

# POSTAL BULLETIN

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WILLIAM J. HENDERSON  
POSTMASTER GENERAL, CEO



February 2001



DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES  
POSTMASTERS

SUBJECT: *Diabetes* Stamp

The United States Postal Service continues its long-standing tradition of raising awareness of social issues with the issuance of the *Diabetes* stamp March 16. The *Diabetes* stamp serves as a reminder to all Americans that diabetes is a devastating and serious illness without a cure. Additionally, the new stamp will raise awareness of the importance of knowing the symptoms and warning signs of diabetes. The promotion of the stamp will assist in preventing and finding a cure for this disease.

Diabetes is a silent killer that afflicts more than 16 million Americans. About one-third of them are undiagnosed. Diabetes kills one American every three minutes. With a workforce of more than 800,000 strong, we have an incredible opportunity to create awareness among our family members, friends, and customers about the warning signs of diabetes.

I am happy to announce that there are several partners helping the U.S. Postal Service promote the *Diabetes* stamp: the Juvenile Diabetes Research Foundation International (JDRF), the American Diabetes Association (ADA), the National Institutes of Health (NIH), and the Centers for Disease Control and Prevention (CDC).

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

As we make plans to promote the *Diabetes* stamp and spread the word about the importance of knowing the symptoms and warning signs, I want to take this opportunity to thank you for your support of this worthy cause. Our efforts can benefit millions of people across America.

A handwritten signature in black ink that reads "William J. Henderson".

William J. Henderson

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*Publicity Kit begins on page 3.*



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The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



## PUBLICITY KIT

**DIABETES AWARENESS STAMP****Publicity Ideas to Interest the Media***Overview*

The *Diabetes* stamp will be issued on March 16, 2001 in Boston, MA, at the Joslin Diabetes Center and will go on sale nationwide the same day. Unveiling or “second day” events for the *Diabetes* stamp can be held any time throughout the year. (The American Diabetes Association asks us to remind you that November is National Diabetes Month!)

Local and national publicity help increase commemorative stamp sales at post offices far beyond the date of issuance. There are many ways to interest local media in your *Diabetes* stamp events.

Here are some methods to capture media attention:

*Copy the First Day Event Theme*

The first day of issue event on March 16 will feature top officials from the Postal Service, the Centers for Disease Control (CDC), the American Diabetes Association (ADA), the Juvenile Diabetes Research Foundation International (JDRF), and the National Institutes of Health (NIH). Celebrities interested in diabetes will also participate and will be identified by the featured top officials. The event will be an all-day symposium and workshop series with diabetes screening and informational booths. This is expected to receive a lot of media attention and should generate interest in many towns in the United States.

*Local Partnerships*

- The Postal Service is partnering with CDC, ADA, JDRF, and NIH to help promote and generate awareness about diabetes.
- Because of our partnership with these groups, many local chapters are willing to help the Postal Service plan local community *Diabetes* stamp events. (Please see “Suggested Participating Organizations and Contact Information” list in this kit.)
- With hundreds of ADA and JDRF chapters located throughout the country and their experience with many national diabetes organizations, individuals, and private agencies, the Postal Service has an incredible opportunity to help promote diabetes awareness.
- You are encouraged to start planning diabetes-related events with local chapters of ADA, JDRF, CDC, and NIH. Your Area Public Affairs and Communications (PA&C) representatives are available and ready to assist you in planning your events. (See

“Area Public Affairs and Communications Managers” list in this kit.)

*Other Event Ideas*

- Look for opportunities to sponsor events with local clinics, hospitals, and agencies that are affiliated with our partners.
- Invite employees, local civic leaders, and politicians who have been touched by diabetes in some way to help sponsor an event. This could be an event built around a new medical center, kidney dialysis center, or hospital program that focuses on diabetes, or it could be an information day centered on “diabetes awareness.”
- A simple *Diabetes* stamp unveiling in your local post office lobby is always a great way to generate publicity for the *Diabetes* stamp as well as to draw attention to the need for more research to help find a cure.
- Check with local TV stations that may regularly air a “Health” or “Medical” segment to see if they are interested in covering your event or if they’d consider inviting event participants on the program.

Implement any of these ideas, combine them, or brainstorm with your employees and come up with ideas of your own. Using the publicity materials in this kit, be sure to publicize each and every event to your local newspaper, radio, and television stations via press releases, media advisories, and letters to the media. And don’t forget to make follow-up phone calls.

**Event Planning Checklist**

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

- Begin planning immediately.
- Using the list in this kit, check with the nearest ADA, JDRF, CDC, or NIH contact person to see if they can participate in a *Diabetes* stamp event in your city.
- Set a date (anytime after March 16, 2001).
- Secure participants (postal employees whose lives have been touched by diabetes, local politicians, local medical experts in the field of diabetes, celebrities interested in diabetes, etc.).
- Order blow-ups of the stamp image, flyers, and other supplies for the event.
- Prepare the special pictorial cancellation provided in this kit.
- Secure staging and sound equipment, if applicable.

- Plan signage, including a podium sign and banners.
- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booths, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

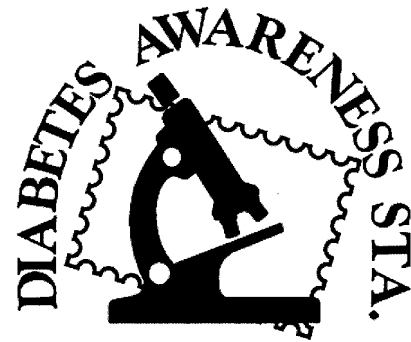
### Pictorial Cancellation

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

As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial cancellations must be reported to Stamp Development 3 weeks prior to local events. *Please use the announcement form on the following page to report your use of the cancellation.*

#### *Guidelines for Finalizing Diabetes Stamp Pictorial Cancellation Art*

To finalize the Diabetes Station pictorial cancellation art, insert the date and the city, state, and ZIP Code of the physical location of your event adjacent to the stamp image. Refer to the original/unfinished and final art to the right of this page. Overall dimensions of the pictorial cancellation must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch.



**MAR 16, 2001**

*Unfinished Art*



ANYTOWN, USA 00000  
**MAR 16, 2001**

*Finished Art*



## Pictorial Cancellation Announcement

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

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

### Mail Cancellation Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
<i>Complete</i> Street Address or PO Box 9998	
City/State/ZIP+4	

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**Products and Licensing**

*Diabetes Stamp Products*

- First Day Cover – \$0.54

*Licensing and Use of Diabetes Stamp Image*

- Organizations outside the Postal Service desiring products featuring the *Diabetes* stamp image will be directed to authorized Postal Service licensees. Available products include T-shirts, mugs, key rings, lapel pins, and so on. Such products may be resold by organizations for fundraising efforts.
- The Postal Service will consider waiving licensing fees for IRS-qualified nonprofit organizations that want to use the *Diabetes* stamp image for products or uses not addressed by Postal Service licensees. Nonprofit organizations must submit their requests in writing to the following address:  
  
 EQUITY MANAGEMENT INC  
 ATTN ROBYN VOLKER  
 3 PARK AVENUE 31<sup>ST</sup> FLOOR  
 NEW YORK NY 10016-5902
- Written requests must reference the *Diabetes* stamp and must include the name of the nonprofit organization or association, complete address, contact name, telephone number, IRS federal tax exempt number, and a brief description of the proposed use.
- Upon approval, nonprofit organizations will receive a transparency of the *Diabetes* stamp image, along with further approval procedures and reproduction specifications.
- Any use of the *Diabetes* stamp image by for-profit entities will require application for a license. Applications are available through Equity Management at the address above or by calling 212-725-9066.

**Postal Service Licensees**

Licensee	Authorized Products
D & P Creations 2177 B North Batavia Orange, CA 92865-3110 Phone: 714-974-0905	Reproductions of stamp art and framed mint stamps
F A F Inc. 26 Lark Industrial Parkway Greenville, RI 02828-3009 Phone: 401-949-3000	Die-cast key chains
Feedman & Company 77 St. John's Road Camp Hill, PA 17011-6828 Phone: 717-761-7691/0551	T-shirts, sweatshirts, and nightshirts
Heritage Promotion 142 B King Street St. Augustine, FL 32084-4326 Phone: 800-227-4596	Ceramic mugs, hologram stickers, note cards, greeting cards, baseball caps, and other gift items sold to Postal Service only
Jonathan Grey & Assoc. 920 Calle Negocio Suite B San Clemente, CA 92673-6207 Phone: 949-498-2515	Pins, tie tacks, and framed enlargements
March Company 3815 Academy Parkway N NE Albuquerque, NM 87109-4408 Phone: 505-345-2521	Pins and jewelry
N. Wasserman & Co. 2699 Harrison Road Columbus, OH 43204-3591 Phone: 614-228-9222	Baseball caps, mugs, puzzles, and playing cards
Ocean Originals 3701 Wow Road Corpus Christi, TX 78413-1922 Phone: 361-852-0252	T-shirts and sweatshirts for special events only
Omnitech Designs 6722 NW 18 <sup>th</sup> Drive #1 Gainesville, FL 32653-1655 Phone: 352-378-3408	Magnets
Postal Products Unlimited 500 W. Oklahoma Milwaukee, WI 53207-2649 Phone: 414-476-780	Mugs, pins, jigsaw puzzles
Winco Intl 9109 Oso Avenue Suite F Chatsworth, CA 91311-6222 Phone: 818-718-1191	Pins, tie tacks, key chains

## Diabetes Facts

- There are almost 16 million people in the United States who have diabetes.
- There are two main types of diabetes: Type 1 and Type 2.
- Type 2 is the most common form of the disease, usually occurring after age 45.
- Type 1 usually occurs during childhood or adolescence.
- There are an estimated 500,000 to 1 million people with Type 1 diabetes in the United States today.
- The risk of developing Type 1 diabetes is higher than all other severe chronic diseases of childhood.
- Type 1 diabetes tends to run in families.
- There is a higher incidence of Type 1 diabetes in whites than in other racial groups.
- Type 2 diabetes results from insulin resistance combined with relative insulin deficiency.
- Often Type 2 diabetes can be controlled through losing weight, improved nutrition, and exercise alone, although many people need oral medications and/or insulin to control their diabetes.
- Of the nearly 16 million Americans with diabetes, 90–95% (14.9 million) have Type 2 diabetes.
- Of these, roughly one-third are unaware they have the disease.
- People with Type 2 diabetes usually develop the disease after age 45.
- The risk for Type 2 diabetes increases with age.

## Complications of Diabetes

- Blindness due to diabetic retinopathy.
- Diabetes is the leading cause of new blindness in people 20–74 years of age.
- Kidney disease due to diabetic nephropathy.
- 10–21% of all people with diabetes develop kidney disease.
- Heart disease and stroke — people with diabetes are two to four times more likely to have heart disease or suffer a stroke.
- Nerve disease and amputations — about 60–70% of people with diabetes have mild to severe forms of diabetic nerve damage, which, in severe forms, can lead to lower limb amputations.

- Each year 56,200 people lose their foot or leg to diabetes.
- Impotence due to diabetic neuropathy or blood vessel blockage.

Source: American Diabetes Association

## Diabetes Stamp Facts

- A commemorative U.S. postage stamp highlighting diabetes awareness will be issued by the U.S. Postal Service on March 16, 2001, in Boston, MA, at the Joslin Center. The stamp will be available nationwide the same day.
- 100 million stamps will be printed.
- James Steinberg illustrated the stamp. This is his first project for the Postal Service.
- Steinberg's acrylic and gouache painting includes two elements associated with diabetes testing and research — a microscope and a test tube containing blood. Featuring the phrase "Know More About Diabetes," the design conveys the importance of diabetes awareness and early detection of the disease.
- The stamp design was unveiled in Beverly Hills, CA, at the Carousel of Hope Ball, on October 28, 2000, by Postmaster General William Henderson. He was joined at the unveiling celebration by hostess Barbara Davis, Chairperson of the Carousel of Hope Ball, television personality Larry King, actors Sidney Poitier and Dustin Hoffman, and Olympic Gold Medalist swimmer Gary Hall.
- Approximately 16 million Americans have diabetes, and one-third of them are unaware of it. The *Diabetes* stamp is viewed as a powerful tool to help generate awareness of this disease and encourage people to know the symptoms and warning signs.
- The *Diabetes* stamp is highly supported by the American Diabetes Association, the juvenile Diabetes Research Foundation International, the Centers for Disease Control, and the National Institutes of Health.
- The Postal Service has issued social awareness stamps for more than 60 years and most recently issued the *Adoption* stamp in 2000, the *Prostate Cancer Awareness* stamp in 1999, and the *Organ & Tissue Donation* and *Breast Cancer Research* stamps in 1998.



**Social Awareness Stamps**

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

**1970s**

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

**1980s**

- Coral Reefs* (1980)
- Education/Learning Never Ends* (1980)
- Organized Labor* (1980)
- Alcoholism/You can beat it!* (1981)
- American Red Cross* (1981)
- Physical Fitness* (1983)
- Voluntarism* (1983)
- Crime Prevention* (1984)
- Soil & Water Conservation* (1984)
- Help End Hunger* (1985)
- International Youth Year* (1985)
- Public Education* (1985)
- Winter Special Olympics* (1985)
- Public Hospitals* (1986)
- Girl Scouts* (1987)

**1990s**

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

**2000s**

- Adoption*

**Suggested Public Relations Timeline**

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

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

## Speech Segment

*The following suggested speech segment is for use at local ceremonies and events to support the Diabetes stamp. Feel free to customize it to fit your local event and community.*

Good **[INSERT "MORNING"/"AFTERNOON"]**.

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

The *Diabetes* stamp continues the Postal Service's long tradition of community involvement. It is our hope that this stamp will help raise awareness about the importance of knowing more about diabetes. That means knowing the warning signs of this devastating disease and knowing what the symptoms are.

Diabetes is a deadly disease...a silent killer that afflicts more than 16 million Americans today. They are your family and friends. And, unfortunately, there is no cure.

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

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

And, as a trusted public service institution that binds our nation together, the Postal Service has long been an advocate of research and education for these issues.

This year the Postal Service is very proud to issue this new *Diabetes* stamp to help generate awareness about the critical need for continued research and education on diabetes.

We commend **[INSERT NAME OF ORGANIZATIONS/INDIVIDUALS WHO JOINED YOU]** for the enormous contributions you have made to help raise awareness about diabetes.

Of the 16 million Americans with diabetes, roughly one-third are unaware they have the disease. The *Diabetes* stamp serves as a simple reminder that early detection is crucial.

Together we can make a difference in the lives of thousands of Americans.

Thank you for joining us today.

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

# # #

Before the event:

### **SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR**

**[INSERT DATE]**

**[INSERT NAME, TITLE]**

**[INSERT NAME OF NEWSPAPER]**

**[INSERT ADDRESS]**

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

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

On March 16, 2001, the U.S. Postal Service issued a new commemorative postage stamp to help raise awareness about diabetes. Nearly 16 million Americans have diabetes. Of these, roughly one-third are unaware they have the disease.

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

The *Diabetes* stamp encourages everyone to "Know More About Diabetes." It is the Postal Service's hope that this stamp will help promote and generate awareness about the need for early detection and for continued research and education to help find a cure for this devastating disease.

To help spread the word about diabetes, the **[INSERT CITY]** Post Office will be unveiling the new *Diabetes* stamp during a ceremony **[INSERT LIST OF CEREMONY ACTIVITIES, STARTING TIMES, LOCATIONS, PARTICIPANTS, PHOTO OPPORTUNITIES, ETC.]**

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

Sincerely,

**[SIGN]**

**[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

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



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

**FOR EVENT CALENDAR/WEEKEND ADVISORY EDITOR:**

**“KNOW MORE ABOUT DIABETES” HIGHLIGHTED  
IN [INSERT CITY] WITH UNVEILING OF NEW POSTAGE STAMP**

**Postal Service and [INSERT NAME OF ORGANIZATION OR  
CELEBRITY PROMOTING DIABETES AWARENESS]**

**[INSERT YOUR CITY, STATE]** — Early detection and education will be the highlights of a special event on **[INSERT DATE/TIME]** when the U.S. Postal Service and **[INSERT ORGANIZATION OR CELEBRITY]** will unveil the new *Diabetes* postage stamp during a ceremony at **[INSERT LOCATION]**.

“The *Diabetes* stamp serves as a simple reminder to everyone to know the warning signs of this devastating disease,” said **[INSERT POSTMASTER NAME]**, “and it will help raise awareness that there is still no cure, but education and research offer hope for the millions of people who suffer from diabetes.”

With the issuance of the *Diabetes* stamp, the Postal Service continues its tradition of raising awareness of social issues. Today, more than 16 million Americans have diabetes, and about one-third of them are unaware that they have it.

Designed by James Steinberg, the stamp includes two elements associated with diabetes testing and research — a microscope and a test tube containing blood. Featuring the phrase “Know More About Diabetes,” the design conveys the importance of diabetes awareness and early detection of the disease.

###



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## **PUBLIC SERVICE ANNOUNCEMENT FOR RADIO**

### **Public Invited to Participate in New Postage Stamp Unveiling to Highlight Diabetes Awareness: Celebration Takes Place in [INSERT CITY] on [INSERT DATE]**

[INSERT CITY] postmaster [INSERT NAME] invites everyone to [INSERT LOCATION] to participate in a celebration recognizing the importance of "knowing more about diabetes" on [INSERT DAY AND DATE] from [INSERT TIME] to [INSERT TIME].

The celebration includes participation by [INSERT NAME OF ORGANIZATION OR CELEBRITY] in the postal service's unveiling ceremony for the new *Diabetes* stamp. Other activities include [DESCRIBE ACTIVITIES].

Today there are 16 million Americans with this disease; almost one-third are unaware they have it. Take a moment to join members of your community in focusing attention on this important social issue.

– end –



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## MEDIA ADVISORY

### DIABETES AWARENESS HIGHLIGHTED IN [INSERT CITY] WITH THE UNVEILING OF NEW POSTAGE STAMP

- EVENT:** Unveiling of *Diabetes* commemorative postage stamp and reminder to everyone to “know more about diabetes.” **[CHANGE OR ADD TO THIS INFO IF YOUR EVENT IS DIFFERENT, BUT KEEP IT SHORT].**
- WHO:** **[LIST ONLY DIGNITARIES, KEY POSTAL OFFICIALS, AND ANY WELL-KNOWN SPECIAL GUESTS PARTICIPATING AND/OR ATTENDING EVENT].**
- WHAT:** **[DESCRIBE WHAT MAKES EVENT NEWSWORTHY — LIST ANY ENTERTAINMENT, REFRESHMENTS, SALES, ETC.].**
- WHEN:** **[INSERT HOUR, DAY, DATE]**
- WHERE:** **[INSERT EXACT LOCATION OF EVENT]**
- BACKGROUND:** The U.S. Postal Service continues its long-standing tradition of raising awareness of social issues with the issuance of the *Diabetes* stamp. The *Diabetes* stamp serves as a reminder to know the warning signs and to encourage early detection of the disease.

###



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## DIABETES AWARENESS TO BE HIGHLIGHTED ON NEW POSTAGE STAMP

### Postal Service and [INSERT ORGANIZATION/CELEBRITY] Promoting Diabetes Awareness

[INSERT YOUR CITY] — Diabetes awareness will be the focus of attention on [INSERT DATE] when the U.S. Postal Service and [INSERT ORGANIZATION/CELEBRITY] unveil the *Diabetes* commemorative postage stamp during a ceremony at [INSERT LOCATION]. The 34-cent *Diabetes* stamp is now available at post offices nationwide.

[INSERT CITY] Postmaster [INSERT POSTMASTER'S NAME] will unveil the stamp to recognize the importance of knowing more about diabetes in an effort to help raise awareness about the disease. Joining [INSERT POSTMASTER'S LAST NAME] at the ceremony will be [INSERT ORGANIZATION/CELEBRITY OR LOCAL/AREA DIGNITARIES].

#### [INSERT OTHER NOTABLE HAPPENINGS AT EVENT].

"We believe this stamp will go a long way in helping spread the word about how important it is for everyone to know about this devastating disease," said [INSERT POSTMASTER'S LAST NAME]. "The Postal Service is proud to continue its tradition as a community leader in highlighting health and social issues."

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

Diabetes is a chronic, genetically determined, debilitating disease affecting every organ system. Insulin is not a cure, merely life support. There are two major types of diabetes: Type 1 (juvenile) and Type 2 (adult onset). Anyone at any age can get diabetes, including children. Many people die or suffer life-threatening health problems because the warning signs are very often missed or mistaken for something else. There is no cure, but there is hope through research.

The *Diabetes* stamp, designed by artist James Steinberg, includes two elements associated with diabetes testing and research — a microscope and a test tube containing blood. Featuring the phrase "Know More About Diabetes," the design conveys the importance of diabetes awareness and early detection of the disease.

To see an image of the *Diabetes* stamp, visit the Postal Service Web site at [www.usps.com](http://www.usps.com) and click on *Postal Store*. All current stamps and other philatelic items are available toll-free at 1 800 STAMP-24.

###

Day after the event:

**SAMPLE LETTER TO LOCAL NEWSPAPER EDITOR  
THANKING RESIDENTS FOR SUPPORT**

**[INSERT DATE]**

**[INSERT NAME, TITLE]**

**[INSERT NAME OF NEWSPAPER]**

**[INSERT ADDRESS]**

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

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

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

Our nation's commemorative stamp program has been developed over the past 60 years largely through the participation of the American people. Your stamp ideas and suggestions are instrumental in helping the Postal Service continue its long-standing tradition of helping to raise awareness of such social issues as adoption, breast cancer research, hospice care, and organ and tissue donation.

The issuance of the *Diabetes* stamp is a great opportunity for the Postal Service to remind citizens of **[INSERT CITY]** about the importance of early detection and finding a cure through research. The *Diabetes* stamp serves as a simple reminder to everyone to know more about diabetes.

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

Sincerely,

**[SIGN]**

**[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

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



**Area Public Affairs and Communications Managers**

Ralph Stewart  
Manager, Public Affairs and Communications  
Allegheny Area/U.S. Postal Service  
615 Chestnut St 15<sup>th</sup> Floor  
PO Box 40593  
Philadelphia, PA 19197-0593  
(215) 931-5054

Scott Budny  
Manager, Public Affairs and Communications  
Western Area/U.S. Postal Service  
1745 Stout St, Ste 1075  
Denver, CO 80299-7500  
(303) 313-5125

Irene A. Lericos  
Manager, Public Affairs and Communications  
Mid-Atlantic Area/U.S. Postal Service  
10320 Little Patuxent Parkway, Ste 308  
Columbia, MD 21044-5210  
(410) 715-0071

Jim Mruk  
Manager, Public Affairs and Communications  
Great Lakes Area/U.S. Postal Service  
244 Knollwood Dr, 4<sup>th</sup> Floor  
Bloomington, IL 60117-2208  
(630) 539-6565

Diane Todd  
Manager, Public Affairs and Communications  
NY Metro Area/U.S. Postal Service  
421 Eighth Ave, Rm 5114  
New York, NY 10199-9681  
(212) 330-3118

Dan De Miglio  
Manager, Public Affairs and Communications  
Pacific Area/U.S. Postal Service  
390 Main Street, Ste 200  
San Francisco, CA 94105-8000  
(415) 536-6490

Dianne Williams  
Manager, Public Affairs and Communications  
Midwest Area/U.S. Postal Service  
PO Box 66608  
St Louis, MO 63166-6608  
(314) 692-5502

David Mazer  
Manager, Public Affairs and Communications  
Pacific Area/U.S. Postal Service  
7001 S Central Ave, Room 364A  
Los Angeles, CA 90052-9641  
(323) 586-1212

Robert S. Bolen  
Manager, Public Affairs and Communications  
Southwest Area/U.S. Postal Service  
7800 N Stemmons Freeway, Ste 450  
Dallas, TX 75247-4220  
(214) 819-8710

Debra Hawkins  
Acting Manager, Public Affairs and Communications  
Northeast Area/U.S. Postal Service  
6 Griffin Rd N  
Windsor, CT 06006-9876  
(860) 285-7265

Earl C. Artis, Jr.  
Manager, Public Affairs and Communications  
Southeast Area/U.S. Postal Service  
225 North Humphrey Blvd  
Memphis, TN 38166-0832  
(901) 747-7544

## Participation of Public Officials

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

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

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

### *Before the Event*

**Send a written invitation** (see sample), 4 to 6 weeks before the event, to your two U.S. senators, your congressional representatives, the governor of your state, and the mayor of your community. Please include any other local elected officials you feel would be appropriate. The local postmaster should sign the invitations.

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

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

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

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

### *After the Event*

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

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

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

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

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

Before the event:

### **SAMPLE INVITATION TO PUBLIC OFFICIALS**

**[INSERT DATE]**

**[INSERT NAME, TITLE]**

**[INSERT NAME OF ORGANIZATION]**

**[INSERT ADDRESS]**

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

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

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

The *Diabetes* stamp serves as a reminder to everyone to know the warning signs of this disease and to encourage early detection. It is our hope that this stamp will help raise awareness about how devastating this disease is and that there is still no cure.

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

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

We hope you will join us to recognize this important social issue. Please confirm your participation by calling **[INSERT NAME OF CONTACT]** at **[INSERT TELEPHONE NUMBER]** as soon as possible.

Sincerely,

**[SIGN]**

**[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

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

**Government Relations Contacts**

We can help! Your Government Relations representatives are here to serve you. As you plan your Diabetes events — or any special civic event — please let us know.

*Alphabetical State/Representative Listing*

Alabama	Laurie Solnik	202-268-3743
Alaska	Jennifer Alvarez	202-268-7839
American Samoa	Jennifer Alvarez	202-268-7839
Arizona	Renee Gadson	202-268-7217
Arkansas	Judy Principe	202-268-3744
California	Bill Weagley	202-268-3745
Colorado	Renee Gadson	202-268-7217
Connecticut	Dana Williamson	202-268-6028
Delaware	Dana Williamson	202-268-6028
District of Columbia	Faith Beamon	202-268-3754
Florida	Laurie Solnik	202-268-3743
Georgia	Jim Quirk	202-268-8468
Hawaii	Jennifer Alvarez	202-268-7839
Idaho	Jennifer Alvarez	202-268-7839
Illinois	Sheila Meyers	202-268-7505
Indiana	Faith Beamon	202-268-3754
Iowa	Sheila Meyers	202-268-7505
Kansas	Renee Gadson	202-268-7217
Kentucky	Faith Beamon	202-268-3754
Louisiana	Judy Principe	202-268-3744
Maine	Kathy Sitterle	202-268-6027
Maryland	Faith Beamon	202-268-3754
Massachusetts	Dana Williamson	202-268-6028
Michigan	Sheila Meyers	202-268-7505
Minnesota	Sheila Meyers	202-268-7505
Mississippi	Laurie Solnik	202-268-3743
Missouri	Sheila Meyers	202-268-7505
Montana	Jennifer Alvarez	202-268-7839
Nebraska	Sheila Meyers	202-268-7505
Nevada	Jennifer Alvarez	202-268-7839
New Hampshire	Dana Williamson	202-268-6028
New Jersey	Dana Williamson	202-268-6028
New Mexico	Renee Gadson	202-268-7217
New York	Kathy Sitterle	202-268-6027
North Carolina	Jim Quirk	202-268-8468
North Dakota	Sheila Meyers	202-268-7505
Ohio	Faith Beamon	202-268-3754
Oklahoma	Judy Principe	202-268-3744
Oregon	Jennifer Alvarez	202-268-7839
Pennsylvania	Faith Beamon	202-268-3754
Puerto Rico	Kathy Sitterle	202-268-6027
Rhode Island	Dana Williamson	202-268-6028
South Carolina	Jim Quirk	202-268-8468
South Dakota	Sheila Meyers	202-268-7505
Tennessee	Jim Quirk	202-268-8468
Texas	Judy Principe	202-268-3744
Utah	Renee Gadson	202-268-7217

Vermont	Kathy Sitterle	202-268-6027
Virgin Islands	Kathy Sitterle	202-268-6027
Virginia	Faith Beamon	202-268-3754
Washington	Jennifer Alvarez	202-268-7839
West Virginia	Faith Beamon	202-268-3754
Wisconsin	Sheila Meyers	202-268-7505
Wyoming	Renee Gadson	202-268-7217

After the event:

**SAMPLE THANK YOU LETTER TO PUBLIC  
OFFICIALS/PARTICIPATING ORGANIZATIONS**

[INSERT DATE]

[INSERT NAME, TITLE]

[INSERT NAME OF ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT TITLE AND NAME]:

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

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

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

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

## Suggested Participating Organizations and Contact Information

### American Diabetes Association

<b>Eastern Region</b>		
Executive Director, Vacant	149 Madison Ave., 7 <sup>th</sup> Fl, New York, NY 10016	212-725-4925
Executive Director, Lorna Krkich	200 Cottontail Ln., Somerset, NJ 08873	732-469-7979
Executive Director, Reggie Nance	200 White Plains Rd., Suite 523, Tarrytown, NY 10591	914-631-6048
Executive Director, Peg Davis	150 Motor Parkway, Hauppauge, NY 11788	516-348-0422
Executive Director, Deb Toupenca	300 Research Parkway, Meriden, CT 06450	203-639-0385
Operations Manager, Marie Hamilla	Regional Office, 7 Washington Square, Albany, NY 12205	518-218-1755
Executive Director, Cronan Long	315 Alberta Dr., Suite 102, Amherst, NY 14226	716-835-0274
District Director, Beverly Gaines	20 Ramona St., Rochester, NY 14613	716-458-3040
Regional Fund Raising Director, Ingrid DeLapp	356 N. Midler Ave., Syracuse, NY 13206	315-438-8687
District Manager, Sylvia Hough	1508 Genessee St., Utica, NY 13502	315-735-6434
<b>Great Lakes Region</b>		
Executive Director, Gail Hand	315 N. 4 <sup>th</sup> St., Grand Forks, ND 58203	701-746-4427
Executive Director, Lee Johnson	Florida West Bldg., Suite 307, 715 Florida Ave., South, Minneapolis, MN 55426	612-593-5333
Regional Executive VP, Lew Bartfield	Great Lakes and Heartland Regional Office, 2323 N. Mayfair Rd., Suite 502, Wauwatosa, WI 53226	414-778-5500
District Manager, Tina Zahn	1600 Shawano Ave., Suite 210, Green Bay, WI 54303	920-498-1066
District Manager, Brian Kelly	122 E. Olin Ave., Suite 220, Madison, WI 53713	608-257-6332
Area Executive Director, Dave Schreier	30 N. Michigan Ave., Suite 2015, Chicago, IL 60602	312-346-1805
Area Executive Director, Andrea Maddox-Johnson	30600 Telegraph Rd., Suite 2255, Bingham Farms, MI 48025	248-433-3830
Area Executive Director, Vacant	5585 W. Stoll Rd., Lansing, MI 48906	517-327-9560
District Manager, June Stewart	7681 Innisbrook Dr., Portage, MI 49024	616-327-3710
District Director, Michael Haifley	300 Lafayette Ave., SE, Suite L2051, Grand Rapids, MI 49503	616-458-9341

### Heartland Region

District Manager, Patricia Blake-Smith	16638 Griggs St., Detroit, MI 48221	313-341-1827
District Director, Holly Powers	570 Whitney Dr., Rochester Hills, MI 48307	248-650-3948
Coordinator, Michael Wetzel	5735 Ridgeway Dr., Apt. 8, Haslett, MI 48840	517-339-5404
Area Executive Director, Greg Winslow	937 High St., Worthington, OH 43085	614-436-1917
Area Executive Director, Leah Salem	155 Ken Mar Parkway, Broadview Heights, OH 44147	440-717-1627
Executive Director, Tom Hukle	8899 Brookside Ave., #2, West Chester, OH 45069	513-759-9330
Area Executive Director, Roberta Ahern	1221-A Ohio Ave., Dunbar, WV 25064	304-768-2596
Area Executive Director, Carrol Helming	7363 East 21 <sup>st</sup> St., Indianapolis, IN 46219	317-352-9226
District Manager, Paula Keswick	53631 Fir Rd., Granger, IN 46530	219-273-4013
District Director, Rebecca Sarantou	3178 N. Republic Blvd., Suite 4, Toledo, OH 45615	419-841-5992
District Manager, Teresa Greenwell	PO Box 80105, Ft. Wayne, IN 45898	219-758-8002
Area Executive Director, Donna Scott	2580 Federal Dr., Suite 403, Decatur, IL 62526	217-875-9011
District Manager, Karolyn Edwards	1409 W. Jefferson, Vandalia, IL 62471	618-283-1792
District Manager, Steven Schroeder	1424 Dillon Dr., Normal, IL 61761	309-452-7554
<b>Mid-America Region</b>		
Regional Executive VP, Sam Samorian	PO Box 1013, Columbia, MO 65205	573-443-8611
Executive Director, Ed Clay	2650 South Hanley, Suite 350, St. Louis, MO 63144	314-647-2110
Executive Director, Mary Sloan	9201 Ward Parkway, Suite 300, Kansas City, MO 64114	816-361-3361
Area Executive Director, Renee Steele-Paulsell	1944-A E. Sunshine, Springfield, MO 65804	417-890-8400
Area Executive Director, Jim Sweetman	7101 Newport Ave., #207, Omaha, NE 68152	402-572-3747
District Manager, Debra Elofson	1100 S. Euclid, #3019, Sioux Falls, SD 57105	605-335-7670
Area Executive Director, Steven Robinson	6200 Aurora Ave., #504W, Des Moines, IA 50322	515-276-2237
District Manager, Rosemary Schwartz	1073 Rockford Rd., SW, Cedar Rapids, IA 52404	319-390-2544
District Manager, Leticia Skezas	PO Box 2617, Davenport, IA 52809	319-359-7060
Executive Director, Vacant	3210 E. Douglas, Wichita, KS 67208	316-684-6091

**Mid-America Region** (continued)

Area Executive Director, Cindy Showalter	3120 Timanus Ln., Suite 106, Baltimore, MD 21244	410-265-0075
Area Executive Director, Brian Posey	Community Service Bldg., 100 W. 10 <sup>th</sup> St., Suite 1002, Wilmington, DE 19801	302-656-0030
District Manager, Vacant	114 Baptist St., Salisbury, MD 21803	410-543-4530
Area Executive Director, Linda Honchar	300 Penn Center Blvd., Suite 700, Pittsburgh, PA 15235	412-824-1181
Regional Executive VP, Ann Palmer	8300 Professional Place, Suite 105, Lanham, MD 20785	240-737-2000
District Manager, Vacant	1060 North Kings Highway, Cherry Hill, NJ 08034	856-482-9047
Area Executive Director, Linda Capozello	3544 Progress Ave., Suite 202, Harrisburg, PA 17110	717-657-4310
District Manager, Tom Mesko	827 Grove St., PO Box 302, Howard, PA 16841	814-625-0160
District Manager, Robyn Snyder	63 North Franklin St., Kirby Health Center Annex, Wilkes-Barre, PA 18701	570-823-3355
Area Executive Director, Susan Yannessa	One Plymouth Meeting, Suite 520, Plymouth Meeting, PA 19462	610-828-5003
Program Assistant, Barbara Shattah	2045 Westgate Dr., Suite 302, Bethlehem, PA 18018	610-867-1055
Regional Executive VP, Ann Palmer	369 Dewey Dr., Annapolis, MD 21401	410-280-3417
Area Executive Director, Betty Digges	1211 Connecticut Ave., NW, Suite 501, Washington, DC 20036	202-331-8303
District Manager, Marilyn Bartolacci	502 Sheridan Ln., Export, PA 15632	724-387-3096

**Mountain States Region**

Regional Executive VP, Mike Van Abel	2480 West 26 <sup>th</sup> Ave., Suite 120B, Denver, CO 80211	720-855-1102
Executive Director, Raoul Sada	9034 N. 23 <sup>rd</sup> Ave., Suite 8, Phoenix, AZ 85021	602-861-4731
Executive Director, Carol Torres	40 N. Swan Rd., Suite 116, Tucson, AZ 85711	520-795-3711
Area Executive Director, Suzanne Miller	525 San Pedro NE, 101, Albuquerque, NM 87108	505-266-5716
Area Executive Director, Dennis Dickerson	250 East 300 South, Suite 110, Salt Lake City, UT 84111	801-363-3024
District Manager, Kay Smith	4910 South Ash, Casper, WY 82601	307-265-2725
Area Executive Director, Dennis Howland	249 Canal St., Manchester, NH 03101	603-627-9579

**New England Region**

Area Executive Director, Dennis Howland	77 Hegeman Ave., Colchester, VT 05446	802-654-7716
Area Executive Director, Debra Curless	2348 Post Rd., Warwick, RI 02886-2242	401-738-6464
Area Executive Director, Steve Manny	1 Bromfield St., Boston, MA 02108	617-482-4580

*Juvenile Diabetes Research Foundation International*

Executive Director, Marci Zimmerman	4343 E. Camelback Rd., Suite 450, Phoenix, AZ 85018	602-808-9548
Executive Director, Jane Sierra	3307 Northland Dr., Suite 475, Austin, TX 78731	512-450-1965
Executive Director, Sherri Frazer	1712 19 <sup>th</sup> St., 200, Bakersfield, CA 93301	661-636-1305
Executive Director, Heidi Daniels	20 Walnut St., 318, Wellesley, MA 02481	781-431-0700
Executive Director, Nadine Buscher	117 South 6 <sup>th</sup> St., 201, Boise, ID 83702	208-345-3302
Executive Director, Pamela Gatz	1400 I St., NW, Suite 500, Washington, D.C. 20005	202-371-0044
Executive Director, Ellen Stephenson	1230 Hillcrest St., 102, Orlando, FL 32803	407-898-1880
Executive Director, Laura M. Aull	3280 Dauphin St., B127, Mobile, AL 36606	334-478-5220
Executive Director, Lynn Lucarelli Newbury	740 Broad St., Shrewsbury, NJ 07702	732-219-6654
Executive Director, Lucienne Cole-Dargan	913 Old Liverpool Rd., Liverpool, NY 13088	315-453-9327
Executive Director, Dana Hope	2601 NW Expressway, 613E, Oklahoma, OK 73112	405-810-0070
Executive Director, Carol Mullen	3607 Rosemont Ave., Suite 404, Camp Hill, PA 17011	717-730-0443
Executive Director, James Buckles	1628 E. Morehead St., 200, Charlotte, NC 28207	704-377-2873
Executive Director, Paula Hughes	9400 N. Central Expressway, Suite 1201, Dallas, TX 75231	214-373-9808
Executive Director, Carol Robertson	632 Penn Ave., West, Reading, PA 19611	610-373-6488
Executive Director, Terri Brooks	433 Sevier Ave., Suite 304, Knoxville, TN 37920	865-577-7530
Executive Director, Robert Shaw	235 Peachtree St., NE, 675, Atlanta, GA 30303	404-420-5990

*Juvenile Diabetes Research Foundation International*

(continued)

Executive Director, Lora A. Martin	1800 Australian Ave. S, 200, West Palm Beach, FL 33409	561-686-7701
Executive Director, Deana L. Treadway Jones	521 South Rock, Suite 103, Little Rock, AR 72202	501-372-7515
Executive Director, Nicole Friedland	121 Second St., 2 <sup>nd</sup> Floor, San Francisco, CA 94105	415-977-0360
Executive Director, Pamela Swenk	500 N. Dearborn St., Suite 305, Chicago, IL 60610	312-670-0313
Executive Director, Virginia R. Gaston	444 Executive Center Blvd., Suite 234, El Paso, TX 79902	915-532-3511
Executive Director, Catherine Medina	567 W. Shaw Ave., Suite A-2, Fresno, CA 93704	559-451-0780
Executive Director, Gail M. Shelton	18 North Main St., 3 <sup>rd</sup> Fl. West, Hartford, CT 06107	860-561-1153
Executive Director, Margie Nelson	6901 Vista Dr., West, Des Moines, IA 50266	515-267-1626
Executive Director, Sara Trachten	2572 Whitney Ave., Hamden, CT 05618	203-248-1880
Executive Director, Majken Mechling	2909 Lowrey Ave., Honolulu, HI 96822	808-988-1000
Executive Director, Kathy Knott	2425 Fountain View, Suite 280, Houston, TX 77057	713-334-4400
Executive Director, RonDeena Ross	45 Crown St., Kingston, NY 12401	845-331-9888
Executive Director, Lynda L. Steinbeck	1001 E. Cooley Dr., 105, Colton, CA 92324	909-424-0100
Executive Director, Diana Marquez	1415 West 3 <sup>rd</sup> Ave., Suite B, Spokane, WA 99202	509-459-6307
Executive Director, Yvonne Miller	6701 W. 64 <sup>th</sup> St., Suite 319, Shawnee Mission, KS 66202	913-831-7997
Executive Director, Clark Miller	3043-A Breckinridge Ln., Louisville, KY 40220	502-485-9397
Executive Director, Deborah J. Gokie	2810 S. 48 <sup>th</sup> PMB 137, PO Box 6938, Lincoln, NE 68506	402-484-8300
Executive Director, Linda Tobias	85 Marcus Blvd., Hauppauge, NY 11788	631-951-9769
Executive Director, Rita Hopkins	1020 S. Arroyo Parkway, Suite 200, Pasadena, CA 91105	626-403-1480
Executive Director, McLendon DeVaughn	433 Metairie Rd., Suite 204, Metairie, LA 70005	504-828-2873
Executive Director, Rebecca Estefano	4 Carriage Ln., Suite 205, Charleston, SC 29407	843-763-1973
Executive Director, Janet Rosen	200 E. Joppa Rd., Suite 300, Townson, MD 21286	410-823-0073

Executive Director, Karen Breen	24359 Northwestern Highway, 225, Southfield, MI 48075	248-355-1133
Executive Director, Elizabeth Giardina	28 Kennedy Blvd., Suite 180 East, Brunswick, NJ 08816	732-296-7171
Executive Director, Judith McCoy	2200 Hillsboro, Suite 110, Nashville, TN 37212	615-383-6781
Executive Director, Andrea Pearson	247-B E. Livingston Ave., Columbus, OH 43215	614-464-2873
Executive Director, Drew Holte	2626 East 72 <sup>nd</sup> St., Suite 225, Bloomington, MN 55425	612-851-0770
Executive Director, T. Michelle Wamble	1640 Lelia Dr., Suite 130, Jackson, MS 39216	601-981-1184
Executive Director, Shannon King	4100 Evans Ave., Suite 22, Ft. Myers, FL 33901	941-931-4055
Executive Director, Donella Maez-Irby	209-D Palomas Dr., NE, Albuquerque, NM 87108	505-255-4005
Executive Director, Alexandra Ziogas	381 Park Avenue South, Suite 507, New York, NY 10016	212-689-2860
Executive Director, Theresa Martin	One San Jose Place, Suite 5, Jacksonville, FL 32257	904-260-8899
Executive Director, Rose Adams	4500 Rockside Rd., Suite 420, Cleveland, OH 44131	216-524-6000
Executive Director, Julie Kersten	820 W. College Ave., B, Appleton, WI 54914	920-997-0038
Executive Director, Beverly J. Kennedy	6 Greenwood Dr, East, Greenbush, NY 12061	518-477-2873
Executive Director, Jacci Buccieri	425 University Ave., Suite 106, Sacramento, CA 95825	916-920-0790
Executive Director, Holly Cookis	27475 Holiday Ln., Suite 1, Perrysburg, OH 43551	419-873-1377
Executive Director, Janet Mazur	1030 State Street, 3 <sup>rd</sup> Fl., Erie, PA 16501	814-452-0635
Executive Director, Shawn M. Reynolds	7101 Newport Ave., Suite 209F, Omaha, NE 68152	402-572-3435
Executive Director, Anne Grey	1451 Quail St., Suite 108, Newport Beach, CA 92660	949-553-0363
Executive Director, Jill R. Stear	8196 SW Hall Blvd., Suite 103, Beaverton, OR 97008	503-643-1995
Executive Director, Gail A. Ginsberg	3608 Landmark Dr., Suite C, Columbia, SC 29204	803-782-1477
Executive Director, Michael Conrad	1401-B Old Mill Circle, 2 <sup>nd</sup> Fl., Winston-Salem, NC 27103	336-768-1027
Executive Director, Dawn Sadler	758 Eddy St., 4 <sup>th</sup> Fl., 4-A, Providence, RI 02903	401-277-9900



*Juvenile Diabetes Research Foundation International*

(continued)

Executive Director, Nancy Castrina	1004 N. Thompson St., Suite 203, Richmond, VA 23230	804-254-8014
Executive Director, Kerry Dodson	4502 Starkey Rd., Suite 2, Roanoke, VA 24014	540-772-1975
Executive Director, Mary Anne Hoppe	277 Alexander St., 810, Rochester, NY 14607	716-546-1390
Executive Director, Farah Stith	560 Sylvan Ave., Engelwood Cliffs, NJ 07632	201-568-4838
Executive Director, Donna A. Murray	225 E. 16 <sup>th</sup> Ave., Suite 1000, Denver, CO 80203	303-863-8940
Executive Director, JoAnne Mantz	8304 Clairemont Mesa Blvd., 101, San Diego, CA 92111	858-279-9160
Executive Director, Judi Cox	2999 S. Tamiami Trail (Northside), Sarasota, FL 34239	941-906-8900
Executive Director, Shannon Briese	1551 Indians Hills Dr., 220, Sioux City, IA 51104	712-224-2750
Executive Director, Kathy Griesenbeck	8700 Crownhill Blvd., Suite 407, San Antonio, TX 78209	210-822-5336
Executive Director, Jennifer Smith	1415 E. Sunrise Blvd., 504, Ft. Lauderdale, FL 33304	954-768-9008
Executive Director, Joan C. Frank	237 Mamaroneck Ave., White Plains, NY 10605	914-686-7700
Executive Director, Wendy E. Hanisch	2825 North Mayfair Rd., Suite 9, Wauwatosa, WI 53222	414-453-4673
Executive Director, Marie Davis	225 South Meramec Ave., 400, Clayton, MO 63105	314-726-6778
Executive Director, Angi Jennings	5999 Central Ave., 204, St. Petersburg, FL 33710	727-344-2873
Executive Director, Brett Dowling	506 S. Independence Blvd., 101, Virginia Beach, VA 23452	757-497-1350
Executive Director, Randi Corey	189 Wind Chime Court, Suite 203, Raleigh, NC 27615	919-870-5171
Executive Director, Janis C. Buck	7030 South Yale, 109, Tulsa, OK 74136	918-481-5807
Executive Director, Cynthia Brothers	110 D Hospital Dr., Simpsonville, SC 29681	864-228-2873
Executive Director, Diana Savage	307 West 200 South, 3001, Salt Lake City, UT 84101	801-530-0660

Executive Director, Diane E. Mangnuson	4362 Cascade Rd. SE, 116, Grand Rapids, MI 49546	616-957-1838
Executive Director, Maria Elena Duron	Clay Desta Twrs., 10 Desta Dr., 270, Midland, TX 79705	915-570-5643
Executive Director, Princess Young	5509 Big Tyler Rd., 3, Cross Lanes, WV 25313	304-769-0922
Executive Director, Cathy M. Allen	331 Alberta Dr., Suite 106, Amherst, NY 14226	716-833-2873
Executive Director, Claralyn Phillips	Convt. Twrs., 960 Penn Ave., 1000, Pittsburgh, PA 15222	412-471-1414
Executive Director, Angela Uhl	210 Queen Anne Ave., N 102, Seattle, WA 98109	206-213-0200
Executive Director, Maureen Berghoefer	7818 Big Sky Dr., Suite 220, Madison, WI 53719	608-833-2873

*Centers for Disease Control*

Braxton D. Moore	The RSA Tower, Suite 1464, Alabama Dept. of Public Health, 201 Monroe St., Montgomery, AL 36130	334-206-2060
John P. Middaugh	Section of Epidemiology, PO Box 24029, Anchorage, AL 99524	907-269-8000
Norman J. Petersen	Arizona Dept. of Health Services, 2700 N. 3 <sup>rd</sup> St., Suite 4050, Phoenix, AZ 85004	602-542-7515
David Bourne	Arkansas State Dept. of Health, 4815 West Markham St., Mail Slot 3, Little Rock, AR 72205	501-661-2168
Ann Albright	Dept. of Health Services, 601 N. Seventh St., MS 725, Sacramento, CA 94234	916-327-3053
Joan Jones	Colorado Dept. of Public Health, PPD-DC-A5, 4300 Cherry Creek Drive, South, Denver, CO 80222	303-692-2505
Nancy Berger	State of CT Dept. of Health, 410 Capitol Ave., MS-11 HLS, Hartford, CT 06134	860-509-8073
Letia Boseman	Division of Public Health, Jesse Cooper Bldg., Dover, DE 19903	302-739-4754
Kurt Brandt	825 N. Capital St., NE, Suite 3137, Washington, DC 20002	202-442-5911

*Centers For Disease Control (continued)*

Bonnie G. Bailey	Florida Dept. of Health, 4025 Esplanade Way, Tallahassee, FL 32399	850-245-4367
Jerry Brown	Georgia Diabetes Control Program, 2 Peachtree St., 16 <sup>th</sup> Fl., Atlanta, GA 30303	404-657-6635
Colleen Minami	Dept. of Health, 1250 Punchbowl St., Honolulu, HI 96813	
Joanne Mitten	Dept. of Health and Welfare, 450 West State St., Boise, ID 83720	208-334-5933
Michael R. Larson	Division of Community Health & Prevention, 535 West Jefferson St., Springfield, IL 62761	217-782-2166
Joyce Black	2 North Meridian, 6 <sup>th</sup> Fl., Indianapolis, IN 46204	317-233-7371
Lorrie Graaf	Lucas State Office Bldg., 321 East 12 <sup>th</sup> St., Des Moines, IO 50319	515-281-7739
Paula F. Marmet	Landon State Office Bldg., 900 SW Jackson, Suite, 901 N., Topeka, KS 66612	785-296-8126
Greg Lawther	Diabetes Control Program, 275 E. Main St., HS1C-B, Frankfort, KY 40621	502-564-7996
Vacant	325 Loyola Ave., Rm. 315, New Orleans, LA 70112	504-568-2510
Maryann M. Zaremba	151 Capitol St., Augusta, ME 04333	207-287-2906
Earl W. Schurman	Dept. of Health and Mental Hygiene, 6 Saint Paul St., Suite 603, Baltimore, MD 21202	410-767-6788
Kate Alich	MA Dept. of Public Health, 250 Washington St., 4 <sup>th</sup> Fl., Boston, MA 02108	617-624-5403
Leonard M. Schwartz	Michigan Dept. of Community Health, 3423 N. Martin Luther King, Jr. Blvd., Lansing, MI 48906	517-335-8392
Donald B. Bishop	Minnesota Dept. of Health, PO Box 64882, St. Paul, MN	651-281-9839
Vacant	570 East Woodrow Wilson, Jackson, MS 39216	601-576-7781
Jo Anderson	Bureau of High Risk Intervention, 920 Wildwood, Jefferson City, MO 65102	573-522-2875

Jane Smilie	Montana Dept. of Public Health & Human Serv., 1400 Broadway, Cogswell Bldg., Rm 317, Helena, MT 59620	406-444-0593
Kathy Ward	Nebraska Dept. of Health, 301 Centennial Mall, South, Lincoln, NE 68509	402-471-3914
Randall Todd	Nevada State Health Division, 505 East King St., Rm 103, Carson City, NV 89701	775-684-5949
Vacant	NH Dept. of Health and Human Serv., 6 Hazen Drive, Concord, NH 03301	603-271-4551
Elizabeth Solan	New Jersey Dept. of Health, 50 East State St., 6 <sup>th</sup> Fl., Health Promotion Program, CN 364, Trenton, NJ 08625	609-984-6137
Judith Candelaria	New Mexico Dept. of Health, Harold Runnels Bldg., 1190 St. Francis Dr., Santa Fe, NM 87502	505-827-2502
Vacant	New York State Dept. of Health, Empire State Plaza, Tower, Rm. 780, Albany, NY 12237	518-474-0512
Joyce Page	Dept. of Health and Human Serv., Mail Service Center, 1915, Raleigh, NC 27699	919-715-3355
Sandra Adams	North Dakota Dept. of Health, 600 East Boulevard Ave., Dept. 301, Bismarck, ND 58505	701-328-2367
Frank S. Bright	Ohio Dept. of Health Diabetes Unit, 8 <sup>th</sup> Fl., 246 North High St., Columbus, OH 43266	614-466-2144
Adeline Yerkes	Oklahoma State Dept. of Health, 1000 NE 10 <sup>th</sup> St., Oklahoma City, OK 73117	405-271-4072
Jane Moore	800 NE Oregon St., Suite 730, Portland, OR 97232	503-731-4273
Bonnie Krampe	Pennsylvania Dept. of Health, PO Box 90, Harrisburg, PA 17108	717-787-5876
Dr. Manuela Fonseca	Puerto Rico Dept. of Health, Program de Diabetes, PO Box 70184, San Juan, PR 00936	787-274-5634
Dona Goldman	Rhode Island Dept. of Health, 3 Capitol Hill, Rm. 409, Providence, RI 02908	401-222-3442

*Centers For Disease Control (continued)*

James Coleman	South Carolina Dept. of Health and Environmental Control, Mills/Jarrett Complex, Box 101106, Columbia, SC 29211	803-898-0755
Norma Schmidt	South Dakota Dept. of Health, 615 East 4 <sup>th</sup> St., c/o 500 East Capitol Ave., Pierre, SD 57501	605-773-6189
Tracey Buck	Diabetes Prevention & Control Program, 425 5 <sup>th</sup> Ave., North 6 <sup>th</sup> Fl., Cordell Hull Bldg., Nashville, TN 37247	615-741-0394
Dora McDonald	Texas Dept. of Health, 1100 West 49 <sup>th</sup> St., Austin, TX 78756	512-458-7490
Barbara A. Larsen	Utah Dept. of Health, 288 North 1460 West, Salt Lake City, UT 84114	801-538-6141
Ellen B. Thompson	Vermont Dept. of Health, PO Box 80, Burlington, VT 05402	802-863-7330
Ramona D. Schaeffer	Virginia Dept. of Health, 1500 East Main St., Room 132, Richmond, VA 23218	804-786-5420
Lincoln Weaver	Washington Dept. of Health, PO Box 47836, Bldg. 13, Olympia, WA 98504	360-236-3680
Joyce Holmes	Bureau for Public Health, 350 Capitol St., Rm. 319, Charleston, WV 25301	304- 558-0644
Pat Zapp	Wisconsin Diabetes Control Program, 1 West Wilson St., Rm 218, Madison, WI 53701	608-261-6871
Jim Murray	Division of Preventive Medicine, Hathaway Bldg., 4 <sup>th</sup> Fl., Cheyenne, WY 82002	307-777-6004

## Customer Relations

### Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact 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 *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
The Sportsman's Guide February Main	Standard A/ Catalog	2/5-2/9	1.8	Nationwide	Car-Rt, 3/5-Digit	Quebecor World, Franklin, KY
Ginny's	Standard A/ Catalog	2/12-2/15	1.0	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcode	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4", catalog has a die cut cover and a personalized (address) underwrap
Billy Graham Letter	Standard A/ Letter	2/15-2/28	2.1	Nationwide	3/5-Digit, Basic, Barcode	Minneapolis, MN; 3 7/8" x 7 1/8" envelope
JC Penney Spring Fashion	Standard A/ Catalog	2/17-2/22	8.5	Nationwide	Car-Rt	RR Donnelley
JC Penney Spring Preview	Standard A/ Flat	2/19-2/21	7.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Spring Preview	Standard A/ Postcard	2/19-2/21	7.8	Nationwide	Car-Rt	Harte-Hanks
JC Penney Invite Follow-up	Standard A/ Postcard	2/20-2/22	8.0	Nationwide	Car-Rt	Harte-Hanks
Midnight Velvet	Standard A/ Catalog	2/20-2/23	1.9	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcode	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4", catalog has a die cut cover and a personalized (address) underwrap
Through the Country Door	Standard A/ Catalog	2/20-2/23	1.0	Nationwide	Car-Rt, 3/5-Digit, Basic, Barcode	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4", catalog has a die cut cover and a personalized (address) underwrap
JC Penney Clearance	Standard A/ Catalog	2/23-2/26	2.5	Nationwide	Car-Rt	Perry Judd
JC Penney Internet Launch	Standard A/ Postcard	2/24-2/26	10.0	Nationwide	Car-Rt	Harte-Hanks

# Domestic Mail

*DMM REVISION*

## Products Mailable at Nonprofit Standard Mail Rates

Effective January 1, 2001, *Domestic Mail Manual* (DMM) E670.5.11 is revised to reflect an increase from \$7.40 to \$7.60 for low-cost products mailable at Nonprofit Standard Mail rates. Under statutory restrictions implemented in DMM E670, products may not be mailed at the Nonprofit Standard Mail rates unless the products meet at least one of three exceptions. Under the Internal Revenue Code, a *low-cost item* is one of these exceptions.

The value of a low-cost item — the actual cost to the authorized organization — is determined each year by the Internal Revenue Service, based on cost-of-living. For the year 2000, the maximum limit for the value of a low-cost item has been adjusted to \$7.60.

This revision will appear in the printed version of DMM 57 and is included in the monthly update of the on-line DMM available via Postal Explorer at <http://pe.usps.gov>.

### Domestic Mail Manual (DMM)

<b>E</b>	<b>Eligibility</b>	*	*	*	*	*
<b>E600</b>	<b>Standard Mail</b>	*	*	*	*	*
<b>E670</b>	<b>Nonprofit Standard Mail</b>	*	*	*	*	*

## 5.0 ELIGIBLE AND INELIGIBLE MATTER

\* \* \* \* \*

## 5.11 Products Mailable at Nonprofit Standard Mail Rates

The following products are mailable at Nonprofit Standard Mail rates:

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2001, the standard established that the cost of such items may not exceed \$7.60. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.

\* \* \* \* \*

— *Mail Preparation and Standards, Pricing and Product Design, 2-8-01*

*DMM REVISION/CORRECTION*

## Commercial Mail Receiving Agency Delivery Procedures

On September 7, 2000 (PB 22032, pages 28–34), *Domestic Mail Manual* D042 was revised to include new delivery procedures for commercial mail receiving agencies. These revisions are not included in the printed version of DMM Issue 56 (effective 1-7-01). However, employees and customers are reminded that these standards are in effect. This revision has been included in the online DMM, available via the Postal Explorer Web site at <http://pe.usps.gov>.

As a reminder, DMM D042.2.6(e) was revised as part of the September 7, 2000, *Postal Bulletin* article; the date for compliance to this standard is August 1, 2001.

— *Mail Preparation and Standards, Pricing and Product Design, 2-8-01*

## DMM REVISION

**Parcel Post ZIP Code Deletions**

Effective February 8, 2001, *Domestic Mail Manual* (DMM) E751 Exhibit 8.0 is amended to delete certain ZIP Codes. The correct facility to qualify for destination delivery unit rate is now consistent with the facility associated with the 5-digit ZIP Code as listed in the AMS Drop Ship Product.

This revision will appear in the printed version of DMM 57 and is included in the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

<b>E</b>	<b>Eligibility</b>	*	*	*	*	*
<b>E700</b>	<b>Package Services</b>	*	*	*	*	*
<b>E750</b>	<b>Destination Entry</b>					
<b>E751</b>	<b>Parcel Select</b>	*	*	*	*	*

**Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product**

[Amend Exhibit E751.8.0 by deleting the following ZIP Codes:]

ZIP Codes Served	Destination Delivery Unit Location
<b>CALIFORNIA</b>	
90223	Compton, 701 S. Santa Fe Avenue, Compton, CA 90221-9998
92677	Laguna Niguel, 29911 Niguel Road, Laguna Beach, CA 92607-9998
<b>MASSACHUSSETS</b>	
02458	Newtonville Post Office, 897 Washington Street, Newtonville, MA 02460-9998
02462	

ZIP Codes Served	Destination Delivery Unit Location
<b>NEW YORK</b>	
10094	Bronx, East Side Parcel Post Annex, 500 East 132 <sup>nd</sup> Street, Bronx, NY 10454-4619
10099	Central Parcel Post Facility, 341 9 <sup>th</sup> Avenue, New York, NY 10199-9991
10161	
10204, 05, 10, 62	
10008, 15, 46-48, 80	Church Street Station, 90 Church Street, New York, NY 10007-9998
10150	FDR Station, 909 Third Avenue, New York, NY 10022-9998
10163	Grand Central Station, 450 Lexington Avenue, New York, NY 10063
10312	South Shore Annex, 3031 Veterans Rd W, Staten Island, NY 10309
10546	Chappaqua Post Office, 107 N Greeley Avenue, Chappaqua, NY 10514
10552	Mt. Vernon Post Office, 15 S First Avenue, Mt Vernon, NY 10550
10604	White Plains, 100 Fisher Avenue, White Plains, NY 10601-1953
11004	Floral Park Post Office, 25 Tulip Avenue, Floral Park, NY 11001-9998
<b>PENNSYLVANIA</b>	
15131-35	McKeesport, 850 Walnut Street, McKeesport, PA 15134
<b>WASHINGTON</b>	
98466	Tacoma General Carrier Facility, 3825 S. Warner Street, Tacoma, WA 98409-9998

— Operational Requirements,  
Operations Planning and Processing, 2-8-01

DMM REVISION

**Parcel Post ZIP Code Deletions**

Effective February 8, 2001, *Domestic Mail Manual* (DMM) E751 Exhibit 7.0 is corrected to delete certain ZIP Codes. The correct facilities to qualify for destination delivery unit rates are now consistent with the "Majority of City Carriers" rule for these ZIP Codes as listed in the AMS Drop Ship Product. Therefore, they no longer need to be listed in Exhibit 7.0.

This revision will appear in the printed version of DMM 57 and is included in the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

<b>E</b>	<b>Eligibility</b>				
		*	*	*	*
<b>E700</b>	<b>Package Services</b>				
		*	*	*	*
<b>E750</b>	<b>Destination Entry</b>				
<b>E751</b>	<b>Parcel Select</b>				
		*	*	*	*

**Exhibit 7.0 Delivery Facility Exceptions to the "Majority of City Carriers" Rule**

[Amend Exhibit E751.7.0 by deleting the following entries:]

ZIP Codes Served	Destination Delivery Unit Location
<b>CALIFORNIA</b>	
91941	La Mesa
92056	Oceanside
92122	University City Annex
<b>GEORGIA</b>	
30811	Keysville
<b>KANSAS</b>	
66226	Monticello
<b>MAINE</b>	
04345	Gardiner
04769	Presque Isle
04841	Rockland
<b>NEW YORK</b>	
14586	Henrietta
<b>PENNSYLVANIA</b>	
18073	Red Hill
18241	Nuremberg
19026	Pilgrim Gardens
<b>SOUTH DAKOTA</b>	
57402	Aberdeen
<b>TENNESSEE</b>	
37224	South

— Operational Requirements, Operations Planning and Processing, 2-8-01

NEW HANDBOOK

**Handbook DM-110**

A new Handbook DM-110, *Centralized Postage Payment (CPP) System for Periodicals Mail*, is now available. Handbook DM-110 defines the organizational responsibilities and reporting structures for the CPP system for Periodicals mail. It is designed for use by postal employees in business mail entry and by other personnel who have responsibilities for ensuring the proper collection of postage for Periodicals mail submitted under the CPP system.

Handbook DM-110 will be available only in an electronic format on the Postal Service internal Web site. No hard copy will be printed and stocked at the Material Distribution Center (MDC). To view or print the electronic copy, access the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbook*, then either *By Document ID Number* or *By Title*, and then scroll down to *Handbook DM-110*).

— Business Mail Acceptance, Marketing Technology and Channel Management, 2-8-01

*DMM REVISION*

**Parcel Post ZIP Code Additions**

Effective February 8, 2001, *Domestic Mail Manual* (DMM) E751 Exhibit 8.0 is amended to add a ZIP Code to the Parcel Post exception list. Parcel Post for ZIP Code 20852 should now be deposited at the Rockville facility, 500 N Washington Street, Rockville, MD 20850 in order to qualify for destination delivery unit rates. This change may be implemented before the effective date.

The facility's Drop Site Key listed in the AMS Drop Ship Product has been included to assist in identifying the correct facility.

This revision will appear in the printed version of DMM 57 and is included in the monthly update of the on-line DMM available via Postal Explorer at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

<b>E</b>	<b>Eligibility</b>	*	*	*	*	*
<b>E700</b>	<b>Package Services</b>	*	*	*	*	*
<b>E750</b>	<b>Destination Entry</b>					
<b>E751</b>	<b>Parcel Select</b>	*	*	*	*	*

**Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product**

*[Amend Exhibit E751.8.0 by adding the following entry:]*

<b>ZIP Codes Served</b>	<b>Destination Delivery Unit Location</b>	<b>Drop Site Key</b>
<b>MARYLAND</b> 20852	Rockville, 500 N Washington Street, Rockville, MD 20850-9998	PV24288

— *Operational Requirements, Operations Planning and Processing, 2-8-01*



## REVISED FORM AND PROCESS

**PS Form 3749, Irregularities in the Preparation of Mail Matter**

In order to improve the quality of business mailings, the Postal Service is revising the irregularity reporting and correction process.

PS Form 3749, *Irregularities in the Preparation of Mail Matter*, is revised. The new PS Form 3749, *Mail Irregularity Report*, is shown on page 34. An additional form has been created: The new PS Form 3749-D, *Disposition of Mail Irregularity Report*, is also shown on page 34. Together these forms will report the irregularity and subsequently notify the PS Form 3749 originator of the disposition.

The old PS Form 3749 was an 8" x 11" four-part form designed to be completed and inserted into a window envelope for distribution to the designated parties. The new PS Form 3749 is a user-friendly, 5.5" x 8" two-part form that contains the address elements on the reverse side of the copy to be submitted for review.

This process should be used to report serious quality issues such as unreadable barcodes, broken bundles, carrier route out of sequence, mislabeled trays, and so on.

The irregularity reporting process as outlined in the flowchart on page 35 is simple. In the office or plant, the individual identifying the irregularity will complete PS Form 3749. Each office may create a unique number to be used on that form. If using a numbering system, the employee will duplicate the same number on PS Form 3749-D to report the disposition. The first copy will be detached and filed there. The second copy of PS Form 3749 will be sent to the originating postmaster or plant manager, depending on whether the irregularity is external (e.g., unreadable barcodes, broken bundles) or internal (e.g., misrouted, comingling). For Periodicals, the employee will send forms to the postmaster of the known office of publication.

The employee completing the form may maintain additional information such as photocopies of the mailpiece, labels, and so on, as part of the origin office file. If the employee feels that the inclusion of this information is essential in understanding the nature of the irregularity, he or she may place the items in an envelope, along with PS Form 3749, and address the envelope to the mailing office or known office of publication. Upon receipt, the responsible postmaster or plant manager will investigate the matter and complete PS Form 3749-D. If the irregularity is identified as a mail preparation issue, the postmaster should inform the local business mail entry unit. This will allow the business mail entry unit the opportunity to review subsequent mailings to prevent similar irregularities.

Focus groups commented that feedback to the originator of the form is essential. Feedback is the final link, vital to the success of this process. Therefore, the postmaster or plant manager will record information regarding the investigation and resolution on PS Form 3749-D, *Disposition of Mail Irregularity Report*. Then he or she will send the second copy back to the originator of the PS Form 3749.

The original PS Form 3749-D and copy of PS Form 3749 should be retained by the postmaster or plant manager in a "customer quality folder." Business Mail Entry, or Quality Improvement, is the suggested place for the customer quality folder.

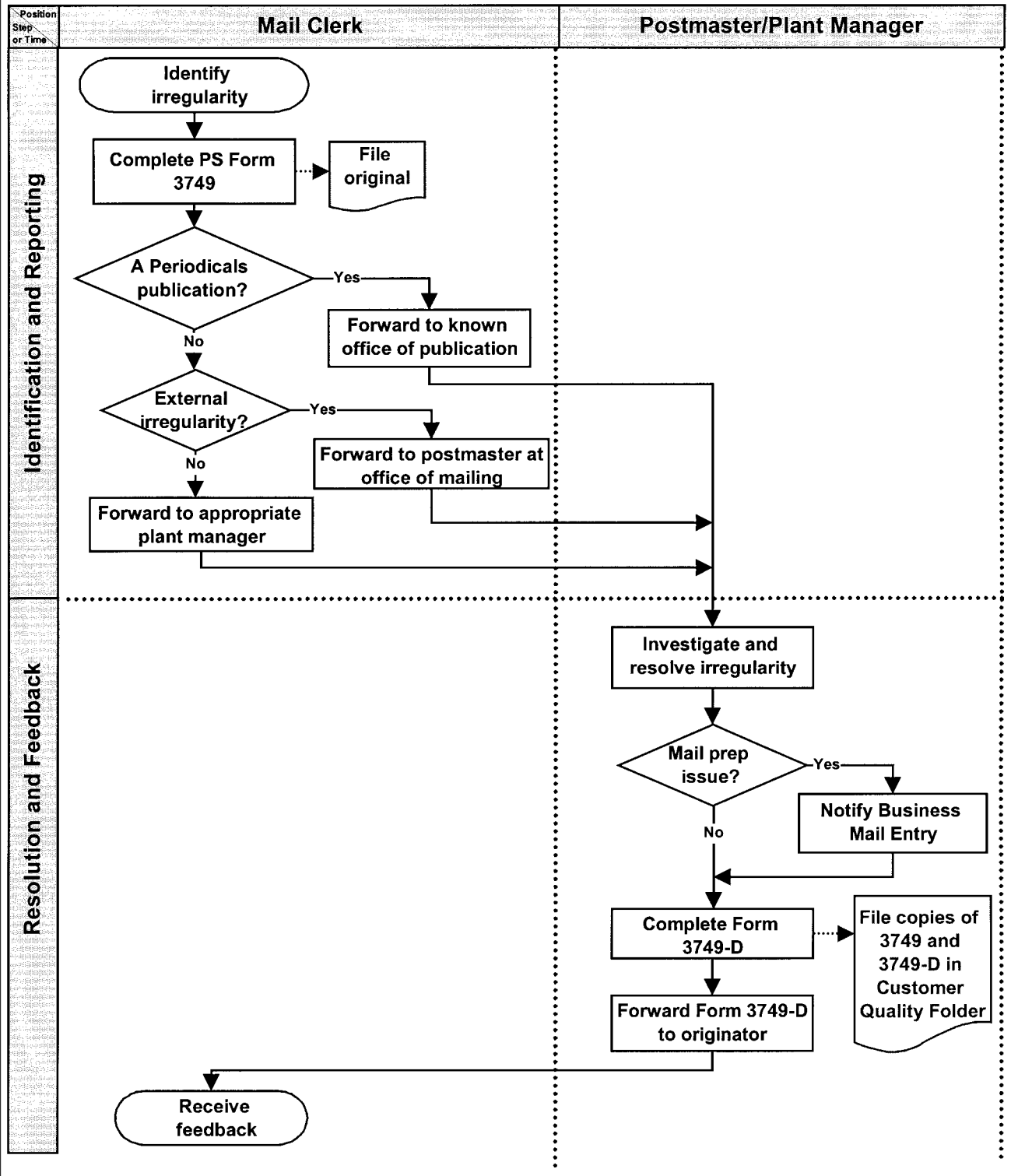
Both forms will be distributed as two-part, carbonless forms. Initial distribution will be made nationwide, and the new forms can be obtained from the Material Distribution Center.

— *Business Mail Acceptance,  
Marketing Technology and Channel Management, 2-8-01*

United States Postal Service		No.
<b>Mail Irregularity Report</b>		
<b>Instructions:</b> 1 - Print firmly. 2 - Keep top copy at originating office/plant. 3 - Enter address on the back of the card and mail.		
Name and Title of Originator		Office/Plant Address (No., street, city, state, ZIP + 4)
Work Location/Tour	Phone Number <i>(Include area code)</i>	Date
Name and Address of Mailer (No., street, city, state, ZIP + 4)		Name and Address of Mail Preparer, if Known (No., street, city, state, ZIP + 4)
<b>Class of Mail</b> <input type="checkbox"/> Express Mail <input type="checkbox"/> Priority <input type="checkbox"/> Standard Mail <input type="checkbox"/> First-Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Package Services		<b>Quantities Observed</b> <input type="checkbox"/> Pieces <input type="checkbox"/> Trays <input type="checkbox"/> Pallets <input type="checkbox"/> Bundles <input type="checkbox"/> Sacks <input type="checkbox"/> Pounds Total Received _____ Total Sampled _____
<b>Processing Category</b> <input type="checkbox"/> Letter <input type="checkbox"/> Irregular Parcel <input type="checkbox"/> Outside Parcel (NMO) <input type="checkbox"/> Flat (Nonletter) <input type="checkbox"/> Machinable Parcel (NMO)		
<b>Method of Postage Payment</b> <input type="checkbox"/> Permit Imprint <div style="border: 1px solid black; padding: 2px; width: 150px; margin-left: 20px;">Permit No., City, State or Company Name</div> <input type="checkbox"/> Adhesive Stamp <input type="checkbox"/> Precanceled Stamp <input type="checkbox"/> Meter/Meter Tape <div style="border: 1px solid black; padding: 2px; width: 150px; margin-left: 20px;">Postage Meter No., City, State, ZIP Code</div> <input type="checkbox"/> Franked/Official Mail		
<input type="checkbox"/> Periodicals (ID Statement) <div style="border: 1px solid black; padding: 2px; width: 150px; margin-left: 20px;">USPS/ISSN No., Title, Original Entry Office</div> <input type="checkbox"/> Business Reply <div style="border: 1px solid black; padding: 2px; width: 150px; margin-left: 20px;">Merchandise Return Permit No., City, State</div>		
<b>Description of Error(s)</b>      To finalize the Mail Irregularity Report process, complete and return Form 3749-D, <i>Disposition of Mail Irregularity Report</i> , to the originator.		
PS Form <b>3749</b> , November, 2000		

United States Postal Service			
<b>Disposition of Mail Irregularity Report</b>			
<b>Instructions:</b> 1 - Print firmly. 2 - Keep top copy at originating office/plant. 3 - Enter address on the back of the card and mail.			
Name and Title of Originator		Date	No.
Office/Plant Address (No., street, city, state, ZIP + 4)			
Name of Person Contacted		Title of Person Contacted	
Date and Time of Contact		Contact Made by: <input type="checkbox"/> Personal Interview <input type="checkbox"/> Telephone <input type="checkbox"/> Written Notification	
Corrective Instructions and/or Action Issued			
Additional Information/Comments			
Printed Name		Title	
Signature		Date	Telephone No.
PS Form <b>3749-D</b> , November 2000			

### Mail Irregularity Report Workflow



## Finance

### CLARIFICATION

#### Use of Airline Contracts for Official Travel

The following is a clarification of the article on page 23 of *Postal Bulletin* 22037 (11-16-00). To ensure that Postal Service travelers continue to have access to convenient and cost-effective air travel, postal employees must use contract city-pair fares when traveling on official business. Non-contract airline carriers may be used only as follows:

- If space is not available on a scheduled contract flight so that your time of arrival allows you to accomplish your travel purpose.
- If use of the contract carrier requires the Postal Service to incur unnecessary overnight costs (lodging, per diem, etc.).
- If a non-contract carrier offers a lower fare available to the general public that would result in a lower total trip cost to the Postal Service (unless the contract carrier offers a comparable fare and has seats available at that fare).
- Rail service is available and such service is cost effective and allows you to accomplish your travel purpose.

You may also use a non-contract fare such as a through fare, special fare, commutation fare, excursion fare, or reduced-rate round-trip fare. Your approving official must determine, prior to your travel, that this type of service is

practical and economical to the Postal Service. If the fare is restricted or has specific eligibility requirements, you must know or reasonably be able to anticipate, based on the travel as planned, that you will use the ticket.

Airlines that are not city-pair contract carriers may offer matching government ("me too") fares. However, beginning October 1, 2000, these non-contract carriers have changed their rules pertaining to the advance purchase of matching government fares. Depending on the airline, reservations made but not ticketed within two or three days after booking are now being cancelled.

Also, non-contract airlines can change the class of service required for matching government fares at any time. This means that a reservation made on one date may no longer be valid in the same class of service at the time of ticketing and the fare originally quoted is also no longer valid.

Your travel agency has no control over these changes in price and the cancellation of reservations. The only way to guarantee your reservation and your fare is to use city-pair contract carriers.

— *Corporate Accounting, Finance, 2-8-01*

## Fraud Alert

#### Withholding of Mail Orders

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

State/City	Names Covered
CA, Clovis 93613-2346	Any And All Various Names Other Than Marie Lopez Franco, P.O. Box 2346
IL, Carmi 62821-1284	Any And All Of Various Names Other Than Diane Strong And/Or Sarah Strong, 104 Herbert Avenue
MD, Baltimore 21211-2726	Any And All Of Various Names Other Than The Surname Gavigan And The Names Eric Matthew Fauver And Brian Francis Ball, 3319 Elm Avenue
MI, Big Rapids 49307	Any And All Of Various Names, P.O. Box 164 732 Perry Street
MI, Grosse Pointe Farms 48236-3254	Any And All Of Various Names, 18530 Mack Avenue, #157
NJ, Wildwood 08260-8105	The Names Paul Sussman And Laptops Today, P.O. Box 1105

— *Recorder's Office, Judicial Officer, 2-8-01*

## 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	380 093 9600 to 380 165 1165 to	9699 1199	399 156 7119 to 399 203 5064 to	7199 5099	412 193 0900 to 412 395 8599 to	0999 8699
011 588 2900 to 011 588 3099	381 325 4500 to 381 604 2510 to	4599 2699	399 296 9910 to 399 396 8935 to	9999 8999	412 485 6500 to 412 485 6610 to	6599 6699
012 579 5675 to 012 579 5699	381 645 9525 to 383 314 3968 to	9599 3999	399 792 7775 to 399 792 8300 to	7799 8399	412 885 5953 to 414 193 3608 to	5999 3674
013 289 6176 to 013 289 6199	383 892 1000 to 383 892 1382 to	1344 1399	<b>400 427 1051 to</b> 401 045 1505 to	<b>1999</b> 1549	414 193 3677 to 414 411 7348 to	3699 7399
013 610 0014 to 013 610 0099	384 925 3641 to 385 568 2331 to	3654 2399	401 045 1571 to 401 294 2700 to	1599 2799	414 640 0757 to 414 965 1727 to	0799 1799
014 932 1000 to 014 932 1099	385 599 7554 to 385 774 2024 to	7575 2099	401 310 9505 to 401 382 5312 to	9599 5399	417 302 8104 to 417 387 6532 to	8199 6599
014 972 0800 to 014 972 0899	386 624 1412 to 386 883 8936 to	1599 8999	402 578 7876 to 403 125 6744 to	7899 6799	417 496 6800 to 417 871 9250 to	6999 9299
015 363 0007 to 015 363 0099	387 314 5574 to 387 837 6300 to	5599 6399	403 260 7000 to 403 280 6470 to	7499 6499	417 930 9533 to 418 164 6500 to	9599 6799
018 986 5264 to 018 986 5299	388 828 0656 to 389 696 2400 to	0699 2799	403 685 8600 to 404 003 0300 to	8699 0399	418 423 9863 to 418 633 5922 to	9899 5999
020 972 8948 to 020 972 8999	389 846 3104 to 389 846 3145 to	3135 3195	404 041 8838 to 404 071 4268 to	8899 4299	418 719 8520 to 418 744 2235 to	8599 2299
022 037 1411 to 022 037 1499	389 887 9211 to 389 887 9234 to	9230 9299	404 347 5356 to 404 347 5548 to	5399 5599	418 962 2848 to 419 543 0286 to	2899 0299
025 092 0987 to 025 092 0999	<b>390 001 3182 to</b> 390 001 3500 to	<b>3199</b> 3699	404 726 4500 to 404 961 5001 to	4599 5199	419 730 0300 to <b>420 277 0015 to</b>	0399 <b>0049</b>
210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199	405 325 0188 to 406 009 4587 to	0198 4599	420 599 0734 to 420 661 4115 to	0798 4199
273 070 8059 to 273 070 8099	391 574 1466 to 391 783 3020 to	1499 3599	406 260 6830 to 406 459 6641 to	6899 6999	420 758 9500 to 420 969 3951 to	9699 3971
273 775 7700 to 273 775 7899	391 792 6100 to 392 668 2956 to	6199 2999	406 733 3000 to 407 545 1557 to	3999 1599	420 969 3973 to 421 116 3565 to	3999 3599
302 000 0000 to 302 123 9999	392 854 8500 to 393 584 7566 to	8899 7699	407 594 0412 to 407 692 9100 to	0599 9299	421 130 9300 to 421 313 4500 to	9399 4999
349 746 2056 to 350 518 7350 to	393 650 0074 to 393 838 8316 to	0099 8499	407 959 2190 to 408 265 2275 to	2199 2288	421 364 5537 to 421 656 2609 to	5599 2699
360 011 1690 to 360 168 6008 to	393 893 6007 to 394 126 6907 to	6099 6999	408 499 7700 to 408 499 7900 to	7799 7999	421 988 9700 to 422 172 4667 to	9799 4699
360 173 8800 to 360 324 2326 to	394 189 0405 to 394 822 3243 to	0599 3278	408 682 8484 to 408 698 7015 to	8599 7099	422 484 4212 to 422 556 1270 to	4299 1299
362 861 3064 to 373 006 2176 to	394 990 1810 to 395 343 3264 to	1899 3299	409 072 3941 to <b>410 491 2311 to</b>	3999 <b>2399</b>	422 587 7024 to 422 819 7533 to	7099 7599
374 768 2600 to 375 169 4400 to	395 373 3035 to 395 396 9649 to	3099 9799	410 694 8400 to 410 775 1500 to	8599 1599	422 842 5073 to 422 907 7563 to	5087 7599
375 829 3400 to 375 851 9100 to	395 970 3240 to 397 622 4054 to	3299 4099	410 795 7927 to 410 867 0917 to	7999 0966	424 500 6050 to 424 641 8500 to	6099 8599
376 196 0911 to 378 085 3679 to	397 819 8902 to 398 149 7200 to	8999 7699	410 867 0970 to 411 868 1023 to	0999 1199	424 871 6600 to 425 298 2352 to	6699 2399
378 351 1063 to 379 843 5100 to	399 070 0872 to	0899	411 922 2322 to	2399	425 418 4269 to	4299

425 418 4405 to	4499	452 509 1169 to	1199	463 945 7400 to	7899	479 748 9680 to	9699
426 547 4566 to	4599	452 855 6471 to	6499	464 629 9000 to	9399	479 860 7000 to	7199
427 412 6337 to	6499	452 890 4679 to	4799	464 711 4332 to	4399	<b>480 526 2000 to</b>	<b>2099</b>
427 481 0900 to	0999	452 900 8215 to	8238	465 692 3963 to	3999	480 640 6330 to	6399
428 027 2742 to	2752	453 117 9146 to	9199	465 698 8300 to	8599	480 658 0568 to	0599
429 474 4172 to	4199	453 334 3631 to	3699	465 743 7745 to	7799	480 689 5100 to	5199
429 889 2900 to	2999	453 603 7841 to	7891	466 798 6056 to	6067	481 072 9463 to	9499
<b>430 150 4401 to</b>	<b>4599</b>	453 650 1140 to	1199	467 147 4300 to	4399	481 673 0074 to	0095
430 172 9800 to	9899	453 741 1300 to	1399	468 079 5782 to	5799	482 527 1500 to	1599
430 177 1900 to	2099	454 013 2919 to	2999	469 067 2817 to	2899	482 541 5255 to	5299
430 444 9500 to	9699	454 186 2411 to	2499	469 127 8000 to	8199	482 729 6800 to	6899
430 664 4070 to	4099	454 268 4883 to	4899	469 213 0359 to	0399	483 363 7207 to	7299
432 168 8419 to	8499	454 302 5400 to	5499	469 213 0500 to	0599	483 402 2356 to	2399
432 708 6800 to	6999	454 490 8300 to	8399	469 561 8011 to	8099	483 486 5100 to	5199
432 744 1544 to	1599	454 547 7434 to	7499	469 658 1961 to	1999	483 632 1521 to	1599
432 995 9775 to	9799	454 922 4867 to	4895	469 666 9900 to	9999	483 632 2600 to	2799
433 003 5800 to	5899	455 221 1348 to	1499	469 678 1900 to	1999	483 849 1615 to	1699
433 757 3047 to	3099	455 364 2147 to	2199	469 781 4900 to	4999	484 174 4803 to	5299
433 765 4003 to	4099	455 399 5400 to	5499	469 947 6960 to	6999	484 323 8900 to	9199
434 482 7060 to	7199	455 476 0676 to	0699	469 947 6960 to	6999	484 680 5000 to	5038
434 513 2386 to	2399	455 543 0618 to	0699	<b>470 755 5800 to</b>	<b>5818</b>	484 680 5040 to	5074
434 968 3076 to	3092	456 410 9006 to	9099	471 918 0300 to	0999	484 680 5077 to	5099
435 303 1831 to	1842	456 470 4146 to	4299	471 985 2408 to	2419	485 029 4913 to	4999
435 303 1986 to	1999	456 470 4146 to	4299	472 191 6700 to	6799	485 029 4913 to	4999
435 666 6092 to	6399	456 619 4460 to	4499	472 270 2555 to	2599	486 176 0600 to	0699
436 082 6400 to	6899	457 333 2686 to	2699	472 987 0213 to	0241	486 559 7555 to	7599
436 160 6441 to	6499	457 729 1767 to	1777	472 987 0290 to	0299	486 696 3023 to	3199
437 316 7115 to	7199	457 937 8615 to	8699	473 151 2069 to	2199	488 173 7900 to	7999
437 427 0500 to	3499	458 028 9810 to	9899	473 666 9138 to	9199	488 206 4100 to	4199
439 179 2300 to	2399	458 057 2712 to	2999	473 952 3429 to	3499	488 226 0200 to	0299
439 310 0458 to	0499	458 069 9537 to	9599	474 108 5402 to	5499	488 709 3906 to	3999
<b>440 698 1947 to</b>	<b>1999</b>	458 069 9665 to	9699	474 356 5193 to	5299	488 855 8359 to	8399
440 858 6300 to	6399	458 337 5222 to	5299	474 949 3366 to	3399	489 181 8963 to	8999
440 858 6420 to	7299	458 354 7653 to	7999	475 134 9362 to	9399	489 223 2000 to	2099
441 199 1655 to	1699	458 671 8678 to	8699	475 167 9667 to	9699	489 311 1930 to	1999
443 127 3648 to	3699	458 671 8721 to	8798	475 319 3415 to	3499	489 318 6200 to	6300
443 127 4000 to	4099	458 847 5044 to	5999	475 319 3649 to	3799	489 384 0027 to	0099
443 673 7900 to	7999	459 274 7624 to	7699	475 340 6400 to	6599	489 427 0658 to	0899
443 800 9335 to	9399	459 365 5432 to	5499	475 424 8410 to	8499	489 997 5252 to	5299
444 382 8822 to	8899	459 378 5764 to	5799	475 629 9156 to	9199	<b>490 669 5850 to</b>	<b>6099</b>
444 390 1667 to	1699	459 472 4816 to	4999	475 850 6101 to	6199	490 717 7080 to	7099
444 457 3854 to	3899	<b>460 349 6878 to</b>	<b>6899</b>	475 875 2500 to	2599	490 721 6000 to	6099
<b>450 048 4173 to</b>	<b>4199</b>	460 550 1909 to	1999	476 169 8264 to	8299	490 793 1500 to	2099
450 048 4442 to	4699	460 997 5234 to	5299	476 189 3000 to	3499	490 886 8171 to	8199
450 560 5173 to	5199	461 973 6443 to	6499	476 331 2480 to	2499	490 977 9221 to	9240
450 620 3077 to	3099	462 152 0107 to	0299	477 289 8601 to	8699	491 258 8100 to	9099
450 620 3135 to	3199	462 274 1072 to	1099	477 681 5206 to	5299	491 567 1376 to	1399
450 780 2716 to	2799	462 277 8373 to	8399	478 010 4243 to	4268	492 254 4800 to	4899
450 801 2700 to	2799	462 554 6051 to	6099	478 010 4270 to	4291	492 283 5100 to	5199
451 109 2967 to	2984	463 011 5529 to	5540	478 450 5071 to	5099	492 610 6813 to	6899
451 115 4110 to	4125	463 176 4115 to	4199	478 469 7838 to	7858	493 394 5568 to	5599
451 115 4127 to	4199	463 176 4229 to	4299	478 469 7883 to	7899	493 470 2562 to	2599
452 265 0074 to	0099	463 185 2600 to	2799	479 280 9800 to	9899	493 473 7700 to	7799
452 265 0246 to	0299	463 227 7711 to	7799	479 365 9116 to	9176	493 716 2153 to	2199
452 265 0335 to	0999	463 414 4869 to	4899	479 412 9900 to	9999	494 206 2972 to	2999
		463 808 3484 to	3499	479 667 6190 to	6199	494 217 3446 to	3999

494 224 0500 to 0599	612 291 8013 to 8099	633 110 4165 to 4199	645 930 7948 to 7999
495 145 0600 to 0699	612 751 5171 to 5199	633 110 4303 to 4499	645 975 0737 to 0762
496 209 7425 to 7499	612 751 5226 to 5299	633 438 6429 to 6599	646 242 6200 to 6299
496 213 8728 to 8799	612 751 6083 to 6099	633 588 7173 to 7182	646 270 7639 to 7799
496 474 5226 to 5248	612 751 6268 to 6299	634 725 0700 to 0799	646 798 4000 to 4999
497 053 8517 to 8699	612 751 6572 to 6599	634 803 3239 to 3299	647 048 7035 to 7099
497 854 8673 to 8699	612 774 2111 to 2199	634 807 2474 to 2499	647 049 2900 to 2999
498 449 8888 to 8899	612 774 2254 to 2299	634 827 5900 to 5999	647 398 8300 to 8399
498 929 8285 to 8499	612 774 2500 to 2599	634 886 3428 to 3499	647 398 8481 to 8499
498 936 5310 to 5399	614 469 0979 to 0999	635 559 3449 to 3499	647 437 3000 to 4999
499 016 5425 to 5499	614 474 3000 to 3099	636 289 6214 to 6299	647 811 2188 to 2199
499 440 8575 to 8899	614 521 3490 to 3499	636 634 8007 to 8042	648 009 6057 to 6099
499 731 6717 to 6799	614 645 1800 to 1899	637 150 1200 to 1299	648 163 5300 to 5499
<b>500 064 1858 to 1869</b>	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
<b>600 645 3223 to 3299</b>	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	<b>620 073 9400 to 9499</b>	639 415 2019 to 2099	<b>650 114 7707 to 7719</b>
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	<b>640 289 7500 to 7599</b>	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	<b>630 389 3056 to 3071</b>	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	<b>660 510 4100 to 4199</b>
609 893 1000 to 1099	631 459 9117 to 9199	645 318 7240 to 7499	660 673 0400 to 0599
<b>610 092 3200 to 3299</b>	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 9999	645 821 0657 to 0699	661 716 9420 to 9499

661 906 6522 to	6599	685 154 7780 to	7789	701 541 2271 to	2299	842 685 4742 to	4999
662 021 8332 to	8399	685 623 5264 to	5299	701 553 6557 to	6599	842 860 0300 to	0399
662 068 0700 to	0899	685 650 9487 to	9499	701 601 3457 to	3499	842 898 5582 to	5599
662 553 0774 to	0799	685 669 4200 to	4299	701 605 5913 to	5999	843 062 7100 to	7199
663 078 7034 to	7099	685 757 8452 to	8499	701 695 3982 to	3999	843 077 6288 to	6299
663 763 5300 to	5399	686 071 2694 to	2799	701 695 4148 to	4199	843 077 6378 to	6399
663 883 7039 to	7499	686 176 3333 to	3354	701 695 4227 to	4299	843 758 5769 to	5778
664 253 8000 to	8499	686 372 3200 to	3299	701 708 1741 to	1799	843 786 2554 to	2699
664 656 3055 to	3099	686 644 5879 to	5899	701 736 3966 to	3999	845 727 2100 to	2199
665 174 6400 to	6499	686 931 7636 to	7699	701 838 2800 to	2899	845 746 2618 to	2635
665 274 8208 to	8299	687 601 0973 to	0999	701 941 0600 to	0699	846 918 0572 to	0599
665 669 5400 to	5499	687 614 6774 to	6799	702 171 1603 to	1699	847 284 2481 to	2499
666 132 8226 to	8299	688 120 9000 to	9999	702 195 5109 to	5199	847 374 7055 to	7065
666 696 2209 to	2299	688 314 3107 to	3191	702 254 9300 to	9399	847 636 5304 to	5399
666 696 2309 to	2399	<b>690 291 1361 to</b>	<b>1371</b>	702 264 7569 to	7599	847 700 5447 to	5499
667 032 9300 to	9399	690 788 2877 to	2899	702 713 1800 to	1809	847 723 7500 to	7599
667 729 5529 to	5599	690 893 5344 to	5399	702 821 5730 to	5799	849 608 1357 to	1399
668 383 8400 to	8699	690 893 5512 to	5599	702 821 5805 to	5899	849 792 2600 to	2699
<b>670 368 3400 to</b>	<b>3499</b>	690 904 1300 to	1599	702 878 0114 to	0199	<b>850 546 1862 to</b>	<b>1899</b>
670 369 7336 to	7399	690 941 6000 to	6199	<b>740 002 7710 to</b>	<b>7719</b>	851 143 6826 to	6844
670 750 7169 to	7199	691 313 6383 to	6399	<b>806 087 1100 to</b>	<b>1499</b>	851 209 9880 to	9899
671 046 6200 to	6399	691 313 6600 to	6699	806 268 9275 to	9299	851 928 9221 to	9299
671 251 5448 to	5499	691 582 8003 to	8099	806 534 3400 to	3477	852 589 6560 to	6599
671 926 5600 to	5799	691 664 1800 to	1999	807 342 3283 to	3399	853 049 3646 to	3699
672 444 2000 to	2999	691 664 2400 to	2499	808 086 7100 to	7199	854 304 4089 to	4999
672 828 3410 to	3499	692 727 9362 to	9399	808 090 3440 to	3499	855 319 9364 to	9399
673 167 5776 to	5799	692 798 1800 to	1899	808 325 5161 to	5699	855 361 3390 to	3399
675 464 3700 to	3799	693 249 0779 to	0799	808 784 8000 to	8299	856 226 0490 to	0499
675 464 4000 to	4199	693 249 0877 to	1699	<b>830 602 5800 to</b>	<b>5999</b>	856 656 5800 to	5999
676 365 5958 to	5999	693 445 0566 to	0999	830 610 3700 to	3799	856 752 0200 to	0299
676 669 1024 to	1099	693 448 8500 to	8999	830 983 3500 to	3599	857 279 3450 to	3499
677 126 6734 to	6799	693 645 9583 to	9599	830 983 3635 to	3699	858 124 7644 to	7699
677 333 9979 to	9999	693 965 4200 to	4299	831 354 1387 to	1399	858 756 3111 to	3299
677 466 1088 to	1099	695 741 2906 to	2999	831 815 8240 to	8299	859 063 8200 to	8699
678 071 4500 to	4799	695 947 8518 to	8599	832 525 3810 to	3899	859 190 0600 to	0644
678 096 7531 to	7599	696 662 8247 to	8299	833 159 1884 to	1899	859 811 2888 to	2899
679 909 2578 to	2599	697 447 8285 to	8296	833 456 2567 to	2599	859 855 8873 to	8999
<b>680 112 9565 to</b>	<b>9599</b>	698 042 4816 to	4899	833 566 3015 to	3071	<b>860 240 0520 to</b>	<b>0599</b>
680 244 0903 to	0999	698 227 0000 to	0099	834 316 5444 to	5499	860 275 3900 to	3999
680 412 6046 to	6099	<b>700 065 2570 to</b>	<b>2599</b>	835 269 5700 to	5799	860 518 9619 to	9699
680 761 6800 to	6899	700 065 4800 to	4899	835 496 7303 to	7399	860 600 0021 to	0999
681 677 0540 to	0699	700 190 3350 to	3359	835 539 5200 to	5999	861 637 6010 to	6099
682 070 1029 to	1099	700 228 6048 to	6099	835 813 3015 to	3099	861 979 7292 to	7499
682 956 6280 to	6299	700 650 0452 to	0499	838 518 1257 to	1299	863 871 5138 to	5199
682 956 6490 to	6599	700 666 1323 to	1349	839 718 8257 to	8299	866 004 3000 to	3999
682 956 6700 to	6799	700 786 9106 to	9142	<b>840 323 0600 to</b>	<b>0699</b>	869 800 0000 to	999 9999
682 965 1178 to	1199	700 859 0744 to	0758	840 875 6235 to	6299	<b>870 054 4814 to</b>	<b>4899</b>
682 965 1201 to	1299	701 028 6780 to	6899	840 910 0900 to	0999	870 491 4812 to	4849
683 118 2389 to	2399	701 213 3900 to	3999	841 349 5000 to	5099	870 536 5820 to	5829
683 378 2000 to	2099	701 267 2000 to	3999	841 805 7747 to	7899	870 541 7167 to	7239
683 378 2117 to	2299	701 335 7312 to	7399	841 805 7944 to	8099	870 575 8155 to	8999
683 415 1200 to	1499	701 369 2005 to	2050	842 226 0685 to	0695	870 589 0485 to	0494
683 444 8159 to	8199	701 503 2247 to	2299	842 685 4600 to	4699	870 691 7060 to	7099



## 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.

<b>000 000 001 to 692 600 000</b>	701 945 451 to 5 500	707 958 541 to 8 570	717 193 161 to 3 490
<b>692 720 871 to 0 900</b>	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	<b>710 046 813 to 6 840</b>	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	<b>720 227 871 to 7 930</b>
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
<b>700 068 473 to 8 500</b>	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	732 355 201 to 5 380	740 265 811 to 6 290	751 539 121 to 9 180
725 475 321 to 5 330	732 472 320 to 2 560	740 299 111 to 9 170	751 541 311 to 1 790
725 711 057 to 1 070	732 541 605 to 1 620	740 299 231 to 9 260	751 757 641 to 7 700
725 738 581 to 8 730	732 572 221 to 2 490	740 329 266 to 9 320	751 936 951 to 7 010
725 981 311 to 1 430	732 586 479 to 6 710	740 889 081 to 9 090	751 951 861 to 1 890
725 987 835 to 7 880	732 994 037 to 4 080	741 010 421 to 0 530	751 999 021 to 9 110
726 060 811 to 0 900	733 163 449 to 3 460	741 113 041 to 3 370	752 139 516 to 9 570
726 391 970 to 2 520	733 297 171 to 7 290	741 373 891 to 4 340	752 182 892 to 2 950
726 484 771 to 4 800	733 446 631 to 7 110	741 452 369 to 2 490	752 206 861 to 7 100
726 493 351 to 5 300	733 474 665 to 4 770	741 492 991 to 3 140	752 295 241 to 5 600
726 504 031 to 4 063	733 704 482 to 4 570	741 553 460 to 3 470	752 731 351 to 1 410
726 504 070 to 4 090	733 751 041 to 1 130	741 764 431 to 4 520	752 767 441 to 7 470
726 504 331 to 4 390	734 009 101 to 9 130	742 178 834 to 8 880	753 008 941 to 9 030
726 563 701 to 4 060	734 290 759 to 0 770	742 325 500 to 5 520	753 194 311 to 4 370
726 599 371 to 9 460	734 389 273 to 9 290	742 325 668 to 5 700	753 620 378 to 0 400
726 626 356 to 6 370	734 440 031 to 0 111	742 408 771 to 8 830	754 013 917 to 3 940
727 182 271 to 2 510	734 797 201 to 7 320	742 512 120 to 2 150	754 161 061 to 1 120
727 416 181 to 6 240	734 939 611 to 9 640	742 684 849 to 4 890	754 358 445 to 8 610
727 481 431 to 1 460	734 950 111 to 0 170	742 839 553 to 9 630	754 410 451 to 0 660
727 749 241 to 9 780	735 120 331 to 0 840	742 913 668 to 3 700	754 438 393 to 8 410
728 382 331 to 2 480	735 283 008 to 3 020	742 917 287 to 7 296	754 493 109 to 3 130
728 702 338 to 2 400	735 293 131 to 3 220	742 921 891 to 1 980	754 664 182 to 4 220
728 915 371 to 5 850	735 635 010 to 5 040	742 983 631 to 3 810	754 816 377 to 6 470
728 953 141 to 3 410	735 783 961 to 3 990	743 020 021 to 0 170	755 487 421 to 7 600
728 954 280 to 4 310	735 803 401 to 3 430	743 206 491 to 6 500	755 592 901 to 3 140
729 169 081 to 9 140	736 005 420 to 5 440	743 235 992 to 6 050	755 790 020 to 0 030
729 363 841 to 3 870	736 366 021 to 6 110	743 940 631 to 0 900	755 791 730 to 1 800
729 682 891 to 3 190	736 624 456 to 4 500	743 978 011 to 8 070	755 926 951 to 7 070
729 838 940 to 9 070	736 670 851 to 1 060	744 234 751 to 4 780	755 934 332 to 4 510
729 839 101 to 9 130	736 767 061 to 7 090	744 499 591 to 9 680	755 957 701 to 8 000
<b>730 077 683 to 7 840</b>	736 767 093 to 7 120	744 626 901 to 6 910	755 962 981 to 3 280
730 109 847 to 9 880	736 982 191 to 2 370	745 388 794 to 8 910	756 035 371 to 5 490
730 373 761 to 3 850	736 982 551 to 2 730	746 446 806 to 6 820	756 301 257 to 1 290
730 501 951 to 2 130	737 110 141 to 0 170	746 818 351 to 8 410	756 371 565 to 1 580
730 519 379 to 9 470	737 185 501 to 5 710	747 245 266 to 5 280	756 876 031 to 6 120
730 569 278 to 9 360	737 317 321 to 7 350	747 364 813 to 4 830	756 876 151 to 6 240
730 711 711 to 1 740	737 517 781 to 7 840	747 501 434 to 1 450	756 970 129 to 0 140
730 722 991 to 3 230	737 628 181 to 8 210	747 739 891 to 0 070	757 059 613 to 9 630
730 845 970 to 5 990	737 634 258 to 4 270	748 148 649 to 8 760	757 078 540 to 8 560
730 888 291 to 8 320	738 361 971 to 1 980	748 259 960 to 9 970	757 086 209 to 6 240
730 927 591 to 7 680	738 447 601 to 7 660	748 565 162 to 5 280	757 240 591 to 0 650
731 307 914 to 7 930	738 648 355 to 8 450	748 874 988 to 5 030	757 277 371 to 7 700
731 402 431 to 2 460	738 849 811 to 9 900	749 137 381 to 7 410	757 291 591 to 2 730
731 407 232 to 7 320	738 892 270 to 2 290	749 190 192 to 0 210	757 964 251 to 4 280
731 588 301 to 8 340	738 997 259 to 7 380	749 685 421 to 5 450	758 105 221 to 5 250
731 767 273 to 7 320	739 161 451 to 1 540	749 846 791 to 6 850	758 324 941 to 5 000
731 781 061 to 1 120	739 219 381 to 9 440	749 993 131 to 3 580	758 593 628 to 3 650
731 837 821 to 7 910	739 740 151 to 0 180	<b>750 071 587 to 1 610</b>	758 709 038 to 9 060
731 841 377 to 1 450	739 793 491 to 3 520	750 408 167 to 8 183	758 744 101 to 4 160
732 018 481 to 8 600	739 793 527 to 3 550	750 438 421 to 8 501	758 850 883 to 0 900
732 067 972 to 8 370	739 942 621 to 2 650	750 743 911 to 4 030	759 152 851 to 2 880
732 188 649 to 8 670	739 999 231 to 9 320	750 779 118 to 9 400	759 740 941 to 1 090
732 193 460 to 3 470	<b>740 011 517 to 1 530</b>	750 910 981 to 1 010	<b>760 004 596 to 4 610</b>
732 201 241 to 1 390	740 030 701 to 0 970	750 960 841 to 0 900	760 118 191 to 8 250
732 220 431 to 0 440	740 261 740 to 1 820	751 296 211 to 6 240	760 155 001 to 5 090

760 378 002 to 8 020	761 826 106 to 6 120	763 506 001 to 6 060	766 125 716 to 5 750
761 055 460 to 5 480	761 881 171 to 1 560	763 522 141 to 2 470	766 158 824 to 8 840
761 504 941 to 5 120	762 304 144 to 4 170	763 717 694 to 7 800	766 205 616 to 5 640
761 516 836 to 6 850	762 324 931 to 4 960	763 826 461 to 6 520	766 388 433 to 8 460
761 516 851 to 6 910	762 439 261 to 9 290	763 900 460 to 0 471	766 509 421 to 9 660
761 613 588 to 3 600	762 524 158 to 4 220	763 900 479 to 0 530	766 572 901 to 3 020
761 688 631 to 8 690	762 584 872 to 4 970	764 125 801 to 5 860	
761 805 199 to 5 240	763 155 160 to 5 180	764 526 241 to 6 330	

— Postal Inspection Service, 2-8-01

### 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, 2-8-01

### 800 Number Available to Verify Canadian Money Orders

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

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

— Postal Inspection Service, 2-8-01





928533	931305	935108	940748	946280	948674	950890	958454	968576	970883	980300	982355	998329
928587	931321	935243	940937	946421	949124	950909	958817	968597	970887	980555	982364	998336
928657	931615	936079	941214	946531	949178	950927	958942	968729	970895	980633	982408	999308
928671	931686	937349	941253	946555	949450	950962	959078	968813	970903	980725	992426	
928751	931720	937780	941341	948113	949595	951021	960067	968951	972329	980744	995107	
930010	931912	937851	941473	948321	949618	951515	967349	970016	972661	980768	995188	
930218	931959	939043	941581	948350	950543	951676	967398	970042	972676	981868	995346	
930226	932597	940049	941645	948456	950632	951690	968164	970053	972679	982254	995401	
930242	933292	940157	941656	948486	950779	951756	968179	970381	974194	982290	995411	
930274	933339	940167	941873	948548	950818	951897	968300	970550	976009	982291	997094	
930317	933541	940700	945728	948614	950829	953263	968356	970576	976067	982326	997129	
931245	935006	940736	945854	948651	950875	953290	968483	970584	980083	982339	997163	

— Express and Priority Mail, Marketing, 2-8-01

# International Mail

IMM REVISION

## International Mail — Labeling of International Priority Airmail (IPA)

Effective March 1, 2001, Exhibits 292.462 and 292.465 in the *International Mail Manual* (IMM) are being revised to reflect a change in the labeling instructions for International Priority Airmail (IPA) items that originate at certain three-digit ZIP Code locations. These revisions will be incorporated into both the printed version of IMM Issue 25 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

### International Mail Manual (IMM)

\* \* \* \* \*

**2 Conditions for Mailing**

\* \* \* \* \*

**290 Commercial Services**

\* \* \* \* \*

**292 International Priority Airmail Service**

\* \* \* \* \*

**292.4 Preparation Requirements for Individual Items**

\* \* \* \* \*

**292.46 Sacking Requirements**

\* \* \* \* \*

**292.462 Mixed Direct Country Package Sacks**

\* \* \* \* \*

**Exhibit 292.462 Labeling of IPA Mail to USPS Exchange Offices**

*[Incorporate the revised routing instruction that is cited below. All other line entries in Exhibit 292.462 are unchanged.]*

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
200–249, 254, 268, 270–297, 400–418, 420–427, 470–471, 476–477	DIS DULLES FGN VA 20199

\* \* \* \* \*

**292.465 Preparation Requirements for Canada**

\* \* \* \* \*

**Exhibit 292.465 Canadian Labeling Information**

*[Incorporate the revised routing instruction that is cited below. All other line entries in Exhibit 292.465 are unchanged.]*

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
200–249, 254, 268, 270–297, 400–418, 420–427, 470–471, 476–477	IAD	TORONTO ON FWD	20199

\* \* \* \* \*

— *International Marketing, International Business, 2-8-01*

CLARIFICATION

## International Mail Rates

The published rates in *International Mail Manual* Issue 24 (January 2001) include rate charts for books and sheet music, as well as rates for publishers' periodicals. These rates are not to be used for single-piece mailings at retail counters. Customers who wish to mail books, sheet music, or publishers' periodicals at retail counters can use Letter-Post, Parcel Post, M-Bag, or expedited mail services where available.

See IMM 294 for the conditions of mailing for publishers' periodicals, and see IMM 295 for the conditions of mailing for books and sheet music

— *International Marketing, International Business, 2-8-01*

## IMM REVISION

**International Mail — Global Package Link**

Effective April 1, 2001, Global Package Link service is eliminated. As a consequence, PS Form 3654, *Postage Statement — Global Package Link — Permit Imprint*, is obsolete.

These revisions will be incorporated into both the printed version of IMM Issue 25 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

**International Mail Manual (IMM)**

\* \* \* \* \*

**6 Special Programs**

\* \* \* \* \*

[Delete 620. Renumber 630 as 620. Revise heading of new 620 as follows:]

**620 Prequalified Wholesaler Program**

\* \* \* \* \*

**Individual Country Listings**

[Delete the heading "Global Package Link (620)" and all relevant information in the Individual Country Listings for Argentina, Australia, Brazil, Canada, Chile, China, France, Germany, Hong Kong, Japan, Mexico, Singapore, and the United Kingdom.]

— International Marketing,  
International Business, 2-8-01

## ICM UPDATE

**International Customized Mail**

On December 19, 2000, the United States Postal Service (USPS) amended an International Customized Mail (ICM) Service Agreement dated May 19, 2000. The Agreement was published on page 49 of *Postal Bulletin 22006* (6-15-00). The Amendment modifies the Agreement to clarify the language allowing a renegotiation of rates upon an increase in costs of providing the service, and to provide an extension to the existing Agreement. In accordance with *International Mail Manual (IMM)* 297.4, 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:** May 12, 2000, through December 31, 2003.
- b. **Type of mail:** *Other terms and conditions of the Agreement shall remain in force.*
- c. **Destination countries:** *Other terms and conditions of the Agreement shall remain in force.*

- d. **Service provided by the Postal Service:** *Other terms and conditions of the Agreement shall remain in force.*
- e. **Minimum volume commitment:** *Other terms and conditions of the Agreement shall remain in force.*
- f. **Worksharing:** *Other terms and conditions of the Agreement shall remain in force.*
- g. **Rates:** The USPS reserves the right to renegotiate these ICM rates in the event that USPS costs for Qualifying Mail increase in excess of five (5) percent including a change of postal rates in the destination country.

— International Business, 2-8-01



## ICM UPDATE

**International Customized Mail**

On December 19, 2000, the United States Postal Service (USPS) amended an International Customized Mail (ICM) Service Agreement dated May 31, 2000. The Agreement was published on page 37 of *Postal Bulletin 22027* (6-29-00). The Amendment modifies the Agreement to clarify the language allowing a renegotiation of rates upon an increase in cost of providing the ICM service, to modify the postage rates for International Priority Airmail Service, and to provide an extension to the existing Agreement. In accordance with *International Mail Manual* (IMM) 297.4, 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:** May 12, 2000, through December 31, 2003.
- b. **Type of mail:** *Other provisions of the Agreement shall remain in force.*
- c. **Destination country:** *Other provisions of the Agreement shall remain in force.*

**d. Service provided by the Postal Service:** *Other provisions of the Agreement shall remain in force.*

**e. Minimum volume commitments:** *Other provisions of the Agreement shall remain in force.*

**f. Worksharing:** *Other provisions of the Agreement shall remain in force.*

**g. Rates:** The USPS reserves the right to renegotiate these ICM rates in the event that the volume distribution among the destination countries varies by more than ten (10) percent or USPS costs for providing the service for Qualifying Mail increase in excess of five (5) percent, including a change in postal rates in the destination country.

Mailer will receive a five (5) percent discount off of non-discounted published rates in effect on the date of mailing for IPA Qualifying Mail.

— *International Business, 2-8-01*

## ICM UPDATE

**International Customized Mail**

On December 19, 2000, the Postal Service (USPS) entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 297.4, the USPS hereby makes public the following information concerning the Agreement:

- a. **Term:** January 1, 2001, through December 31, 2004.
- b. **Type of mail:** *International Surface Air Lift Service (ISAL), and International Priority Airmail Service (IPA).* Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  1. Furnish Mailer, or Mailing Agent, with the equipment and supplies necessary for the use of Qualifying Mail.
  2. Provide Mailer, or Mailing Agent, with the preparation requirements for Qualifying Mail and any training necessary to prepare Qualifying Mail in conformity with Postal Service requirements.
  3. Transport Qualifying Mail to international destinations for delivery by the appropriate authority.

**e. Minimum volume commitments:** The Mailer has agreed to tender a minimum of \$10 million in annual postage in each calendar year beginning on the effective date of this Agreement and ending on the first anniversary of that date.

1. At least ninety-nine (99) percent of IPA Qualifying Mail in drop shipments to the appropriate locations.

2. At least ninety-nine (99) percent of ISAL Qualifying Mail in drop shipments to the appropriate locations.

3. No more than one (1) percent of IPA and ISAL Qualifying Mail to other postal facilities at the national rate or full service rate as appropriate.

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

1. Provide the USPS with notification of intent to drop ship mail at a specific International Service Center (ISC) two weeks before the initial shipment to that ISC.

2. Provide the USPS with notification of new dedicated permit numbers two weeks in advance of using the new dedicated permit numbers.

3. Provide the appropriate USPS acceptance sites with projections of mailing to include the intended date of mailing, weight, and volume of the mailings.

**g. Rates:** To pay postage:

1. For IPA and ISAL Qualifying Mail at a rate discounted at fifteen (15) percent off of nondiscounted published rates in effect on the date of mailing.
2. If Mailer does not tender at least \$10 million in actual postage on an annualized basis, the Mailer must reimburse the USPS the amount of the additional discount it received above the discount earned subject to this Agreement in accordance with Exhibit 1.

**Exhibit 1**

Annual IPA and ISAL Postage (After Discount)	Percentage Discount Applied to IPA and ISAL
\$2,000,000 – \$4,999,999	5.00%
\$5,000,000 – \$5,999,999	10.00%
\$6,000,000 – \$6,999,999	11.00%
\$7,000,000 – \$7,999,999	12.00%
\$8,000,000 – \$8,999,999	13.00%
\$9,000,000 – \$9,999,999	14.00%
\$10,000,000 +	15.00%

— *International Business, 2-8-01*

*ICM UPDATE*

**International Customized Mail**

On December 20, 2000, the United States Postal Service (USPS) amended an International Customized Mail (ICM) Service Agreement dated July 7, 1999. The Agreement was published on page 37 of *Postal Bulletin 22021* (4-6-00). The Amendment provides an extension to the existing Agreement. In accordance with *International Mail Manual* (IMM) 297.4, 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:** July 7, 2000, through January 31, 2003.
- b. Type of mail:** *Other provisions of the Agreement shall remain in force.*
- c. Destination country:** *Other provisions of the Agreement shall remain in force.*

- d. Service provided by the Postal Service:** *Other provisions of the Agreement shall remain in force.*
- e. Minimum revenue commitment:** *Other provisions of the Agreement shall remain in force.*
- f. Worksharing:** *Other provisions of the Agreement shall remain in force.*
- g. Rates:** In the event USPS costs to provide these services increase in excess of five (5) percent, the USPS reserves the right to notify the Mailer and renegotiate rates.

— *International Business, 2-8-01*

# Philately

STAMP ANNOUNCEMENT 01-15

## Official Mail Stamp and Stamped Envelope



Copyright USPS 1983



Copyright USPS 1983

The Postal Service will issue a 34-cent *Official Mail* stamp in a coil of 100 (Item Number 778800) and a #10 stamped envelope (Item Number 218200) in Washington, DC 20066, on February 27, 2001. The stamp and stamped envelope, designed by Bradbury Thompson, go on sale nationwide February 28, 2001.

Issue:	<i>Official Mail</i>
Item Number:	778800
Denomination & Type of Issue:	34-cent official
Format:	Water-activated coil of 100 (1 design)
Series:	N/A
Issue Date & City:	February 27, 2001 Washington, DC 20066
Illustrator:	N/A
Designer:	Bradbury Thompson
Engraver:	N/A
Art Director:	Joe Brockert, USPS
Typographer:	Bradbury Thompson
Modeler:	John Murray
Manufacturing Process:	Offset
Printer:	Bureau of Engraving and Printing (BEP)
Printed at:	BEP, Washington, DC
Press Type:	Optiforma
Stamps per Pane/Coil:	100
Print Quantity:	5 million stamps
Paper Type:	Prephosphored Type I
Gum Type:	Water-activated
Processed at:	BEP, Washington, DC
Colors:	Red, Blue, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	0.82 x 0.71 in./20.82 x 18.02 mm
Overall Size (w x h):	0.99 x 0.84 in./25.14 x 21.33 mm
Full Pane Size (w x h):	N/A
Plate Size:	432 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	778840 <i>Official Mail</i> Full Coil — \$34.00 778820 Strip of 5 — \$1.70 778861 First Day Cover — \$0.55
Sale Date:	February 27, 2001
Nationwide Sale Date:	February 28, 2001

### How to Purchase the Stamps and Stamped Envelope

*Official Mail* stamps and stationery items are authorized for use only by official branches of the U.S. government. They may be purchased for stamp collecting purposes only, by telephone at 1 800 STAMP-24 or by mail from:

DEPT 7231  
STAMP FULFILLMENT SERVICES  
PO BOX 7247  
PHILADELPHIA PA 19101-9014

## 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 and/or stamped envelopes by mail from the above address, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them, along with a larger self-addressed stamped envelope, in a still larger envelope addressed to:

OFFICIAL MAIL STAMP  
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 March 29, 2001.

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 1 year after the stamp's issuance.

### Distribution: 34-Cent Official Mail Stamp, Water-Activated Gum (WAG) Coil of 100, Item 778800

Only Stamp Distribution Offices (SDOs) designated to accept penalty mail requisitions from authorized government agencies will receive an automatic distribution of Item 778800. Only those designated SDOs may distribute the new official mail stamp to authorized government agencies that submit PS Form 17-G, *Penalty Mail Stamp Requisition*.

### Additional Supply

Only designated SDOs may order Item 778800 from the Bureau of Engraving and Printing (BEP) using PS Form 3356, *Stamp Requisitioning-Bulk Quantities*.

### Philatelic Requirement

This *Official Mail* coil of 100 will not be made available to Philatelic Centers for customer sale. Only the SFS will offer this stamp for sale to collectors via mail order from *USA Philatelic* catalog.

Issue:	<i>Official Mail</i>
Item Number:	218200
Denomination & Type of Issue:	34-cent stamped envelope
Format:	#10 regular envelope
Series:	N/A
Issue Date & City:	February 27, 2001 Washington, DC 20066
Designer:	Bradbury Thompson
Engraver:	N/A
Art Director:	Joe Brockert, USPS
Typographer:	Bradbury Thompson
Modeler:	N/A
Manufacturing Process:	Flexo/Deboss, Phosphor tagging
Printer:	Westvaco
Printed at:	Westvaco, Williamsburg, PA
Press Type:	VH-1
Stamps per Coil/Pane:	N/A
Print Quantity:	2 million envelopes
Paper Type:	100% recycled paper, 30% post-consumer
Gum Type:	Water-activated
Processed at:	Westvaco, Williamsburg, PA
Colors:	Blue Indicia, Red denomination
Envelope Orientation:	Horizontal
Envelope Size (w x h):	9.50 x 4.125 in./241.30 x 104.77 mm
Image Size (w x h):	1.125 x 1.375 in./28.58 x 35.26 mm
Marginal Markings:	"© USPS 1988" • Recycle logo followed by "THIS ENVELOPE IS RECYCLABLE AND MADE WITH 100% RECYCLED PAPER, 30% POST-CONSUMER CONTENT"
Catalog Item Number(s):	218240 <i>Official Mail</i> Envelope — \$0.42 218261 <i>Official Mail</i> Cancelled Envelope — \$0.52
Sale Date:	February 27, 2001
Nationwide Sale Date:	February 28, 2001

## Philatelic Products

There are no philatelic products associated with these items.

### Distribution: Item 218200, Official Mail Envelope

SDOs will not receive an automatic distribution for the *Official Mail* envelope. This envelope will be distributed to the First Day City and SFS only.

### Additional Supply

SDOs requiring bulk quantities of envelopes should submit PS Form 3205, *Requisition for Plain Envelopes*, to:

STAMP FULFILLMENT SERVICES  
PO BOX 219178  
KANSAS CITY MO 64179-0988

— Stamp Services,  
Public Affairs and Communications, 2-8-01

STAMP ANNOUNCEMENT 01-16

**Nine-Mile Prairie Stamp**



**Copyright USPS 2000**

The Postal Service will issue a 70-cent *Nine-Mile Prairie* international postcard rate stamp (Item Number 561400) in Lincoln, NE 68501, on March 6, 2001. The stamp, designed by Ethel Kessler of Bethesda, MD, and based on a photograph by Michael Forsberg of Lincoln, NE, goes on sale nationwide March 7, 2001. There is no ceremony.

Nine-Mile Prairie is located five miles west and four miles north of Lincoln, Nebraska. These 230 acres of tall-grass prairie, 210 of which have never been plowed, are preserved for teaching, research, and nature study. The stamp art is a color photo described by the photographer, Michael Forsberg, as "six-foot-high big bluestem...laid out over the rolling countryside" of Nine-Mile Prairie. Forsberg took the photograph in October 1996. Text along the bottom of the stamp reads "Nine-Mile Prairie, Nebraska."

**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:

NINE-MILE PRAIRIE STAMP  
 POSTMASTER  
 700 R ST  
 LINCOLN NE 68501-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 5, 2001.

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

Issue:	<i>Nine-Mile Prairie</i>
Item Number:	561400
Denomination & Type of Issue:	70-cent international
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	March 6, 2001 Lincoln, NE 68501
Photographer:	Michael Forsberg, Lincoln, NE
Designer:	Ethel Kessler, Bethesda, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting, "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-size Security Press
Stamps per Coil/Pane:	20
Print Quantity:	85 million stamps
Paper Type:	Nonphosphored, Type III, Block tagging
Gum Type:	Self-adhesive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, Silver (PMS 877)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.84 in./35.56 x 21.336 mm
Overall Size (w x h):	1.56 x 0.99 in./39.624 x 25.146 mm
Full Pane Size (w x h):	7.135 x 5.9 in./181.229 x 149.86 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	"© 2000 USPS" • Plate Block (9 positions) • Price • Plate Numbers • Barcodes
Catalog Item Number(s):	561420 Block of 4 — \$2.80 561430 Block of 10 — \$7.00 561440 Full Pane of 20 — \$14.00 561461 First Day Cover — \$0.91
Sale Date:	March 6, 2001
Nationwide Sale Date:	March 7, 2001

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 1 year after the stamp's issuance.

### Philatelic Products

There are no philatelic products associated with this stamp.

### Distribution

Stamp distribution offices (SDOs) will receive three-quarters of their standard automatic distribution quantities for the 20 stamps-per-pane issue. Distributions are rounded up to the nearest master carton size (40,000 stamps).

### Initial Supply to Post Offices

SDOs will not make an automatic distribution to post offices. To obtain an initial supply, post offices must requisition them from their designated SDO using PS Form 17. SDOs must not distribute stamps to post offices before February 28, 2001.

### Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO using PS Form 17.

### Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Nine-Mile Prairie</i> Stamp Item Number 561400...
1	18,000
2	36,000
3	54,000
4	72,000
5	90,000
6	108,000
7	126,000
8	144,000
9	162,000
12	216,000
13	234,000
16	288,000
19	342,000

### Sales Policy

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

— Stamp Services,  
Public Affairs and Communications, 2-8-01

### CORRECTION

### Stamp Announcement 01-09 — Community Colleges Stamped Card (Items 217800, 217900, 268300, and 268500)

The following is a correction to the technical details for the image size on the *Community Colleges* stamped card in *Postal Bulletin* 22042 (1-25-01, pages 57–60).

Image Size (w x h):	2.0000 x 1.3125 in./50.8 x 33.34 mm
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— Stamp Services,  
Public Affairs and Communications, 2-8-01

STAMP ANNOUNCEMENT 01-17

**Apple and Orange Definitive Stamps**



**Copyright USPS 2000**

The Postal Service will issue 34-cent *Apple and Orange* definitive stamps in a convertible booklet (Item Number 669600) in Lincoln, NE 68501, on March 6, 2001. The stamps, designed and illustrated by Ned Seidler of Hampton Bays, NY, go on sale nationwide March 7, 2001. There is no ceremony.

The Postal Service selects familiar fruits — an apple and an orange — for these first-class stamps, which will be issued for general mail use. The stamp art by Ned Seidler continues the theme of his earlier illustrations for the *Peaches and Pears* (1995) and the *Fruit Berries* (1999) stamps.

**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:

APPLE AND ORANGE DEFINITIVE STAMPS  
 POSTMASTER  
 700 R ST  
 LINCOLN NE 68501-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 5, 2001.

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

Issue:	<i>Apple and Orange</i>
Item Number:	669600
Denomination & Type of Issue:	34-cent definitive
Format:	Convertible booklet of 20 (2 designs)
Series:	Flora and Fauna
Issue Date & City:	March 6, 2001 Lincoln, NE 68501
Illustrator:	Ned Seidler, Hampton Bays, NY
Designer:	Ned Seidler, Hampton Bays, NY
Engraver:	N/A
Art Director:	Howard Paine, Delaplaine, VA
Typographer:	Howard Paine, Delaplaine, VA
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset/Microprinting "USPS"
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Goebel, 670
Stamps per Booklet:	20
Print Quantity:	3 billion stamps
Paper Type:	Prephosphored, Type I
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.83 in./18.29 x 21.08 mm
Overall Size (w x h):	0.87 x 0.98 in./22.10 x 24.89 mm
Booklet Size (w x h) :	4.35 x 4.13 in./110.49 x 104.90 mm
Plate Size:	500 stamps per revolution
Plate Numbers:	"B" followed by four (4) single digits
Marginal Markings:	"© USPS 2000" • Plate Numbers • Price • Peel here to fold • Self-adhesive stamps • DO NOT WET
Catalog Item Number(s):	669640 Convertible Booklet of 20 — \$6.80 669661 First Day Cover (random) — \$0.55 669663 First Day Cover (set of 2) — \$1.10
Sale Date:	March 6, 2001
Nationwide Sale Date:	March 7, 2001

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 1 year after the stamp's issuance.

### Philatelic Products

There are no philatelic products associated with these stamps.

### Distribution: Item 669600

Stamp distribution offices (SDOs) will receive three distributions of the \$6.80 *Apple and Orange* booklet of 20 for their automatic distribution quantities. The first distribution will end February 21, 2001; the second will end March 31, 2001; and the third will end June 5, 2001. Distributions are rounded up to the nearest master carton size (4,000 booklets).

### 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 February 28, 2001.

### 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.

### Philatelic Requirement

SDOs with authorized philatelic centers must requisition them from their designated SDO using PS Form 17.

### Sales Policy

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

— Stamp Services,  
Public Affairs and Communications, 2-8-01

### CORRECTION

### Pictorial Cancellation in Postal Bulletin 22038

The December 9, 2000, pictorial cancellation for the Springfield Armory Station in Springfield, MA 01101-9998 (*Postal Bulletin* 22038, 11-30-00, page 146), is not available due to cancellation of the event by the Armory and the National Park Service. The Postal Service is sorry for the inconvenience to our customers.



— Stamp Services,  
Public Affairs and Communications, 2-8-01



STAMP ANNOUNCEMENT 01-18

**Diabetes Awareness Stamp**



Copyright USPS 2000

The Postal Service will issue a 34-cent *Diabetes Awareness* commemorative stamp (Item Number 450500) in Boston, MA 02205, on March 16, 2001. The stamp, designed by Richard Sheaff of Scottsdale, AZ, and illustrated by James Steinberg of Amherst, MA, goes on sale nationwide March 16, 2001.

The Postal Service is continuing a tradition of raising public awareness of health and social issues with this stamp. About 16 million people in the U.S. have diabetes, and about one-third of them are unaware that they have this chronic disease.

**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:

DIABETES AWARENESS COMMEMORATIVE STAMP  
 POSTMASTER  
 PO BOX 9696  
 BOSTON MA 02205-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by April 16, 2001.

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

Issue:	<i>Diabetes Awareness</i>
Item Number:	450500
Denomination & Type of Issue:	34-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	March 16, 2001 Boston, MA 02205
Illustrator:	James Steinberg, Amherst, MA
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	James Steinberg, Amherst, MA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting "USPS"
Printer:	Ashton Potter USA Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-size security press
Stamps per Coil/Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Prephosphored, Type II
Gum Type:	Self-adhesive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.84 in./35.56 x 21.336 mm
Overall Size (w x h):	1.56 x 0.99 in./39.624 x 25.146 mm
Full Pane Size (w x h):	7.135 x 5.9 in./181.229 x 149.86 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© 2000 USPS" • Plate Block (9 positions) • Price • Plate Numbers • Barcodes
Catalog Item Number(s):	450520 Block of 4 — \$1.36 450530 Block of 10 — \$3.40 450540 Full Pane of 20 — \$6.80 450561 First Day Cover — \$0.55
Sale Date:	March 16, 2001
Nationwide Sale Date:	March 16, 2001

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 1 year after the stamp's issuance.

## Philatelic Products

There are no philatelic products associated with this stamp.

## Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-half of their standard automatic distribution quantities for this 20 stamps-per-pane issue. 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 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 March 8, 2001.

## 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, the San Francisco, Chicago, and Washington APDs will each receive an additional 1,400,000 stamps; the Denver APD will receive 600,000; the Memphis APD will receive 760,000; and the New York APD will receive 1,800,000.

## Philatelic Requirement

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

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Diabetes Awareness</i> Stamp, Item Number 450500...
1	18,000
2	36,000
3	54,000
4	72,000
5	90,000
6	108,000
7	126,000
8	144,000
9	162,000
12	216,000
13	234,000
16	288,000
19	342,000

## Sales Policy

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

— Stamp Services,  
Public Affairs and Communications, 2-8-01

STAMP ANNOUNCEMENT 01-19

**Farm Flag Definitive Stamp**



**Copyright USPS 2000**

The Postal Service will issue a 34-cent *Farm Flag* definitive stamp in a self-adhesive pane of 20 (Item Number 561000) in Lincoln, NE 68501, on March 6, 2001. The stamp, designed by Richard Sheaff of Scottsdale, AZ, and illustrated by Hiro Kimura of Brooklyn, NY, goes on sale nationwide March 7, 2001. There is no ceremony.

The stamp art — a painting by Hiro Kimura — depicts his vision of the classic American farm. Barns, silos, and other outbuildings are clustered on the horizon behind a neatly furrowed field. The stars and stripes of the U.S. flag appear in the foreground.

**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:

FARM FLAG DEFINITIVE STAMP  
 POSTMASTER  
 700 R ST  
 LINCOLN NE 68501-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is

Issue:	<i>Farm Flag</i>
Item Number:	561000
Denomination & Type of Issue:	34-cent definitive
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	March 6, 2001 Lincoln, NE 68501
Illustrator:	Hiro Kimura, Brooklyn, NY
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprinting "USPS"
Printer:	Ashton-Potter (USA) Ltd.
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-Size Security Press
Stamps per Pane:	20
Print Quantity:	200 million stamps
Paper Type:	Prephosphored, Type I
Gum Type:	Self-adhesive
Processed at:	Ashton-Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.034 x 20.828 mm
Overall Size (w x h):	0.84 x 0.99 in./21.336 x 25.146 mm
Full Pane Size (w x h):	5.04 x 4.95 in./128.016 x 125.73 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© 2000 USPS" • Plate Position Diagram • Plate Numbers • Barcode
Catalog Item Number(s):	561040 Self-adhesive Pane of 20 — \$6.80 561030 Block of 10 — \$3.40 561020 Block of 4 — \$1.36 561061 First Day Cover — \$0.55
Sale Date:	March 6, 2001
Nationwide Sale Date:	March 7, 2001

no charge for the postmark. All orders must be postmarked by April 5, 2001.

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 1 year after the stamp's issuance.

### Philatelic Products

There are no philatelic products for this stamp.

### Distribution: Item 561000, PSA Pane of 20

Stamp distribution offices (SDOs) will receive three distributions of the denominated pressure sensitive adhesive (PSA) *Farm Flag*. The first distribution will end February 22, 2001; the second will end April 19, 2001; and the third will end May 10, 2001. Distributions are rounded up to the nearest master carton size (70,000 stamps).

### Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to post offices. To obtain an initial supply of Item 561000, post offices must requisition them from their designated SDO using PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before February 26, 2000.

### Additional Supply

Post offices requiring additional supplies of Item 561000 must requisition them from their designated SDO using PS Form 17, *Stamp Requisition*. SDOs requiring additional supplies of Item 561000 must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For filling supplemental orders, San Francisco, CA, Chicago, IL, Memphis, TN, Washington, DC, and New York, NY, will receive 700,000 stamps, and Denver, CO, will receive 140,000 stamps.

### Philatelic Requirement

Post offices with authorized philatelic centers must order them from their designated SDO using PS Form 17.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Farm Flag</i> Stamp, Item Number 561000...
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
13	156,000
16	192,000
19	228,000

— Stamp Services,  
Public Affairs and Communications, 2-8-01

## Distribution Information for Stamp Announcement 01-02 — Statue of Liberty

The following distribution information is for *Postal Bulletin* 22041 (1-11-01, pages 47–51).

### Distribution: Item 773700, 34-Cent Statue of Liberty Definitive Stamp, Water-Activated Gum (WAG) Coil of 3,000

Item 773700 will be automatically distributed to Stamp Distribution Offices (SDOs). Distributions are rounded to the nearest master carton size (64 coils).

#### Initial Supply to Post Offices

Item 773700 will not be automatically distributed to post offices. Authorized CAG A-G post offices must order this item from the Bureau of Engraving and Printing (BEP) using PS Form 3356, *Stamp Requisitioning-Bulk Quantities*. All other post offices requiring quantities of this item must order them from their designated SDO using PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before February 1, 2001.

#### Additional Supply

SDOs, and authorized CAG A-G post offices requiring additional coils must requisition Item 773700 from the BEP using PS Form 3356. All other post offices requiring additional quantities must order them from their designated SDO using PS Form 17.

#### Philatelic Requirement

Philatelic Centers requiring these 3,000 stamp coils must order them from their designated SDO using PS Form 17.

### Distribution: Item 773800, 34-Cent Statue of Liberty Definitive Stamp, Water-Activated Gum (WAG) Coil of 10,000

Item 773800 will not be automatically distributed to SDOs. Accountable Paper Depositories (APDs) and Stamp Service Centers (SSCs) will receive a small quantity of this item to be used as a source for emergency requisitioning. SDOs may order Item 773800 from the BEP using PS Form 3356. Distributions are rounded to the nearest master carton size (20 coils).

#### Initial Supply to Post Offices

Item 773800 will not be automatically distributed to post offices. Authorized CAG A-G post offices must order this item from the BEP using PS Form 3356. All other post offices requiring quantities of this item must order them from their designated SDO using PS Form 17. SDOs must not distribute stamps to post offices before February 1, 2001.

#### Additional Supply

SDOs, and authorized CAG A-G post offices requiring additional coils must requisition Item 773800 from the BEP using PS Form 3356. All other post offices requiring additional quantities must order them from their designated SDO using PS Form 17.

— Stamp Services,  
Public Affairs and Communications, 2-8-01

## Distribution Information for Stamp Announcement 01-10 — Badlands

The following distribution information is for *Postal Bulletin* 22042 (1-25-01, pages 61–62).

### Distribution: Item 220800, Badlands Stamped Card

Stamp distribution offices (SDOs) will receive an initial supply of this international stamped card, with back-up quantities supplied to the Accountable Paper Depositories (APDs). Distributions are in master carton size (5,000 postal cards).

#### Initial Supply

To obtain initial quantities of this stamped card, post offices must immediately submit PS Form 17, *Stamp Requisition*, to their designated SDO. SDOs must not distribute these stamped cards to post offices before February 15, 2001.

#### Additional Supply

Post offices requiring additional quantities must requisition them from their designated SDO using PS Form 17. SDOs requiring additional cards must order them from the appropriate APD, using PS Form 17.

For filling supplemental orders, Sioux Falls, SD, will receive an additional supply of 100,000 cards; San Francisco, CA, will receive 150,000; Chicago, IL, will receive 45,000; Denver, CO, will receive 45,000; Memphis, TN, will receive 25,000; Washington, DC, will receive 75,000; New York, NY, will receive 75,000; and Kansas City, MO, will receive 70,000.

— Stamp Services,  
Public Affairs and Communications, 2-8-01

## Distribution Information for Stamp Announcement 01-12 — George Washington

The following distribution information is for *Postal Bulletin* 22042 (1-25-01, pages 65–66).

### Distribution: Item 666700, 20-Cent George Washington Definitive Stamp, Pressure Sensitive Adhesive (PSA), Convertible Booklet of 10

Stamp Distribution Offices (SDOs) will receive four distributions of the *George Washington* booklet. The first distribution will be completed February 6, 2001; the second will be completed April 15, 2001; the third will be completed June 7, 2001; and the fourth will be completed August 7, 2001. Distributions are rounded up to the nearest master carton size (4,000).

### Initial Supply to Post Offices

SDOs will not make an automatic distribution to post offices. To obtain an initial supply, post offices must requisition Item 666700 from their designated SDO using PS Form 17. SDOs must not distribute stamps to post offices before February 15, 2001.

### Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO using PS Form 17. Additional quantities will not be available at accountable paper depositories (APDs) for supplemental ordering.

— Stamp Services,  
Public Affairs and Communications, 2-8-01

## Bulk Rate Coils Removed From General Sale

The following stamp coils endorsed "Bulk Rate" were withdrawn from sale effective January 10, 2001. All post offices, stations, branches, and postal stores must withdraw the coils listed below from sale and prepare them for destruction. The coils should be submitted to destruction sites according to local established procedures, under the guidelines in Handbook F-1, *Post Office Accounting Procedures*, Part 45, Destroying Stamp Stock.

Item Number	Description
<b>Bulk Rate Coils:</b>	
793500	\$50 Auto coil of 500 Gum stamps
793600	\$300 Auto coil of 3,000 Gum stamps
793700	\$1,000 Auto coil of 10,000 Gum stamps
794800	\$1,000 Eagle & Shield coil of 10,000 PSA stamps
795200	\$1,000 Auto coil of 10,000 PSA stamps
797600	\$50 Eagle & Shield coil of 500 Gum stamps
797700	\$300 Eagle & Shield coil of 3,000 Gum stamps
797800	\$1,000 Eagle & Shield coil of 10,000 Gum stamps

— Stamp Services,  
Public Affairs and Communications, 2-8-01

### 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).


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

The following pictorial cancellations have been extended for 30 days.


 <p><i>Inauguration Day Station</i> JANUARY 5, 2001 CEIBA PR 00735</p>	<p>January 5, 2001 <i>Municipality of Ceiba</i> INAUGURATION DAY STATION (CEIBA) POSTMASTER 585 AVE FD ROOSEVELT SAN JUAN PR 00901-9998</p>
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 <p>INAUGURATION DAY STATION JANUARY 8, 2001 VIEQUES PR 00765</p>	<p>January 8, 2001 <i>Municipality of Vieques</i> INAUGURATION DAY STATION (VIEQUES) POSTMASTER 585 AVE FD ROOSEVELT SAN JUAN PR 00901-9998</p>
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 <p>INAUGURATION DAY STATION JANUARY 8, 2001 SAN JUAN PR 00901</p>	<p>January 8, 2001 <i>City of San Juan</i> INAUGURATION DAY STATION (SAN JUAN) POSTMASTER 585 AVE FD ROOSEVELT SAN JUAN PR 00901-9998</p>
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 <p>INAUGURATION DAY STATION JANUARY 11, 2001 CAROLINA, P.R. 00985</p>	<p>January 11, 2001 <i>Municipality of Carolina</i> INAUGURATION DAY STATION (CAROLINA) POSTMASTER 585 AVE FD ROOSEVELT SAN JUAN PR 00901-9998</p>
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The following pictorial cancellations have been extended for 60 days.

<p>KEYSTONE HEIGHTS STAMP CLUB STATION</p> <p><b>5th Annual Stamp Show</b></p>  <p>Saturday, December 9, 2000 KEYSTONE HEIGHTS FL 32656</p>	<p>December 9, 2000 <i>Keystone Heights Stamp Club</i> KEYSTONE HEIGHTS STAMP CLUB STATION POSTMASTER 110 NE COMMERCIAL CIRCLE KEYSTONE HEIGHTS FL 32656-9998</p>
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 <p>First Day of a New Millennium Station Wendell MA 01379 January 1, 2001</p>	<p>January 1, 2001 <i>FIRST DAY OF A NEW MILLENNIUM STATION</i> POSTMASTER 59 LOCKES VILLAGE RD WENDELL MA 01379-9998</p>
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Station  
Fort Worth, TX 76107  
JAN 19 2001

January 19–February 4, 2001  
*Fort Worth Stock Show  
Committee*  
FORT WORTH STOCK SHOW  
RODEO STATION  
4600 MARK IV PARKWAY  
FORT WORTH TX 76107-9998



February 3–4, 2001  
*Stamp Club*  
PANPEX STATION  
POSTMASTER  
1336 SHERMAN AVE  
PANAMA CITY FL 32401-9998



January 22, 2001  
Sacramento, CA 95814

January 22, 2001  
ESQUIRE IMAX DESTINY IN  
SPACE STATION  
POSTMASTER  
2000 ROYAL OAKS DR  
SACRAMENTO CA 95813-9998



**Dickens Festival  
Station  
Riverside CA 92501  
February 3, 2001**

February 3–4, 2001  
THE DICKENS FESTIVAL  
STATION  
POSTMASTER  
4150 CHICAGO AVE  
RIVERSIDE CA 92507-9998

**Black Heritage  
Series**

**Roy Wilkins  
Station  
1901 - 1981**



January 25, 2001  
ROY WILKINS STATION  
POSTMASTER  
250 ST JOSEPH ST  
MOBILE AL 36601-9998

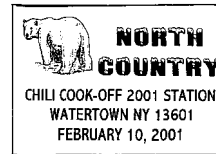


February 8, 2001  
*Adult Literacy Council of the  
Concho Valley*  
LOVE TO READ STATION  
POSTMASTER  
1 N BRYANT AVE  
SAN ANGELO TX 76902-9998



**Black Heritage Month  
Black History Station  
February 1, 2001  
Halifax, Virginia 24558**

February 1, 2001  
BLACK HISTORY STATION  
POSTMASTER  
PO BOX 9998  
HALIFAX VA 24558-9998



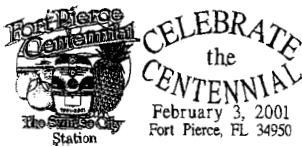
February 10, 2001  
*American Legion Auxilliary*  
NORTH COUNTRY CHILI  
COOK-OFF 2001 STATION  
POSTMASTER  
232 COMMERCE PARK DR  
WATERTOWN NY 13601-9998



February 2, 2001  
GROUND HOG DAY STATION  
POSTMASTER  
PO BOX 9998  
SUN PRAIRIE WI 53590-9998



February 10, 2001  
*Maxfield Parrish Stage Set  
Committee of the Plainfield  
Historical Society*  
AMERICAN ILLUSTRATOR  
STATION  
POSTMASTER  
1132 ROUTE 12A  
PLAINFIELD NH 03781-9998

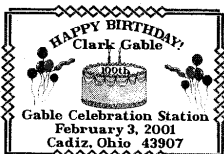


February 2–3, 2001  
*City of Fort Pierce*  
THE SUNRISE CITY STATION  
POSTMASTER  
PO BOX 9998  
FORT PIERCE FL 34981-9998

**Black Heritage  
Series  
Roy Wilkins  
Station  
1901 - 1981**



February 10, 2001  
ROY WILKINS STATION  
POSTMASTER  
351 24TH ST N  
BIRMINGHAM AL 35203-9998



February 3, 2001  
*Clark Gable Foundation*  
GABLE CELEBRATION STATION  
POSTMASTER  
PO BOX 9998  
CADIZ OH 43907-9998

*Roy Wilkins Station*  
**February 13, 2001  
Mt. Vernon, NY 10550**

February 13, 2001  
ROY WILKINS STATION  
POSTMASTER  
PO BOX 9998  
MT VERNON NY 10550-9998





February 14, 2001  
 LOVE LANE STATION  
 POSTMASTER  
 PO BOX 9998  
 MATTITUCK NY 11952-9998



February 16-18, 2001  
 Blue-Grey Army Inc.  
 LAKE CITY STATION  
 POSTMASTER  
 320 N 1ST ST  
 LAKE CITY FL 32055-9998

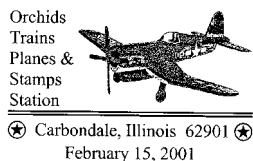


February 14, 2001  
 LOVE STATION  
 POSTMASTER  
 PO BOX 9998  
 VALENTINE TX 79854-9998

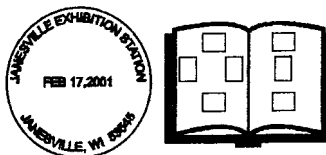


GOODYEAR RODEO DAYS STATION  
 Southwest Valley Chamber of Commerce  
 GOODYEAR, AZ 85338  
 February 18, 2001

February 16-18, 2001  
 Southwest Valley Chamber of Commerce  
 GOODYEAR RODEO DAYS STATION  
 POSTMASTER  
 875 S ESTRELL PKWY  
 GOODYEAR AZ 85338-9998



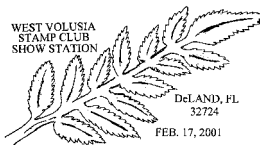
February 15, 2001  
 Southern Illinois Stamp Club  
 ORCHIDS, TRAINS, PLANES &  
 STAMPS STATION  
 POSTMASTER  
 1301 E MAIN ST  
 CARBONDALE IL 62901-9998



February 17, 2001  
 JANESVILLE EXHIBITION STATION  
 POSTMASTER  
 PO BOX 9998  
 JANESVILLE WI 53545-9998



February 16, 2001  
 Anchorage Philatelic Society  
 APEX STATION  
 344 W 3RD AVE  
 ANCHORAGE AK 99501-9998



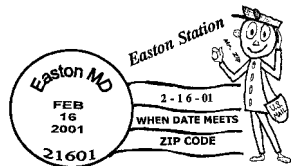
February 17, 2001  
 WEST VOLUSIA STAMP CLUB SHOW STATION  
 POSTMASTER  
 336 EAST NEW YORK AVE  
 DELAND FL 32724-9998



February 16, 2001  
 POLACCA CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 SELLIGMAN AZ 86337-9998



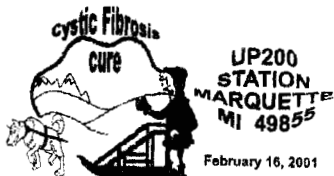
February 18, 2001  
 Washington County Historical Society  
 50TH ANNIVERSARY STATION  
 POSTMASTER  
 12 W DICKSON ST  
 FAYETTEVILLE AR 72701-9998



February 16, 2001  
 Tidewater Stamp Club  
 EASTON STATION  
 POSTMASTER  
 116 E DOVER ST  
 EASTON MD 21601-9998



February 19, 2001  
 Blue and Gold Scouts  
 BLUE AND GOLD STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44481-9998



February 16, 2001  
 UP200 STATION  
 POSTMASTER  
 PO BOX 9998  
 MARQUETTE MI 49855-9998



February 22, 2001  
 GEORGE WASHINGTON MASONIC STAMP CLUB STATION  
 POSTMASTER MT VERNON RT 235 & GEORGE WASHINGTON PKWY  
 MT VERNON VA 22121-9998



February 22–25, 2001

Long Beach Convention Center

LOBEX 1 STATION  
POSTMASTER  
PO BOX 40  
LONG BEACH CA 90801-0140

— Stamp Services,  
Public Affairs and Communications, 2-8-01

## Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must

be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

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

— Mail Preparation and Standards, Pricing and Product Design, 2-8-01

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## Post Offices

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### NOTICE

#### Retrieval of Plastic Label Holders

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

*Plastic label holders are reusable — do not throw them away.* They should also never be intentionally removed from the draw tapes of the sacks on which they are attached. After each plastic sack is emptied, the label must

be removed from the label holder, and the sack/label holder combination must be prepared for return to the serving mail transport equipment service center.

Consolidate label holders found to be separated from their sacks for return to the mail transport equipment service center, along with the sacks. Contact your serving area mail transport equipment specialist for site-specific shipping information.

— Mail Transport Equipment,  
Network Operations Management, 2-8-01

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### NOTICE

#### Use of No. 2 Domestic Canvas Pouches

Mail processing offices are notified that until further notice, No. 2 domestic canvas pouches are to be used only to transport registered mail. This restriction means that you may not issue empty No. 2 domestic pouches to commercial mailers for any reason.

Your assistance in conserving our inventory No. 2 domestic pouches is appreciated.

— Mail Transport Equipment,  
Network Operations Management, 2-8-01

# Postal Employees

## ELM REVISION

### Chapter 8, Safety and Health

The revisions codified below for Chapter 8, Safety and Health, of the *Employee and Labor Relations Manual* (ELM), become effective January 25, 2001. These changes cover 810, Occupational Safety and Health; 820, Reports and Investigations, Program Evaluations, and Inspections; 830, Motor Vehicle and Industrial Safety; 840, Safety Awareness Programs; and 850, Emergency Action Plans and Fire Prevention and Control. These revisions are being incorporated into the next incremental update of ELM 16 (ELM 16.2) located on the Postal Service Web site at <http://www.usps.gov/cpim/manuals/elm.htm> (text changes are indicated with change bars). The revisions also will appear in the printed version of ELM 17.

#### **Employee and Labor Relations Manual (ELM)**

#### **8 Safety and Health**

#### **810 Occupational Safety and Health Program**

#### **811 General**

\* \* \* \*

#### **811.24 Safety Philosophy**

\* \* \* \*

- a. Any injury can be prevented. This goal is realistic, not just theoretical. Supervisors or managers have primary responsibility for the well-being of employees and must fully accept this principle.

\* \* \* \*

#### **812 Management Responsibilities**

\* \* \* \*

#### **812.3 Installation Heads**

Installation heads are responsible for employee safety and health and for compliance with OSHA standards and regulations, including maintenance of the OSHA Log and Summary of Injuries and Illnesses. Their responsibility includes the development and implementation of an effective safety and health program. They must formulate and post a local safety and health policy statement consistent with national policy. Installation heads in facilities without full-time safety personnel also act as or designate the collateral duty facility safety coordinator (FSC) (see 813.32

and Handbook EL-802, *Executive's and Manager's Safety Compliance Guide*).

\* \* \* \*

#### **813 Safety and Health Staff Responsibilities**

##### **813.1 Headquarters**

Safety Performance Management (SPM), Employee Resource Management, assists the vice president of Employee Resource Management in the administration and evaluation of the safety and health program by monitoring and improving the program and related safety and health policies, procedures, and standards. Safety Performance Management, in conjunction with the General Counsel and other functional organizations, establishes policy and procedures to manage OSHA compliance activity, including citations, penalties, abatement, negotiated settlements, and OSHA-related judicial procedures. To ensure that safety is integrated into all postal operations to provide a safe work environment, Safety Performance Management provides safety and health expertise and staff support to other Headquarters functional areas and area offices, as necessary. Safety Performance Management provides comment on proposed OSHA regulations to Government Relations and coordinates and works with other federal agencies, private sector employers, and professional groups on matters of safety and health.

##### **813.2 Area Offices**

The area Human Resources manager assists the area vice president in the implementation of national safety and health policies, programs, and directives. This responsibility includes long-term planning and monitoring activities. Area Human Resources managers, in conjunction with field legal counsels, provide oversight and advice on OSHA compliance activities.

The area Human Resources manager supports the performance clusters in the administration of their safety and health programs and monitors status of the OSHA Log and Summary of Injuries and Illnesses. Responsibilities include budgeting for and scheduling safety and health resources, including professional development of the safety and health staff. Additionally, the area Human Resource function provides technical support for performance cluster (PC) safety

personnel and collateral duty facility safety coordinators (FSC).

**813.3 Performance Clusters**

**813.31 Safety Personnel**

\* \* \* \* \*

Additionally, full-time district safety personnel assist collateral duty facility safety coordinators with technical advice and support, OSHA reporting, and related issues.

**813.32 Collateral Duty Facility Safety Coordinator**

The installation head or designee is the collateral duty facility safety coordinator (FSC) in facilities in which there are no full-time safety positions and performs safety-related duties appropriate to the size and function of the facility. The FSC also conducts the annual safety and health inspection in his or her facility if there are less than 100 work-years of employment (see 824.33). He or she performs the inspection under the guidance of the servicing safety office. The FSC also maintains an Accident Log if required (see 821.34). FSCs must be trained commensurate with their duties, using postal approved courses.

**814 Employee Rights and Responsibilities**

\* \* \* \* \*

**814.2 Responsibilities**

\* \* \* \* \*

- b. Keep the work area in a safe and healthful condition through good housekeeping and proper maintenance of property and equipment.
- c. Immediately report safety hazards and unsafe working conditions.
- d. Perform all duties in a safe manner.

\* \* \* \* \*

**815 Executive and Management Safety and Health Committees**

\* \* \* \* \*

**815.14 Plant\* Executive Safety and Health Committee**

The committee, chaired by the plant manager, is composed of plant safety, maintenance, and other enablers as appropriate. The committee meets as often as needed, but at least once every quarter. Primary responsibilities are to implement objectives established at a higher level and to develop additional objectives to improve the local safety and health program. To achieve these objectives, the committee must review and discuss safety and health program evaluations of the facility, accident injury trends, accident reports, OSHA compliance activity, and local safety inspection reports to identify the major safety and health problems. Based on these identified problems, the committee

develops and implements action plans — with assigned responsibilities for improvement — and measures their effectiveness (using process management or other means). When objectives are not being met, action plans must be altered accordingly.

\* Plants by definition include BMCs.

\* \* \* \* \*

**817 Training and Education**

\* \* \* \* \*

**817.2 Safety and Health Staff Training and Education**

Safety and health personnel must be provided, at least annually, professional training and education to enable them to carry out their basic duties and to fulfill their roles as advisors and consultants to management. Collateral duty FSCs must also be trained commensurate with their safety-related duties. Safety Performance Management mandates postal and/or external training or curriculums, as necessary, to ensure an effective safety staff and OSHA compliance. To maintain their technical proficiency, safety and health personnel are encouraged to pursue professional credentials and advanced education and to participate in professional safety and health-related organizations. Management must give a high priority to supporting these efforts to realize a professional safety staff. Specialized training not available within the Postal Service may be authorized in accordance with 740.

\* \* \* \* \*

**817.5 OSHA Required Training**

**Reference Note:**

For additional material concerning the subject matter found in 817.5, refer to:

- Management Instruction EL-810-2000-2, *Bloodborne Disease Exposure Control Plans*.
- Management Instruction EL-810-96-1, *Response to Hazardous Materials Releases*.
- Management Instruction EL-810-96-2, *Hazard Communication Programs*.
- Management Instruction EL-810-98-1, *Asbestos Containing Materials Control Program*.
- Management Instruction EL-810-99-1, *Lead Hazard Management*.
- Management Instruction EL-810-2000-1, *Hearing Conservation Programs*.
- Handbook AS-556, *Asbestos Management Guide*.
- Management Instruction EL-810-93-1, *Confined Space Safety*.

- Current safety-related MMOs (e.g., Lockout/Tagout, Hazard Communication, Personal Protective Equipment), and memorandums of policy on the Safety and Health homepage.

\* \* \* \* \*

**817.7 New or Additional Equipment and Techniques Training**

Training must be provided when new or additional equipment or techniques are deployed that may, if not properly used, adversely affect safe and healthful working conditions and/or OSHA compliance.

\* \* \* \* \*

**817.9 Training Records**

Records of safety and health training must be maintained for each employee. These records must be retained to demonstrate compliance with Postal Service policies and OSHA requirements. The records must be available to allow inspection in a timely manner by Postal Service and/or OSHA officials. All safety training must be recorded on Form 2548, *Individual Training Record* (or equivalent), and/or recorded into the National Training Database.

**Note:** Documentation of safety talks and safety related on-the-job training must be maintained at the facility level. These records must be available to allow inspection in a timely manner.

\* \* \* \* \*

**820 Reports and Investigations, Program Evaluations, and Inspections**

**821 Actions in the Event of Accident, Injury, or Illness**

**821.1 Injury, Illness, and Accident Reporting**

\* \* \* \* \*

**821.141 Postal Accident Log**

Each facility, i.e., plant, associate office, station, branch, etc., must maintain an accident log, by fiscal year, of all accidents recorded in the Safety and Health Subsystem, using Form 1772, *Accident Log*, or electronic equivalent (see 821.34). Enter accident information within 5 working days after receiving Forms 1769. Make entries in sequential order and number as necessary.

\* \* \* \* \*

**821.142 OSHA Annual Summary of Injuries and Illnesses**

Each facility must maintain a log and summary, by calendar year, of OSHA recordable occupational injuries and

illnesses from Forms 1769. All such injuries and illnesses must be recorded on the log within 6 days of receipt of the information. A copy of the log, updated within 45 calendar days, must be present at all times in the facility. Post copies of the summary for a minimum of 30 consecutive days (NLT February 1 to March 1) in a conspicuous place(s) at every facility. Maintain and retain the OSHA log and summary for 5 years following the end of the calendar year.

**821.2 Accident Investigation**

\* \* \* \* \*

**821.22 Method**

\* \* \* \* \*

- d. Examine the most recent Form 1783, *On-the-Job Safety Review/Analysis*, for the task involved to determine if changes are required, update as needed, and review with all affected employees. If no PS Form 1783 is on file, determine if one is necessary and if so prepare it.

\* \* \* \* \*

**822 Supplementary Actions in the Event of Serious Accidents, Including Fatalities**

**822.1 Reporting Serious Accidents**

**822.11 Installation Head Preliminary Serious Accident Report**

The installation head must report serious accidents as follows:

- a. To the performance cluster manager, any serious accident. The term *serious accident* includes:

\* \* \* \* \*

- (2) Any occupational accident that results in the in-patient\* hospitalization of one or more employees.

\* \* \* \* \*

- (4) Any postal-related accident involving nonpostal persons that results in a fatality or the in-patient\* hospitalization of one or more persons.

\* \* \* \* \*

- (8) Any occupational accident that results in in-patient\* hospitalization due to chemical exposure.

\* Inpatient hospitalization does not include observation, emergency room, and all other forms of out-patient care.

\* \* \* \* \*

**822.12 Performance Cluster Manager Report to Area and Headquarters**

In the event of a fatality, amputation, mutilation, or OSHA reportable accident (see 822.11 b) performance cluster manager must, within 8 hours, report the accident by telecommunications (FAX/email) to the area Human Resources manager and Headquarters Safety Performance Management. The report must use the following format:

\* \* \* \* \*

**822.2 Investigating Serious Accidents**

**822.21 OSHA Investigations**

OSHA may elect to investigate occupational fatalities or serious accidents. If notified by OSHA that they intend to investigate such an accident, management must contact the Headquarters General Counsel and Safety Performance Management regarding proceeding with the internal investigation and cooperating with OSHA.

**822.22 Postal Serious Accident Investigation Board**

**822.221 Mandatory Composition**

A management board appointed by the performance cluster manager must investigate job-related fatalities and other serious accidents. (Exception: Some serious accidents involving customers or postal employees may not warrant a full investigation by a board. The vice president of Area Operations may waive a serious accident investigation if he/she determines that the purpose of such an investigation (see 822.223) is unlikely to be realized because of the circumstances of the accident. If the PC Manager believes a waiver is justified, he/she should request a waiver from the vice president of Area Operations. If a waiver is granted, it should be documented and the file treated in accordance with appropriate requirements of 822.225.) The board must be appointed within 24 hours of the accident and must include:

\* \* \* \* \*

**822.225 Investigation Reporting and Response Requirements**

\* \* \* \* \*

c. *District.* The original copy of the investigation board report is retained at district Safety.

For fatal and catastrophic (e.g., OSHA reportable) incidents only, an executive summary must be forwarded to the area Human Resources manager. The summary should include at a minimum, the date and time of the incident, the name and location of the installation, personnel information, a brief description of the incident, causal factors, recommendations, and proposed corrective actions.

When the investigation board report of findings and recommendations indicates national impact items, a complete copy of the board report must be forwarded to the area Human Resources manager for review and consultation with any affected Headquarters departments.

\* \* \* \* \*

**823 Program Evaluations**

**823.1 Purpose**

The purpose of routine safety and health program evaluations is to measure the effectiveness of the Postal Service Safety and Health Program at each organizational level, ensure OSHA compliance, and promote an overall model for an effective safety and health program. A program evaluation must include compliance with and implementation of program elements included in this chapter, and other postal policy and procedural documents, including handbooks, manuals, and management instructions.

**823.2 Responsibilities**

\* \* \* \* \*

**823.23 Performance Clusters**

Performance clusters must conduct annual safety and health program evaluations in each plant. This evaluation may be in conjunction with the inspection conducted by the district or plant safety and health staff. They must use the most recent Program Evaluation Guide contained in the Safety Toolkit. If a Headquarters- or area-sponsored program evaluation is conducted during the funding year, it fulfills the annual requirement. In addition, a performance cluster level program evaluation is to be conducted annually to review cluster commitment to effective program management as follows:

- a. In all installations with 100 or more workyears of employment in the regular workforce, safety and health program evaluations must be conducted by district and plant safety and health staff.
- b. In all installations with more than 50 and less than 100 workyears of employment in the regular workforce, safety and health program evaluations appropriate to size and complexity of the office will be conducted by collateral duty FSCs, with assistance as necessary from the servicing safety office.

**823.3 Program Evaluation Report**

**823.31 Installations Greater Than 100 Workyears of Employment**

A safety and health program evaluation report must be sent within 15 working days of the evaluation's completion to the installation head of the organization being evaluated. Within 30 days after receipt of the evaluation report, the installa-

tion head must address serious deficiencies in a response to the evaluators. Area vice presidents and PC managers will review these program evaluations, as appropriate, to ensure management commitment, involvement, and accountability in accordance with applicable ELM requirements.

**823.32 Installations Greater Than 50 and Less Than 100 Workyears of Employment**

The servicing safety office will review program evaluation reports, as appropriate, and help management implement an effective safety and health program.

**824 Safety and Health Inspections**

\* \* \* \* \*

**824.2 Methods**

Safety personnel conducting inspections must be technically competent to recognize and evaluate hazards of the work environment and to suggest specific abatement procedures. They must use inspection checklists contained in the most current Safety Toolkit that reference current OSHA and other applicable regulations and standards and postal policies.

**824.3 Types of Inspections**

\* \* \* \* \*

**824.33 PC Installations With Less Than One Hundred Workyears**

**824.331 Requirement**

Collateral duty facility safety coordinators (FSC) must conduct an annual inspection of each installation with less than 100 workyears of employment in the regular workforce. The FSC will conduct the inspection using instructions and an approved inspection checklist. District safety personnel provide technical assistance and support as necessary. In addition, district safety personnel must visit facilities as necessary to verify results of inspections by the FSC and provide assistance.

**824.332 Teams**

Inspection teams consist of the collateral duty FSC and supervisors if available.

One union representative from the local safety and health committee, selected on a rotational basis by the unions, may participate in the annual inspection of each installation with less than 100 workyears of employment in the regular workforce where the committee exists in the installation being inspected. In those installations that do not have a safety and health committee, the inspectors afford the opportunity for a bargaining unit employee (from each

union that represents employees in that installation) to accompany them during these inspections. If requested, these bargaining unit employees should be selected on a rotational basis by the various exclusive bargaining representatives in that installation. The number of union representatives is determined by appropriate collective bargaining agreements.

\* \* \* \* \*

**824.422 Inspection Rules**

Safety inspections must be conducted according to the following rules:

- a. The responsible manager must ensure that the team, led by the senior safety professional or collateral duty FSC assigned, has adequate participation and resources to accomplish a meaningful inspection.

\* \* \* \* \*

**824.5 Deficiency and Hazard Abatement**

\* \* \* \* \*

**824.52 Hazard Abatement Committee**

Within 5 working days after receipt of the inspection report, a hazard abatement committee must be established and meet to assign priorities and specific abatement dates within the limits set by the inspection team. The installation head must chair this committee. (**Note:** Postmasters or others who serve as *installation head* for detached units may designate a chair for those detached unit abatement committees only.) Committee members must include:

- a. Installation head (or designee as noted above).
- b. Safety representative (collateral duty FSC if appropriate).
- c. Maintenance representative.

Additionally, Mail Processing, Customer Services, Industrial Engineering, Purchasing, and other personnel must attend when their functional areas are involved.

\* \* \* \* \*

**824.54 Reinspection and Followup**

The procedures for correcting a deficiency must include a process to check (through spot checks and reinspections as appropriate) whether the corrective action taken has proven to be effective.

Spotchecks and reinspections should be conducted by the same personnel (i.e., full-time or collateral duty facility FSC) who performed the original inspection. Posting of the follow-up inspection results is not required.

\* \* \* \* \*



**824.6 Investigating Employee Reports of Hazard, Unsafe Condition or Practice**

\* \* \* \* \*

**824.63 Procedures and Responsibilities**

**824.633 Approving Official**

The approving official (determined locally) must initiate action to eliminate or minimize the hazard. If this results in the submission of a work order, attach the original 1767 and forward, through channels, to the manager of Maintenance. If the approving official determines that there are no reasonable grounds to believe such a hazard exists, the employee must be so notified in writing within 15 calendar days. (Safety personnel must assist in this determination when requested.) If the hazard was abated through actions of the approving official, the employee must be so notified in writing, and the original 1767, with a statement of actions taken, must be forwarded to the safety office.

**824.634 Safety Personnel and Collateral Duty FSCs**

Safety personnel and FSCs must log and sequentially number all hazard reports received on Form 1773, *Report of Hazard Log*. Safety personnel and FSCs must also review all Forms 1767 for accuracy, completeness, and follow-up, as necessary. They must routinely provide status reports of 1773 logs at Executive and Joint Labor-Management Safety and Health Committee meetings.

\* \* \* \* \*

**824.637 [deleted]**

**825 OSHA Inspections**

\* \* \* \* \*

**825.4 Procedures**

\* \* \* \* \*

**825.45 Participation**

**825.451 Management Participation During Inspections**

The safety professional, or designee, must accompany the CSHO during the walk-around portion of the inspection. Collateral duty FSC should also participate in the inspection. Representatives of Operations, In-Plant Support, and Maintenance are to be with the CSHO, whenever possible. Management representatives, including managers and supervisors, must not sign any statements, affidavits, or notes.

\* \* \* \* \*

**825.48 Closing Conference**

After completing the review of records, employee interviews (if necessary), and the walk-around inspection, the CSHO ordinarily will conduct an exit conference with the

senior postal official and other team members. If the CSHO does not offer to conduct the conference, one should be requested. If the postal installation has a full-time safety professional, that person must also attend this closing conference. If any safety professionals have been called in from a plant or district, they must also attend the closing conference along with the collateral duty FSC. Employee representatives from the walk-around inspection must also attend.

During this conference, all conditions or practices that the CSHO believes may constitute a safety or health violation(s) should be reviewed. Efforts should be made to have the CSHO explain in as much detail as possible what violations he or she believes have been observed, and what citations, if any, he or she intends to recommend for issuance to the area director.

\* \* \* \* \*

**825.5 Citations**

\* \* \* \* \*

**825.54 Citation Management**

Citations must be managed in accordance with instructions from the Headquarters General Counsel and Safety Performance Management. (See Handbook EL-802 and OSHA publications therein concerning citations and required actions.)

\* \* \* \* \*

**830 Motor Vehicle and Industrial Safety**

\* \* \* \* \*

**833 Safety and Health in Design, Procurement, and Construction**

**833.1 Standards, Ergonomics, and Engineering**

OSHA and applicable consensus safety and health standards, ergonomic considerations, and sound safety and fire protection engineering techniques must be used to plan, build, design, construct, modify, repair, and procure new equipment, vehicles, and facilities. Consideration must be given to employee work environment, equipment, tools, supplies used, and the material on which work is performed.

Purchasing, delivery, and engineering personnel must consult safety personnel to ensure that safety engineering, health protection, and ergonomic considerations are integrated into all activities of the Postal Service.

Managers responsible for purchasing, design, and construction are accountable for compliance with OSHA standards and applicable fire protection and building codes.

\* \* \* \* \*

**833.3 Supplier (Contractor) Safety**

Installation heads, purchasing, contracting officers, and other managers are responsible and accountable for ensuring that all suppliers (contractors) working on postal property follow OSHA regulations and postal safety and health policies. All suppliers must conform to OSHA regulations, and a postal representative is to be assigned to monitor supplier activities as appropriate, including coordinating with supplier safety "competent persons" and/or safety representatives. Supplier evaluation and selection must include a supplier's safety and health record, written programs, training, and OSHA compliance activity as appropriate to the scope of the contracted work, in accordance with existing purchasing policy.

**840 Safety Awareness Program**

\* \* \* \* \*

**844 Seatbelt Use Incentive**

**844.1 Policy**

\$10,000 will be paid to the estate of any postal employee who, while in a pay-duty status, sustains fatal injuries as the result of a job-related motor vehicle accident, provided he or she is wearing the lap belt and shoulder belt when required and is not in violation of the traffic laws and postal policy at the time of the accident.

\* \* \* \* \*

**850 Emergency Action Plans and Fire Prevention and Control**

\* \* \* \* \*

**852 Emergency Action Plan**

**852.1 Responsibility**

Each postal facility having more than 10 employees on the rolls must maintain an emergency action plan in writing. If there are 10 or fewer employees, the plan may be communicated verbally. Safety personnel/collateral duty FSC may provide advice and technical assistance, where needed, in the development of such plans. The plan must include designated actions that management and employees are to take to ensure the safety of employees and the protection of property from fire and other emergencies, e.g., tornadoes, earthquakes, hazardous materials (hazmat) spills. (See Management Instruction EL-810-96-1, *Hazardous Materials and Emergency Response*, for establishment of standard operating procedures for spills and leaks and the relationship to Emergency Action Plans.)

**852.2 Content**

Include the following elements, as a minimum, in the emergency action plan:

- a. Emergency escape procedures, graphic illustrations of emergency escape route assignments, shelters, and location of fire alarms and extinguishers.

\* \* \* \* \*

**853 Emergency Evacuation Teams and Drills**

**853.1 Emergency Evacuation Teams**

\* \* \* \* \*

**853.13 Duties of EETs**

\* \* \* \* \*

- h. Maintaining perimeter security to prevent reentry until officially instructed to permit it.
- i. Procedures to account for all employees after emergency evacuation has been completed.
- j. Assisting the fire department in maintaining crowd control.

\* \* \* \* \*

**853.15 Training**

Members are required to complete an initial basic level of training and annual refresher training. Such training and education must be provided to members and alternates before they are expected to perform any EET emergency evacuation team activity. To the extent feasible, Safety and fire department personnel should assist in the establishment and training of the EET. EET leaders and training instructors must be provided training and education that is more comprehensive than that provided to the general membership of the EET. Such training may be available from state fire-fighting academies and local fire departments. Training for all members must be on the clock and must cover:

\* \* \* \* \*

- j. Special situations, e.g., tornado sheltering, earthquakes, where applicable.

**853.18 Installations Without EETs (Less Than 10,000 Square Feet)**

In installations that do not have EETs, the installation head is responsible for ensuring that supervisors or employees are assigned the following functions in case of fire or other emergency:

- a. Notification of fire department, police, ambulance, or other emergency services.
- b. Prompt evacuation of personnel including injured or handicapped employees.

- c. Procedures to account for all employees after emergency evacuation has been completed.
- d. Security of mail, monies, receipts, and accountable and valuable papers.
- e. Use of fire extinguishers.

**853.2 Drills**

At least one emergency evacuation must be conducted annually on each work tour. Sheltering drills are appropriate in locations prone to tornadoes or earthquakes. The importance of fire drill training must be impressed upon all postal employees. In conducting fire drills, the following objectives must be met:

\* \* \* \* \*

**854 Fire Prevention Plan**

**854.1 Responsibility**

Each installation head managing a postal facility with more than 10,000 square feet must maintain a written fire prevention plan. Installation heads managing smaller facilities may maintain written fire prevention plans when warranted by the type of operations conducted. Safety personnel/collateral duty FSC may provide advice and technical assistance, where needed, in the development of such plans.

\* \* \* \* \*

**855 Fire Inspections**

**855.1 Responsibility**

Managers and supervisors that have been trained by safety and/or fire protection personnel must conduct fire inspections. Training must include the conduct of inspections, identification of unsafe practices causing fires, and the methods of eliminating or correcting hazards. The installation head is encouraged to seek assistance from local fire officials and permit them to conduct fire inspections and prefire planning programs.

**855.2 Frequency**

Fire inspections must be conducted in all postal-owned and postal-leased installations. Semi-annual inspections are required in all installations with less than 100 workyears of employment in the regular workforce. Quarterly fire inspections are required in all installations with more than 100 workyears of employment in the regular workforce and VMFs.

**855.3 Procedures**

Fire inspections may be scheduled to coincide with semi-annual or annual safety inspections. They must be documented using fire inspection checklists available in the Safety Toolkit and published periodically.

**855.4 Corrective Action** [formerly 855.3, moved to 855.4]

\* \* \* \* \*

— Safety Performance Management,  
Employee Resource Management, 2-8-01

## Retail

### Items Authorized for Sale in Self Service Vending Machines

Listed below are items authorized for the Self Service Stamp Vending Program for calendar year 2001. First day of issue for items marked with an asterisk (\*) will be announced in future issues of the *Postal Bulletin*. Products not on this list (except FIRSTCLASS PHONECARDS and coils of 500 and 3,000) *must not be placed* in vending machines. Also, products ending in "11" are to be placed only in booklet machines and the booklet/stamp combination machines (PBSM-624). No "11" products may be placed in commodity machines. All stamp item numbers will now have six digits, and all products previously ending in "X" will now end in "11."

#### Quarter II: Products Used in Multi-Commodity Vending Machines

Item Number	Price (\$)	Product
215000	2.10	42c #10 EAGLE BANDED ENVELOPES
268000	2.10	42c #6 3/4 EAGLE BANDED ENVELOPES
217000	2.10	42c #10 LOVEBIRDS BANDED ENVELOPES
267000	2.10	42c #6 3/4 LOVEBIRDS BANDED ENVELOPES
*221000	1.10	22c BANDED STAMPED CARD/WHITE BARN
315000	12.25	1-EXPRESS MAIL PACKET/WASHINGTON MONUMENT
315100	3.50	1-PRIORITY MAIL PACKET/US CAPITOL
*315200	1.05	5-21c BISON 2ND OZ.
314100	0.50	50-1c KESTREL STAMP PACKETS
*315300	4.00	5-80c INTERNATIONAL LETTER RATE/DESIGN/MT. MCKINLEY
*315400	3.50	5-70c INTERNATIONAL POSTCARD RATE/ 9 MILE PRAIRIE
*315500	6.80	20-34c HONORING VETERANS/ 20 STAMP PACKET
771301	34.00	100-34c STATUE OF LIBERTY PSA COIL

#### Products Used Only in Multi-Commodity Vending Machines — Not For Sale Over the Counter

Item Number	Price (\$)	Product
662000	2.00	10-20c RING-NECKED PHEASANT
669900	6.80	20-34c NON DENOM STATUE OF LIBERTY
669300	6.80	20-34c NON DENOM FLOWERS
669000	6.80	20-34c STATUE OF LIBERTY
669400	6.80	20-34c FLOWERS
666100	6.80	20-34c LOVE LETTERS
*666900	2.00	10-20c GEORGE WASHINGTON PC RATE
*665000	6.80	20-34c HOLIDAY SANTAS

#### Criss-Cross Products Used in Booklet Vending Machines

Item Number	Price (\$)	Product
662011	2.00	10-20c RING-NECKED PHEASANT
669911	6.80	20-34c NON DENOM STATUE OF LIBERTY
669311	6.80	20-34c NON DENOM FLOWERS
669011	6.80	20-34c STATUE OF LIBERTY
669411	6.80	20-34c FLOWERS
*666111	6.80	20-34c LOVE LETTERS
*666911	2.00	10-20c GEORGE WASHINGTON PC RATE
*665011	6.80	20-34c HOLIDAY SANTAS
314111	0.50	50-1c KESTREL VENDING PACKETS

Self Service will not repackage the products listed in the table below after SDO inventories are exhausted. Vending personnel should check with their SDO for availability of the following products:

#### Products That Self Service Will not Repackage

Item Number	Price (\$)	Product
228500	1.05	21c RED BARN BANDED STAMPED CARDS
313000	3.00	60c RICKENBACKER
663411	2.00	10-20c BLUE JAY PSA BOOK

The "National Stamp Vending Inventory" and "Vending Products Information" are both posted on our Intranet Web site at <http://retail.usps.gov>.

— Self Service,  
Retail, Consumers and Small Business, 2-8-01

## REMINDER

## Conditioning the PBM-2A and PBM-6 Vending Machines

The PBM-2A and PBM-6 allow customers to insert \$5.00 and \$1.00 bills in any desirable order, provided the equipment has been serviced properly. Responsible vending personnel must be trained in the importance of proper servicing. Improper servicing can result in customers' orders being rejected or customers' inserted money being retained. The outcome will be that customers will file vending complaints and even discontinue using vending equipment.

Following are highlights for properly servicing the PBM-2A and the PBM-6. These instructions can also be found in Handbook MS-111, *Postal Booklet Machine PBM-2A and PBM-6*, Table 2-9 and Section 2.3.2.4. If you do not have a copy of the handbook, you can order one from the Maintenance Technical Support Center, 1-800-451-4196 or 1-785-861-3311. The order number for Handbook MS-111 is 7610-01-000-9286.

1. Maximum service capability for the PBM-2A and the PBM-6 occurs when the "Coins Full" condition is established. When this condition is established the PBMs will, in their first vending operation, accept \$1.00 and \$5.00 bills inserted in any order until the vend price is met or exceeded. For example, when two \$5.00 bills are inserted, they will be accepted and the correct change will be returned.
2. This "Coins Full" conditioning of the machines' program board must take place after every interruption of AC (alternate current) power to the internal workings of the machine. This happens:
  - After every rear door opening of the machines.
  - After there is a power-off condition to an individual machine.

3. A mix of coins and bills is required to perform the conditioning process. The mix of coins and bills must be equal to or greater than the price of the item. These are initially inserted into the vending machine using the following sequence.

### Preparation:

- *Complete* a normal product servicing of the machines, including any necessary cleaning.
- *Fill* the nickel, dime, and quarter coin tubes to the top with the correct denomination of coinage.
- *Close* and lock the rear door to the machine.
- *Power* the machine by inserting the plug at the end of the power cord that is attached to the PBM-6 or PBM-2A into the appropriate wall outlet.

### Coinage Conditioning:

- *Insert* one nickel at a time until one of them falls into the cash box inside the machine.
  - *Insert* one dime at a time until one of them falls into the cash box inside the machine.
  - *Insert* one quarter at a time until one of them falls into the cash box inside the machine.
  - *Add* more coinage of any denomination plus \$1.00 bills or a \$5.00 bill until the stamp booklet price is met or exceeded.
  - *Purchase* the booklet, retain the vended booklet and the correct change from this purchase, and enter the transaction into the sub account for the machine.
4. If in Step 3 either the *coinage* insertion is not successful or the purchase of the booklet results in the incorrect change, repeat one or both of these actions until you get the desired result.
  5. If after repeating the actions (Step 4) you continue to have unsuccessful results, *contact* maintenance personnel to resolve any problem(s).

— *Self Service,  
Retail, Consumers and Small Business, 2-8-01*

*REMINDER***Retail Sales and Services Associates Must Wear Complete Uniform**

A review of Quarter 2 Mystery Shopper scores to date reveals a severe drop in the scores for the question, "Was the employee wearing the complete uniform?" This is one area in which scores have been consistently high previously. Reports indicate that not wearing neckwear and name badges are the major reasons for the lower scores.

Remember that name badges are now a required part of the retail uniform. As always, neckwear is also a required part of the retail uniform. Supervisors and postmasters, it is your responsibility to ensure that employees are properly attired when working at the retail counter. Let's get back on track!

— *Retail, Consumers and Small Business, 2-8-01*

# What's in Store

**Are you ready?**

*More places*

ReadyPost™ is spreading. This month, the Mid-Atlantic and Southeast areas begin receiving their share of the national Postal Service brand of shipping supplies. Next month, they'll be going out to the Great Lakes, Capital Metro, Southwest, and Allegheny areas.

**Tax Drive promotion**

*CD for customers  
Feb. 26 through  
April 22*

The Postal Service and MasterCard® will be conducting a promotion in all A and B kit offices during the Tax Drive period — February 26 through April 22. The purpose of this promotion is to make our customers aware that we accept credit cards and to promote this cost-effective means of payment.

Customers who pay for their purchases with their MasterCard card and spend a minimum of \$25 will receive a Postal Explorer CD.

The Postal Explorer CD contains domestic and international mailing standards, rate information, domestic and international mail manuals, quick service guides, postal zone charts, and much more. The information is designed for the small business customer. The CD will be enclosed in a booklet that also has a wealth of information concerning the applications available on [www.usps.com](http://www.usps.com) to a small business as well as to a residential customer.

This item is limited to one per customer while supplies last.

The Postal Explorer CD booklets will be a separate distribution from your Tax Drive period Point of Purchase (POP) kit. They cannot be reordered once an office is out of stock. The list of offices receiving the Postal Explorer CD booklet and the quantity they will receive can be found on the Retail Web site. All offices should have received their allocation by February 23, the week before the promotion starts.

A counter mat and counter card will be used to promote this offer. Please refer to your drive period POP planogram to place these elements in the correct locations in your office.

## What's in Store

### Tax Drive POP

Look for the arrival of Tax Drive period POP, including new continuity elements that reflect rate changes.

### FYI

Some revenue-generating tips will be included in the Spring Drive period's *Manager's Guide*. Be sure to check them out.

### Enter and sign in!

Now you can offer your customers all the benefits of Delivery Confirmation and much more! Our new proof-of-delivery service is here!

*Proof of delivery*

Signature Confirmation service allows package customers to request delivery and signature information via the Internet at [www.usps.com](http://www.usps.com), or through our toll-free number, 1-800-222-1811.

Make sure PS Form 153, the "hot pink" Signature Confirmation retail label, is stocked in your lobby. Suggest Signature Confirmation service to all your Priority Mail and Package Services customers for extra peace of mind.

Thank you for making Delivery Confirmation such a revenue success. Your support will make Signature Confirmation service a winner too!

### GXG reminder

*No cash please*

When accepting Global Express Guaranteed (GXG) mailpieces, be certain cash is not among the contents. Under the terms of the Postal Service's business alliance with DHL Worldwide Express — and as reinforced on GXG shipping labels — cash cannot be mailed via this guaranteed international service. Expedited/Package Services and International Business launched GXG in April 1999 with DHL.

### Priority Mail envelopes

*Remind customers*

Priority Mail is available at a one-pound shipping rate. Expedited/Package Services introduced a specially designed Priority Mail documailer for those customers whose mailpieces weigh one pound or less and who wish to take advantage of the new rate of \$3.50. Let customers know the envelopes are available in limited quantity at retail offices or through [www.usps.com](http://www.usps.com) (keyword: *Supplies*).

### Feedback

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
1735 N LYNN STREET RM 6042  
ARLINGTON VA 22209-6057



## What's in Store

### Retail Coaches' Corner

#### Welcome to the February Corner!

#### This Month's Questions:

1. Signature Confirmation will be available for what class(es) of mail?
2. Does nonstandard surcharge apply for international Letter-Post mail?

(Answers are at the end of this page.)

#### Last Month's Questions:

Let's review the questions and answers from January's article (*Postal Bulletin* 22041, 1-11-01).

1. Can currently inventoried stamped paper stationery be sold after the rate increase? *Yes, they must be revalued and proper postage affixed.*
2. Did any Express Mail rates decrease? *Half-pound PO to PO.*
3. Will there be different nonmachinable surcharges for Parcel Post depending on the rate? *Intra is now included.*
4. Is it true that if a customer's package weighs less than a pound, Parcel Post rates can be offered? *Yes.*
5. What is Media Mail? *The new name for Special Standard Mail.*
6. Did the fees for Delivery Confirmation service change? *Priority Mail fee is \$.40. Package Services fee is \$.50.*

#### Valentine's Day Suggestions for Retail Associates:

Remember, cards sent to that special person are sent in many colors and in different sizes. Suggest Delivery Confirmation as an added value. Verify that the size meets requirements; if not, a surcharge is applied.

#### Retail Calendar:

Post your new Retail Calendar by February 6<sup>th</sup>. Review the information with retail associates.

#### Retail Coaches Web Site:

Our goal is to achieve 100% listing of all certified retail coaches by Accounting Period 11. The site can be found at <http://rpsweb.usps.gov/coaches/home.asp>.

#### Answers to questions:

1. Signature Confirmation is available for Priority Mail and Package Services.
2. The rules for nonstandard surcharge also apply to international mail.

Submit questions or comments via cc:Mail to *Retail Coaches Corner*.


# What's in Store

your

# Retail Calendar

'01  
TAX

## February BLACK HERITAGE MONTH

				THU	FRI	SAT
				<b>Inform Your Customers</b> 1 that the <i>Roy Wilkins</i> stamp is a great way to commemorate <i>Black Heritage Month</i> and share a piece of history	<b>Retail Reminder:</b> 2 ReadyPost™ will be shipped to Mid-Atlantic and Southeast areas <i>payday</i>	<b>Inform Your Customers</b> 3 that they can generate Valentine's Day greeting cards and postcards through NetPost™ Messaging Services
SUN	MON	TUE	WED			
<b>Did You Know?</b> 4 Roy Wilkins was an American civil rights leader who played a major role in the civil rights movement	<b>Inform Your Customers</b> 5 that they can make a Valentine's greeting card a gift by adding a FIRSTCLASS PHONECARD®	<b>Vending Reminder:</b> 6 Use your cleaning card for vending machine bill validators on a regular basis	<b>Vending Reminder:</b> 7 Use the Information Transfer Unit (ITU) to re-profile all vending equipment validators at servicing	<b>Inform Your Customers</b> 8 that the new <i>American Illustrators</i> stamp is now available	<b>Retail Reminder:</b> 9 Last day for Districts to input VESS data for AP 5	<b>Retail Reminder:</b> 10 Review the crime prevention techniques in PUB 302 with your Retail Team
<b>Did You Know?</b> 11 FIRSTCLASS PHONECARD has brought in \$78 million since its inception	<b>Make sure Holiday Closing door sign is displayed</b> 12 <i>Lincoln's Birthday</i>	<b>Vending Reminder:</b> 13 Keep your vending machines fully stocked and remind customers that they are easy and convenient to use	14 <i>Valentine's Day</i>	<b>Inform Your Customers</b> 15 that they can get a free postcard coloring book when they make a minimum \$12 MasterCard® purchase	<b>Retail Reminder:</b> 16 Remember to secure your cash drawer <i>payday</i>	<b>Retail Reminder:</b> 17 New FIRSTCLASS PHONECARD® designs are coming soon
<b>Did You Know?</b> 18 Locations with POP up during 3 drive periods show 35% more walk-in revenue than those without POP displayed	<b>Offices Closed</b> 19 <i>Washington's Birthday</i>	20 21 <i>Tax and new Continuity POP arrives this week</i>		22 <b>Retail Reminder:</b> Be aware of stock levels of popular retail items and allow 3 weeks for ordered product to arrive	23 <b>AP 7 begins</b> 24 <b>Retail Reminder:</b> Make sure the "Love is a Gift" FIRSTCLASS PHONECARD is merchandised with other Love products	
25 26 27 28 Tax Drive Period begins — remove Love POP and display Tax POP Remove old Continuity POP and display new Continuity POP MasterCard/ Coloring Book promotion ends Begin MasterCard/ Postal Explorer™ promotion				<b>FEBRUARY STAMP RELEASE:</b> • <i>American Illustrators</i>		
						

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar



## March

				THU	FRI	SAT
				<b>Vending Reminder:</b> Have you seen the CD/Video on Validator Cleaning? Check the SSPC Tech Quarterly for more information	<b>Retail Reminder:</b> ReadyPost™ will be shipped to Allegheny, Capital Metro, Great Lakes and Southwest areas <i>payday</i>	<b>Inform Your Customers</b> that the Diabetes Awareness stamp is available and remind them to get screened today
SUN	MON	TUE	WED			
4	5	6	7	8	9	10
<b>Did You Know?</b> More than 16 million Americans have some form of diabetes	<b>Retail Reminder:</b> Be sure that the new Continuity POP is properly displayed		<b>Vending Reminder:</b> Clean your validators regularly—don't wait for failures		<b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 6	
11	12	13	14	15	16	17
<b>Did You Know?</b> There are at least 480 different tax forms	<b>Inform Your Customers</b> that they can pay for their purchase with their debit/credit card		<b>Inform Your Customers</b> that they can generate fun, creative greeting cards and postcards through NetPost Messaging Services		<i>payday</i>	<b>St. Patrick's Day</b>
18	19	20	21	22	23	24
<b>Did You Know?</b> It took a Constitutional Amendment (16th) to enact a tax on income in this country		<b>First Day of Spring</b>	<b>Vending Reminder:</b> Keep your vending machines fully stocked and remind customers that they are easy and convenient to use		<b>Vending Reminder:</b> Use the Information Transfer Unit (ITU) to re-profile all vending equipment validators at servicing	<b>AP 8 begins</b>
25	26	27	28	29	30	31
<b>Did You Know?</b> 60% of taxpayers hire a professional to complete their returns		<b>Retail Reminder:</b> Remember to secure your cash drawer		<b>Retail Reminder:</b> Reorder product as necessary and allow 3 weeks for shipments to arrive	<i>payday</i>	<b>Retail Reminder:</b> The most powerful way to positively impact revenues in-store is through merchandising

**MARCH STAMP RELEASES:**

- The Nobel Prize
- Diabetes Awareness
- Pan-American Inverts

Refer to your 90-Day Retail Calendar Poster for additional information.

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# What's in Store

your

# Retail Calendar

'01  
SPRING

## April

SUN	MON	TUE	WED	THU	FRI	SAT
1 <i>Daylight Saving Time Begins</i>	2 <b>Vending Reminder:</b> Refer to the "Ardac Validator Cleaning Instructions" for your Ardac validators	3	4 <b>Inform Your Customers</b> that they can generate Passover and Easter greeting cards through NetPost™ Mailing Online	5	6 <b>Retail Reminder:</b> Last day for Districts to input VESS data for AP 7	7 <b>Vending Reminder:</b> Clean your validators regularly — don't wait for failures
8 <b>Did You Know?</b> The IRS sends out 8 billion pages of forms and instructions every year	9 <b>Inform Your Customers</b> that the tax deadline is approaching	10	11 <b>Vending Reminder:</b> Have you seen the CD/Video on Validator Cleaning? Check out the January SPPC Tech Quarterly for more information	12 <i>payday</i>	13 <i>payday</i>	14 <b>Retail Reminder:</b> Improved sales are often a direct result of properly placed signage and products
15 <i>Easter</i>	16 <i>Spring POP arrives this week</i> <i>Tax Day</i>	17	18	19	20 <b>Vending Reminder:</b> Use the PHASE II Information Transfer Units (ITUs) to re-profile all vending equipment validators at servicing	21 <b>AP 9 begins</b>
22 <b>MasterCard®/ Postal Explorer™ promotion ends</b> <i>Earth Day</i>	23	24	25	26 <b>Vending Reminder:</b> How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? You need it to get proper creditng	27 <i>payday</i>	28
29 <b>Did You Know?</b> Tara Nott, daughter of USPS employee Terry Nott, won the gold medal in the 48 kg class for women's weightlifting at the 2000 Olympic Games	30 <b>Retail Reminder:</b> Reorder product as necessary and allow 3 weeks for shipments to arrive	<b>APRIL STAMP RELEASES:</b> <ul style="list-style-type: none"> <li>• <i>Baseball's Legendary Playing Fields</i></li> <li>• <i>Great Plains Prairie</i></li> </ul>				

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>



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