4220
214-819-8710
*(AR, TX, LA, OK)*

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### Participation of Public Officials

*Adoption* stamp events are a perfect opportunity to involve public officials in an important and positive local event. There is likely to be keen interest on their part, as it provides elected representatives a chance to interact with constituents in a friendly, civic setting with secured media coverage.

You are encouraged to reach out directly to your federal, state, and local elected officials. *Government Relations representatives are available to assist you in coordinating political involvement and would be pleased to help in any way.*

This section of the Community Relations Publicity Kit contains simple guidelines, sample letters, a suggested invitation list and the names and telephone numbers of your Government Relations contacts.

*Before the Event*

**Send a written invitation** (see sample), four to six weeks before the event, to your two U.S. senators, your congressional representatives, the governor of your state, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

**Follow up** the written invitation with a telephone call to the elected official's scheduler within a week if you have not received a reply. You may need to call more than once.

**Keep in touch** with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (e.g., who else is participating, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the unveiling of the *Adoption* stamp and recognition of the importance of adoption.

**If applicable, include names** of all participating elected officials on the official program as honored guests and mention them in all media advisories.

**Provide a courtesy copy** of the program to the elected official in advance.

*After the Event*

**Send a written thank you** to all elected officials who participated in the ceremony, expressing your appreciation.

**Provide copies** to their offices of any newspaper articles about the event. Even though they surely will see those articles on their own, you can take the opportunity to remind them of the press coverage the event received.

**Provide a supply of extra cachets** with the special cancellation, if applicable, to elected officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event.

**Obtain and frame a photo** of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

**Keep in touch** with your elected officials. Good relationships are built over time.

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## Government Relations Contacts

| State | Contact | Extension* |
|---|---|---|
| Alabama | Laurie Weiner | 3743 |
| Alaska | Jennifer Alvarez | 7839 |
| Arizona | Renee Gadson | 7217 |
| Arkansas | Judy Principe | 3744 |
| California | Bill Weagley | 3745 |
| Connecticut | Dana Williamson | 6028 |
| Colorado | Renee Gadson | 7217 |
| Delaware | Dana Williamson | 6028 |
| District of Columbia | Robert Warden | 3755 |
| Florida | Laurie Weiner | 3743 |
| Georgia | Jim Quirk | 8468 |
| Hawaii | Jennifer Alvarez | 7839 |
| Idaho | Jennifer Alvarez | 7839 |
| Illinois | Robert Faruq | 3750 |
| Indiana | Robert Warden | 3755 |
| Iowa | Sheila Meyers | 7505 |
| Kansas | Renee Gadson | 7217 |
| Kentucky | Faith Beamon | 3754 |
| Louisiana | Judy Principe | 3744 |
| Maine | Katherine Sitterle | 6027 |
| Maryland | Robert Warden | 3755 |
| Massachusetts | Dana Williamson | 6028 |
| Michigan | Robert Faruq | 3750 |
| Minnesota | Sheila Meyers | 7505 |
| Mississippi | Laurie Weiner | 3743 |
| Missouri | Sheila Meyers | 7505 |
| Montana | Jennifer Alvarez | 7839 |
| Nebraska | Sheila Meyers | 7505 |
| Nevada | Jennifer Alvarez | 7839 |
| New Hampshire | Dana Williamson | 6028 |
| New Jersey | Dana Williamson | 6028 |
| New Mexico | Renee Gadson | 7217 |
| New York | Katherine Sitterle | 6027 |
| North Carolina | Jim Quirk | 8468 |
| North Dakota | Sheila Meyers | 7505 |
| Ohio | Faith Beamon | 3754 |
| Oklahoma | Judy Principe | 3744 |
| Oregon | Jennifer Alvarez | 7839 |
| Pennsylvania | Robert Warden | 3755 |
| Puerto Rico | Katherine Sitterle | 6027 |
| Rhode Island | Dana Williamson | 6028 |
| South Carolina | Jim Quirk | 8468 |
| South Dakota | Sheila Meyers | 7505 |
| Tennessee | Jim Quirk | 8468 |
| Texas | Judy Principe | 3744 |
| Utah | Renee Gadson | 7217 |
| Vermont | Katherine Sitterle | 6027 |
| Virginia | Faith Beamon | 3754 |
| Washington | Jennifer Alvarez | 7839 |
| West Virginia | Faith Beamon | 3754 |
| Wisconsin | Robert Faruq | 3750 |
| Wyoming | Renee Gadson | 7217 |

** The area code and exchange for all extensions is "202-268-[extension]."*

*— Public Affairs and Communications, 2-24-00*

# SAMPLE INVITATION TO PUBLIC OFFICIALS

**[INSERT DATE]**

**[INSERT NAME, TITLE]**

**[INSERT ORGANIZATION]**

**[INSERT ADDRESS]**

**[INSERT CITY, STATE, ZIP+4]**

Dear **[INSERT TITLE AND NAME]**:

Employees of the **[INSERT NAME]** Post Office invite you to be an honored guest at a special unveiling ceremony on **[INSERT DATE]** at **[INSERT TIME]** when the United States Postal Service unveils the Adoption commemorative stamp.

The Adoption stamp serves as a simple thank you to everyone involved in making homes for children and young adults who are less fortunate, and it helps raise awareness about how adoption can make a positive difference in the lives of so many children.

With the issuance of the Adoption stamp, the Postal Service continues its long-standing tradition of raising awareness of social issues. Stamps such as Breast Cancer Research, Hospice Care, and Organ and Tissue Donation have helped stimulate conversation about these serious topics in communities from coast to coast. These activities go hand in hand with the Postal Service's historic role as a community leader.

At the stamp unveiling ceremony, you will be invited to say a few words about the stamp and **[INSERT SPECIFICS/OFFICIAL MAY WANT TO TALK ABOUT HOW ADOPTION HAS TOUCHED HIS/HER LIFE]**. We expect significant press coverage of the dedication ceremony and a good size crowd, including families and civic organizations.

We hope you will join us to recognize the loving act of adoption. Please confirm your participation by calling **[INSERT NAME OF CONTACT]** at **[INSERT TELEPHONE NUMBER]** as soon as possible.

Sincerely,

**[SIGN]**

**[INSERT NAME, TITLE]**
U.S. Postal Service
**[INSERT CITY, STATE, ZIP+4]**

# SAMPLE THANK YOU LETTER TO PUBLIC OFFICIALS/PARTICIPATING ORGANIZATIONS

**[INSERT DATE]**

**[INSERT NAME, TITLE]**

**[INSERT ORGANIZATION]**

**[INSERT ADDRESS]**

**[INSERT CITY, STATE, ZIP+4]**

Dear **[INSERT TITLE AND NAME]**:

On behalf of the United States Postal Service, I want to thank you for joining us during our recent unveiling of the Adoption commemorative postage stamp. It was a wonderful event for **[INSERT NAME OF COMMUNITY]** and your participation helped make it a success.

All of us in the Postal Service are extremely proud of the role our organization plays as a community leader and in helping raise awareness about such social issues as adoption, breast cancer research, hospice care, and organ and tissue donation through our commemorative stamp program. The Adoption stamp unveiling ceremony was a wonderful way for us to share this pride with our friends, neighbors, and customers here in **[INSERT NAME OF COMMUNITY]**. I am enclosing 10 copies of our special cancellation **[IF APPLICABLE]** for you to share with your **[CONSTITUENTS/EMPLOYEES]**, as well as copies of press clippings and photographs that recorded the event **[IF APPLICABLE]**.

The Postal Service stands with the American people on the threshold of a new millennium. We will build on our legacy of binding the nation together by providing reliable, cost-effective service to our customers. I look forward to working with you in future community events. If I can be of assistance with any postal matter, please contact me at **[INSERT TELEPHONE NUMBER]**.

Sincerely,

**[SIGN]**

**[INSERT NAME, TITLE]**
U.S. Postal Service
**[INSERT CITY, STATE, ZIP+4]**

# Administrative Services

*ASM REVISION*

## Requests for Boxholder or Commercial Mail Receiving Agency Customer Information

Effective immediately, the *Administrative Support Manual* (ASM) is revised to conform with a rule change published in the *Federal Register* (65 FR 3857–3859) on January 25, 2000. The rule change affects the disclosure of information from PS Form 1093, *Application for Post Office Box or Caller Service,* and PS Form 1583, *Application for Delivery of Mail Through Agent*. The rule change, discussed below, does *not* affect policy for disclosing change of address information.

### Business Boxholder Information Contained in Form 1093

In the past, the recorded business name, address, and telephone number of the holder of a post office box used for doing or soliciting business with the public was provided to the general public upon request. Post offices may no longer release that information to the general public. Subject to the new protective order exception discussed below, information about *any* post office boxholder, regardless if the box is being used for business or personal use, may be disclosed only: (1) to government agencies making a written request; (2) to process servers who provide all the information required by ASM 352.44d(2); or (3) pursuant to a subpoena or court order. Seek the advice of field counsel if a subpoena or court order is received for the information or if any request is received for information about an individual for whom there is a protective order.

### Information Contained in Form 1583

Information provided by a customer of a commercial mail receiving agency (CMRA) on Form 1583 will not be made available to the general public or to process servers. That has been and remains the policy. Subject to the new protective order exception discussed below, information contained in Form 1583 will be disclosed only to a government agency upon written certification of official need or pursuant to a subpoena or a court order. Seek the advice of field counsel if a subpoena or court order is received for the information or if any request is received for information about an individual for whom there is a protective order.

### Oral Requests Through the Inspection Service

In the past, customer name and address information could be disclosed from Form 1093 to a law enforcement agency engaged in a criminal investigation in response to its oral request through the Inspection Service. Under the rule change, information from Form 1093 or Form 1583 may not be disclosed in response to an oral request. All requests from government agencies, including law enforcement, must be in writing. Seek the advice of field counsel if any request is received for information about an individual for whom there is a protective order. Oral requests for boxholder information received from either the Inspection Service or the Inspector General can be honored without written certification.

### Protective Orders

Information contained in Form 1093 or Form 1583 about court order protected individuals may not be disclosed to any requester, including government agencies, except pursuant to the order of a court of competent jurisdiction. If a court order is received for information covered by a protective order, contact field counsel for advice.

The above policy is further summarized below. Although the policy for change of address information is not affected by the rule change, it is included in the chart below for ease of reference. Questions should be referred to the FOIA Office at 202-268-2608 or to field counsel.

| Requester Type | Disclose Boxholder Information From Form 1093 (Both Business and Personal Use) | Disclose Individual/Family Change of Address From Form 3575 | Disclose Business Change of Address | Disclose CMRA Customer Information From Form 1583 (Both Business and Personal Use) |
|---|---|---|---|---|
| General public | No | No | Yes | No, except for the purpose of identifying a particular address as being that of a CMRA. Do not furnish copy of form. |
| Process server | Only if written request includes all of the information in suggested format in Exhibit 352.44a including the warning and certification above the signature block. Do not furnish copy of form. The address of an individual who has filed a protective court order will not be disclosed. (See exception below.) | Only if written request includes all of the information in suggested format in Exhibit 352.44a including the warning and certification above the signature block. Do not furnish copy of form. The address of an individual who has filed a protective court order will not be disclosed. | Yes | No, except for the purpose of identifying a particular address as being that of a CMRA. Do not furnish copy of form. |
| Subpoena or court order | Only if field counsel concurs. | Only if field counsel concurs. | Yes | Only if field counsel concurs. |
| Criminal law enforcement (applies to government agencies whose function is law enforcement such as local police department, county sheriff, state police, or FBI) | *Written requests from these agencies* — follow the instructions for "government agency" below.<br><br>*Oral requests from these agencies* — disclosure pursuant to oral requests through the Inspection Service is NOT permitted.<br><br>(See exception below.) | *Written requests from these agencies* — follow the instructions for "government agency" below.<br><br>*Oral requests from these agencies* — disclosure pursuant to oral requests through the Inspection Service IS permitted. | Yes, including disclosure may be made pursuant to oral requests through the Inspection Service. | Only upon written certification of official need. Agencies should not use Exhibit 352.44b in making these requests. However, requests must be in writing on agency letterhead certifying official need. Signature must be original — not preprinted, stamped or electronically prepared. (See exception below.) |
| Government agency | Only if written signed request is on letterhead and it is for official purposes. See required format in Exhibit 352.44b. Signatures may be preprinted, rubber stamped, or electronically prepared; letterheads may be computerized. Duplicate envelopes or self-addressed stamped envelopes are not required. (See exception below.) | Only if written signed request is on letterhead and it is for official purposes. See required format in Exhibit 352.44b. Signatures may be preprinted, rubber stamped, or electronically prepared; letterheads may be computerized. Duplicate envelopes or self-addressed stamped envelopes are not required. | Yes | Only upon written certification of official need. Agencies should not use Exhibit 352.44b in making these requests. However, requests must be in writing on agency letterhead certifying official need. Signature must be original — not preprinted, stamped or electronically prepared. (See exception below.) |

***Exception:*** *If an individual boxholder or CMRA customer has filed a protective order with the postmaster, information from Form 1093 or Form 1583, respectively, may not be released unless the requester has obtained an order of a court of competent jurisdiction that requires the disclosure notwithstanding the existence of the protective order. Seek advice of field counsel.*

*Administrative Support Manual* (ASM) 352.44c(1) through 352.44c(3) are revised below to conform to the described rule changes. Section 352.44h is revised and redesignated as 352.44h(1) through 352.44h(3). In addition, section 353.321b is deleted and sections 353.321a through 353.321d are redesignated as sections 353.321a through 353.321c; and section 353.322b is deleted to conform to the described rule changes. This revision will be incorporated into ASM 14 and in an incremental update of ASM 13 accessible through the Policies and Procedures page of the Postal Service Intranet *(http://blue.usps.gov/cpim;* click on *Manuals).*

***Administrative Support Manual* (ASM)**

**3 Communications**

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**35 Records and Release of Information**

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**352 Freedom of Information Act**

* * * * *

**352.4 Availability of Records**

* * * * *

**352.44 Disclosure of Customer Names and Addresses**

On request, the addresses of specifically identified postal customers are made available only as follows:

*[352.44a, b, and e through g remain the same. 352.44c, 352.44d(2), and 352.44h are modified as follows. The balance of 352.44d is reprinted here for the convenience of the reader.]*

a. *Change of address.*

* * * * *

b. *Permit Holders.*

* * * * *

c. *Post Office Boxholders.* There is no charge for processing requests for information from Form 1093, *Application for Post Office Box or Caller Service*. Information from Form 1093 is provided only as follows:

(1) Except as provided in 352.44c(3), information from PS Form 1093 will be provided in those circumstances in 352.44d(1) through 352.44d(3).

(2) Except as provided in 352.44c(3), copies of PS Form 1093 will be furnished in those circumstances in 352.44d(1) and 352.44d(3).

(3) When the boxholder files a copy of an appropriate protective court order with the postmaster, information from PS Form 1093 will not be disclosed except pursuant to the order of a court of competent jurisdiction and on the advice of field counsel.

d. *Exceptions.* Except as otherwise provided in these regulations, names or addresses of postal customers will be furnished only as follows:

(1) To a federal, state, or local government agency on prior written certification that the information is required for the performance of its duties.

(2) To a person empowered by law to serve legal process, or the attorney for a party on whose behalf service is to be made, or a party who is acting *pro se* who submits the information required below. (The term *pro se* means that a party is not represented by an attorney but is self-represented.) By submitting this information, the requester certifies that it is true. The change of address of an individual who files with the postmaster a copy of a protective court order will not be disclosed except as provided under sections 352.44d(1), 352.44d(3), and 352.44d(4). The address of a post office boxholder who files with the postmaster a copy of a protective court order will not be disclosed except as provided in 352.44c(3). The Postal Service suggests using the standard format in Exhibit 352.44a when requesting information under this section. When using the standard format on the submitter's own letterhead, the standard format must be used in its entirety. The warning statement and certification must be included immediately before the signature block. If the request lacks any of the required information or a proper signature, the postmaster shall return it to the requester specifying the deficiency. The written request must specify all of the following information:

(a) A certification that the name or address is needed and will be used solely for service of legal process in connection with actual or prospective litigation.

(b) A citation to the statute or regulation that empowers the requester to serve process, if the requester is anyone other than the attorney for a party in whose behalf service will be made, or a party who is acting *pro se*.

(c) The names of all known parties to the litigation.

(d) The court in which the case has been or will be commenced.

(e) The docket or other identifying number, if one has been issued.

(f) The capacity in which the boxholder is to be served (e.g., defendant or witness).

(3) In compliance with a subpoena or court order, except that change of address or boxholder information which is not otherwise subject to disclosure under these regulations may be disclosed only pursuant to a court order.

(4) To a law enforcement agency, for oral requests made through the Postal Inspection Service, but only after the Postal Inspection Service confirms that the information is needed for a criminal investigation. (All other requests from law enforcement agencies must be submitted in writing to the postmaster as in 352.44d(1).)

e. *Jury Service.*

* * * * *

f. *Address Verification.*

* * * * *

g. *Business/Residence Location.*

* * * * *

h. *Information From Form 1583.* Information from PS Form 1583, *Application for Delivery of Mail Through Agent,* is provided only as follows:

(1) Except as provided in 352.44h(3), information from PS Form 1583 will be provided in those circumstances stated in 352.44d(1) and 352.44d(3) of this section.

(2) To the public only for the purpose of identifying a particular address as an address of an agent to whom mail is delivered on behalf of other persons. No other information, including, but not limited to, the identities of persons on whose behalf agents receive mail, may be disclosed to the public from PS Form 1583.

(3) Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to the order of a court of competent jurisdiction and on the advice of field counsel.

* * * * *

**353 Privacy Act**

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**353.3 Disclosing Information About Individuals**

* * * * *

**353.32 Rules of Disclosure**

**353.321 Public Information**

* * * * *

*[Delete current 353.321b and redesignate 353.321a, 353.321c, and 353.321d as 353.321a through 353.321c.]*

**353.322 Postal Employees**

Information about an individual may be disclosed to any postal employee, or employee of a contractor operating a Postal Service system of records, who needs the information in the performance of postal duties. No accounting of these disclosures is required.

*— Administration and FOIA, Finance, 2-24-00*

# 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 Spring Preview Internet | Postcard | 3/2–3/4 | 3.0 | National | CarRt | Harte-Hanks |
| JC Penney Anniversary Sale | Standard A/ Catalog | 3/4–3/9 | 12.0 | National | CarRt | Quebecor World |
| Eddie Bauer Spring Resource | Standard A/ Flat | 3/6–3/8 | 3.3 | National | CarRt, 3/5-Digit | RR Donnelley, Warsaw, IN |
| Eddie Bauer Spring Prospect | Standard A/ Flat | 3/13–3/15 | 2.5 | National | CarRt, 3/5-Digit | RR Donnelley, Warsaw, IN |
| JC Penney Lucky 25 VIP Nite | Standard A/ Letter | 3/13–3/15 | 5.0 | National | CarRt | Harte-Hanks |
| The Company Store/Kitchen & Home | Standard A/ Catalog | 3/13–3/16 | 3.0 | National | CarRt, Presorted | Quad Graphics, Saratoga Springs, NY |
| Current Easter 2 2000 | Standard A/ Flat | 3/13–3/17 | 3.0 | National | CarRt, 3/5-Digit, Basic | Quad Graphics, Saratoga Springs, NY |
| JC Penney Lucky 25 Rollout | Standard A/ Letter | 3/14–3/16 | 17.0 | National | CarRt | Harte-Hanks |
| JC Penney Lucky 25 VIP | Standard A/ Postcard | 3/15–3/17 | 3.0 | National | CarRt | Harte-Hanks |

*— Business Service Network Operations, Sales, 2-24-00*

# Domestic Mail

*DMM REVISION*

## Labeling List Changes

Effective February 24, 2000, *Domestic Mail Manual* (DMM) L001, L002, L004, L005, L801, and L803 are amended to reflect changes in mail processing operations. Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes no later than May 7, 2000. These changes will be incorporated into the electronic DMM available via Postal Explorer *(http://pe.usps.gov)* on March 9, 2000, and will be included in the printed version of DMM Issue 56.

### *Domestic Mail Manual* (DMM)

* * * * *

**L Labeling Lists**

**L000 General Use**

**L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels and Standard Mail (A) Flats**

* * * * *

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|---|---|
| **Change From:** | |
| 98023, 93 | FEDERAL WAY WA 98023 |
| **Change To:** | |
| 98023, 93 | TWIN LAKES WA 98023 |

**L002 3-Digit ZIP Code Prefix Matrix**

* * * * *

| 3-Digit<br>ZIP Code<br>Prefix | Column A<br>3-Digit Destinations(1)<br>Label to | Column B<br>3-Digit/Scheme<br>Destinations Label to | Column C<br>SCF Destinations<br>Label to |
|---|---|---|---|
| **Change From:** | | | |
| 206 | SOUTHERN MD 206 | SOUTHERN MD 206 | SCF SOUTHERN MD 206 |
| 207 | SOUTHERN MD 207 | SOUTHERN MD 207 | SCF SOUTHERN MD 206 |
| **Change To:** | | | |
| 206 | SOUTHERN MD 206 | SOUTHERN MD 206 | SCF SOUTHERN MD 207 |
| 207 | SOUTHERN MD 207 | SOUTHERN MD 207 | SCF SOUTHERN MD 207 |

* * * * *

**L004 3-Digit ZIP Code Prefix Groups — ADC Sortation**

* * * * *

| Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to |
|---|---|
| **Change From:** | |
| 206-209 | ADC SOUTHERN MD 206 |
| **Change To:** | |
| 206-209 | ADC SOUTHERN MD 207 |

**L005 3-Digit ZIP Code Prefix Groups — SCF Sortation**

* * * * *

| Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to |
|---|---|
| **Change From:** | |
| 206, 207 | SCF SOUTHERN MD 206 |
| **Change To:** | |
| 206, 207 | SCF SOUTHERN MD 207 |

* * * * *

**L800 Automation Rate Mailings**

**L801 AADCs — Letter-Size Mailings**

* * * * *

| Column A<br>Destination ZIP Codes | Column B<br>Label to |
|---|---|
| **Change From:** | |
| 206, 207 | AADC SOUTHERN MD 206 |
| 950, 951 | AADC SAN JOSE CA 950 |
| 942, 956-958 | AADC SACRAMENTO CA 956 |
| **Change To:** | |
| 206, 207 | AADC SOUTHERN MD 207 |
| 936-939, 950, 951 | AADC SAN JOSE CA 950 |
| 942, 952, 953, 956-960 | AADC SACRAMENTO CA 956 |
| **Add:** | |
| 940, 941, 943, 944, 949, 954, 955 | AADC SAN FRANCISCO CA 940 |
| **Delete:** | |
| 936-939, 952-955, 959, 960 | AADC SIERRA CA 940 |
| 940, 941, 943, 944, 949 | AADC PENINSULA CA 941 |

* * * * *

**L803 Non-BMC/ASF Entry — Periodicals and Standard Mail (A)**

* * * * *

| Column A<br>Originating ZIP Codes | Column B<br>Label to |
|---|---|
| **Change From:** | |
| 206, 207 | MXD SOUTHERN MD 206 |
| **Change To:** | |
| 206, 207 | MXD SOUTHERN MD 206 |

*— Logistics, Network Operations Management, 2-24-00*

*REMINDER*

## Labeling Lists

In addition to the changes on pages 31–32 of this *Postal Bulletin,* the following information is provided as a reminder. These changes were first published in *Postal Bulletin* 21972 (5-21-98) with a mandatory compliance date of July 18, 1998. Significant lack of compliance is adversely affecting both service performance and mail processing operations. Please verify your sortation and labeling for *Domestic Mail Manual* (DMM) L002, L003, L004, L005, L604, L801, and L803.

### *Domestic Mail Manual* (DMM)

* * * * *

**L Labeling Lists**

**L000 General Use**

**L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels and Standard Mail (A) Flats**

* * * * *

**L002 3-Digit ZIP Code Prefix Matrix**

* * * * *

| 3-Digit ZIP Code Prefix | Column A 3-Digit Destinations[1] Label to | | Column B 3-Digit/Scheme Destinations Label to | | Column C SCF Destinations Label to | |
|---|---|---|---|---|---|---|
| **Change From:** | | | | | | |
| 024 | BROCKTON MA 024 | U | BROCKTON MA 023 | S | SCF BROCKTON MA 023 | |
| **Change To:** | | | | | | |
| 024 | NORTHWEST BOS MA 024 | | NORTHWEST BOS MA 024 | | NORTHWEST BOS MA 024 | D |

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

* * * * *

| Column A 3-Digit ZIP Code Prefix Group | Column B Label to |
|---|---|
| **Change From:** | |
| 020, 023, 024 | BROCKTON MA 023 |
| **Change To:** | |
| 020, 023 | BROCKTON MA 023 |

**L004 3-Digit ZIP Code Prefix Groups for ADC Sortation**

* * * * *

| Column A 3-Digit ZIP Code Prefix Group | Column B Label to |
|---|---|
| **Change From:** | |
| 018, 019, 021, 022, 055 | ADC BOSTON MA 021 |
| 020, 023-029 | ADC PROVIDENCE RI 028 |
| **Change To:** | |
| 018, 019, 021, 022, 024, 055 | ADC BOSTON MA 021 |
| 020, 023, 025-029 | ADC PROVIDENCE RI 028 |

**L005 3-Digit ZIP Code Prefix Groups — SCF Sortation**

* * * * *

| Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to | |
|---|---|---|
| **Change From:** | | |
| 020, 023, 024 | SCF BROCKTON MA 023 | |
| **Change To:** | | |
| 020, 023 | SCF BROCKTON MA 023 | |
| **Add:** | | |
| 024 | NORTHWEST BOS MA 024 | S |

* * * * *

**L600 Standard Mail**

**L604 Originating ADCs — Irregular Parcels**

* * * * *

| Column A<br>Originating ZIP Codes | Column B<br>Label to |
|---|---|
| **Change From:** | |
| 018, 019, 021, 022, 055 | MXD BOSTON MA 021 |
| 014-017, 020, 023-029 | MXD PROVIDENCE RI 028 |
| **Change To:** | |
| 018, 019, 021, 022, 024, 055 | MXD BOSTON MA 021 |
| 014-017, 020, 023, 025-029 | MXD PROVIDENCE RI 028 |

**L800 Automation Rate Mailings**

**L801 AADCs — Letter-Size Mailings**

* * * * *

| Column A<br>Destination ZIP Codes | Column B<br>Label to |
|---|---|
| **Change From:** | |
| 021, 022 | AADC BOSTON MA 021 |
| 020, 023, 024 | AADC BROCKTON MA 023 |
| **Change To:** | |
| 021, 022, 024 | AADC BOSTON MA 021 |
| 020, 023, | AADC BROCKTON MA 023 |

* * * * *

**L803 Non-BMC/ASF Entry — Periodicals and Standard Mail (A)**

| Column A<br>Originating ZIP Codes | Column B<br>Label to |
|---|---|
| **Change From:** | |
| 021, 022 | MXD BOSTON MA 021 |
| 020, 023-029 | MXD PROVIDENCE RI 028 |
| **Change To:** | |
| 021, 022, 024 | MXD BOSTON MA 021 |
| 020, 023, 025-029 | MXD PROVIDENCE RI 028 |

*— Logistics, Network Operations Management, 2-24-00*

*DMM REVISION*

## Products Mailable at Nonprofit Standard Mail Rates

Effective January 1, 2000, *Domestic Mail Manual* (DMM) E670.5.11 is revised to reflect an increase from $7.20 to $7.40 for low-cost products mailable at Nonprofit Standard Mail rates. Under statutory restrictions implemented in E670, products may not be mailed at the Nonprofit Standard Mail rates unless the products meet at least one of three exceptions. Under the Internal Revenue Code, a *low-cost item* is one of these exceptions.

The value of a low-cost item — the actual cost to the authorized organization — is determined each year by the Internal Revenue Service, based on cost of living. For the year 2000, the maximum limit for the value of a low-cost item is adjusted to $7.40.

This revision will appear in the next printed version of the DMM and is included in the monthly update of the online DMM available via Postal Explorer *(http://pe.usps.gov).*

### *Domestic Mail Manual* (DMM)

**E Eligibility**

* * * * *

**E600 Standard Mail**

* * * * *

**E670 Nonprofit Standard Mail**

* * * * *

**5.0 ELIGIBLE AND INELIGIBLE MATTER**

* * * * *

**5.11 Products Mailable at Nonprofit Standard Mail Rates**

The following products are mailable at Nonprofit Standard Mail rates:

a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2000, the standard established that the cost of such items may not exceed $7.40. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.

* * * * *

*— Mail Preparation and Standards, Pricing and Product Design, 2-24-00*

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## APO/FPO Changes

The following changes appear in the APO/FPO table that is also published in its entirety in this *Postal Bulletin* (see pages 53–64).

| APO/FPO | Action | Effective Date | See Restrictions |
|---|---|---|---|
| 09844 | Add “N” Restriction | Immediately | A-B-B1-N-U-Z1 |
| 34002 | Add “N” Restriction | Immediately | B-B1-N-U |
| 34009 | Close | Immediately | |

*— International Operations Support, Network Operations Management, 2-24-00*

*REMINDER*

## Human Remains in Domestic Mail

Postal employees are reminded that human remains (e.g., an urn with ashes) must be sent as registered mail with return receipt service. Employees who do not enforce this regulation risk putting the Postal Service in the uncomfortable position of losing or delaying these items, possibly at great emotional stress to families of deceased persons.

Publication 52, *Hazardous, Restricted, and Perishable Mail* (July 1999), states:

**462.2 Cremated Remains**

Human ashes are permitted to be mailed provided they are packaged as required in 463b. The identity of the contents should be marked on the address side. Mailpieces must be sent registered mail with return receipt service.

Publication 52 is available to employees via the corporate intranet at *http://blue.usps.gov/cpim/ftp/pubs/pub52.pdf*. Customers can access Publication 52 via the USPS Web site (*http://www.usps.com,* search for Publication 52). Employees may also requisition copies of Publication 52 from the material distribution centers (MDCs) as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition,* by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

  SUPPLY REQUISITIONS
  500 SW MONTARA PKWY
  TOPEKA KS 66624-9702

The relevant ordering information for Publication 52 is as follows:

| | |
|---|---|
| PSN: | 7610-03-000-9109 |
| PSIN: | PUB52 |
| Unit of Issue: | EA |
| Quick Pick #: | 438 |
| Bulk Pack Quantity: | 24 |
| Price: | $1.54 |
| Edition Date: | 7/99 |

Employees with questions about hazardous materials should contact their district manager of business mail entry or the rates and classification service center that serves their district.

*— Mail Preparation and Standards, Pricing and Product Design, 2-24-00*

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*REMINDER*

## Use of No. 2 Domestic Canvas Pouches

Mail processing offices are notified that until further notice, No. 2 domestic canvas pouches are to be used only to transport registered mail. This restriction includes the issue of empty No. 2 domestic pouches to commercial mailers for any reason. Your assistance in conserving our inventory No. 2 domestic canvas pouches is appreciated.

*— Mail Transport Equipment, Network Operations Management, 2-24-00*

*REVISED FORM*

## PS Form 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail

This serves as an update to the article in *Postal Bulletin* 22016 (1-27-00) on the new barcoded PS Form 3883, *Firm Delivery Receipt for Accountable and Bulk Delivery Mail.* The new PS Form 3883s are being distributed at this time to support the upcoming electronic signature capture program. The PS Form 3883s will be distributed as three-part carbonless forms in packages of 75.

Scanning PS Form 3883 will be required only *after* the electronic signature capture program is implemented in spring 2000. At that time, offices using the PS Form 3883 to complete firm deliveries will be required to have the new barcoded forms. Detailed instructions for scanning procedures will be provided at program implementation. *No scanning of the barcoded PS Form 3883 or PS Form 3849,* Delivery Notice/Reminder/Receipt, *should be done at this time. Scanning procedures will not apply to APO/FPO offices; however, these offices will use the PS Form 3849 to capture signatures for delivery records.*

Recycling of current PS Form 3883s is not required at this time. However, all offices are required to have the November 1999 version of the PS Form 3883 on hand by March 15, 2000.

Employees may requisition copies of PS Form 3883 from the material distribution centers (MDCs) as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition,* by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

  SUPPLY REQUISITIONS
  500 SW MONTARA PKWY
  TOPEKA KS 66624-9702

The relevant ordering information for PS Form 3883 is as follows:

| | |
|---|---|
| PSN: | 7530-02-000-9099 |
| PSIN: | PS3883 |
| Unit of Issue: | PG (75 sets per package) |
| Quick Pick #: | 219 |
| Bulk Pack Quantity: | 40 |
| Price: | $2.5069 |
| Edition Date: | 11/99 |

Offices that have received or are expected to receive Firm Print Workstations in support of this program do not require large volumes of preprinted PS Form 3883 on hand. Supplies should be ordered to support current operations until the new signature capture program is implemented this spring. After that time, minimum supplies should be kept on hand to support emergencies and firm book operations outside of the Firm Print Workstation.

*— Expedited/Package Services, 2-24-00*

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

## Census 2000

Three mailings directly related to ***Census 2000*** questionnaires will be delivered in the next several weeks. *Postal Bulletin* 22012 (12-2-99) explained the importance of this once-a-decade count of the population in the United States to individuals, businesses, communities, and the country. Each ***Census 2000*** questionnaire is an integral part of this effort. The Postal Service and the Census Bureau have worked together for over two years to assure that ***Census 2000*** mail will be an effective and efficient tool for the Census Bureau. All post offices, postal employees, and postal managers should work with Postal Service personnel assigned to manage ***Census 2000*** mail in support of this effort.

The three upcoming ***Census 2000*** mailings are:

- The advance notice letter, #10 business-size envelope, First-Class delivery in early March.
- The ***Census 2000*** questionnaire, First-Class letters and flats, for delivery on March 13.
  - — Short form is 10 3/16″ x 6 1/8″, 1.5-ounce letter. *Deliver on March 13 — do not deliver early!*
  - — Long form is 12 1/8″ x 9 1/4″, 4.2-ounce flat. *Deliver on March 13 — do not deliver early!*

  Some letter carriers that deliver the advance notice letter *will not* receive questionnaires — certain areas will receive questionnaires directly from Census Bureau enumerators.

  It is important that the census barcode be legible on undeliverable questionnaires. Returned questionnaires must not have any undeliverable as addressed (UAA) notations made in the address or barcode areas. Letter carriers should make all UAA notations in the blank area at the top of the form.

  **Note:** The Census Bureau needs delivery of all questionnaires on the same day, to coincide with public advertising about ***Census 2000.*** The questionnaires will be transported and pre-positioned for processing *prior to* the delivery date of March 13. *Do not deliver early!*
- The reminder postcard, delivered late March.

Soon after delivery of the questionnaires, business reply mail (BRM) responses to the Census Bureau will begin. ***Census 2000*** BRM will be addressed to one of four data capture centers (DCCs). Each DCC serves a specific geographic area.

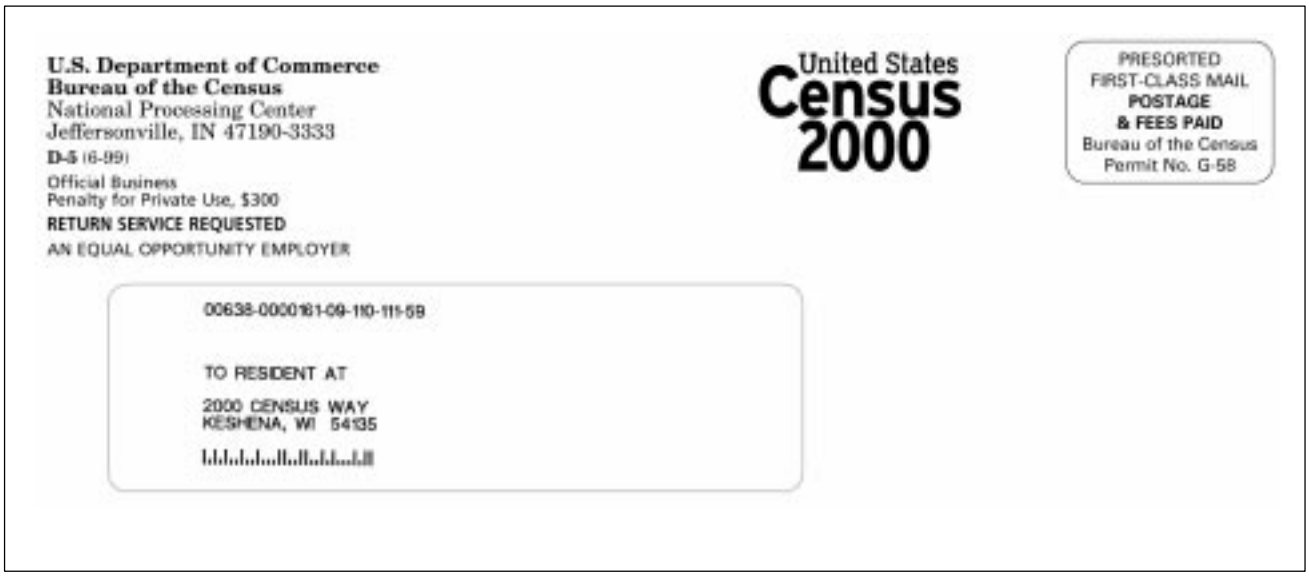
***Census 2000*** mail is addressed to “Resident” and should not receive forwarding service of any kind. Many UAA questionnaires will be used for follow-up purposes by census enumerators. To assist the Census Bureau in that effort, specific handling for Census 2000 UAA material has been instituted by Delivery and Logistics. Operations and Logistics have worked closely with the Census Bureau and instituted specific management tools for outgoing Census 2000 mail, UAA material, and return BRM.

It is imperative that live or missorted mail is not allowed to leave the delivery unit or processing facility mixed in with census UAA or BRM mail destined for census DCCs. Employees handling the letter and flat trays must verify the mail in the trays to ensure that live or missorted mail is not present. Managers must confirm that the verifications are performed.

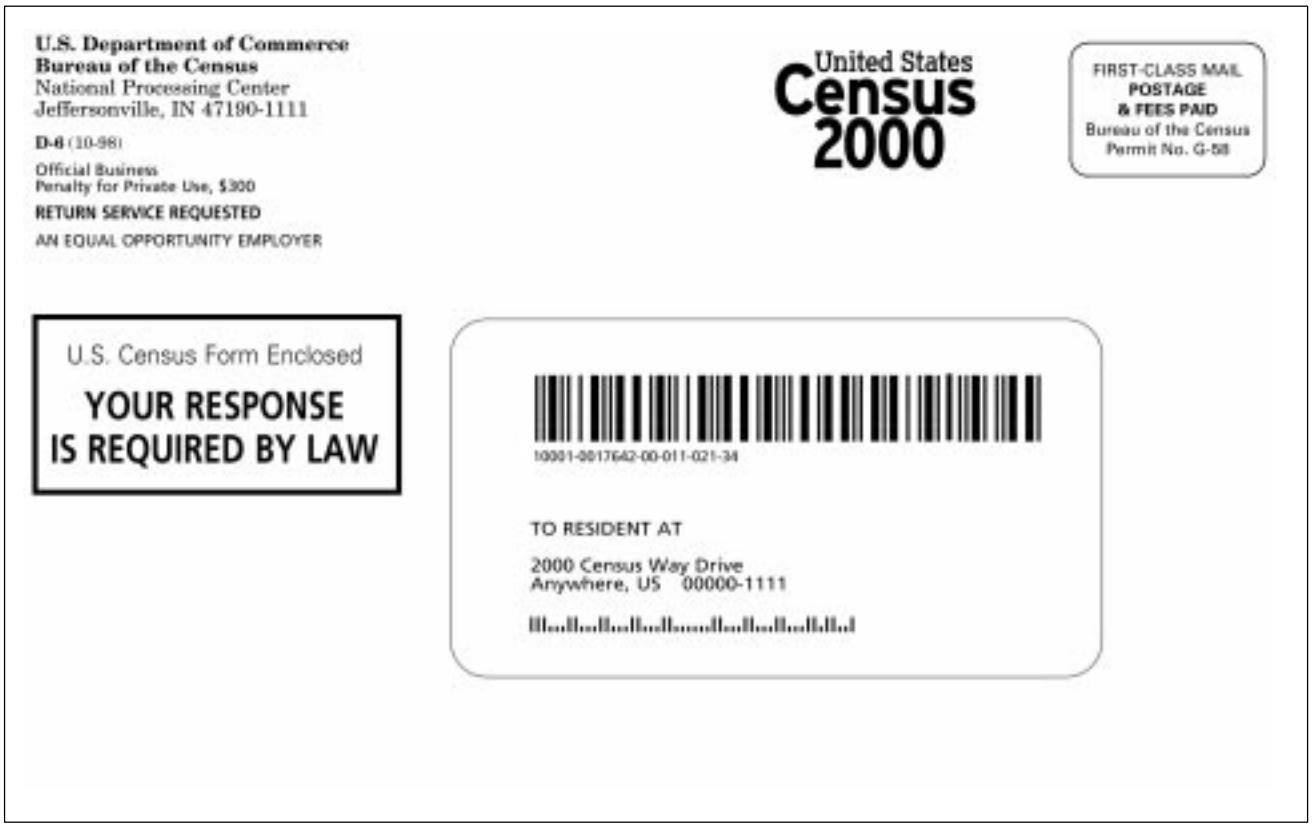
Training and informational materials have been provided to Postal Service ***Census 2000*** coordinators. Questions from post offices can be directed to your district or area postal ***Census 2000*** coordinator.

Examples of the upcoming ***Census 2000*** mailpieces are shown on pages 39–41. Other census mailings, not directly related to ***Census 2000*** questionnaires, will also be sent during this time frame.

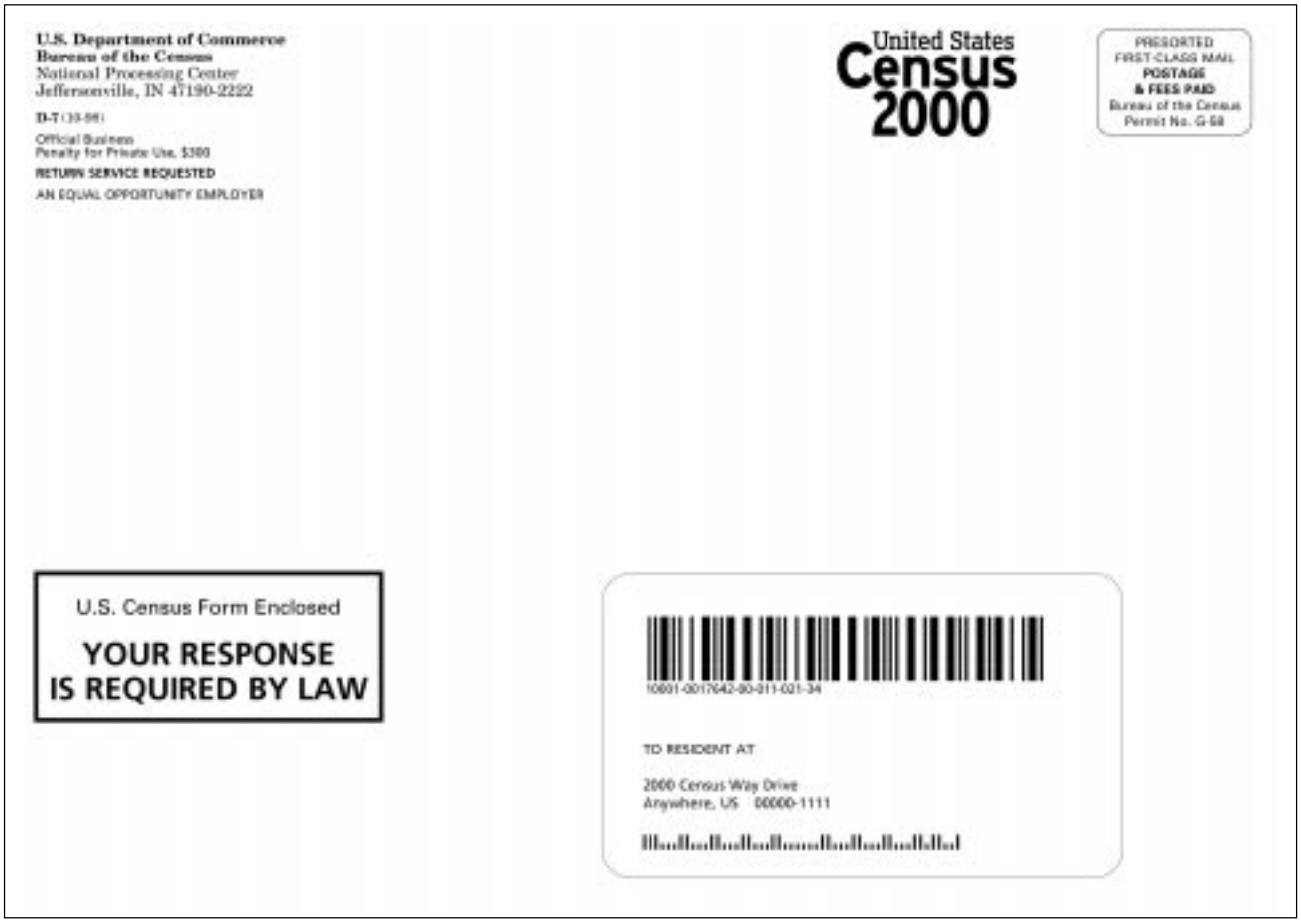
**Advance letter, #10 envelope, delivery in early March:**




**Short form questionnaire, oversize letter, 1.5 ounces, *deliver on March 13* (no markings in address/barcode area on undeliverable/returned pieces):**



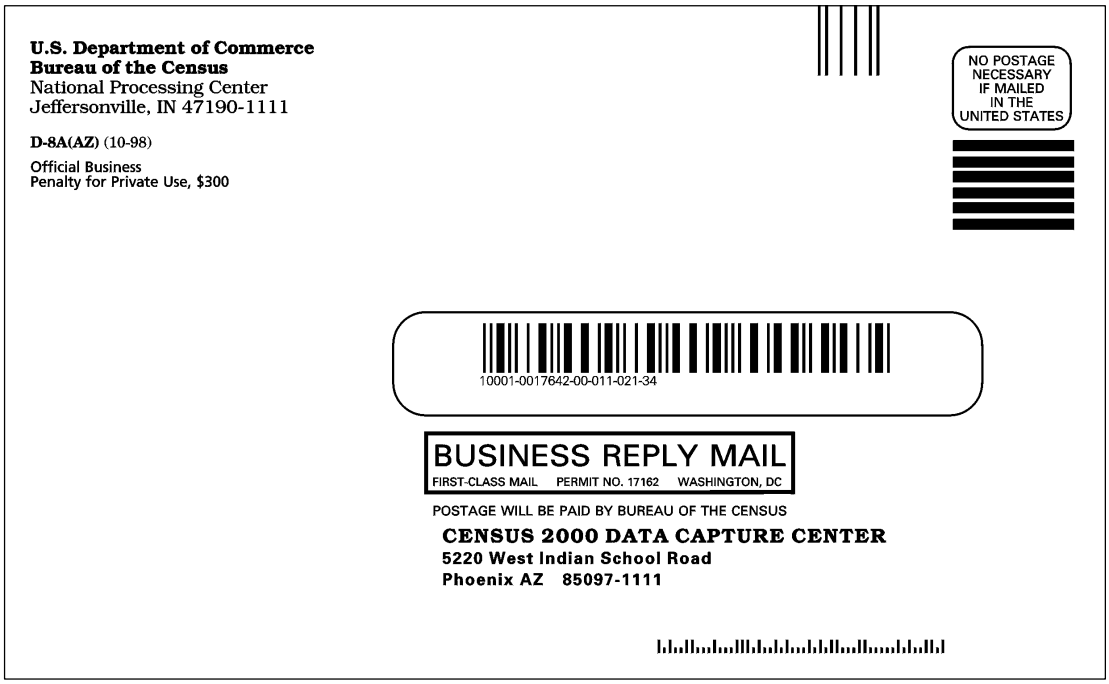
**Long form questionnaire, flat size, 4.2 ounces, *deliver on March 13* (no markings in address/barcode area on undeliverable/returned pieces):**



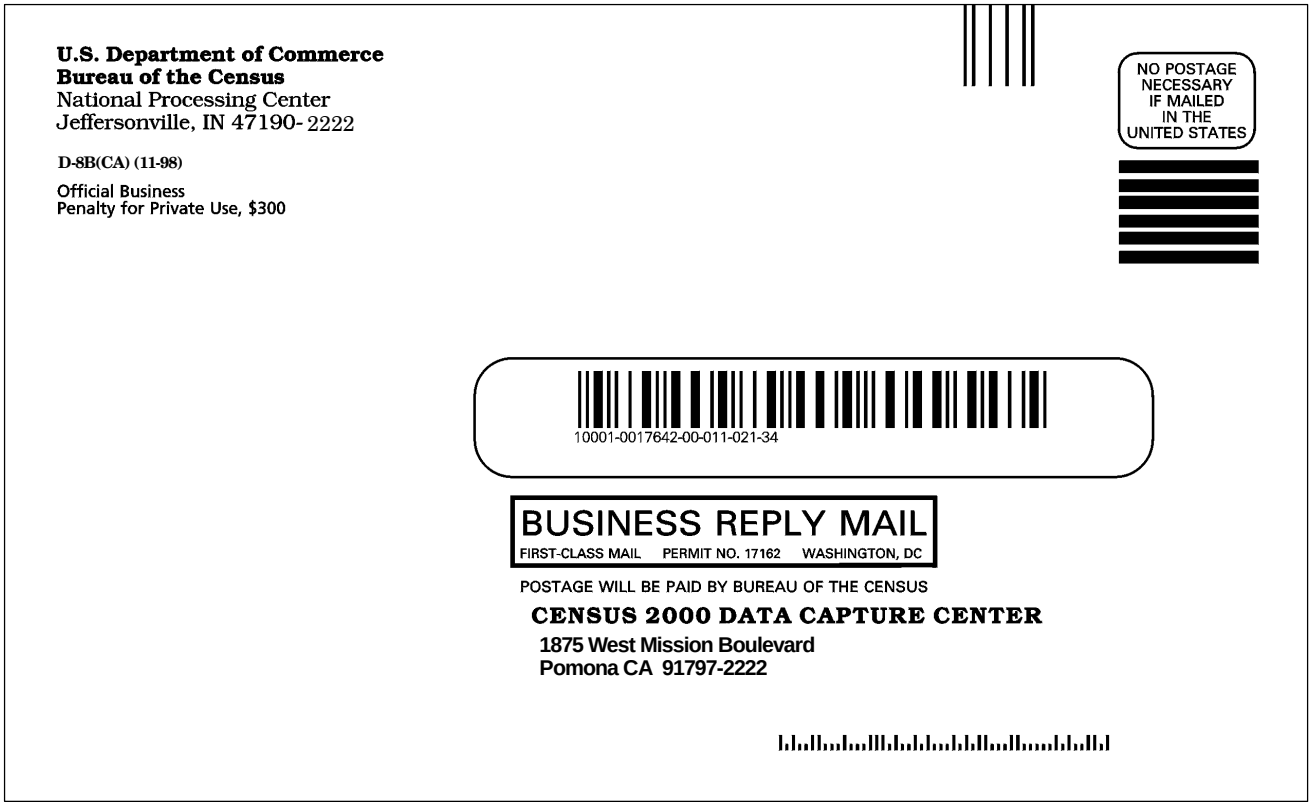

**Reminder card, postcard size, deliver later in March:**



**Short form BRM response, letter size, addressed to data capture center:**




**Long form BRM response, flat size, addressed to data capture center:**




*— Joint U.S. Postal Service/U.S. Census Bureau Census 2000 Planning Committee, 2-24-00*

*DMM REVISION*

## New Periodicals "Ride-Along" Experiment

Effective February 26, 2000, the *Domestic Mail Manual* (DMM) is revised to add new G094 to incorporate standards governing a two-year experiment allowing material that would otherwise qualify as Standard Mail (A) to "ride along" with Periodicals mail for a flat rate of $0.10 per piece.

The experiment will allow a single Standard Mail (A) ride-along piece or attachment in a Periodicals host publication. The ride-along piece will be charged a flat postage rate of $0.10 per copy. There are very specific physical requirements for the ride-along piece, which are summarized below and detailed in the amendments to the DMM. The ride-along postage is calculated separately from postage for the host piece; therefore, the addition of a ride-along piece does not affect the weight, advertising percentage, or postage for the Periodicals host piece. This experiment does not affect or change current standards for Standard Mail (A) enclosures in Periodicals.

This experiment will last for two years. Revenue and costs for this experiment will be attributed to Periodicals mail. The classification changes resulting from the experiment are summarized below and are detailed in the additions to the DMM included with this article.

Over the course of the experiment, the Postal Service will collect appropriate data to determine the feasibility of a permanent classification change. Mailers are required to submit a sample of the host and ride-along pieces and a questionnaire regarding the piece. A copy of the questionnaire is included on page 45 of this *Postal Bulletin.* Separate instructions have been mailed to postmasters and managers of business mail entry that detail how to accept mailings with ride-along pieces and how to handle and submit questionnaires, sample mailpieces, and experimental postage statements.

### New Postage Statements

Effective February 26, 2000, Periodicals mailers who mail ride-along pieces must use one of the new postage statements created for this experiment:

- PS Form 3541-RX, *Postage Statement — Periodicals With Ride-Along Enclosed Regular and Science-of-Agriculture Rates.*
- PS Form 3541-NX, *Postage Statement — Periodicals With Ride-Along Enclosed Nonprofit Rates.*
- PS Form 3541-NCX, *Postage Statement — Periodicals With Ride-Along Enclosed Classroom Rates.*

These statements can only be used when claiming copies with the ride-along rate. Periodicals mailings without ride-along pieces must be reported on the standard PS Forms 3541-R, 3541-N, and 3541-NC, as appropriate. All copies within the mailing must contain the same ride-along piece. Different ride-along pieces must be reported as separate mailings on separate postage statements. No foreign copies will be reported on the ride-along statements, as ride-along pieces are not permitted in foreign copy mailings. Foreign copies and other mailings of copies without a ride-along enclosure or attachment will be mailed as a separate edition on regular PS Forms 3541-R, 3541-N, and 3541-NC, as appropriate.

Therefore, Periodicals mailings that include foreign copies will require two separate postage statements. The appropriate 3541-X reporting do-mestic copies with ride-along pieces, and the appropriate (standard) 3541, reporting only foreign copies and any domestic copies not containing ride-along pieces.

As always, only one issue or one edition may be reported on a single postage statement. "Monthly statement" reporting (P200.2) of Periodicals with a ride-along enclosure will not be permitted. Any publisher currently authorized to prepare a monthly statement will not be permitted to claim the ride-along rate without preparing individual statements for each mailing.

The new postage statements appear on pages 47–52 of this *Postal Bulletin.* They also are available on the Postal Service Web site at *http://www.usps.com* (click on *Business Center,* then *Business Forms,* and then *Print-On-Demand Forms).*

Printed copies of PS Forms 3541-RX, 3541-NX, and 3541-NCX will not be distributed to the field. Managers of business mail entry at district offices will be responsible for distribution of appropriate forms throughout their districts. Wherever possible, postmasters should encourage their customers and staff to use the Postal Service Web site to obtain postage statements and other forms. The new postage statements have been distributed to software vendors for incorporation into a future release.

Any publications not mailing under Centralized Postage Payment (CPP) must obtain approval for computer-generated facsimiles from the entry office postmaster in accordance with P012.4. CPP mailers can receive approval from the New York Rates and Classification Service Center.

### Reporting Ride-Along Postage

Periodicals ride-along postage is reported under the AIC numbers for outside county postage (AIC 135) and in-county postage (AIC 224). The Permit system automatically will report ride-along postage to the correct AIC. Post offices not supported by the permit system must continue to report postage separately as indicated on the statements.

## Summary of Requirements for Ride-Along Classification

### Periodicals Host Pieces

This classification change applies to all subclasses of Periodicals, including pieces mailed at regular, in-county, nonprofit, classroom, and science-of-agriculture rates. The addition of a ride-along piece cannot change the shape or processing category or affect the uniform thickness of the host piece. In addition, for pieces claiming automation discounts, the addition of the ride-along cannot change the host piece's processing method (automation letter, FSM 881 flat, or FSM 1000 flat) or automation compatibility (e.g., turning ability and deflection, flexibility, rigidity). Publications that are automation compatible and claim automation discounts before the addition of the ride-along piece must remain within the constraints of the automation requirements of the host publication in order to use the ride-along rate and claim the automation discounts.

### Standard Mail (A) Ride-Along Piece

This classification change applies to Standard Mail (A) material (advertising or otherwise) attached to or enclosed with the Periodicals host copy. A flat rate of $0.10 per copy is charged for this attachment or enclosure. Under the experiment, only one ride-along piece can be attached to a single host copy. Mailers who wish to mail multiple Standard Mail (A) attachments or enclosures with their Periodicals copies may continue to use the current standards, which require paying postage at full Standard Mail (A) rates. Alternatively, mailers may choose to pay the ride-along rate for the first attachment or enclosure and Standard Mail (A) rates for subsequent attachments and enclosures. If mailers choose the latter, the ride-along requirements apply.

The ride-along piece cannot exceed 3.3 ounces (0.2063 pound), and the weight of the ride-along piece cannot exceed the separate weight of the Periodicals host publication. The ride-along enclosure or attachment can be letter-size or flat-size, as long as the ride-along does not change the shape or affect the uniform thickness of the host piece. All pieces in a Periodicals mailing must contain the same ride-along piece. Mailers are encouraged to use common sense in the selection and preparation of ride-along pieces to ensure the proper handling and delivery of the mail. The Postal Service will be examining the sample pieces provided by mailers and will be monitoring operations to determine compliance with the requirements and whether ride-along pieces are causing unexpected cost increases. The Postal Service will notify mailers of any problems with ride-along pieces and will work with them to resolve the problems but will not accept future mailings of the same type.

These revisions will appear in the online version of the DMM available via Postal Explorer *(http://pe.usps.gov)* and in the next printed version of the DMM.

## *Domestic Mail Manual* (DMM)

**G General Information**

**G000 The USPS and Mailing Standards**

* * * * *

**G090 Experimental Classifications and Rates**

* * * * *

*[Add new G094 to read as follows:]*

**G094 Ride-Along Rate for Periodicals**

**1.0 BASIC ELIGIBILITY**

**1.1 Description**

The standards in G094 apply to Standard Mail (A) material paid at the experimental Periodicals ride-along rate that is attached to or enclosed with Periodicals mail. All Periodicals subclasses (regular, science-of-agriculture, nonprofit, classroom, and in-county) are eligible to use the experimental ride-along rate.

**1.2 Basic Standards**

A limit of one ride-along piece may be attached to or enclosed with an individual copy of Periodicals mail. In addition, ride-along pieces eligible under G094 must:

a. Be eligible to be mailed as Standard Mail (A).

b. Not exceed any dimensions of the host publication.

c. Not exceed 3.3 ounces (0.2063 pound) or the weight of the host publication.

d. Not obscure the title of the publication or the address label.

**Note:** If more than one ride-along piece is attached or enclosed, mailers have the option of paying Standard Mail (A) postage for all the encosures or attachments, or paying the ride-along rate for the first attachment or enclosure and Standard Mail (A) rates for subsequent attachments and enclosures.

**1.3 Physical Characteristics**

The host Periodicals piece and the ride-along piece must meet the following physical characteristics where applicable:

a. The ride-along piece contained within a publication (bound or unbound) must be securely affixed in a manner that prevents detachment during postal processing. A loose ride-along enclosure with a bound publication must be enclosed in a full wrapper, polybag, or envelope with the publication. A loose ride-along enclosure with an unbound publication must be combined with and inserted within the publication. If the ride-along piece is included outside the unbound publication, the publication and the ride-along piece must be enclosed in a full wrapper, polybag, or envelope.

b. Periodicals piece (automation and nonautomation) with the addition of a ride-along piece must meet the standards for uniformity (C820.7) and maintain the same shape and processing category (flat or letter) as it had before the addition of the ride-along attachment or enclosure.

c. A Periodicals piece with a ride-along piece that claims automation discounts must maintain the same processing category (automation letter, FSM 881 flat, or FSM 1000 flat) and automation compatibility (C810 and C820, as applicable) as it had before the addition of the ride-along attachment or enclosure. For example:

1) If, due to the inclusion of a ride-along piece, an FSM 881 compatible host piece can no longer be processed on the FSM 881 but must be processed on an FSM 1000, that piece must pay either the appropriate Periodicals nonautomation rate plus the ride-along rate or the appropriate Periodicals automation rate for the host piece and the appropriate Standard Mail (A) rate for the attachment or enclosure.

2) If, due to the inclusion of a ride-along piece, an FSM 1000 compatible host piece can no longer be processed on the FSM 1000 but must be processed manually, that piece must pay either the appropriate Periodicals nonautomation rate plus the ride-along rate or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail (A) rate for the attachment or enclosure.

3) If, due to the inclusion of a ride-along piece, an automation letter host piece can no longer be processed as an automation letter, that piece must pay the appropriate Periodicals nonautomation rate plus the ride-along rate or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail (A) rate for the attachment or enclosure.

### 1.4 Markings and Endorsements

The endorsement "Ride-Along Enclosed" must be placed on or in the host publication if it contains an enclosure or attachment paid at the ride-along rate. If placed on the outer wrapper, polybag, envelope, or cover of the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address..." statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a ride-along attachment or enclosure.

## 2.0 RATES

Each piece mailed under the standards in G094 receives a $0.10 per copy rate in addition to the postage for the Periodicals host piece.

## 3.0 MAILER REQUIREMENT

When mailing ride-along attachments or enclosures, publishers must submit the following:

a. Two copies of the applicable alternative Postage Statement (Form 3541-RX, 3541-NX, or 3541-NCX). Different ride-along pieces are considered separate mailings and must have different postage statements.

b. A sample of the Periodicals publication with the ride-along attachment or enclosure, in addition to the current required marked copy, if applicable.

c. A completed data collection questionnaire.

*— Mail Preparation and Standards, Pricing and Product Design, 2-24-00*

## Ride-Along Questionnaire

Since the "ride-along" classification is experimental, the Postal Service is required to collect data regarding these pieces in order to comply with the data collection requirements of the experimental ride-along test. The information provided in this questionnaire would allow the Postal Service to conduct a survey of publishers and advertisers in the future. Also, the sample copy of the publication with the ride-along piece will be evaluated to ensure that the cost of processing and delivering Periodicals is not impacted by the inclusion of the ride-along piece.

Title of Publication: _____

Issue Date: _____ Mailing Date: _____

1. Please provide the following information about the **RIDE-ALONG SOURCE** (e.g., advertiser, agency).

Name of Ride-Along Source: _____

Mailing Address: _____

_____

Telephone Number: _____

Contact Name: _____

2. Please provide the following information about the **PUBLISHER**.

Name of Publisher: _____

Mailing Address: _____

_____

Telephone Number: _____

Contact Name: _____

3. Please provide a description of the **RIDE-ALONG PIECE** (e.g., CD-ROM, cosmetic sample, swatch of cloth, catalog):

_____

Acceptance Employee: Send the copy of Form 3541-X, a sample copy (not the marked copy) of the publication and the ride-along piece, along with this questionnaire to:

Pricing
United States Postal Service
475 L'Enfant Plaza SW, Room 6670
Washington, DC 20260-2406

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United States Postal Service

# Postage Statement — Periodicals With Ride-Along Enclosed Regular and Science-of-Agriculture Rates

**Post Office Note Mail Arrival Time**

Report Periodicals mailings of different copy weights on separate statements.

| Publication Title or News Agent's Name | Mailer's Name, Address, and Telephone Number | Entry Post Office Name, State, and ZIP+4 |
|---|---|---|
| | CAPS Customer Ref. ID _____ | |

| Publication No. | Edition Code/Key | Mailing Date | Processing Category *(DMM C050)* | Number of Containers *(Fill in all that apply)* |
|---|---|---|---|---|
| | | | ☐ Letters<br>☐ Flats | 1' MM Trays_____ 2' MM Trays_____ 2' EMM Trays_____ Total Ltr. Trays_____ |
| Issue Date | Issue Frequency | Statement Sequence No. | ☐ Auto. Flats *(DMM C820)*<br>☐ Machinable Parcels<br>☐ Irregular Parcels | Flat Trays N/A Sacks_____ Pallets_____ Other_____ |

This statement is for ONE ISSUE or ONE EDITION.

| Weight of Single Ride-Along | Weight per Copy for Issue *(DMM P013—round off to 4 decimal places if necessary)*. Do not include enclosure | Advertising Percentage in This Issue | **Post Office Computed Weight per Copy** *(Round off to 4 decimal places if necessary)*. Do not include enclosure. |
|---|---|---|---|
| ____._____lbs. | _____._____lbs. | % | _____._____lbs. |

Domestic Periodicals mailings pay both a pound rate on the total weight of the mailing and a piece rate on the number of addressed pieces in the mailing.

## ■ Outside-County

**Pound Rate** *(Per pound or fraction)*

| | Zone | Subscriber / Requester Copies | Nonsub./Nonreq. Copies* Within 10% Limit | Nonsub./Nonreq. Copies* Over 10% | Total Copies | Total Pounds | Advertising Pounds | Rate Regular | Rate Sci./Ag. | Postage | Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | **Del. Unit** | | | | | | | $.155 | $.116 | | |
| 2. | **SCF** | | | | | | | .178 | .133 | | |
| 3. | **1 & 2** | | | | | | | .215 | .161 | | |
| 4. | **3** | | | | | | | .229 | | | |
| 5. | **4** | | | | | | | .263 | | | |
| 6. | **5** | | | | | | | .316 | | | |
| 7. | **6** | | | | | | | .371 | | | |
| 8. | **7** | | | | | | | .438 | | | |
| 9. | **8** | | | | | | | .495 | | | |
| 10. | Subtotals | | | | | | | | | | |

* Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.

11. Nonadvertising Pounds *(Total pounds minus advertising pounds)* _____ x $.161 = _____

**Total Pound Rate Postage** ***(Line 10 plus line 11)*** → 12. _____

**Piece Rate**

| | Level | | | Sorted Under DMM ☐ M200 ☐ M810 ☐ M820 | Description *(DMM E230 and E240 as applicable)* | Number of Copies | No. Qualified Addressed Pcs. | Rate | Postage |
|---|---|---|---|---|---|---|---|---|---|
| 13. | | | Nonautomation | | | | | $.294 | |
| 14. | **Basic** | Automation | Letters | | | | | .232 | |
| 15. | | | Flats | | | | | .248 | |
| 16. | | | Nonautomation | | | | | .253 | |
| 17. | **3-Digit** | Automation | Letters | | | | | .206 | |
| 18. | | | Flats | | | | | .214 | |
| 19. | | | Nonautomation | | | | | .197 | |
| 20. | **5-Digit** | Automation | Letters | | | | | .162 | |
| 21. | | | Flats | | | | | .168 | |
| 22. | | | Basic Carrier Route | | | | | .122 | |
| 23. | **Carrier Route** | High Density | Sequencing Date | | | | | .103 | |
| 24. | | Saturation | Sequencing Date | | | | | .085 | |
| 25. | Subtotals *(Add lines 13 through 24)* | | | | | | | | |

26. Nonadvertising Percentage *(100 minus adv. %)* _____ x $.00059 x No. Qual. Pcs. *(Line 25)* = _____

27. Number of Addressed Pieces ***(not** copies)* eligible for delivery unit rate _____ x $.013 = _____

28. Number of Addressed Pieces ***(not** copies)* eligible for SCF rate _____ x $.007 = _____

29. Total Piece Rate Discount *(Add lines 26 through 28)* → _____

**Total Periodicals Piece Rate Postage** ***(Line 25 minus line 29)*** → 30. _____

| **Ride-Along Pieces** *(Must equal the number of copies in line 25, not the number of addressed pieces)* | Number of Pieces | Rate | |
|---|---|---|---|
| | | $.10 | 30a. |

**Postmaster:** Report total postage in **AIC 135.**

**Total Outside County Postage** ***(Add lines 12, 30, and 30a)*** → 31. _____

## Periodicals With Ride-Along Enclosed — Regular and Science-of-Agriculture Rates

**Lines 32 through 40 are reserved.**

■ **In-County *(DMM E270)*** To calculate postage, use weight from page 1. Periodicals mailings of different copy weights must be reported on separate statements.

**Pound Rate**

| Entry | Subscriber Copies* | Nonsubscriber Copies* | Total Copies | Total Pounds | Rate | Postage | Totals |
|---|---|---|---|---|---|---|---|
| 41. Delivery Unit | | | | | $.107 | | |
| 42. All Other | | | | | .133 | | |

* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.

**Total In-County Pound Rate Postage *(Add lines 41 and 42)*** → 43.

**Piece Rate *(In addition to pound rate)***

| Level | Description *(DMM E230 and E240 as applicable)* | | Number of Copies | No. Qualified Addressed Pcs | Rate | Postage |
|---|---|---|---|---|---|---|
| 44. | Nonautomation | | | | $.095 | |
| 45. **Basic** | Automation | Letters | | | .046 | |
| 46. | | Flats | | | .065 | |
| 47. | Nonautomation | | | | .088 | |
| 48. **3-Digit** | Automation | Letters | | | .044 | |
| 49. | | Flats | | | .062 | |
| 50. | Nonautomation | | | | .080 | |
| 51. **5-Digit** | Automation | Letters | | | .041 | |
| 52. | | Flats | | | .058 | |
| 53. | Basic Carrier Route | | | | .043 | |
| 54. **Carrier Route** | High Density | Sequencing Date | | | .029 | |
| 55. | Saturation | Sequencing Date | | | .025 | |
| 56. Subtotal *(Add lines 44 through 55)* | | | | | | |

57. Number of addressed pieces ***(not** copies)* eligible for delivery unit rate _____ x $.004 = _____

**Total In-County Periodicals Piece Rate Postage *(Line 56 minus line 57)*** → 58.

| Ride-Along Pieces *(Must equal the number of copies in line 56, not the number of addressed pieces)* | Number of Pieces | Rate | |
|---|---|---|---|
| | | $.10 | 58a. |

**Postmaster:** Report total postage in **AIC 224.**

**Total In-County Postage *(Add lines 43, 58, and 58a)*** → 59.

**Postmaster:** This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above.

**Mailer: Total Postage *(Add lines 31 and 59)***

I hereby certify that all information furnished on this form is accurate, truthful, and complete, that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

☐ **Required ride-along questionnaire attached.**

☐ **For Automation Rates Only:** I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

☐ **For Nonautomation Rates Only:** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

| 60a. Mailer's Printed Name and Signature | 60b. Publisher's Printed Name and Telephone Number *(If publisher not same as mailer)* | 61a. Verifying Employee's Signature | 62. Round Stamp *(Required)* |
|---|---|---|---|
| | | 61b. Verifying Employee's Name | |
| | | Time AM PM | |
| Dun & Bradstreet No. _____ | Dun & Bradstreet No. _____ | | |

United States Postal Service

# Postage Statement — Periodicals With Ride-Along Enclosed Nonprofit Rates

**Post Office Note Mail Arrival Time**

Report Periodicals mailings of different copy weights on separate statements.

| Publication Title or News Agent's Name | Mailer's Name, Address, and Telephone Number | Entry Post Office Name, State, and ZIP+4 |
|---|---|---|
| | CAPS Customer Ref. ID _____ | |

| Publication No. | Edition Code/Key | Mailing Date | Processing Category *(DMM C050)* | Number of Containers *(Fill in all that apply)* |
|---|---|---|---|---|
| | | | ☐ Letters<br>☐ Flats | 1' MM Trays_____ 2' MM Trays_____ 2' EMM Trays_____ Total Ltr. Trays_____ |
| Issue Date | Issue Frequency | Statement Sequence No. | ☐ Auto. Flats *(DMM C820)*<br>☐ Machinable Parcels<br>☐ Irregular Parcels | Flat Trays N/A Sacks_____ Pallets_____ Other_____ |

This statement is for ONE ISSUE or ONE EDITION.

| Weight of Single Ride-Along | Weight per Copy for Issue *(DMM P013—round off to 4 decimal places if necessary)*. Do not include enclosure | Advertising Percentage in This Issue | **Post Office Computed Weight per Copy** *(Round off to 4 decimal places if necessary)*. Do not include enclosure. |
|---|---|---|---|
| ____._____lbs. | _____._____lbs. | % | _____._____lbs. |

Domestic Periodicals mailings pay both a pound rate on the total weight of the mailing and a piece rate on the number of addressed pieces in the mailing.

## ■ Outside-County

**Pound Rate** *(Per pound or fraction)*

| | Zone | Subscriber Copies* | Nonsubscriber Copies* | Total Copies | Total Pounds | Advertising Pounds | Rate | Postage | Totals |
|---|---|---|---|---|---|---|---|---|---|
| 1. | **Del. Unit** | | | | | | $.155 | | |
| 2. | **SCF** | | | | | | .178 | | |
| 3. | **1 & 2** | | | | | | .215 | | |
| 4. | **3** | | | | | | .229 | | |
| 5. | **4** | | | | | | .263 | | |
| 6. | **5** | | | | | | .316 | | |
| 7. | **6** | | | | | | .371 | | |
| 8. | **7** | | | | | | .438 | | |
| 9. | **8** | | | | | | .495 | | |
| 10. | Subtotals | | | | | | | | |

* All commingled nonsubscriber copies over the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.

11. Nonadvertising Pounds *(Total pounds minus advertising pounds)* _____ x $.156 = _____

**Total Pound Rate Postage** ***(Line 10 plus line 11)*** → 12. _____

**Piece Rate**

| | Level | Sorted Under DMM ☐ M200 ☐ M810 ☐ M820 | Description *(DMM E230 and E240 as applicable)* | Number of Copies | No. Qualified Addressed Pcs. | Rate | Postage |
|---|---|---|---|---|---|---|---|
| 13. | **Basic** | Nonautomation | | | | $.251 | |
| 14. | | Automation | Letters | | | .189 | |
| 15. | | | Flats | | | .205 | |
| 16. | **3-Digit** | Nonautomation | | | | .208 | |
| 17. | | Automation | Letters | | | .161 | |
| 18. | | | Flats | | | .184 | |
| 19. | **5-Digit** | Nonautomation | | | | .183 | |
| 20. | | Automation | Letters | | | .148 | |
| 21. | | | Flats | | | .162 | |
| 22. | **Carrier Route** | Basic Carrier Route | | | | .113 | |
| 23. | | High Density | Sequencing Date | | | .094 | |
| 24. | | Saturation | Sequencing Date | | | .076 | |
| 25. | Subtotals *(Add lines 13 through 24)* | | | | | | |

26. Nonadvertising Percentage *(100 minus adv. %)* _____ x No. Qual. Pcs. *(Line 25)* x $.00044 = _____

27. Number of Addressed Pieces ***(not** copies)* eligible for delivery unit rate _____ x $.007 = _____

28. Number of Addressed Pieces ***(not** copies)* eligible for SCF rate _____ x $.004 = _____

29. Total Piece Rate Discount *(Add lines 26 through 28)* → _____

**Total Periodicals Piece Rate Postage** ***(Line 25 minus line 29)*** → 30. _____

| **Ride-Along Pieces** *(Must equal the number of copies in line 25, not the number of addressed pieces)* | Number of Pieces | Rate | |
|---|---|---|---|
| | | $.10 | 30a. |

**Total Outside County Postage** ***(Add lines 12, 30, and 30a)*** **— Carry to side 2** ***(Line 31a)*** → 31. _____

## Periodicals With Ride-Along Enclosed — Nonprofit Rates

| | |
|---|---|
| **Outside County Postage From Side 1 *(Line 31)*** → | 31a. |

**For Commingled Nonsubscriber Copies Over 10% Limit:** Compute additional postage for such copies on page 1 of Form 3541-RX. Enter from that form the total postage (Line 31) onto Line 31b below; attach that form. Sequenced statement number of attached form: _____.

| | | |
|---|---|---|
| For Any Part of Mailing at Regular Rates | **Total From Attached Form 3541-RX *(Line 31)*** | 31b. |
| **Postmaster:** Report total postage in **AIC 135.** | **Total Outside-County Postage *(Add lines 31a and 31b)*** → | 31c. |

**Lines 32 through 40 are reserved.**

### ■ In-County *(DMM E270)*

To calculate postage, use weight from page 1. Periodicals mailings of different copy weights must be reported on separate statements.

**Pound Rate**

| Entry | Subscriber Copies* | Nonsubscriber Copies* | Total Copies | Total Pounds | Rate | Postage | Totals |
|---|---|---|---|---|---|---|---|
| 41. Delivery Unit | | | | | $.107 | | |
| 42. All Other | | | | | .133 | | |

* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.

**Total In-County Pound Rate Postage *(Add lines 41 and 42)*** → 43.

**Piece Rate *(In addition to pound rate)***

| Level | | Description *(DMM E230 and E240 as applicable)* | | Number of Copies | No. Qualified Addressed Pcs | Rate | Postage |
|---|---|---|---|---|---|---|---|
| 44. | | Nonautomation | | | | $.095 | |
| 45. | **Basic** | Automation | Letters | | | .046 | |
| 46. | | | Flats | | | .065 | |
| 47. | | Nonautomation | | | | .088 | |
| 48. | **3-Digit** | Automation | Letters | | | .044 | |
| 49. | | | Flats | | | .062 | |
| 50. | | Nonautomation | | | | .080 | |
| 51. | **5-Digit** | Automation | Letters | | | .041 | |
| 52. | | | Flats | | | .058 | |
| 53. | | Basic Carrier Route | | | | .043 | |
| 54. | **Carrier Route** | High Density | Sequencing Date | | | .029 | |
| 55. | | Saturation | Sequencing Date | | | .025 | |
| 56. Subtotal *(Add lines 44 through 55)* | | | | | | | |

57. Number of addressed pieces ***(not** copies)* eligible for delivery unit rate _____ x $.004 = _____

**Total In-County Periodicals Piece Rate Postage *(Line 56 minus line 57)*** → 58.

| | Number of Pieces | Rate | |
|---|---|---|---|
| **Ride-Along Pieces** *(Must equal the number of copies in line 56, not the number of addressed pieces)* | | $.10 | 58a. |

**Postmaster:** Report total postage in **AIC 224.**

**Total In-County Postage *(Add lines 43, 58, and 58a)*** → 59.

**Postmaster:** This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above.

**Mailer: Total Postage *(Add lines 31c and 59)***

I hereby certify that all information furnished on this form is accurate, truthful, and complete, that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

☐ **Required ride-along questionnaire attached.**

☐ **For Automation Rates Only:** I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

☐ **For Nonautomation Rates Only:** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

| 60a. Mailer's Printed Name and Signature | 60b. Publisher's Printed Name and Telephone Number *(If publisher not same as mailer)* | 61a. Verifying Employee's Signature | 62. Round Stamp *(Required)* |
|---|---|---|---|
| | | 61b. Verifying Employee's Name | |
| Dun & Bradstreet No. _____ | Dun & Bradstreet No. _____ | Time AM PM | |

United States Postal Service

# Postage Statement — Periodicals With Ride-Along Enclosed Classroom Rates

**Post Office Note Mail Arrival Time**

Report Periodicals mailings of different copy weights on separate statements.

| Publication Title or News Agent's Name | Mailer's Name, Address, and Telephone Number | Entry Post Office Name, State, and ZIP+4 |
|---|---|---|
| | CAPS Customer Ref. ID _____ | |

| Publication No. | Edition Code/Key | Mailing Date | Processing Category *(DMM C050)* | Number of Containers *(Fill in all that apply)* |
|---|---|---|---|---|
| | | | ☐ Letters<br>☐ Flats | 1' MM Trays_____ 2' MM Trays_____ 2' EMM Trays_____ Total Ltr. Trays_____ |
| Issue Date | Issue Frequency | Statement Sequence No. | ☐ Auto. Flats *(DMM C820)*<br>☐ Machinable Parcels<br>☐ Irregular Parcels | Flat Trays N/A Sacks_____ Pallets_____ Other_____ |

This statement is for ONE ISSUE or ONE EDITION.

| Weight of Single Ride-Along | Weight per Copy for Issue *(DMM P013—round off to 4 decimal places if necessary)*. Do not include enclosure | Advertising Percentage in This Issue | **Post Office Computed Weight per Copy** *(Round off to 4 decimal places if necessary)*. Do not include enclosure. |
|---|---|---|---|
| ____._____lbs. | _____._____lbs. | % | _____._____lbs. |

Domestic Periodicals mailings pay both a pound rate on the total weight of the mailing and a piece rate on the number of addressed pieces in the mailing.

## ■ Outside-County

**Pound Rate** *(Per pound or fraction)*

| | Zone | Subscriber Copies* | Nonsubscriber Copies* | Total Copies | Total Pounds | Advertising Pounds | Rate | Postage | Totals |
|---|---|---|---|---|---|---|---|---|---|
| 1. | **Del. Unit** | | | | | | $.155 | | |
| 2. | **SCF** | | | | | | .178 | | |
| 3. | **1 & 2** | | | | | | .215 | | |
| 4. | **3** | | | | | | .229 | | |
| 5. | **4** | | | | | | .263 | | |
| 6. | **5** | | | | | | .316 | | |
| 7. | **6** | | | | | | .371 | | |
| 8. | **7** | | | | | | .438 | | |
| 9. | **8** | | | | | | .495 | | |
| 10. | Subtotals | | | | | | | | |

* All commingled nonsubscriber copies over the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.

11. Nonadvertising Pounds *(Total pounds minus advertising pounds)* _____ x $.156 = _____

**Total Pound Rate Postage** ***(Line 10 plus line 11)*** → 12. _____

**Piece Rate**

| | Level | Sorted Under DMM ☐ M200 ☐ M810 ☐ M820 — Description *(DMM E230 and E240 as applicable)* | Number of Copies | No. Qualified Addressed Pcs. | Rate | Postage | Totals |
|---|---|---|---|---|---|---|---|
| 13. | **Basic** | Nonautomation | | | $.251 | | |
| 14. | | Automation — Letters | | | .189 | | |
| 15. | | Automation — Flats | | | .205 | | |
| 16. | **3-Digit** | Nonautomation | | | .208 | | |
| 17. | | Automation — Letters | | | .161 | | |
| 18. | | Automation — Flats | | | .184 | | |
| 19. | **5-Digit** | Nonautomation | | | .183 | | |
| 20. | | Automation — Letters | | | .148 | | |
| 21. | | Automation — Flats | | | .162 | | |
| 22. | **Carrier Route** | Basic Carrier Route | | | .113 | | |
| 23. | | High Density — Sequencing Date | | | .094 | | |
| 24. | | Saturation — Sequencing Date | | | .076 | | |
| 25. | Subtotals *(Add lines 13 through 24)* | | | | | | |

26. Nonadvertising Percentage *(100 minus adv. %)* _____ x No. Qual. Pcs. *(Line 25)* x $.00044 = _____

27. Number of Addressed Pieces ***(not** copies)* eligible for delivery unit rate _____ x $.007 = _____

28. Number of Addressed Pieces ***(not** copies)* eligible for SCF rate _____ x $.004 = _____

29. Total Piece Rate Discount *(Add lines 26 through 28)* → _____

**Total Periodicals Piece Rate Postage** ***(Line 25 minus line 29)*** → 30. _____

| **Ride-Along Pieces** *(Must equal the number of copies in line 25, not the number of addressed pieces)* | Number of Pieces | Rate | Totals |
|---|---|---|---|
| | | $.10 | 30a. |

**Total Outside County Postage** ***(Add lines 12, 30, and 30a)*** **— Carry to side 2** ***(Line 31a)*** → 31. _____

## Periodicals With Ride-Along Enclosed — Classroom Rates

**Outside County Postage From Side 1 *(Line 31)*** → 31a.

**For Commingled Nonsubscriber Copies Over 10% Limit:** Compute additional postage for such copies on page 1 of Form 3541-RX. Enter from that form the total postage (Line 31) onto Line 31b below; attach that form. Sequenced statement number of attached form: _____.

For Any Part of Mailing at Regular Rates — **Total From Attached Form 3541-RX *(Line 31)*** 31b.

**Postmaster:** Report total postage in **AIC 135.** — **Total Outside-County Postage *(Add lines 31a and 31b)*** → 31c.

**Lines 32 through 40 are reserved.**

### ■ In-County *(DMM E270)*

To calculate postage, use weight from page 1. Periodicals mailings of different copy weights must be reported on separate statements.

**Pound Rate**

| Entry | Subscriber Copies* | Nonsubscriber Copies* | Total Copies | Total Pounds | Rate | Postage | Totals |
|---|---|---|---|---|---|---|---|
| 41. Delivery Unit | | | | | $.107 | | |
| 42. All Other | | | | | .133 | | |

* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.

**Total In-County Pound Rate Postage *(Add lines 41 and 42)*** → 43.

**Piece Rate *(In addition to pound rate)***

| Level | | Description *(DMM E230 and E240 as applicable)* | | Number of Copies | No. Qualified Addressed Pcs | Rate | Postage |
|---|---|---|---|---|---|---|---|
| 44. | | Nonautomation | | | | $.095 | |
| 45. | **Basic** | Automation | Letters | | | .046 | |
| 46. | | | Flats | | | .065 | |
| 47. | | Nonautomation | | | | .088 | |
| 48. | **3-Digit** | Automation | Letters | | | .044 | |
| 49. | | | Flats | | | .062 | |
| 50. | | Nonautomation | | | | .080 | |
| 51. | **5-Digit** | Automation | Letters | | | .041 | |
| 52. | | | Flats | | | .058 | |
| 53. | | Basic Carrier Route | | | | .043 | |
| 54. | **Carrier Route** | High Density | Sequencing Date | | | .029 | |
| 55. | | Saturation | Sequencing Date | | | .025 | |
| 56. Subtotal *(Add lines 44 through 55)* | | | | | | | |

57. Number of addressed pieces *(**not** copies)* eligible for delivery unit rate _____ x $.004 =

**Total In-County Periodicals Piece Rate Postage *(Line 56 minus line 57)*** → 58.

| **Ride-Along Pieces** *(Must equal the number of copies in line 56, not the number of addressed pieces)* | Number of Pieces | Rate | |
|---|---|---|---|
| | | $.10 | 58a. |

**Postmaster:** Report total postage in **AIC 224.** — **Total In-County Postage *(Add lines 43, 58, and 58a)*** → 59.

**Postmaster:** This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above. — **Mailer: Total Postage *(Add lines 31c and 59)***

I hereby certify that all information furnished on this form is accurate, truthful, and complete, that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

☐ **Required ride-along questionnaire attached.**

☐ **For Automation Rates Only:** I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

☐ **For Nonautomation Rates Only:** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

| 60a. Mailer's Printed Name and Signature | 60b. Publisher's Printed Name and Telephone Number *(If publisher not same as mailer)* | 61a. Verifying Employee's Signature | 62. Round Stamp *(Required)* |
|---|---|---|---|
| | | 61b. Verifying Employee's Name | |
| | | Time AM PM | |
| Dun & Bradstreet No. _____ | Dun & Bradstreet No. _____ | | |

## Overseas Military Mail

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

Acceptance clerks should use this table with the Integrated Retail Terminal (IRT) or POS One terminal to determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply.

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

The complete table appears in the last *Postal Bulletin* of each month. Changes from the previous month's listing are in bold type.

### Conditions Applied to Mail Addressed to Military Post Offices Overseas

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 09001 | Not Active | 09041 | Not Active | 09081 | B-B1-C-D-U |
| 09002 | Not Active | 09042 | B-B1-C-D-U | 09082 | Not Active |
| 09003 | Not Active | 09043 | Not Active | 09083 | Not Active |
| 09004 | Not Active | 09044 | Not Active | 09084 | Not Active |
| 09005 | Not Active | 09045 | B-B1-C-D-U | 09085 | Not Active |
| 09006 | Not Active | 09046 | B-B1-C-D-U | 09086 | B-B1-C-D-U |
| 09007 | B-B1-C-D-U | 09047 | Not Active | 09087 | Not Active |
| 09008 | Not Active | 09048 | Not Active | 09088 | Not Active |
| 09009 | B-B1-C-D-U | 09049 | Not Active | 09089 | B-B1-C-D-U |
| 09010 | Not Active | 09050 | B-B1-C-D-U | 09090 | B-B1-C-D-U |
| 09011 | Not Active | 09051 | Not Active | 09091 | Not Active |
| 09012 | B-B1-C-D-U | 09052 | Not Active | 09092 | Not Active |
| 09013 | Not Active | 09053 | B-B1-C-D-U | 09093 | Not Active |
| 09014 | B-B1-C-D-U | 09054 | B-B1-C-D-U | 09094 | B-B1-C-D |
| 09015 | Not Active | 09055 | Not Active | 09095 | B-B1-C-D-U |
| 09016 | Not Active | 09056 | B-B1-C-D-U | 09096 | B-B1-C-D-U |
| 09017 | Not Active | 09057 | Not Active | 09097 | Not Active |
| 09018 | Not Active | 09058 | B-B1-C-D-U | 09098 | B-B1-C-D-U |
| 09019 | Not Active | 09059 | B-B1-C-D-U | 09099 | B-B1-C-D-U |
| 09020 | Not Active | 09060 | B-B1-C-D-U | 09100 | B-B1-C-D-U |
| 09021 | B-B1-C-D-U | 09061 | Not Active | 09101 | Not Active |
| 09022 | Not Active | 09062 | Not Active | 09102 | B-B1-C-D-U |
| 09023 | Not Active | 09063 | B-B1-C-D-L-U | 09103 | B-B1-D-U |
| 09024 | Not Active | 09064 | Not Active | 09104 | B-B1-C-D-U |
| 09025 | Not Active | 09065 | Not Active | 09105 | Not Active |
| 09026 | Not Active | 09066 | Not Active | 09106 | Not Active |
| 09027 | Not Active | 09067 | B-B1-C-D-U | 09107 | B-B1-C-D-U |
| 09028 | B-B1-C-D-U | 09068 | Not Active | 09108 | Not Active |
| 09029 | Not Active | 09069 | B-B1-C-D-U | 09109 | Not Active |
| 09030 | Not Active | 09070 | Not Active | 09110 | B-B1-C-D-U |
| 09031 | B-B1-C-D-U | 09071 | Not Active | 09111 | B-B1-C-D-U |
| 09032 | Not Active | 09072 | Not Active | 09112 | B-B1-C-D-U |
| 09033 | B-B1-C-D-U | 09073 | Not Active | 09113 | Not Active |
| 09034 | B-B1-C-D-U | 09074 | B-B1-C-D-U | 09114 | B-B1-C-D-U |
| 09035 | Not Active | 09075 | Not Active | 09115 | Not Active |
| 09036 | B-B1-C-D-U | 09076 | B-B1-C-D-U | 09116 | Not Active |
| 09037 | Not Active | 09077 | Not Active | 09117 | Not Active |
| 09038 | Not Active | 09078 | Not Active | 09118 | Not Active |
| 09039 | Not Active | 09079 | Not Active | 09119 | Not Active |
| 09040 | Not Active | 09080 | B-B1-C-D-U | 09120 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 09121 | Not Active | 09174 | Not Active | 09228 | Not Active |
| 09122 | Not Active | 09175 | B-B1-C-D-U | 09229 | B-B1-C-D-U |
| 09123 | B-B1-C-D-U | 09176 | Not Active | 09230 | Not Active |
| 09124 | Not Active | 09177 | B-B1-C-D-U | 09231 | Not Active |
| 09125 | Not Active | 09178 | Not Active | 09232 | Not Active |
| 09126 | B-B1-C-D | 09179 | Not Active | 09233 | Not Active |
| 09127 | Not Active | 09180 | B-B1-C-D-U | 09234 | Not Active |
| 09128 | B-B1-C-D-U | 09181 | Not Active | 09235 | Not Active |
| 09129 | Not Active | 09182 | B-B1-C-D-U | 09236 | Not Active |
| 09130 | Not Active | 09183 | B-B1-C-D-U | 09237 | B-B1-C-D-U |
| 09131 | B-B1-C-D-U | 09184 | Not Active | 09238 | Not Active |
| 09132 | Not Active | 09185 | B-B1-C-D-U | 09239 | Not Active |
| 09133 | Not Active | 09186 | B-B1-C-D-U | 09240 | Not Active |
| 09134 | Not Active | 09187 | Not Active | 09241 | Not Active |
| 09135 | Not Active | 09188 | Not Active | 09242 | Not Active |
| 09136 | B-B1-C-D | 09189 | Not Active | 09243 | Not Active |
| 09137 | B-B1-C-D-U | 09190 | Not Active | 09244 | B-B1-C-D-U |
| 09138 | B-B1-C-D-U | 09191 | Not Active | 09245 | B-B1-C-D-U |
| 09139 | B-B1-C-D | 09192 | Not Active | 09246 | Not Active |
| 09140 | B-B1-C-D-U | 09193 | Not Active | 09247 | Not Active |
| 09141 | Not Active | 09194 | Not Active | 09248 | Not Active |
| 09142 | B-B1-C-D-U | 09195 | Not Active | 09249 | Not Active |
| 09143 | B-B1-C-D-U | 09196 | Not Active | 09250 | B-B1-C-D-U |
| 09144 | Not Active | 09197 | Not Active | 09251 | Not Active |
| 09145 | Not Active | 09198 | Not Active | 09252 | B-B1-C-D-U |
| 09146 | Not Active | 09199 | Not Active | 09253 | Not Active |
| 09147 | Not Active | 09201 | Not Active | 09254 | Not Active |
| 09148 | Not Active | 09202 | Not Active | 09255 | Not Active |
| 09149 | Not Active | 09203 | Not Active | 09256 | Not Active |
| 09150 | Not Active | 09204 | Not Active | 09257 | Not Active |
| 09151 | Not Active | 09205 | Not Active | 09258 | Not Active |
| 09152 | Not Active | 09206 | Not Active | 09259 | Not Active |
| 09153 | Not Active | 09207 | Not Active | 09260 | Not Active |
| 09154 | B-B1-C-D-U | 09208 | Not Active | 09261 | Not Active |
| 09155 | Not Active | 09209 | Not Active | 09262 | B-B1-C-D-U |
| 09156 | Not Active | 09210 | Not Active | 09263 | B-B1-C-D-U |
| 09157 | Not Active | 09211 | B-B1-C-D-U | 09264 | B-B1-C-D-U |
| 09158 | Not Active | 09212 | B-B1-C-D-U | 09265 | B-B1-C-D-N-U |
| 09159 | Not Active | 09213 | B-B1-C-D-U | 09266 | B-B1-C-D-U |
| 09160 | Not Active | 09214 | B-B1-C-D-U | 09267 | B-B1-C-D-U |
| 09161 | Not Active | 09215 | Not Active | 09268 | Not Active |
| 09162 | Not Active | 09216 | Not Active | 09269 | Not Active |
| 09163 | Not Active | 09217 | Not Active | 09270 | Not Active |
| 09164 | Not Active | 09218 | Not Active | 09271 | Not Active |
| 09165 | B-B1-C-D-U | 09219 | Not Active | 09272 | Not Active |
| 09166 | B-B1-C-D-U | 09220 | Not Active | 09273 | Not Active |
| 09167 | Not Active | 09221 | Not Active | 09274 | Not Active |
| 09168 | Not Active | 09222 | Not Active | 09275 | Not Active |
| 09169 | B-B1-C-D-U | 09223 | Not Active | 09276 | Not Active |
| 09170 | Not Active | 09224 | Not Active | 09277 | Not Active |
| 09171 | Not Active | 09225 | B-B1-C-D-U | 09278 | Not Active |
| 09172 | B-B1-C-D-U | 09226 | B-B1-C-D-U | 09279 | Not Active |
| 09173 | B-B1-C-D-U | 09227 | B-B1-C-D-U | 09280 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 09281 | Not Active | 09335 | Not Active | 09388 | Not Active |
| 09282 | Not Active | 09336 | Not Active | 09389 | Not Active |
| 09283 | Not Active | 09337 | Not Active | 09390 | Not Active |
| 09284 | Not Active | 09338 | Not Active | 09391 | B-B1-X |
| 09285 | Not Active | 09339 | Not Active | 09392 | B-B1 |
| 09286 | Not Active | 09340 | A-B-B1-C1-F-R | 09393 | Not Active |
| 09287 | Not Active | 09341 | Not Active | 09394 | Not Active |
| 09288 | Not Active | 09342 | Not Active | 09395 | Not Active |
| 09289 | Not Active | 09343 | Not Active | 09396 | A-B-B1-F |
| 09290 | Not Active | 09344 | Not Active | 09397 | A-B-B1-C1-F-R-X |
| 09291 | Not Active | 09345 | Not Active | 09398 | B-B1-X |
| 09292 | Not Active | 09346 | Not Active | 09399 | B-B1-C-D-U-X |
| 09293 | Not Active | 09347 | Not Active | 09401 | Not Active |
| 09294 | Not Active | 09348 | Not Active | 09402 | Not Active |
| 09295 | Not Active | 09349 | Not Active | 09403 | Not Active |
| 09296 | Not Active | 09350 | Not Active | 09404 | Not Active |
| 09297 | Not Active | 09351 | Not Active | 09405 | Not Active |
| 09298 | Not Active | 09352 | Not Active | 09406 | Not Active |
| 09299 | Not Active | 09353 | Not Active | 09407 | Not Active |
| 09301 | A-B-B1-F-F1-R | 09354 | Not Active | 09408 | Not Active |
| 09302 | B-B1-E2-F-H1-R-R1-U2-Z1 | 09355 | Not Active | 09409 | B-B1-C-C1-U |
| 09303 | B-B1-E2-F-H1-R-R1-U2-Z1 | 09356 | Not Active | 09410 | Not Active |
| 09304 | B-B1-E2-F-H1-R-R1-U2-Z1 | 09357 | Not Active | 09411 | Not Active |
| 09305 | B-B1-E2-F-H1-R-R1-U2-Z1 | 09358 | Not Active | 09412 | Not Active |
| 09306 | Not Active | 09359 | Not Active | 09413 | Not Active |
| 09307 | Not Active | 09360 | Not Active | 09414 | Not Active |
| 09308 | Not Active | 09361 | Not Active | 09415 | Not Active |
| 09309 | Not Active | 09362 | Not Active | 09416 | Not Active |
| 09310 | Not Active | 09363 | Not Active | 09417 | Not Active |
| 09311 | Not Active | 09364 | Not Active | 09418 | Not Active |
| 09312 | Not Active | 09365 | Not Active | 09419 | Not Active |
| 09313 | Not Active | 09366 | Not Active | 09420 | Not Active |
| 09314 | Not Active | 09367 | Not Active | 09421 | B-B1-C-C1-U |
| 09315 | Not Active | 09368 | Not Active | 09422 | Not Active |
| 09316 | Not Active | 09369 | Not Active | 09423 | Not Active |
| 09317 | Not Active | 09370 | Not Active | 09424 | Not Active |
| 09318 | Not Active | 09371 | Not Active | 09425 | Not Active |
| 09319 | Not Active | 09372 | A-B-B1-F-F1-R | 09426 | Not Active |
| 09320 | Not Active | 09373 | Not Active | 09427 | Not Active |
| 09321 | Not Active | 09374 | Not Active | 09428 | Not Active |
| 09322 | Not Active | 09375 | Not Active | 09429 | Not Active |
| 09323 | Not Active | 09376 | Not Active | 09430 | Not Active |
| 09324 | Not Active | 09377 | Not Active | 09431 | Not Active |
| 09325 | Not Active | 09378 | Not Active | 09432 | Not Active |
| 09326 | Not Active | 09379 | Not Active | 09433 | Not Active |
| 09327 | Not Active | 09380 | Not Active | 09434 | Not Active |
| 09328 | Not Active | 09381 | Not Active | 09435 | Not Active |
| 09329 | Not Active | 09382 | Not Active | 09436 | Not Active |
| 09330 | Not Active | 09383 | Not Active | 09437 | Not Active |
| 09331 | Not Active | 09384 | Not Active | 09438 | Not Active |
| 09332 | Not Active | 09385 | Not Active | 09439 | Not Active |
| 09333 | Not Active | 09386 | Not Active | 09440 | Not Active |
| 09334 | Not Active | 09387 | Not Active | 09441 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 09442 | Not Active | 09495 | Not Active | 09549 | B |
| 09443 | Not Active | 09496 | B-B1-C-C1-U | 09550 | B |
| 09444 | Not Active | 09497 | Not Active | 09551 | Not Active |
| 09445 | Not Active | 09498 | B-B1-C-C1-U | 09552 | Not Active |
| 09446 | Not Active | 09499 | B-B1-C-C1-U | 09553 | Not Active |
| 09447 | B-B1-C-C1-U | 09501 | B | 09554 | B-B1 |
| 09448 | B-B1-C-C1-U | 09502 | B | 09555 | Not Active |
| 09449 | Not Active | 09503 | B | 09556 | B |
| 09450 | Not Active | 09504 | B | 09557 | B |
| 09451 | Not Active | 09505 | B | 09558 | B |
| 09452 | Not Active | 09506 | B | 09559 | Not Active |
| 09453 | Not Active | 09507 | B | 09560 | Not Active |
| 09454 | B-B1-C-C1-U | 09508 | B | 09561 | Not Active |
| 09455 | Not Active | 09509 | B | 09562 | Not Active |
| 09456 | B-B1-C-C1-U | 09510 | B | 09563 | B |
| 09457 | Not Active | 09511 | B | 09564 | B |
| 09458 | Not Active | 09512 | Not Active | 09565 | B |
| 09459 | B-B1-C-C1-U | 09513 | Not Active | 09566 | B |
| 09460 | Not Active | 09514 | Not Active | 09567 | B |
| 09461 | B-B1-C-C1-U | 09515 | Not Active | 09568 | B |
| 09462 | Not Active | 09516 | Not Active | 09569 | B |
| 09463 | B-B1-C-C1-U | 09517 | B | 09570 | B |
| 09464 | B-B1-C-C1-U | 09518 | Not Active | 09571 | Not Active |
| 09465 | Not Active | 09519 | Not Active | 09572 | Not Active |
| 09466 | Not Active | 09520 | Not Active | 09573 | B |
| 09467 | Not Active | 09521 | B | 09574 | B |
| 09468 | B-B1-C-C1-U | 09522 | Not Active | 09575 | B |
| 09469 | B-B1-C-C1-U | 09523 | Not Active | 09576 | B |
| 09470 | B-B1-C-C1-U | 09524 | B | 09577 | B |
| 09471 | Not Active | 09525 | Not Active | 09578 | B |
| 09472 | Not Active | 09526 | Not Active | 09579 | B |
| 09473 | Not Active | 09527 | Not Active | 09580 | Not Active |
| 09474 | Not Active | 09528 | Not Active | 09581 | B |
| 09475 | Not Active | 09529 | Not Active | 09582 | B |
| 09476 | Not Active | 09530 | Not Active | 09583 | Not Active |
| 09477 | Not Active | 09531 | Not Active | 09584 | Not Active |
| 09478 | Not Active | 09532 | B | 09585 | Not Active |
| 09479 | Not Active | 09533 | Not Active | 09586 | B |
| 09480 | Not Active | 09534 | B | 09587 | B |
| 09481 | Not Active | 09535 | Not Active | 09588 | B |
| 09482 | Not Active | 09536 | B | 09589 | Not Active |
| 09483 | Not Active | 09537 | Not Active | 09590 | B |
| 09484 | Not Active | 09538 | Not Active | 09591 | B |
| 09485 | Not Active | 09539 | Not Active | 09592 | Not Active |
| 09486 | Not Active | 09540 | Not Active | 09593 | B |
| 09487 | Not Active | 09541 | Not Active | 09594 | B |
| 09488 | Not Active | 09542 | Not Active | 09595 | B |
| 09489 | Not Active | 09543 | B | 09596 | B |
| 09490 | Not Active | 09544 | Not Active | 09597 | Not Active |
| 09491 | Not Active | 09545 | B | 09598 | Not Active |
| 09492 | Not Active | 09546 | Not Active | 09599 | B |
| 09493 | Not Active | 09547 | Not Active | 09601 | B-B1-C-F-F1-U |
| 09494 | B-B1-C-C1-U | 09548 | Not Active | 09602 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 09603 | B-B1-C-F-F1-U | 09656 | Not Active | 09710 | B-B1-C-C1-F1-M-R-R1-U |
| 09604 | B-B1-C-F-F1-U | 09657 | Not Active | 09711 | B-B1-F1-Z1 |
| 09605 | Not Active | 09658 | Not Active | 09712 | Not Active |
| 09606 | Not Active | 09659 | Not Active | 09713 | B-B1-C-F1 |
| 09607 | Not Active | 09660 | Not Active | 09714 | B-B1-C-C1-F1-M-R-R1-U |
| 09608 | Not Active | 09661 | Not Active | 09715 | B-B1-F1 |
| 09609 | B-B1-C-F-U | 09662 | Not Active | 09716 | B-B1-C-D-N-U |
| 09610 | B-B1-C-F-U | 09663 | Not Active | 09717 | B-B1-M-W |
| 09611 | Not Active | 09664 | Not Active | 09718 | B-B1-F-I-N-U |
| 09612 | B-B1-C-F-U | 09665 | Not Active | 09719 | Not Active |
| 09613 | B-B1-C-F-U | 09666 | Not Active | 09720 | B-B1-U |
| 09614 | Not Active | 09667 | Not Active | 09721 | B-B1-N-U |
| 09615 | Not Active | 09668 | Not Active | 09722 | B-B1-C-D-N-U |
| 09616 | Not Active | 09669 | Not Active | 09723 | B-B1-N-U |
| 09617 | B-B1-C-F-U | 09670 | Not Active | 09724 | B-B1-C-C1-F1-M-R-R1-U |
| 09618 | B-B1-C-F-U | 09671 | Not Active | 09725 | B-C |
| 09619 | B-B1-C-F-U | 09672 | Not Active | 09726 | B-B1-N-U |
| 09620 | B-B1-C-F-U | 09673 | Not Active | 09727 | Not Active |
| 09621 | B-B1-C-F-U | 09674 | Not Active | 09728 | B-C |
| 09622 | B-B1-C-F-U | 09675 | Not Active | 09729 | Not Active |
| 09623 | B-B1-C-F-U | 09676 | Not Active | 09730 | Not Active |
| 09624 | B-B1-C-F-U | 09677 | Not Active | 09731 | Not Active |
| 09625 | B-B1-C-F-U | 09678 | Not Active | 09732 | B-B1 |
| 09626 | B-B1-C-F-U | 09679 | Not Active | 09733 | B-B1-I |
| 09627 | B-B1-C-F-U | 09680 | Not Active | 09734 | Not Active |
| 09628 | B-B1-C-F-F1-U | 09681 | Not Active | 09735 | B-B1 |
| 09629 | Not Active | 09682 | Not Active | 09736 | Not Active |
| 09630 | B-B1-C-F-U | 09683 | Not Active | 09737 | Not Active |
| 09631 | B-B1-C-F-U | 09684 | Not Active | 09738 | Not Active |
| 09632 | Not Active | 09685 | Not Active | 09739 | Not Active |
| 09633 | Not Active | 09686 | Not Active | 09740 | Not Active |
| 09634 | Not Active | 09687 | Not Active | 09741 | Not Active |
| 09635 | Not Active | 09688 | Not Active | 09742 | Not Active |
| 09636 | B-B1-C-F-U | 09689 | Not Active | 09743 | Not Active |
| 09637 | Not Active | 09690 | Not Active | 09744 | Not Active |
| 09638 | B-B1-C-E2-F-U | 09691 | Not Active | 09745 | Not Active |
| 09639 | Not Active | 09692 | Not Active | 09746 | Not Active |
| 09640 | Not Active | 09693 | Not Active | 09747 | Not Active |
| 09641 | Not Active | 09694 | Not Active | 09748 | Not Active |
| 09642 | B-B1-N-U | 09695 | Not Active | 09749 | Not Active |
| 09643 | B-B1-U | 09696 | Not Active | 09750 | Not Active |
| 09644 | B-B1-U | 09697 | Not Active | 09751 | Not Active |
| 09645 | B-B1-U | 09698 | Not Active | 09752 | Not Active |
| 09646 | Not Active | 09699 | Not Active | 09753 | Not Active |
| 09647 | B-B1-N-U | 09701 | Not Active | 09754 | Not Active |
| 09648 | Not Active | 09702 | Not Active | 09755 | Not Active |
| 09649 | B-B1-N-U | 09703 | B-B1-C-F1 | 09756 | Not Active |
| 09650 | Not Active | 09704 | B-B1-C-D | 09757 | Not Active |
| 09651 | Not Active | 09705 | B-B1-U | 09758 | Not Active |
| 09652 | Not Active | 09706 | B-B1-C-D-U | 09759 | Not Active |
| 09653 | Not Active | 09707 | B-B1-C-D-N-U | 09760 | Not Active |
| 09654 | Not Active | 09708 | B-B1 | 09761 | Not Active |
| 09655 | Not Active | 09709 | B-B1-F1 | 09762 | Not Active |

| APO/ FPO | See Restrictions |
|---|---|
| 09763 | Not Active |
| 09764 | Not Active |
| 09765 | Not Active |
| 09766 | Not Active |
| 09767 | Not Active |
| 09768 | Not Active |
| 09769 | Not Active |
| 09770 | Not Active |
| 09771 | Not Active |
| 09772 | Not Active |
| 09773 | Not Active |
| 09774 | Not Active |
| 09775 | Not Active |
| 09776 | Not Active |
| 09777 | A-B-B1-C-E1-N |
| 09778 | Not Active |
| 09779 | A-B-B1-F-R |
| 09780 | A-B-B1-F-R |
| 09781 | A-B-B1-F-N-R |
| **09782** | **Not Active** |
| **09783** | **Not Active** |
| 09784 | Not Active |
| **09785** | **Not Active** |
| **09786** | **Not Active** |
| **09787** | **Not Active** |
| 09788 | A-B-B1-F-R |
| 09789 | A-B-B1-F-R |
| 09790 | A-B-B1-C1-F-R |
| 09791 | A-B-B1-C1-E1-F-M-R |
| 09792 | B-B1-C-F-U |
| 09793 | A-B-B1-F-R |
| 09794 | A-B-B1-F-R |
| 09795 | A-B-B1-C1-F-I-N-R |
| 09796 | A-B-B1-C1-F-I-N-R |
| 09797 | Not Active |
| 09798 | Not Active |
| 09799 | Not Active |
| 09801 | Not Active |
| 09802 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09803 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09804 | Not Active |
| 09805 | Not Active |
| 09806 | Not Active |
| 09807 | Not Active |
| 09808 | Not Active |
| 09809 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09810 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09811 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09812 | B-B1-E2-E3-F-F1-I-N-R-U-Z1 |
| 09813 | Not Active |
| 09814 | B-B1-E2-E3-F-F1-I-N-R-U-Z1 |
| 09815 | Not Active |
| 09816 | Not Active |
| 09817 | Not Active |
| 09818 | Not Active |
| 09819 | A-B-F-P-Z1 |
| 09820 | Not Active |
| 09821 | A-B-F-Z1 |
| 09822 | A-B-F-Z1 |
| 09823 | A-B-F-Z1 |
| 09824 | A-B-F-Z1 |
| 09825 | Not Active |
| 09826 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09827 | A-B-F-Z1 |
| **09828** | **B-N-Z1** |
| 09829 | Not Active |
| 09830 | B-B1-C-Z1 |
| 09831 | B-B1-F-N-U-Z1 |
| 09832 | B-B1-U1-Z1 |
| 09833 | B-B1-U1-Z1 |
| 09834 | B-B1-Z1 |
| 09835 | A-B-B1-Z1 |
| 09836 | A-B-B1-C-F-M-Z1 |
| 09837 | B-B1-Z1 |
| 09838 | B-B1-Z1 |
| 09839 | A-B-B1-U-Z1 |
| 09840 | Not Active |
| 09841 | A-B-B1-U-Z1 |
| 09842 | A-B-B1-Z1 |
| 09843 | A-B-B1-Z1 |
| **09844** | **A-B-B1-N-U-Z1** |
| 09845 | Not Active |
| 09846 | Not Active |
| 09847 | Not Active |
| 09848 | Not Active |
| 09849 | Not Active |
| 09850 | Not Active |
| 09851 | Not Active |
| 09852 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09853 | B-B1-E2-F-H1-R-R1-U2-Z1 |
| 09854 | B-B1-E2-F-H1-N-R-R1-U2-Z-Z1 |
| 09855 | B-B1-E2-F-H1-R-R1-U2-Z1 |
| 09856 | Not Active |
| 09857 | Not Active |
| 09858 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09859 | Not Active |
| 09860 | Not Active |
| 09861 | Not Active |
| 09862 | Not Active |
| 09863 | Not Active |
| 09864 | Not Active |
| 09865 | A-B-B1-Z1 |
| 09866 | Not Active |
| 09867 | A-B-B1-F-R-R1-Z1 |
| 09868 | A-B-B1-U-Z1 |
| 09869 | Not Active |
| 09870 | Not Active |
| 09871 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09872 | Not Active |
| 09873 | Not Active |
| 09874 | Not Active |
| 09875 | Not Active |
| 09876 | B-B1-E2-F-H1-R-R1-U2-Z1 |
| 09877 | Not Active |
| 09878 | Not Active |
| 09879 | Not Active |
| 09880 | B-B1-E2-F-H1-R-R1-U2-Z1 |
| 09881 | Not Active |
| 09882 | B-B1-E2-E3-F-H1-R-R1-U1-Z1 |
| 09883 | Not Active |
| 09884 | Not Active |
| 09885 | Not Active |
| 09886 | Not Active |
| 09887 | Not Active |
| 09888 | B-B1-E2-F-H1-R-R1-U2-Z1 |
| 09889 | B-B1-E2-F-H1-R-R1-U2-Z1 |
| 09890 | B-B1-E2-F-H1-R-R1-U2-Z1 |
| 09891 | Not Active |
| 09892 | A-B-B1-F-R-R1-Z1 |
| 09893 | Not Active |
| 09894 | Not Active |
| 09895 | Not Active |
| 09896 | Not Active |
| 09897 | B-B1-Z1 |
| 09898 | B-B1-E2-F-H1-I-R-R1-U2-Z1 |
| 09899 | B-F-N-Z1 |
| 09901 | Not Active |
| 09902 | Not Active |
| 09903 | Not Active |
| 09904 | Not Active |
| 09905 | Not Active |
| 09906 | Not Active |
| 09907 | Not Active |
| 09908 | Not Active |
| 09909 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 09910 | Not Active | 09963 | Not Active | 34017 | Not Active |
| 09911 | Not Active | 09964 | Not Active | 34018 | Not Active |
| 09912 | Not Active | 09965 | Not Active | 34019 | Not Active |
| 09913 | Not Active | 09966 | Not Active | 34020 | B-B1-M-N |
| 09914 | Not Active | 09967 | Not Active | 34021 | B-M-N |
| 09915 | Not Active | 09968 | Not Active | 34022 | B-B1-D-F-M |
| 09916 | Not Active | 09969 | Not Active | 34023 | B-B1-M-N |
| 09917 | Not Active | 09970 | Not Active | 34024 | B-B1-M-N |
| 09918 | Not Active | 09971 | Not Active | 34025 | B-B1-F-N-U |
| 09919 | Not Active | 09972 | Not Active | 34026 | Not Active |
| 09920 | Not Active | 09973 | Not Active | 34027 | Not Active |
| 09921 | Not Active | 09974 | Not Active | 34028 | Not Active |
| 09922 | Not Active | 09975 | Not Active | 34029 | Not Active |
| 09923 | Not Active | 09976 | Not Active | 34030 | B-B1-I-M |
| 09924 | Not Active | 09977 | Not Active | 34031 | B-B1-M-N |
| 09925 | Not Active | 09978 | Not Active | 34032 | B-M-N |
| 09926 | Not Active | 09979 | Not Active | 34033 | B-C-F-M-N |
| 09927 | Not Active | 09980 | Not Active | 34034 | B-B1-M-N |
| 09928 | Not Active | 09981 | Not Active | 34035 | B-B1-H-M-N |
| 09929 | Not Active | 09982 | Not Active | 34036 | B-M-N |
| 09930 | Not Active | 09983 | Not Active | 34037 | B-B1-C-F-H-I-M-N |
| 09931 | Not Active | 09984 | Not Active | 34038 | B-B1-M-N |
| 09932 | Not Active | 09985 | Not Active | 34039 | B |
| 09933 | Not Active | 09986 | Not Active | 34040 | B |
| 09934 | Not Active | 09987 | Not Active | 34041 | B-B1-M-N-U |
| 09935 | Not Active | 09988 | Not Active | 34042 | B-B1-D-F-M |
| 09936 | Not Active | 09989 | Not Active | 34043 | Not Active |
| 09937 | Not Active | 09990 | Not Active | 34044 | Not Active |
| 09938 | Not Active | 09991 | Not Active | 34045 | Not Active |
| 09939 | Not Active | 09992 | Not Active | 34046 | Not Active |
| 09940 | Not Active | 09993 | Not Active | 34047 | Not Active |
| 09941 | Not Active | 09994 | Not Active | 34048 | Not Active |
| 09942 | Not Active | 09995 | Not Active | 34049 | Not Active |
| 09943 | Not Active | 09996 | Not Active | 34050 | B |
| 09944 | Not Active | 09997 | Not Active | 34051 | B |
| 09945 | Not Active | 09998 | Not Active | 34052 | Not Active |
| 09946 | Not Active | 09999 | Not Active | 34053 | B |
| 09947 | Not Active | 34001 | Not Active | 34054 | Not Active |
| 09948 | Not Active | **34002** | **B-B1-N-U** | 34055 | B-N |
| 09949 | Not Active | 34003 | Not Active | 34056 | Not Active |
| 09950 | Not Active | 34004 | Not Active | 34057 | Not Active |
| 09951 | Not Active | 34005 | Not Active | 34058 | B-B1 |
| 09952 | Not Active | 34006 | Not Active | 34059 | Not Active |
| 09953 | Not Active | 34007 | Not Active | 34060 | Not Active |
| 09954 | Not Active | 34008 | Not Active | 34061 | Not Active |
| 09955 | Not Active | **34009** | **Not Active** | 34062 | Not Active |
| 09956 | Not Active | 34010 | Not Active | 34063 | Not Active |
| 09957 | Not Active | **34011** | **Not Active** | 34064 | Not Active |
| 09958 | Not Active | 34012 | Not Active | 34065 | Not Active |
| 09959 | Not Active | 34013 | Not Active | 34066 | Not Active |
| 09960 | Not Active | 34014 | Not Active | 34067 | Not Active |
| 09961 | Not Active | 34015 | Not Active | 34068 | Not Active |
| 09962 | Not Active | 34016 | Not Active | 34069 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 34070 | Not Active | 96224 | A-B-B1-U | 96277 | Not Active |
| 34071 | Not Active | 96225 | Not Active | 96278 | A-B-B1-U |
| 34072 | Not Active | 96226 | Not Active | 96279 | Not Active |
| 34073 | Not Active | 96227 | Not Active | 96280 | Not Active |
| 34074 | Not Active | 96228 | Not Active | 96281 | Not Active |
| 34075 | Not Active | 96229 | Not Active | 96282 | Not Active |
| 34076 | Not Active | 96230 | Not Active | 96283 | A-B-B1-U |
| 34077 | B-Y | 96231 | Not Active | 96284 | A-B-B1-U |
| 34078 | B-B1-F1-N | 96232 | Not Active | 96285 | Not Active |
| 34079 | B-B1-F1-N | 96233 | Not Active | 96286 | Not Active |
| 34080 | Not Active | 96234 | Not Active | 96287 | Not Active |
| 34081 | Not Active | 96235 | Not Active | 96288 | Not Active |
| 34082 | Not Active | 96236 | Not Active | 96289 | Not Active |
| 34083 | Not Active | 96237 | Not Active | 96290 | Not Active |
| 34084 | Not Active | 96238 | Not Active | 96291 | Not Active |
| 34085 | Not Active | 96239 | Not Active | 96292 | Not Active |
| 34086 | Not Active | 96240 | Not Active | 96293 | Not Active |
| 34087 | Not Active | 96241 | Not Active | 96294 | Not Active |
| 34088 | Not Active | 96242 | Not Active | 96295 | Not Active |
| 34089 | Not Active | 96243 | Not Active | 96296 | Not Active |
| 34090 | B | 96244 | Not Active | 96297 | A-B-B1-U |
| 34091 | B | 96245 | Not Active | 96298 | Not Active |
| 34092 | B | 96246 | Not Active | 96299 | Not Active |
| 34093 | B | 96247 | Not Active | 96301 | Not Active |
| 34094 | Not Active | 96248 | Not Active | 96302 | Not Active |
| 34095 | B | 96249 | Not Active | 96303 | Not Active |
| 34096 | Not Active | 96250 | Not Active | 96304 | Not Active |
| 34097 | Not Active | 96251 | A-B-B1-U | 96305 | Not Active |
| 34098 | B | 96252 | Not Active | 96306 | B-B1-F-F1-F2-M-W |
| 34099 | B | 96253 | Not Active | 96307 | Not Active |
| 96201 | A-B | 96254 | Not Active | 96308 | Not Active |
| 96202 | Not Active | 96255 | Not Active | 96309 | B-B1-M-W |
| 96203 | A-B | 96256 | Not Active | 96310 | B-B1-M-W |
| 96204 | A-B-B1 | 96257 | A-B-B1-U | 96311 | Not Active |
| 96205 | A-B-B1-U | 96258 | A-B-B1-U | 96312 | Not Active |
| 96206 | A-B-B1-U | 96259 | A-B-B1-U | 96313 | B-B1-F-F1-F2-M-W |
| 96207 | A-B-B1 | 96260 | A-B-B1-U | 96314 | Not Active |
| 96208 | A-B-B1-U | 96261 | Not Active | 96315 | Not Active |
| 96209 | Not Active | 96262 | A-B-B1-U | 96316 | Not Active |
| 96210 | Not Active | 96263 | Not Active | 96317 | Not Active |
| 96211 | Not Active | 96264 | A-B-B1-U | 96318 | Not Active |
| 96212 | A-B-B1-U | 96265 | Not Active | 96319 | B-B1-M-W |
| 96213 | A-B-B1-U | 96266 | A-B-B1-U | 96320 | Not Active |
| 96214 | A-B-B1-U | 96267 | A-B-B1-U | 96321 | B-B1-F-F1-F2-M-W |
| 96215 | A-B-B1-U | 96268 | Not Active | 96322 | B-B1-F-F1-F2-M-W |
| 96216 | Not Active | 96269 | A-B-B1-U | 96323 | B-B1-M-W |
| 96217 | A-B-B1-U | 96270 | Not Active | 96324 | Not Active |
| 96218 | A-B-B1-U | 96271 | A-B-B1-U | 96325 | Not Active |
| 96219 | A-B-B1-U | 96272 | Not Active | 96326 | B-B1-M-W |
| 96220 | A-B-B1-U | 96273 | Not Active | 96327 | Not Active |
| 96221 | A-B-B1-U | 96274 | Not Active | 96328 | B-B1-M-W |
| 96222 | Not Active | 96275 | A-B-B1 | 96329 | Not Active |
| 96223 | Not Active | 96276 | A-B-B1 | 96330 | B-B1-M-W |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 96331 | Not Active | 96384 | B-B1-M-W | 96438 | Not Active |
| 96332 | Not Active | 96385 | Not Active | 96439 | Not Active |
| 96333 | Not Active | 96386 | B-B1-M-W | 96440 | Not Active |
| 96334 | Not Active | 96387 | B-B1-M-W | 96441 | Not Active |
| 96335 | Not Active | 96388 | B-B1-M-W | 96442 | Not Active |
| 96336 | B-B1-M-W | 96389 | Not Active | 96443 | Not Active |
| 96337 | B-B1-M-W | 96390 | Not Active | 96444 | Not Active |
| 96338 | B-B1-M-W | 96391 | Not Active | 96445 | Not Active |
| 96339 | B-B1-M-W | 96392 | Not Active | 96446 | Not Active |
| 96340 | Not Active | 96393 | Not Active | 96447 | Not Active |
| 96341 | Not Active | 96394 | Not Active | 96448 | Not Active |
| 96342 | Not Active | 96395 | Not Active | 96449 | Not Active |
| 96343 | B-B1-M-W | 96396 | Not Active | 96450 | Not Active |
| 96344 | Not Active | 96397 | Not Active | 96451 | Not Active |
| 96345 | Not Active | 96398 | Not Active | 96452 | Not Active |
| 96346 | Not Active | 96399 | Not Active | 96453 | Not Active |
| 96347 | B-B1-F-F1-F2-M-W | 96401 | A-B-B1-M-N-U | 96454 | Not Active |
| 96348 | B-B1-F-F1-F2-M-W | 96402 | A-B-B1-M-N-U | 96455 | Not Active |
| 96349 | B-B1-F-F1-F2-M-W | 96403 | A-B-B1-M-N-U | 96456 | Not Active |
| 96350 | B-B1-F-F1-F2-M-W | 96404 | Not Active | 96457 | Not Active |
| 96351 | B-B1-F-F1-F2-M-W | 96405 | Not Active | 96458 | Not Active |
| 96352 | Not Active | 96406 | Not Active | 96459 | Not Active |
| 96353 | Not Active | 96407 | Not Active | 96460 | Not Active |
| 96354 | Not Active | 96408 | Not Active | 96461 | Not Active |
| 96355 | Not Active | 96409 | Not Active | 96462 | Not Active |
| 96356 | Not Active | 96410 | Not Active | 96463 | Not Active |
| 96357 | Not Active | 96411 | Not Active | 96464 | Not Active |
| 96358 | Not Active | 96412 | Not Active | 96465 | Not Active |
| 96359 | Not Active | 96413 | Not Active | 96466 | Not Active |
| 96360 | Not Active | 96414 | Not Active | 96467 | Not Active |
| 96361 | Not Active | 96415 | Not Active | 96468 | Not Active |
| 96362 | B-B1-F-F1-F2-M-W | 96416 | Not Active | 96469 | Not Active |
| 96363 | Not Active | 96417 | Not Active | 96470 | Not Active |
| 96364 | B-B1-L-M-W | 96418 | Not Active | 96471 | Not Active |
| 96365 | B-B1-M-W | 96419 | Not Active | 96472 | Not Active |
| 96366 | Not Active | 96420 | Not Active | 96473 | Not Active |
| 96367 | B-B1-L-M-W | 96421 | Not Active | 96474 | Not Active |
| 96368 | B-B1-M-W | 96422 | Not Active | 96475 | Not Active |
| 96369 | Not Active | 96423 | Not Active | 96476 | Not Active |
| 96370 | B-B1-F-F1-F2-M-W | 96424 | Not Active | 96477 | Not Active |
| 96371 | Not Active | 96425 | Not Active | 96478 | Not Active |
| 96372 | B-B1-M-W | 96426 | Not Active | 96479 | Not Active |
| 96373 | B-B1-M-W | 96427 | Not Active | 96480 | Not Active |
| 96374 | B-B1-M-W | 96428 | Not Active | 96481 | Not Active |
| 96375 | B-B1-M-W | 96429 | Not Active | 96482 | Not Active |
| 96376 | B-B1-M-W | 96430 | Not Active | 96483 | Not Active |
| 96377 | B-B1-M-W | 96431 | Not Active | 96484 | Not Active |
| 96378 | B-B1-M-W | 96432 | Not Active | 96485 | Not Active |
| 96379 | B-B1-M-W | 96433 | Not Active | 96486 | Not Active |
| 96380 | Not Active | 96434 | Not Active | 96487 | Not Active |
| 96381 | Not Active | 96435 | Not Active | 96488 | Not Active |
| 96382 | Not Active | 96436 | Not Active | 96489 | Not Active |
| 96383 | Not Active | 96437 | Not Active | 96490 | B-B1 |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 96491 | Not Active | 96545 | A-B-B1-H-I-M-N-U | 96598 | B-B1 |
| 96492 | Not Active | 96546 | B-F-U3 | 96599 | B-B1 |
| 96493 | Not Active | 96547 | Not Active | 96601 | B |
| 96494 | Not Active | 96548 | A-B-B1-H-M-U | 96602 | B |
| 96495 | Not Active | 96549 | A-B-B1-H-M-U | 96603 | B |
| 96496 | Not Active | 96550 | Not Active | 96604 | B |
| 96497 | Not Active | 96551 | A-B-B1-H-M-U | 96605 | B-O |
| 96498 | Not Active | 96552 | A-B-B1-H-M-U | 96606 | B |
| 96499 | Not Active | 96553 | A-B-B1-H-M-N-U | 96607 | B |
| 96501 | Not Active | 96554 | A-B-B1-H-M-U | 96608 | B |
| 96502 | Not Active | 96555 | B-B1-F-M | 96609 | B |
| 96503 | Not Active | 96556 | Not Active | 96610 | B |
| 96504 | Not Active | 96557 | B-B1-F-M | 96611 | B |
| 96505 | Not Active | 96558 | B | 96612 | B |
| 96506 | Not Active | 96559 | Not Active | 96613 | B-B1-E2-F-H1-I-R1-U2-Z1 |
| 96507 | A-B-F | 96560 | Not Active | 96614 | Not Active |
| 96508 | B | 96561 | Not Active | 96615 | B |
| 96509 | Not Active | 96562 | Not Active | 96616 | Not Active |
| 96510 | Not Active | 96563 | Not Active | 96617 | B |
| 96511 | B-B1-I-N | 96564 | Not Active | 96618 | Not Active |
| 96512 | Not Active | 96565 | Not Active | 96619 | Not Active |
| 96513 | Not Active | 96566 | Not Active | 96620 | Not Active |
| 96514 | Not Active | 96567 | Not Active | 96621 | B |
| 96515 | B-B1-F | 96568 | Not Active | 96622 | B |
| 96516 | Not Active | 96569 | Not Active | 96623 | B |
| 96517 | B-B1-F-U3 | 96570 | Not Active | 96624 | B |
| 96518 | B-B1 | 96571 | Not Active | 96625 | Not Active |
| 96519 | Not Active | 96572 | Not Active | 96626 | Not Active |
| 96520 | B-F-U3 | 96573 | Not Active | 96627 | Not Active |
| 96521 | B-F-N | 96574 | Not Active | 96628 | B |
| 96522 | B-F-N-U | 96575 | Not Active | 96629 | B |
| 96523 | Not Active | 96576 | Not Active | 96630 | Not Active |
| 96524 | Not Active | 96577 | Not Active | 96631 | Not Active |
| 96525 | Not Active | 96578 | Not Active | 96632 | Not Active |
| 96526 | Not Active | 96579 | Not Active | 96633 | Not Active |
| 96527 | Not Active | 96580 | A-B-B1-H-I-M-N-U | 96634 | B |
| 96528 | Not Active | 96581 | Not Active | 96635 | B |
| 96529 | Not Active | 96582 | Not Active | 96636 | Not Active |
| 96530 | A-B-B1-H-M-N-U | 96583 | Not Active | 96637 | Not Active |
| 96531 | B-B1-H-M-U | 96584 | Not Active | 96638 | Not Active |
| 96532 | Not Active | 96585 | Not Active | 96639 | Not Active |
| 96533 | Not Active | 96586 | Not Active | 96640 | Not Active |
| 96534 | A-B-F | 96587 | Not Active | 96641 | Not Active |
| 96535 | A-B-B1-F | 96588 | Not Active | 96642 | Not Active |
| 96536 | B-B1 | 96589 | Not Active | 96643 | B |
| 96537 | B-B1 | 96590 | Not Active | 96644 | Not Active |
| 96538 | B-B1 | 96591 | Not Active | 96645 | Not Active |
| 96539 | Not Active | 96592 | Not Active | 96646 | Not Active |
| 96540 | B-B1 | 96593 | Not Active | 96647 | Not Active |
| 96541 | B-B1 | 96594 | A-B-B1-H-I-M-N-U | 96648 | Not Active |
| 96542 | B-B1 | 96595 | B-B1 | 96649 | Not Active |
| 96543 | B-B1-P | 96596 | A-B-B1-H-I-M-N-U | 96650 | Not Active |
| 96544 | Not Active | 96597 | A-B-B1-H-I-M-N-U | 96651 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---|---|---|---|---|---|
| 96652 | Not Active | 96668 | B | 96684 | B |
| 96653 | Not Active | 96669 | B | 96685 | Not Active |
| 96654 | Not Active | 96670 | B | 96686 | B |
| 96655 | Not Active | 96671 | B | 96687 | B |
| 96656 | Not Active | 96672 | B | 96688 | Not Active |
| 96657 | B | 96673 | B | 96689 | Not Active |
| 96658 | Not Active | 96674 | B | 96690 | Not Active |
| 96659 | Not Active | 96675 | B | 96691 | Not Active |
| 96660 | B | 96676 | B | 96692 | Not Active |
| 96661 | B | 96677 | B | 96693 | Not Active |
| 96662 | B | 96678 | B | 96694 | Not Active |
| 96663 | B | 96679 | B | 96695 | Not Active |
| 96664 | B | 96680 | Not Active | 96696 | Not Active |
| 96665 | B | 96681 | B | 96697 | Not Active |
| 96666 | B | 96682 | B | 96698 | B |
| 96667 | B | 96683 | B | 96699 | Not Active |

# RESTRICTIONS

**LEGEND**

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

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

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

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

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

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

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

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

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

**C.** Cigarettes and other tobacco products are prohibited.

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

**D.** Coffee is prohibited.

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

**E2.** Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.

**E3.** Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and hand-held transmitters are prohibited.

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

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

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

**G.** Only First-Class letters, Periodicals, and Standard Mail (A) are authorized.

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

**H1.** Pork or pork by-products are prohibited.

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

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

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

**I1.** This restriction does not apply to registered mail.

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

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

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

**L.** All official mail is prohibited.

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

**N.** Registered mail is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Z.** No outside pieces (OSPs).

**Z1.** The Anti-Pilferage Seal (Item No O818-A) is required on all pouches and sacks.

*— International Operations Support,*
*Network Operations Management, 2-24-00*

# Finance

*REVISION*

## Handbook F-15, Travel and Relocation, and Handbook F-12, Relocation Policy

Effective immediately, Handbook F-15, *Travel and Relocation,* and Handbook F-12, *Relocation Policy,* are revised to stipulate a change in the reimbursement rate for travel and relocation using privately owned vehicles from 31.0 cents per mile to 32.5 cents per mile.

The mileage rates for privately owned motorcycles and airplanes will remain at the current rates of 26.0 and 88.0 cents per mile, respectively.

This revision will be incorporated into the next printed edition of Handbook F-15 and the online version on the corporate intranet at *http://blue.usps.gov/cpim/ftp/hand/f15.pdf.*

### Handbook F-15, *Travel and Relocation*

* * * * *

**Appendix A**

**Rates**

**A-1 Standard Mileage Rates**

**A-1.1 Mileage Rates**

* * * * *

| Vehicle | Cents per mile (Including Alaska) |
|---|---|
| Privately owned automobile | 32.5 |

* * * * *

**A-1.2 Reimbursement for Postal Supervisors**

Postal supervisors (see 5-5.2.1.2) will be reimbursed at the rate of $6.00 per day or 32.5 cents per mile, whichever is greater, when a privately owned vehicle is used.

* * * * *

### Handbook F-12, *Relocation Policy*

* * * * *

**Appendix B**

**Reimbursement Rates**

**I. Mileage Rates**

**A. Standard Mileage Rates**

| Vehicle | Cents per mile (Including Alaska) |
|---|---|
| 1. Privately owned automobile | 32.5 |

* * * * *

**B. Relocation-related advance round trip and/or enroute to new duty station**

The allowable rate is 32.5 cents per mile.

* * * * *

*— National Accounting, Finance, 2-24-00*

# Fraud Alert

## Withholding of Mail Orders

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

| State/City | Names Covered |
|---|---|
| CA, Elmira 95625-0287 | Any And All Various Names Other Than Brian Knopp And Anivid Investment Club, P.O. Box 287 |
| MI, Bloomfield Hills 48304-1777 | Any And All Of Various Names Other Than The Surname Malys, Apartment 1 376 Concord Place |
| NJ, Cherry Hill 08034-0667 | The Surname Flynn, P.O. Box 4407 |
| NC, Henderson 27536-4813 | Any And All Of Various Names Other Than The Surname Hauter, 130 Dorsey Place |
| VA, Hillsville 24343-1135 | Any And All Of Various Names Other Than The Surnames Largen, Worrell, And Nester, 1302 N. Main Street |
| VA, Hillsville 24343-0993 | Any And All Of Various Names Other Than The Surname Largen, P.O. Box 993 |
| VA, Hillsville 24343-7762 | Any And All Of Various Names Other Than The Surnames Worrell And Nester, P.O. Box 1762 |
| NC, Toast 27049-0211 | Any And All Of Various Names Other Than The Surnames Largen And Worrell, P.O. Box 211 |
| NC, Toast 27049-0099 | Any And All Of Various Names Other Than The Surnames Largen And Worrell, P.O. Box 99 |
| VA, Blue Ridge 24064-1651 | Any And All Of Various Names Other Than The Surnames Maxie And Worrell, 613 Leonard Farm Road |

*— Recorder's Office, Judicial Officer, 2-24-00*

# *Fraud Alert*

## 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** | 385 568 2331 | to | 2399 | 399 792 7775 | to | 7799 | 411 922 2322 | to | 2399 |
| **011 588 2900** | **to** | **011 588 3099** | 385 599 7554 | to | 7575 | 399 792 8300 | to | 8399 | 412 193 0900 | to | 0999 |
| **013 289 6176** | **to** | **013 289 6199** | 385 774 2024 | to | 2099 | **400 427 1051** | **to** | **1999** | 412 395 8599 | to | 8699 |
| **014 932 1000** | **to** | **014 932 1099** | 386 624 1412 | to | 1599 | 401 045 1505 | to | 1549 | 412 485 6500 | to | 6599 |
| **014 972 0800** | **to** | **014 972 0899** | 386 883 8936 | to | 8999 | 401 045 1571 | to | 1599 | 412 485 6610 | to | 6699 |
| **210 221 0548** | **to** | **210 221 0599** | 387 314 5574 | to | 5599 | 401 294 2700 | to | 2799 | 412 885 5953 | to | 5999 |
| **273 070 8059** | **to** | **273 070 8099** | 387 837 6300 | to | 6399 | 401 310 9505 | to | 9599 | 414 193 3608 | to | 3674 |
| **273 775 7700** | **to** | **273 775 7899** | 388 828 0656 | to | 0699 | 401 382 5312 | to | 5399 | 414 193 3677 | to | 3699 |
| **302 000 0000** | **to** | **302 123 9999** | 389 696 2400 | to | 2799 | 402 578 7876 | to | 7899 | 414 411 7348 | to | 7399 |
| **349 746 2056** | **to** | **2099** | 389 846 3104 | to | 3135 | 403 125 6744 | to | 6799 | 414 640 0757 | to | 0799 |
| **350 518 7350** | **to** | **7374** | 389 846 3145 | to | 3195 | 403 260 7000 | to | 7499 | 414 965 1727 | to | 1799 |
| **360 011 1690** | **to** | **1699** | 389 887 9211 | to | 9230 | 403 280 6470 | to | 6499 | 417 302 8104 | to | 8199 |
| 360 168 6008 | to | 6099 | 389 887 9234 | to | 9299 | 403 685 8600 | to | 8699 | 417 387 6532 | to | 6599 |
| 360 173 8800 | to | 8899 | **390 001 3182** | **to** | **3199** | 404 003 0300 | to | 0399 | 417 496 6800 | to | 6999 |
| 360 324 2326 | to | 2399 | 390 001 3500 | to | 3699 | 404 041 8838 | to | 8899 | 417 871 9250 | to | 9299 |
| 362 861 3064 | to | 3099 | 390 545 5974 | to | 5999 | 404 071 4268 | to | 4299 | 417 930 9533 | to | 9599 |
| **373 006 2176** | **to** | **2199** | 391 104 6146 | to | 6199 | 404 347 5356 | to | 5399 | 418 164 6500 | to | 6799 |
| 374 768 2600 | to | 2699 | 391 574 1466 | to | 1499 | 404 347 5548 | to | 5599 | 418 423 9863 | to | 9899 |
| 375 169 4400 | to | 4599 | 391 783 3020 | to | 3599 | 404 726 4500 | to | 4599 | 418 633 5922 | to | 5999 |
| 375 829 3400 | to | 3499 | 391 792 6100 | to | 6199 | 404 961 5001 | to | 5199 | 418 719 8520 | to | 8599 |
| 375 851 9100 | to | 9199 | 392 668 2956 | to | 2999 | 405 325 0188 | to | 0198 | 418 744 2235 | to | 2299 |
| 376 196 0911 | to | 0999 | 392 854 8500 | to | 8899 | 406 009 4587 | to | 4599 | 418 962 2848 | to | 2899 |
| 378 085 3679 | to | 3699 | 393 584 7566 | to | 7699 | 406 260 6830 | to | 6899 | 419 543 0286 | to | 0299 |
| 378 351 1063 | to | 1099 | 393 650 0074 | to | 0099 | 406 459 6641 | to | 6999 | 419 730 0300 | to | 0399 |
| 379 843 5100 | to | 5199 | 393 838 8316 | to | 8499 | 406 733 3000 | to | 3999 | **420 277 0015** | **to** | **0049** |
| **380 093 9600** | **to** | **9699** | 393 893 6007 | to | 6099 | 407 545 1557 | to | 1599 | 420 599 0734 | to | 0798 |
| 380 165 1165 | to | 1199 | 394 126 6907 | to | 6999 | 407 594 0412 | to | 0599 | 420 661 4115 | to | 4199 |
| 381 325 4500 | to | 4599 | 394 189 0405 | to | 0599 | 407 692 9100 | to | 9299 | 420 758 9500 | to | 9699 |
| 381 604 2510 | to | 2699 | 394 822 3243 | to | 3278 | 407 959 2190 | to | 2199 | 420 969 3951 | to | 3971 |
| 381 645 9525 | to | 9599 | 394 990 1810 | to | 1899 | 408 265 2275 | to | 2288 | 420 969 3973 | to | 3999 |
| 383 314 3968 | to | 3999 | 395 343 3264 | to | 3299 | 408 499 7700 | to | 7799 | 421 116 3565 | to | 3599 |
| 383 892 1000 | to | 1344 | 395 373 3035 | to | 3099 | 408 499 7900 | to | 7999 | 421 130 9300 | to | 9399 |
| 383 892 1382 | to | 1399 | 395 396 9649 | to | 9799 | 408 682 8484 | to | 8599 | 421 313 4500 | to | 4999 |
| 384 925 3641 | to | 3654 | 395 970 3240 | to | 3299 | 408 698 7015 | to | 7099 | 421 364 5537 | to | 5599 |
| | | | 397 622 4054 | to | 4099 | 409 072 3941 | to | 3999 | 421 656 2609 | to | 2699 |
| | | | 397 819 8902 | to | 8999 | **410 491 2311** | **to** | **2399** | 421 988 9700 | to | 9799 |
| | | | 398 149 7200 | to | 7699 | 410 694 8400 | to | 8599 | 422 172 4667 | to | 4699 |
| | | | 399 070 0872 | to | 0899 | 410 775 1500 | to | 1599 | 422 484 4212 | to | 4299 |
| | | | 399 156 7119 | to | 7199 | 410 795 7927 | to | 7999 | 422 556 1270 | to | 1299 |
| | | | 399 203 5064 | to | 5099 | 410 867 0917 | to | 0966 | 422 587 7024 | to | 7099 |
| | | | 399 296 9910 | to | 9999 | 410 867 0970 | to | 0999 | 422 819 7533 | to | 7599 |
| | | | 399 396 8935 | to | 8999 | 411 868 1023 | to | 1199 | 422 842 5073 | to | 5087 |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 422 907 7563 | to | 7599 | 451 109 2967 | to | 2984 | 463 176 4115 | to | 4199 | 478 469 7838 | to | 7858 |
| 424 500 6050 | to | 6099 | 451 115 4110 | to | 4125 | 463 176 4229 | to | 4299 | 478 469 7883 | to | 7899 |
| 424 641 8500 | to | 8599 | 451 115 4127 | to | 4199 | 463 185 2600 | to | 2799 | 479 280 9800 | to | 9899 |
| 424 871 6600 | to | 6699 | 452 265 0074 | to | 0099 | 463 227 7711 | to | 7799 | 479 365 9116 | to | 9176 |
| 425 298 2352 | to | 2399 | 452 265 0246 | to | 0299 | 463 414 4869 | to | 4899 | 479 412 9900 | to | 9999 |
| 425 418 4269 | to | 4299 | 452 265 0335 | to | 0999 | 463 808 3484 | to | 3499 | 479 667 6190 | to | 6199 |
| 425 418 4405 | to | 4499 | 452 509 1169 | to | 1199 | 463 945 7400 | to | 7899 | 479 748 9680 | to | 9699 |
| 426 547 4566 | to | 4599 | 452 855 6471 | to | 6499 | 464 629 9000 | to | 9399 | 479 860 7000 | to | 7199 |
| 427 412 6337 | to | 6499 | 452 890 4679 | to | 4799 | 464 711 4332 | to | 4399 | **480 526 2000** | **to** | **2099** |
| 427 481 0900 | to | 0999 | 452 900 8215 | to | 8238 | 465 692 3963 | to | 3999 | 480 640 6330 | to | 6399 |
| 428 027 2742 | to | 2752 | 453 117 9146 | to | 9199 | 465 698 8300 | to | 8599 | 480 658 0568 | to | 0599 |
| 429 474 4172 | to | 4199 | 453 334 3631 | to | 3699 | 465 743 7745 | to | 7799 | 480 689 5100 | to | 5199 |
| 429 889 2900 | to | 2999 | 453 603 7841 | to | 7891 | 466 798 6056 | to | 6067 | 481 072 9463 | to | 9499 |
| **430 150 4401** | **to** | **4599** | 453 650 1140 | to | 1199 | 467 147 4300 | to | 4399 | 481 673 0074 | to | 0095 |
| 430 172 9800 | to | 9899 | 453 741 1300 | to | 1399 | 468 079 5782 | to | 5799 | 482 527 1500 | to | 1599 |
| 430 177 1900 | to | 2099 | 454 013 2919 | to | 2999 | 469 067 2817 | to | 2899 | 482 541 5255 | to | 5299 |
| 430 444 9500 | to | 9699 | 454 186 2411 | to | 2499 | 469 127 8000 | to | 8199 | 482 729 6800 | to | 6899 |
| 430 664 4070 | to | 4099 | 454 268 4883 | to | 4899 | 469 213 0359 | to | 0399 | 483 363 7207 | to | 7299 |
| 432 168 8419 | to | 8499 | 454 302 5400 | to | 5499 | 469 213 0500 | to | 0599 | 483 402 2356 | to | 2399 |
| 432 708 6800 | to | 6999 | 454 490 8300 | to | 8399 | 469 561 8011 | to | 8099 | 483 486 5100 | to | 5199 |
| 432 744 1544 | to | 1599 | 454 547 7434 | to | 7499 | 469 658 1961 | to | 1999 | 483 632 1521 | to | 1599 |
| 432 995 9775 | to | 9799 | 454 922 4867 | to | 4895 | 469 666 9900 | to | 9999 | 483 632 2600 | to | 2799 |
| 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 |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 493 394 5568 | to | 5599 | 609 825 4100 | to | 4115 | **630 389 3056** | **to** | **3071** | 644 923 6800 | to | 7799 |
| 493 470 2562 | to | 2599 | 609 884 2981 | to | 2999 | 630 463 0588 | to | 0599 | 644 932 4655 | to | 4699 |
| 493 473 7700 | to | 7799 | 609 893 1000 | to | 1099 | 631 459 9117 | to | 9199 | 645 318 7240 | to | 7499 |
| 493 716 2153 | to | 2199 | **610 092 3200** | **to** | **3299** | 631 762 9325 | to | 9399 | 645 333 1766 | to | 1799 |
| 494 206 2972 | to | 2999 | 610 582 4200 | to | 4299 | 632 217 4933 | to | 4999 | 645 790 8632 | to | 8699 |
| 494 217 3446 | to | 3999 | 611 879 6939 | to | 6999 | 632 500 0000 | to | 99 9999 | 645 821 0657 | to | 0699 |
| 494 224 0500 | to | 0599 | 612 291 8013 | to | 8099 | 633 110 4165 | to | 4199 | 645 930 7948 | to | 7999 |
| 495 145 0600 | to | 0699 | 612 751 5171 | to | 5199 | 633 110 4303 | to | 4499 | 645 975 0737 | to | 0762 |
| 496 209 7425 | to | 7499 | 612 751 5226 | to | 5299 | 633 438 6429 | to | 6599 | 646 242 6200 | to | 6299 |
| 496 213 8728 | to | 8799 | 612 751 6083 | to | 6099 | 633 588 7173 | to | 7182 | 646 270 7639 | to | 7799 |
| 496 474 5226 | to | 5248 | 612 751 6268 | to | 6299 | 634 725 0700 | to | 0799 | 646 798 4000 | to | 4999 |
| 497 053 8517 | to | 8699 | 612 751 6572 | to | 6599 | 634 803 3239 | to | 3299 | 647 048 7035 | to | 7099 |
| 497 854 8673 | to | 8699 | 612 774 2111 | to | 2199 | 634 807 2474 | to | 2499 | 647 049 2900 | to | 2999 |
| 498 449 8888 | to | 8899 | 612 774 2254 | to | 2299 | 634 827 5900 | to | 5999 | 647 398 8300 | to | 8399 |
| 498 929 8285 | to | 8499 | 612 774 2500 | to | 2599 | 634 886 3428 | to | 3499 | 647 398 8481 | to | 8499 |
| 498 936 5310 | to | 5399 | 614 469 0979 | to | 0999 | 635 559 3449 | to | 3499 | 647 437 3000 | to | 4999 |
| 499 016 5425 | to | 5499 | 614 474 3000 | to | 3099 | 636 289 6214 | to | 6299 | 647 811 2188 | to | 2199 |
| 499 440 8575 | to | 8899 | 614 521 3490 | to | 3499 | 636 634 8007 | to | 8042 | 648 009 6057 | to | 6099 |
| 499 731 6717 | to | 6799 | 614 645 1800 | to | 1899 | 637 150 1200 | to | 1299 | 648 163 5300 | to | 5499 |
| **500 064 1858** | **to** | **1869** | 614 832 1100 | to | 2099 | 637 562 5828 | to | 5899 | 648 722 5283 | to | 5299 |
| 500 070 5725 | to | 7799 | 615 017 7505 | to | 7599 | 638 042 1647 | to | 1699 | 648 892 3164 | to | 3199 |
| **600 645 3223** | **to** | **3299** | 617 711 6609 | to | 6699 | 638 049 4984 | to | 4999 | 649 100 3989 | to | 3999 |
| 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 |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 659 846 7837 | to | 7899 | **680 112 9565** | **to** | **9599** | 693 249 0877 | to | 1699 | **806 087 1100** | **to** | **1499** |
| **660 510 4100** | **to** | **4199** | 680 244 0903 | to | 0999 | 693 445 0566 | to | 0999 | 806 268 9275 | to | 9299 |
| 660 673 0400 | to | 0599 | 680 412 6046 | to | 6099 | 693 448 8500 | to | 8999 | 806 534 3400 | to | 3477 |
| 661 488 5000 | to | 5099 | 680 761 6800 | to | 6899 | 693 645 9583 | to | 9599 | 807 342 3283 | to | 3399 |
| 661 609 9100 | to | 9199 | 681 677 0540 | to | 0699 | 693 965 4200 | to | 4299 | 808 086 7100 | to | 7199 |
| 661 716 9420 | to | 9499 | 682 070 1029 | to | 1099 | 695 741 2906 | to | 2999 | 808 090 3440 | to | 3499 |
| 661 906 6522 | to | 6599 | 682 956 6280 | to | 6299 | 695 947 8518 | to | 8599 | 808 325 5161 | to | 5699 |
| 662 021 8332 | to | 8399 | 682 956 6490 | to | 6599 | 696 662 8247 | to | 8299 | 808 784 8000 | to | 8299 |
| 662 068 0700 | to | 0899 | 682 956 6700 | to | 6799 | 697 447 8285 | to | 8296 | **830 602 5800** | **to** | **5999** |
| 662 553 0774 | to | 0799 | 682 965 1178 | to | 1199 | 698 042 4816 | to | 4899 | 830 610 3700 | to | 3799 |
| 663 078 7034 | to | 7099 | 682 965 1201 | to | 1299 | 698 227 0000 | to | 0099 | 830 983 3500 | to | 3599 |
| 663 763 5300 | to | 5399 | 683 118 2389 | to | 2399 | **700 065 2570** | **to** | **2599** | 830 983 3635 | to | 3699 |
| 663 883 7039 | to | 7499 | 683 378 2000 | to | 2099 | 700 065 4800 | to | 4899 | 831 354 1387 | to | 1399 |
| 664 253 8000 | to | 8499 | 683 378 2117 | to | 2299 | 700 190 3350 | to | 3359 | 831 815 8240 | to | 8299 |
| 664 656 3055 | to | 3099 | 683 415 1200 | to | 1499 | 700 228 6048 | to | 6099 | 832 525 3810 | to | 3899 |
| 665 174 6400 | to | 6499 | 683 444 8159 | to | 8199 | 700 650 0452 | to | 0499 | 833 159 1884 | to | 1899 |
| 665 274 8208 | to | 8299 | 685 154 7780 | to | 7789 | 700 666 1323 | to | 1349 | 833 566 3015 | to | 3071 |
| 665 669 5400 | to | 5499 | 685 623 5264 | to | 5299 | 700 786 9106 | to | 9142 | 834 316 5444 | to | 5499 |
| 666 132 8226 | to | 8299 | 685 650 9487 | to | 9499 | 700 859 0744 | to | 0758 | 835 269 5700 | to | 5799 |
| 666 696 2209 | to | 2299 | 685 669 4200 | to | 4299 | 701 028 6780 | to | 6899 | 835 539 5200 | to | 5999 |
| 666 696 2309 | to | 2399 | 685 757 8452 | to | 8499 | 701 213 3900 | to | 3999 | 835 813 3015 | to | 3099 |
| 667 032 9300 | to | 9399 | 686 071 2694 | to | 2799 | 701 267 2000 | to | 3999 | 839 718 8257 | to | 8299 |
| 667 729 5529 | to | 5599 | 686 176 3333 | to | 3354 | 701 335 7312 | to | 7399 | **840 323 0600** | **to** | **0699** |
| 668 383 8400 | to | 8699 | 686 372 3200 | to | 3299 | 701 369 2005 | to | 2050 | 840 875 6235 | to | 6299 |
| **670 368 3400** | **to** | **3499** | 686 644 5879 | to | 5899 | 701 503 2247 | to | 2299 | 840 910 0900 | to | 0999 |
| 670 369 7336 | to | 7399 | 686 931 7636 | to | 7699 | 701 541 2271 | to | 2299 | 841 349 5000 | to | 5099 |
| 670 750 7169 | to | 7199 | 687 601 0973 | to | 0999 | 701 553 6557 | to | 6599 | 842 860 0300 | to | 0399 |
| 671 046 6200 | to | 6399 | 687 614 6774 | to | 6799 | 701 601 3457 | to | 3499 | 842 898 5582 | to | 5599 |
| 671 251 5448 | to | 5499 | 688 120 9000 | to | 9999 | 701 605 5913 | to | 5999 | 843 062 7100 | to | 7199 |
| 671 926 5600 | to | 5799 | 688 314 3107 | to | 3191 | 701 695 3982 | to | 3999 | 843 077 6288 | to | 6299 |
| 672 444 2000 | to | 2999 | **690 291 1361** | **to** | **1371** | 701 695 4148 | to | 4199 | 843 077 6378 | to | 6399 |
| 672 828 3410 | to | 3499 | 690 788 2877 | to | 2899 | 701 695 4227 | to | 4299 | 843 758 5769 | to | 5778 |
| 673 167 5776 | to | 5799 | 690 893 5344 | to | 5399 | 701 708 1741 | to | 1799 | 847 374 7055 | to | 7065 |
| 675 464 3700 | to | 3799 | 690 893 5512 | to | 5599 | 701 736 3966 | to | 3999 | 847 636 5304 | to | 5399 |
| 675 464 4000 | to | 4199 | 690 904 1300 | to | 1599 | 701 838 2800 | to | 2899 | 847 723 7500 | to | 7599 |
| 676 365 5958 | to | 5999 | 690 941 6000 | to | 6199 | 701 941 0600 | to | 0699 | **869 800 0000** | **to** | **999 9999** |
| 676 669 1024 | to | 1099 | 691 313 6383 | to | 6399 | 702 171 1603 | to | 1699 | **870 054 4814** | **to** | **4899** |
| 677 126 6734 | to | 6799 | 691 313 6600 | to | 6699 | 702 195 5109 | to | 5199 | 870 491 4812 | to | 4849 |
| 677 333 9979 | to | 9999 | 691 582 8003 | to | 8099 | 702 254 9300 | to | 9399 | 870 536 5820 | to | 5829 |
| 677 466 1088 | to | 1099 | 691 664 1800 | to | 1999 | 702 264 7569 | to | 7599 | 870 541 7167 | to | 7239 |
| 678 071 4500 | to | 4799 | 691 664 2400 | to | 2499 | 702 713 1800 | to | 1809 | 870 575 8155 | to | 8999 |
| 678 096 7531 | to | 7599 | 692 727 9362 | to | 9399 | 702 878 0114 | to | 0199 | 870 589 0485 | to | 0494 |
| 679 909 2578 | to | 2599 | 693 249 0779 | to | 0799 | **740 002 7710** | **to** | **7719** | 870 691 7060 | to | 7099 |

*— Postal Inspection Service, 2-24-00*

# 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 | 731 837 821 | to | 7 910 | 738 361 971 | to | 1 980 | 744 626 901 | to | 6 910 |
| 725 475 321 | to | 5 330 | 731 841 377 | to | 1 450 | 738 648 355 | to | 8 450 | 745 388 794 | to | 8 910 |
| 725 711 057 | to | 1 070 | 732 018 481 | to | 8 600 | 738 849 811 | to | 9 900 | 746 446 806 | to | 6 820 |
| 725 738 581 | to | 8 730 | 732 067 972 | to | 8 370 | 738 892 270 | to | 2 290 | 746 818 351 | to | 8 410 |
| 725 981 311 | to | 1 430 | 732 188 649 | to | 8 670 | 738 997 259 | to | 7 380 | 747 245 266 | to | 5 280 |
| 725 987 835 | to | 7 880 | 732 193 460 | to | 3 470 | 739 161 451 | to | 1 540 | 747 364 813 | to | 4 830 |
| 726 060 811 | to | 0 900 | 732 201 241 | to | 1 390 | 739 219 381 | to | 9 440 | 747 501 434 | to | 1 450 |
| 726 391 970 | to | 2 520 | 732 220 431 | to | 0 440 | 739 530 511 | to | 0 540 | 747 739 891 | to | 0 070 |
| 726 484 771 | to | 4 800 | 732 355 201 | to | 5 380 | 739 740 151 | to | 0 180 | 748 148 649 | to | 8 760 |
| 726 493 351 | to | 5 300 | 732 472 320 | to | 2 560 | 739 793 491 | to | 3 520 | 748 259 960 | to | 9 970 |
| 726 504 031 | to | 4 063 | 732 541 605 | to | 1 620 | 739 793 527 | to | 3 550 | 748 565 162 | to | 5 280 |
| 726 504 070 | to | 4 090 | 732 572 221 | to | 2 490 | 739 942 621 | to | 2 650 | 748 874 988 | to | 5 030 |
| 726 504 331 | to | 4 390 | 732 586 479 | to | 6 710 | 739 999 231 | to | 9 320 | 749 137 381 | to | 7 410 |
| 726 563 701 | to | 4 060 | 732 994 037 | to | 4 080 | **740 011 517** | **to** | **1 530** | 749 190 192 | to | 0 210 |
| 726 599 371 | to | 9 460 | 733 163 449 | to | 3 460 | 740 030 701 | to | 0 970 | 749 685 421 | to | 5 450 |
| 726 626 356 | to | 6 370 | 733 297 171 | to | 7 290 | 740 261 740 | to | 1 820 | 749 846 791 | to | 6 850 |
| 727 182 271 | to | 2 510 | 733 446 631 | to | 7 110 | 740 265 811 | to | 6 290 | 749 993 131 | to | 3 580 |
| 727 416 181 | to | 6 240 | 733 474 665 | to | 4 770 | 740 299 111 | to | 9 170 | **750 071 587** | **to** | **1 610** |
| 727 481 431 | to | 1 460 | 733 704 482 | to | 4 570 | 740 299 231 | to | 9 260 | 750 408 167 | to | 8 183 |
| 727 749 241 | to | 9 780 | 733 751 041 | to | 1 130 | 740 329 266 | to | 9 320 | 750 438 421 | to | 8 501 |
| 728 382 331 | to | 2 480 | 733 971 138 | to | 1 210 | 740 889 081 | to | 9 090 | 750 743 911 | to | 4 030 |
| 728 458 201 | to | 8 260 | 734 009 101 | to | 9 130 | 741 010 421 | to | 0 530 | 750 779 118 | to | 9 400 |
| 728 702 338 | to | 2 400 | 734 290 759 | to | 0 770 | 741 113 041 | to | 3 370 | 750 910 981 | to | 1 010 |
| 728 915 371 | to | 5 850 | 734 389 273 | to | 9 290 | 741 373 891 | to | 4 340 | 750 960 841 | to | 0 900 |
| 728 953 141 | to | 3 410 | 734 440 031 | to | 0 111 | 741 452 369 | to | 2 490 | 751 296 211 | to | 6 240 |
| 728 954 280 | to | 4 310 | 734 797 201 | to | 7 320 | 741 492 991 | to | 3 140 | 751 539 121 | to | 9 180 |
| 729 169 081 | to | 9 140 | 734 939 611 | to | 9 640 | 741 553 460 | to | 3 470 | 751 541 311 | to | 1 790 |
| 729 363 841 | to | 3 870 | 734 950 111 | to | 0 170 | 741 764 431 | to | 4 520 | 751 757 641 | to | 7 700 |
| 729 682 891 | to | 3 190 | 735 120 331 | to | 0 840 | 742 178 834 | to | 8 880 | 751 936 951 | to | 7 010 |
| 729 838 940 | to | 9 070 | 735 123 061 | to | 3 690 | 742 325 500 | to | 5 520 | 751 951 861 | to | 1 890 |
| 729 839 101 | to | 9 130 | 735 283 008 | to | 3 020 | 742 325 668 | to | 5 700 | 751 999 021 | to | 9 110 |
| **730 077 683** | **to** | **7 840** | 735 293 131 | to | 3 220 | 742 408 771 | to | 8 830 | 752 139 516 | to | 9 570 |
| 730 109 847 | to | 9 880 | 735 783 961 | to | 3,990 | 742 512 120 | to | 2 150 | 752 182 892 | to | 2 950 |
| 730 373 761 | to | 3 850 | 735 803 401 | to | 3 430 | 742 684 849 | to | 4 890 | 752 206 861 | to | 7 100 |
| 730 501 951 | to | 2 130 | 736 005 420 | to | 5 440 | 742 839 553 | to | 9 630 | 752 731 351 | to | 1 410 |
| 730 519 379 | to | 9 470 | 736 366 021 | to | 6 110 | 742 913 668 | to | 3 700 | 752 767 441 | to | 7 470 |
| 730 569 278 | to | 9 360 | 736 624 456 | to | 4 500 | 742 917 287 | to | 7 296 | 753 008 941 | to | 9 030 |
| 730 711 711 | to | 1 740 | 736 670 851 | to | 1 060 | 742 921 891 | to | 1 980 | 753 194 311 | to | 4 370 |
| 730 722 991 | to | 3 230 | 736 767 061 | to | 7 090 | 742 983 631 | to | 3 810 | 753 620 378 | to | 0 400 |
| 730 845 970 | to | 5 990 | 736 767 093 | to | 7 120 | 743 020 021 | to | 0 170 | 754 358 445 | to | 8 610 |
| 730 888 291 | to | 8 320 | 736 982 191 | to | 2 370 | 743 206 491 | to | 6 500 | 754 410 451 | to | 0 660 |
| 730 927 591 | to | 7 680 | 736 982 551 | to | 2 730 | 743 235 992 | to | 6 050 | 754 438 393 | to | 8 410 |
| 731 307 914 | to | 7 930 | 737 110 141 | to | 0 170 | 743 245 094 | to | 5 170 | 754 493 109 | to | 3 130 |
| 731 402 431 | to | 2 460 | 737 185 501 | to | 5 710 | 743 940 631 | to | 0 900 | 754 664 182 | to | 4 220 |
| 731 407 232 | to | 7 320 | 737 317 321 | to | 7 350 | 743 978 011 | to | 8 070 | 755 592 901 | to | 3 140 |
| 731 588 301 | to | 8 340 | 737 517 781 | to | 7 840 | 744 234 751 | to | 4 780 | 756 301 257 | to | 1 290 |
| 731 767 273 | to | 7 320 | 737 628 181 | to | 8 210 | 744 260 641 | to | 0 670 | 756 371 565 | to | 1 580 |
| 731 781 061 | to | 1 120 | 737 634 258 | to | 4 270 | 744 499 591 | to | 9 680 | | | |

*— Postal Inspection Service, 2-24-00*

## 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

*— Postal Inspection Service, 2-24-00*

## 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.

*— Postal Inspection Service, 2-24-00*

## Invalid Express Mail Corporate Account Numbers

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

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

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **005756** | 008963 | 015049 | 018124 | 020533 | 022484 | 023620 | 027977 | 030132 | 034584 | 057002 | 065728 | 070199 |
| 005841 | 009337 | 015094 | 018167 | 020563 | 022488 | 023622 | 027982 | 030139 | 037018 | 057007 | 065946 | 070527 |
| 005946 | 009478 | 015410 | 018173 | 020569 | 022549 | 025215 | 028035 | 030166 | 037115 | 058002 | 066096 | 070533 |
| 006060 | 009564 | 015418 | 018366 | 020578 | 022625 | 025301 | 028047 | 030227 | 038071 | 060104 | 066387 | 070735 |
| 006276 | 010078 | 015451 | 018547 | 020596 | 022689 | 025374 | 028581 | 030302 | 038139 | 060212 | 067018 | 070942 |
| 006641 | 010303 | 015493 | 018592 | 021002 | 022785 | 025387 | 028737 | 030312 | 038250 | 060295 | 067217 | 070956 |
| 006972 | 010456 | 015533 | 018601 | 021040 | 022869 | 026112 | 028739 | 030356 | 038411 | 060301 | 068025 | 070970 |
| 006984 | 010644 | 015580 | 018603 | 021081 | 022904 | 026232 | 028874 | 030410 | 038470 | 060475 | 068139 | 071039 |
| 007121 | 010664 | 015584 | 018727 | 021123 | 022930 | 026283 | 028967 | 031010 | 038571 | 060537 | 068238 | 071667 |
| 007176 | 011249 | 015591 | 018780 | 021273 | 022976 | 026363 | 028980 | 031023 | 038592 | 061058 | 068239 | 071956 |
| 007266 | 012081 | 015608 | 018831 | 021415 | 022988 | 026374 | 029033 | 031036 | 041128 | 061059 | 068321 | 075138 |
| 007275 | 012213 | 015637 | 019307 | 021592 | 022989 | 026440 | 029303 | 031041 | 042031 | 061153 | 068369 | 075358 |
| 007277 | 012296 | 015642 | 019471 | 021708 | 023008 | 026456 | 029567 | 031059 | 044301 | 061224 | 068381 | 075378 |
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| 008704 | 014902 | 018095 | 020488 | 022422 | 023541 | 027932 | 030090 | 032108 | 055227 | 065276 | 070063 | 076978 |
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*— Express and Priority Mail, Marketing, 2-24-00*

# International Mail

*IMM AND PUBLICATION 51 REVISION*

## International Mail — Partial Resumption of Mail Service to Afghanistan

Effective February 14, 2000, partial mail service was resumed to Afghanistan. Mail service to that country is currently limited to the following:

- Letters; letter packages; postcards; postal cards; and aerogrammes (LC).
- Airmail printed matter (i.e., regular printed matter, books and sheet music, and publishers' periodicals); matter for the blind that is sent by air; airmail small packets; and airmail M-bags (Air AO).
- Airmail Parcel Post (Air CP).
- International Priority Airmail (IPA).

All other categories of international mail service continue to be suspended to Afghanistan. This includes surface regular printed matter; surface books and sheet music; surface publishers' periodicals; surface M-bags; surface small packets; surface Parcel Post; and all special services that would otherwise apply to that country.

Mailpieces that were returned to the sender during the service suspension to Afghanistan may be reentered without the payment of additional postage, provided that a refund was not issued in the interim. Under those circumstances, the "return to sender" endorsement *must be marked through* to ensure proper handling of the reentered mailpiece.

The resumption of mail service to Afghanistan will be reflected in both the printed version of *International Mail Manual* Issue 23 and the next printed version of Publication 51, *International Postal Rates and Fees.* It will also be incorporated into the online versions of these publications, which can be accessed via Postal Explorer at *http://pe.usps.gov.*

Information pertaining to international mail service disruptions can be obtained via the Rapid Information Bulletin Board System (RIBBS) page on the corporate intranet, *http://ribbs.usps.gov.*

*— Finance and Classification,*
*International Business Unit, 2-24-00*

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*IMM AND PUBLICATION 51 REVISION*

## International Mail — Partial Resumption of Mail Service to Guinea-Bissau and Liberia

Effective February 14, 2000, partial mail service was resumed to Guinea-Bissau and Liberia. Mail service to those two West African countries is currently limited to the following:

- Letters; letter packages; postcards; postal cards; and aerogrammes (LC).
- Airmail printed matter (i.e., regular printed matter, books and sheet music, and publishers' periodicals); matter for the blind that is sent by air; airmail small packets; and airmail M-bags (Air AO).
- Airmail Parcel Post (Air CP).
- Express Mail International Service (EMS).
- International Priority Airmail (IPA).
- Applicable special services.

All categories of surface international mail continue to be suspended to Guinea-Bissau and Liberia. This includes surface regular printed matter; surface books and sheet music; surface publishers' periodicals; surface M-bags; surface small packets; and surface Parcel Post.

Mailpieces that were returned to the sender during the service suspension to either of those countries may be reentered without the payment of additional postage, provided that a refund was not issued in the interim. Under those circumstances, the "return to sender" endorsement *must be marked through* to ensure proper handling of the reentered mailpiece.

The resumption of mail service to Guinea-Bissau and Liberia will be reflected in both the printed version of *International Mail Manual* Issue 23 and the next printed version of Publication 51, *International Postal Rates and Fees.* It will also be incorporated into the online versions of these publications, which can be accessed via Postal Explorer at *http://pe.usps.gov.*

Information pertaining to international mail service disruptions can be obtained via the Rapid Information Bulletin Board System (RIBBS) page on the corporate intranet, *http://ribbs.usps.gov.*

*— Finance and Classification,*
*International Business Unit, 2-24-00*

# Philately

*STAMP ANNOUNCEMENT 00-05*

## Ryman Auditorium Stamped Card




**Copyright USPS 1999**

The Postal Service will issue a 20-cent *Ryman Auditorium* stamped card (Item Number 226900), in Nashville, TN, on March 18, 2000. The stamped card, designed by Richard Sheaff of Scottsdale, AZ, and based on a 1994 oil painting by artist Mike Summers of Nashville, TN, goes on sale nationwide March 20, 2000.

Ryman Auditorium, originally called the Union Gospel Tabernacle, is best known as a former home of the Grand Ole Opry (1940–1974). Construction of the tabernacle began in 1889 by Captain Thomas Ryman and, upon his death in 1904, was renamed Ryman Auditorium. The building first served as a place for religious meetings, conventions, lectures, operas, theatrical performances, concerts, and other events. It was placed on the National Register of Historic Places in May 1971 and, after renovation in 1994, was reopened as a theater.

### 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 stamped cards at their local post office, address the cards (to themselves or others), and place them in an envelope addressed to:

RYMAN AUDITORIUM STAMPED CARD
POSTMASTER
525 ROYAL PKY
NASHVILLE TN 37230-9991

After applying the first day of issue postmark, the Postal Service will return the cards through the mail. There is no charge for the postmark. All orders must be postmarked by April 17, 2000.

| | |
|---|---|
| Issue: | *Ryman Auditorium* |
| Item Number: | 226900 |
| Denomination & Type of Issue: | 20-cent Stamped Card |
| Format: | Stamped Card |
| Series: | Historic Preservation |
| Issue Date & City: | March 18, 2000, Nashville, TN 37230 |
| Art Source: | Gaylord Entertainment Co., Nashville, TN |
| Artist: | Mike Summers, Nashville, TN |
| Photographer: | N/A |
| Designer: | Richard Sheaff, Scottsdale, AZ |
| Engraver: | N/A |
| Art Director: | Richard Sheaff, Scottsdale, AZ |
| Typographer: | Richard Sheaff, Scottsdale, AZ |
| Modeler: | N/A |
| Manufacturing Process: | Offset |
| Printer: | Government Printing Office (GPO) |
| Printed at: | GPO, Washington, DC |
| Press Type: | Offset |
| Stamps per Coil/Pane: | N/A |
| Print Quantity: | 6 million stamped cards |
| Paper Type: | 22-lb. bright white |
| Gum Type: | N/A |
| Processed at: | GPO, Washington, DC |
| Colors: | Magenta, Yellow, Cyan, Black |
| Card Orientation: | Horizontal |
| Image Area (w x h): | 1.75 x 1.25 in./44.42 x 31.78 mm |
| Overall Size (w x h): | 5.5 x 3.5 in./139.59 x 88.83 mm |
| Full Pane Size (w x h): | N/A |
| Plate Size: | N/A |
| Plate Numbers: | N/A |
| Marginal Markings: | "© USPS 1999" • Recycled logo followed by "recycled" |
| Catalog Item Number(s): | 226940 Stamped Card — $0.21<br>226961 First Day Cancellation — $0.31 |
| Sale Date: | March 18, 2000 |
| Nationwide Sale Date: | March 20, 2000 |

Stamp Fulfillment Services (SFS) 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 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
DEPT 6270
US POSTAL SERVICE
PO BOX 219014
KANSAS CITY MO 64121-9014

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

### Philatelic Products

There are no products associated with this stamped card.

### Distribution

The 20-cent *Ryman Auditorium* stamped card (Item Number 226900) is to be sold *only at regular post office windows within the state of Tennessee; through Stamp Fulfillment Services (SFS) in Kansas City, MO; and at postal retail stores and authorized philatelic centers nationwide*. Distribution of the stamped card will correspond with this sales policy.

### Initial Supply to Post Offices

To obtain an initial supply of the *Ryman Auditorium* stamped card all Tennessee post offices must immediately submit a separate PS Form 17, *Stamp Requisition,* to their designated SDO. SDOs must not distribute these stamped cards to post offices before March 13, 2000.

### Philatelic Requirement

Although sale of the *Ryman Auditorium* stamped card is restricted to post offices within the state of Tennessee, authorized philatelic centers nationwide will be supplied this stamped card for philatelic sale.

| SDOs That Serve This Many Philatelic Windows | Will Receive This Quantity of the 20-Cent *Ryman Auditorium* Stamped Card, Item Number 226900 |
|---|---|
| 1 | 5,000 |
| 2 | 10,000 |
| 3 | 15,000 |
| 4 | 20,000 |
| 5 | 25,000 |
| 6 | 30,000 |
| 7 | 35,000 |
| 8 | 40,000 |
| 9 | 45,000 |
| 12 | 60,000 |
| 14 | 70,000 |
| 16 | 80,000 |
| 19 | 95,000 |
| 20 | 100,000 |

### Additional Supply

The Government Printing Office (GPO) will disburse all of these stamped cards; therefore, they will not have any cards available for reordering. Tennessee post offices requiring additional stamped cards must requisition them from their designated SDOs using PS Form 17.

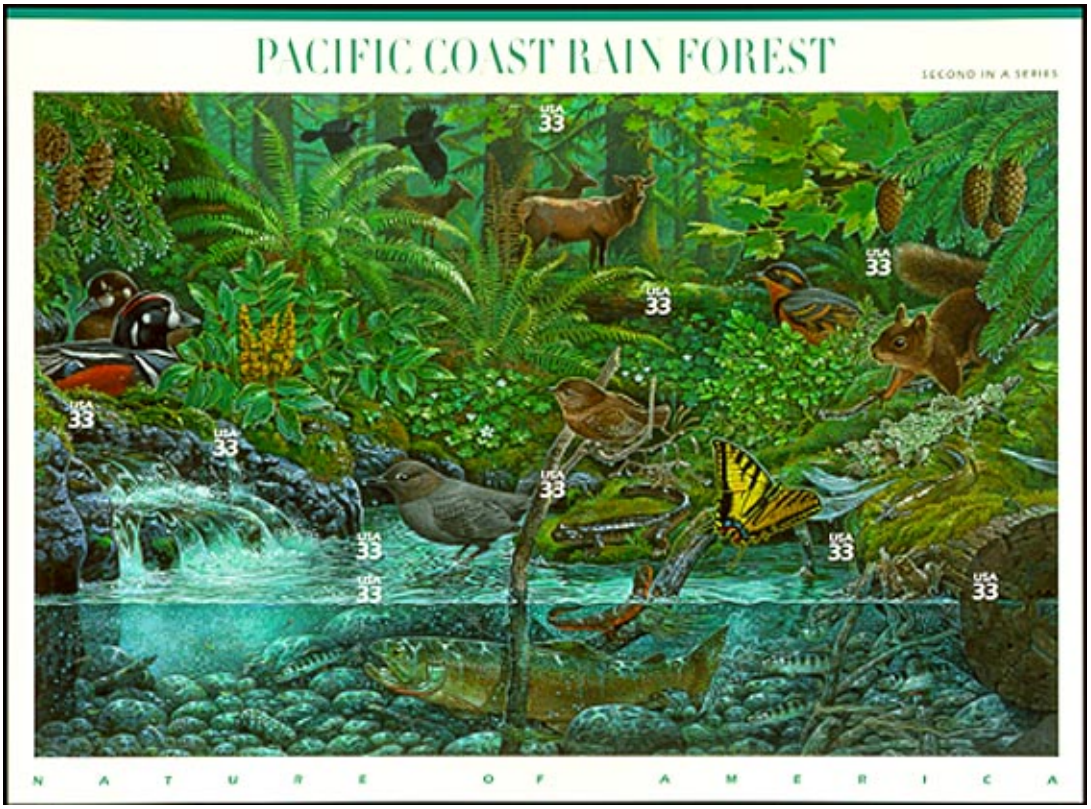
### Sales Policy

Only post offices in the state of Tennessee and authorized philatelic centers nationwide must acquire and maintain a supply of this new stamped card. It will remain on sale at Tennessee post offices and philatelic centers until it is officially withdrawn from sale.

*— Stamp Services, 2-24-00*

*STAMP ANNOUNCEMENT 00-06*

## Pacific Coast Rain Forest Commemorative Stamp Pane




**Copyright USPS 1999**

The Postal Service will issue a $3.30 *Pacific Coast Rain Forest* self-adhesive pane of 10 stamps (Item Number 446800), in Seattle, WA, on March 29, 2000. The stamp pane, designed by Ethel Kessler of Bethesda, MD, and illustrated by John Dawson of Hilo, HI, goes on sale nationwide March 30, 2000.

The *Pacific Coast Rain Forest* stamp pane is the second in an educational series designed to promote appreciation of North America's major plant and animal communities. The rain forest of the Pacific Northwest is one of the largest remaining temperate rain forests in the world and is considered by some to be the most spectacular; it is an old-growth forest with giant trees hundreds of years old with a very lush understory. The stamp art, painted by John Dawson, includes 26 animal and plant species common to this rain forest and highlights the diversity of life there.

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

PACIFIC COAST RAIN FOREST COMMEMORATIVE STAMP
POSTMASTER
PO BOX 9000
SEATTLE WA 98109-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 28, 2000.

Stamp Fulfillment Services (SFS) 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 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
DEPT 6270
US POSTAL SERVICE
PO BOX 219014
KANSAS CITY MO 64121-9014

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

| | |
|---|---|
| Issue: | *Pacific Coast Rain Forest* |
| Item Number: | 446800 |
| Denomination & Type of Issue: | $3.30 Souvenir Sheet |
| Format: | Self-adhesive Pane of 10 (10 designs) |
| Series: | The Nature of America |
| Issue Date & City: | March 29, 2000, Seattle, WA |
| Illustrator: | John Dawson, Hilo, HI |
| Photographer: | N/A |
| Designer: | Ethel Kessler, Bethesda, MD |
| Engraver: | N/A |
| Art Director: | Ethel Kessler, Bethesda, MD |
| Typographer: | Ethel Kessler, Bethesda, MD |
| Modeler: | Banknote Corporation of America, Inc. (BCA) |
| Manufacturing Process: | Offset/Microprint (USPS) |
| Printer: | Banknote Corporation of America, Inc. (BCA) |
| Printed at: | BCA, Browns Summit, NC |
| Press Type: | Goebel, 670 |
| Stamps per Coil/Pane: | 10 |
| Print Quantity: | 100 million stamps |
| Paper Type: | Phosphor Tagged, Nonphosphored Type III, Block |
| Gum Type: | Self-adhesive |
| Processed at: | BCA, Browns Summit, NC |
| Colors: | Magenta, Cyan, Yellow, Black, Special green |
| Stamp Orientation: | Vertical and Horizontal |
| Orientation 1: | Vertical |
| Image Area (w x h): | 1.23 x 1.56 in./31.24 x 39.62 mm |
| Overall Size (w x h): | 1.23 x 1.56 in./31.24 x 39.62 mm |
| Full Pane Size (w x h): | 9.13 x 6.75 in./31.90 x 171.45 mm |
| Orientation 2: | Horizontal |
| Image Area (w x h): | 1.56 x 1.23 in./9.62 x 31.24 mm |
| Overall Size (w x h): | 1.56 x 1.23 in./39.62 x 31.24 mm |
| Full Pane Size (w x h): | 9.13 x 6.75 in./231.90 x 171.45 mm |
| Plate Size: | 60 stamps per revolution |
| Catalog Item Number(s): | 446840 Self-Adhesive Pane of 10 — $3.30 |
| | 446862 First Day Cancellation Full Pane — $5.30 |
| | 446884 Press Sheet — $19.80 |
| | 446867 Poster — $9.00 |
| Sale Date: | March 29, 2000 |
| Nationwide Sale Date: | March 30, 2000 |

## Philatelic Products

The Postal Service will issue the *Pacific Coast Rain Forest* stamp pane, in Seattle, WA, on March 29, 2000. In addition, a 21″ x 28″ poster featuring this 10-stamps-per-pane self-adhesive issue depicting animal and plant species indigenous to the spectacular rain forest of the Pacific Northwest will be available at post offices and postal retail stores nationwide.

Poster: Item Number 988500, $9.00.

Poster: Item Number 988501, $9.00 (Postal retail stores).

Poster: Item Number 446867, $9.00 (*USA Philatelic* catalog).

The *Pacific Coast Rain Forest* poster may also be ordered by telephone at 1 800 STAMP-24, by fax at 816-545-1212, and by mail from:

STAMP FULFILLMENT SERVICES
US POSTAL SERVICE
PO BOX 7247
PHILADELPHIA PA 19101-9014

## Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive an approximate full distribution for a 10-stamps-per-pane issue, rounded to the nearest master carton size (2,000 panes/20,000 stamps).

## Initial Supply

SDOs and SDNs will make subsequent automatic distributions to post offices of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice,* and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before March 22, 2000.

## Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDO or SDN using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD), using PS Form 17.

All APDs except for the Denver, CO, APD will receive 206,000 additional souvenir sheets for filling supplemental orders. The Denver, CO, APD will receive 104,000 souvenir sheets.

## Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will not receive an automatic distribution of this souvenir sheet for subsequent distribution to each philatelic window. Philatelic centers must be supplied out of the initial automatic distribution received by SDOs and SDNs.

## Sales Policy

All post offices must acquire and maintain a supply of each new commemorative souvenir sheet until it is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

*— Stamp Services, 2-24-00*

*STAMP ANNOUNCEMENT 00-07*

## U.S. Navy Submarines Prestige Booklet



**Copyright USPS 1999**

The Postal Service will issue a $9.80 *U.S. Navy Submarines* prestige booklet of 10 commemorative stamps (Item Number 990200), in Groton, CT, on March 27, 2000. The stamp booklet, designed by Carl Herrman of Carlsbad, CA, and illustrated by James Griffiths of Glenview, IL, goes on sale nationwide March 28, 2000.

These five stamp designs depict different periods in submarine technology. In 1900, with the purchase of USS *Holland,* the U.S. Navy acquired its first submarine. The S class submarine shows the change in technology and size that occurred after USS *Holland*. The Gato class submarine represents the contributions that submarines made to American naval superiority in the Pacific during World War II. The Ohio class submarine is 560 feet long with 24 Trident ballistic missiles and represents an ever-present deterrent to possible military aggression. Los Angeles class attack submarines are nuclear powered. The *Los Angeles Class* commemorative stamp depicted in this booklet can be purchased separately (Item Number 450100).

### How to Order the First Day of Issue Postmark

The *U.S. Navy Submarines* prestige booklet, Item Number 990200, will be distributed and sold at the first day city of Groton, CT; at philatelic centers nationwide; at postal retail stores nationwide; and at Stamp Fulfillment Services (SFS) in Kansas City, MO.

This item is offered in the quarterly *USA Philatelic* catalog and has an individual catalog number (660200). Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

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

| | |
|---|---|
| Issue: | *U.S. Navy Submarines* |
| Item Number: | 990200 |
| Denomination & Type of Issue: | $9.80 Prestige Booklet (Two 33-cent Los Angeles Class, two 22-cent S Class, two 55-cent Ohio Class, two 60-cent USS *Holland*, two $3.20 Gato Class). |
| Format: | Water-activated booklet of 10 (five designs) |
| Series: | N/A |
| Issue Date & City: | March 27, 2000, Groton, CT 06340 |
| Illustrator: | James Griffiths, Glenview, IL |
| Photographer: | N/A |
| Designer: | Carl Herrman, Carlsbad, CA |
| Engraver: | N/A |
| Art Director: | Carl Herrman, Carlsbad, CA |
| Typographer: | Carl Herrman, Carlsbad, CA |
| Modeler: | Banknote Corporation of America, Inc. (BCA) |
| Manufacturing Process: | Offset |
| Printer: | Banknote Corporation of America, Inc. (BCA) |
| Printed at: | BCA, Browns Summit, NC |
| Press Type: | Goebel, 670 |
| Stamps per Coil/Book: | 10 |
| Print Quantity: | 1.5 million stamp booklets; 15 million stamps |
| Paper Type: | Type III (nonphosphored), Phosphor tagged, Block |
| Gum Type: | Water-activated |
| Processed at: | BCA, Browns Summit, NC |
| Colors: | Yellow, Magenta, Cyan, Black, Gray |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | 1.41 x 0.84 in./35.81 x 21.34 mm<br>2.97 x 0.84 in./75.44 x 21.34 mm |
| Overall Size (w x h): | 1.56 x 0.99 in./39.62 x 25.15 mm<br>3.12 x 0.99 in./79.25 x 25.15 mm |
| Full Booklet Size (w x h): | 5.75 x 3.50 in./146.05 x 88.90 mm |
| Pane Size: | 5.50 x 3.50 in./139.70 x 88.90 mm |
| Plate Size: | 90 stamps per revolution |
| Plate Numbers: | N/A |
| Marginal Markings: | Text |
| Catalog Item Number(s): | 660200 (16-page mini book — $9.80) |
| Sale Date: | March 27, 2000 |
| Nationwide Sale Date: | March 28, 2000 |

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps only as mentioned above, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

US NAVY SUBMARINES PRESTIGE BOOKLET
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 26, 2000.

Stamp Fulfillment Services (SFS) will not offer first day covers for the *U.S. Navy Submarines* prestige booklet. First day cancellation can be obtained only at the above address.

### Philatelic Products

Prestige booklet (Item Number 990200). Sales must be tracked in AIC 092.

### Distribution

The *U.S. Navy Submarines* prestige booklet, item 990200, will be distributed and sold *at the first day city of Groton, CT; at philatelic centers nationwide; at postal stores nationwide; and at Stamp Fulfillment Services (SFS) in Kansas City, MO.* All SDOs with authorized philatelic centers will receive a double distribution of these commemorative books, rounded to the nearest master carton size (750 books). The New Haven stamp distribution office (SDO) will receive a quantity sufficient for servicing the Groton, CT, post office. There will be no standard automatic distribution to stamp distribution offices (SDOs), accountable paper depositories (APDs), or stamp distribution networks (SDNs).

### Initial Supply

The Groton, CT, post office should immediately requisition prestige booklets from the New Haven SDO, using a separate PS Form 17, *Stamp Requisition. SDOs must not distribute these booklets to post offices before March 20, 2000.*

### Additional Supply

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

All APDs except for the Denver, CO, and Memphis, TN, APDs will receive 41,250 additional booklets for filling supplemental orders. The Denver, CO, APD will receive 18,750 booklets and the Memphis, TN, APD will receive 38,250 booklets.

### Philatelic Requirement

SDOs with authorized philatelic centers will receive double their standard quantities for a prestige booklet to provide subsequent automatic distribution to each philatelic center.

### Sales Policy

All post offices with authorized philatelic centers must acquire and maintain a supply of *U.S. Navy Submarines* prestige booklets until they are officially withdrawn from sale. If supplies run low, offices must reorder additional quantities through their normal ordering procedures. Sales must be tracked in AIC 092.

*— Stamp Services, 2-24-00*

*STAMP ANNOUNCEMENT 00-08*

## U.S. Navy Submarines: Los Angeles Class Commemorative Stamp




**Copyright USPS 1999**

The Postal Service will issue a 33-cent *U.S. Navy Submarines: Los Angeles Class* commemorative stamp (Item Number 450100), in Groton, CT, on March 27, 2000. The stamp, designed by Carl Herrman of Carlsbad, CA, and illustrated by James Griffiths of Glenview, IL, goes on sale nationwide March 28, 2000. This stamp image is the same one as in the *U.S. Navy Submarines* prestige booklet.

The Los Angeles Class attack submarines, armed with "smart" torpedoes and cruise missiles, are nuclear powered and became operational in the 1970s.

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

US NAVY SUBMARINES LOS ANGELES CLASS
COMMEMORATIVE STAMP
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 26, 2000.

Stamp Fulfillment Services (SFS) 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 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
DEPT 6270
US POSTAL SERVICE
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: | *Los Angeles Class Submarine* |
| Item Number: | 450100 |
| Denomination & Type of Issue: | 33-cent Commemorative |
| Format: | Water-activated pane of 20 (one design) |
| Series: | N/A |
| Issue Date & City: | March 27, 2000, Groton CT 06340 |
| Illustrator: | James Griffiths, Glenview, IL |
| Photographer: | N/A |
| Designer: | Carl Herrman, Carlsbad, CA |
| Engraver: | N/A |
| Art Director: | Carl Herrman, Carlsbad, CA |
| Typographer: | Carl Herrman, Carlsbad, CA |
| Modeler: | Banknote Corporation of America, Inc. (BCA) |
| Manufacturing Process: | Offset, with microprinting "USPS" |
| Printer: | Banknote Corporation of America, Inc. (BCA) |
| Printed at: | BCA, Browns Summit, NC |
| Press Type: | Goebel, 670 |
| Stamps per Coil/Pane: | 20 |
| Print Quantity: | 65.150 million stamps |
| Paper Type: | Prephosphored Type I |
| Gum Type: | Water-activated |
| Processed at: | BCA, Browns Summit, NC |
| Colors: | Yellow, Magenta, Cyan, Black |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | 1.39 x 0.82 in./35.31 x 20.83 mm |
| Overall Size (w x h): | 1.56 x 0.99 in./39.62 x 25.15 mm |
| Pane Size: | 7.26 x 5.94 in./184.40 x 150.88 mm |
| Plate Size: | 180 stamps per revolution |
| Plate Numbers: | "B" followed by four (4) single digits |
| Marginal Markings: | "© USPS 2000" • Plate Block (9 positions) • Price • Plate Numbers • Barcode |
| Catalog Item Number(s): | 450220 Block of 4 — $1.32<br>450230 Block of 10 — $3.30<br>450240 Full Pane of 20 w/plate no. — $6.60<br>450261 First Day Cancellation — $0.54 |
| Sale Date: | March 27, 2000 |
| Nationwide Sale Date: | March 28, 2000 |

### Philatelic Products

Associated with this stamp is the *U.S. Navy Submarines* prestige booklet (Item Number 990200). Sales for this prestige booklet must be tracked in AIC 092.

### Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-quarter of their standard automatic distribution quantities for the 20 stamps-per-pane issue. Distributions are rounded up to the nearest master carton size (70,000 stamps).

### Initial Supply to Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice,* and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before March 22, 2000.

### Additional Supply

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

For filling supplement orders, New York, NY, and San Francisco, CA, APDs will receive 2,590,000 stamps; Washington, DC, Memphis, TN, and Chicago, IL, APDs will receive 1,820,000 stamps; and the Denver, CO, APD will receive 980,000 stamps.

### Philatelic Requirement

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

| SDOs and SDNs That Serve This Many Philatelic Windows | Will Receive This Quantity of the 33-cent *Los Angeles Class Submarine* stamp, Item Number 450100 |
|---|---|
| 1 | 18,000 |
| 2 | 36,000 |
| 3 | 54,000 |
| 4 | 72,000 |
| 5 | 90,000 |
| 6 | 108,000 |
| 7 | 126,000 |
| 8 | 144,000 |
| 9 | 162,000 |
| 12 | 216,000 |
| 14 | 252,000 |
| 16 | 288,000 |
| 19 | 342,000 |
| 20 | 360,000 |

### Sales Policy

All post offices must acquire and maintain a supply of each new commemorative until the stamp is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

*— Stamp Services, 2-24-00*

## Definitive Stamp Issues That Will Remain on General Sale

The following stamp issues are withdrawn from sale at Stamp Fulfillment Services (SFS) and authorized philatelic windows on March 31, 2000. However, they will remain on sale at regular retail windows until supplies are exhausted.

### Stamp Issues

| Item Number | Description |
|---|---|
| 2278 | 20-cent Princeton University stamped card |
| 2286 | 20-cent Ft. McHenry stamped card |
| 2289 | 20-cent City College stamped card |
| 7729 | $10.00 Locomotive coil |
| 7730 | $60.00 Locomotive coil |
| 7915 | $690.00 Lunch Wagon coil |
| 7925A | $115.00 USA First-Class Presort coil |
| 7926A | $690.00 USA First-Class Presort coil |
| 7927A | $2,300.00 USA First-Class Presort coil |

*— Stamp Services, 2-24-00*

*CORRECTION*

## Millennium Pictorial Cancellations

The ZIP Code for Newark, MO, was incorrect in the *Postal Bulletin* 22014 (12-30-99). The correct ZIP Code for Newark, MO, is 63458-9998.

*— Stamp Services, 2-24-00*

## Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective close-of-business March 31, 2000, all post offices, stations, branches, postal stores, vending outlets, and authorized philatelic centers must withdraw the stamp stock items listed below and their related vending and store stamp items from sale and prepare them for destruction. The stamp stock items should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures,* Part 45, Destroying Stamp Stock.

Absolutely no sales of the stamp stock items and their related vending and store prepared stamp items listed below are permitted after March 31. These stamp stock items are also being removed from sale at Stamp Fulfillment Services (SFS).

### Stamp Items

| Item Number | Description |
|---|---|
| 1029 | 29-cent Thomas Jefferson stamp |
| 1038 | 28-cent Sitting Bull stamp |
| 1086 | 33-cent “H” Hat stamp |
| 1087 | 1-cent “H” Makeup stamps |
| 5540 | $5.94 “H” Automatic Teller Machine stamp |
| 6606 | $6.60 “H” Hat booklet |
| 6607 | $3.30 “H” Hat booklet |
| 6608 | $6.60 “H” Hat booklet |
| 6608X | $6.60 “H” Hat booklet crisscross |
| 6681 | $11.00 Love Swans booklet |
| 7911 | $32.00 Ferryboat coil |
| 7913 | $23.00 Lunch Wagon coil |
| 7914 | $115.00 Lunch Wagon coil |
| 7987 | $33.00 “H” Hat Gum coil |
| 7988 | $33.00 “H” Hat PSA coil |
| 7989 | $990.00 “H” Hat PSA coil |
| 7990 | $990.00 “H” Hat Gum coil |

*— Stamp Services, 2-24-00*

## 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.

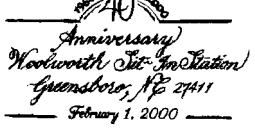
Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope 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.




January 29, 2000

YEAR OF THE DRAGON STATION
POSTMASTER
580 W MONTEREY AVE
POMONA CA 91768-9998




February 1, 2000

*Woolworth Sit In Committee*

40TH ANNIVERSARY WOOLWORTH SIT IN
STATION
POSTMASTER
PO BOX 9998
GREENSBORO NC 27427-9998




February 3, 2000

*Chocorua Post Office Lobby Event*

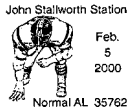
1980S CELEBRATE THE CENTURY STATION
POSTMASTER
15 CHOCORUA MOUNTAIN HWY
CHOCORUA NH 03817-9998




February 4, 2000

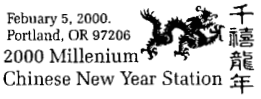
*U.S. Postal Service*

TOM TILL STATION
POSTMASTER
PO BOX 9998
MOAB UT 84532-9998




February 5, 2000

JOHN STALLWORTH STATION
POSTMASTER
100 DRAKE DR
NORMAL AL 35762-9998




February 5, 2000

*Portland Chinese Times*

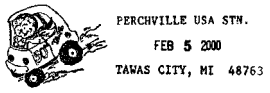
2000 MILLENNIUM CHINESE NEW YEAR STATION
POSTMASTER
PO BOX 3480
PORTLAND OR 97208-9615




February 5, 2000

*Jefferson Postmaster*

JEFFERSON LODGE STATION
POSTMASTER MPO
214 W LAFAYETTE ST
JEFFERSON TX 75657-9998




February 5–6, 2000

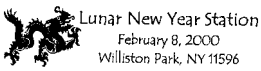
PERCHVILLE USA STATION
POSTMASTER
PO BOX 9998
TAWAS CITY MI 48764-9998




February 6, 2000

*Dallas Postmaster*

PATRICIA ROBERTS HARRIS STATION
POSTMASTER MPO
401 DFW TPKE
DALLAS TX 75260-9998




February 8, 2000

LUNAR NEW YEAR STATION
POSTMASTER
PO BOX 9998
WILLISTON PARK NY 11596-9998




February 9, 2000

*Lobby Event South Tamworth Post Office*

1980S CELEBRATE THE CENTURY STATION
POSTMASTER
882 BEARCAMP HWY
SOUTH TAMWORTH NH 03883-9998




February 12, 2000

*Monterey Peninsula Stamp Club*

USS MACON MEMORIAL STATION
POSTMASTER
3845 VIA NONA MARIE
CARMEL CA 93923-9998




February 14, 2000

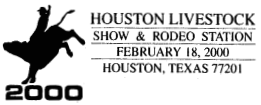
*Arlington Post Office*

DARLINGTON STATION
POSTMASTER
300 E SOUTH ST
ARLINGTON TX 76004-9998




February 17–20, 2000

GARDEN SHOW STATION
POSTMASTER
1 CORLISS ST
PROVIDENCE RI 02903-9998




February 18–March 5, 2000

*Houston Livestock Show and Rodeo*

RODEO STATION
POSTMASTER
PO BOX 9998
HOUSTON TX 77201-9998




February 19, 2000

JANESVILLE EXHIBITION STATION
POSTMASTER
PO BOX 9998
JANESVILLE WI 53545-9998




February 19–20, 2000

COVER MANIA #2 STATION
POSTMASTER
PO BOX 9998
LATHAM NY 12110-9998




February 23, 2000

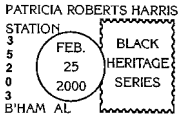
SOUTHEASTERN POSTAL STORE GRAND OPENING STATION
POSTMASTER
1000 W VALLEY RD
SOUTHEASTERN PA 19399-9998




February 25, 2000

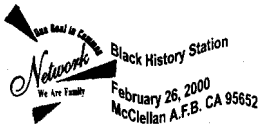
*U.S. Postal Service*

MUSEUM STATION
POSTMASTER
260 N INDUSTRIAL DR
ORANGE CITY FL 32763-9998



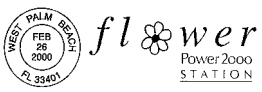

February 25, 2000

PATRICIA ROBERTS HARRIS STATION
POSTMASTER
351 24TH ST N
BIRMINGHAM AL 35203-9998




February 26, 2000

BLACK HISTORY STATION
POSTMASTER
6483 WATT AVE
NORTH HIGHLANDS CA 95660-9998




February 26, 2000

FLOWER POWER 2000 STATION
POSTMASTER
PO BOX 163522
WEST PALM BEACH FL 33416-3522



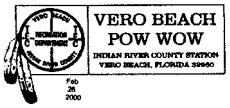

February 26, 2000

CHILDRENS MUSEUM STAMP STATION
POSTMASTER
100 PITCHER ST
UTICA NY 13504-9998



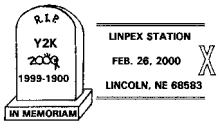
February 26, 2000

WARREN STAMP FUN STATION
POSTMASTER
201 HIGH ST NE
WARREN OH 44481-9998



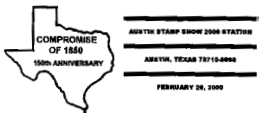

February 26, 2000

INDIAN RIVER COUNTY STATION
POSTMASTER
2050 13TH AVE
VERO BEACH FL 32960-9998




February 26–27, 2000

LINPEX STATION
POSTMASTER
700 R ST
LINCOLN NE 68501-9804



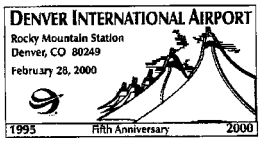

February 26–27, 2000

AUSTIN STAMP SHOW 2000 STATION
POSTMASTER
8225 CROSS PARK DR
AUSTIN TX 78710-9998




February 27, 2000

BICENTENNIAL STATION
POSTMASTER
201 HIGH ST NE
WARREN OH 44481-9998

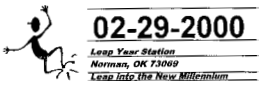



February 28, 2000

ROCKY MOUNTAIN STATION
PHILATELIC OFFICE DOWNTOWN STATION
951 20TH ST
DENVER CO 80202-9998

February 29, 2000

*The Norman Post Office*




LEAP YEAR STATION
POSTMASTER
129 W GRAY ST
NORMAN OK 73069-9998




March 2–12, 2000

STRAWBERRY FESTIVAL STATION
POSTMASTER
2501 WALDEN WOODS DR
PLANT CITY FL 33566-9998




March 3–5, 2000

*American Numismatic Association*

NATIONAL MONEY SHOW STATION
POSTMASTER
1900 W OAKLAND PARK BLVD
FT LAUDERDALE FL 33310-9994




March 4–5, 2000

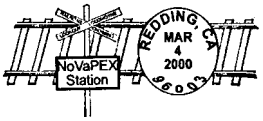
FINPEX 2000 STATION
POSTMASTER
229 W MAIN CROSS ST
FINDLAY OH 45840-9998

March 4–5, 2000

*Knoxville Philatelic Society*




KNOXPEX STATION
GENERAL MAIL FACILITY
1237 E WEISGARBER RD
KNOXVILLE TN 37950-9662




March 4–5, 2000

NOVAPEX STATION
POSTMASTER
2323 CHURN CREEK RD
REDDING CA 96049-9998




March 7, 2000

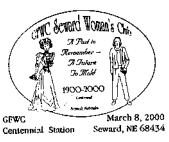
*International Pancake Board of Directors*

PANCAKE DAY STATION
POSTMASTER
25 E 5TH ST
LIBERAL KS 67901-9998




March 7, 2000

NATIONAL CHAMPS STATION
POSTMASTER
10000 SLOAN FIELD BLVD
MIDLAND TX 79711-9998




March 8, 2000

*GFWC Seward Womans Club*

GFWC CENTENNIAL STATION
POSTMASTER
507 MAIN ST
SEWARD NE 68434-9998

*— Stamp Services, 2-24-00*

## 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 |
|---|---|
| Smile America, National Children's Dental Health Month | Jan. 15–Feb. 28 |
| We Are Fighting for Your Life, American Heart Association | Feb. 1–Feb. 28 |
| Save Your Vision Week | Feb. 1–March 31 |
| March Is Kidney Month, Give to the National Kidney Foundation | March 1–March 31 |
| March Is Red Cross Month | March 1–March 31 |
| Easter Seals, Fight Crippling | March 1–April 22 |
| April Is Child Abuse Prevention Month | April 1–April 30 |
| April Is Organ Donor Awareness Month — Donors Make Miracles | April 1–April 30 |
| Law Day USA Freedom Under Law, May 1 | April 1–April 30 |
| Strike Back at Cancer, Give to the American Cancer Society | April 1–April 30 |
| National Carih Asthma Week | April 1–May 6 |
| Only You Can Prevent Forest Fires | April 1–Oct. 31 |
| National Salvation Army Week, 4th Week in May | May 1–May 31 |
| Support Research for "NF," Neurofibromatosis | May 1–May 31 |
| Support Your Mental Health Association | May 1–May 31 |
| National Flag Day, June 14, Pause for the Pledge | May 1–June 14 |
| Goodwill Industries — Our Business Works So People Can | May 1–June 30 |
| Support National Historic Preservation Week | May 9–May 15 |
| National Transportation Week | May 14–May 20 |
| Fight Disease, Support City of Hope Pilot Medical Center | May 15–June 15 |
| Defeat Muscular Dystrophy, Support MDAA | May 15–June 17 |
| Conquer Multiple Sclerosis | May 17–June 17 |
| Conquer Cystic Fibrosis | Sept. 1–Sept. 30 |
| Peace Corps Anniversary, Making a Difference | Sept. 1–Oct. 31 |
| Employ People With Disabilities | Sept. 1–Nov. 30 |
| Give to the United Way | Sept. 15–Nov. 15 |
| Learn About Lupus, October Is Lupus Awareness Month | Oct. 1–Oct. 31 |
| Radon Action Week, Protect Your Family, Test Your Home | Oct. 1–Oct. 31 |
| Support Infection Control Week | Oct. 1–Nov. 30 |
| Help Retarded Children | Nov. 1–Nov. 30 |
| Military Families Recognition Day | Nov. 1–Nov. 30 |
| National Adoption Month | Nov. 1–Nov. 30 |
| National Philanthropy Day, Love of Humankind | Nov. 1–Nov. 30 |
| Use Christmas Seals, Support Your Lung Association | Nov. 8–Dec. 31 |
| Support American Education Week | Nov. 10–Nov. 30 |
| Autistic Children, Hope Through Research and Education | Dec. 1–Dec. 31 |

*— Mail Preparation and Standards, Pricing and Product Design, 2-24-00*

# *Post Offices*

## Post Office Changes

| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
|---|---|---|---|---|---|---|---|---|---|
| Old | 12-2189 | 31332 | GA | Crescent | Mcintosh | Valona | Community Post Office | 09/01/1999 | Community Post Office and ZIP Code discontinued. Establish a place name. Valona GA becomes an acceptable last line for use with ZIP Code 31319. |
| New | 12-5775 | 31319 | GA | Meridian | Mcintosh | Valona | Place Name | 09/01/1999 | |
| Old | 12-8459 | 30466 | GA | Swainsboro | Emanuel | Summertown | Community Post Office | 05/01/1999 | Community Post Office and ZIP Code discontinued. Establish a place name. Summertown GA becomes an acceptable last line for use with ZIP Code 30401. |
| New | 12-8459 | 30401 | GA | Swainsboro | Emanuel | Summertown | Place Name | 05/01/1999 | |
| Old | 20-7168 | 40867 | KY | Smith | Harlan | Main Office | Post Office | 01/01/2000 | Post Office and ZIP Code discontinued. Establish a place name. Smith KY becomes an acceptable last line for use with ZIP Code 40831. |
| New | 20-3560 | 40831 | KY | Harlan | Harlan | Smith | Place Name | 01/01/2000 | |
| Old | 36-2200 | 27523 | NC | Eagle Rock | Wake | Main Office | Post Office | 05/23/1998 | Post Office and ZIP Code discontinued. Establish a place name. Eagle Rock NC becomes an acceptable last line for use with ZIP Code 27591. |
| New | 36-8432 | 27591 | NC | Wendell | Wake | Eagle Rock | Place Name | 05/23/1998 | |
| Old | 39-1738 | 74353 | OK | Chouteau | Mayes | Mazie | Community Post Office | 12/13/1999 | Community Post Office and ZIP Code discontinued. Establish a place name. Mazie OK becomes an acceptable last line for use with ZIP Code 74337. |
| New | 39-1738 | 74337 | OK | Chouteau | Mayes | Mazie | Place Name | 12/13/1999 | |
| Old | 48-8345 | 77657 | TX | Silsbee | Hardin | Lumberton | Community Post Office | 01/31/2000 | This announcement changes the administrative office for this ZIP Code from Silsbee TX to Beaumont TX. Continue to use Lumberton TX 77657 as last line for addresses. |
| New | 48-0610 | 77657 | TX | Beaumont | Hardin | Lumberton | Classified Branch | 01/31/2000 | |
| Old | 51-8460 | 24475 | VA | Spottswood | Augusta | Main Office | Post Office | 10/11/1997 | Post Office and ZIP Code discontinued. Establish a place name. Spottswood VA becomes an acceptable last line for use with ZIP Code 24476. |
| New | 51-8562 | 24476 | VA | Steeles Tavern | Augusta | Spottswood | Place Name | 10/11/1997 | |

*— Address Management, Delivery, 2-24-00*




# SMART SOLUTIONS

**Due to popular demand, we are extending the submission deadline for your Smart Solutions ideas. For program information and submission forms, check your home mailbox, see Postal Bulletin (January 27), or visit the USPS Intranet site: http://blue.usps.gov. Submit your ideas electronically or through the mail today. The home mailing includes a postage-paid submission envelope.**

UNITED STATES POSTAL SERVICE®

## NEW DEADLINE, MARCH 10

*Please post on bulletin boards.*

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*NOTICE TO ALL EMPLOYEES*

# THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns — Released February 7, 2000

| ANNUAL RETURNS | C | F | G |
|---|---|---|---|
| 1989 JAN.–DEC. % | 31.03 | 13.89* | 8.81 |
| 1990 | –3.15 | 8.00* | 8.90 |
| 1991 | 30.77 | 15.75 | 8.15 |
| 1992 | 7.70 | 7.20 | 7.23 |
| 1993 | 10.13 | 9.52 | 6.14 |
| 1994 | 1.33 | –2.96 | 7.22 |
| 1995 | 37.41 | 18.31 | 7.03 |
| 1996 | 22.85 | 3.66 | 6.76 |
| 1997 | 33.17 | 9.60 | 6.77 |
| 1998 | 28.44 | 8.70 | 5.74 |
| 1999 | 20.95 | –.85 | 5.99 |

| 1999 | C | F | G |
|---|---|---|---|
| FEBRUARY | –3.09 | –1.74 | .38 |
| MARCH | 3.99 | .54 | .47 |
| APRIL | 3.86 | .29 | .46 |
| MAY | –2.36 | –.89 | .47 |
| JUNE | 5.54 | –.33 | .49 |
| JULY | –3.14 | –.43 | .52 |
| AUGUST | –.50 | –.05 | .53 |
| SEPTEMBER | –2.78 | 1.15 | .51 |
| OCTOBER | 6.34 | .38 | .53 |
| NOVEMBER | 2.00 | –.01 | .51 |
| DECEMBER | 5.90 | –.45 | .54 |

| 2000 | C | F | G |
|---|---|---|---|
| JANUARY | –5.03 | –.34 | .56 |
| **LAST 12 MONTHS** | **10.25** | **–1.88** | **6.13** |

*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers Aggregate Bond index. Because of expenses and changing balances in the C and F Funds, their returns vary from Barclays' returns. The G Fund is invested in special issues of U.S. Treasury securities.

Future performance of the three funds will vary and may differ significantly from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

The monthly C, F, and G Fund returns represent net earnings after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and that earnings are compounded on a monthly basis.

UNITED STATES POSTAL SERVICE®

**Federal Retirement Thrift Investment Board**

**Please post on bulletin boards.**
**Destroy all previous notices.**

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# Purchasing and Materials

## Change in Unit of Issue for PS Form 5006, Dinero Seguro Payment Order Application

The unit of issue for PS Form 5006, *Dinero Seguro Payment Order Application,* has changed from pad (PD) to sheet (SH). These sheets are issued in increments of two. For example, if you order 50, you will receive 50 sheets, not 50 pads of 100. If you order 45, you will receive 46 sheets. Therefore, extreme care should be used when ordering this form.

Employees may requisition copies of PS Form 5006 as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition,* by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

  SUPPLY REQUISITIONS
  500 SW MONTARA PKWY
  TOPEKA KS 66624-9702

The relevant ordering information for PS Form 5006 is as follows:

| | |
|---|---|
| PSN: | 7530-03-000-8649 |
| PSIN: | PS5006 |
| Unit of Issue: | SH |
| Quick Pick #: | N/A |
| Issue Increment: | 2 |
| Bulk Pack Quantity: | N/A |
| Price: | $0.0088 |
| Edition Date: | 10/99 |

*— Logistics Programs,*
*Purchasing and Materials, 2-24-00*

## Capital Personal Property Accountability

Recent findings by the Office of Inspector General (OIG) identified the need for improvements in the accountability of capital personal property. The audit noted that record keeping was not always accurate or complete, material accountability officers were not always appointed, and postal property did not always have identification labels attached. The value of capital property represents a significant dollar asset to the Postal Service. Capital property must be managed with the same degree of tenacity and attention as cash is managed in order to reduce the potential of unauthorized use or loss.

Finance and Purchasing and Materials have policies, procedures, and systems in place that, if followed, will protect the Postal Service's capital personal property. The execution of these policies and procedures is the responsibility of the installation head of the activity that has the capital property. Installation heads should, therefore, immediately review their internal capital property accountability procedures to ensure compliance. Handbook AS-701, *Material Management,* provides guidance and direction regarding capital property management.

*— Inventory Management,*
*Purchasing and Materials, 2-24-00*

# Retail

*AREA, DISTRICT, AND UNIT MANAGERS AND RETAIL PERSONNEL*

## USPS Retail Support for Census 2000

Below are the procedures that the United States Postal Service will follow to support the U.S. Census Bureau in all postal retail units. This message should be shared immediately with all retail personnel so that there will be no confusion over the policy measures listed below.

- Informational posters and census recruitment posters will be displayed in all post offices. Census personnel are responsible for getting material to post offices.
- The Postal Service has agreed to waive the fee for this service — normally required as outlined in *Domestic Mail Manual* (DMM) 125.352 — because of the importance of the census to the nation and to provide a valuable service to the community. This is a one-time-only waiver.
- The Postal Service, however, will not permit any census material display tables or census personnel in postal lobbies because it would be disruptive and in most cases we are short on space. Video feeds replaying messages about the census are also not allowed.

The Postal Service is pleased to partner with the Census Bureau in its ***Census 2000*** count. The Census Bureau has agreed to the measures outlined above and, in turn, is sending a similar message to its employees.

*— Retail, Consumer and Small Business, 2-24-00*

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*POM REVISION*

## Mandatory Public Information to be Available

Effective February 24, 2000, the *Postal Operations Manual* (POM) is revised to explain mandatory public information that must be in post offices and made available for customers. Also, Exhibit 125.343 is revised to add Poster 31-B, *Mail Problem?,* and Poster 31-H, *Consumer Service Card.*

These revisions will appear in the next printed version of the POM and in the online version available via the corporate intranet *(http://blue.usps.gov;* click on *Information,* then *Policies and Procedures,* then *Manuals,* and then scroll down to *Postal Operations Manual).*

### *Postal Operations Manual* (POM)

**1 Retail Management**

* * * * *

**125 Lobby Management**

* * * * *

**125.34 Lobby Displays and Promotions**

* * * * *

*[Add 125.343 to read as follows:]*

**125.343 Mandatory Public Information to be Available**

Mandatory posters, notices, and signs must be available in post offices for customer access. These items may be placed in a binder or posted behind the counter. A list of information that must be made available is contained in Exhibit 125.343.

*[Amend Exhibit 125.343 to read as follows:]*

**Exhibit 125.343 Mandatory Public Information to be Available**

| Mandatory Public Information to be Available | |
|---|---|
| FBI Most Wanted Poster | Keep in binder behind counter |
| Notice 123 | Ratefold |
| Poster 31-B | Mail Problem? (Consumer Service Cards) |
| Poster 31-H | Consumer Service Card (must be displayed when Poster 31-B is not used to hold Consumer Service Cards) |
| Poster SSS46 | Selective Service Poster |
| PUB 65 | National Five-Digit ZIP Code and Post Office Directory |
| PUB 66[1] | ZIP+4 State Directory |
| PUB 201 | Consumer's Guide to Postal Services and Products |
| Sign 145 | Payment Policies |
| Signs[2] | • Hours of operation<br>• Time when all First-Class post office box mail normally distributed<br>• Letter drops and dispatch times |

[1] *Publication 66 is available through the National Customer Support Center, U.S. Postal Service, 6060 Primacy Parkway Suite 101, Memphis, TN 38188-0001.*
[2] *Available through the direct vendor signage contract.*

* * * * *

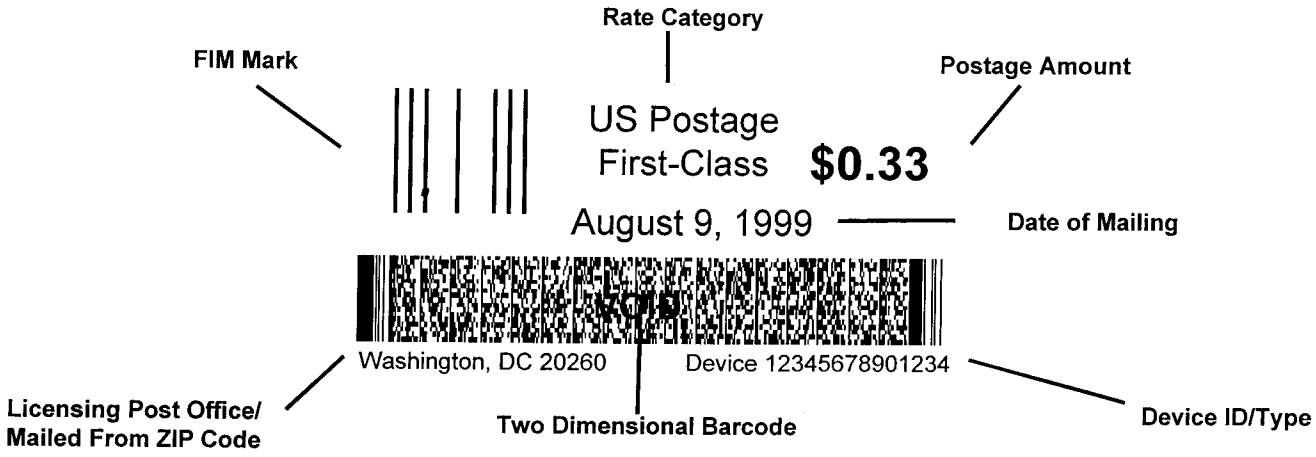
*— Retail Operations Support, Retail, 2-24-00*

*EMPLOYEE AWARENESS*

## Information Based Indicia Program Extends Symbology Options

The Information Based Indicia Program (IBIP), which introduced the Information Based Indicia (IBI) — digital stamps that use a two-dimensional (2-D) barcode symbology — as the latest in postage technology, is testing a new symbology to extend IBI barcode options.

A graphic representation of the IBI elements is shown below. Actual authorized IBI vary slightly in design, depending on the product used to print the IBI. IBI postage is printed by PC Postage, commercially available products that allow customers to purchase and print postage using personal computers and the Internet, as well as by Automated Postal Centers (APC), which are currently being tested in Florida.




The new 2-D barcode performs the same function as the 2-D barcode that is shown in the above illustration, but looks different. An IBI representation using the new barcode is provided below.




Starting March 1, 2000, mail bearing this barcode will be entered into the regular mail stream as testing is extended to the field. Mail bearing this barcode should be processed in the same manner as any other mail bearing authorized full-rate postage.

*— Postage Technology Management, Retail, Consumer and Small Business, 2-24-00*

UNITED STATES POSTAL SERVICE

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

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

## Postal Service Orders for Postal Bulletin

☐ New Order ☐ Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line

Postal Facility Name

Delivery Address

City State ZIP+4

Person to Contact

( )
Daytime Telephone

☐ Change Quantity of Subscription
(Include *Postal Bulletin* mailing label.)

Current Quantity _____ New Quantity _____

**Distribution:** The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

**Missing Issues:** If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

**Address and Quantity Changes and Subscription Problems:** Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to *pbulleti@email.usps.gov*. Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

**Single Copies (back to 1 year):** To order extra copies or back issues (see Table of Contents for specific PSN), call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9602

## Public Orders for Postal Bulletin

☐ New Order ☐ Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line

Company Name

Delivery Address

City State ZIP+4

( )
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