

POSTAL BULLETIN

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ALLEN KANE
CHIEF MARKETING OFFICER
SENIOR VICE PRESIDENT



April 2000

TO ALL CAREER EMPLOYEES

Once again, I'm reminded of why I'm proud of my association with the Postal Service. The answer is you.

We asked, and you responded—11,000 times!

Yes, back in January, we asked for your solutions to address how we keep the Postal Service's core products relevant and productive as we enter this new millennium. We described what daunting challenges we see in the near future and how fundamentally we believe these challenges would change the way our customers do business, the way our competitors do business, and the way we do business. We then called for you, our most valuable asset, to give us your thoughts on how we should meet these challenges.

Without question, you took our request seriously. You thought about what we need to do. You took the time and effort to put your thoughts down and send them to us—11,000 times.

As we've done an initial reading of your submissions, three facts have become absolutely clear:

You get it. You understand that profound changes are taking place on the economic and communications landscape of the United States and how gravely they will impact the Postal Service.

You care. You care deeply about the future of the Postal Service and of its continuing to be successful and a bulwark to the American economy.

You've got good ideas. Some are small, some are huge, some lower costs, some raise revenue and some position us for new opportunities, but almost all reveal your understanding of the many pieces of our business.

With the submission time completed, the evaluation teams are poring through these 11,000 ideas over the month of April, with the huge task of selecting the 250 best ideas. While they pursue that mission, I'd like to take this opportunity to thank you all for your very gratifying display of caring and creativity. Your participation will result in the "better than I could have imagined" success of the Smart Solutions program.

But most importantly, your participation will result in the "don't count us out cause we're gonna be around a long time" success of YOUR USPS.

Thank you.

A handwritten signature in black ink, appearing to read "Allen Kane".

Allen Kane

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-2400



Poster on page 3.
Table of contents on page 2.

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1999 Annual Index	PB 22017 (2-10-00)
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Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 22021: 7690-04-000-4000	PB 22008: 7690-04-000-3987
PB 22020: 7690-04-000-3999	PB 22007: 7690-04-000-3986
PB 22019: 7690-04-000-3998	PB 22006: 7690-04-000-3985
PB 22018: 7690-04-000-3997	PB 22005: 7690-04-000-3984
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

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

Thank You!!!

We asked for your ideas. You responded. Wow, did you ever. Eleven thousand times!

The evaluation teams are poring through these 11,000 ideas over this month.

We will announce the 250 best ideas in May.

SMART SOLUTIONS

EMPLOYEE IDEAS PROGRAM

Please post on bulletin boards.

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Administrative Services

Directives and Forms Update

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

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

WWW = USPS Web page = <http://www.usps.com>.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
LAB 30	12/99	SDPV Hood Caution	7690-04-000-8867	ENG	MDC	R
MI EL-730-2000-3	3/13/00	Standard Training Course Numbering Guidelines	7690-05-000-0334	HR	MDC	N/A
MI EL-810-2000-1	1/25/00	Hearing Conservation Programs	7690-05-000-0326	HR	MDC, IWEB	N/A
MI FM-640-2000-1	3/9/00	Employer Tax Reporting Responsibilities — Conference, Meeting, and Training Session Mementos or Gifts	7690-05-000-0324	FIN	IWEB	MDC
MOP HR-2-25-2000	2/25/00	Contractor Safety and Health Issues Interim Guidance	N/A	HR	IWEB	N/A
MOP PG-2-18-2000	2/18/00	Foreign Travel	N/A	PMG	IWEB	N/A
PUB 170	10/1/99	Security Control Officer Program (Folder)	7610-05-000-0362	IS	MDC	N/A

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK EL-307	1/00	Guidelines on Reasonable Accommodations	7610-01-000-9071	HR	MDC	N/A
NOT 38	3/99	Approaches to Curbside Mailboxes	7610-03-000-9147	O	MDC	N/A
POS 296	2/1/00	Notice of Reward	7690-03-000-9335	IS	MDC, IWEB	WWW
PUB 257	2/1/00	Misleading Advertisements: Media Guidelines	7610-03-000-9174	IS	MDC, IWEB	P/F, WWW
PUB 281	2/1/00	Don't Take the Bait	7610-02-000-9388	IS	MDC, IWEB	P/F
PUB 318	1/00	Reasonable Accommodation Interactive Process	7610-04-000-8893	HR	MDC, IWEB	N/A
PUB 401	1/00	Guide to the Manifest Mailing System (MMS)	7610-03-000-9196	MKT	MDC	P/F
TAG 8	6/95	Global Priority Mail	7690-03-000-9498	IB	HQO	N/A

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
Not 41	3/01/89	National Deliverability Index	3/27/00	N/A

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3651	3/00	5/99	Postage Statement — International Permit Imprint Mail	7530-02-000-8043	PU	SH	IB	MDC	PBC
PS 7355	3/00	3/00	Cleaning Agreement	N/A	DC	SH	PM	IWEB	N/A
PS 8076	3/00	6/95	Authorization to Hold Mail	7530-02-000-8028	PU	EA	O	IWEB, WWW	WWW
PS 8099	2/00	7/99	Receipt for Recorded Delivery (For Int'l Mail, No Insurance Coverage Provided)	7530-02-000-7238	PU	EA	MKT	MDC	P/F

Corrections (changes highlighted in bold)

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
DMM ISSUE	1/10/00	Domestic Mail Manual	7610-03-000-9331	P&PD	MDC, IWEB, PE	GPO, WWW, PE
IMM ISSUE	1/1/00	International Mail Manual	7610-02-000-9904	IB	MDC, IWEB, PE	GPO, WWW, PE

— Public Affairs and Communications, 4-6-00

Customer Relations

ALL OFFICES WITH CITY MOTORIZED, RURAL, OR HIGHWAY CONTRACT BOX DELIVERY ROUTES

Mailbox Improvement Week, May 15–20

Each year, the Postal Service designates the third full week of May to encourage customers on city motorized, rural, or highway contract box delivery routes to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and to streets in suburban areas. Mailbox Improvement Week, May 15–20, calls attention to the need for providing mailboxes that are:

1. Approved by the Postmaster General.
2. Designed to protect the mail from weather.
3. Safe to use.
4. Conveniently located.
5. Neat in appearance.

Mailboxes that meet these five important requirements help delivery and collection operations and improve service to the entire route. There are two approved styles of curbside mailboxes: (1) traditional design, in three standard sizes (see Exhibit A); and (2) contemporary design, also in three sizes (see Exhibit B). USPS Std 7, which governs the design of curbside mailboxes, is currently being revised and is expected to be issued in July 2000. The new specification will include provisions for improved quality of the product and a new category, locked mailboxes. Further information will be announced in upcoming editions of the *Postal Bulletin*.

Notice 209

Postmasters should send Notice 209, *Mailbox Improvement Week*, to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event. Notice 209 can be requisitioned from the material distribution center (MDC) 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

Exhibit A

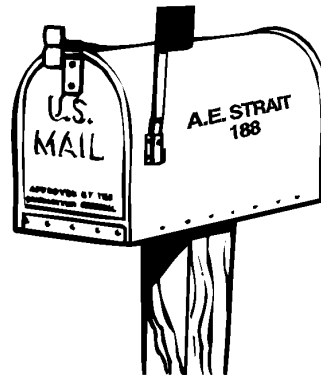


Exhibit B

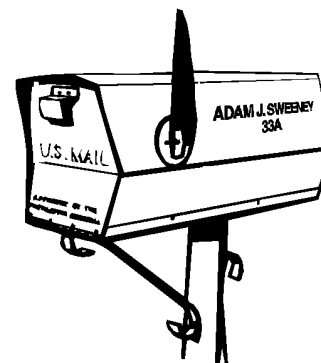
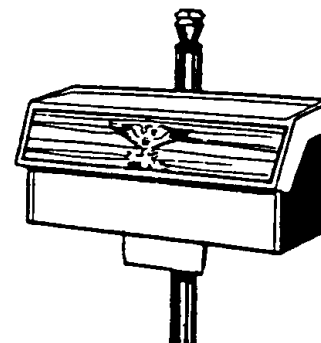


Exhibit C



The relevant ordering information for Notice 209 is as follows:

PSN: 7610-03-000-9145
 PSIN: NOT209
 Unit of Issue: EA
 Quick Pick #: 496
 Bulk Pack Quantity: 4,000
 Price: \$.0108
 Edition Date: July 1997

City Motorized, Rural, and Highway Contract Box Delivery Routes

Customers must use *only* approved traditional or contemporary curbside mailboxes for new installations or replacements. However, a customer may use a custom-built curbside mailbox if the local postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes relative to the flag, size, strength, and quality of construction. Carriers on motorized city routes may continue to serve mailboxes that are designed primarily for use by customers receiving door delivery and that have been erected and served under previous regulations (see Exhibit C). However, carriers should advise customers they may use only approved curbside mailboxes when replacing these types of mailboxes. A list of approved manufacturers of traditional curbside mailboxes appears on pages 11–12.

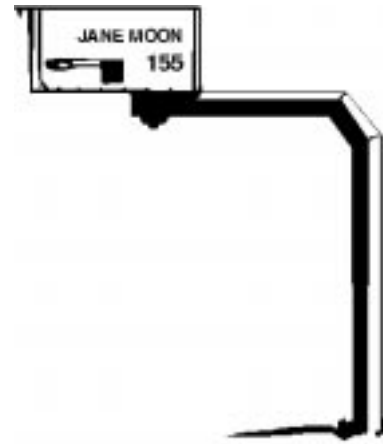
For motorized city routes, and where the use of street names and house numbers is authorized on rural and highway contract box delivery routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is on a street other than the one on which the customer resides, the street name and house number must be on the mailbox. When rural and highway contract box delivery route customers have assigned box numbers, the numbers must appear on the side of single mailboxes or on the doors of grouped mailboxes, visible to the approaching carrier. The street number, box number, and/or any other address information must be inscribed in contrasting color in neat letters and numerals not less than 1 inch in height. In all instances, placing the owner's name on the box is optional.

Motorized city, rural, and highway contract box delivery route customers should be encouraged but not required to group mailboxes whenever practical, especially where many mailboxes are located at or near crossroads, service turnouts, or similar locations. Customers should also paint mailboxes and supports/posts and keep them rust-free. Advertising on mailboxes and supports/posts is prohibited.

In areas where snow removal is a problem, the Postal Service suggests using a semi-arch or extended arm-type support (see Exhibit D), which allows snowplows to sweep

near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers.

Exhibit D



Generally, mailboxes are installed at a height of 3.5–4.0 feet from the road surface to the bottom of the mailbox or point of mail entry. Mailboxes are set back 6–8 inches from the front face of the curb or road edge to the mailbox door. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact the postmaster or carrier before erecting or replacing mailboxes and supports.

Location

Customers must place mailboxes on motorized city, rural, and highway contract box delivery routes so a carrier can safely and conveniently serve them without leaving his or her vehicle. The mailboxes must be on the right-hand side of the road in the carrier's travel direction in all cases where traffic conditions make it dangerous for the carrier to drive to the left to reach the mailboxes, or where doing so would constitute a violation of traffic laws and regulations (*Postal Operations Manual (POM) 632.6* exempts apartment houses and other multiple dwellings from this rule). On new rural and highway contract box delivery routes, all mailboxes must be on the right-hand side of the road in the direction of the route line of travel. Mailbox placement must conform with state laws and highway regulations. City motorized, rural, and highway contract box delivery route carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede efficient delivery. Except when a mailbox is temporarily blocked, carriers must have access to the mailbox without leaving the vehicle unless authorized to dismount.

Mailbox Supports

The Postal Service does not regulate mailbox supports in any way except for purposes of carrier safety and delivery efficiency. Posts and other supports for curbside mailboxes are owned and controlled by customers, who are responsible for ensuring that posts are neat and adequate in strength and size. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away when struck by a vehicle. Post or support designs may not represent effigies or caricatures that disparage or ridicule any person. Customers may attach the box to a fixed or movable arm. POM 632.5 specifies postal regulations regarding construction and placement of mailboxes and supports on motorized city, rural, and highway contract box delivery routes.

The Federal Highway Administration (FHWA) has determined that mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E (page 10) and F (page 10) for examples of mailbox mountings and supports suggested by the FHWA.

CBUs and All-Weather Parcel Lockers

During Mailbox Improvement Week, postmasters and managers or their designees must review all cluster box units (CBUs), neighborhood delivery and collection box units (NDCBUs), and all-weather parcel lockers in their delivery areas to identify any hazards or irregularities, and they must record the results of the review. PS Form 8143, *Equipment Checklist and Follow-up Review*, is the suggested format to use in conducting and recording the reviews. PS Form 8143 is available only in this *Postal Bulletin* (see Exhibit G on page 17) and must be reproduced locally. Employees conducting the reviews must complete PS Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. Requisition PS Form 1624 from the MDC using normal ordering procedures (described previously). The relevant ordering information for PS Form 1624 is as follows:

PSN: 7530-01-000-9392
 PSIN: PS1624
 Unit of Issue: SE
 Quick Pick #: N/A
 Bulk Pack Quantity: 10,000
 Price: \$.0411
 Edition Date: July 1992

Equipment Review Procedure

Employees must use the CBU and parcel locker equipment checklist and follow-up review procedure when examining the condition of CBUs, NDCBUs, and parcel lockers. They must:

1. List the unit location, type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's serial number.
2. Assign each checklist item one of the following ratings:
 - a. OK — Equipment does not need attention for this item.
 - b. X — Equipment needs attention for this item.
 - c. NA — Item does not apply to this particular piece of equipment.
3. When examining the equipment, use the instructions below to complete PS Form 8143:
 - a. Check equipment. It should be straight, vertical, and firmly mounted with the customer compartments facing away from the street. Attempt to shake the unit; it should hardly move. If equipment is not firmly mounted, note whether it is the connection at ground level that is loose or the connection between the pedestal and customer compartments that needs attention.
 - b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
 - c. Observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the door from blowing closed. These devices, which may have to be set manually, should be serviceable.
 - d. Ensure that the arrow lock operates smoothly and that the mounting screws are tight. For NDCBUs and OPLs, the cover that protects the arrow lock from customer tampering must be serviceable and firmly attached.
 - e. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are readable.
 - f. Ensure that the exterior surface of the unit is free from rust and graffiti.

Exhibit E
Cantilever Mailbox Supports

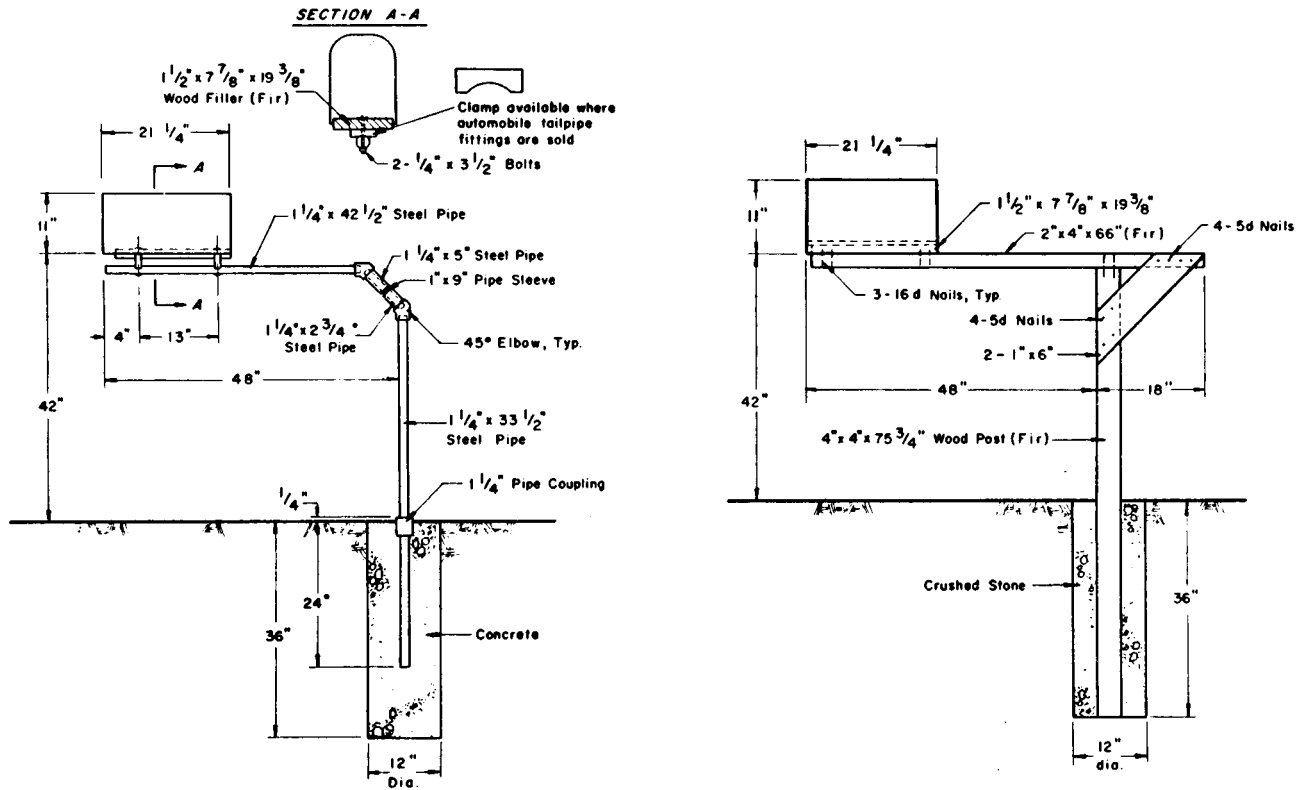
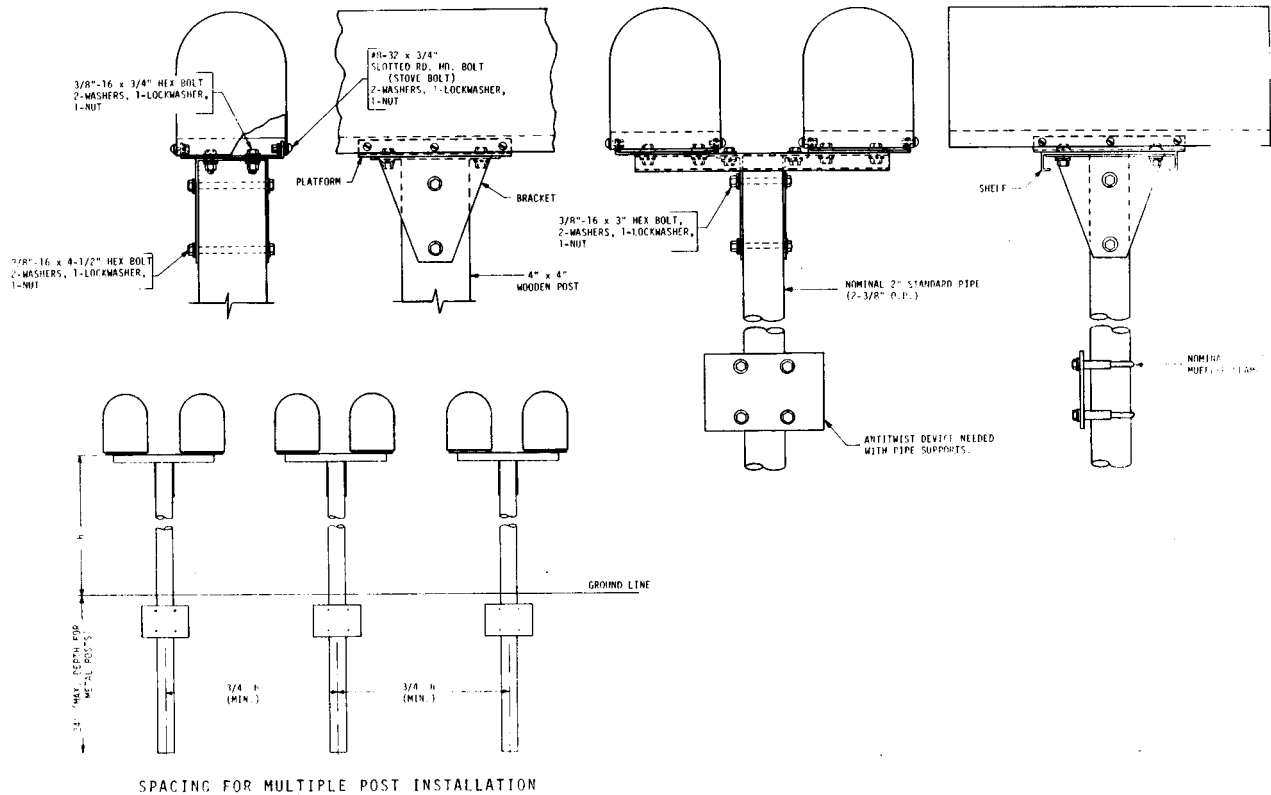


Exhibit F
Single and Double Mailbox Installations





Curbside Mailboxes Approved By The Postmaster General

The following list of curbside mailboxes approved by the Postmaster General supercedes all previously published lists of approved manufacturers.

Manufacturers and Models

ARMADILLO ENCLOSURES INC
PO BOX 462199
ESCONDIDO CA 92046-2199
1000F [T2]
1000R [T2]

AMERICAN MAILBOX CORP
35 CENTURY TRL
HARRISON NY 10528-1717
LARGE DOMED ROOF [C2]

ARMOR PLATE MAILBOX INC
PO BOX 1060
STERLING HEIGHTS MI 48311-1060
MB-001-COLOR [C2]

BACOVA GUILD LTD
1 MAIN ST GENERAL DELIVERY
BACOVA VA 24122-9999
#122 [T1]
#128 [T2]
#121 [T3]

BERARDI AND COMPANY
15745 CRABBS BRANCH WAY
ROCKVILLE MD 20855-2634
DESIGNER 474 [C1]

BERKELEY PRODUCTS INC
14680 ALONDRA BLVD
LA MIRADA CA 90638-5603
M1000 (ALUMINUM) [N/A]
M1000AG (ALUMINUM) [N/A]
M1000AR (ALUMINUM) [N/A]
M4000 (ALUMINUM) [C1]
M4000P (ALUMINUM) [C1]
M5000 (ALUMINUM) [C1]

BRANDON INDUSTRIES INC
1601 W WILMETH RD
MCKINNEY TX 75069-8250
M1 [C2]
M2 [C2]

CARMEL WOOD PRODUCTS
24723 UPPER TRL
CARMEL CA 93923-8343
C1 [C1]

CLAPPER SUPPLY
320 E LYNN CREEK DR
ARLINGTON TX 76002-5455
SECURED MAILBOX [N/A]

CUTLER MANUFACTURING CORP
3240 FLIGHTLINE DR
LAKELAND FL 33811-2844
MAILMASTER [N/A]
1012M [N/A]
1013M [N/A]

FLAMBEAU AIRMOLD CORP
PO BOX 610
ROANOKE RAPIDS NC 27870-0610
POST MAX [C1]

FLAMBEAU PRODUCTS CORP
15981 VALPLAST RD
PO BOX 97
MIDDLEFIELD OH 44062-0097
6529 [C1]
6530 [C1]
6531 [C1]

FULTON CORP
303 EIGHTH AVE
FULTON IL 61252-1632
T1 [T1]
T2 [T2]
T3 [T3]

GDM COMPANY
1316 1/2 CLEVELAND RD
SANDUSKY OH 44870-4213
HB1 [C1]
HB2 [C2]
HT2 [C2]
HB3 [C3]

GER-IVA BERRY COMPANY
1400 INDUSTRIAL AVE
HIAWATHA IA 52233-1159
SECURE MAILBOX [N/A]

HOME IMPRESSIONS
1923 TATE BLVD SE
HICKORY NC 28602-1430
POSTMASTER [C1]
MB-700 [C2]

IMPERIAL MAIL BOX SYSTEMS INC
3901 NORRIS DR
MILLBROOK AL 36054-2433
STYLE 001 [C2]

JANZER CORP
9 CHELTEN WAY
TRENTON NJ 08638-5000
STONEY BRAE [C2]

J & J MAILBOX
20594 OTTAWA RD
APPLE VALLEY CA 92308-6253
LETTER LOCKER [N/A]

JAMESTOWN ADVANCED PRODUCTS INC
2855 GIRTS RD
JAMESTOWN NY 14701-9666
23 [C1]
27 [C1]
29 [C2]
44 [C1]
49 [C1]
54 [C2]
56 [C2]
86 [C2]

MAIL SYSTEMS NW INC
12365 SW TOOZE RD
SHERWOOD OR 97140-7205
SENATOR [N/A]
BEL AIRE [N/A]
BEL AIRE REAR DOOR [N/A]

MB CLASSICS
909 CENTENNIAL RD
NARBETH PA 19072-1407
CONTEMPORARY STYLE [C1]

MCDOWELL FABRICATIONS INC
PO BOX 411
MUSTANG OK 73064-0411
SAFETMAIL

MR TWO-DOOR MAILBOX INC
9750 PAGE RD
STREETSBORO OH 44241-5014
TWO DOOR [C2]
BOXGLOW [C2]

NORTHWEST METAL PRODUCTS
PO BOX 10
KENT WA 98035-0010
TRADITIONAL #1 [T1]

RUBBERMAID
1147 AKRON RD
WOOSTER OH 44691-6000
7271 ECONO MAILBOX [C1]
7272 SMALL [C1]
7273 LARGE [C2]
7276 [C1]

SHELLTER INC
PO BOX 30011
INDIANAPOLIS IN 46230-0011
RURAL MAILBOX SIZE 1 [C1]

THE SOLAR GROUP
PO BOX 525
TAYLORSVILLE MS 39168-0525
CC-1R (USES ST-10) [C1]
CC-2R (USES ST-10) [C1]
CENTURY 2000 [C2]
PL-10 [C1]
RB-15 [C2]
ST-10 ALUMINUM [T1]
ST-10 [T1]
ST-15 [T2]
ST-20 [T3]
BB2D [C2]
LP-12 [C1]

SPECIAL LITE PRODUCTS
COMPANY INC
434 LATROBE DERRY RD
LOYALHANNA PA 15661-9713
SCF-1003 [C1]

STEEL CITY CORP
190 N MERIDIAN RD
YOUNGSTOWN OH 44501-1227
CA-1B CARLYLE [C1]
LE-1B BRUTE [C1]
PX-1 POLYBOX [C1]
1-1 [T1]
1-1 1/2 [T2]
2-2 [T3]
315B STREAMLINER [C1]
2D-1 TWO DOOR BRUTE [C1]

STEP 2 CORP
10010 AURORA HUDSON RD
STREETSBORO OH 44241-1621
5401 [C1]
5402 [C1]
5403 [C2]

THREE 60 CORP
10823 PLAZA DR
WHITMORE LAKE MI 48189-9737
CLASSIC COMBO [C1]

VEEDERS MAILBOX INC
8920 GLENDALE MILFORD RD
LOVELAND OH 45140-8908
SMVMB-W & SMVMB-B [C1]
LGVMB-W & LGVMB-B [C2]
SMVMB-G & SMVMB-T [C1]
LGVMB-G & LGVMB-T [C2]
SMVMB-SS [C1]
LGVMB-SS [C2]

VIRCO ASSOCIATES INC
145 BREA CANYON RD
WALNUT CA 91789-3029
67-0993 (ALUMINUM)

ZUBIEL RF SYSTEMS INC.
PO BOX 1184
MONUMENT CO 80132-1184
201, MAILCALL [C1]

- g. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
 - h. Check whether the unit and/or any protecting structure appears watertight and in good repair. Check whether there are any noticeable water marks inside the unit or any wet mail.
 - i. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
 5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for CBU installation and/or repair in the area.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning CBU. PS Form 1767 should be ordered from the MDC using normal ordering procedures. The relevant ordering information for PS Form 1767 is as follows:

PSN: 7530-01-000-9422
 PSIN: PS1767
 Unit of Issue: SE
 Quick Pick #: 141

The postmaster or supervisor must immediately notify by telephone the office responsible for repair of reported hazards. The postmaster or supervisor must follow up to ensure that the work is satisfactorily completed and documented. The office responsible for repair should use its local buying authority to accomplish the repairs.

Effective April 2000, the following are approved manufacturers of centralized delivery equipment. This list supercedes all previously published lists of approved manufacturers.

**Approved Manufacturers Revision A
 (January 19, 2000)**

Cluster Box Units (CBUs)

USPS-B-1118E, June 1, 1994

AMERICAN LOCKER GROUP INC
 608 ALLEN ST
 JAMESTOWN NY 14701-3966
 Contact: Jim Lange
 800-828-9118
 716-664-9600
 716-483-2822 (fax)
 Contract #072368-96-B-0741
Unit is painted plastic — pedestal is painted plastic.

USPS-B-1118E, June 1, 1994

AUTH-FLORENCE MANUFACTURING CO
 591 MITCHELL RD
 GLENDALE HEIGHTS IL 60139-2582

Contact: Mike Langford
 800-275-1747
 630-545-1784
 630-545-1896 (fax)
 Contract #072368-96-B-0743
Unit is anodized, painted aluminum — pedestal is anodized, painted aluminum.

CUTLER MANUFACTURING CORP
 3240 FLIGHTLINE DR
 LAKELAND FL 33811-2844

Contact: Donna Pinello
 800-237-2312
 863-644-3573
 863-646-4517 (fax)
 Contract #072368-96-B-0742
Unit is anodized, painted aluminum — pedestal is anodized, painted aluminum.

SECURITY MANUFACTURING CORP
 815 SOUTH MAIN ST
 GRAPEVINE TX 76051-5535

Contact: Jane D'Addio
 800-762-6937
 817-329-1600
 817-481-3993 (fax)
 No contract.
Unit is anodized, painted aluminum — pedestal is anodized, painted aluminum.

Outdoor Parcel Locker (OPL)

USPS-B-1116A, September 13, 1989

Unit is anodized aluminum — pedestal is anodized aluminum.

Pending Approval:

Unit is anodized aluminum — pedestal is anodized aluminum.

AMERICAN LOCKER GROUP INC
 608 ALLEN ST
 JAMESTOWN NY 14701-3966

Contact: Jim Lange
 800-828-9118
 716-664-9600
 716-483-2822 (fax)
 Contract #072368-96-B-0741
Unit is plastic — pedestal is anodized aluminum. (Note: Pedestal can only be used on American Locker units.)

CUTLER MANUFACTURING CORP
3240 FLIGHTLINE DR
LAKELAND FL 33811-2844

Contact: Donna Pinello
800-237-2312
941-644-3573
941-646-4517 (fax)
Contract #072368-96-B-0742

Unit is anodized aluminum — pedestal is anodized aluminum. (Note: Pedestal can be used only on Cutler units.)

Replacement Pedestals — NDCBU Universal

Can be used on all manufacturers' units.

AUTH-FLORENCE MANUFACTURING CO
591 MITCHELL RD
GLENDALE HEIGHTS IL 60139-2582

Contact: Mike Langford
800-275-1747
630-545-1784
630-545-1896 (fax)
Contract #072368-96-B-0743
Pedestal is anodized aluminum.

CULTURE MANUFACTURING CORP
3240 FLIGHTILY DR
LAKELAND FL 33811-2844

Contact: Donna Penile
800-237-2312
863-644-3573
863-646-4517 (fax)
Contract #072368-96-B-0742
Pedestal is anodized aluminum.

PAGE SPECIALTY COMPANY
5877 S FULTON WAY
ENGLEWOOD CO 80111-3719

Contact: Bob Page
800-327-7439
303-770-2842
303-771-6837 (fax)
No national contract.
Pedestal is painted aluminum. (Note: Page is a small business.)

SECURITY MANUFACTURING CORP
815 SOUTH MAIN ST
GRAPEVINE TX 76051-5535

800-762-6937
817-329-1600
817-481-3993 (fax)
No national contract.
Pedestal is painted aluminum. (Note: Security is a woman-owned business.)

GREG'S BODY & FABRICATING
PO BOX 813
FRUITLAND PARK FL 34731-0813

Contact: Hansdel Gregory Swanson
352-787-6262
352-787-6262 (fax)
No national contract.
Pedestal is painted aluminum. (Note: Greg's is a small business.)

Replacement Pedestals — OPL

AMERICAN LOCKER GROUP INC
608 ALLEN ST
JAMESTOWN NY 14701-3966

Contact: Jim Lange
800-828-9118
716-664-9600
716-483-2822 (fax)
Contract #072368-96-B-0741
Pedestal is anodized aluminum. (Note: Can only be used on American Locker units.)

CUTLER MANUFACTURING CORP
3240 FLIGHTLINE DR
LAKELAND FL 33811-2844

Contact: Donna Pinello
800-237-2312
863-644-3573
863-646-4517 (fax)
Contract #072368-96-B-0742
Pedestal is anodized aluminum. (Note: Can only be used on Cutler units.)

Replacement Pedestals — Carousel/Rotating

PAGE SPECIALTY COMPANY
5877 SOUTH FULTON WAY
ENGLEWOOD CO 80111-3719

Contact: Bob Page
800-327-7439
303-770-2842
303-771-6837 (fax)
No national contract.
Pedestal is painted steel. (Note: Page is a small business.)

Apartment House Mail Receptacles — Horizontal and Vertical

USPS Publication 17, April 1982
USPS-STD-4B(RDD), Effective May 1, 1975

AMERICAN DEVICE MANUFACTURING
591 MITCHELL RD
GLENDALE HEIGHTS IL 60139-2582

Contact: Mike Langford
800-275-1747
630-545-1784
630-545-1896 (fax)

AUTH-FLORENCE MANUFACTURING CO
591 MITCHELL RD
GLENDALE HEIGHTS IL 60139-2582

Contact: Mike Langford
800-275-1747
630-545-1784
630-545-1896 (fax)

BOMMER INDUSTRIES INC
PO BOX 187
LANDRUM SC 29356-0187

Contact: W.J. "Digit" Laughridge III
800-334-1654
864-457-3301
864-457-5370 (fax)

CUTLER MANUFACTURING CORP
3240 FLIGHTLINE DR
LAKELAND FL 33811-2844

Contact: Donna Pinello
800-237-2312
863-644-3573
863-646-4517 (fax)

JENSEN INDUSTRIES INC
1946 E 46TH ST
LOS ANGELES CA 90058-2096

Contact: John Forbesj800-325-8351
323-235-6800
800-882-6489 (fax)

SECURITY MANUFACTURING CORP
815 S MAIN ST
GRAPEVINE TX 76051-5535

Contact: Janie D'Addio
800-762-6937
817-329-1600
817-481-3993 (fax)

AMERICAN EAGLE MANUFACTURING CO
3017 WHEELLOCK ST
DALLAS TX 75220-2944

Contact: Abel Lozano
214-358-5544
214-358-3066 (fax)
Horizontal only.

MAIL SECURITY
714 W FLORENCE AVE
LOS ANGELES CA 90044-6106

Contact: James Benefield
213-750-7844
213-750-3433 (fax)
Vertical only.

SALSBURY INDUSTRIES
1010 E 62ND ST
LOS ANGELES CA 90001-1598

Contact: Dennis Fraher
800-323-3003
213-232-6181
800-725-9393 (fax)
Vertical only.

THE SALVATION ARMY
ECONOMIC RECOVERY PROGRAM
5600 RICKENBACKER RD
BELL CA 90201-6418

Contact: John Horne
213-263-1206
213-626-4786
213-263-8543 (fax)
Rear loading 35 compartment 5x7 only; manufacturer's product #9274111-4.

Locks & Cams, CBU/NDCBU

PSIN 0910A and B (locks) & PSIN 0913A through K (cams)
USPS-L-1172B, March 2, 1992

ESP LOCK PRODUCTS INC
375 HARVARD ST
LEOMINSTER MA 01453-3499

Contact: Sari Phibault
978-537-6121
978-537-1699 (fax)
No national contract.

HUDSON LOCK INC
81 APSLEY ST
HUDSON MA 01749-1547

Contact: Joanna Smith
978-562-3481
978-562-9859 (fax)
No national contract.

HURD CORPORATION
503 BOHANNON AVE
PO BOX 145
GREENEVILLE TN 37744-1450

423-787-8800
423-787-8817 (fax)
No national contract.

NATIONAL CABINET LOCK
200 OLD MILL RD
PO BOX 200
MAULDIN SC 29662-0200

Contact: Teresa Gilstrap
803-297-6655
803-297-9987 (fax)
Contract #266351-98-B-0553 and #266351-98-B-0933

WIND CORPORATION
14 FINANCE DR
DANBURY CT 06810-4132

Contact: Patrick Wind
203-778-1001
203-778-1006 (fax)
Contract #266351-99-B-0987

Locks, Interlocking System, Parcel Locker, PSIN 0306P

USPS-L-1294A, November 19, 1996

ILCO UNICAN CORPORATION
400 JEFFREYS RD
PO BOX 2627
ROCKY MOUNT NC 27802-2627

Contact: Don Herman (x256)
800-334-1381
252-446-3321
252-446-4702 (fax)
No national contract.

AMERICAN LOCKER GROUP INC
608 ALLEN ST
JAMESTOWN NY 14701-3966

Contact: Jim Lange

800-828-9118

716-664-9600

716-483-2822 (fax)

No national contract.

Note: Apartment-style boxes are approved for installation; however, the Postal Service is prohibited from purchasing this equipment. You may order replacement parts for postal-owned equipment that was installed in the past.

State and Local Regulations

Some states have enacted laws that are more stringent and specific about the type of mailbox that may be used, the post or support that must be used to mount the mailbox, and the location of the delivery equipment. Regulations and recommendations published in this notice might not reflect appropriate requirements for your area. When providing guidance to the general public concerning mailbox placement and replacement, advise them not only of postal regulations but also of any mailbox regulations that you know have been enacted by state or local authorities.

Publicity

Postmasters should give these guidelines and suggestions maximum local publicity. Consult your area Public Affairs and Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 19 is provided for postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. Postmasters should retype the release double-spaced on Postal Service letterhead. It may also be helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

Responsibility

Motorized city, rural, and highway contract box delivery route carriers must cooperate to ensure the success of this endeavor and later report the results to the postmaster. Also, postmasters should use the most up-to-date list of approved manufacturers and mailbox suppliers when providing motorized city, rural, or highway contract box delivery route customers with information about the type of box to install.

— *Delivery Policies and Programs, Delivery, 4-6-00*

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POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

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

Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service is asking all [city name] homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 15–20, says Postmaster [full name].

“Repairing suburban and rural mailboxes improves the appearance of our community and makes delivering and receiving mail safer for our carriers and customers,” [last name] says.

The Postal Service makes this annual request because of the wear and tear that occurs to mailboxes every year. “This is especially important after the effects of last winter,” [he/she] adds [if applicable].

Some of the typical activities that may need to be done include:

- Replacing loose hinges on a mailbox door.
- Repainting a mailbox that may have rusted or started peeling.
- Remounting a mailbox post if loosened.
- Replacing or adding house numbers.

“If a homeowner plans to install a new mailbox or replace a worn one, he or she must use only Postal Service-approved traditional or contemporary mailboxes,” said [last name]. “Customers should be careful when purchasing curbside mail receptacles because the use of unapproved boxes is prohibited. Customers may use a custom-built mailbox, but they must consult with my office to ensure it conforms to guidelines applying to flag, size, strength, and quality of construction.”

For more information on the use of names or numbers on mailboxes, or answers to any other questions, contact Postmaster [full name] at [phone number] or call your local postmaster at [phone number].

###

Electronic Mail Alert

Testing of the electronic Mail Alert program associated with ADVANCE has proven to be a success, and it is complete. This new application was officially introduced at the National Postal Forum and made available to our qualifying customers effective March 24, 2000.

Customer qualifications are:

- Produce mailings with a minimum of 400,000 pieces per mailing.
- Provide the required data files to the National Customer Support Center (NCSC) a minimum of five business days prior to the system posting date of the mailpiece to the participating delivery units.
- Provide an image of the mailpiece or sample piece along with the facing slip if one is used in the mailing. **(Note:** An actual mailpiece sample is preferred, rather than a scanned image.)

Specific customer qualifications for the new electronic Mail Alert applications are available in the *ADVANCE Notification & Tracking System Technical Guide*, available on RIBBS via the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF>.

Questions or comments about the *ADVANCE Notification & Tracking System Technical Guide* should be directed to Pamela Boaz at the National Customer Support Center, 800-458-3181.

The Postal Service will continue to publish Mail Alert information via the *Postal Bulletin*. Mailers wishing to participate in the nationwide manual *Postal Bulletin* Mail Alert for Standard Mail (A) mailings (only) with a minimum of 1 million pieces must contact Headquarters Business Service Network at 800-419-2769.

— Business Service Network Operations, Sales, 4-6-00

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Operations at 800-419-2769 at least

one month preceding the requested delivery dates. The Postal Service also offers electronic Mail Alerts via ADVANCE. For more information, see the article above or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
April Sears Days Mailer	Standard A/Flat	4/1–4/4	18.0	National	Enhanced CarRt, Basic	Harte-Hanks
JC Penney Sweet Sale	Standard A/Postcard	4/11–4/13	13.4	National	CarRt	Harte-Hanks
JC Penney Home Decorating Sale	Standard A/Catalog	4/15–4/20	11.4	National	CarRt	RR Donnelley
Eddie Bauer April Home	Standard A/Flat	4/17–4/19	1.5	National	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
JC Penney Privilege Newsletter	Standard A/Letter	4/17–4/19	4.6	National	CarRt	Harte-Hanks
Carol Wright	Standard A/Letter	4/17–4/20	20.0	National	CarRt	Cox Target Media, Inc., 800-237-6266 (Postal Affairs)
Current Spring 2 2000	Standard A/Flat	4/17–4/21	1.0	National	CarRt, 3/5-Digit, Basic	Quad Graphics, Saratoga Springs, NY
Service Merchandise Diamond Month	Standard A/Flat	4/24–4/25	6.0	National	CarRt, 3/5-Digit, Basic	Quebecor World
JC Penney Red Alert Clearance	Standard A/Letter	4/24–4/26	7.4	National	CarRt	Harte-Hanks
The Territory Ahead (Summer 2)	Standard A/Flat	4/24–4/26	1.6	National	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 72 pages
Sally Beauty Supply	Standard A/Letter	4/27–4/29	2.5	National	CarRt, 3/5-Digit	Compass Print & Mail Services, Dallas, TX

— Business Service Network Operations, Sales, 4-6-00

Domestic Mail

DMM REVISION

PVDS Procedures for Standard Mail Destination Entry Mailings

Effective April 6, 2000, *Domestic Mail Manual* (DMM) E651.3.8 and E652.4.7 are revised and E652.4.9 is added to make PVDS procedures consistent with Publication 804, *Drop Shipment Procedures*. This change supercedes the DMM revisions published in *Postal Bulletin 22019* (3-9-00).

On March 12, 2000, new standards went into effect for scheduling recurring appointments. Since these standards went into effect, the Postal Service has received feedback from mailers as to where they should submit their request for recurring appointments. To address those concerns more fully, these DMM standards are reworded for clarification.

This revision will appear in the printed version of DMM Issue 56 and in the online version available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

E	Eligibility	*	*	*	*	*
E600	Standard Mail	*	*	*	*	*
E650	Destination Entry					
E651	Regular, Nonprofit, and Enhanced Carrier Route Standard Mail	*	*	*	*	*
3.0	DEPOSIT	*	*	*	*	*
3.8	Recurring Appointments					

[Revise 3.8 to read as follows:]

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6

months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. To request an additional 6 months, a written request may be submitted within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

* * * * *

E652	Parcel Post	*	*	*	*	*
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4.0	DEPOSIT	*	*	*	*	*
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4.7 Advance Scheduling

[Revise the opening of 4.7 to read as follows. Renummer items c through e as d through f, respectively. Add new item c as follows:]

A mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district, BMC control center, or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

* * * * *

- c. Where the mailing was verified.

* * * * *

[Renumber current 4.9 through 4.12 as 4.10 through 4.13, respectively. Add new 4.9 to read as follows:]

4.9 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. To request an additional 6 months, a written request may be

submitted within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

— *Operational Requirements,
Operations Planning and Processing, 4-6-00*

DMM REVISION

Nonmailable Written, Printed, and Graphic Matter

Effective, May 4, 2000, *Domestic Mail Manual* (DMM) C031 is revised to include changes and additions as a result of the Deceptive Mail Prevention and Enforcement Act, P.L. 106-168, 39 U.S.C., sub-section 3001.

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)

C	Characteristics and Content
C000	General Information
	* * * *
C030	Nonmailable Written, Printed, and Graphic Matter
C031	Written, Printed, and Graphic Matter Generally
	* * * *
2.0	SOLICITATIONS DECEPTIVELY IMPLYING FEDERAL CONNECTION, APPROVAL, OR ENDORSEMENT (39 USC 3001(H) AND 3001(I); 39 USC 3005)
	* * * *

2.2 Nonmailable by Government Misrepresentation

A solicitation that misrepresents a government entity is nonmailable subject to these conditions:

- a. Matter that contains a solicitation for products, services, information, or funds which imply any federal government connection, approval, or endorsement through the use of a seal, insignia, reference to the Postmaster General, citation to a federal statute, name of a federal agency, department, or commission, or program, trade, or brand name, or any other term or symbol; or contains any reference to the Postmaster General or a citation to a federal statute that misrepresents either the identity of the mailer or the protection or status afforded such matter by the federal government is nonmailable unless it conforms to 2.3. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with 2.3 does not avoid violation of 39 USC 3005 if the solicitation or accompanying information misrepresents material fact such as the nature, value, quantity, quality, or efficacy of the products or services offered for sale, or of the activities of an organization asking for information or monetary contributions.
- b. Such solicitations must not contain a false representation that federal government benefits or services will be affected by whether or not the recipient makes a purchase or contribution.

- c. Solicitations for payment for services otherwise available to the recipient free of charge from the federal government are nonmailable unless they contain a clear and conspicuous statement giving notice of that fact.

2.3 Permitted Solicitations

A solicitation described in 2.2(a) may be mailable if it meets at least one of these conditions (see Exhibit 2.3):

[No other changes to current a, b, and c.]

* * * * *

[Add new 6.0 to read as follows:]

**6.0 SWEEPSTAKES MATTER
(39 USC § 3001(K)(3)(A))**

6.1 Definition

The term *sweepstakes* means a game of chance for which no consideration is required to enter.

6.2 Mailable Matter

Sweepstakes matter is mailable only if it discloses all of the following:

- a. In the body, in the rules, and on the order or entry form that no purchase is necessary.
- b. In the body, in the rules, and on the order or entry form that a purchase will not increase the odds of winning.
- c. All terms and conditions, including rules and entry procedures of the sweepstakes.
- d. The sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- e. Sweepstakes rules, including the odds of winning, quantity, value, and nature of the prize and the schedule of any payments over time.

6.3 Nonmailable Matter

Sweepstakes matter is nonmailable if it does any of the following:

- a. Represents that individuals not making a purchase may be disqualified from receiving future solicitations.
- b. Requires that the entry be accompanied by an order or payment for a product or service previously ordered.
- c. Represents that the recipient has won a prize unless that individual has won such prize.
- d. Otherwise contradicts or is inconsistent with any disclosure required by 6.2 or 6.3.

7.0 SKILL CONTESTS (39 USC 3001(K)(3)(B))

7.1 Definition

The term *skill contest* means a puzzle, game, competition, or other contest in which a prize is awarded, the outcome depends upon the skill of the contestant, and for which a payment, purchase, or donation is required to enter.

7.2 Mailable Matter

Skill contests are mailable only if they include all of the following:

- a. Disclose the terms and conditions of the contest, including the rules and entry procedures.
- b. Disclose the sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- c. Contain rules that state all of the following:
 - (1) Number of rounds or levels and the cost to enter each round.
 - (2) If subsequent rounds will be more difficult.
 - (3) Maximum cost to enter all rounds.
 - (4) Number of entrants or percentage expected to correctly solve the contest.
 - (5) Identity or qualifications of the judges, if judged by other than the sponsor.
 - (6) Method of judging.
 - (7) Dates the winners will be determined and the prizes awarded.
 - (8) Quantity, value, and nature of the prize.
 - (9) Schedule of any payments over time.

8.0 FACSIMILE CHECKS (39 USC § 3001(K)(3)(C))

A facsimile check is nonmailable unless it states on the face of the check that it is not a negotiable instrument and has no cash value.

**9.0 EXCLUSIONS AND DISCLOSURES
(39 USC §§ 3001(K)(4) & 3001 (K)(5))**

9.1 Mailable Matter

Matter described in 6.0, 7.0, and 8.0 is mailable if it appears in a magazine, newspaper, or other periodical if the promotions are not directed to a named individual, or the promotions do not include the opportunity to make a payment or order a product or service.

9.2 Notices and Disclaimers

Any notice or disclaimer required under 6.0, 7.0, or 8.0 shall be clearly and conspicuously displayed. Disclaimers required by 6.2a and 6.2b must be more conspicuously displayed than any other disclaimer.

10.0 REMOVAL OF NAMES FROM MAILING LISTS (39 USC § 3001(L))

10.1 Lists

In general, any person who uses the mails for any mailing falling under 2.0, 6.0, 7.0, or 8.0 shall adopt reasonable practices or procedures to prevent the mailing of such matter to any person who, personally or through their legal representative, submits a written request that no such matter shall be mailed to that person. Such request may be made either to the mailer, or the Attorney General, or their representative, of the appropriate state. Such requests shall be honored for a period of five years from the date of the request. The mailer shall maintain a record of all such written requests.

10.2 Special Requirements for Sweepstakes and Skill Contests (Effective December 12, 2000)

Any promoter of sweepstakes or skill contests must make a clear and conspicuous disclosure of the address or toll-free telephone number by which an individual, or their duly authorized representative, may notify a promoter to have that individual's name and address removed from all lists of names and addresses used by that promoter to mail any skill contest or sweepstakes. Promoters have 60 days from the date of receipt of the removal request to effect the removal of the name and address from all mailing lists used by that promoter for any skill contest or sweepstakes.

— *Mail Preparation and Standards, Pricing and Product Design, 4-6-00*

Order to Destroy Old PS Form 3849, Delivery Notice/Reminder/Receipt, and Old PS Form 3883, Firm Delivery Book for Accountable Mail

In the very near future, we will be launching the new signature capture program that will eliminate manual filing of delivery records at individual post offices for inquiry purposes. All delivery records for domestic deliveries will be stored electronically and will include the appropriate signature information collected for each record. Each delivery office will receive specific training and instructions on this process prior to program activation.

At this time, you must recycle the following outdated stock:

PS Form 3849	<ul style="list-style-type: none"> ■ Dates prior to October 1998 ■ Forms printed from other than USPS sources (material distribution center and area print contracts)
PS Form 3883	Dates prior to November 1999

In addition, ensure that non-barcoded versions of Certified, COD, Numbered Insured, Registered, and Return Receipt for Merchandise labels are destroyed as soon as the barcoded replacements are in place.

— *Expedited/Package Services, 4-6-00*

NOTICE

Commercial Mail Receiving Agency (CMRA) Regulations

Under standards for delivery of mail to commercial mail receiving agencies published on March 25, 1999, and subsequent extensions, mail addressed to private mailboxes was to include the "PMB" designation by April 26, 2000. This deadline has been extended until August 26, 2000.

— *Retail Operations Support, Retail Operations, 4-6-00*

Finance

HANDBOOK F-1 REVISION

Redesigned PS Form 3613

Effective immediately, 631.11, 631.12, and 722.32 of Handbook F-1, *Post Office Accounting Procedures*, are revised to clarify the usage of the redesigned PS Form 3613, *Refunds From Advance Deposit Accounts*. The previous edition of PS Form 3613 was titled *Cancellation of Permit*.

Handbook F-1, *Post Office Accounting Procedures*

* * * * *

[Revise title and text of 631.11 as follows:]

631.11 Nonautomated Permit System Units

1> When you receive a written request for a refund of all or part of the unused balance of a customer advance deposit account, the business mail entry unit (BMEU) must complete PS Form 3613, *Refunds From Advance Deposit Accounts*.

* * * * *

[Revise title of 631.12 as follows:]

631.12 Automated Permit System Units

* * * * *

[Revise text of 722.3 as follows:]


722.3 Verifying Reported Revenue

* * * * *

2> In non-SFAP units, verify totals of PS Forms 3541-N, *Postage Statement — Periodicals — Nonprofit Rates*; 3541-NC, *Postage Statement — Periodicals — Classroom Rates*; 3541-R, *Postage Statement — Periodicals — Regular and Science-of-Agriculture Rates*; and 3613, *Refunds From Advance Deposit Accounts*, to withdrawals of the appropriate column.

* * * * *

— Corporate Accounting, Finance, 4-6-00

		Refunds From Advance Deposit Accounts	
<input type="checkbox"/> Complete Refund to Close Account		<input type="checkbox"/> Partial Refund From an Active Account	
Company Name _____			
Address _____			
Advance Deposit Account Number	Amount of Refund	Account Balance After Refund	
FROM:	BMEU	Date of Last Mailing _____	
TO:	Accounting Section _____	Date of Initial Notice of Cancellation _____	
	Unit _____	Date of Cancellation of Account _____	
	City _____ State _____	A Copy of the Customer's Letter Must Accompany This Form.	
	ZIP+4 Code _____	Signature of Employee Authorizing Refund _____	
PS Form 3613, March 2000		Date: _____	

NEW MI

Management Instruction FM-610-2000-2, Compliance With the Prompt Payment Act

Management Instruction (MI) FM-610-2000-2, *Compliance With the Prompt Payment Act*, has been posted on the Postal Service Intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Management Instructions*, then either *By Document ID Number* or *By Title*, and then scroll down to the desired MI — the exact URL is <http://blue.usps.gov/cpim/ftp/manage/f610002.pdf>).

This instruction provides guidance in the handling of documents to ensure prompt payment of debts owed by the Postal Service to suppliers for equipment, supplies, and

services. It also gives guidance for handling issues raised by the Prompt Payment Act (PPA) when purchases are made under delegated buying authority. This instruction applies to all postal installations. Payments made locally rather than through an accounting service center (ASC) are also discussed. This instruction does not replace or supercede policy or procedure contained in the *Purchasing Manual* (PM) or any other relevant handbooks or manuals.

— *Corporate Accounting, Finance, 4-6-00*

Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
AR, Lincoln 72744-0816	Any And All Of Various Names Except The Surname Leeders, P.O. Box 816
AR, Lincoln 72744-8566	Any And All Of Various Names Except The Surname Leeders, 412 E. Rogers Street
CA, Lakewood 90712-1736	Any And All Names Except the Name Christopher R. Rice, 4427 Candlewood Street, #174
CA, San Francisco 94121-1922	CRB, 2416 Clement Street #112
CA, San Francisco 94142-6317	J. or Jeff Harrington, P.O. Box 426317
CA, San Ysidro 92173-3117	Any And All Names, 4630 Border Village Rd., #N347
FL, Eaton Park 33840-2120	Any And All Of Various Known And Unknown Names Except Sherrie A. Elliott, P.O. Box 2120
NC, Greensboro 27406-2362	Any And All Of Various Names Other Than The Surname Roach, 401 East Florida Street, Apt. B
TX, Lewisville 75029-3118	Any And All Names Except The Surnames Bandoth And Wolfert, P.O. Box 293118

— *Recorder's Office, Judicial Officer, 4-6-00*

Domestic Orders

False representation is enforced by postmaster at the city listed below:

State/City	Names Covered	Product
CA, Downey 90242-0434	The Tenth Circuit Court Of The United States, The Ninth Circuit Court Of The United States, P.O. Box 2434	A U.S. Court scheme.

— *Recorder's Office, Judicial Officer, 4-6-00*

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	386 883 8936 to 8999	402 578 7876 to 7899	417 387 6532 to 6599
011 588 2900 to 011 588 3099	387 314 5574 to 5599	403 125 6744 to 6799	417 496 6800 to 6999
013 289 6176 to 013 289 6199	387 837 6300 to 6399	403 260 7000 to 7499	417 871 9250 to 9299
014 932 1000 to 014 932 1099	388 828 0656 to 0699	403 280 6470 to 6499	417 930 9533 to 9599
014 972 0800 to 014 972 0899	389 696 2400 to 2799	403 685 8600 to 8699	418 164 6500 to 6799
210 221 0548 to 210 221 0599	389 846 3104 to 3135	404 003 0300 to 0399	418 423 9863 to 9899
273 070 8059 to 273 070 8099	389 846 3145 to 3195	404 041 8838 to 8899	418 633 5922 to 5999
273 775 7700 to 273 775 7899	389 887 9211 to 9230	404 071 4268 to 4299	418 719 8520 to 8599
302 000 0000 to 302 123 9999	389 887 9234 to 9299	404 347 5356 to 5399	418 744 2235 to 2299
349 746 2056 to 2099	390 001 3182 to 3199	404 347 5548 to 5599	418 962 2848 to 2899
350 518 7350 to 7374	390 001 3500 to 3699	404 726 4500 to 4599	419 543 0286 to 0299
360 011 1690 to 1699	390 545 5974 to 5999	404 961 5001 to 5199	419 730 0300 to 0399
360 168 6008 to 6099	391 104 6146 to 6199	405 325 0188 to 0198	420 277 0015 to 0049
360 173 8800 to 8899	391 574 1466 to 1499	406 009 4587 to 4599	420 599 0734 to 0798
360 324 2326 to 2399	391 783 3020 to 3599	406 260 6830 to 6899	420 661 4115 to 4199
362 861 3064 to 3099	391 792 6100 to 6199	406 459 6641 to 6999	420 758 9500 to 9699
373 006 2176 to 2199	392 668 2956 to 2999	406 733 3000 to 3999	420 969 3951 to 3971
374 768 2600 to 2699	392 854 8500 to 8899	407 545 1557 to 1599	420 969 3973 to 3999
375 169 4400 to 4599	393 584 7566 to 7699	407 594 0412 to 0599	421 116 3565 to 3599
375 829 3400 to 3499	393 650 0074 to 0099	407 692 9100 to 9299	421 130 9300 to 9399
375 851 9100 to 9199	393 838 8316 to 8499	407 959 2190 to 2199	421 313 4500 to 4999
376 196 0911 to 0999	393 893 6007 to 6099	408 265 2275 to 2288	421 364 5537 to 5599
376 196 0911 to 0999	394 126 6907 to 6999	408 499 7700 to 7799	421 656 2609 to 2699
378 085 3679 to 3699	394 189 0405 to 0599	408 499 7900 to 7999	421 988 9700 to 9799
378 351 1063 to 1099	394 822 3243 to 3278	408 682 8484 to 8599	422 172 4667 to 4699
379 843 5100 to 5199	394 990 1810 to 1899	408 698 7015 to 7099	422 484 4212 to 4299
380 093 9600 to 9699	395 343 3264 to 3299	409 072 3941 to 3999	422 556 1270 to 1299
380 165 1165 to 1199	395 373 3035 to 3099	410 491 2311 to 2399	422 587 7024 to 7099
381 325 4500 to 4599	395 396 9649 to 9799	410 694 8400 to 8599	422 819 7533 to 7599
381 604 2510 to 2699	395 970 3240 to 3299	410 775 1500 to 1599	422 842 5073 to 5087
381 645 9525 to 9599	397 622 4054 to 4099	410 795 7927 to 7999	422 907 7563 to 7599
383 314 3968 to 3999	397 819 8902 to 8999	410 867 0917 to 0966	424 500 6050 to 6099
383 892 1000 to 1344	398 149 7200 to 7699	410 867 0970 to 0999	424 641 8500 to 8599
383 892 1382 to 1399	399 070 0872 to 0899	411 868 1023 to 1199	424 871 6600 to 6699
384 925 3641 to 3654	399 156 7119 to 7199	411 922 2322 to 2399	425 298 2352 to 2399
385 568 2331 to 2399	399 203 5064 to 5099	412 193 0900 to 0999	425 418 4269 to 4299
385 599 7554 to 7575	399 296 9910 to 9999	412 395 8599 to 8699	425 418 4405 to 4499
385 774 2024 to 2099	399 396 8935 to 8999	412 485 6500 to 6599	426 547 4566 to 4599
386 624 1412 to 1599	399 792 7775 to 7799	412 485 6610 to 6699	427 412 6337 to 6499
	399 792 8300 to 8399	412 885 5953 to 5999	427 481 0900 to 0999
	400 427 1051 to 1999	414 193 3608 to 3674	428 027 2742 to 2752
	401 045 1505 to 1549	414 193 3677 to 3699	429 474 4172 to 4199
	401 045 1571 to 1599	414 411 7348 to 7399	429 889 2900 to 2999
	401 294 2700 to 2799	414 640 0757 to 0799	430 150 4401 to 4599
	401 310 9505 to 9599	414 965 1727 to 1799	430 172 9800 to 9899
	401 382 5312 to 5399	417 302 8104 to 8199	430 177 1900 to 2099

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
451 109 2967 to	2984	463 176 4115 to	4199	478 469 7838 to	7858	493 394 5568 to	5599
451 115 4110 to	4125	463 176 4229 to	4299	478 469 7883 to	7899	493 470 2562 to	2599
451 115 4127 to	4199	463 185 2600 to	2799	479 280 9800 to	9899	493 473 7700 to	7799
452 265 0074 to	0099	463 227 7711 to	7799	479 365 9116 to	9176	493 716 2153 to	2199
452 265 0246 to	0299	463 414 4869 to	4899	479 412 9900 to	9999	494 206 2972 to	2999
452 265 0335 to	0999	463 808 3484 to	3499	479 667 6190 to	6199	494 217 3446 to	3999
452 509 1169 to	1199	463 945 7400 to	7899	479 748 9680 to	9699	494 224 0500 to	0599
452 855 6471 to	6499	464 629 9000 to	9399	479 860 7000 to	7199	495 145 0600 to	0699
452 890 4679 to	4799	464 711 4332 to	4399	480 526 2000 to	2099	496 209 7425 to	7499
452 900 8215 to	8238	465 692 3963 to	3999	480 640 6330 to	6399	496 213 8728 to	8799
453 117 9146 to	9199	465 698 8300 to	8599	480 658 0568 to	0599	496 474 5226 to	5248
453 334 3631 to	3699	465 743 7745 to	7799	480 689 5100 to	5199	497 053 8517 to	8699
453 603 7841 to	7891	466 798 6056 to	6067	481 072 9463 to	9499	497 854 8673 to	8699
453 650 1140 to	1199	467 147 4300 to	4399	481 673 0074 to	0095	498 449 8888 to	8899
453 741 1300 to	1399	468 079 5782 to	5799	482 527 1500 to	1599	498 929 8285 to	8499
454 013 2919 to	2999	469 067 2817 to	2899	482 541 5255 to	5299	498 936 5310 to	5399

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
609 825 4100 to	4115	630 389 3056 to	3071	644 923 6800 to	7799	659 846 7837 to	7899
609 884 2981 to	2999	630 463 0588 to	0599	644 932 4655 to	4699	660 510 4100 to	4199
609 893 1000 to	1099	631 459 9117 to	9199	645 318 7240 to	7499	660 673 0400 to	0599
610 092 3200 to	3299	631 762 9325 to	9399	645 333 1766 to	1799	661 488 5000 to	5099
610 582 4200 to	4299	632 217 4933 to	4999	645 790 8632 to	8699	661 609 9100 to	9199
611 879 6939 to	6999	632 500 0000 to	99 9999	645 821 0657 to	0699	661 716 9420 to	9499
612 291 8013 to	8099	633 110 4165 to	4199	645 930 7948 to	7999	661 906 6522 to	6599
612 751 5171 to	5199	633 110 4303 to	4499	645 975 0737 to	0762	662 021 8332 to	8399
612 751 5226 to	5299	633 438 6429 to	6599	646 242 6200 to	6299	662 068 0700 to	0899
612 751 6083 to	6099	633 588 7173 to	7182	646 270 7639 to	7799	662 553 0774 to	0799
612 751 6268 to	6299	634 725 0700 to	0799	646 798 4000 to	4999	663 078 7034 to	7099
612 751 6572 to	6599	634 803 3239 to	3299	647 048 7035 to	7099	663 763 5300 to	5399
612 774 2111 to	2199	634 807 2474 to	2499	647 049 2900 to	2999	663 883 7039 to	7499
612 774 2254 to	2299	634 827 5900 to	5999	647 398 8300 to	8399	664 253 8000 to	8499
612 774 2500 to	2599	634 886 3428 to	3499	647 398 8481 to	8499	664 656 3055 to	3099
614 469 0979 to	0999	635 559 3449 to	3499	647 437 3000 to	4999	665 174 6400 to	6499

665 274 8208 to	8299	683 415 1200 to	1499	700 065 4800 to	4899	808 784 8000 to	8299
665 669 5400 to	5499	683 444 8159 to	8199	700 190 3350 to	3359	830 602 5800 to	5999
666 132 8226 to	8299	685 154 7780 to	7789	700 228 6048 to	6099	830 610 3700 to	3799
666 696 2209 to	2299	685 623 5264 to	5299	700 650 0452 to	0499	830 983 3500 to	3599
666 696 2309 to	2399	685 650 9487 to	9499	700 666 1323 to	1349	830 983 3635 to	3699
667 032 9300 to	9399	685 669 4200 to	4299	700 786 9106 to	9142	831 354 1387 to	1399
667 729 5529 to	5599	685 757 8452 to	8499	700 859 0744 to	0758	831 815 8240 to	8299
668 383 8400 to	8699	686 071 2694 to	2799	701 028 6780 to	6899	832 525 3810 to	3899
670 368 3400 to	3499	686 176 3333 to	3354	701 213 3900 to	3999	833 159 1884 to	1899
670 369 7336 to	7399	686 372 3200 to	3299	701 267 2000 to	3999	833 566 3015 to	3071
670 750 7169 to	7199	686 644 5879 to	5899	701 335 7312 to	7399	834 316 5444 to	5499
671 046 6200 to	6399	686 931 7636 to	7699	701 369 2005 to	2050	835 269 5700 to	5799
671 251 5448 to	5499	687 601 0973 to	0999	701 503 2247 to	2299	835 539 5200 to	5999
671 926 5600 to	5799	687 614 6774 to	6799	701 541 2271 to	2299	835 813 3015 to	3099
672 444 2000 to	2999	688 120 9000 to	9999	701 553 6557 to	6599	839 718 8257 to	8299
672 828 3410 to	3499	688 314 3107 to	3191	701 601 3457 to	3499	840 323 0600 to	0699
673 167 5776 to	5799	690 291 1361 to	1371	701 605 5913 to	5999	840 875 6235 to	6299
675 464 3700 to	3799	690 788 2877 to	2899	701 695 3982 to	3999	840 910 0900 to	0999
675 464 4000 to	4199	690 893 5344 to	5399	701 695 4148 to	4199	841 349 5000 to	5099
676 365 5958 to	5999	690 893 5512 to	5599	701 695 4227 to	4299	841 805 7747 to	7899
676 669 1024 to	1099	690 904 1300 to	1599	701 708 1741 to	1799	841 805 7944 to	8099
677 126 6734 to	6799	690 941 6000 to	6199	701 736 3966 to	3999	842 860 0300 to	0399
677 333 9979 to	9999	691 313 6383 to	6399	701 838 2800 to	2899	842 898 5582 to	5599
677 466 1088 to	1099	691 313 6600 to	6699	701 941 0600 to	0699	843 062 7100 to	7199
678 071 4500 to	4799	691 582 8003 to	8099	702 171 1603 to	1699	843 077 6288 to	6299
678 096 7531 to	7599	691 664 1800 to	1999	702 195 5109 to	5199	843 077 6378 to	6399
679 909 2578 to	2599	691 664 2400 to	2499	702 254 9300 to	9399	843 758 5769 to	5778
680 112 9565 to	9599	692 727 9362 to	9399	702 264 7569 to	7599	845 746 2618 to	2635
680 244 0903 to	0999	693 249 0779 to	0799	702 713 1800 to	1809	847 284 2481 to	2499
680 412 6046 to	6099	693 249 0877 to	1699	702 821 5730 to	5799	847 374 7055 to	7065
680 761 6800 to	6899	693 445 0566 to	0999	702 821 5805 to	5899	847 636 5304 to	5399
681 677 0540 to	0699	693 448 8500 to	8999	702 878 0114 to	0199	847 723 7500 to	7599
682 070 1029 to	1099	693 645 9583 to	9599	740 002 7710 to	7719	869 800 0000 to	999 9999
682 956 6280 to	6299	693 965 4200 to	4299	806 087 1100 to	1499	870 054 4814 to	4899
682 956 6490 to	6599	695 741 2906 to	2999	806 268 9275 to	9299	870 491 4812 to	4849
682 956 6700 to	6799	695 947 8518 to	8599	806 534 3400 to	3477	870 536 5820 to	5829
682 965 1178 to	1199	696 662 8247 to	8299	807 342 3283 to	3399	870 541 7167 to	7239
682 965 1201 to	1299	697 447 8285 to	8296	808 086 7100 to	7199	870 575 8155 to	8999
683 118 2389 to	2399	698 042 4816 to	4899	808 090 3440 to	3499	870 589 0485 to	0494
683 378 2000 to	2099	698 227 0000 to	0099	808 325 5161 to	5699	870 691 7060 to	7099
683 378 2117 to	2299	700 065 2570 to	2599				

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

725 464 591	to	4 920	732 188 649	to	8 670	739 740 151	to	0 180	749 137 381	to	7 410
725 475 321	to	5 330	732 193 460	to	3 470	739 793 491	to	3 520	749 190 192	to	0 210
725 711 057	to	1 070	732 201 241	to	1 390	739 793 527	to	3 550	749 685 421	to	5 450
725 738 581	to	8 730	732 220 431	to	0 440	739 942 621	to	2 650	749 846 791	to	6 850
725 981 311	to	1 430	732 355 201	to	5 380	739 999 231	to	9 320	749 993 131	to	3 580
725 987 835	to	7 880	732 472 320	to	2 560	740 011 517	to	1 530	750 071 587	to	1 610
726 060 811	to	0 900	732 541 605	to	1 620	740 030 701	to	0 970	750 408 167	to	8 183
726 391 970	to	2 520	732 572 221	to	2 490	740 261 740	to	1 820	750 438 421	to	8 501
726 484 771	to	4 800	732 586 479	to	6 710	740 265 811	to	6 290	750 743 911	to	4 030
726 493 351	to	5 300	732 994 037	to	4 080	740 299 111	to	9 170	750 779 118	to	9 400
726 504 031	to	4 063	733 163 449	to	3 460	740 299 231	to	9 260	750 910 981	to	1 010
726 504 070	to	4 090	733 297 171	to	7 290	740 329 266	to	9 320	750 960 841	to	0 900
726 504 331	to	4 390	733 446 631	to	7 110	740 889 081	to	9 090	751 296 211	to	6 240
726 563 701	to	4 060	733 474 665	to	4 770	741 010 421	to	0 530	751 539 121	to	9 180
726 599 371	to	9 460	733 704 482	to	4 570	741 113 041	to	3 370	751 541 311	to	1 790
726 626 356	to	6 370	733 751 041	to	1 130	741 373 891	to	4 340	751 757 641	to	7 700
727 182 271	to	2 510	733 971 138	to	1 210	741 452 369	to	2 490	751 936 951	to	7 010
727 416 181	to	6 240	734 009 101	to	9 130	741 492 991	to	3 140	751 951 861	to	1 890
727 481 431	to	1 460	734 290 759	to	0 770	741 553 460	to	3 470	751 999 021	to	9 110
727 749 241	to	9 780	734 389 273	to	9 290	741 764 431	to	4 520	752 139 516	to	9 570
728 382 331	to	2 480	734 440 031	to	0 111	742 178 834	to	8 880	752 182 892	to	2 950
728 458 201	to	8 260	734 797 201	to	7 320	742 325 500	to	5 520	752 206 861	to	7 100
728 702 338	to	2 400	734 939 611	to	9 640	742 325 668	to	5 700	752 731 351	to	1 410
728 915 371	to	5 850	734 950 111	to	0 170	742 408 771	to	8 830	752 767 441	to	7 470
728 953 141	to	3 410	735 120 331	to	0 840	742 512 120	to	2 150	753 008 941	to	9 030
728 954 280	to	4 310	735 123 061	to	3 690	742 684 849	to	4 890	753 194 311	to	4 370
729 169 081	to	9 140	735 283 008	to	3 020	742 839 553	to	9 630	753 620 378	to	0 400
729 363 841	to	3 870	735 293 131	to	3 220	742 913 668	to	3 700	754 013 917	to	3 940
729 682 891	to	3 190	735 783 961	to	3,990	742 917 287	to	7 296	754 161 061	to	1 120
729 838 940	to	9 070	735 803 401	to	3 430	742 921 891	to	1 980	754 358 445	to	8 610
729 839 101	to	9 130	736 005 420	to	5 440	742 983 631	to	3 810	754 410 451	to	0 660
730 077 683	to	7 840	736 366 021	to	6 110	743 020 021	to	0 170	754 438 393	to	8 410
730 109 847	to	9 880	736 624 456	to	4 500	743 206 491	to	6 500	754 493 109	to	3 130
730 373 761	to	3 850	736 670 851	to	1 060	743 235 992	to	6 050	754 664 182	to	4 220
730 501 951	to	2 130	736 767 061	to	7 090	743 245 094	to	5 170	754 816 377	to	6 470
730 519 379	to	9 470	736 767 093	to	7 120	743 940 631	to	0 900	755 487 421	to	7 600
730 569 278	to	9 360	736 982 191	to	2 370	743 978 011	to	8 070	755 592 901	to	3 140
730 711 711	to	1 740	736 982 551	to	2 730	744 234 751	to	4 780	755 791 730	to	1 800
730 722 991	to	3 230	737 110 141	to	0 170	744 260 641	to	0 670	755 926 951	to	7 070
730 845 970	to	5 990	737 185 501	to	5 710	744 499 591	to	9 680	756 035 371	to	5 490
730 888 291	to	8 320	737 317 321	to	7 350	744 626 901	to	6 910	756 047 191	to	7 220
730 927 591	to	7 680	737 517 781	to	7 840	745 388 794	to	8 910	756 301 257	to	1 290
731 307 914	to	7 930	737 628 181	to	8 210	746 446 806	to	6 820	756 371 565	to	1 580
731 402 431	to	2 460	737 634 258	to	4 270	746 818 351	to	8 410	756 876 031	to	6 090
731 407 232	to	7 320	738 361 971	to	1 980	747 245 266	to	5 280	756 876 151	to	6 240
731 588 301	to	8 340	738 648 355	to	8 450	747 364 813	to	4 830	756 970 129	to	0 140
731 767 273	to	7 320	738 849 811	to	9 900	747 501 434	to	1 450	757 078 540	to	8 560
731 781 061	to	1 120	738 892 270	to	2 290	747 739 891	to	0 070	757 222 621	to	2 830
731 837 821	to	7 910	738 997 259	to	7 380	748 148 649	to	8 760	757 240 591	to	0 650
731 841 377	to	1 450	739 161 451	to	1 540	748 259 960	to	9 970	757 277 371	to	7 700
732 018 481	to	8 600	739 219 381	to	9 440	748 565 162	to	5 280	757 291 591	to	2 730
732 067 972	to	8 370	739 530 511	to	0 540	748 874 988	to	5 030			

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

— *Postal Inspection Service, 4-6-00*

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, 4-6-00*

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.

005064	010456	016640	020488	023452	026612	028737	032108	061058	068436	071076	077012	085618
005115	010480	016735	020512	023473	027003	028739	032125	061059	068454	071102	077262	085620
005135	010493	018100	020533	023494	027106	028815	038043	061153	069195	071592	077335	085676
005263	010644	018112	020544	023525	027212	028821	038095	061224	069359	071667	077364	085750
005598	011026	018124	020578	023541	027397	028874	038215	061445	069381	071956	077381	088243
005821	012081	018288	021002	023620	027474	028903	038231	064348	069385	075044	077386	088506
005899	012255	018366	021040	023622	027522	028906	038275	064368	069447	075106	077706	088628
005946	012320	018547	021060	023636	027543	028920	040013	064393	069534	075266	078189	088656
005968	014453	018601	021123	025215	027560	028957	042031	064860	069564	075287	078227	088679
006641	014902	018603	021159	025301	027652	028967	048024	065276	069609	075358	078238	089148
006972	015094	018718	021371	025387	027735	028996	050013	065308	069668	075457	078920	089519
007026	015210	018731	021487	025432	027791	029567	050018	065720	069682	075547	079053	089723
007121	015436	018822	021959	025443	027857	029576	051091	065728	069701	075703	079131	090645
007176	015451	018959	022201	025453	027872	029579	051093	065831	069805	075730	079792	092226
008321	015505	019359	022242	026112	027932	029584	055091	066096	069832	075867	080047	092458
008518	015521	019394	022422	026243	027945	029624	055153	066380	069921	075868	080087	092753
009204	015533	019471	022484	026283	027968	029632	057007	066380	069921	075868	080087	092753
009337	015580	019834	022731	026374	027977	029710	060013	067217	069929	075906	080125	092861
009472	015591	020071	022854	026428	027982	029800	060104	067231	070086	076044	080237	093049
009478	015608	020121	023008	026456	028104	029937	060151	068104	070218	076118	080455	093129
009639	015650	020157	023064	026484	028342	029970	060212	068170	070587	076187	080466	094479
009827	016146	020276	023080	026541	028398	030022	060295	068321	070648	076442	080571	094521
009976	016517	020325	023274	026544	028503	030302	060301	068327	070735	076891	080675	094720
010311	016598	020413	023338	026582	028571	031010	060414	068381	070755	076935	085171	095144
010421	016635	020437	023348	026603	028691	031127	060537	068386	070970	076978	085409	095312

948502	950311	950926	951747	960055	968964	970777	980164	980649	981761	982248	992223	993005
948532	950315	950936	951837	960090	969070	970785	980196	980687	981789	982278	992226	995125
948536	950331	950938	951843	967144	969151	970791	980201	980722	981943	982285	992291	995161
948584	950347	951107	951854	967219	970105	970802	980209	980745	981999	982295	992302	995352
948591	950362	951109	951871	967263	970193	970841	980222	980812	982005	982361	992402	995377
948592	950391	951150	951873	967273	970369	970876	980270	980830	982056	982407	992448	995595
948620	950522	951172	951910	967400	970383	972431	980309	980864	982064	982414	992472	995625
949461	950526	951224	953332	968168	970425	972566	980368	980866	982082	983075	992524	995826
950007	950562	951338	958342	968201	970453	972609	980401	980880	982106	984102	992539	997061
950149	950689	951380	958384	968361	970466	972623	980417	980894	982126	985210	992596	
950183	950767	951506	958469	968380	970605	972655	980422	980918	982131	988046	992655	
950255	950800	951569	958732	968388	970623	972661	980424	980919	982156	989074	992657	
950273	950802	951572	958833	968722	970627	972873	980454	980981	982164	992084	992703	
950275	950830	951583	958899	968832	970646	974022	980572	980999	982210	992164	992707	
950289	950842	951708	958928	968915	970711	976068	980600	981697	982213	992169	992718	
950310	950874	951737	958948	968919	970731	980012	980608	981755	982232	992181	992723	

— Express and Priority Mail, Marketing, 4-6-00

International Mail

IMM REVISION

International Mail — Mailing to Kazakhstan

Effective April 6, 2000, the Individual Country Listing for Kazakhstan is revised to eliminate special delivery service. This revision will be incorporated into both the printed version of *International Mail Manual* (IMM) Issue 23 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

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Country Conditions for Mailing — Kazakhstan

* * * * *

[Revise Special Delivery to read as follows:]

SPECIAL DELIVERY (370)

NOT available

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— Finance and Classification,
International Business, 4-6-00

ICM UPDATE

International Customized Mail

On July 7, 1999, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the Agreement:

- a. **Term:** July 17, 1999, through July 31, 2000. This agreement will automatically renew for a ninety (90) day period, unless written notification of change is given by either party sixty (60) days prior to the aforementioned expiration date.
- b. **Type of mail:** *Letter Mail and Admail*. Every item must conform to the mailing requirements set forth in the IMM for all qualifying Global Direct — Canada Admail and Global Direct — Canada Letter Mail.
- c. **Destination country:** Canada.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the mailer with the equipment and supplies necessary to prepare qualifying mail.
 - 2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM qualifying mail according to the requirements for qualifying mail.
 - 3. Arrange for appropriate air and surface transportation for qualifying mail.
- e. **Minimum revenue commitment:** The mailer has agreed to a minimum annual revenue requirement of five (5) million pieces of qualifying mail.
- f. **Worksharing:** The mailer has agreed to:
 - 1. Prepare and sort mail in accordance with the applicable Postal Service requirements and in accordance with Canada Post requirements for Global Direct — Canada Admail and Global Direct — Canada Letter Mail.
 - 2. Pay postage in accordance with permit imprint payment methods, subject to the general conditions stated in *Domestic Mail Manual* (DMM) P040 and P710.2.4.
 - 3. Be responsible for any surcharges from Canada Post on Address Accuracy for Non-Qualifying Mail.
 - 4. Tender Qualifying Mail to the appropriate and designated USPS international facilities.
 - 5. Provide the USPS with an advance schedule of all mailings.
- g. **Rates:** The Mailer will pay the applicable Canada Post Corporation postage, converted to U.S. dollars at a conversion rate specified by the USPS, plus a handling charge. The postage and handling charge are included in the rates that follow:

Letter Mail – ICM Incentive Rate	@ US \$0.33 per piece
Letter Mail – Standard Rate	@ US \$0.43 per piece

Admail: Letter Carrier Presort (LCP)	Up to 1.76 oz. (49.9g)
L/C Direct	US \$0.220
Station	US \$0.246
Direct Rural	US \$0.246
City	US \$0.265
DCF	US \$0.265
FCP	US \$0.298
Residue	US \$0.298

ICM UPDATE

International Customized Mail

On October 5, 1999, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information concerning the Agreement:

- a. **Term:** October 19, 1999, through October 19, 2001.
- b. **Type of mail:** *Express Mail International Service* (EMS). Every item must conform to the mailing requirements set forth in the IMM for qualifying mail.
- c. **Destination countries:** Australia, Bahamas, Barbados, Bermuda, Canada, Cayman Islands, Hong Kong, Japan, Netherlands, New Zealand, Singapore, Trinidad & Tobago, and United Kingdom.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Furnish the mailer, or mailing agent, with the equipment and supplies necessary to prepare qualifying mail.
 2. Provide the mailer, or mailing agent, with the training necessary to prepare qualifying mail in conformity with Postal Service requirements.
 3. Provide a Corporate Account mailing statement at the end of each Postal Accounting Period.
 4. Arrange for appropriate air and surface transportation for qualifying mail.
- e. **Minimum volume commitment:** The mailer has agreed to tender a minimum annual volume requirement of 70,000 EMS pieces annually. The mailer has also agreed to use the USPS for all of its international mailings of mailable parcels.
- f. **Worksharing:** The mailer has agreed to:
 1. Prepare mail in accordance with the applicable USPS requirements.
 2. Pay postage for qualifying mail in accordance with payment methods as referenced in the IMM and the *Domestic Mail Manual* (DMM) for Express Mail Corporate Accounts (EMCA).
 3. Tender Qualifying Mail to the appropriate USPS facility in accordance with instructions the USPS provides.
 4. Provide a schedule of mailings including the date of tender, weight, volume, and location where mail will originate in accordance with instructions provided by the USPS.

g. Rates: The mailer will pay the following rates for EMS shipments to:

Canada	US \$13.43 per piece plus \$1.10 per pound
Japan	US \$11.95 per piece plus \$3.01 per pound
Netherlands	US \$17.07 per piece plus \$2.55 per pound
United Kingdom	US \$17.20 per piece plus \$1.66 per pound

The mailer will pay the following rates for EMS shipments to the country groups defined as follows:

Asia-Pacific

Australia	US \$11.49 per piece plus \$3.37 per pound
Hong Kong	US \$11.49 per piece plus \$3.37 per pound
New Zealand	US \$11.49 per piece plus \$3.37 per pound
Singapore	US \$11.49 per piece plus \$3.37 per pound

Caribbean

Bahamas	US \$14.26 per piece plus \$1.50 per pound
Barbados	US \$14.26 per piece plus \$1.50 per pound
Bermuda	US \$14.26 per piece plus \$1.50 per pound
Cayman Islands	US \$14.26 per piece plus \$1.50 per pound
Trinidad & Tobago	US \$14.26 per piece plus \$1.50 per pound

In the event the costs associated with USPS EMS service increase in excess of ten (10) percent, the USPS shall notify the mailer, in writing, and renegotiate rates. Either party may terminate the Agreement after giving a sixty (60) day written notification.

— Marketing and Sales,
International Business, 4-6-00

ICM UPDATE

International Customized Mail

On January 14, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information concerning the Agreement:

- a. **Term:** February 9, 2000, through December 31, 2000.
- b. **Type of mail:** *Express Mail International Service* (EMS). Every item must conform to the mailing requirements set forth in the IMM for qualifying mail.
- c. **Destination country:** Japan.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Furnish the mailer, or mailing agent, with the equipment and supplies necessary to prepare qualifying mail.
 2. Provide the mailer, or mailing agent, with the training necessary to prepare qualifying mail in conformity with Postal Service requirements.
 3. Provide, at the end of each Postal Accounting Period, a Corporate Account mailing statement.
 4. Arrange for appropriate air and surface transportation for qualifying mail.
- e. **Minimum volume commitment:** The mailer has agreed to a minimum annual volume requirement of

182,000 EMS pieces to Japan. The mailer has also agreed to use the USPS for all of its international mailings of mailable parcels.

- f. **Worksharing:** The mailer has agreed to:
 1. Prepare mail in accordance with the applicable USPS requirements.
 2. Pay postage for qualifying mail in accordance with payment methods as referenced in the IMM and the *Domestic Mail Manual* (DMM) for Express Mail Corporate Accounts (EMCA).
 3. Tender Qualifying Mail to the appropriate USPS facility in accordance with instructions the USPS provides.
 4. Provide a schedule of mailings including the date of tender, weight, volume, and location where mail will originate in accordance with instructions provided by the USPS.
- g. **Rates:** The mailer will pay a rate of \$12.50 per piece plus \$2.50 per pound for EMS shipments to Japan. In the event the costs associated with USPS EMS service increase in excess of ten (10) percent, the USPS shall notify the mailer, in writing, and renegotiate rates or terminate the Agreement within sixty (60) days after receipt of the written notification.

— Marketing and Sales,
International Business, 4-6-00

ICM UPDATE

International Customized Mail

On January 24, 2000, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated December 6, 1999. The Amendment modifies the Agreement to include Express Mail International Service (EMS) rates for additional countries. In accordance with *International Mail Manual* (IMM) 294, the Postal Service previously announced entering into an International Customized Mail service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** December 6, 1999, through December 31, 2000.
- b. **Type of mail:** *Express Mail International Service* (EMS). Every item must conform to the mailing requirements set forth by the USPS for all qualifying EMS and to the requirements set forth in the IMM for all qualifying EMS mail.

- c. **Destination countries:** Australia, Canada, China, Japan, Korea, Singapore, and United Kingdom.
- d. **Service provided by the Postal Service:** The USPS has agreed to:
 1. Furnish the mailer with the equipment and other supplies necessary to prepare qualifying mail.
 2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM mail in conformity with the requirements for qualifying mail.
 3. Arrange for appropriate air and surface transportation for qualifying mail.
 4. Provide a system that will include a computer workstation, in-line scale, printers, and manifesting software.
 5. Provide on-call and scheduled pickup service where the pickup fee is included in the ICM rate.

e. Minimum volume commitments: The mailer has agreed to a minimum of 33,000 pieces annually of qualifying EMS mail.

f. Worksharing: The mailer has agreed to:

1. Package mail in accordance with the applicable USPS mail preparation and sorting requirements for qualifying EMS.
2. Pay postage for qualifying mail in accordance with the IMM, using USPS-approved manifesting software.
3. Maintain an established number of pieces over the course of the service Agreement.
4. Coordinate a schedule of mailings and provide notification as specified in the service Agreement.

g. Rates: The postage and handling charges are included in the rates that follow:

Japan	US \$11.96 per piece plus \$3.40 per pound
Canada	US \$14.59 per piece plus \$2.05 per pound
United Kingdom	US \$18.50 per piece plus \$3.01 per pound
Australia	US \$12.87 per piece plus \$3.78 per pound
China	US \$12.87 per piece plus \$3.78 per pound
Korea	US \$12.87 per piece plus \$3.78 per pound
Singapore	US \$12.87 per piece plus \$3.78 per pound

— Marketing and Sales,
International Business, 4-6-00

ICM UPDATE

International Customized Mail

On September 20, 1999, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated October 7, 1998. The Amendment modifies the Agreement by defining Letter Mail or Letter Class Mail as Global Direct — Canada Letter Mail. The Amendment changes the location where Global Direct — Canada Letter Mail will be tendered. It also modifies the mailing agent for the mailer. In accordance with *International Mail Manual (IMM)* 294, the Postal Service hereby makes public the following information:

a. Term: October 14, 1998, through October 14, 2000.

b. Type of mail: *Letter Mail, Admail*. Every item must conform to the mailing requirements set forth in the IMM for all qualifying Global Direct — Canada Admail and relevant USPS regulations for Global Direct — Canada Letter Mail.

c. Destination country: Canada.

d. Service provided by the Postal Service: The USPS has agreed to:

1. Furnish the mailer with the equipment and other supplies necessary to prepare qualifying mail.
2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM mail in conformity with the requirements for qualifying mail.
3. Arrange for appropriate air and surface transportation for qualifying mail.

e. Minimum volume commitments: The mailer has agreed to tender a minimum of 20 million pieces annually of qualifying mail.

f. Worksharing: The mailer has agreed to:

1. Tender qualifying mail to the Postal Service at the designated Postal Service facility.
2. Prepare and sort mail in accordance with the applicable United States Postal Service and Canada Post Corporation requirements.
3. Pay postage to the USPS for qualifying mail in accordance with payment methods in *Domestic Mail Manual (DMM)* P040 and P700.
4. Work in cooperation with the USPS to ensure cost-effective management of operational resources.
5. Provide the USPS with schedules of all mailings as soon as such schedules are determined.

g. Rate: Rate for delivery of Global Direct — Canada Letter Mail.

USPS Service	Rate Per Piece (U.S. Dollars)
Global Direct — Canada Letter Mail	\$0.335

— Marketing and Sales,
International Business, 4-6-00

ICM UPDATE

International Customized Mail

On October 21, 1999, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated September 24, 1999. The Amendment modifies the aforementioned Agreement to expand the mailer's use of International Customized Mail service for expedited parcels. In accordance with *International Mail Manual* (IMM) 294, the Postal Service previously announced entering into an International Customized Mail service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** October 21, 1999, through October 1, 2001.
- b. **Type of mail:** *Express Mail International Service* (EMS). Every item must conform to the mailing requirements set forth by the USPS in the IMM for all qualifying EMS mail.
- c. **Destination countries:** Asia-Pacific (Philippines, Taiwan, Malaysia, Australia, and Hong Kong), Canada, Europe (Netherlands, Finland, Sweden, and Norway), Japan, Mexico, and South America (Costa Rica, Panama, and Venezuela).
- d. **Service provided by the Postal Service:** The USPS has agreed to:
 1. Furnish the mailer with the equipment and other supplies necessary to prepare qualifying mail.
 2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM mail in conformity with the requirements for qualifying mail.
 3. Arrange for appropriate air and surface transportation for qualifying mail.
 4. Provide a system that will include a computer workstation, in-line scale, printers, and manifesting software.
 5. Provide on-call and scheduled pickup service where the pickup fee is included in the ICM rate.

e. **Minimum volume commitments:** The mailer has agreed to tender a minimum of 72,000 pieces annually of qualifying EMS mail.

- f. **Worksharing:** The mailer has agreed to:
 1. Prepare mail in accordance with the applicable USPS requirements.
 2. Pay postage for qualifying mail in accordance with payment methods as referenced the IMM and the *Domestic Mail Manual* (DMM) for Express Mail Corporate Accounts (EMCA).
 3. Tender qualifying mail to the appropriate USPS facility in accordance with instructions the USPS provides.
 4. Provide a schedule of mailings including the date of tender, weight, volume, and location where mail will originate in accordance with instructions provided by the USPS.

g. **Rates:** The postage and handling charges are included in the rates that follow:

Asia-Pacific	US \$12.04 per piece plus \$3.12 per pound
Canada	US \$13.20 per piece plus \$1.26 per pound
Europe	US \$19.30 per piece plus \$2.42 per pound
Japan	US \$13.14 per piece plus \$2.64 per pound
Mexico	US \$13.78 per piece plus \$1.70 per pound
South America	US \$14.05 per piece plus \$1.69 per pound

— Marketing and Sales,
International Business, 4-6-00

ICM UPDATE

International Customized Mail

On September 24, 1999, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information concerning the Agreement:

- a. **Term:** October 1, 1999, through October 1, 2001.
- b. **Type of mail:** *Express Mail International Service* (EMS). Every item must conform to the mailing requirements set forth in the IMM for qualifying mail.
- c. **Destination country:** Japan.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the mailer, or mailing agent, with the equipment and supplies necessary to prepare qualifying mail.
 - 2. Provide the mailer, or mailing agent, with the training necessary to prepare qualifying mail in conformity with Postal Service requirements.
 - 3. Provide, at the end of each Postal Accounting Period, a statement of the status of the mailer's Corporate Account.
 - 4. Arrange for appropriate air and surface transportation for qualifying mail.
- e. **Minimum volume commitment:** The mailer has agreed to tender a minimum annual volume of 72,000 EMS pieces to Japan. The mailer has also agreed to use the USPS for all of its international mailings of mailable parcels.

f. **Worksharing:** The mailer has agreed to:

- 1. Prepare mail in accordance with the applicable USPS requirements.
- 2. Pay postage for qualifying mail in accordance with payment methods as referenced in the IMM and the *Domestic Mail Manual* (DMM) for Express Mail Corporate Accounts (EMCA).
- 3. Tender Qualifying Mail to the appropriate USPS facility in accordance with instructions the USPS provides.
- 4. Provide a schedule of mailings including the date of tender, weight, volume, and location where mail will originate in accordance with instructions provided by the USPS.

g. **Rates:** The mailer will pay a rate of \$13.14 per piece plus \$2.64 per pound for EMS shipments to Japan. In the event the costs associated with USPS EMS service increase in excess of ten (10) percent, the USPS shall notify the mailer, in writing, and renegotiate rates or terminate the Agreement within sixty (60) days after receipt of the written notification.

— Marketing and Sales,
International Business, 4-6-00

Philately

STAMP ANNOUNCEMENT 00-16

Celebrate The Century® 1990s Commemorative Stamps

The Postal Service will issue a \$4.95 Celebrate The Century® 1990s Souvenir Sheet, in a gummed pane of 15 (Item Number 554900), on May 2, 2000, in Escondido, CA. The stamps go on sale nationwide the same day and will be sold only as a souvenir sheet. No individual stamps are available. *Sales of the souvenir stamp sheet must be recorded in AIC 085.*

Designed by Howard Paine of Delaplane, VA, and illustrated by Drew Struzan of Pasadena, CA, the souvenir sheet features 1990s subjects from the following categories: People and Events, Arts and Entertainment, Lifestyles, Sports, and Science and Technology. The 15 commemorative stamps on this sheet are titled: *New Baseball Records; Gulf War; Seinfeld; Extreme Sports; Improving Education; Computer Art and Graphics; Recovering Species; Return to Space; Special Olympics; Virtual Reality; "Jurassic Park"; "Titanic"; Sport Utility Vehicles; World Wide Web; and Cellular Phones.*

How to Order the First Day of Issue Postmark

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

CELEBRATE THE CENTURY 1990S STAMPS
 POSTMASTER
 PO BOX 509505
 SAN DIEGO CA 92150-9505

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. For orders of fewer than 50, there is no charge for the postmark. All orders must be postmarked by June 2, 2000.

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

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

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

Issue:	<i>Celebrate The Century 1990s</i>
Item Number:	554900
Denomination & Type of Issue:	33-cent Commemorative
Format:	Water-activated Pane of 15 (15 designs)
Series:	Celebrate The Century
Issue Date & City:	May 2, 2000, Escondido, CA 92027
Designer:	Howard Paine, Delaplane, VA
Engraver:	N/A
Illustrator:	Drew Struzan, Pasadena, CA
Photographer:	Robert McClintock (<i>Special Olympics</i> stamp)
Art Director:	Howard Paine, Delaplane, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton-Potter (USA) Ltd. (APU)
Printed at:	APU, Williamsville, NY
Press Type:	Stevens Variable Size Security Press
Stamps per Coil/Pane:	15
Print Quantity:	82.5 million stamps
Paper Type:	Non-phosphored Type III — Spot Tagging
Gum Type:	Water-activated PVA
Processed at:	APU, Williamsville, NY
Colors:	Cyan, Magenta, Yellow, Black (Back-Black)
Image Area (w x h):	1.075 x 1.075 in./27.31 x 27.31 mm
Overall Size (w x h):	1.225 x 1.225 in./31.12 x 31.12 mm
Full Pane Size (w x h):	9.000 x 7.500 in./228.60 x 190.50 mm
Plate Size:	60 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	554940 Full Pane of 15 — \$4.95 554962 Full Pane First Day Cancellation — \$6.95 554984 Press Sheet — \$19.80 554972 Mint Set w/ Stamp — \$34.95 554878 Stampers Cards — \$7.00
Sale Date:	May 2, 2000
Nationwide Sale Date:	May 2, 2000

Distribution

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

Initial Supply for Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, or PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before April 25, 2000.

Philatelic Requirement

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

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 APD using PS Form 17. All accountable paper depositories (APDs), with the exception of the Denver APD, will receive 37,500 souvenir sheets for filling supplemental orders. The Denver APD will receive 18,750 additional souvenir sheets and the Dulles SDN will receive 75,000 additional souvenir sheets for filling supplemental orders.

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

Sales Policy

All post offices must acquire and maintain a supply of each new *Celebrate The Century* (CTC) souvenir sheet. All *Celebrate The Century* souvenir sheet issues will remain on sale at post offices for the life of the *Celebrate The Century* program. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures. Other *Celebrate The Century* souvenir sheets now available for reordering include: CTC 1900s (Item Number 5537); CTC 1910s (Item Number 5538); CTC 1920s (Item Number 5541); CTC 1930s (Item Number 5542); CTC 1940s (Item Number 554300); CTC 1950s (Item Number 554500); CTC 1960s (Item Number 554600), CTC 1970s (Item Number 554700); and CTC 1980s (Item Number 554800). Sales for all *Celebrate The Century* souvenir sheets *must* be recorded in AIC 085.

— *Stamp Services, 4-6-00*

Stamp Announcement 00-17

Distinguished Soldiers Commemorative Stamps



Copyright USPS 1999

The Postal Service will issue four 33-cent *Distinguished Soldiers* commemorative stamps (Item Number 441000) in Washington, DC, on May 3, 2000. These stamps will be sold nationwide the same day. Designed by Phil Jordan of Falls Church, VA, these stamps feature black-and-white photographs of soldiers Alvin C. York, John L. Hines, Audie L. Murphy, and Omar N. Bradley.

These men are commemorated by the Postal Service for their heroism and leadership in World War I and World War II.

Alvin C. York was awarded the Medal of Honor for his single-handed capture of German soldiers during World War I. General John L. Hines was awarded the Distinguished Service Cross and the Distinguished Service Medal for his bravery and leadership in combat in World War I; he went on to become Army Chief of Staff.

Audie L. Murphy received the Medal of Honor for saving the troops in his company and single-handedly breaking up a German attack toward the end of World War II. General Omar N. Bradley commanded the First Army during the 1944 Allied landing in Normandy, later serving as Army Chief of Staff and as the first Chairman of the Joint Chiefs of Staff.

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),

Issue:	<i>Distinguished Soldiers</i>
Item Number:	441000
Denomination & Type of Issue:	33-cent Commemorative
Format:	Pane of 20 (four designs) with header
Series:	N/A
Issue Date & City:	May 3, 2000, Washington, DC
Designer:	Phil Jordan, Falls Church, VA
Photographer:	N/A
Engraver:	N/A
Illustrator:	N/A
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Sterling Sommer
Printed at:	Tonawanda, NY
Press Type:	Akiyama, 628
Stamps per Coil/Pane:	20
Print Quantity:	55 million stamps
Paper Type:	Nonphosphored, Type III
Gum Type:	Water-activated
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 1.085 in./36.068 x 27.559 mm
Overall Size (w x h):	1.56 x 1.225 in./39.624 x 31.115 mm
Full Pane Size (w x h):	7.421 x 7.539 in./188.493 x 191.491 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© USPS 1999" • Plate Block (6 positions) • Price • Plate Numbers • Selvage text • Header • Barcode
Catalog Item Number(s):	401020 Block of 4 — \$1.32 401030 Block of 10 — \$3.30 401040 Full Pane of 20 w/ plate no. — \$6.60 401062 First Day Cancellation, Block of 4 — \$1.53 401063 First Day Cancellation, Set of 4 — \$2.16
First Day of Sale:	May 3, 2000
Nationwide Sale Date:	May 3, 2000

and place them in a larger envelope addressed to:

DISTINGUISHED SOLDIERS COMMEMORATIVE STAMPS
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9991

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 June 2, 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 philatelic products associated with this stamp.

Distribution

Stamp distribution offices will receive one-quarter of their standard automatic distribution quantities for a gummed commemorative stamp. Distributions are rounded up to the nearest master carton size (50,000 stamps).

Initial Supply to Post Offices

SDOs 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 must not distribute stamps to post offices before April 28, 2000.

Additional Supply

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

For filling supplemental orders from SDOs, the San Francisco, CA, APD will receive 2,000,000 additional stamps; the New York, NY, APD will receive 1,850,000 additional stamps; the Washington, DC, Memphis, TN, and Chicago, IL, APDs will receive 1,800,000 additional stamps; and the Denver, CO, APD will receive 1,300,000 additional stamps.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Distinguished Soldiers</i> Commemorative Stamps, Item Number 441000
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
14	168,000
16	192,000
19	228,000
20	240,000

Sales Policy

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

— Stamp Services, 4-6-00

STAMP ANNOUNCEMENT 00-18

Summer Sports Commemorative Stamp



Copyright USPS 1999

The Postal Service will issue a 33-cent *Summer Sports* commemorative stamp (Item Number 440600) in Spokane, WA, on May 5, 2000. The stamp, designed by Richard Sheaff of Scottsdale, AZ, and based on a photograph by David Madison of Portola Valley, CA, goes on sale nationwide May 6, 2000.

Summer, with its warm weather and long daylight hours, is an excellent time to attend, watch, or participate in a wide range of sporting events. Track is representative of the summer season's invigorating athletic activities and competitions. The stamp design graphically portrays the swift pace of a summer track event. The camera captured only a blur of legs as the runners raced past.

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:

SUMMER SPORTS COMMEMORATIVE STAMP
 POSTMASTER
 904 W RIVERSIDE
 SPOKANE WA 99201-9991

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 June 5, 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

Issue:	<i>Summer Sports</i>
Item Number:	440600
Denomination & Type of Issue:	33-cent Commemorative
Format:	Pane of 20 (one design)
Series:	N/A
Issue Date & City:	May 5, 2000, Spokane, WA 99210
Illustrator:	N/A
Photographer:	David Madison, Portola Valley, CA
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Illustrator:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint (USPS)
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Security Press
Stamps per Coil/Pane:	20
Print Quantity:	90.6 million stamps
Paper Type:	Nonphosphored, Type III, Block tagging
Gum Type:	Water-activated
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Horizontal
Image Area (w x h):	1.41 x .84 in./35.814 x 21.336 mm
Overall Size (w x h):	1.56 x .991 in./39.624 x 25.171 mm
Full Pane Size (w x h):	7.24 x 5.946 in./183.896 x 151.028 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© USPS 1999" • Plate Block (6 positions) • Price • Plate Numbers • Selvage Image • Barcode
Catalog Item Number(s):	400620 Block of 4 — \$1.32 400630 Block of 10 — \$3.30 400640 Full Pane of 20 w/ plate no. — \$6.60 400661 First Day Cancellation — \$0.54
Sale Date:	May 5, 2000
Nationwide Sale Date:	May 6, 2000

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 philatelic products associated with this stamp.

Distribution

Stamp distribution offices (SDOs) will receive full standard automatic distribution quantities for a gummed sheet stamp. Distributions are rounded up to the nearest master carton size (70,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before May 1, 2000.

Additional Supply

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

For filling supplemental orders from SDOs, the San Francisco, CA, APD will receive 1,190,000 additional stamps; the New York, NY, and Washington, DC, APDs will receive 1,050,000 additional stamps; the Chicago, IL, APD will receive 910,000 additional stamps; the Memphis, TN, APD will receive 840,000 additional stamps; and the Denver, CO, APD will receive 560,000 additional stamps.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Summer Sports</i> Commemorative Stamp, Item Number 440600
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
14	168,000
16	192,000
19	228,000
20	240,000

Sales Policy

All post offices must acquire and maintain a supply of each new commemorative stamp until the stamp is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures. This pane may be split and the stamps can be sold individually.

— Stamp Services, 4-6-00

STAMP ANNOUNCEMENT 00-19

Adoption Commemorative Stamp



Copyright USPS 1999

The Postal Service will issue a 33-cent *Adoption* commemorative stamp (Item Number 447100) in Los Angeles, CA, on May 10, 2000. The stamp, designed and illustrated by Greg Berger of Bethesda, MD, goes on sale nationwide May 11, 2000.

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

The stamp design combines the colorful art of Greg Berger with text. Berger, who was adopted himself, provides his personal interpretation of this issue. This graphic design conveys the hope and meaning of providing a family for a child.

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:

ADOPTION COMMEMORATIVE STAMP
 POSTMASTER
 7001 S CENTURY AVE RM 051
 LOS ANGELES CA 90052-9991

Issue:	<i>Adoption</i>
Item Number:	447100
Denomination & Type of Issue:	33-cent Commemorative
Format:	Self-adhesive Pane of 20 (one design)
Series:	N/A
Issue Date & City:	May 10, 2000, Los Angeles, CA 90001
Illustrator:	Greg Berger, Bethesda, MD
Designer:	Greg Berger, Bethesda, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Greg Berger, Bethesda, MD
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset/Microprint
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Goebel, 670
Stamps per Coil/Pane:	20
Print Quantity:	200 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, Cyan (selvage)
Stamp Orientation:	Vertical
Image Area (w x h):	1.11 x 1.44 in./28.19 x 36.58 mm
Overall Size (w x h):	1.23 x 1.56 in./31.24 x 39.62 mm
Full Pane Size (w x h):	7.63 x 7.74 in./193.80 x 196.60 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"B" followed by five (5) single digits
Marginal Markings:	"© USPS 1999" • Plate Position Diagram • Price • Plate Numbers • Barcode • Printed selvage
Catalog Item Number(s):	407120 Block of 4 — \$1.32 407130 Block of 10 — \$3.30 407140 Full Pane — \$6.60 407161 First Day Cancellation — \$0.54 407166 Set of 10 Stamped Cards — \$6.95
Sale Date:	May 10, 2000
Nationwide Sale Date:	May 11, 2000

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 June 9, 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

The Postal Service will issue the 33-cent *Adoption* commemorative stamp in Los Angeles, CA, on May 10, 2000. In addition, a set of 10 stamped cards featuring the *Adoption* stamp design will be available at post offices and postal retail stores nationwide on May 11, 2000.

Stamped Cards (10): Item Number 989200, \$6.95.

Stamped Cards (10): Item Number 989201, \$6.95 (Postal retail stores).

Stamped Cards (10): Item Number 407166, \$6.95 (*USA Philatelic* catalog).

The *Adoption* stamped cards may 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) will receive a full automatic distribution quantity for a PSA commemorative stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for a full automatic distribution quantity using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before May 5, 2000.

Additional Supply

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

For filling supplemental orders from SDOs, the New York, NY, Washington, DC, Memphis, TN, Chicago, IL, and San Francisco, CA, APDs will receive 2,280,000 additional stamps and the Denver, CO, APD will receive 1,080,000 additional stamps.

Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Adoption</i> Commemorative Stamp, Item Number 447100
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
14	168,000
16	192,000
19	228,000
20	240,000

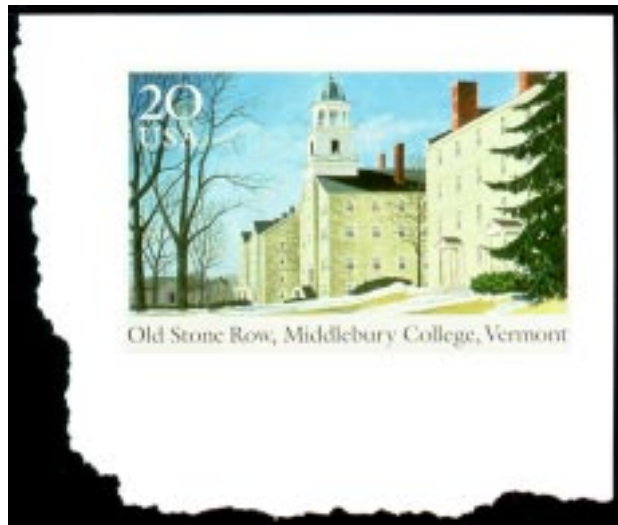
Sales Policy

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. This pane may be split and the stamps may be sold individually.

— Stamp Services, 4-6-00

STAMP ANNOUNCEMENT 00-20

Middlebury College Stamped Card



Copyright USPS 1999

The Postal Service will issue a 20-cent *Middlebury College* stamped card (Item Number 226800) in Middlebury, VT, on May 19, 2000. The stamped card, designed by Howard Paine of Delaplaine, VA, and illustrated by Arnold Holeywell of Warrenton, VA, goes on sale nationwide May 20, 2000.

This stamped card commemorates the 200th anniversary of Middlebury College in November 2000. The charter for the college was officially granted on November 1, 1800, and classes began five days later. Middlebury College is the oldest operating institution of higher education in Vermont and is a private liberal arts college.

The Middlebury College stamped card features a painting by Arnold Holeywell of the east side of Old Stone Row, which was placed on the National Register of Historic Places on September 18, 1997. These buildings embody the architectural characteristics of the early nineteenth century stone mill building type, as adapted to educational purposes.

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 stamped cards (to themselves or others), and place them in a larger envelope addressed to:

MIDDLEBURY COLLEGE STAMPED CARD
 POSTMASTER
 10 MAIN ST
 MIDDLEBURY VT 05753-9991

Issue:	<i>Middlebury College</i> Stamped Card
Item Number:	226800
Denomination & Type of Issue:	20-cent Stamped Card
Format:	Stamped Card
Series:	Historic Preservation
Issue Date & City:	May 19, 2000, Middlebury, VT 05753
Illustrator:	Arnold Holeywell, Warrenton, VA
Photographer:	N/A
Designer:	Howard Paine, Delaplaine, VA
Engraver:	N/A
Art Director:	Howard Paine, Delaplaine, VA
Typographer:	Tom Mann, Vancouver, WA
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:	4 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):	2.25 x 1.25 in./57.11 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):	226840 Stamped Card — \$0.21 226861 First Day Cancellation — \$0.31
Sale Date:	May 19, 2000
Nationwide Sale Date:	May 20, 2000

After applying the first day of issue postmark, the Postal Service will return the stamped cards through the mail. There is no charge for the postmark. All orders must be postmarked by June 19, 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 philatelic products associated with this stamped card.

Distribution

The 20-cent *Middlebury College* stamped card is to be sold *only* within the state of Vermont; through Stamp Fulfillment Services (SFS) in Kansas City, MO; and at postal retail and authorized philatelic centers nationwide. Distribution of the stamped card will correspond with this sales policy.

Only stamp distribution offices serving the state of Vermont will receive an automatic distribution of the 20-cent stamped card for subsequent distribution to post offices.

Initial Supply to Post Offices

To obtain an initial supply of the *Middlebury College* stamped card, all Vermont post offices must immediately submit a separate PS Form 17, *Stamp Requisition*, to their designated SDOs. SDOs must not distribute these stamped cards to post offices before *May 15, 2000*.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamped cards for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Middlebury College</i> 20-cent Stamped Card, Item Number 226800
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. Vermont post offices requiring additional stamped cards must requisition them from the White River Junction SDO using a separate PS Form 17.

Sales Policy

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

— *Stamp Services, 4-6-00*

CORRECTION

Stamp Announcement 00-14

The *Wile E. Coyote and Road Runner* commemorative stamp announcement on page 60 of *Postal Bulletin 22020* (3-23-00) listed incorrect automatic distribution quantities for stamp distribution offices and subsequent automatic distributions initially supplied to post offices. The corrected distribution information is as follows:

Distribution: Item 559100, *Wile E. Coyote and Road Runner*, PSA Souvenir Sheet of 10

Stamp distribution offices (SDOs) will receive approximately *double* their standard automatic distribution quantities for pressure sensitive adhesive (PSA) sheet stamps.

Distributions are rounded up to the nearest master carton size (2,000 panes).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for their *full* standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before April 19, 2000.

Additional Supply

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

The Chicago, IL, Memphis, TN, Washington, DC, and New York, NY, APDs will receive 958,000 additional souvenir sheets; the San Francisco, CA, APD will receive 964,000 additional souvenir sheets; and the Denver, CO, APD will receive 300,000 additional souvenir sheets for filling supplemental orders from SDOs.

Philatelic Requirement

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

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.

Note: Sales of the *Wile E. Coyote and Road Runner* souvenir sheet must be recorded in AIC 097.

— Stamp Services, 4-6-00

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 post-marked 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 unserved.

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

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

The following pictorial cancellation has been amended (change highlighted in **bold type**):



March 29, 2000
DALLAS ARBORETUM STATION
WITHDRAWN

April 17, 2000

US Postal Service

CLIFTON POST OFFICE STATION
POSTMASTER
811 PAULSON AVE
CLIFTON NJ 07015-9998

FORT LEE MAIN POST OFFICE STATION
POSTMASTER
229 MAIN ST
FORT LEE NJ 07024-9998

OAKLAND POST OFFICE STATION
POSTMASTER
332 RAMAPO VALLEY RD
OAKLAND NJ 07436-9998

MAIN OFFICE STATION
POSTMASTER
E 33 MIDLAND AVE
PARAMUS NJ 07652-9998

INCOME TAX NIGHT STATION
POSTMASTER
194 WARD ST
PATERSON NJ 07510-9998

PLAINFIELD MAIN POST OFFICE STATION
POSTMASTER
201 WATCHUNG AVE
PLAINFIELD NJ 07061-9998

MAIN OFFICE STATION
POSTMASTER
1130 W CHESTNUT ST
UNION NJ 07083-9998

WEST CALDWELL POST OFFICE STATION
POSTMASTER
155 CLINTON RD
WEST CALDWELL NJ 07006-9998



INCOME TAX NIGHT STATION
CLIFTON, NJ 07015
APRIL 17, 2000



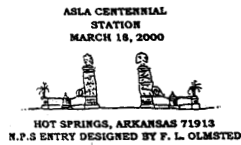
March 11, 2000

CAMPFIRE STATION
POSTMASTER
2100 N 13TH ST
READING PA 19612-9998



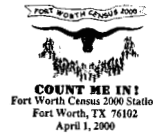
March 30, 2000

CONSERVATION STATION
POSTMASTER
PO BOX 9998
RACINE WI 53404-9998



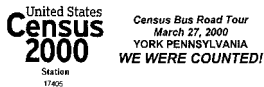
March 18, 2000

American Society of Landscape Architects —
AR Chapter
ASLA CENTENNIAL STATION
POSTMASTER
335 SECTION LINE RD
HOT SPRINGS AR 71913-9998



April 1, 2000

Fort Worth Post Office
FORT WORTH CENSUS 2000 STATION
POSTMASTER
4600 MARK IV PKY
FORT WORTH TX 76161-9998



March 27, 2000

CENSUS 2000 STATION
POSTMASTER
200 S GEORGE ST
YORK PA 17405-9998



April 1, 2000

John Lutz
CROSSROADS STAMP STATION
POSTMASTER
195 SYKES MOUNTAIN AVE
WHITE RIVER JUNCTION VT 05001-9998



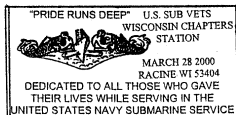
March 27, 2000

GRAND OPENING STATION
POSTMASTER
PO BOX 9998
LONDONDERRY VT 05148-9998



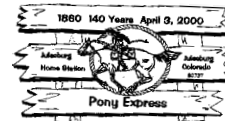
April 1-2, 2000

Park Forest Stamp Club
PARFOREX STATION
POSTMASTER
123 INDIANWOOD BLVD
PARK FOREST IL 60466-9998



March 28, 2000

US SUB VETS WISCONSIN CHAPTERS
STATION
POSTMASTER
PO BOX 9998
RACINE WI 53404-9998



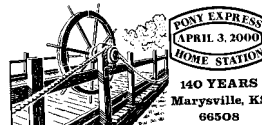
April 3, 2000

JULESBURG HOME STATION
POSTMASTER
319 PINE ST
JULESBURG CO 80737-9998



March 28, 2000

OFFUTT AFB STATION
POSTMASTER
1124 PACIFIC ST
OMAHA NE 68108-9998



April 3, 2000

MARYSVILLE PONY EXPRESS STATION
POSTMASTER
109 S 9TH ST
MARYSVILLE KS 66508-9998



April 3, 2000
HOLLENBERG PONY EXPRESS STATION
POSTMASTER
PO BOX 9998
HANOVER KS 66945-9998



April 8, 2000
CALDWELL COUNTY COURTHOUSE
STATION
POSTMASTER
217 W MARKET
LOCKHART TX 78644-9998



April 3, 2000
Palmyra City Officials
GARDNER HOUSE STATION
POSTMASTER
323 S MAIN ST
PALMYRA MO 63461-9998



April 8, 2000
FIRST US SUBMARINE BASE STATION
POSTMASTER
PO BOX 9998
NEW SUFFOLK NY 11956-9998



April 3, 2000
Pony Express 140th Anniversary
PONY EXPRESS STATION
POSTMASTER
1302 INDUSTRIAL RD
NORTH PLATTE NE 69101-9998



April 8-9, 2000
TUSCOPEX STATION
POSTMASTER
210 N BROADWAY
NEW PHILADELPHIA OH 44663-9998



April 3, 2000
Pony Express Committee
SENECA SMITHS HOTEL STATION
POSTMASTER
607 MAIN ST
SENECA KS 66578-9998



April 10, 2000
Molalla Historical Society
150TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
MOLALLA OR 97038-9998



April 7, 2000
Hardin Simmons University
MOSAIC OF TEXAS CULTURE STATION
POSTMASTER
341 PINE ST
ABILENE TX 79604-9998



April 10, 2000
Goddard Space Flight Center Stamp Club
GODDARD SPACE FLIGHT CENTER 10TH
ANNIVERSARY STATION
POSTMASTER
119 CENTERWAY
GREENBELT MD 20770-9998



April 7, 2000
Kings Bay Naval Base
SUBMARINE CENTENNIAL STATION
POSTMASTER
724 CHARLEY SMITH SR HWY
SAINT MARYS GA 31558-9998



April 10, 2000
State University of New York at Stony Brook
HUBBLE DEEP FIELD STATION
POSTMASTER
PO BOX 9998
STONY BROOK NY 11790-9998



April 7-9, 2000
GLENEXPO Magna Shows
GLENPEX 00 STATION
POSTMASTER
1824 N 25TH AVE
MELROSE PK IL 60160-9998



April 11, 2000
Richard Hall Ret USMC
US SUBMARINE SERVICE SUB STATION
POSTMASTER
601 NO MAIN ST
SO BOSTON VA 24592-9998



April 7-9, 2000
US Postal Service
FIVE-STAR STATION
POSTMASTER
401 DFW TPKE
DALLAS TX 75260-9998



April 11, 2000
HOLLAND STATION
POSTMASTER
194 WARD ST
PATTERSON NJ 07510-9998



April 7-9, 2000
US Postal Service
EXHIBITION STATION
POSTMASTER
401 DFW TPKE
DALLAS TX 75260-9998



April 11, 2000
RACINE ASTRONOMICAL SOCIETY
STATION
POSTMASTER
PO BOX 9998
RACINE WI 53404-9998



April 11, 2000
Altrusa Club of Norman
ALTRUSA AWARENESS STATION
POSTMASTER
129 W GRAY ST
NORMAN OK 73069-9998



April 14, 2000
COPIAH COUNTY RELAY STATION
POSTMASTER
130 CALDWELL DR
HAZELHURST MS 39083-9998



April 11, 2000
SUBMARINE DAY STATION
POSTMASTER
2970 MARKET ST RM 525
PHILADELPHIA PA 19104-9611



April 14-15, 2000
Mid American Paleontology Society
MAPS EXPO XXII STATION
POSTMASTER
PO BOX 9998
MACOMB IL 61455-9998



April 13, 2000
EXECUTIVE OIL CONFERENCE STATION
POSTMASTER
PO BOX 60000
MIDLAND TX 79711-9998



April 15, 2000
AZALEA FESTIVAL STATION
POSTMASTER
PO BOX 9998
PICKENS SC 29671-9998



April 13-16, 2000
American Quilter's Society
QUILT CITY USA STATION
POSTMASTER
PO BOX 9998
PADUCAH KY 42001-9998



April 15, 2000
New York Space Unit Chapter
SPACE UNIT STATION
POSTMASTER
PO BOX 9998
FLUSHING NY 11355-9998



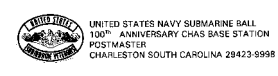
April 13-30, 2000
US Postal Service
WILDERNESS ROAD STATION
POSTMASTER
PO BOX 9998
MIDDLESBORO KY 40965-9998



April 15, 2000
National Thumb Pickers Hall of Fame
NATIONAL THUMB PICKERS HALL OF
FAME STATION
POSTMASTER
111 W MOSES RAGER BLVD
DRAKESBORO KY 42337-9998



April 13-30, 2000
US Postal Service
CUMBERLAND FORD STATION
POSTMASTER
PO BOX 9998
PINEVILLE KY 40977-9998



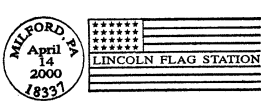
April 15, 2000
100TH ANNIVERSARY CHAS BASE
STATION
POSTMASTER
PO BOX 29423
CHARLESTON SC 29423-9998



April 13-30, 2000
US Postal Service
WALKER STATION
POSTMASTER
PO BOX 9998
BARBOURVILLE KY 40906-9998



April 15, 2000
PATRIOTS DAY STATION
POSTMASTER
1661 MASSACHUSETTS AVE
LEXINGTON MA 02420-9998



April 14, 2000
Pike County Historical Society
LINCOLN FLAG STATION
POSTMASTER
PO BOX 9998
MILFORD PA 18337-9998



April 15, 2000
ART BY THE JAMES STATION
POSTMASTER
19698 MAIN ST
BUCHANAN VA 24066-9998



April 14, 2000
INDIANS HOME OPENER STATION
MARKETING SPECIAL CANCELS
2200 ORANGE AVE RM 206
CLEVELAND OH 44101-9998



April 15, 2000
GRITS STATION
POSTMASTER
121 DOGWOOD ST SW
WARWICK GA 31796-9998



April 15, 2000
US Postal Service
FIESTA DAYS STATION
POSTMASTER
38400 N SCHOOL HOUSE RD
CAVE CREEK AZ 85327-9998



April 16-17, 2000
NASA Goddard Space Flight Center
EARTH AWARENESS 2000 STATION
POSTMASTER
PO BOX 9998
GREENBELT MD 20770-9998



Quasquicentennial Station
April 15, 2000
Beebe, AR 72012

April 15, 2000
City of Beebe
QUASQUICENTENNIAL STATION
POSTMASTER
201 E CENTER ST
BEEBE AR 72012-9998



HERRIN CENTENNIAL STATION
APRIL 17, 2000
HERRIN IL 62948

April 17, 2000
City of Herrin IL
CENTENNIAL STATION
POSTMASTER
200 S PARK AVE
HERRIN IL 62948-9998



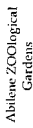
April 15, 2000
Benton-Carroll QWL-EL Team
BLUEGRASS AND FIDDLERS JAMBOREE
HOLLADAY STATION
POSTMASTER
PO BOX 2500
HOLLADAY TN 38341-9998



April 17, 2000
US Postal Service
LAST NIGHT LATE NIGHT STATION
POSTMASTER
PO BOX 9998
GREAT FALLS MT 59401-9998



Earth Day Station
April 15, 2000
Abilene, TX 79601

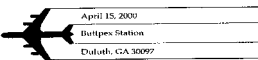


April 15, 2000
Abilene Zoological Gardens
EARTH DAY STATION
POSTMASTER
PO BOX 9998
ABILENE TX 76604-9998



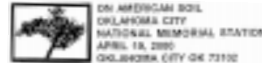
QUAIL DOBBS/RODEO CLOWN STATION
COAHOMA ELEMENTARY
KINDERGARTEN/RODEO
APRIL 18, 2000
COAHOMA TEXAS 79511

April 18, 2000
Coahoma Elementary School
QUAIL DOBBS RODEO CLOWN STATION
POSTMASTER
102 S 1ST ST
COAHOMA TX 79511-9998



April 15, 2000
Buttpep Station
Duluth, GA 30097

April 15-16, 2000
Button Gwinnett Stamp Club
BUTTPEX STATION
POSTMASTER
4370 HWY 29
LILBURN GA 30047-9998



ON AMERICAN SOIL
OKLAHOMA CITY
NATIONAL MEMORIAL STATION
APRIL 18, 2000
OKLAHOMA CITY OK 73102

April 19, 2000
Oklahoma Memorial Foundation
NATIONAL MEMORIAL STATION
POSTMASTER
320 SW 5TH ST RM 204
OKLAHOMA CITY OK 73125-9998



Wickham Park Station
APRIL 15, 2000
Melbourne FL 32935



April 15-16, 2000
Vietnam Veterans
WICKHAM PARK STATION
POSTMASTER
681 ST CLAIR ST
MELBOURNE FL 32935-9998



EARTH DAY
April 19, 2000
William Carl Garner
Visitor Center Station
Heber Springs, AR 72543

April 19, 2000
US Army Corps of Engineers
WILLIAM CARL GARNER VISITOR
CENTER STATION
POSTMASTER
1215 HWY 25B
HEBER SPRINGS AR 72543-9998



Festival Station
April 15, 2000
Historic Downtown
Riverside, California 92501

April 15-16, 2000
Orange Blossom Festival
FESTIVAL STATION
POSTMASTER
4150 CHICAGO AVE
RIVERSIDE CA 92507-9998



IORG-Grand Assembly
Y2K Station
April 19, 2000
Fresno, CA 93706

April 19, 2000
Y2K STATION
POSTMASTER
1900 E ST
FRESNO CA 93706-7019

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
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, 4 th 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, 4-6-00

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	04-2034	72032	AR	Conway	Faulkner	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Conway AR 72034 as last line of address for a portion of the deliveries previously in ZIP Code 72032.
New	04-2034	72034	AR	Conway	Faulkner	West	Classified Station	07/01/2000	
Old	05-7620	94086	CA	Sunnyvale	Santa Clara	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Sunnyvale CA 94085 as last line of address for a portion of the deliveries previously in ZIP Code 94086.
New	05-7620	94085	CA	Sunnyvale	Santa Clara	Main Office	Post Office	07/01/2000	
Old	05-7884	95376	CA	Tracy	San Joaquin	Main Office	Post Office	07/01/2000	This announcement expands the use of ZIP Code 95304 to include delivery.
New	05-7884	95304	CA	Tracy	San Joaquin	Tracy	Carrier Annex	07/01/2000	
Old	05-7884	95376	CA	Tracy	San Joaquin	Main Office	Post Office	07/01/2000	Realign ZIP Code boundaries. Use Tracy CA 95304 as last line of address for a portion of the deliveries previously in ZIP Code 95376.
New	05-7884	95304	CA	Tracy	San Joaquin	Tracy	Carrier Annex	07/01/2000	
Old	05-7884	95376	CA	Tracy	San Joaquin	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Tracy CA 95377 as last line of address for a portion of the deliveries previously in ZIP Code 95376.
New	05-7884	95377	CA	Tracy	San Joaquin	Tracy	Carrier Annex	07/01/2000	
Old	05-7884	95376	CA	Tracy	San Joaquin	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Tracy CA 95391 as last line of address for a portion of the deliveries previously in ZIP Code 95376.
New	05-7884	95391	CA	Tracy	San Joaquin	Tracy	Carrier Annex	07/01/2000	
Old	07-1044	80601	CO	Brighton	Adams	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Brighton CO 80602 as last line of address for a portion of the deliveries previously in ZIP Code 80601.
New	07-1044	80602	CO	Brighton	Adams	Main Office	Post Office	07/01/2000	
Old	07-1044	80601	CO	Brighton	Adams	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Brighton CO 80603 as last line of address for a portion of the deliveries previously in ZIP Code 80601.
New	07-1044	80603	CO	Brighton	Adams	Main Office	Post Office	07/01/2000	
Old	07-2574	81301	CO	Durango	La Plata	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Durango CO 81303 as last line of address for a portion of the deliveries previously in ZIP Code 81301.
New	07-2574	81303	CO	Durango	La Plata	Main Office	Post Office	07/01/2000	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	12-5170	30058	GA	Lithonia	DeKalb	Main Office	Post Office	02/28/2000	Establish a new ZIP Code for a delivery area. Use Snellville GA 30039 as last line of address for a portion of the deliveries previously in ZIP Code 30058.
New	12-8030	30039	GA	Snellville	Gwinnett	Centerville	Classified Branch	02/28/2000	
Old	18-2412	50317	IA	Des Moines	Polk	Pleasant Hill	Classified Branch	07/01/2000	Establish a new ZIP Code for a delivery area. Use Pleasant Hill IA 50327 as last line of address for a portion of the deliveries previously in ZIP Code 50317.
New	18-2412	50327	IA	Des Moines	Polk	Pleasant Hill	Classified Branch	07/01/2000	
Old	16-0096	60102	IL	Algonquin	McHenry	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Lake in the Hills IL 60156 as last line of address for a portion of the deliveries previously in ZIP Code 60102.
New	16-0096	60156	IL	Algonquin	McHenry	Main Office	Post Office	07/01/2000	
Old	16-3654	60523	IL	Hinsdale	Dupage	Main Office	Post Office	07/01/2000	This announcement changes the name of the Hinsdale IL Post Office to the Oak Brook IL Post Office. Use Oak Brook IL 60523 as last line of address.
New	16-3654	60523	IL	Oak Brook	Dupage	Main Office	Classified Branch	07/01/2000	
Old	16-4410	60440	IL	Lemont	Will	Main Office	Post Office	07/01/2000	This announcement changes the name of the Lemont IL Post Office to the Bolingbrook IL Post Office. Use Bolingbrook IL 60439 as last line of address.
New	16-4410	60440	IL	Bolingbrook	Will	Main Office	Post Office	07/01/2000	
Old	28-8316	65583	MO	Waynesville	Pulaski	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Saint Robert MO 65584 as last line of address for a portion of the deliveries previously in ZIP Code 65583.
New	28-2838	65584	MO	Fort Leonard Wood	Pulaski	Main Office	Post Office	07/01/2000	
Old	37-0944	58501	ND	Bismarck	Burleigh	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Bismarck ND 58503 as last line of address for a portion of the deliveries previously in ZIP Code 58501.
New	37-0944	58503	ND	Bismarck	Burleigh	Main Office	Post Office	07/01/2000	
Old	33-6690	07060	NJ	Plainfield	Union	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Watchung NJ 07069 as last line of address for a portion of the deliveries previously in ZIP Code 07060.
New	33-6690	07069	NJ	Plainfield	Union	Watchung	Classified Branch	07/01/2000	
Old	33-9015	07675	NJ	Westwood	Bergen	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Township of Washington NJ 07676 as last line of address for a portion of the deliveries previously in ZIP Code 07675.
New	33-9015	07676	NJ	Westwood	Bergen	Township of Washington	Classified Branch	07/01/2000	
Old	33-9015	07675	NJ	Westwood	Bergen	Main Office	Post Office	07/01/2000	Establish a new ZIP Code for a delivery area. Use Woodcliff Lake NJ 07677 as last line of address for a portion of the deliveries previously in ZIP Code 07675.
New	33-9015	07677	NJ	Westwood	Bergen	Woodcliff Lake	Classified Branch	07/01/2000	



This office
will be closed
Monday,
May 29, 2000,
to observe
Memorial Day.

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This office
will be closed
Monday,
May 29, 2000,
to observe
Memorial Day.

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Purchasing and Materials

REVISION

Purchasing Manual 1.7.12.b.2 and Clause 1-9

Effective immediately, the Postal Service *Purchasing Manual* (PM) 1.7.12.b.2(c) is revised to remove the reference to “components of Canadian origin” and replace it with “Canadian end products.” In addition, a new subparagraph (g) has been added to provide a definition of Canadian end products, and Clause 1-9, Preference for Domestic Suppliers, has been revised to conform the clause to these revisions.

These revisions will be included in the next printed edition of the *Purchasing Manual*, and Clause 1-9 will also be included in the relevant contract writing system. These revisions will also be incorporated in the incremental update of the PM on the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim>) and the Postal Internet (www.usps.com; click on *Get Info*, then *Postal Periodicals and Publications*).

Purchasing Manual (PM)

1	Authority, Responsibility, and Policy	*	*	*	*	*
1.7	General Policies	*	*	*	*	*
1.7.12	Buy American Policy	*	*	*	*	*
1.7.12.b.	Supplies	*	*	*	*	*
2.	Definitions	*	*	*	*	*

(c) *Domestic Source End Products.* An unmanufactured end product mined or produced in the United States or an end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all of its components. The cost of components includes transportation costs to the place of incorporation into the end product and, in the case of components of foreign origin, duty (whether or not a duty-free entry certificate is issued). For purchases in excess of \$25,000, Canadian end products are treated as domestic source end products. The articles and materials listed in 1.7.12.d are considered to have

been mined, produced, or manufactured in the United States, regardless of their source in fact.

* * * * *

(g) *Canadian End Product.* An article that is wholly the growth, product, or manufacture of Canada or, in the case of an article consisting in whole or in part of materials from another country, has been substantially transformed in Canada into a new and different article of commerce distinct from that from which it was transformed. For purposes of calculating the value of the end product, it includes the value of services (except transportation services) incidental to the article, provided that the value of the incidental services does not exceed the value of the article itself.

* * * * *

Appendix B Contract Clauses

* * * * *

B.3 Clauses

* * * * *

Clause 1-9 Preference for Domestic Supplies (April 2000)

- a. A 6 percent proposal evaluation preference will be given to domestic-source end products in accordance with chapter 1, section 7 of the USPS *Purchasing Manual*. For the purposes of this clause:
 - (1) *End products.* Articles, materials, and supplies to be acquired under this contract for Postal Service use;
 - (2) *Components.* Articles, materials, and supplies directly incorporated in the end products; and
 - (3) *Domestic-source end product.* This is (a) an unmanufactured end product mined or produced in the United States, or (b) an end product manufactured in the United States the cost of whose components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. For procurements in excess of \$25,000, Canadian end products are treated as domestic. Components of foreign origin of the kind referred to in subparagraphs b.(2) or b.(3) below will be treated as components mined, produced, or manufactured in the United States.

- b. The contractor agrees that there will be delivered under this contract only domestic-source end products, except end products:
- (1) That the Postal Service determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality;
 - (2) For which the vice president of Purchasing and Materials determines that domestic preference is inconsistent with the interest of the Postal Service; or
 - (3) For which the vice president of Purchasing and Materials determines the cost to the Postal Service to be unreasonable.

— *Purchasing Policies and Programs,*
Purchasing and Materials, 4-6-00

Retail

What's in Store

Spring salutes you

PROP Level 1
means
Neat & Clean

Spring is bursting all over. Let's make sure lobbies are not bursting with clutter and are retail clean. Everyone deserves a clean and neat working environment. Not only does retail clean make employees feel good about where they work; it also gives a positive image. What is clean to us may not appear clean to our customers.

So what is retail clean? Here are some helpful tips:

- Well organized merchandise, promotional materials, packaging, and product displays.
- Neat and clean merchandisers, slatwalls, mobiles, and gondolas.
- Counterlines free from dust and litter.
- Walls free of scuffs and marks.
- Walls free from taped signs, handwritten or personal notes.
- Neatly displayed informational notices/brochures.
- Windows free from spots and smudges.
- Swept and mopped floors.
- Clean and vacuumed carpets.
- Replace ceiling lights as needed.

Here are several tools that will guide you:

- *Quick Reference Guide for Postal Retail Lobby Upkeep*, Handbook PO-205
- *Retail Operations—Focus on Retail*, Handbook PO-208 (Facility Readiness Checklist)

Thank you for taking pride in your retail lobbies. You, your customers, and fellow employees deserve a clean, fresh place to do business.

Retail merchandise reminder

For the Spring 2000 Drive Period, about 12,000 offices nationwide are receiving retail merchandise depicting the Pacific Coast Rain Forest stamp design, as well as a Millennium Rose spring product offering featuring previously released spring stamp designs.

Toolbox

In addition, retail merchandise depicting the Warner stamp designs is due in about 12,000 offices nationwide in mid April.

Help in managing retail activities is only a glance away. The *Ready, Set, Retail Manager's Guide* and the *Retail Calendar* are important tools. They feature P.O.P. display instructions and retail tips as well as new retail promotions and products for each drive period. Make them your friends.

What's in Store

Vending machines

Branded look

Retail recently completed deployment of 2,000 stamp machines that showcase a new look. The deployment of 1,000 booklet stamp machines currently is under way. The goal is to help build corporate identity through branding.

Debit/credit cards

Plastic money

Why is it so important to ask customers if they would like to use debit or credit cards?

The Postal Service began offering customers the option of using debit or credit cards to pay for products and services in 1995. However, many customers are still unaware that this convenience is available to them. In fact, recent Mystery Shopper results indicate 65 percent of our customers are not being informed that the Postal Service accepts these cards for payment. Some customers are pleasantly surprised to learn the Postal Service accepts credit/debit cards for payment while others expect nothing less.

The availability of these forms of payment can contribute to customer satisfaction since many customers prefer to hold on to their cash and readily agree to use debit or credit cards upon learning of those options. In today's world of quick transactions and "plastic" money, many people don't carry a lot of cash.

As an added incentive to using debit cards, the Postal Service recently implemented a Cash Back Program, whereby customers may receive up to \$50 cash back when they use their on-line ATM/debit card to pay for their transactions. By simply asking the customer if they would like to use debit or credit cards, we not only have the opportunity to increase revenue but we educate our customers on payment options available.

Still not convinced? Just ask the South Georgia District, where a focused effort to ask the customer if they would like to use credit or debit cards has resulted in a dramatic increase in both the number of transactions and dollars being spent.

Catch this train

On track

The Celebrate The Century[®] Express is ready to roll again. Year 2000 launch events are set for April 20–22 in Little Rock, AR. After that, it's on to Mineola, TX (April 28–30), Temple, TX (May 5–7), Fullerton, CA (May 12–14), and San Diego, CA (May 19–21).

Feedback

Send comments and questions to:

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

What's in Store

your retail CALENDAR

APRIL - JUNE 2000 Key Dates

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
						1 All retail apparel orders should be in for the uniform allowance program
2 Daylight Saving Time begins	3	4 Tell Your Customers to confirm delivery of Priority Mail® packages with Delivery Confirmation™ service at usps.com or 1-800-222-1811	5 Retail Reminder: Maintain enough product inventory, and keep vending machines fully stocked	6	7 Retail Reminder: Last day for District to input VESS data for AP 7	8
9 Did You Know? Promo Magazine (10/99) estimates that a single sheet of Bugs Bunny stamps is now worth up to \$250 as a collector's item	10	11-13 <i>Spring P.O.P. and product shipments arrive this week</i>			14 \$ Payday	15 Retail Reminder: Scheduled deployment of the new PS-22-B stamp machines in select locations Tax Day
16 Palm Sunday	17 Last day for Priority Mail Global Guaranteed™ and Global Priority Mail® packages to arrive by Easter	18 REMOVE Tax P.O.P. and DISPLAY Spring P.O.P. and product this week	19	20 Last day for Priority Mail® and Express Mail® International packages to arrive by Easter	21 Good Friday	22 Last day for Express Mail® Next Day Service packages to arrive by Easter Earth Day
23 Easter	24 Tell Your Customers we have great last minute gifts for Secretaries Day	25	26 Secretaries Day	27 Tell Your Customers the Celebrate The Century® 1990s stamps are now available—encourage them to buy the series	28 \$ Payday	29 Tell Your Customers that adding Delivery Confirmation™ service to their Priority Mail® packages allows them to send packages and confirm delivery for only 35¢ extra
30 Orthodox Easter	<p>APRIL STAMP RELEASES: American Samoa, Wile E. Coyote and Road Runner, Louise Nevelson, Library of Congress, Edwin Powell Hubble</p> <p>Refer to your 90-Day Retail Calendar Swingroom Poster for additional information. Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination. *The number and type of elements in P.O.P. Kits vary by location.</p>					

What's in Store

your retail CALENDAR

APRIL – JUNE 2000 Key Dates

	MON	TUE	WED	THU	FRI	SAT	
MAY SUN	1 <i>Tell Your Customers</i> Express Mail® Next Day Service provides delivery on Saturdays, Sundays, and holidays at no extra charge	2 <i>Retail Reminder:</i> Make sure to keep retail pegs well stocked	3 <i>Retail Reminder:</i> Maintain enough product inventory, and keep vending machines fully stocked	4 <i>Tell Your Customers</i> LOONEY TUNES® USPS Retail Products make great gifts, especially for kids	5 <i>Retail Reminder:</i> Last day for District to input VESS data for AP 8 Cinco de Mayo	6 <i>Tell Your Customers</i> that they can order stamps online through usps.com	
	7 <i>Did You Know?</i> The Golden Dollar Coin is the first dollar coin to be introduced in 20 years	8 Last day for Priority Mail Global Guaranteed™ and Global Priority Mail® packages to arrive by Mother's Day	9 <i>Tell Your Customers</i> domestic money orders (available in amounts up to \$700) are the smart gift for any occasion	10 <i>Retail Reminder:</i> Adoption Commemorative Stamp is available this month in self-adhesive booklets for vending equipment ITEM#36-4000	11 Last day for Priority Mail® and Express Mail® International packages to arrive by Mother's Day	12 \$ Payday	13 Last Day for Express Mail® Next Day Service packages to arrive by Mother's Day
	14 Mother's Day	15	16 <i>Retail Reminder:</i> Re-order retail product as necessary (allow 3 weeks for product shipments to arrive)	17	18 <i>Retail Reminder:</i> Don't forget the GIST when servicing customer. (Greet. Inquire. Suggest. Thank)	19 <i>Tell Your Customers</i> Priority Mail® service offers Saturday delivery at no extra charge	20
	21 <i>Did You Know?</i> A majority of all customer buying decisions are made on impulse	22 <i>Tell Your Customers</i> about PACIFIC COAST RAIN FOREST Stationery	23	24	25 <i>Tell Your Customers</i> who are using the old Special Services labels without barcodes that they cannot be used any more. Supply them with new barcoded labels	26 \$ Payday	27
	28	29 Memorial Day	30 <i>Retail Reminder:</i> Be aware of your stock levels of popular items	31			

MAY STAMP RELEASES: Middlebury College (Stamped Card), Summer Sports, Celebrate The Century 1990s, Adoption, Distinguished Soldiers, Youth Team Sports

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.
 Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination.
 *The number and type of elements in P.O.P. Kits vary by location.

What's in Store

your retail CALENDAR

APRIL - JUNE 2000 Key Dates

				THU	FRI	SAT
JUNE				1	2	3
SUN	MON	TUE	WED			
4 <i>Did You Know?</i> This week is Small Business Week. Do something to honor your small business customers	5 <i>Retail Reminder:</i> The key to selling retail products is making them visible to your customer	6 <i>Retail Reminder:</i> Make sure Stamps by Mail order forms are fully stocked	7	8 <i>Tell Your Customers</i> that when ordering gifts online, they can pay less than the competition when they request Priority Mail® service	9 \$ Payday	10 <i>Tell Your Customers</i> about the Stars and Stripes and Kids Stampin'™ The Future merchandise. They're now available
11 <i>Did You Know?</i> The US Olympic Committee voted Lance Armstrong its Sportsman of the Year	12 Last day for Priority Mail Global Guaranteed™ and Global Priority Mail® packages to arrive by Father's Day	13 <i>Summer/Fall P.O.P. and product shipment this week</i>		14 <i>Tell Your Customers</i> the Stars and Stripes stamps are a great way to commemorate Flag Day and Independence Day	15 Last day for Priority Mail™ and Express Mail® International packages to arrive by Father's Day	16 <i>Retail Reminder:</i> Remember only the new barcoded Special Services labels are acceptable
17	18 Father's Day	19 <i>Summer/Fall Drive Period begins - REMOVE Spring P.O.P. and DISPLAY Summer/Fall P.O.P. and product this week</i>	20 Summer begins	21 <i>Retail Reminder:</i> Turn 10 starts today for the retail merchandise sales bin	22 <i>Tell Your Customers</i> the Millennium Rose Stamp Collection makes a great gift for anyone	23 \$ Payday
24	25 <i>Did You Know?</i> The US Postal Service has over 330,000 drop-off spots for Priority Mail® packages	26 <i>Tell Your Customers</i> now they can buy all 10 decades of Celebrate The Century® stamps	27	28 <i>Retail Reminder:</i> Keep packaging products for purchase separated from EPS packaging	29 <i>Retail Reminder:</i> Last day for District to input VESS data for AP 10	30

JUNE STAMP RELEASES: The Stars and Stripes

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.
 Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination.
 *The number and type of elements in P.O.P. Kits vary by location.



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

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