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Gary Cooper stamp

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# Policies, Procedures, and Forms Updates

## Manuals

### DMM Revision: Clarification of Standards Relating to Mailpieces Bearing a Simplified Address

Effective August 3, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 245.68 and 345.69 to provide clarification relating to delivery sequence standards for mailpieces bearing a simplified address.

Current standards describe the requirement for the periodic updating of walk sequence information for mailpieces prepared with a simplified address. For these mailpieces, this requirement is fulfilled through the acquisition of current delivery statistics information.

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

\* \* \* \* \*

#### **200 Commercial Letters and Cards**

\* \* \* \* \*

#### **240 Standard Mail**

\* \* \* \* \*

#### **245 Mail Preparation**

\* \* \* \* \*

#### **6.0 Preparing Enhanced Carrier Route Letters**

\* \* \* \* \*

#### **6.8 Delivery Sequence Standards**

\* \* \* \* \*

*[Revise the title and text of 6.8.4 as follows:]*

#### **6.8.4 Updating Delivery Statistics Information for Simplified Addressing**

Mailpieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office (when authorized under 509.1.5).

#### **6.8.5 Out-of-Date Walk Sequence Information**

*[Revise the text of 6.8.5 as follows:]*

Mailings prepared with out-of-date walk-sequencing or delivery statistics information are not eligible for prices requiring walk-sequence preparation.

\* \* \* \* \*

#### **300 Commercial Flats**

\* \* \* \* \*

#### **340 Standard Mail**

\* \* \* \* \*

#### **345 Mail Preparation**

\* \* \* \* \*

#### **6.0 Preparing Enhanced Carrier Route Flats**

\* \* \* \* \*

#### **6.9 Delivery Sequence Standards**

\* \* \* \* \*

*[Revise the title and text of 6.9.4 as follows:]*

#### **6.9.4 Updating Delivery Statistics Information for Simplified Addressing**

Mailpieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office (when authorized under 509.1.5).

#### **6.9.5 Out-of-Date Walk Sequence Information**

*[Revise the text of 6.9.5 as follows:]*

Mailings prepared with out-of-date walk-sequencing or delivery statistics information are not eligible for prices requiring walk-sequence preparation.

\* \* \* \* \*

These revisions will be incorporated into the August update of the online DMM available via Postal Explorer® at <http://pe.usps.com> and into the next printed version of the DMM.

— *Mailing Standards, Pricing, 7-30-09*

## DMM Revision: New Polywrap and Deflection Standards for Commercial Flat-Size Mail

Effective September 8, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 301.1 and 301.3.2.1 to adopt new polywrap and deflection standards for flat-size commercial mail of all classes, as published April 6, 2009, in our *Federal Register* final rule (74 FR 15380–15384).

Polywrap standards, currently applicable only to automation flats, will apply to all flat-size mailpieces using polywrap, except saturation and high-density Periodicals or Standard Mail® flats. We originally proposed to implement this broader application of polywrap standards on May 11, 2009, but chose to delay implementation to allow mailers who have not been using approved polywrap more time to transition to the new standards. Detailed specifications for polywrap approved for use on flats, as well as a list of approved products, are available at <http://ribbs.usps.gov>; click *Site Index by Topic* in the upper frame, and then under “RIBBS™ Links (cont.)”, *Polywrap Manufacturers*.

The polywrap selvage (overhang) will be included on a polywrapped flat when measured for maximum dimensions. However, we increase the maximum length of a polywrapped flat to 15.75 inches (inclusive of selvage) from the current 15 inches to accommodate additional selvage for larger publications. We continue to allow no more than 1-1/2 inches of selvage in the length and no more than 1/2 inch in the height. We do not include selvage when measuring for minimum dimensions.

On September 8, 2009, we also will extend the deflection standards currently applicable to automation flats, to all flat-size mailpieces, except those mailed as saturation and high-density Periodicals or Standard Mail flats. The deflection standards change to allow 1 inch less of vertical deflection (droop) than is currently allowed. We eliminate the current exception for oblong flats (those with a bound edge on the shorter side) so all flats are tested with the length placed perpendicular to the edge of a flat surface. As a reminder, USPS® reduced the deflection standards in 2007, permitting up to a 4-inch drop for pieces at least 10 inches long. The new standards will allow a 3-inch drop for pieces at least 10 inches long, compared to a maximum of 2-3/8 inch drop before May 2007. Our difficulties in processing oblong flats, and those that come close to the current maximum deflection, made it clear that the reduction in 2007 was too extreme. Our delayed implementation has granted mailers the opportunity to make changes to slightly stiffen their “droopy” flats to meet the new standards.

We will be revising *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)* as explained here.

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

\* \* \* \* \*

#### **300 Commercial Mail Flats**

#### **301 Physical Standards**

##### **1.0 Physical Standards for Flats**

##### **1.1 General Definition of Flat Size Mail**

Flat-size mail other than that in 3.0, Physical Standards for Automation Flats, is:

\* \* \* \* \*

*[Revise the text of item b as follows:]*

- b. Not more than 15 inches long, 12 inches high, or 3/4 inch thick, except for:
  1. Periodicals mailed under 707.26.0.
  2. Polywrapped flats, with selvage that extends beyond the contents, up to a maximum length of 15-3/4 inches. The enclosed contents must not be longer than 15 inches.

\* \* \* \* \*

##### **1.2 Length and Height of Flats**

*[Revise the text of 1.2 by adding new third and fourth sentences about selvage as follows:]*

\*\*\*When determining the *maximum* height or length of a flat, include any selvage of polywrap material that may enclose the piece. When determining the *minimum* height or length of a flat, do not include the selvage of any polywrap material that may enclose the piece.

\* \* \* \* \*

*[Renumber current 1.5 as new 1.7.]*

*[Move 301.3.2.3 in its entirety, renumber as 1.5, revise heading and text to extend maximum deflection standards to all flat-size mailpieces, and delete item c as follows:]*

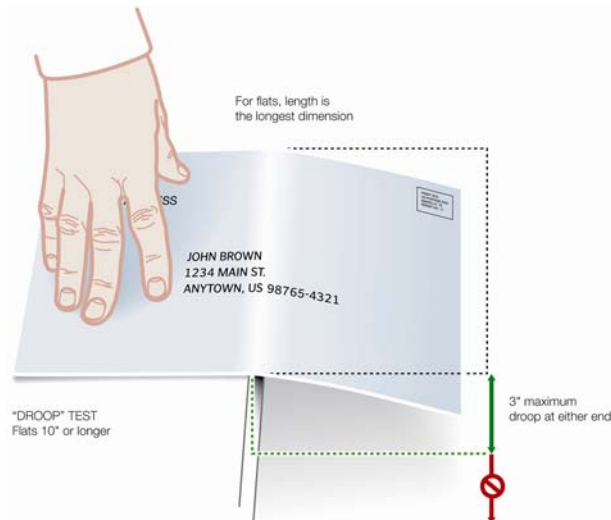
##### **1.5 Maximum Deflection for Flat-Size Mailpieces**

Flat-size mailpieces must be flexible (see 1.3) and must meet maximum deflection standards. Flat-size pieces mailed as high density or saturation carrier route pieces are not required to meet these deflection standards. Test deflection as follows:

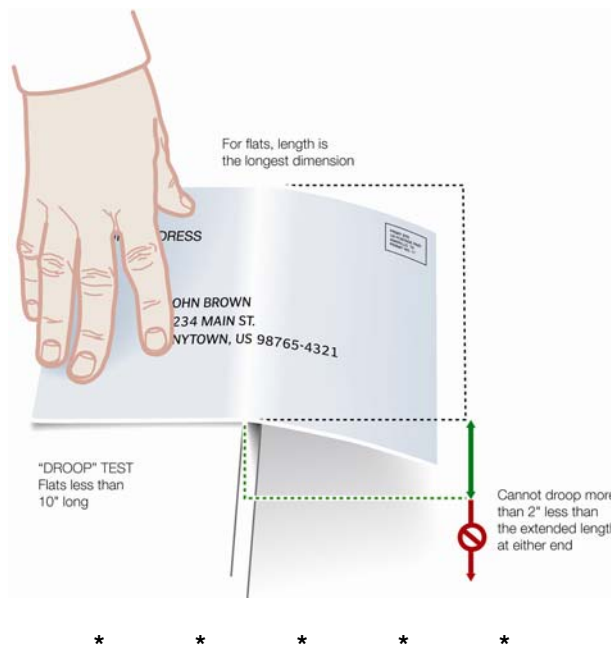
- a. For pieces 10 inches or longer (see Exhibit 1.5a):
  1. Place the piece on a flat surface with the length perpendicular to the edge of the surface and extend the piece 5 inches off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge. Turn the piece around and repeat the process.

- The piece is mailable as a flat if it does not droop more than 3 inches vertically at either end.

**Exhibit 1.5a Deflection Test—Pieces 10 Inches or Longer**



**Exhibit 1.5b Deflection Test—Pieces Less Than 10 Inches Long**



b. For pieces less than 10 inches long (see Exhibit 1.5b):

- Place the piece on a flat surface with the length perpendicular to the edge of the surface and extend the piece one-half of its length off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge. Turn the piece around and repeat the process.
- The piece is mailable as a flat if it does not droop more than 2 inches less than the extended length from both ends. For example, a piece 8 inches long would extend 4 inches horizontally off a flat surface. It must not droop more than 2 inches vertically at either end.

*[Renumber current 301.3.4 in its entirety as new 1.6 and revise heading and text to extend polywrap standards to all flats as follows:]*

**1.6 Polywrap Coverings**

**1.6.1 Polywrap Films and Similar Coverings**

*[Revise renumbered 1.6.1 as follows:]*

Mailers using polywrap film or similar material to enclose or cover flat-size mailpieces must use a product meeting the standards in 1.6. Polywrapped flat-size pieces mailed as high density or saturation carrier route pieces are not required to meet these polywrap standards. Film approved for use under 1.6.5 must meet the specifications in Exhibit 1.6.1 as follows:

- Films or similar coverings must meet all six properties in Exhibit 1.6.1.
- If the address label is affixed to the outside of the polywrap, the haze property (property 2) does not apply.
- Only products listed as approved on the USPS RIBBS Web site (<http://ribbs.usps.gov>) may be used on flat-size mailpieces.

**Exhibit 1.6.1 Polywrap Specifications**

*[Revise the introductory sentence of renumbered exhibit 1.6.1 as follows:]*

Mailers who polywrap flats, except for saturation and high density carrier route pieces, must use polywrap that meets all of the properties in this exhibit.

\* \* \* \* \*

*[Delete renumbered 1.6.4, Polywrap on Mailpieces, in its entirety and redesignate renumbered 1.6.5 to new 1.6.4.]*

**1.6.4 Polywrap Certification Process for Manufacturers**

*[Revise the first sentence of the introductory paragraph in 1.6.4 as follows:]*

To ensure that all polywrap manufacturers use the same criteria, the Postal Service developed specification USPS-T-3204, *Test Procedures for Polywrap Films*. \*\*\*Manufacturers should follow this procedure before submitting the letter certifying compliance with the specifications:

*[Revise item a as follows:]*

- a. Test each film according to procedures listed in USPS-T-3204, *Test Procedures for Polywrap Films*.

\* \* \* \* \*

**1.7 Flat-Size Pieces Not Eligible for Flat-Size Prices**

*[Revise text of renumbered 1.7 as follows:]*

Mailpieces that do not meet the standards in 1.1 through 1.6 are not eligible for flat-size prices and must pay applicable prices as follows:

- a. First-Class Mail—parcel prices.

- b. Standard Mail—Not Flat-Machinable or parcel prices.

- c. Bound Printed Matter—parcel prices.

\* \* \* \* \*

**3.0 Physical Standards for Automation Flats**

\* \* \* \* \*

**3.2 Additional Criteria for Automation Flats****3.2.1 Shape and Size**

Each flat-size piece must be rectangular, except that flat-size mailpieces may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See Exhibit 1.1c. The following minimum and maximum dimensions apply to First-Class Mail, Standard Mail, Periodicals (except under 707.26.0), and Bound Printed Matter pieces:

\* \* \* \* \*

*[Revise item b as follows:]*

- b. Minimum length is 6 inches. Maximum length is 15 inches, except for polywrapped flats as allowed in 1.1.

\* \* \* \* \*

*[Renumber current 3.5 through 3.8 as new 3.4 through 3.7.]*

\* \* \* \* \*

— *Mailing Standards,  
Pricing, 7-30-09*

**DMM Revision: New Barcode Placement Standards for Automation Letters**

Effective August 3, 2009, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 202.5.3 and 507.9.8.1 to implement a more liberal barcode placement standard for mailers printing a barcode in the lower right corner of automation letters, barcoded carrier route letters, or Business Reply Mail® mailpieces. Mailers preparing courtesy reply mail or meter reply mail for enclosure within automation mailings may place barcodes on these pieces in accordance with this new standard.

In the past, mailers placing POSTNET™ or Intelligent Mail® barcodes in the lower right corner of automation and carrier route letters were required to place the barcode within an area between 3/16 inch and 7/16 inch from the bottom edge and between 3-1/2 inches and 4-1/4 from the right edge of the piece.

In response to requests from mailers, we will revise our standards to increase the upper limit of the allowable vertical placement for a POSTNET or an Intelligent Mail barcode placed in the lower right corner of an automation letter, carrier route letter, or Business Reply Mail mailpiece to 1/2 inch from the bottom of the mailpiece. This new standard will provide an additional 1/16 inch of vertical clearance for mailers choosing to print a barcode in the lower right of automation letters, carrier route letters, or Business Reply Mail mailpieces.

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

— *Mailing Standards,  
Pricing, 7-30-09*

## DMM Revision: Booklets: Sealing Letter-Sized Booklets Mailed at Automation Prices

On April 15, 2009, the Postal Service™ published a *Federal Register* final rule (74 FR 17399–17403) to reflect the construction and sealing of letter-sized booklets mailed at automation, presorted machinable or carrier route letter prices, effective September 8, 2009.

Also effective September 8, 2009, we are including the following additions to *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 201.3.15.4 to:

- Clarify tab placement on small letter-size booklets.
- Clarify construction of mailpieces with glued flaps.
- Add one booklet sealing option.

The *Federal Register* final rule may be read on Postal Explorer® at <http://pe.usps.com>; click *Federal Register Notices* in the left frame.

This article includes the complete DMM changes in the *Federal Register* notice, as well as the new additional standards and clarifications.

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

\* \* \* \* \*

#### **200 Commercial Letters and Cards**

#### **201 Physical Standards**

#### **1.0 Physical Standards for Machinable Letters and Cards**

#### **1.1 Physical Standards for Machinable Letters**

\* \* \* \* \*

##### **1.1.3 All Machinable Letters**

*[Revise text of 1.1.3 as follows:]*

All machinable letters must meet the standards for automation-compatible letters in 201.3.0.

\* \* \* \* \*

#### **3.0 Physical Standards for Machinable and Automation Letters and Cards**

#### **3.1 Basic Standards Automation Letters and Cards**

*[Revise text of 3.1 as follows:]*

Letters and cards claimed at any machinable, automation, or Standard Mail carrier route price must meet the standards in 3.0. Unless prepared as a folded self-mailer, booklet, or postcard under 3.14 through 3.16, each machinable or automation letter must be a sealed envelope (the preferred method) or, if unenveloped, must be sealed or glued completely along all four sides.

*[Delete current 3.4 through 3.6 in their entirety.]*

*[Renumber current 3.2 through 3.3 as new 3.3 through 3.4.]*

*[Add new 3.2 as follows:]*

### **3.2 Paper Weight**

Mailpieces should be constructed from high tear strength paper stock. All references in 3.0 to paper basis weight are for book-grade paper unless otherwise stated. The conversion table in Exhibit 3.2 provides a paper basis weight cross-reference.

#### **Exhibit 3.2 Paper Basis Weight Conversion Table**

NOTE:

Paper basis weight is based on the weight of 500 sheets of:  
25 x 38 inch sheets of book-grade paper,  
17 x 22 inch bond-grade paper,  
20 x 26 inch sheets of cover-grade paper,  
24 x 36 inch sheets of newsprint.

For example, if 500 sheets of book-grade paper weigh 39 pounds, the paper is considered 39-pound book paper.

Book Wt.	Bond Wt.	Cover Wt.	Newsprint Wt.
39	15	21	35
40	16	22	36
50	20	27	45
55	22	30	50
60	24	33	55
70	28	40	64
75	30	41	68
80	31	44	73
90	36	50	82
100	40	56	91
110	44	60	100
128	50	70	116

*[Revise heading and introductory text of renumbered 3.3 as follows:]*

### **3.3 Dimensions and Shape**

Each machinable or automation letter-sized piece must be rectangular (see 1.1.1) and must meet the following standards (see 3.15 for booklets):

\* \* \* \* \*

*[Add new 3.5 as follows:]*

### **3.5 Maximum Weight, Machinable and Automation Letters and Cards**

The following maximum weight limits apply:

- a. Booklets and folded self-mailers — 3 ounces.
- b. Machinable enveloped letters and cards — 3.3 ounces.
- c. Automation enveloped letters and cards — 3.5 ounces (see 3.6 for pieces over 3 ounces.)

[Renumber current 3.14.4 as new 3.6 and revise heading and text as follows:]

### 3.6 Heavy Letter Mail (over 3 ounces)

Heavy letter mail (letter-size pieces over 3 ounces) must be prepared in a sealed envelope, may not contain stiff enclosures, and must have an 11-digit delivery point POSTNET or an Intelligent Mail barcode with a routing code in the address block (see 202.5.0).

\* \* \* \* \*

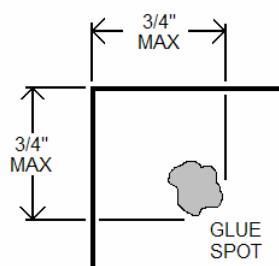
[Revise heading and text of 3.11 as follows:]

### 3.11 Tabs, Tape, and Glue

Tabs on booklets must be at least 1-1/2 inches in width. The tab placement standards in 3.15 are subject to 1/4-inch variance in either direction. Tabs may be made of opaque paper, translucent paper, vinyl, or plastic, and must not contain perforations. Cellophane tape may also be used as a closure. The following standards also apply:

- Translucent paper tabs should be made of paper with a minimum of 40-pound basis weight.
- Opaque paper tabs should be made of a minimum of 60-pound basis weight paper with a tear strength of at least 56 grams of force in the machine direction (MD) and 60 grams of force in the cross direction (CD).
- Tabs in the barcode clear zone must have a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink.
- Vinyl tabs and cellophane tape closures are not acceptable within the barcode clear zone.
- Tabs must be tight against the edge of the mailpiece. A maximum 1/16-inch overhang is recommended.
- Glue spots may be used in lieu of tabs and must be placed within 3/4 inch of the open edges (see Exhibit 201.3.11.f).

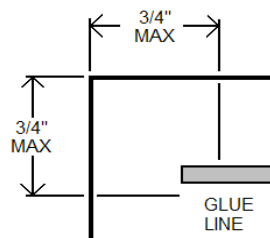
#### Exhibit 201.3.11.f Glue Spot Placement



- Continuous glue lines may be used as cover-to-cover seals and must be placed along the entire length of

the open edge and end no more than 3/4 inch from the open ends (see Exhibit 201.3.11.g).

#### Exhibit 201.3.11.g Glue Line Placement



\* \* \* \* \*

[Revise the title of 3.14 and restructure as follows:]

### 3.14 Folded Self-Mailers

[Renumber current 3.14.1 as new 3.14 and add new 3.14.1 as follows:]

#### 3.14.1 General

The standards in 3.14.2 for folded self-mailers are basic requirements.

[Renumber current 3.15 as new 3.17. Renumber current 3.14.2 as new 3.15 and revise as follows:]

### 3.15 Booklets

#### 3.15.1 Definition

Booklets must have a bound edge. Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together are considered booklets. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness.

#### 3.15.2 Paper

Booklet covers generally must be made with a minimum paper basis weight of 60 pounds or equivalent. Minimum basis weights are higher for some designs (see 3.15.4).

#### 3.15.3 Physical Standards for Booklets

Booklets must be:

- Height: not more than 6 inches or less than 3.5 inches high.
- Length: not more than 10.5 inches or less than 5 inches long. See Exhibit 3.15.4 for some booklet designs with shorter maximum lengths.
- Thickness: not more than 0.25 inch or less than 0.009 inch thick.



- d. Weight: not more than 3 ounces.
- e. Aspect ratio: within 1.3 to 2.5 (see 201.3.1).

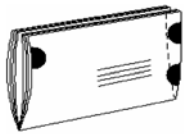


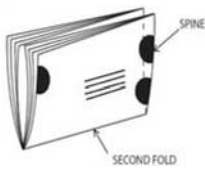
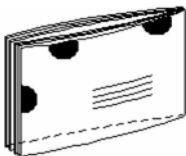
design of the mailpiece. Open edges can be sealed with tabs, glue lines, or glue spots. Tabs used as seals on small booklets (those between 3 1/2 and 5 inches high) may be placed closer to the top and bottom edges than shown in exhibit 3.15.4, and may overlap in some cases. See exhibit 3.15.4 for design and sealing standards.

**3.15.4 Booklet Design and Sealing**

[Revise text of 3.15.4 as follows:]

The position of the final fold and intermediate fold (or spine) for letter-sized booklets varies according to the specific

**Exhibit 3.15.4 Booklet Design**

If the spine or final fold is...		with length	cover stock	and sealing	then tab in these locations:	
Simple Spine		Spine or final fold on the bottom (longer) edge	5" to 9" long Over 9", up to 10.5" long	50-pound 60-pound	Three 1.5" nonperforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5" from the bottom edge. Position upper tabs within 1" from the top edge.
Simple Spine		Spine on bottom (longer) edge, extended front cover folded to create a nonperforated inner flap sealed within top (upper) edge	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched, with a continuous glue line along flap preferred, minimum 1" glue spots acceptable if placed within 3/4" of right and left edges.
Simple Spine		Spine on the bottom (longer) edge; cover extends no more than 1/2" beyond inner pages	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along the 1/2" cover overhang preferred, minimum 1" glue spots acceptable if placed within 3/4" of right and left edges.
Folded		Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge	5" to 10.5" long	40-pound	Three 1.5" nonperforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5" from the bottom edge. Position upper tabs within 1" from the top edge.
Oblong		Spine on the leading (shorter) edge	5" to 9" long Over 9", up to 10.5" long	60-pound 70-pound	Three 1.5" nonperforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1" from left and right edge. Position trailing tab in the middle.

\* \* \* \* \*

[Renumber current 3.14.3 as new 3.16.]

**IMM Revision: Size and Weight Limits for the Czech Republic**

Effective August 3, 2009, we are revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM<sup>®</sup>) in the following sections to reflect that the Czech Post has advised the Postal Service<sup>™</sup> to increase the size and weight limits for Express Mail International<sup>®</sup> and Priority Mail International<sup>™</sup> items sent to the Czech Republic.

Also, we are revising the language in 223.2 just to provide clarity.

**Mailing Standards of the United States Postal Service, International Mail Manual (IMM)**

\* \* \* \* \*

**2 Conditions for Mailing**

\* \* \* \* \*

**220 Express Mail International**

\* \* \* \* \*

**223 Physical Characteristics**

\* \* \* \* \*

**223.2 Dimensions**

*[Revise the section to read as follows:]*

Maximum size dimensions for Express Mail International service vary by country and are noted in the Individual Country Listings.

\* \* \* \* \*

**230 Priority Mail International**

\* \* \* \* \*

**236 Weight and Size Limits**

\* \* \* \* \*

**236.2 Size Limits**

\* \* \* \* \*

**236.23 Exceptional Size Limits**

The maximum size limit for rectangular-shaped parcels of 42 inches in maximum length and 79 inches in maximum length and girth combined applies to all countries except as follows:

\* \* \* \* \*

- b. Maximum length: 60 inches  
Maximum length and girth combined: 108 inches.

\* \* \* \* \*

*[In the list in item b, add "Czech Republic" in alphabetical order, between Belgium and Denmark.]*

\* \* \* \* \*

**Country Price Groups and Weight Limits**

\* \* \* \* \*

*[In the table, for the entry for the Czech Republic, revise the maximum weight limits for Express Mail International and Priority Mail International service so that the entry reads as follows:]*

Country	Global Express Guaranteed		Express Mail International		Priority Mail International 1		First-Class Mail International	
	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. 2 (ozs. / lbs.)
* * * * *								
Czech Republic	4	70	4	70	4	70	4	3.5 / 4
* * * * *								

\* \* \* \* \*

**Individual Country Listings**

\* \* \* \* \*

**Czech Republic**

**Country Conditions for Mailing**

\* \* \* \* \*

**Express Mail International (220)**

\* \* \* \* \*

**Size Limits (223.2)**

*[Revise the Express Mail International size limits for the Czech Republic as follows:]*

- Maximum length: 60 inches
- Maximum length and girth combined: 108 inches

\* \* \* \* \*

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

## IMM Revision: International Business Reply Service — Updates

Effective August 3, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) part 382 to provide five additional options and greater ease of use for mailers who use International Business Reply Service (IBRS).

With these enhanced revisions, mailers now have the following options:

1. Mailers may now use the Intelligent Mail® barcode (previously, the Postal Service authorized only the POSTNET™ barcode).
2. Mailers may now apply the barcode in the address block of the mailpiece (previously, the Postal Service authorized the barcode only in the barcode clear zone area).
3. Mailers may now use a minimum type size of 1/8-inch high in the business reply legend (previously, the Postal Service authorized a minimum type size of 3/16-inch high).

4. Mailers may now use “INT’L BUSINESS REPLY MAIL/REPOSE PAYEE” in the business reply legend (previously, the Postal Service authorized only “INTERNATIONAL BUSINESS REPLY MAIL/REPOSE PAYEE”).

5. Mailers may now use a minimum clearance of 1/2 inch between the left edge of the mailpiece and the delivery address (previously, the Postal Service required a minimum clearance of 1 inch).

The changes to the business reply legend will assist mailers in fitting the required markings on card-size and small letter-size mailpieces.

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

— *Mailing Standards,  
Pricing, 7-30-09*

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## IMM Revision: Update to Postal Service Contact When Reporting Postage Payment Anomalies

Effective August 3, 2009, the Postal Service™ is revising *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) section 784.2 and part 785.

U.S. exchange offices now must report postage payment anomalies, defined in IMM 780, to the executive director of International Postal Affairs, Postal Service Headquarters at the following address:

Executive Director, International Postal Affairs  
U.S. Postal Service  
1735 N. Lynn St., Ste. 6026  
Arlington, VA 22209-6111

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

— *Mailing Standards,  
Pricing, 7-30-09*

# Handbooks

## Handbook F-101 Revision: Repayment of Locally Adjudicated Claims

Effective immediately, Handbook F-101, *Field Accounting Procedures*, is revised to delete section 20-1.2.1, *Repayment of Locally Adjudicated Claims*, and to discontinue the use of Account Identifier Code (AIC) 249, *Recovered Indemnity Claims*. AIC 249 will be deactivated in the reporting systems and placed on the reserve list.

The article “Handbook F-101 Revision: Claims Processing” in *Postal Bulletin 22255* (3-26-09, pages 12–15) included new policy stating that Post Offices™ and postal retail units (PRUs) no longer adjudicate claims locally. Therefore, Post Offices and PRUs must no longer accept repayments for previously paid claims or use AIC 249.

Accounting Services adjudicates all claims and processes repayments of previously paid claims.

### Handbook F-101, *Field Accounting Procedures*

\* \* \* \* \*

#### 20 Payment Types

\* \* \* \* \*

#### 20-1 Customer Domestic Claims

##### 20-1.1 Overview

\* \* \* \* \*

*[Insert a new 3rd paragraph as follows:]*

PRUs do not process repayments for previously paid claims. Repayment instructions are provided in the letter mailed to the customer by Accounting Services. For questions related to claims, advise the customer to call the Accounting Help Desk (AHD) at 866-974-2733.

\* \* \* \* \*

### 20-1.2 Filing Domestic Claims

\* \* \* \* \*

*[Delete section 20-1.2.1 in its entirety.]*

\* \* \* \* \*

### Appendix A – Account Identifier Code/General Ledger Account Crosswalk

*[Replace AIC 249, Recovered Indemnity Claims, in the AIC table with the following:]*

AIC	Master Title	General Description	GLA	FPR	Revenue
249	Reserved	Reserved			N/A
* * * * *					

\* \* \* \* \*

We will incorporate these revisions into the next updated version of Handbook F-101 available on the Accounting website:

- Go to <http://blue.usps.gov/wps/portal/accounting>.
- Under “References”, click the *Handbook F-101, Field Accounting Procedures (FAP)* link.

The direct website address is [http://blue.usps.gov/accounting/\\_pdf/HandbookF-101.pdf](http://blue.usps.gov/accounting/_pdf/HandbookF-101.pdf).

— Accounting Policy, Controller, 7-30-09

## Publications

### Publication 223 Revision: Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog*, is revised to include current information for the items noted in this article. See Publication 223 for complete information.

**Note:** We have updated all the information for the handbooks in the “MS” series, including the new, revised, and obsoleted handbooks listed in this article.

Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available on the Internet at [www.usps.com/cpim/ftp/pubs/pub223.pdf](http://www.usps.com/cpim/ftp/pubs/pub223.pdf).

#### Correction

- PS 3811-V, *Certified Return Receipt Vending Form*.

#### New

- MI AS-300-2009-2, *Advertising Policy and Guidelines*.
- MOP FI-12-22-2008, *Policy Memo — Statistical Programs Letter #3, Fiscal Year (FY) 2009*.
- HBK MS-144-VOL-C, *Multiline Optical Character Reader (MLOCR-B), Input Subsystem (ISS), Parts Information*.
- HBK MS-144-VOL-D, *Multiline Optical Character Reader (MLOCR-A\*), Input Subsystem (ISS), Parts Information*.
- HBK MS-161-VOL-C, *Mail Processing Bar Code System Output Subsystem (MPBCS/OSS), Parts Information*.
- HBK MS-165-VOL-C, *Siemens SPBS-Feed System, Parts Information*.
- HBK MS-197-VOL-C, *Mailing Evaluation Readability Lookup Instrument (MERLIN), Parts Information*.
- HBK MS-202-VOL-E2, *Automated Package Processing System (APPS), Video Coding System (VCS), Parts Information*.
- HBK MS-224-VOL-B, *37pc Ink Jet Printer, Parts Information*.
- HBK MS-229-VOL-C, *Delivery Bar Code Sorter Phase 2, Parts Information*.
- HBK MS-229-VOL-D, *Delivery Bar Code Sorter Phase 3, Parts Information*.
- HBK MS-229-VOL-E, *Delivery Bar Code Sorter Phase 4, Parts Information*.
- HBK MS-229-VOL-F, *Delivery Bar Code Sorter Phase 5, Parts Information*.
- HBK MS-235-VOL-C, *Delivery Bar Code Sorter, Output Subsystem Phase 2 (DBCS/OSS 2), Parts Information*.
- HBK MS-235-VOL-D, *Delivery Bar Code Sorter, Output Subsystem Phase 3 (DBCS/OSS 3), Parts Information*.
- HBK MS-235-VOL-E, *Delivery Bar Code Sorter, Output Subsystem Phase 4 (DBCS/OSS 4), Parts Information*.
- HBK MS-235-VOL-F, *Delivery Bar Code Sorter, Output Subsystem Phase 5 (DBCS/OSS 5), Parts Information*.
- HBK MS-249-VOL-A, *Delivery Bar Code Sorter, Input/Output Subsystem C (DIOSS-C), Background Information*.
- HBK MS-249-VOL-B, *Delivery Bar Code Sorter, Input/Output Subsystem C (DIOSS-C), Maintenance Information*.
- HBK MS-249-VOL-C, *Delivery Bar Code Sorter, Input/Output Subsystem C (DIOSS-C), Parts Information*.
- HBK MS-250-VOL-A, *Delivery Bar Code Sorter, Input/Output Subsystem Type E Phases 2–5 (DIOSS-E 2–5), Background Information*.
- HBK MS-250-VOL-B, *Delivery Bar Code Sorter, Input/Output Subsystem Type E Phases 2–5 (DIOSS-E 2–5), Maintenance Information*.
- HBK MS-250-VOL-C, *Delivery Bar Code Sorter, Input/Output Subsystem Type E Phase 2 (DIOSS-E Ph 2), Parts Information*.
- HBK MS-250-VOL-D, *Delivery Bar Code Sorter, Input/Output Subsystem Type E Phase 3 (DIOSS-E Ph 3), Parts Information*.
- HBK MS-250-VOL-E, *Delivery Bar Code Sorter, Input/Output Subsystem Type E Phase 4 (DIOSS-E Ph 4), Parts Information*.
- HBK MS-250-VOL-F, *Delivery Bar Code Sorter, Input/Output Subsystem Type E Phase 5 (DIOSS-E Ph 5), Parts Information*.
- HBK MS-251-VOL-C, *Delivery Bar Code Sorter, Input/Output Subsystem B Phase 2 (DIOSS-B Ph 2), Parts Information*.
- HBK MS-251-VOL-D, *Delivery Bar Code Sorter, Input/Output Subsystem B Phase 3 (DIOSS-B Ph 3), Parts Information*.
- HBK MS-251-VOL-E, *Delivery Bar Code Sorter, Input/Output Subsystem B Phase 4 (DIOSS-B Ph 4), Parts Information*.

- HBK MS-251-VOL-F, *Delivery Bar Code Sorter, Input/Output Subsystem B Phase 5 (DIOSS-B Ph 5), Parts Information.*
- HBK MS-252-VOL-C, *Combined Input/Output Subsystem Type C Phase 2 (CROSS-C2), Parts Information.*
- HBK MS-252-VOL-D, *Combined Input/Output Subsystem Type C Phase 3 (CROSS-C3), Parts Information.*
- HBK MS-252-VOL-E, *Combined Input/Output Subsystem Type C Phase 4 (CROSS-C4), Parts Information.*
- HBK MS-252-VOL-F, *Combined Input/Output Subsystem Type C Phase 5 (CROSS-C5), Parts Information.*
- HBK MS-254-VOL-C, *Delivery Bar Code Sorter Phase 6 (DBCS-6), Parts Information.*
- HBK MS-261-VOL-B, *Ventilation and Filtration System (9000, 12000, 18000 CFM), Parts Information.*
- NOT 70-A, *Privacy Act Notice — Investigative and Verification Forms.*
- NOT 70-B, *Privacy Act Notice — OWCP Forms.*
- HBK MS-166-VOL-D, *Advanced Facer Canceler System-Optical Character Reader (AFCS-OCR), Parts Information.*
- HBK MS-178-VOL-B, *Automated Flats Sorting Machine (AFSM 100), Maintenance Information.*
- HBK MS-178-VOL-D, *Automated Flats Sorting Machine (AFSM 100), Parts Information.*
- HBK MS-178-VOL-G2, *Automated Flats Sorting Machine 100, Automatic Induction (AFSM-ai), Parts Information.*
- HBK MS-180-VOL-B, *Semi-Automatic Scan Where You Band (SASWYB), Parts Information.*
- HBK MS-192-VOL-A, *Robotic Containerization System (RCS), System Information.*
- HBK MS-192-VOL-B, *Robotic Containerization System (RCS), Maintenance Information.*
- HBK MS-192-VOL-C, *Robotic Containerization System (RCS), Reference Information.*
- HBK MS-192-VOL-D, *Robotic Containerization System (RCS), Parts Information.*
- HBK MS-196-VOL-D, *Singulate Scan Induction Unit (SSIU), Parts Information.*
- HBK MS-202-VOL-A, *Automated Package Processing System (APPS), System Information.*
- HBK MS-202-VOL-B, *Automated Package Processing System (APPS), Maintenance Information.*
- HBK MS-202-VOL-C, *Automated Package Processing System (APPS), Reference Information.*
- HBK MS-202-VOL-D, *Automated Package Processing System (APPS), Parts Information.*
- HBK MS-212, *Wide Field of View Camera (WFOV).*
- HBK MS-216-VOL-A, *Postal Automated Redirection System (PARS), System Information.*
- HBK MS-216-VOL-B, *Postal Automated Redirection System (PARS), Maintenance Information.*
- HBK MS-216-VOL-C, *Postal Automated Redirection System (PARS), Parts Information.*
- HBK MS-223, *Automatic Flats Tray Lidder (AFTL).*
- HBK MS-228-VOL-C, *Delivery Bar Code Sorter, Input/Output Subsystem D (DBCS/DIOSS-D), Parts Information.*
- HBK RE-1, *U.S. Postal Service Facilities Guide to Real Property Acquisitions and Related Services.*
- LAB 33, *Report Mail Theft, Tampering, or Vandalism of This Mailbox.*
- NOT 70, *Privacy Act Notice — Human Resources Forms.*

#### Revised

- HBK AS-707-F, *Contracting for Contract Postal Units.*
- HBK AS-805, *Information Security.*
- HBK DM-109, *Business Mail Entry.*
- HBK F-8, *General Classification of Accounts.*
- HBK M-32, *Management Operating Data System.*
- HBK MS-128-VOL-A, *Delivery Bar Code Sorter Phase 1 (DBCS-1), Background Information.*
- HBK MS-128-VOL-B, *Delivery Bar Code Sorter Phase 1 (DBCS-1), Maintenance Information.*
- HBK MS-128-VOL-C, *Delivery Bar Code Sorter Phase 1 (DBCS-1), Parts Information.*
- HBK MS-144-VOL-E, *Multiline Optical Character Reader (MLOCR-B), Input Subsystem (ISS), with Manual Mail Mod, Parts Information.*
- HBK MS-149-VOL-D, *Upgraded Flats Sorting Machine (UFSM 1000), Parts Information.*
- HBK MS-155-VOL-C, *Remote Bar Coding System (RBCS) Image Processing Subsystem B (IPSS-B), Parts Information.*
- HBK MS-166-VOL-B, *Advanced Facer Canceler System-Optical Character Reader (AFCS-OCR), Maintenance Information.*

- PUB 8B, *OneCode ACS Technical Guide*.
- PUB 28, *Postal Addressing Standards*.
- PUB 167-B, *Response Checklist for Suspicious Mail and Unknown Powders or Substances*.
- PUB 280, *Identity Theft*.
- PUB 431, *Post Office Box Service and Caller Service Fee Groups*.
- PUB 621, *PFS Guidebook for Employees: An Introduction to Premium Forwarding Service*.
- PS 292, *Headquarters Clearance Checklist*.
- PS 557, *Application for Reward*.
- PS 1357-IAQ, *Internal Address Quality Web Access Request*.
- PS 1608, *Emergency Salary Authorization*.
- PS 1902, *Justification for Billing Accounts Receivable*.
- PS 2488, *Authorization to Use or Disclose Protected Health Information*.
- PS 2856, *Damage Report of Insured Parcel and Contents*.
- PS 2976-A, *Customs Declarations and Dispatch Note — CP 72*.
- PS 3573, *Address Change Service Application — OneCode ACS*.
- PS 3602-G, *Postage Statement — Penalty Permit Imprint*.
- PS 3849, *Delivery Notice/Reminder/Receipt*.
- PS 5556, *CPU June 2009 Stamp Order Form*.
- PS 5640, *Online Express Mail Daily Log*.
- PS 6387, *Rural Money Order Transaction Application*.
- PS 8176, *Premium Forwarding Service (PFS) Application*.
- PS 8189, *RIBBS Web Access Request Form*.

## Obsolete

PSIN	Ed. Date	Title	Replaced By
HBK DM-709-A	6/05	Negotiated Service Agreements	N/A
HBK MS-84-VOL-A	3/94	Small Bar Code Sorter Model RA-9 (Bell & Howell), System Information	N/A
HBK MS-84-VOL-B	5/94	Small Bar Code Sorter Model RA-9 (Bell & Howell), Parts Information	N/A
HBK MS-130-VOL-D	10/04	Remote Bar Coding System (RBCS) Output Subsystem (OSS), Postal Automated Redirection System (PARS) Modification	N/A
HBK MS-144-VOL-AP-1	9/97	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Background Information	HBK MS-144-VOL-A
HBK MS-144-VOL-AP-2	9/97	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Background Information	HBK MS-144-VOL-A
HBK MS-144-VOL-AP-3	9/97	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Background Information	HBK MS-144-VOL-A
HBK MS-144-VOL-AP-4	9/97	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Background Information	HBK MS-144-VOL-A
HBK MS-144-VOL-BP-1	9/97	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Maintenance Information	HBK MS-144-VOL-B
HBK MS-144-VOL-BP-2	9/97	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Maintenance Information	HBK MS-144-VOL-B
HBK MS-144-VOL-CP-1	2/98	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Parts Information	HBK MS-144-VOL-C
HBK MS-144-VOL-CP-2	2/98	Multiline Optical Character Reader/Input Subsystem (MLOCR/ISS), Parts Information	HBK MS-144-VOL-C
HBK MS-144-VOL-DP-1	11/98	Multiline Optical Character Reader/Input Subsystem (MLOCR-A*/ISS), Parts Information	HBK MS-144-VOL-D
HBK MS-144-VOL-DP-2	11/98	Multiline Optical Character Reader/Input Subsystem (MLOCR-A*/ISS), Parts Information	HBK MS-144-VOL-D
HBK MS-147-VOL-C	5/98	Carrier Sequence Bar Code Sorter (CSBCS), Parts Information	HBK MS-147-VOL-D
HBK MS-149-CHG-1	4/98	Flats Sorting Machine (FSM 1000), Change 1	N/A
HBK MS-149-CHG-2	6/98	Flats Sorting Machine (FSM 1000), Change 2	N/A
HBK MS-154-CHG-1	6/97	Letter Mail Labeling Machine (LMLM) Series 400B, Change 1	N/A
HBK MS-162	6/97	Multiline Optical Character Reader Recognition Coprocessor	HBK MS-162-VOLS A-D
HBK MS-166-VOL-AP-1	12/98	Advanced Facer Canceler System Input Subsystem (AFCS-ISS), Background Information	HBK MS-166-VOL-A
HBK MS-166-VOL-AP-2	12/98	Advanced Facer Canceler System Input Subsystem (AFCS-ISS), Background Information	HBK MS-166-VOL-A
HBK MS-166-VOL-AP-3	12/98	Advanced Facer Canceler System Input Subsystem (AFCS-ISS), Background Information	HBK MS-166-VOL-A

PSIN	Ed. Date	Title	Replaced By
HBK MS-166-VOL-BP-1	3/98	Advanced Facer Canceler System Input Subsystem (AFCS-ISS), Maintenance Information	HBK MS-166-VOL-B
HBK MS-166-VOL-BP-2	3/98	Advanced Facer Canceler System Input Subsystem (AFCS-ISS), Maintenance Information	HBK MS-166-VOL-B
HBK MS-166-VOL-CP-1	1/99	AFCS-ISS, Parts, Wire Lists, and Schematics	HBK MS-166-VOL-C
HBK MS-166-VOL-CP-2	1/99	AFCS-ISS, Parts, Wire Lists, and Schematics	HBK MS-166-VOL-C
HBK MS-166-VOL-CP-3	1/99	AFCS-ISS, Parts, Wire Lists, and Schematics	HBK MS-166-VOL-C
HBK MS-178-CHG-1	12/02	Change 1 to MS-178 (TL-3)	N/A
HBK MS-186-VOL-BP-1	4/00	Delivery Bar Code Sorter IV W/Optical Character Reader (DIOSS), Parts Information	N/A
HBK MS-186-VOL-BP-2	4/00	Delivery Bar Code Sorter IV W/Optical Character Reader (DIOSS), Parts Information	N/A
HBK MS-186-VOL-BP-3	4/00	Delivery Bar Code Sorter IV W/Optical Character Reader (DIOSS), Parts Information	N/A
HBK MS-187-VOL-D	5/03	Delivery Bar Code Sorter 2 (DBCS-2), Parts Information	HBK MS-129-VOL-C
HBK MS-188-VOL-D	4/03	Delivery Bar Code Sorter 3 (DBCS-3), Parts Information	HBK MS-129-VOL-D
HBK MS-189-VOL-D	3/03	Delivery Bar Code Sorter 4 (DBCS-4), Parts Information	HBK MS-129-VOL-E
HBK MS-190-VOL-C	3/06	Delivery Bar Code Sorter Phase 5 (DBCS-5), Parts Information	HBK MS-129-VOL-F
HBK MS-190-VOL-CP-1	5/00	Delivery Bar Code Sorter Phase 5 (DBCS-5), Parts Information	N/A
HBK MS-190-VOL-CP-2	5/00	Delivery Bar Code Sorter Phase 5 (DBCS-5), Parts Information	N/A
HBK MS-190-VOL-CP-3	5/00	Delivery Bar Code Sorter Phase 5 (DBCS-5), Parts Information	N/A
HBK MS-191-VOL-D	10/04	Delivery Bar Code Sorter 5 Input/Output Subsystem (DBCS-5/DIOSS), Postal Automated Redirection System (PARS) Modification	N/A
HBK MS-207-VOL-A	9/02	Delivery Bar Code Sorter-Expanded Capability (DBCS-EC), Background Information	HBK MS-249-VOL-A
HBK MS-207-VOL-B	9/02	Delivery Bar Code Sorter-Expanded Capability (DBCS-EC), Maintenance Information	HBK MS-249-VOL-B
HBK MS-207-VOL-C	1/04	Delivery Bar Code Sorter-Expanded Capability (DBCS-EC), Parts Information	HBK MS-249-VOL-C
HBK MS-210-VOL-D	5/03	Delivery Bar Code Sorter 2, Output Subsystem (DBCS-2/OSS), Parts Information	HBK MS-235-VOL-C
HBK MS-213-VOL-D	10/02	Delivery Bar Code Sorter 4-Output Subsystem (DBCS 4-OSS), Parts Information	HBK MS-235-VOL-E
HBK MS-214-VOL-D	7/04	Combined Input/Output Subsystem (CLOSS), Parts Information	N/A
HBK MS-219-VOL-D	4/03	Delivery Bar Code Sorter 3, Output Subsystem (DBCS-3/OSS), Parts Information	HBK MS-235-VOL-D
HBK P-1	3/99	General Purchasing Concepts and Practices	N/A
PS 301	7/07	Civil False Claims Data Entry Form	N/A
PS 681	9/08	U.S. Postal Inspection Service Firearms Threat Management Score Sheet	N/A
PS 1067-S	7/87	Warning and Waiver of Rights (Spanish)	N/A
PS 1782	7/08	Training Request and Authorization	N/A
PS 2696	8/84	Informant Personal Data	N/A
PS 5500-A	7/89	Contract Route Irregularity Report	N/A
PS 8164	10/93	Search Warrant Inventory	N/A



## Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups

Effective July 30, 2009, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

### Publication 431, *Post Office Box Service and Caller Service Fee Groups*

\* \* \* \* \*

[Add the following entries:]

ZIP Code	Fee Group
16331	4
17127	5
17129	5
17177	5
28308	3
32143	5
60428	2
68368	5
78427	5
84092	5

[Delete the entries for the following ZIP™ Codes:]

ZIP Code
13675
29404
39440
51541
63962
66759
67734
68964
83814

\* \* \* \* \*

The online version of Publication 431 is dated January 31, 2008. Changes made after January 31, 2008, have been published in the *Postal Bulletin*, and are also reflected in WebBATS. Publication 431 is currently available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

- Go to <http://blue.usps.gov>.
- Under “Essential Links,” in the left-hand column, click *PolicyNet*.
- Click *PUBs*.

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

1. Go to the WebBATS main menu, and select *Reports*. The reports page opens.
2. Under the Clients/System column, System category, click *Facility Information*.
3. View the Fee Group field in the report.

— *Value Added and Special Services, Retail Products and Services, 7-30-09*

## Notices

### Revised Privacy Act Notice

Effective May 2009, Notice 70, *Privacy Act Notice — Human Resources Forms*, has been revised to include the addition of two new notices.

A Privacy Act notice is required whenever an agency collects personally identifiable information (PII) about individuals and that information is retrieved by name or other personal identifier. When the Postal Service™ collects and maintains PII from other government agency forms and the information is covered under a Postal Service system of records, the Postal Service is required to provide its own Privacy Act Notice. This requirement is met by providing Notice 70 with the other agency form.

Notice 70 has been revised and is now three separate notices: one notice for each primary functional area that uses other agency forms as follows:

- Notice 70, *Privacy Act Notice — Human Resources Benefits Forms*.
- Notice 70-A, *Privacy Act Notice — Investigative and Verification Forms*.
- Notice 70-B, *Privacy Act Notice — Office of Workers' Compensation Program Forms*.

You can order Notices 70, 70-A, and 70-B, from the Material Distribution Center (MDC) and use touch-tone order entry (TTOE): Call 800-273-1509.

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

Use the following information to order Notice 70:

**PSN:** NOT70  
**PSIN:** 7610-01-000-9670  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Bulk Pack Quantity:** N/A  
**Quick Pick Number:** 070  
**Price:** \$0.02  
**Edition Date:** 5/09

Use the following information to order Notice 70-A:

**PSN:** NOT70-A  
**PSIN:** 7610-12-000-7473  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Bulk Pack Quantity:** N/A  
**Quick Pick Number:** N/A  
**Price:** \$0.017  
**Edition Date:** 5/09

Use the following information to order Notice 70-B:

**PSN:** NOT70-B  
**PSIN:** 7610-12-000-7474  
**Unit of Measure:** EA  
**Minimum Order Quantity:** 1  
**Bulk Pack Quantity:** N/A  
**Quick Pick Number:** N/A  
**Price:** \$0.017  
**Edition Date:** 5/09

The notices are available on the Postal Service PolicyNet website (<http://blue.usps.gov/cpim>):

- Go to <http://blue.usps.gov>.
- Under “Essential Links,” in the left-hand column, click *PolicyNet*.
- Click *Notices*.

The May 2009 editions of these forms replace all previous editions. Prior editions of Notice 70 are obsolete and must be discarded.

— Privacy Office,  
 Consumer Advocate, 7-30-09

# Organization Information

## Finance

### Fiscal Year 2009 Closing Guidance: Message From the Controller

2009 has been a year of unprecedented financial challenge for the Postal Service™. Many of you have undertaken extraordinary efforts to control expenses. It is vital that we carry this effort through to the end of the fiscal year by tightly controlling discretionary activity. This does not mean curtailing business, but it does mean making prudent choices by deferring or eliminating noncritical activity, and purchasing goods or services throughout the year, rather than at the end of the fiscal year simply because there are available budget funds. Please encourage your contractors to bill us in a timely manner for goods received and services rendered, so we can properly recognize the expense before the end of the fiscal year. The following instructions will assist you, when appropriate, in helping the Postal Service close its financial books in a timely and efficient manner.

**Vincent DeVito**

Vice President, Controller

#### I. Instructions for Fiscal Year 2009 Closing

All organizations are requested to limit their expenditures to essential spending. Accordingly, all vice presidents should review discretionary spending to ensure the Postal Service attains its financial target for this fiscal year (FY).

The instructions and reporting dates in this *Postal Bulletin* supplement procedures followed during the normal monthly or quarterly reporting schedule.

#### II. Fiscal Year

The Postal Service prepares its annual reports on a government FY basis, which comprises 365 days (366 in leap years), always ending on September 30.

#### III. End of Year Processing Activities and Timelines, Contract Modifications, and Requisitions

Capital and Expense requisitions and requests for contract modifications will not be accepted by Supply Management after September 4.

Capital purchase card transactions will be accepted by Supply Management through September 14.

Also, organizations should limit capital commitments, particularly for Postal Service support equipment, to essential needs.

The schedule for Supply Management processing is as follows:

For requisitions received...	Funds are processed as follows...
On or before September 4, 2009	Supply Management will issue the required contract or modification for Accounting Services, San Mateo to process against FY 2009 funds.
After September 4, 2009	Supply Management will issue the required contract or modification for Accounting Services, San Mateo to process against FY 2010 funds.

Hardcopy paper commitment documents must be forwarded to Accounting Services, San Mateo no later than September 18.

Electronic files must be transmitted to Accounting Services as follows:

Send electronic files for...	To...	No later than...
Contract Authoring and Management System (CAMS)	San Mateo	September 30, 2009
Facilities capital commitments and expense payments	St. Louis	September 30, 2009

Appropriate receiving reports or certified invoices for goods and services received by September 30 must be forwarded to Accounting Services, San Mateo to be received no later than October 1.

**Note:**

1. Expedite processing of receiving reports and certified invoices, as these documents are used to charge expense to the proper FY.
2. Additionally, review contracts to ensure sufficient funds are available by September 18 to process invoices.
3. Supply Management will process all requisitions for the issuance of contracts against FY 2009 funds according to the following priorities:  
 Priority 1 — Capital commitment requisitions.  
 Priority 2 — Expense commitment requisitions.

**IV. Accruals**

## Year-end Closing:

1. Goods received and services rendered through September 30, 2009, will no longer be accrued at a field finance number level. Only invoices certified and received as indicated by the dates in Part V, Submission Schedules, below, by San Mateo by October 2, will be charged to FY 2009.

2. Headquarters ECM budget coordinators, Engineering coordinators, IT coordinators, and the Office of Inspector General (OIG) will be required to meet with Corporate Financial Reporting (CFR) to discuss amounts that need to be accrued for both capital and expense items. CFR will contact these organizations to schedule the meetings.

**V. Submission Schedules (Appendix)**

The table below delineates the schedule for submitting forms by required submission date.

Form #	Item	Submit By	Submit To	Received By Date
N/A	Back Pay Awards	All Offices	Eagan	3-Aug
PS 7381	Requisition for Supplies, Services, or Equipment	All Offices	Supply Management (HQ)	4-Sep
PS 1839	Payment Record for Carrier Drive-Out Agreements	Field Offices	Scanning & Imaging Ctr.	11-Sep
PS 1164-A	Claim for Reimbursement for Postal Supervisors (For Employee Business Expenses Only)	Field Offices	Scanning & Imaging Ctr.	11-Sep
N/A	E-Mail From Topeka KS Accountant to Add Inventory Items to Fixed Assets or CIP	Topeka, KS	San Mateo	11-Sep
Form 1233	Project Financial Change/Completion Report (To Add Site Prep Cost to an Existing Assets or CIP)	St. Louis	San Mateo	11-Sep
Form 969	Material Recycling and Disposal (Retirement)	Field Offices	San Mateo	18-Sep
Form 2880	Physical Inventory Certification/Adjustments (Retirement or Addition)	Field Offices	San Mateo	18-Sep
N/A	Commitments (CAMS) Through APEX-CAMS Print Process	Supply Management (HQ)	San Mateo	18-Sep
PS 8232	Payment for Personal Services Contracts	Field Offices	Scanning & Imaging Ctr.	21-Sep
N/A	Government Printing Office	Supply Management (HQ)	San Mateo	21-Sep
N/A	Health Nurse (COHN) Award	All Offices	Eawards	24-Sep
N/A	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	All Offices	Eawards	24-Sep
N/A	Individual EAS Recognition/Awards Program Authorization	All Offices	Eawards	24-Sep
N/A	EAS Team Recognition Authorization	All Offices	Eawards	24-Sep
RHD	Right-Hand Drive Vehicle Incentive Award	All Offices	Eawards	24-Sep
N/A	Inspection Service/Office of Inspector General Award Forms	Field Offices	Eagan	24-Sep
Form 8162	Capital Property Record	Field Offices	San Mateo	25-Sep
Spreadsheet Capitalization	Addition, Adjustment, Add-on, etc.	Program Managers Through HQ Payable	San Mateo	25-Sep
N/A	eTravel (Approving Official)	All Offices	St. Louis	25-Sep
N/A	eTravel (Receipts)	All Offices	Back Office	25-Sep
PS 4541	Order-Invoice for Vehicle Repair (Commercial Work Order)	Field Offices	Support VMF	25-Sep
PS 8049	Vehicle Hire Pay Adjustment	Field Offices	St. Louis	25-Sep
N/A	Vehicle Hire Payment Certification Reports	Field Offices	Support VMF	25-Sep
N/A	CTEL	Profitline	San Mateo	26-Sep
Form 4503	Vehicle Delivery Control Sheet	VMF	San Mateo	25-Sep
Form 4587	Request to Repair, Replace, or Dispose of Postal-Owned Vehicle	VMF	San Mateo	25-Sep
N/A	Tort Claims	All Offices	Scanning & Imaging Ctr.	25-Sep
PS 3637-G	Batch Header for Official Mail (Attach Supporting Documents)	Field Offices	Scanning & Imaging Ctr.	28-Sep
PS 8230	Authorization for Payment	All Offices	Scanning & Imaging Ctr.	28-Sep
PS 3533	Application for Refund of Fees, Products and Withdrawal of Customer Accounts	Field Offices	Scanning & Imaging Ctr.	28-Sep
SF 97	The U.S. Government Certificate of Release of a Motor Vehicle	Field Offices	San Mateo	25-Sep

Form #	Item	Submit By	Submit To	Received By Date
N/A	Government Travel Account (GTA)	St. Louis	St. Louis	29-Sep
N/A	Gasoline Credit Card (Fleet Card) Payment	U.S. Bank	San Mateo	25-Sep
N/A	IPAC (Inter-Agency Payment and Collection) Certified Invoices	Field Offices	San Mateo	29-Sep
PS 1902	Justification for Billing Accounts Receivable (Nonpayroll)	Field Offices	San Mateo	29-Sep
N/A	Telecommunications	Raleigh Network Operations	San Mateo	30-Sep
N/A	eBuy Utilities	All Offices	Ebuy Post/Certify Module	30-Sep
N/A	MDIMS – Material Distribution Mgmt. Sys. Invoices	Topeka, KS	San Mateo	30-Sep
N/A	NCMS – National Customer Mgmt. Sys. Invoices	Stamp Fulfillment Services	San Mateo	30-Sep
N/A	PCTS – Program Cost Tracking Sys. Invoices	PCTS Systems Administrator	San Mateo	30-Sep
N/A	UTIL – Energy Initiatives	Energy United/NISC	San Mateo	30-Sep
N/A	NTSP – National Transportation Services	Supply Management (HQ)	San Mateo	30-Sep
N/A	BPA Cover Sheets	All Offices	San Mateo	1-Oct
N/A	Capital and Expense Receiving Report	All Offices	San Mateo	1-Oct
N/A	Certified Invoices – Supplies and Services, Bulk Fuel and Oil Purchases, Motor Vehicle Parts, Nonmetered Heating Fuel	All Offices	San Mateo	1-Oct
PS 1129	Cashier Reimbursement Voucher and/or Accountability Report (Imprest Fund)	All Offices (Imprest)	San Mateo	1-Oct
N/A	Project Facility System	Facilities	St. Louis	1-Oct
N/A	Direct Vendor Delivery (DVD) and eBuy**	Topeka MDC	San Mateo	30-Sep
N/A	NSA – National Service Agreement Certified Invoices	Mgr. of Pricing Strategy	San Mateo	1-Oct
N/A	U.S. Bank VISA Accrual	U.S. Bank	San Mateo	2-Oct
N/A	Relocation Management Firm (RMF) Accruals	Accounting, (HQ)	HQ	3-Oct
N/A	Commercial Bank Reconciliations	U.S. Bank, J.P. Morgan Chase, and Citibank	Eagan	7-Oct

**\*\* Do not place orders for DVD or eBuy purchases from October 1 through October 3, 2009, except for critical needs.**

Address questions concerning these instructions to the appropriate Accounting Services location or Finance office indicated in the table above.

– Accounting Policy, Controller, 7-30-09

## Human Resources

### Thrift Savings Plan Enhancement Act of 2009

The Thrift Savings Plan (TSP) Enhancement Act of 2009, H. R. 1256, was signed into law and has a number of changes to the TSP. In particular, this law eliminates the waiting period for employees covered under the Federal Employees' Retirement System (FERS) to receive Agency Automatic (1%) and Agency Matching Contributions. These changes are effective August 1, 2009, and affect the following employees:

- (1) Newly hired or rehired FERS employees.
- (2) FERS employees who are currently employed and waiting until the second election period to become eligible for agency contributions (i.e., employees hired on or after December 1, 2008).

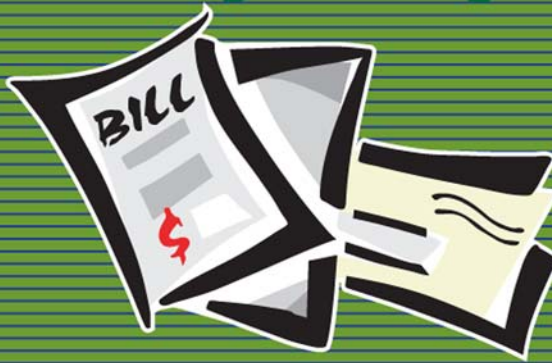
Both groups will be eligible for the Agency Automatic Contribution, and if the participant is contributing to TSP, he or she will be eligible for the associate Agency Matching Contributions.

– Compensation, Human Resources, 7-30-09

## ***DID YOU KNOW?***

**82% of Americans prefer their bills by mail so they have copies to keep.**

**Source:  
Envelope  
Manufacturers  
Association.**



# Pull-Out Information

## Fraud

### Withholding of Mail Orders

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

State, City ZIP Code	Names and Addresses Covered
MA, Hopkinton 01748-2600	Any and all of various names other than the names Yong Gao, Yongd Gao, Jingpang Ma, Tony Gao, Zijian Gao, And Cynthia Gao, 21 Tammer Lane
IL, Arlington Heights 60004-3103	Any and all of various names, 309 E Rand PMB 228
IL, Arlington Heights 60004-3103	Any and all of various names, 309 E Rand PMB 229
IL, Elk Grove Village 60007-3667	Any and all of various names, 836 S Arlington Heights PMB 144
IL, Elk Grove Village 60007-3667	Any and all of various names, 836 S Arlington Heights PMB 167
IL, Deer Park 60010-3732	Any and all of various names, 21720 W Long Grove PMB 213
IL, Deer Park 60010-3732	Any and all of various names, 21720 W Long Grove PMB 218
IL, Des Plaines 60016-6516	Any and all of various names, 1153 S Lee PMB 161
IL, Des Plaines 60016-6516	Any and all of various names, 1153 S Lee PMB 162
IL, Glenview 60025-1774	Any and all of various names, 2516 Waukegan PMB 126
IL, Glenview 60025-1774	Any and all of various names, 2516 Waukegan PMB 127
IL, Glenview 60025-1774	Any and all of various names, 2516 Waukegan PMB 216
IL, Glenview 60025-1774	Any and all of various names, 2516 Waukegan PMB 217
IL, Grayslake 60030-7817	Any and all of various names, 100 S Atkinson #116 PMB 125
IL, Grayslake 60030-7817	Any and all of various names, 100 S Atkinson #116 PMB 127
IL, Grayslake 60030-7817	Any and all of various names, 100 S Atkinson #116 PMB 197
IL, Grayslake 60030-7817	Any and all of various names, 100 S Atkinson #116 PMB 203
IL, Mt Prospect 60056-4025	Any and all of various names, 1749 Golf PMB 291
IL, Mt Prospect 60056-4025	Any and all of various names, 1749 Golf PMB 297
IL, Park Ridge 60068-3251	Any and all of various names, 310 Busse Hwy PMB 131
IL, Park Ridge 60068-3251	Any and all of various names, 310 Busse Hwy PMB 159
IL, Skokie 60077-2903	Any and all of various names, 4957 Oakton PMB 196
IL, Skokie 60077-2903	Any and all of various names, 4957 Oakton PMB 197
IL, Buffalo Grove 60089-1796	Any and all of various names, 113 McHenry PMB 116
IL, Buffalo Grove 60089-1796	Any and all of various names, 113 McHenry PMB 161
IL, Buffalo Grove 60089-1796	Any and all of various names, 113 McHenry PMB 164
IL, Buffalo Grove 60089-1796	Any and all of various names, 113 McHenry PMB 183
IL, Streamwood 60107-2366	Any and all of various names, 651 S Sutton PMB 117
IL, Streamwood 60107-2366	Any and all of various names, 651 S Sutton PMB 137
IL, Streamwood 60107-2366	Any and all of various names, 651 S Sutton PMB 140
IL, Streamwood 60107-2366	Any and all of various names, 651 S Sutton PMB 165
IL, Bloomingdale 60108-5606	Any and all of various names, 358 W Army Trail PMB 194
IL, Bloomingdale 60108-5606	Any and all of various names, 358 W Army Trail PMB 198
IL, Bloomingdale 60108-5606	Any and all of various names, 358 W Army Trail PMB 204
IL, Bloomingdale 60108-5606	Any and all of various names, 358 W Army Trail PMB 208
IL, Schaumburg 60194-4051	Any and all of various names, 1425 W Schaumburg PMB 176
IL, Schaumburg 60194-4051	Any and all of various names, 1425 W Schaumburg PMB 186
IL, Schaumburg 60194-4051	Any and all of various names, 1425 W Schaumburg PMB 207
IL, Schaumburg 60194-4051	Any and all of various names, 1425 W Schaumburg PMB 210
IL, Schaumburg 60194-4051	Any and all of various names, 1425 W Schaumburg PMB 217
IL, Evanston 60201-4421	Any and all of various names, 1555 Sherman PMB 127
IL, Evanston 60201-4421	Any and all of various names, 1555 Sherman PMB 128
IL, Evanston 60202-1506	Any and all of various names, 848 Dodge PMB 460
IL, Evanston 60202-1506	Any and all of various names, 848 Dodge PMB 462
IL, Homewood 60430-2804	Any and all of various names, 3011 W 183rd PMB 263
IL, Homewood 60430-2804	Any and all of various names, 3011 W 183rd PMB 274
IL, Naperville 60565-1294	Any and all of various names, 931 W 75th #137 PMB 122
IL, Naperville 60565-1294	Any and all of various names, 931 W 75th #137 PMB 127
IL, Naperville 60565-1294	Any and all of various names, 931 W 75th #137 PMB 231
IL, Naperville 60565-1294	Any and all of various names, 931 W 75th #137 PMB 242
IL, Chicago 60605-2000	Any and all of various names, 47 W Polk PMB 205
IL, Chicago 60605-2000	Any and all of various names, 47 W Polk PMB 211
IL, Chicago 60607-4380	Any and all of various names, 1137 W Taylor PMB 158

<b>State, City ZIP Code</b>	<b>Names and Addresses Covered</b>
IL, Chicago 60607-4380	Any and all of various names, 1137 W Taylor PMB 159
IL, Chicago 60610-4583	Any and all of various names, 446 N Wells PMB 214
IL, Chicago 60610-4583	Any and all of various names, 446 N Wells PMB 215
IL, Chicago 60614-4370	Any and all of various names, 858 W Armitage PMB 161
IL, Chicago 60614-4370	Any and all of various names, 858 W Armitage PMB 180
IL, Chicago 60614-4370	Any and all of various names, 858 W Armitage PMB 184
IL, Chicago 60614-4370	Any and all of various names, 858 W Armitage PMB 227
IL, Chicago 60614-4370	Any and all of various names, 858 W Armitage PMB 363
IL, Chicago 60614-4370	Any and all of various names, 858 W Armitage PMB 387
IL, Chicago 60618-3038	Any and all of various names, 4064 Lincoln PMB 117
IL, Chicago 60618-3038	Any and all of various names, 4064 Lincoln PMB 120
IL, Chicago 60618-3038	Any and all of various names, 4064 Lincoln PMB 136
IL, Chicago 60646-3728	Any and all of various names, 6348 N Milwaukee PMB 109
IL, Chicago 60646-3728	Any and all of various names, 6348 N Milwaukee PMB 129
IL, Chicago 60646-3728	Any and all of various names, 6348 N Milwaukee PMB 301
IL, Chicago 60646-3728	Any and all of various names, 6348 N Milwaukee PMB 315
IL, Chicago 60656-4239	Any and all of various names, 4740 N Cumberland PMB 134
IL, Chicago 60656-4239	Any and all of various names, 4740 N Cumberland PMB 137
IL, Chicago 60656-4239	Any and all of various names, 4740 N Cumberland PMB 261
IL, Chicago 60656-4239	Any and all of various names, 4740 N Cumberland PMB 262

— Judicial Officer, 7-30-09







571111	601063	685300	770267	774059	816004	891270	914009	921942	928530	945381	958969	982363
571112	601346	<b>701250</b>	770328	774066	816208	891534	915145	922360	928535	945411	967234	982384
571114	601426	705061	770335	774067	820157	891598	915328	924113	928536	945474	968258	982403
571123	605051	722095	770359	775050	820304	891769	915431	924115	928547	945497	968263	982500
572004	605971	722211	770440	775051	826136	891869	915684	924314	928548	945502	968483	982521
572005	606191	722235	770444	775366	833125	891899	917088	924523	928875	945510	968742	982565
572017	606501	722257	770496	777024	833227	891956	917274	925218	931108	945527	968860	983042
573009	607984	722259	770548	778372	834073	<b>900407</b>	917480	926001	931244	945647	969042	983111
573017	608026	730793	770587	778377	834091	900486	917509	926064	931344	946389	969070	984193
573043	608281	731012	770658	782126	840048	900505	917526	926084	932013	946539	969093	985054
574002	608476	731015	770659	787072	843001	900525	917533	926158	935281	948137	969126	995076
574003	608532	731407	770677	787166	844233	900739	917570	926179	937493	948212	969178	995353
574022	611206	731613	770733	787713	846221	902442	917597	926197	937788	948320	969202	995504
574033	613143	740763	770799	787887	850956	902848	917621	926213	940039	948485	970335	995549
575076	652310	741991	770896	793011	852426	902891	917622	926219	940054	948635	970442	995563
577061	656108	744023	771010	793043	853183	902903	917630	926312	940277	948669	970851	995682
577082	657117	749152	771056	<b>800150</b>	853207	904196	917649	926330	940479	948682	970897	995782
577083	660095	752086	771061	801445	853576	904664	918330	926338	940580	948739	970931	998167
581026	660228	752136	771459	801553	853789	906124	918417	926340	940752	948749	970971	998507
585202	662180	752182	771564	801589	853820	906405	918589	926386	940856	948787	971040	
<b>600051</b>	662339	752191	771579	802439	853849	906949	920061	926423	941064	948816	972964	
600107	662655	752497	771781	802496	853854	907320	920148	926457	941236	949115	973310	
600140	666070	752969	771875	802756	853859	907436	921133	926784	941548	950715	980138	
600170	666305	757078	771977	802928	853928	907487	921305	927239	941595	950933	980316	
600489	671011	757554	772412	802993	853936	908102	921355	927336	941669	951143	980652	
600843	672039	760503	773419	804044	856280	911210	921390	927343	941697	953245	980823	
600862	681001	761030	774033	804265	871486	911217	921690	928493	941799	958116	981972	
600876	681221	761262	774047	805010	891206	912005	921779	928520	945252	958130	982090	
600935	681620	761408	774050	811063	891227	913003	921888	928527	945298	958161	982208	
601001	681663	770254	774053	812040	891240	913006	921890	928529	945313	958178	982347	

— Product Information Requirements, Business Mail Entry & Payment Technologies, 7-30-09

## 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.

<b>010 504 1932 to 1999</b>	043 129 1968 to 1997	083 784 8886 to 8899	362 861 3064 to 3099
011 582 1889 to 1899	043 205 5922 to 5999	083 913 6915 to 6999	<b>373 006 2176 to 2199</b>
011 588 2900 to 3099	044 087 3457 to 3499	084 478 3920 to 3999	374 768 2600 to 2699
012 579 5675 to 5699	044 087 4000 to 4099	086 000 8271 to 8299	375 169 4400 to 4599
013 289 6176 to 6199	045 524 4121 to 4298	086 798 3840 to 3849	375 829 3400 to 3499
013 610 0014 to 0099	046 800 9870 to 9899	088 404 4472 to 4499	375 851 9100 to 9199
014 932 1000 to 1099	047 352 4000 to 4099	088 404 5584 to 5699	376 196 0911 to 0999
014 972 0800 to 0899	048 383 7650 to 7659	088 757 8688 to 8699	378 085 3679 to 3699
015 363 0065 to 0099	048 396 3647 to 3699	088 757 9400 to 9499	378 351 1063 to 1099
017 028 3200 to 3299	<b>051 142 0755 to 0799</b>	089 358 2248 to 2257	379 843 5100 to 5199
018 569 5333 to 5399	051 774 8857 to 8899	<b>093 106 9346 to 9355</b>	<b>380 093 9600 to 9699</b>
018 986 5264 to 5299	051 781 2875 to 2885	093 203 0500 to 0599	380 165 1165 to 1199
019 518 2814 to 2899	051 977 7010 to 7023	093 684 3630 to 3699	381 325 4500 to 4599
<b>020 698 5159 to 5199</b>	052 058 7115 to 7199	094 081 5074 to 5099	381 604 2510 to 2699
020 844 7307 to 7399	054 450 1130 to 1167	094 216 2555 to 2599	381 645 9525 to 9599
020 972 8948 to 8999	057 670 0563 to 0599	094 580 7062 to 7099	383 314 3968 to 3999
022 021 9110 to 9181	058 187 3836 to 3899	094 639 4200 to 4299	383 892 1000 to 1344
022 037 1411 to 1499	058 523 3003 to 3099	095 070 7186 to 7199	383 892 1382 to 1399
022 527 9201 to 9210	058 591 1153 to 1299	095 076 8300 to 8399	384 925 3641 to 3654
023 637 7169 to 7199	058 895 3746 to 3799	095 354 6864 to 6899	385 568 2331 to 2399
024 380 4100 to 4199	059 986 0814 to 0899	097 224 1350 to 1599	385 599 7554 to 7575
024 496 6870 to 6896	<b>060 406 7650 to 7699</b>	<b>100 160 3800 to 3899</b>	385 774 2024 to 2099
025 092 0987 to 0999	063 491 8122 to 8199	104 667 6400 to 6499	386 624 1412 to 1599
025 369 5535 to 5599	063 916 9968 to 9999	104 876 8937 to 8999	386 883 8936 to 8999
025 729 1151 to 1199	064 091 4500 to 4599	<b>112 049 4413 to 4499</b>	387 314 5574 to 5599
025 729 1643 to 1799	065 170 0471 to 0499	112 870 9765 to 9799	387 837 6300 to 6399
026 492 3180 to 3199	065 255 7909 to 7999	114 402 3850 to 3899	388 828 0656 to 0699
027 361 0430 to 0499	065 392 6345 to 6399	114 866 5368 to 5397	389 696 2400 to 2799
027 369 4482 to 4495	066 099 2014 to 2099	116 154 2800 to 2899	389 846 3104 to 3135
027 671 8762 to 8776	066 648 2880 to 2899	116 986 4400 to 4499	389 846 3145 to 3195
027 787 9886 to 9899	066 787 3639 to 3699	117 175 1647 to 5169	389 887 9211 to 9230
027 965 9487 to 9499	066 845 7500 to 9999	117 951 4687 to 4699	389 887 9234 to 9299
028 100 8069 to 8099	067 093 3869 to 3899	117 951 5200 to 5299	<b>390 001 3182 to 3199</b>
028 191 1852 to 1999	068 895 0334 to 0399	119 815 8961 to 6199	390 001 3500 to 3699
028 850 3000 to 3199	<b>070 724 4488 to 4499</b>	119 850 7400 to 7499	390 545 5974 to 5999
029 510 1500 to 1599	070 841 9181 to 9199	119 850 7700 to 7999	391 104 6146 to 6199
<b>030 687 0903 to 0999</b>	070 844 2546 to 2599	<b>121 634 0460 to 0499</b>	391 574 1466 to 1499
030 701 3442 to 3499	070 916 1340 to 1399	122 451 9879 to 9899	391 783 3020 to 3599
031 077 4507 to 4799	071 047 5768 to 5799	124 916 0304 to 0499	391 792 6100 to 6199
032 295 7500 to 9999	071 179 9800 to 9899	126 423 0136 to 0169	392 668 2956 to 2999
034 394 1000 to 1099	071 386 3682 to 3699	<b>160 901 2254 to 2299</b>	392 854 8500 to 8899
034 943 0400 to 0799	071 507 6840 to 6899	161 103 6581 to 6599	393 584 7566 to 7699
035 035 4337 to 4399	072 045 9641 to 9699	166 101 1433 to 1499	393 650 0074 to 0099
037 706 9578 to 9599	072 675 8287 to 8299	<b>210 221 0548 to 0599</b>	393 838 8316 to 8499
037 805 3677 to 3699	077 617 5481 to 5499	<b>227 275 9400 to 9999</b>	393 893 6007 to 6099
037 909 5490 to 5499	077 999 4001 to 4090	<b>273 070 8059 to 8099</b>	394 126 6907 to 6999
037 931 4660 to 4699	078 174 4475 to 4499	273 775 7700 to 7899	394 189 0405 to 0599
039 145 6521 to 6595	078 219 4931 to 4999	<b>302 000 0000 to 9999</b>	394 822 3243 to 3278
<b>040 024 3901 to 3999</b>	078 250 4756 to 4799	<b>349 746 2056 to 2099</b>	394 990 1810 to 1899
040 674 7100 to 7199	078 823 8312 to 8399	<b>350 518 7350 to 7374</b>	395 343 3264 to 3299
040 688 8816 to 8899	079 374 0300 to 2499	<b>360 011 1690 to 1699</b>	395 373 3035 to 3099
041 299 6752 to 6799	079 807 2342 to 2399	360 168 6008 to 6099	395 396 9649 to 9799
041 623 8889 to 8899	<b>082 721 0228 to 0254</b>	360 173 8800 to 8899	395 970 3240 to 3299
041 803 6565 to 6599	083 140 5000 to 7499	360 324 2326 to 2399	397 622 4054 to 4099

397 819 8902 to 8999	417 930 9533 to 9599	<b>440 698 1947 to 1999</b>	459 472 4816 to 4999
398 149 7200 to 7699	418 164 6500 to 6799	440 858 6300 to 6399	<b>460 349 6878 to 6899</b>
399 070 0872 to 0899	418 423 9863 to 9899	440 858 6420 to 7299	460 550 1909 to 1999
399 156 7119 to 7199	418 633 5922 to 5999	441 199 1655 to 1699	460 997 5234 to 5299
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<b>400 427 1051 to 1999</b>	<b>420 277 0015 to 0049</b>	444 390 1667 to 1699	463 011 5529 to 5540
401 045 1505 to 1549	420 599 0734 to 0798	444 457 3854 to 3899	463 176 4115 to 4199
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401 382 5312 to 5399	420 969 3973 to 3999	450 620 3077 to 3099	463 414 4869 to 4899
402 578 7876 to 7899	421 116 3565 to 3599	450 620 3135 to 3199	463 808 3484 to 3499
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403 280 6470 to 6499	421 364 5537 to 5599	451 109 2967 to 2984	464 711 4332 to 4399
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407 545 1557 to 1599	425 418 4269 to 4299	453 650 1140 to 1199	469 678 1900 to 1999
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414 193 3677 to 3699	435 303 1986 to 1999	458 337 5222 to 5299	475 875 2500 to 2599
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414 640 0757 to 0799	436 082 6400 to 6899	458 671 8678 to 8699	476 189 3000 to 3499
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417 387 6532 to 6599	437 427 0500 to 3499	459 274 7624 to 7699	477 681 5206 to 5299
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483 363 7207 to 7299	<b>600 645 3223 to 3299</b>	621 648 8021 to 8199	641 877 3310 to 3399
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494 224 0500 to 0599	612 751 6268 to 6299	637 562 5828 to 5899	650 130 3400 to 3599
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855 001 6204 to 6249	870 691 7060 to 7099	911 508 1620 to 1799	924 252 1400 to 1499
855 319 9364 to 9399	872 028 4850 to 4899	911 509 9310 to 9399	924 533 0711 to 0799
855 361 3390 to 3399	872 029 9306 to 9399	911 523 3000 to 3999	924 533 2343 to 2399
856 226 0490 to 0499	872 078 3709 to 3799	912 057 9922 to 9999	924 533 2428 to 2499
856 656 5800 to 5999	872 100 0445 to 0459	912 882 0563 to 0899	924 685 1957 to 1999
856 752 0200 to 0299	<b>900 556 4178 to 4199</b>	913 605 2218 to 2299	924 946 6300 to 6699
857 111 1352 to 1399	900 845 0044 to 0099	913 709 2429 to 2499	925 333 5900 to 6099
857 279 3450 to 3499	900 936 0217 to 0299	913 818 3501 to 3999	925 336 2300 to 2399
857 843 4000 to 4099	900 936 0435 to 0499	914 063 4300 to 4399	926 432 5907 to 5999
858 124 7644 to 7699	901 058 5255 to 5280	914 346 7621 to 7644	926 436 3600 to 3699
858 756 3111 to 3299	901 273 1082 to 1099	914 453 1366 to 1399	927 765 6257 to 6299
859 063 8200 to 8699	901 287 5143 to 5199	914 529 6185 to 6299	928 197 8100 to 8199
859 190 0600 to 0644	901 291 2789 to 2799	914 896 4658 to 4699	928 197 8283 to 8299
859 437 5538 to 5599	901 525 7122 to 7199	915 187 8774 to 8779	928 856 2059 to 2068
859 811 2888 to 2899	902 089 1253 to 1299	915 300 2783 to 2799	<b>930 219 1722 to 1799</b>
859 855 8873 to 8999	902 198 9769 to 9799	915 546 6822 to 6999	930 335 7810 to 7819
<b>860 240 8520 to 8599</b>	902 948 1269 to 1299	915 646 5183 to 5199	931 097 9259 to 9299
860 275 3900 to 3999	902 985 0833 to 0899	915 671 3963 to 3980	931 156 1502 to 1579
860 518 9629 to 9699	903 370 6934 to 6999	915 671 3982 to 3999	931 156 1600 to 1625
860 600 0021 to 0999	904 600 6523 to 6599	915 675 2217 to 2299	931 156 1671 to 1699
861 158 2350 to 2599	904 892 0378 to 0399	916 440 3377 to 3399	932 506 6400 to 6599
861 367 5400 to 5499	904 892 0648 to 1299	916 670 6352 to 6399	932 732 1796 to 1799
861 637 6010 to 6099	905 056 2216 to 2299	916 682 5300 to 5399	932 827 9026 to 9099
861 979 7292 to 7499	905 510 6647 to 6799	916 694 1414 to 1499	932 957 2300 to 2399
862 216 6100 to 6199	905 510 6900 to 7099	916 703 0802 to 0821	933 060 6160 to 6189
862 263 9213 to 9299	905 794 0000 to 0199	917 089 0709 to 0799	933 387 2541 to 2561
862 271 0800 to 0999	905 794 0288 to 0299	917 089 0842 to 0899	933 760 3609 to 4199
862 271 5000 to 5099	905 873 6900 to 6999	917 216 2928 to 2999	933 894 0928 to 0999
863 871 5138 to 5199	905 873 7100 to 7299	917 370 6300 to 6499	934 018 2729 to 2741
863 949 5300 to 5399	905 880 8900 to 8999	917 486 4900 to 4999	934 180 0300 to 0399
864 088 8200 to 8299	905 889 7100 to 7199	918 460 0602 to 0699	934 236 3954 to 3999
864 426 3972 to 3999	906 158 1508 to 1599	918 951 7231 to 7299	934 622 8717 to 8999
864 520 6117 to 6136	906 558 8812 to 8899	919 519 2786 to 2799	935 216 0312 to 0399
865 151 0526 to 0599	906 982 2214 to 2299	919 536 0770 to 0799	935 843 2202 to 2247
865 500 4034 to 4099	907 725 8500 to 8599	919 814 3095 to 3199	936 024 8889 to 8899
865 883 6082 to 6099	907 815 0216 to 0257	919 915 2774 to 2787	936 339 4455 to 4499
866 004 3000 to 3999	908 622 4225 to 4235	<b>920 155 4662 to 4687</b>	
866 442 4100 to 4899	908 936 9254 to 9299	920 309 9039 to 9199	
867 366 9108 to 9118	909 066 4494 to 7499	920 771 5321 to 5399	







819 928 441	to	8 650	822 703 442	to	3 470	825 472 171	to	2 200	828 441 602	to	1 630
<b>820 034 406</b>	<b>to</b>	<b>4 430</b>	822 900 991	to	1 020	826 042 898	to	2 920	828 539 316	to	9 340
820 070 761	to	1 540	822 925 951	to	6 100	826 226 644	to	6 670	828 732 331	to	2 390
820 191 342	to	1 360	823 284 931	to	4 990	826 582 951	to	3 430	828 830 952	to	0 963
820 274 856	to	4 880	823 293 031	to	3 210	826 720 201	to	0 230	828 939 781	to	0 050
820 600 171	to	0 230	823 556 011	to	6 100	827 005 671	to	5 830	829 002 721	to	2 870
821 172 241	to	2 360	824 078 341	to	8 370	827 287 861	to	7 950	829 005 301	to	5 540
821 229 661	to	9 720	824 156 325	to	6 340	827 291 502	to	1 520	829 080 241	to	0 330
821 229 743	to	9 780	824 511 252	to	1 270	827 575 381	to	5 470	829 176 841	to	6 930
821 903 731	to	3 910	824 588 281	to	8 370	827 609 085	to	9 100			
821 927 841	to	7 850	825 140 397	to	0 460	827 883 511	to	3 600			
822 505 801	to	5 830	825 409 651	to	9 680	828 160 441	to	0 530			

— Criminal Investigations Group, Postal Inspection Service, 7-30-09

## Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
  - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
  - When held to the light, a dark line (security thread) runs from top to bottom with the word “USPS” repeated.
  - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at <http://www.usps.com/missingmoneyorders/security.htm>.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

— *Value Added and Special Services,  
Retail Products and Services, 7-30-09*

## Counterfeit Canadian Money Order Forms

### Do Not Cash

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

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

— *Criminal Investigations Group,  
Postal Inspection Service, 7-30-09*

## Toll-Free Number Available to Verify Canadian Money Orders

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

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

— *Criminal Investigations Group,  
Postal Inspection Service, 7-30-09*

***DID YOU KNOW?***

**School is out.  
Watch out for  
children when  
driving.**



## Other Information

### Overseas Military/Diplomatic Mail

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

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO/DPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1600 ET.**

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

The entries under “Changes” appear in bold in the APO/FPO/DPO table starting below.

### Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09036	Close	Immediately	
APO AE 09110	Close	Immediately	
APO AE 09175	Close	Immediately	
APO AE 09185	Close	Immediately	
APO AE 09212	Close	Immediately	
APO AE 09262	Close	Immediately	
APO AE 09380	Open	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09382	Open	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09383	Open	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09798	Open	Immediately	A1-B-B1-C-D-L-U-V
FPO AP 96313	Close	Immediately	

We have eliminated “Not Active” entries from the table below to save space and paper.

### APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09001	A1-B-B1-C-D-U	09053	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U
09002	A1-B-B1-C-D-U	09054	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U
09003	A1-B-B1-C-D-P-U	09055	A1-B-B1-C-D-F-R-R1-U-V	09103	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-P-U
09004	A1-B-B1-C-D-U	09056	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-F1-R-U	09213	A1-B-B1-C-D-F1-R-U
09005	A1-B-B1-C-D-P-U	09058	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-F1-R-U
09006	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-F1-R-U	09114	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U
09008	A-A1-B-B1-C-D-P-U	09063	A1-B-B1-C-D-L-U	09123	A1-B-B1-C-D-F1-R-U	09229	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-F1-R-U	09067	A1-B-B1-C-D-U	09126	A1-B-B1-C-D-F-F1-P-R	09237	A1-B-B1-C-D-U-V
09011	A1-B-B1-C-D-U	09068	A1-B-B1-C-D-U-Z1	09128	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-F-F1-R-U	09069	A-A1-B-B1-C-D-U-V	09131	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-F-F1-U-Z1	09075	A1-B-B1-C-D-U	09136	A1-B-B1-C-D-F1-R	09261	A1-B-B1-C-D-F1-R-U-V
09014	A1-B-B1-C-D-U	09079	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-F1-R-U	09263	A1-B-B1-C-D-U
09020	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-F1-R-U	09138	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-F1-R-U	09081	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-F1-N-R-U
09028	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09088	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-F-F1-P-R-U	09267	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-P-U	09143	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09038	A1-B-B1-C-D-U	09092	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1
09042	A1-B-B1-C-D-U	09094	A1-B-B1-C-D-F-F1-P-R	09166	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1
09046	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U		
09049	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U		
09051	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U		

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09305	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	<b>09383</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	09565	A1-B-B1-F-F1-R-R1-V
09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-M-R-V	09566	A1-B-B1-F-F1-R-R1-V
09307	A1-B-B1-N-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F-H1-M-R-V	09567	A1-B-B1-V-V1
09308	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-M-R-V	09568	A1-B-B1-V
09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09569	A1-B-B1-F-F1-R-R1-V
09310	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09570	A1-B-B1-F-F1-R-R1-V
09311	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09573	A1-B-B1-F-F1-R-R1-V
09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09402	A-A1-B1-C-F-R-R1-U3-W	09574	A1-B-B1-F-F1-R-R1-V
09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U	09575	A1-B-B1-F-F1-R-R1-V-V1
09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-R-U	09576	A1-B-B1-F-F1-R-R1-V
09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09360	A1-B-B1-V	09447	A1-B-B1-C-C1-R-U-V	09577	A1-B-B1-V
09316	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-R-U-V	09578	A1-B-B1-F-F1-R-R1-V
09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09362	A-A1-B1-C1-E2-F-H1-R-V-Z1	09456	A1-B-B1-C-C1-H-H1-M-R-Z1	09579	A1-B-B1-F-F1-R-R1-V
09318	A-A1-B-B1-C1-F-F1-M-N-V-V1-Z-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-R-U	09581	A1-B-B1-F-F1-R-R1-V
09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09364	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09461	A1-B-B1-C-C1-F-F1-P-R-U	09582	A1-B-B1-F-F1-R-R1-V
09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09463	A1-B-B1-C-C1-R-U	09582	A1-B-B1-F-F1-R-R1-V
09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09464	A1-B-B1-C-C1-R-U	09586	A1-B-B1-F-F1-R-R1-V
09324	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09367	A-A1-B-B1-C1-E2-F-H1-M-R-V	09468	A1-B-B1-C-C1-R-U	09587	A1-B-B1-F-F1-R-R1-V
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09369	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09469	A1-B-B1-C-C1-R-U	09588	A1-B-B1-V-V1
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F-H1-M-R-V	09470	A1-B-B1-C-C1-R-U	09589	A1-B-B1-V-V1
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-M-R-V	09494	A1-B-B1-C-C1-R-U	09590	A1-B-B1-V
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09496	A1-B-B1-C-C1-R-U-V	09591	A1-B-B1-V-V1
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09498	A1-B-B1-C-C1-F-F1-F2-N-R-R1-T-U-V-Z1	09593	A1-B-B1-V
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-N-R-V-Z1	09501	A1-B-B1-V-V1	09594	A1-B-B1-V-V1
09336	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-V-Z1	09502	A1-B-B1-V	09596	A1-B-B1-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09503	A1-B-B1-V	09599	A1-B-B1-F-F1-R-R1-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	09504	A1-B-B1-V-V1	09601	A1-B-B1-C-F-F1-R-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09505	A1-B-B1-V-V1	09602	A1-B-B1-C-F-F1-N-R-U
09340	A-A1-B-B1-C1-F-R-V	<b>09380</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	09506	A1-B-B1-V-V1	09603	A1-B-B1-C-F-F1-R-U
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09507	A1-B-B1-V-V1	09604	A1-B-B1-C-F-F1-P-R-U
09343	A-A1-B-B1-C1-F-M-N-V-Z1	<b>09382</b>	<b>A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1</b>	09508	A1-B-B1-V	09605	A1-B-B1-C-D-U-V
				09509	A1-B-B1-V	09606	A1-B-B1-C-D-U-V
				09510	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09607	A-A1-B-B1-C-F-F1-M-R-R1-U-U3-V-W
				09511	A1-B-B1-V	09609	A1-B-B1-C-F-U
				09513	A1-B-B1-F-F1-R-R1-V	09610	A1-B-B1-C-F-F1-R-U-V
				09517	A1-B-B1-F-F1-R-R1-V	09613	A1-B-B1-C-F-U-V
				09524	A1-B-B1-F-F1-R-R1-V	09617	A1-B-B1-C-F-U
				09532	A1-B-B1-F-F1-R-R1-V	09618	A1-B-B1-C-F-U
				09534	A1-B-B1-F-F1-R-R1-V	09620	A1-B-B1-C-F-U
				09543	A1-B-B1-F-F1-R-R1-V	09621	A1-B-B1-C-F-U
				09545	A1-B-B1-V	09622	A1-B-B1-C-F-U
				09549	A1-B-B1-V	09623	A1-B-B1-C-F-U
				09554	A1-B-B1-F-F1-R-R1-V	09624	A1-B-B1-C-F-U
				09556	A1-B-B1-V	09625	A1-B-B1-C-F-U
				09557	A1-B-B1-F-F1-R-R1-V	09626	A1-B-B1-C-F-U
				09564	A1-B-B1-F-F1-R-R1-V	09627	A1-B-B1-C-F-U
						09630	A1-B-B1-C-F-U-V
						09631	A1-B-B1-C-F-U
						09636	A1-B-B1-C-F-U
						09642	A1-B-B1-N-R-U
						09643	A1-B-B1-R-U
						09645	A1-B-U
						09647	A1-B-B1-N-R-U
						09648	A1-B-B1-N-U-V-Z1
						09649	A1-B-B1-N-U-Z1

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09742	A-A1-B-B1-B2-F-F1-I-M-N-Q-R-T-V-Z-Z1	09821	A-A1-B-F-R-V-Z1	34030	A1-B-B1-M-N-V-Z1
09702	A1-B-B1-C-C1-F1-M-R-R1-U	09743	A-A1-B-B1-F-N-V-Z-Z1	09822	A-A1-B-F-R-V-Z1	34031	A1-B-B1-M-N-V-Z1
09703	A1-B-B1-C-F1-U	09744	A-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09823	A-A1-B-F-R-V-Z1	34032	A1-B-M-N-V-Z1
09704	A1-B-B1-C-V	09745	A-A1-B1-B2-F-F1-M-N-R-R1-V-Z1	09824	A-A1-B-F-R-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09705	A1-B-B1-U	09746	A-A1-B-B1-C-E1-N-V-Z-Z1	09825	A-A1-B-B1-C-C1-D-F-M-N-R-R1-T-V-Z1	34034	A1-B-B1-M-N-V-Z1
09706	A1-B-B1-C-N-R-U-V	09747	A1-B-B1-F-J-N-U-V-Z1	09827	A-A1-B-B1-F-F1-N-R-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09707	A1-B-B1-C-N-R-U-V	09748	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34036	A1-B-B1-M-N-U-V-Z1
09708	A1-B-B1	09749	A-A1-B-B1-F-N-V-Z1	09830	A1-B-B1-C-N-R-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09709	A1-B-B1-F1	09750	A-B-B1-B2-C-C1-F-M-N-Q-T-V-Z-Z1	09831	A1-B-B1-F-N-U-V-Z1	34038	A1-B-B1-M-N-V-Z1
09710	A1-B-B1-C-C1-F1-M-N-R-R1-U	09751	A1-B-B1-C-D-U	09832	A-A1-B-B1-U1-V-Z1	34039	A1-B-N-V-Z1
09711	A1-B-B1-F1-N-R-Z1	09752	A1-B-B1-C-D-U	09833	A1-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09713	A1-B-B1-C-F1-R	09753	A1-B-B1-F-N-V-Z1	09834	A1-B-B1-F-F1-R-R1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09754	A1-B-B1-U	09835	A-A1-B-B1-V-Z1	34050	A1-B-B1-V
09715	A1-B-B1-F1-R	09755	A1-B-B1-U	09836	A-A1-B-B1-C-F-M-V-Z1	34055	A1-B-B1-N-V-Z1
09716	A1-B-B1-C-D-N-R-U-V	09756	A1-B-B1-U	09837	A1-B-B1-V-Z1	34058	A1-B-B1-V-Z1
09717	A-A1-B-B1-M-R-V-W	09757	A1-B-B1-U	09838	A1-B-B1-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09718	A1-B-B1-F-I-N-R-U-V	09758	A-A1-B-B1-B2-C-C1-F-I-M-N-Q-R-R1-T-V-Z-Z1	09839	A-A1-B-B1-U-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09719	A1-B-B1-C-F1-R-V	09759	A-A1-B-B1-B2-C1-E2-F-F1-F2-I-N-R-R1-T-V-Z-Z1	09840	A-A1-B-B1-V-Z1	34090	A1-B-B1-F-F1-R-R1-V
09720	A1-B-B1-R-U-V	09769	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09841	A-A1-B-B1-N-R-U-Z1	34091	A1-B-B1-F-F1-R-R1-V
09721	A1-B-B1-N-R-U-V-Z1	09777	A-A1-B-B1-C-E1-N-R	09842	A-A1-B-B1-N-R-Z1	34092	A1-B-B1-F-F1-R-R1-V
09722	A-A1-B-B1-F-N-V-Z-Z1	09780	A-A1-B-B1-F-N-R-V	09843	A-A1-B-B1-N-V	34095	A1-B-B1-V
09723	A1-B-B1-N-R-U-V-Z1	<b>09798 A1-B-B1-C-D-L-U-V</b>		09844	A-A1-B-B1-C-F-N-U-V-Z1	34098	A1-B-B1-V
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34099	A1-B-B1-V-V1
09726	A1-B-B1-N-R-U-V	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B-B1
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09804	A-A1-B-B1-F-F1-N-R-V-Z1	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96202	A-A1-B-B1-U
09729	A1-B-B1-C-F-N-R-R1-U-V	09805	A-B-B1-F-F1-R-R1-V-Z1	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	96203	A-A1-B-B1
09730	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09865	A-A1-B-B1-V-Z1	96204	A-A1-B-B1
09731	A-A1-B-B1-B2-C-C1-F-M-N-R-R1-T-V-Z1	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09868	A-A1-B-B1-U-V-Z1	96205	A-A1-B-B1-U
09732	A1-B-B1-N-V-Z1	09808	A-A1-B-B1-C1-E2-F-H1-M-R-V	09870	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U-V-Z1	96206	A-A1-B-B1-U
09733	A1-B-B1-V	09809	A1-B-B1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	96207	A-A1-B-B1-V
09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09885	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96209	A-A1-B-B1-N-U-V
09735	A1-B-B1-N-V-Z1	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09892	A-A1-B-B1-E2-F-N-R-R1-V-Z1	96213	A-A1-B-B1-U
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	09898	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96214	A-A1-B-B1-U
09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09815	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34002	A1-B-B1-N-U-Z1	96218	A-A1-B-B1-U
09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09817	A-A1-B-B1-B2-C1-E2-E3-F-F1-H-H1-M-N-R-R1-T-V-Z1	34004	A-B-B1-N-V	96224	A-A1-B-B1-U
09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09819	A-A1-B-F-P-R-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96257	A-A1-B-B1-U
09741	A-A1-B-B1-C1-E2-F-F1-H1-I-M-N-Q-R-R1-T-V-W-Y-Z-Z1			34007	A-A1-B-B1-C1-F-F1-M-N-R-R1-V-Z1	96258	A-A1-B-B1-U
				34008	A-A1-B-B1-C1-F1-V-Z1	96260	A-A1-B-B1-U
				34020	A1-B-B1-M-N-V-Z1	96262	A-A1-B-B1-U-V
				34021	A1-B-B1-M-N-V-Z1	96264	A-A1-B-B1-U
				34022	A1-B-B1-D-F-M-N-V-Z1	96266	A-A1-B-B1-U
				34023	A1-B-B1-M-N-V-Z1	96267	A-A1-B-B1-U-V
				34024	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U
				34025	A1-B-B1-F-N-U-V-Z1	96271	A-A1-B-B1-U
						96275	A-A1-B-B1-V
						96276	A-A1-B-B1
						96278	A-A1-B-B1-U
						96283	A-A1-B-B1-U
						96284	A-A1-B-B1-U-V
						96297	A-A1-B-B1-U
						96303	A1-B-B1-M-N-V-W
						96306	A1-B-B1-F-F1-F2-M-W
						96309	A1-B-B1-M-V-W
						96310	A1-B-B1-M-W



APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96311	A1-B-B1-M-W	96386	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96620	A1-B-B1-F-F1-R-R1-V
96319	A1-B-B1-M-W	96387	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96621	A1-B-B1-V
96321	A1-B-B1-F-F1-F2-M-W	96388	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96622	A1-B-B1-F-F1-R-R1-V
96322	A1-B-B1-F-F1-F2-M-W	96401	A1-B-B1-F-N-V-Z1	96551	A-A1-B-B1-H-M-U	96624	A1-B-B1-F-F1-R-R1-V
96323	A1-B-B1-M-V-W	96426	A-A1-B-B1-C1-E2-F-H1-M-R-V	96552	A1-B-B1	96628	A1-B-B1-F-F1-R-R1-V
96326	A1-B-B1-M-W			96553	A-A1-B-B1-F-F1-H-M-U	96643	A1-B-B1-F-F1-R-R1-V
96328	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V	96554	A-A1-B-B1-H-M-U	96650	A1-B-B1-F-F1-R-R1-V
96330	A1-B-B1-M-W			96555	A1-B-B1-F-M-V	96657	A1-B-B1-F-F1-R-R1-V
96336	A1-B-B1-M-V-W	96447	A1-B-B1-F-N-U3-V-V1	96557	A1-B-B1-F-M-V	96660	A1-B-B1-F-F1-R-R1-V
96337	A1-B-B1-M-W	96501	A-A1-B-B1-N-V	96562	A-A1-B-B1-B2-C-C1-D-E2-E3-F-F1-H-H1-I-M-N-R-R1-T-V-Z-Z1	96661	A1-B-B1-F-F1-R-R1-V
96338	A1-B-B1-M-W	96503	A1-B-B1-F-N-U3-V			96662	A1-B-B1-F-F1-R-R1-V
96339	A1-B-B1-M-V-W	96507	A-A1-B-B1-F-V			96663	A1-B-B1-F-F1-R-R1-V
96343	A1-B-B1-M-W	96510	A1-B-B1-I-N-V	96595	A1-B-B1-V	96664	A1-B-B1-V-V1
96346	A1-B-B1-F-F1-F2-M-V-W	96511	A1-B-B1-I-N-V	96598	A1-B-B1-N-V	96665	A1-B-B1-V
		96515	A1-B-B1-F	96599	A1-B-B1-V	96666	A1-B-B1-V-V1
96347	A1-B-B1-F-F1-F2-M-W	96517	A1-B-B1-F-U3-V	96601	A1-B-B1-V-V1	96667	A1-B-B1-F-F1-R-R1-V
96348	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V	96602	A1-B-B1-V	96668	A1-B-B1-F-F1-R-R1-V-V1
96349	A1-B-B1-F-F1-F2-M-W	96520	A1-B-B1-F-N-U3-V	96603	A1-B-B1-V		
96350	A1-B-B1-F-F1-F2-M-W	96521	A1-B-B1-F-N-U3	96604	A1-B-B1-V	96669	A1-B-B1-F-F1-R-R1-V
96351	A1-B-B1-F-F1-F2-M-W	96522	A1-B-B1-F-N-U	96605	A1-B-B1-V-V1	96670	A1-B-B1-V-V1
96362	A1-B-B1-F-F1-F2-M-W	96530	A-A1-B-B1-F-F1-H-H1-M-N-U-V	96606	A1-B-B1-V	96671	A1-B-B1-F-F1-R-R1-V
96365	A1-B-B1-M-V-W			96607	A1-B-B1-V	96672	A1-B-B1-F-F1-R-R1-V
96367	A1-B-B1-L-M-W	96531	A-A1-B-B1-H-M-U-V	96608	A1-B-B1-V	96673	A1-B-B1-V-V1
96368	A1-B-B1-M-W	96532	A-A1-B-B1-F-F1-H-M-N-U-V	96609	A1-B-B1-V	96674	A1-B-B1-F-F1-R-R1-V
96370	A1-B-B1-F-F1-F2-M-W			96610	A1-B-B1-V	96675	A1-B-B1-F-F1-R-R1-V
96372	A1-B-B1-M-W	96534	A-A1-B-B1-F	96611	A1-B-B1-V	96677	A1-B-B1-F-F1-R-R1-V
96373	A1-B-B1-M-W	96535	A-A1-B-B1-F-V	96612	A1-B-B1-F-F1-R-R1-V	96678	A1-B-B1-F-F1-R-R1-V
96374	A1-B-B1-M-W	96537	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96679	A1-B-B1-F-F1-R-R1-V
96375	A1-B-B1-M-W	96538	A1-B-B1-V			96681	A1-B-B1-V-V1
96376	A1-B-B1-M-W	96540	A1-B-B1-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96682	A1-B-B1-V-V1
96377	A1-B-B1-M-W	96541	A1-B-B1-V			96683	A1-B-B1-V-V1
96378	A1-B-B1-M-W	96542	A1-B-B1-V	96615	A1-B-B1-F-F1-R-R1-V	96686	A1-B-B1-V-V1
96379	A1-B-B1-M-W	96543	A1-B-B1-P-V	96616	A1-B-B1-F-F1-R-R1-V	96687	A1-B-B1-V-V1
96384	A1-B-B1-M-W	96544	A1-B-B1-F-N-U3-V	96617	A1-B-B1-F-F1-R-R1-V	96698	A1-B-B1-V-V1
		96546	A1-B-B1-F-U3	96619	A1-B-B1-V		

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

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

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

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

**Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

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

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

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

**D.** Coffee is prohibited.

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

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

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

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

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

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

**G.** Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

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

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

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

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

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

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

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

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

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

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

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

**N.** Registered mail is prohibited.

**O.** Delivery status information for Extra Services is not available on USPS.com.

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

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

**R.** All alcoholic beverages, including those mailable under DMM 601.11.7, are prohibited.

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

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

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

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

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

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

**V.** Express Mail Military Service (EMMS) not available from any origin.

**V1.** Delivery Confirmation service is not available.

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

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

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

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

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

— *International Network Operations,  
Global Business, 7-30-09*

## Intelligent Mail and Address Quality

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	03-6845 03-6845	85140 85140	AZ AZ	Queen Creek Queen Creek	Pinal Pinal	Main Office San Tan Valley	Post Office Place Name	07/01/2009	This announcement changes the preferred last line of this ZIP™ Code from Queen Creek AZ to San Tan Valley AZ. Use San Tan Valley AZ 85140 as last line of address.
Old New	03-6845 03-6845	85143 85143	AZ AZ	Queen Creek Queen Creek	Pinal Pinal	Main Office San Tan Valley	Post Office Place Name	07/01/2009	This announcement changes the preferred last line of this ZIP Code from Queen Creek AZ to San Tan Valley AZ. Use San Tan Valley AZ 85143 as last line of address.
Old New	07-1818 07-1818	80918 80920	CO CO	Colorado Springs Colorado Springs	El Paso El Paso	Templeton Briargate	Classified Station Classified Station	06/12/2009	Realign ZIP Code boundaries. Use Colorado Springs CO 80920 as last line of address for the 97 deliveries previously in ZIP Code 80918.
Old New	11-1290 11-6705	33438 34974	FL FL	Canal Point Okeechobee	Palm Beach Palm Beach	Main Office Main Office	Post Office Post Office	07/12/2009	Realign ZIP Code boundaries. Use Okeechobee FL 34974 as last line of address for the 12 deliveries previously in ZIP Code 33438.
Old New	20-6128 20-6128	41571 41571	KY KY	Pikeville Pikeville	Pike Pike	Varney Varney	Community Post Office Place Name	12/31/2007 07/01/2009	Community Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Varney KY 41571 as last line of address.
Old New	41-7628 41-7628	16146 16146	PA PA	Sharon Sharon	Mercer Mercer	Buhl Main Office	Classified Station Post Office	05/15/2009 06/20/2009	Classified station discontinued. Retain ZIP Code. Continue to use Sharon PA 16146 as last line of address.
Old New	46-6804 46-3060	57537 57537	SD SD	Pierre Fort Pierre	Stanley Stanley	Hayes Hayes	Community Post Office Place Name	09/26/2008 07/18/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Hayes SD 57537 as last line of address.
Old New	34-0315 48-1410	88021 79835	NM TX	Anthony Canutillo	Dona Ana El Paso	Main Office Main Office	Post Office Post Office	06/27/2009	Realign ZIP Code boundaries. Use Canutillo TX 79835 as last line of address for the 4 deliveries previously in ZIP Code 88021.
Old New	49-5950 49-5950	84623 84623	UT UT	Moroni Moroni	Sanpete Sanpete	Chester Chester	Community Post Office Place Name	05/31/1998 06/20/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Chester UT 84623 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	51-4350 51-4350	24260 24260	VA VA	Honaker Honaker	Buchnan Russell	Council Council	Community Post Office Place Name	05/13/1994 06/20/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Council WV 24260 as last line of address.
Old New	51-5670 51-4098	23107 23107	VA VA	Maryus Hayes	Gloucester Gloucester	Main Office Maryus	Post Office Place Name	10/29/2003 06/20/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Maryus VA 23107 as last line of address.
Old New	51-8076 51-8076	24562 24562	VA VA	Scottsville Scottsville	Albemarle Albemarle	Howardsville Howardsville	Community Post Office Place Name	03/08/2006 03/08/2006	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Howardsville VA 24562 as last line of address.
Old New	51-8886 51-8886	24608 24608	VA VA	Tazewell Tazewell	Tazewell Tazewell	Burkes Garden Burkes Garden	Community Post Office Place Name	02/23/2009 02/23/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Burkes Garden VA 24608 as last line of address.
Old New	51-9366 51-9366	23458 23451	VA VA	Virginia Beach Virginia Beach	Virginia Beach City Virginia Beach City	Atlantic Main Office	Classified Station Post Office	10/24/2008 12/22/2008	Classified station and ZIP Code discontinued. Use Virginia Beach VA 23451 as last line of address. This amends <i>Postal Bulletin 22260</i> .
Old New	56-5090 56-3760	54855 54855	WI WI	Marengo High Bridge	Ashland Ashland	Main Office Marengo	Post Office Place Name	11/26/2005 06/27/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Marengo WI 54855 as last line of address.
Old New	56-5480 56-5480	53207 53235	WI WI	Milwaukee Milwaukee	Milwaukee Milwaukee	Main Office Saint Francis	Post Office Place Name	07/06/2009	Realign ZIP Code boundaries. Use Saint Francis WI 53235 as last line of address for the 20 deliveries previously in ZIP Code 53207.
Old New	55-1566 55-1566	26461 26301	WV WV	Clarksburg Clarksburg	Harrison Harrison	Wilsonburg Main Office	Community Post Office Post Office	01/01/1989 01/01/1989	Community Post Office and ZIP Code discontinued. Use Clarksburg WV 26301 as last line of address.
Old New	55-2940 55-1008	24724 24724	WV WV	Freeman Bramwell	Mercer Mercer	Main Office Freeman	Post Office Place Name	08/07/1997 06/27/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Freeman WV 24724 as last line of address.
Old New	55-4032 55-6198	24846 24846	WV WV	Isaban Panther	Mc Dowell Mc Dowell	Main Office Isaban	Post Office Place Name	05/18/1999 06/27/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Isaban WV 24846 as last line of address.
Old New	55-5496 55-6198	24862 24862	WV WV	Mohawk Panther	Mc Dowell Mc Dowell	Main Office Mohawk	Post Office Place Name	05/17/2004 06/27/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mohawk WV 24862 as last line of address.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	55-2514 55-1128	26267 26267	WV WV	Ellamore Buckhannon	Upshur Upshur	Main Office Ellamore	Post Office Place Name	08/09/2001 07/11/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Ellamore WV 26267 as last line of address.
Old New	55-2238 55-2238	25048 25048	WV WV	Dorothy Dorothy	Raleigh Raleigh	Colcord Colcord	Community Post Office Place Name	02/13/2009 02/13/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Colcord WV 25048 as last line of address.
Old New	55-5694 55-5694	25870 25870	WV WV	Mullens Mullens	Wyoming Wyoming	Maben Maben	Community Post Office Place Name	09/30/2008 09/30/2008	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Maben WV 25870 as last line of address.
Old New	55-8568 55-8568	26339 26339	WV WV	West Union West Union	Doddridge Doddridge	Center Point Center Point	Community Post Office Place Name	07/09/2007 07/09/2007	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Center Point WV 26339 as last line of address.

— Address Management, Intelligent Mail and Address Quality, 7-30-09



## Mailing and Shipping Services

### Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at [http://ribbs.usps.gov/advance/documents/tech\\_guides/advtech.pdf](http://ribbs.usps.gov/advance/documents/tech_guides/advtech.pdf) or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
7/29/09–7/31/09	Sally Beauty August Pro Flyer	Standard Letter	1.334	Nationwide	Barcoded 3/5-digit	Ridgway Mailing Service Dallas, TX
7/30/09–8/12/09	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-digit	Mail America Forest, VA
8/1/09–8/4/09	JCP — Wk 27 Huge Sale	Standard Letter	11.1	National	Car-Rt	Harte-Hanks
8/3/09–8/6/09	Monroe & Main	Standard Letter	1.938	Nationwide	Barcoded 3/5-digit, Car-Rt	RR Donnelly Warsaw, IN
8/3/09–8/6/09	Seventh Avenue	Standard Catalog	6.238	Nationwide	Barcoded 3/5-digit, Car-Rt	Quad Graphics Lomira, WI
8/5/09–8/7/09	JCP — Wk 27 Customer Appreciation Direct Postcard	Standard Letter	8.8	National	Car-Rt	Harte-Hanks
8/5/09–8/7/09	JCP — Wk 28 Friends & Family	Standard Letter	6.1	National	Car-Rt	Harte-Hanks
8/6/09–8/8/09	Big Doctors Book of Home	Standard Flat	1.261	Worldwide	3/5-digit, Car-Rt	Rodale/ALG Worldwide
8/6/09–8/8/09	JCP — Wk 28 BTS \$10 Appreciation	Standard Flat & Letter	29.1	National	Car-Rt	Harte-Hanks
8/10/09–8/12/09	JCP — Wk 28 Hottest BTS Sale	Standard Letter	8.1	National	3/5-digit	Harte-Hanks
8/10/09–8/12/09	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-digit	Mail America Forest, VA
8/10/09–8/13/09	Midnight Velvet	Standard Catalog	1.717	Nationwide	Barcoded 3/5-digit, Car-Rt	Quad Graphics Martinsburg, WV
8/12/09–8/15/09	Costco Multi-Vendor Coupon Booklet	Standard Letter	19.0	Nationwide	Barcoded 3/5-digit	Segerdahl Carol Stream, IL

## ***DID YOU KNOW?***

**Facilities saved  
\$45,000 in energy  
costs\* by installing  
occupancy sensor  
light switches at  
headquarters.**

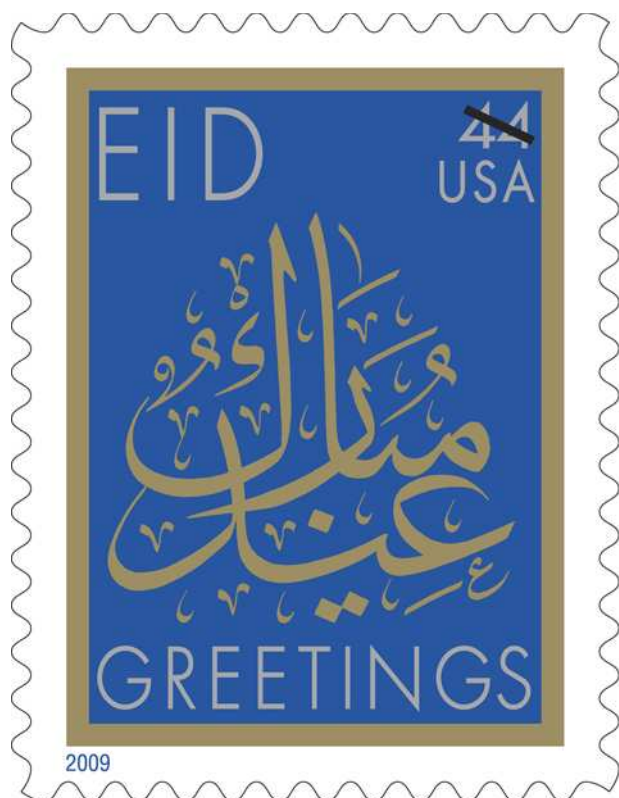


**\*Estimated annual savings**



## Philately

### Stamp Announcement 09-41: Eid



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On September 3, 2009, in Washington, DC, the Postal Service™ will issue a 44-cent, *Eid* special stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 (Item 573600). Designed/calligraphed by Mohamed Zakariya of Arlington, Virginia, the stamp goes on sale nationwide September 3, 2009.

This stamp was first issued in 2001 with a 34-cent denomination, and with the same design, a 37-cent denomination in 2002, 39-cent denomination in 2006, 41-cent denomination in 2007, and 42-cent denomination in 2008.

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

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Eid Stamp  
Special Cancellations  
PO Box 92282  
Washington, DC 20090-2282

Issue:	<i>Eid</i>
Item Number:	573600
Denomination & Type of Issue:	44-cent Special
Format:	Pane of 20 (1 design)
Series:	<i>Holiday</i>
Issue Date & City:	September 3, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Mohamed Zakariya, Arlington, VA
Calligrapher:	Mohamed Zakariya, Arlington, VA
Art Director:	Phil Jordan, Falls Church, VA
Engraver:	Keating
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	20 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Avery Dennison, Clinton, SC
Colors:	PMS 300 (Blue), PMS 424 (Gray), PMS 871 (Gold), Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.770 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	0.910 x 1.19 in./23.11 x 30.23 mm
Full Pane Size (w x h):	5.375 x 5.85 in./136.53 x 148.59 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"V" followed by three (3) single digits
Marginal Markings:	
Front:	© 2000 USPS • Price • Plate position diagram • Plate numbers in four corners of pane
Back:	USPS logo • Barcode "573600" in two corners

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 November 4, 2009.

#### How to Order First Day Covers

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

Information Fulfillment  
Dept. 6270  
U.S. Postal Service  
PO Box 219014  
Kansas City, MO 64121-9014

### Philatelic Products

There is one philatelic product available for this stamp issue:

- 573661 \* First Day Cover, \$0.82.

Items with an asterisk (\*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

### Distribution: Item 573600, 44-cent Eid, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 20–30 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of 15 percent of their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before August 27, 2009.

### 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 fulfilling supplemental orders from SDOs, the San Francisco, Memphis, New York, and Chicago APDs will receive additional stamps.

### Sales Policy

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

— Stamp Services,  
Government Relations and Public Policy, 7-30-09

## Stamp Announcement 09-42: Thanksgiving Day Parade



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On September 9, 2009, in New York, New York, the Postal Service™ will issue a 44-cent, *Thanksgiving Day Parade* commemorative stamp in four designs in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 463700). Designed by Howard E. Paine, Delaplaine, Virginia, the stamps go on sale nationwide September 9, 2009.

The U.S. Postal Service® will issue four stamps featuring iconic scenes of a Thanksgiving Day Parade, including a lively marching band, large balloons of favorite animals and popular characters, and crowds of delighted onlookers. Drawing on the long and rich visual history of Thanksgiving Day parades in the U.S., artist Paul Rogers, Pasadena, California, based his design on American advertising and poster art from the mid-20th Century.

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

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Thanksgiving Day Parade Stamp  
Postmaster  
421 Eighth Ave., Rm. 2029B  
New York, NY 10199-9998

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 November 10, 2009.

**How to Order First Day Covers**

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

Information Fulfillment  
 Dept. 6270  
 U.S. Postal Service  
 PO Box 219014  
 Kansas City, MO 64121-9014

**Philatelic Products**

There are four philatelic products available for this stamp issue:

- 463763\*, First Day Cover Set of 4, \$3.28.
- 463768\*, Digital Color Postmark Set of 4, \$6.00.
- 463791\*, Ceremony Program, \$6.95.
- 463799\*, First Day Cover Digital Color Postmark & Pane of 20 (Set of 4), \$14.80.

Items with an asterisk (\*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

**Distribution: Item 463700, 44-cent Thanksgiving Day Parade, PSA Pane of 20 Stamps**

Stamp distribution offices (SDOs) will receive approximately 40–45 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

**Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices of 25 percent of their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this commemorative sheet to Post Offices before September 2, 2009.

**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 fulfilling supplemental orders from SDOs, the San Francisco, Memphis, New York, and Chicago APDs will receive additional stamps.

Issue:	<i>Thanksgiving Day Parade</i>
Item Number:	463700
Denomination & Type of Issue:	44-cent Commemorative
Format:	Pane of 20 (4 designs)
Series:	N/A
Issue Date & City:	September 9, 2009, New York, NY 10199
Designer:	Howard E. Paine, Delaplane, VA
Art Director:	Howard E. Paine, Delaplane, VA
Typographer:	Howard E. Paine, Delaplane, VA
Artist:	Paul Rogers, Pasadena, CA
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Cyan, Magenta, Yellow, Black, PMS 485 (Red), PMS 466 (Tan)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.420 x .84 in./36.07 x 21.34 mm
Overall Size (w x h):	1.56 x .98 in./39.62 x 24.89 mm
Full Pane Size (w x h):	7.25 x 5.85 in./184.15 x 148.59 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	“V” followed by six (6) single digits
Marginal Markings	
Front:	© 2009 USPS • Header: “THANKSGIVING DAY PARADE” • Price • Plate position diagram • Plate numbers in two corners of pane
Back:	USPS logo • Barcode “463700” in two corners of pane

**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 stamps using their normal ordering procedures.

— Stamp Services,  
 Government Relations and Public Policy, 7-30-09

## Stamp Announcement 09-43: Gary Cooper



© 2008 USPS

On September 10, 2009, in Los Angeles, California, the Postal Service™ will issue a 44-cent, *Gary Cooper* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 463900). The stamp, designed by Phil Jordan, Falls Church, Virginia, goes on sale nationwide September 10, 2009.

With the 15th stamp in its *Legends of Hollywood* series, the U.S. Postal Service® honors Gary Cooper (1901–1961), a popular leading man from Hollywood’s “Golden Age.” For decades, Cooper was the all-American hero whose believable performances and strong, silent appeal brought him a lifetime of fame. Phil Jordan designed the stamp using a portrait by artist Kazuhiko Sano, Mill Valley, California, which was based on a black and white photograph of Gary Cooper taken by George Hurrell circa 1940. The selvaige art, based on a still from *High Noon* © Melange Pictures LLC. All Rights Reserved., depicts Gary Cooper in his Academy Award–winning role as the courageous Marshall Will Kane.

Issue:	<i>Gary Cooper</i>
Item Number:	463900
Denomination & Type of Issue:	44-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Legends of Hollywood</i>
Issue Date & City:	September 10, 2009, Los Angeles, CA 90052
Designer:	Phil Jordan, Falls Church, VA
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Artist:	Kazuhiko Sano, Mill Valley, CA
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Cyan, Magenta, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.42 in./21.34 x 36.07 mm
Overall Size (w x h):	0.98 x 1.56 in./24.89 x 39.62 mm
Full Pane Size (w x h):	7.0 x 8.0 in./177.8 x 203.2 mm
Plate Size:	160 stamps per revolution
Plate Numbers:	“V” followed by four (4) single digits
Marginal Markings	
Front:	© 2008 USPS • Header: “LEGENDS OF HOLLYWOOD” • Paragraph: “Actor Gary Cooper...High Noon (1952)” • Gary Cooper’s signature • High Noon © 2008 Melange Pictures, LLC. All Rights Reserved. Gary Cooper licensed by 7 Bar 9 LLC, New York, New York in salvage area under stamp • Price • Plate position diagram • Plate numbers in two corners of pane
Back:	USPS logo • Barcode “463900”

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

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop), or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

The Gary Cooper Stamp  
7001 South Central, Room 338  
Los Angeles, CA 90052-9998

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 November 11, 2009.

### How to Order First Day Covers

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

Information Fulfillment  
Dept. 6270  
U.S. Postal Service  
PO Box 219014  
Kansas City, MO 64121-9014

### Philatelic Products

There are six philatelic products available for this stamp issue:

- 463961\*, First Day Cover, \$0.82.
- 463962\*, First Day Cover Cancelled (Full Pane) \$11.30.
- 463965\*, Digital Color Postmark, \$1.50.
- 463984\*, Uncut Press Sheet, \$70.40.
- 463991\*, Ceremony Program, \$6.95.
- 463999\*, First Day Cover Digital Color Postmark and Pane of 20, \$10.30.

Items with an asterisk (\*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

### Distribution: Item 463900, 44-cent Gary Cooper, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 40–45 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size of 40,000 stamps.

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of 25 percent of their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this commemorative sheet to Post Offices before September 2, 2009.

### 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 fulfilling supplemental orders from SDOs, the San Francisco, Memphis, New York, and Chicago APDs will receive additional stamps.

### Sales Policy

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

— Stamp Services,  
Government Relations and Public Policy, 7-30-09

### Correction: Hawai'i Statehood Stamp

In the article "Stamp Announcement 09-40: Hawai'i Statehood" in *Postal Bulletin 22263* (7-16-09, pages 50–51), in the section How to Order the First Day of Issue Postmark on page 50, the ZIP™ Code in the address was incorrect. The corrected ZIP Code is given below in bold.

Hawai'i Statehood Stamp  
Special Cancellations  
Marketing Department  
3600 Aolele Street  
Honolulu, HI **96820**-9661

— Stamp Services, Government Relations and Public Policy, 7-30-09

## Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these postmarks.

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® post-

age. Items submitted for postmark may not include postage issued after the date of the requested postmark. Such items will be returned unserved.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL POSTMARKS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, as listed below.

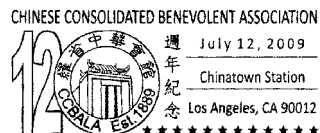
Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses)

The following pictorial postmark has been extended for 30 days:



July 14, 2009

*U.S. Postal Service*  
St. Louis Station  
Postmaster  
1140 Olive St.  
St. Louis, MO 63102-9998



July 12, 2009

*Sino American Philatelic Center*  
CCBA 120th Anniversary Station  
Postmaster Designee  
7001 S Central Ave., Rm. 338  
Los Angeles, CA 90052-9996



FARMERS MARKET STATION  
LOS ANGELES, CA 90036  
JULY 16, 2009

July 16, 2009

Farmers Market 75th Anniversary Station  
Manager Special Events  
7001 S. Central Ave., Rm. 318  
Los Angeles, CA 90052-9998



July 20, 2009

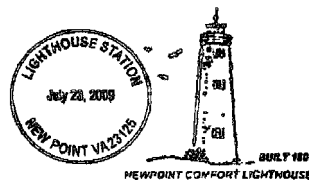
*U.S. Postal Service*  
Judge Richard B. Ashbrook Station  
Postmaster  
725 Roanoke Rapids Ave.  
Roanoke Rapids, NC 27870-9998



Farmers' Festival Postal Station  
Pigeon, MI 48755  
July 20 - 24, 2005  
*Sweet On Farming!*

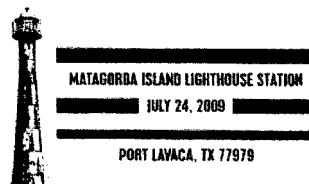
July 20-24, 2009

*Lions Club & Rotary*  
Farmers' Festival Postal Station  
Postmaster  
PO Box 9998  
Pigeon, MI 48755-9998



July 23, 2009

*U.S. Postal Service*  
Lighthouse Station  
Postmaster  
393 Sand Bank Rd.  
New Point, VA 23125-9998



July 24, 2009

*Calhoun County Economic Development Corporation*  
Matagorda Island Lighthouse Station  
Postmaster c/o Shelagh Cope  
1201 Half League Rd.  
Port Lavaca, TX 77979-9998



Buckingham Historic Village Station  
Buckingham, VA 23921  
July 25, 2009

July 25, 2009  
U.S. Postal Service  
Buckingham Historic Village Station  
Postmaster  
4241 Oak Hill Rd.  
Buckingham, VA 23921-9998



TAYLOR, ND 58656

July 25, 2009  
U.S. Postal Service & Vicki Gullickson  
Horseshoe Station  
Postmaster  
111 W. Main St.  
Taylor, ND 58656-9998



100 YEARS OF MILITARY AVIATION  
July 30, 2009

July 30, 2009  
U.S. Postal Service  
Wright Brothers Aeroplane Co. Station  
Postmaster  
30 N. Main St.  
West Milton, OH 45383-9998



July 30, 2009  
U.S. Postal Service  
Pony Penning Station  
Postmaster  
4144 Main St.  
Chincoteague, VA 23336-9998



Harrisburg OH 43126  
July 31 2009

July 30–August 1, 2009  
U.S. Postal Service  
Harrisburg Homecoming Station  
Postmaster  
1019 Columbus St.  
Harrisburg, OH 43126-9998



Cruz'In Station  
Montague, MI 49437  
July 31, 2009

July 31, 2009  
City of Montague  
Cruz'In Station  
Postmaster  
PO Box 9998  
Montague, MI 49437-9998



REUNION STATION - JULY 31, 2009  
BEACH, ND 58621

July 31, 2009  
Centennial Committee  
Reunion Station  
Postmaster  
177 S. Central Ave.  
Beach, ND 58621-9998



Zion National Park Centennial Station  
New Harmony, UT 84757  
July 31, 2009  
A Century of Sanctuary

July 31, 2009  
NPS Zion National Park  
Centennial Station  
Postmaster  
3 E. 100 N.  
New Harmony, UT 84757-9998



Zion National Park Centennial Station  
Springdale, UT 84767  
July 31, 2009  
A Century of Sanctuary

July 31, 2009  
NPS Zion National Park  
Centennial Station  
Postmaster  
PO Box 9998  
Springdale, UT 84767-9998



Forest City Station, Forest City, IL 61532

July 31, 2009  
Forest City Sesquicentennial Committee  
Forest City Station  
Postmaster  
PO Box 9998  
Forest City, IL 61532-9998

U.S. Postal Service Celebrating 175 years Station  
The Village with a view to the Future



July 31–August 2, 2009  
65 S. Randall Rd.  
North Aurora, IL 60542-9998

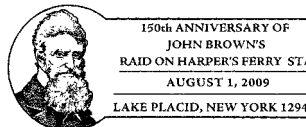
July 31–August 2, 2009  
Village of North Aurora  
175th Anniversary Station  
Postmaster  
65 S. Randall Rd.  
North Aurora, IL 60542-9998



46th ANNUAL  
Oakland  
DAS AWKSCHT FESCH STATION

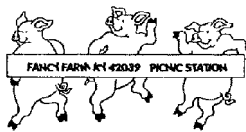


July 31–August 2, 2009  
Das Awkscht Fesch Committee  
Das Awkscht Fesch Station  
Postmaster  
PO Box 9998  
Macungie, PA 18062-9998



150th ANNIVERSARY OF  
JOHN BROWN'S  
RAID ON HARPER'S FERRY STA.  
AUGUST 1, 2009  
LAKE PLACID, NEW YORK 12946

August 1, 2009  
U.S. Postal Service  
150th Anniversary John Brown Raid Station  
Postmaster  
PO Box 9998  
Lake Placid, NY 12946-9998



FANCY FARM PICNIC  
WORLD'S LARGEST ONE DAY BBQ

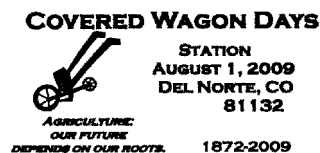
August 1, 2009  
Fancy Farm Picnic Committee  
Picnic Station  
Postmaster  
PO Box 9998  
Fancy Farm, KY 42039-9998



**National Landmark Dedication**  
Raquette Lake Station, Raquette Lake, NY 13436. August 1, 2009



**Kern Valley Hummingbird Celebration Station**  
1 August 2009  
Weldon, CA, USA  
93289



**COVERED WAGON DAYS**  
STATION  
AUGUST 1, 2009  
DEL NORTE, CO  
81132  
AGRICULTURE  
OUR FUTURE  
DEPENDS ON OUR ROOTS. 1872-2009

**The Clarksville Historical Society**  
4<sup>th</sup> Annual Clarksville Heritage Day Station  
Clarksville, New York 12041 August 1, 2009

**HUDSON 400**  
1609-2009



BISESUICENTENNIAL  
1759-2009  
**CANAAN**  
NEW YORK  
250  
1757 STATION  
CANAAN, NY 14909  
AUGUST 1, 2009



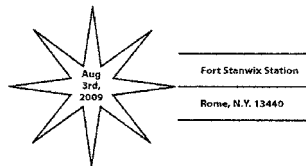
August 1, 2009  
**GRACE COTTAGE HOSPITAL**  
60th Anniversary  
1949 STATION 2009  
Townshend, VT 05353

**106<sup>TH</sup> National Convention Station**  
Buffalo NY 14202  
August 2, 2009



August 1, 2009

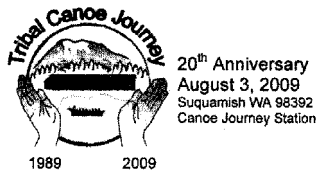
**U.S. Postal Service**  
Great Camp Uncas  
Raquette Lake Station  
Postmaster  
PO Box 9998  
Raquette Lake, NY 13436-9998



Aug 3rd, 2009  
Fort Stanwix Station  
Rome, N.Y. 13440

August 1, 2009

**U.S. Postal Service**  
Celebration Station  
Postmaster  
PO Box 9998  
Weldon, CA 93283-9998



20<sup>th</sup> Anniversary  
August 3, 2009  
Suquamish WA 98392  
Canoe Journey Station

August 1, 2009

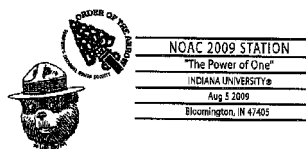
**Del Norte Chamber of Commerce**  
Covered Wagon Days  
Station  
Postmaster  
590 Columbia Ave.  
Del Norte, CO 81132-9998



August 2009  
Slippery Rock, PA 16057

August 1, 2009

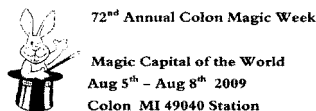
**U.S. Postal Service**  
4th Annual Clarksville  
Heritage Day Station  
Postmaster  
PO Box 9998  
Clarksville, NY 12041-9998



NOAC 2009 STATION  
"The Power of One"  
INDIANA UNIVERSITY  
Aug 5 2009  
Bloomington, IN 47405

August 1, 2009

**U.S. Postal Service**  
Bisesuicentennial Event  
Station  
Postmaster  
PO Box 9998  
Canaan, NY 12029-9998



72<sup>nd</sup> Annual Colon Magic Week  
Magic Capital of the World  
Aug 5<sup>th</sup> - Aug 8<sup>th</sup> 2009  
Colon MI 49040 Station

August 1, 2009

**Grace Cottage Hospital**  
Grace Cottage Hospital  
60th Anniversary Station  
Postmaster  
1955 VT Rte. 30  
Townsend, VT 05353-9998



1759 - 2009  
**Celebrate 250 Years**  
STATION  
AUGUST 6, 2009

August 2, 2009

**National League of Postmasters of the United States**  
106th National Convention  
Station  
Postmaster  
1200 William St.  
Buffalo, NY 14240-9998



**STARS AND STRIPES**  
FIRST DAY OF SALE  
Stars & Stripes Station  
August 6, 2009  
Pittsburgh, PA 15222

August 3, 2009

**U.S. Postal Service**  
Fort Stanwix Station  
Postmaster  
PO Box 9998  
Rome, NY 13440-9998

August 3, 2009

**Suquamish Tribal Canoe Journey 2009**  
Canoe Journey Station  
Postmaster  
PO Box 9998  
Suquamish, WA 98392-9998

August 3-7, 2009

**Spalding Abbey Philatelic Society**  
Pennsic War Station  
Postmaster  
PO Box 9998  
Slippery Rock, PA 16057-9998

August 5, 2009

**Order of the Arrow — Boy Scouts of America**  
NOAC Station  
Postmaster  
PO Box 9998  
Bloomington, IN 47402-9998

August 5-8, 2009

**City of Colin**  
Magic Capital of the World  
Station  
Postmaster  
PO Box 9998  
Colon, MI 49040-9998

August 6, 2009

**Campbelltown 250th Anniversary Committee — Township of South Londonberry**  
Campbelltown 250th  
Anniversary Station  
Postmaster  
PO Box 9998  
Campbelltown, PA 17010-9998

August 6, 2009

**U.S. Postal Service & American Philatelic Society**  
Stars and Stripes Station  
Manager Grant St. Station  
700 Grant St.  
Pittsburg, PA 15219-9998





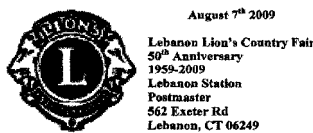
August 6, 2009  
 U.S. Postal Service  
 Kentucky First Day of Sale  
 Station  
 Postmaster  
 PO Box 9998  
 Frankfort, KY 40601-9998



August 6, 2009  
 U.S. Postal Service  
 Kentucky First Day of Sale  
 Station  
 Postmaster  
 PO Box 9998  
 Louisville, KY 40202-9998



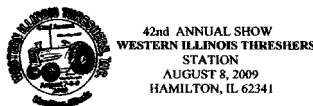
August 6-9, 2009  
 U.S. Postal Service & APS  
 APS Stamp Show Station  
 Manager Grant St. Station  
 700 Grant St.  
 Pittsburgh, PA 15219-9998



August 7, 2009  
 Lebanon Lions Club  
 Lebanon Lions Country Fair  
 Station  
 Postmaster  
 562 Exeter Rd.  
 Lebanon, CT 06249-9998



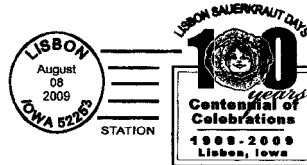
August 8, 2009  
 Arlington Fire Department  
 Arlington Fire Department  
 Anniversary Station  
 Postmaster  
 205 Main St.  
 Arlington, WI 53911-9998



August 8, 2009  
 Western Il Threshers Board  
 of Directors  
 42nd Annual Show Western  
 IL Threshers Station  
 Postmaster  
 1160 Broadway  
 Hamilton, IL 62341-9998



August 8, 2009  
 U.S. Postal Service  
 175th Birthday Station  
 Postmaster  
 PO Box 9998  
 Shirley Mills, ME 04485-  
 9998



August 8, 2009  
 City of Lisbon Sauerkraut  
 Days  
 Centennial Celebration  
 Station  
 Postmaster  
 PO Box 9998  
 Lisbon, IA 52253-9998



August 8, 2009  
 Ideal Community Centennial  
 Committee  
 Ideal Community Centennial  
 Station  
 Postmaster  
 PO Box 9998  
 Ideal, SD 57541-9998



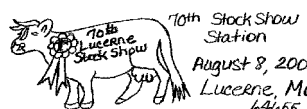
August 8, 2009  
 U.S. Postal Service  
 Whitney Handicap Station  
 Postmaster  
 PO Box 9998  
 Saratoga, NY 12866-9998



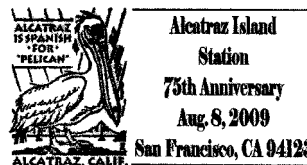
August 8, 2009  
 Arlington Fire Department  
 Arlington Fire Dept.  
 Anniversary Station  
 Postmaster  
 205 Main St.  
 Arlington, WI 53911-9998



August 8, 2009  
 U.S. Postal Service  
 Westport Heritage Festival  
 Station  
 Postmaster  
 PO Box 9998  
 Westport, NY 12993-9998



August 8, 2009  
 Lucerne Stock Show  
 70th Stock Show Station  
 Postmaster  
 205 A East Hwy.  
 Lucerne, MO 64655-9998



August 8-9, 2009  
 Alcatraz Alumni Association,  
 Inc.  
 Alcatraz Island Station  
 Philatelic Dept.  
 180 Steuart St.  
 San Francisco, CA 95490-  
 9998

## How to Order the First Day of Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first day of issue postmarks by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, or at The Postal Store® website at [www.usps.com/shop](http://www.usps.com/shop).

### Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first day of issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first day of issue city. The first day of issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

### Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of nonspecified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first day of issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992.

After applying the first day of issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



**Black and White Pictorial**

### Flags of Our Nation Set 3 Stamps

Grant Street Station  
700 Grant Street  
Pittsburg, PA 15219-1906

October 5, 2009



**Digital Color Pictorial**

### Flags of Our Nation Set 3 Stamps

Grant Street Station  
700 Grant Street  
Pittsburg, PA 15219-1906

October 5, 2009



**Black and White Pictorial**

**Hawai'i Statehood Stamp**  
 Special Cancellations  
 Marketing Department  
 3600 Aolele Street  
 Honolulu, HI 96829-9661

October 20, 2009



**Digital Color Pictorial**

**Hawai'i Statehood Stamp**  
 Special Cancellations  
 Marketing Department  
 3600 Aolele Street  
 Honolulu, HI 96829-9661

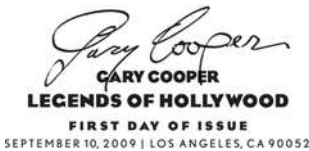
October 20, 2009



**Digital Color Pictorial**

**Thanksgiving Day Parade Stamp**  
 Postmaster  
 421 Eighth Ave., Rm. 2029B  
 New York, NY 10199-9998

November 8, 2009



**Black and White Pictorial**

**Gary Cooper Stamp**  
 The Gary Cooper Stamp  
 7001 South Central, Room 338  
 Los Angeles, CA 90052-9998

November 9, 2009



**Digital Color Pictorial**

**Gary Cooper Stamp**  
 The Gary Cooper Stamp  
 7001 South Central, Room 338  
 Los Angeles, CA 90052-9998

November 9, 2009

## Supply Management

### Custodial Products — Buy From National Contracts not General Services Administration

USPS® facilities across the country have taken great strides in utilizing the two national contracts for custodial products and supplies, Cleanwise and W. W. Grainger. In compliance with the letter from CFO, Joseph Corbett, both suppliers have shown an even greater commitment in the price reduction of custodial items, by providing USPS the most favorable pricing possible. MLB-CO-01-012 specifies that these two national contracts are a “priority source of supply for all postal locations and must be used for the purchase of custodial products”. However, many facilities are ordering custodial products through eMARS from the General Services Administration (GSA). These same items may be acquired through eMARS from Cleanwise and/or W. W. Grainger at a lesser cost. The listing of high volume

items below shows the GSA original national stock number (NSN) and the Cleanwise/W. W. Grainger equivalent eBuy catalog item number.

**Note:** Effective immediately, future requests submitted through eMARS for these custodial items will no longer be available from GSA, but must be purchased from one of the national suppliers. If additional information is needed, you may contact the Environmental/ Maintenance Repair and Operations (MRO) Category Management Center (CMC) at 214-819-7109 or Pat Chumney at 214-819-7105. Your assistance in the transition of the purchase of these items from GSA to one of our national custodial products’ suppliers is greatly appreciated and will save the Postal Service money.

Description	eBuy Catalog Pricing	Supplier	Original GSA NSN	PSN	Item Number
Deodorant, Gen. Purpose (14 Oz/Cn) (Same as 7930-05-000-5845)	\$2.51	Cleanwise	6840007216055	7930050005845	50019
Deodorant, Gen. Purpose (14 Oz/Cn) (Same as 7930-05-000-5845)	\$1.91	W. W. Grainger	6840007216055	6840070004925	5MM69
Dustpan	\$2.99	Cleanwise	7290002248308	7920060004410	11392
Dustpan	\$2.21	W. W. Grainger	7290002248308	7920060001169	5W639
Mophead, Wet	\$4.08	Cleanwise	7920001415550	7920070007870	27687
Mophead, Wet	\$3.48	W. W. Grainger	7920001415550	7920060001650	5LG57
Sponge, Desk, 2-1/4" Dia 1-3/8" Thick When Wet	\$0.57	W. W. Grainger	7920001616219	7920060001648	5LG59
Mophead, Wet Floor, 32-1/2" X 8"	\$3.85	Cleanwise	7920001711148	7920070007871	27688
Mophead, Wet Floor, 32-1/2" X 8"	\$3.20	W. W. Grainger	7920001711148	7920060001647	5LG60
Sponge	\$0.91	W. W. Grainger	7920002402555	7920060001644	5LG63
Broom, Upright	\$5.44	Cleanwise	7920002924371	7920080004154	71721
Broom, Upright	\$3.49	W. W. Grainger	7920002924371	7920060000613	3U802
Swab, Toilet Bowl, All-Synthetic	\$0.69	Cleanwise	7920004925971	7920060004468	11432
Swab, Toilet Bowl, All-Synthetic	\$0.83	W. W. Grainger	7920004925971	7910060004028	2U288
Towel, Machinery Wipes	\$0.08	Cleanwise	7920005328543	8540050005916	19419
Towel, Machinery Wipes	\$0.08	W. W. Grainger	7920005328543	4510060001637	5LG71
Sponge (60/Bx)	\$1.06	Cleanwise	7920005598463	7920050005674	19706
Sponge (60/Bx)	\$0.70	Cleanwise	7920005598464	7920060004537	11404
Sponge (60/Bx)	\$0.87	W. W. Grainger	7920005598464	7920060001635	5LG73
Towel, Paper	\$0.06	W. W. Grainger	7920008239772	8540060001372	5MM91
Towel, Paper (1000/Mx)	\$0.05	Cleanwise	7920008239773	8540060004657	50149
Towel, Paper (1000/Mx)	\$0.05	W. W. Grainger	7920008239773	8540060001633	5LG76
Mophead, Wet	\$6.44	Cleanwise	7920009265494	7920070007872	27691
Mophead, Wet	\$6.54	W. W. Grainger	7920009265494	7920060001164	5W647
Towel, Paper	\$0.05	W. W. Grainger	7920009651709	8540060001371	5MM92
Towel, Machinery Wipes	\$0.15	Cleanwise	7920011773633	8105050005913	19413
Towel, Machinery Wipes	\$0.13	W. W. Grainger	7920011773633	8540060001622	5LG87
Detergent, General Purpose	\$1.93	Cleanwise	7930003577386	7930050005884	50058
Detergent, General Purpose	\$1.47	W. W. Grainger	7930003577386	7930060001600	5LH12
Detergent, General Purpose (Contains 48 Ea)	\$1.68	W. W. Grainger	7930009265280	7930060001598	5LH14
Glass Cleaner (24 Oz/Cn)	\$2.79	Cleanwise	7930012945523	7930060004351	3863
Bag, Plastic, 24" H, Natural Color, 24" W	\$0.03	Cleanwise	8105002000195	8105080004770	75262
Bag, Plastic, 24" H, Natural Color, 24" W	\$0.01	W. W. Grainger	8105002000195	7240060002845	4KN28
Bag, Plastic, 48" H, Any Acceptable Color, 40" W	\$0.12	Cleanwise	8105007265607	7240060004463	11347
Bag, Plastic, 48" H, Any Acceptable Color, 40" W	\$0.11	W. W. Grainger	8105007265607	7240060002835	4KN40
Bag, Plastic, 65" H, Clear Color, 38" W	\$0.19	Cleanwise	8105007590794	7240060004454	50102
Bag, Plastic, 65" H, Clear Color, 38" W	\$0.14	W. W. Grainger	8105007590794	7240060003423	3U880

Description	eBuy Catalog Pricing	Supplier	Original GSA NSN	PSN	Item Number
Bag, Plastic, 58" H, Dark Brown or Dark Green Color, 36"	\$0.31	Cleanwise	8105011839764	8105080004769	75261
Bag, Plastic, 58" H, Dark Brown or Dark Green Color, 36"	\$0.14	W. W. Grainger	8105011839764	7240060003468	3U835
Bag, Plastic, 39" H, Clear Color, 33"	\$0.20	Cleanwise	8105011839768	7240060004451	50099
Bag, Plastic, 39" H, Clear Color, 33"	\$0.21	W. W. Grainger	8105011839768	7240060001585	5LH32
Bag, Trash, 33 Gal, Hvy, (125 Per Bx)	\$0.20	Cleanwise	8105011839769	7240060004448	50096
Bag, Trash, 33 Gal, Hvy, (125 Per Bx)	\$0.30	W. W. Grainger	8105011839769	7240060001584	5LH33
Bag, Trash, Med, 10 Gal, 250 Per Box	\$0.02	Cleanwise	8105011958730	7240060004459	11332
Bag, Trash, Med, 10 Gal, 250 Per Box	\$0.07	W. W. Grainger	8105011958730	7240060001583	5LH34
Bag, Plastic, 45" H, Natural Color, 37" W	\$0.19	Cleanwise	8105012213238	8105080004762	75254
Bag, Plastic, 45" H, Natural Color, 37" W	\$0.08	W. W. Grainger	8105012213238	7240060001095	5XL48
Gloves, Disposable	\$0.05	Cleanwise	8415014920179	8415080004212	63421
Gloves, Disposable	\$0.05	W. W. Grainger	8415014920179	8415070002844	1RL57
Towel, Paper	\$0.01	Cleanwise	8540002627178	8540060004596	1353
Towel, Paper	\$0.01	W. W. Grainger	8540002627178	8540060003043	4CJ74
Tissue, Facial, 2 Ply 6/Pk	\$0.83	Cleanwise	8540002818360	8540060004552	1430
Tissue, Facial, 2 Ply 6/Pk	\$0.01	W. W. Grainger	8540002818360	4570060001581	5LH42
Towel, Paper	\$0.01	Cleanwise	8540002910392	8540060004576	1361
Towel, Paper	\$0.01	W. W. Grainger	8540002910392	8540060001367	5MN34
Facial Tissues — 12 Boxes/Pack, 100 Per Bx, 66 Sq In	\$0.01	W. W. Grainger	8540007935425	4510060001580	5LH43
Cover, Toilet Seat	\$0.01	Cleanwise	8540009655790	8540060004528	11308
Cover, Toilet Seat	\$0.01	W. W. Grainger	8540009655790	8540070005263	3TB46

— Environmental & MRO CMC, Dallas, Texas, Supply Management, 7-30-09

## New Requirement for Custodial Rental Items Contracts Effective October 1, 2009

Facilities receiving custodial rental items from Cintas or UniFirst must submit a new, on-catalog requisition through eBuy to reflect the new pricing for their requirements, effective October 1, 2009. Previously funded requisitions will remain active in eBuy until all invoices created under the old price structure are paid and the new price structure is implemented. In order for the suppliers to submit invoices reflecting the updated pricing and receive payment, a new requisition must be in the eBuy system prior to September 30, 2009. Payment cannot be made from the existing requisition with obsolete pricing after this date.

New items added to both custodial rental contracts include ladies' executive pants and shirts and a variety of wet and dry microfiber mops. On-catalog eBuy orders for the new items and updated pricing must be completed between August 1, 2009, and September 30, 2009.

For additional information, contact Barbara Reagor, Environmental/Maintenance Repair and Operations (MRO) Category Management Center (CMC) at 214-819-7109 or [barbara.b.reagor@usps.gov](mailto:barbara.b.reagor@usps.gov).

— Environmental & MRO CMC, Dallas, Texas, Supply Management, 7-30-09

## Minimum Wage Change

Effective July 24, 2009, the federally mandated minimum wage was increased to \$7.25 per hour. Local buying officials must ensure that self-employed service suppliers, who supply services purchased under local buying procedures, earn no less than the minimum wage of \$7.25 per hour as of July 24, 2009. Direct any questions concerning this matter to the appropriate Supply Management Category Management Center (CMC).

— *Supply Management Infrastructure, Supply Management, 7-30-09*

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## USPS Headquarters Managers and Field Installation Heads: Semi-annual Capital Property Reviews

The next Semi-annual Capital Property Review will commence on August 3, 2009, and be complete by August 14, 2009. "Materials, Customer Service — Topeka, KS" will e-mail the list of items to be verified by the selected finance numbers.

The Semi-annual Capital Property Reviews are a Sarbanes-Oxley (SOX) requirement. A list of finance numbers that receive a Semi-Annual Capital Property Certification Report but do not submit the report on time will be escalated for further action.

The district material management specialists (DMMSs) will provide instructions and guidelines on how their districts should conduct the Semi-annual Capital Property Reviews; the Material Service Centers (MSCs) will provide similar support for the Headquarters groups. Handbook AS-701, *Material Management*, is under revision; instructions and guidelines provided by the DMMSs and MSCs will supersede Handbook AS-701 where there are conflicts.

— *National Supply Management Programs, Supply Management, 7-30-09*

A woman with reddish-brown hair, wearing a white button-down shirt, is sitting at a desk. She is smiling and talking on a mobile phone held to her ear. There are papers and a laptop on the desk in front of her. The background is a plain wall.

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Letter Carrier, Hurst, TX