# postal|bulletin 

# MAILBOX IMPROVEMENT WEEK: May 19-25, 2013 



## Contents

## COVER STORY

## Delivery

Mailbox Improvement Week, May 19-25 . . . . . . . . . . . . . . . 3
USPS ISSUES "CLEAN SWEEP" OF
MTE IN DELIVERY UNITS ............... . . 21

## POLICIES, PROCEDURES, AND

 FORMS UPDATES
## Manuals

DMM Revision: Express Mail and Priority Mail
Open and Distribute eVS Tags and Labels.
24
DMM Revision: Clarification of Eligibility Standards
for Merchandise Return Service . . . . . . . . . . . . . . . . . . 25
DMM Revision: Folded Self-Mailer Clarifications .......... . 26
IMM Revision: Sack/Container Tags and Mail
Preparation for International Priority Airmail and
International Surface Air Lift Service.53

IMM Revision: Postal Qualified Wholesaler

Program and Global Direct Entry Wholesaler

Program - Eligibility Criteria ..... 56

IMM Revision: Global Direct Entry Wholesaler
Program - Eligibility Criteria . . . . . . . . . . . . . . . . . . . . . . 57

## Publications

Publication 431 Revision: Changes to Post Office
Box Service and Caller Service Fee Groups. . . . . . . . . . . . . 58
ORGANIZATION INFORMATION
Address Management
Post Office Changes59

## Finance

Policy Reminder - Use of PS Form 1018, eTravel
Repayment for Overpayments or Cash Advances, for Repaying the U. S. Postal Service
Fiscal Year 2013 Bank Secrecy Act/Anti-Money
Laundering Training60
61Policy Reminder - Reporting a Refund for a
Cancelled Fare for Airline or Rail in eTravel
Government RelationsReminder: Franked (Congressional) Mail, Postage
Payment, and Detention of Mail Guidelines ..... 63
Information Security
Reporting Online Threats. ..... 64
International Mail
Revised Sack/Container Tags for International Priority Airmail and International Surface Air Lift Service ..... 65
Mailing and Shipping Services66
Retail
Stamps by Mail - Brochure Ordering Information ..... 67
Stamp Services
Update: Lydia Mendoza and Johnny Cash PhilatelicProducts69
Update: Muscle Cars Stamp Inventory ..... 69
Pictorial Postmarks Announcement ..... 69
How to Order the First-Day-of-Issue Digital Color
or Traditional Postmarks. ..... 75
Sustainability
Water Conservation Tips ..... 78
PULL-OUT INFORMATION
Fraud
Domestic Orders ..... 29
Withholding of Mail Orders ..... 29
Invalid Express Mail Corporate Account Numbers ..... 30
Missing, Lost, or Stolen U.S. Money Order Forms ..... 32
Missing, Lost, or Stolen Canadian Money Order Forms ..... 37
Verifying U.S. Postal Service Money Orders ..... 40
Counterfeit Canadian Money Order Forms ..... 40
Toll-Free Number Available to Verify Canadian Money Orders ..... 40
Other Information
Overseas Military/Diplomatic Mail ..... 42
Thrift Savings Plan Fact Sheet. ..... 49
Displaying the U.S. Flag and the POW-MIA Flag ..... 51

## Postal Bulletin Index

Annual Index. . . . . . . . . . . . . . . . . . . . . . . . . PB 22355 (1-24-13)
USPS National Emergency Hotline Is your facility operating? Call 888-363-7462


## Cover Story

## Delivery

## Mailbox Improvement Week, May 19-25

Each year, the Postal Service ${ }^{\text {TM }}$ designates the third full week of May as Mailbox Improvement Week to encourage customers on city motorized, rural, or contract delivery service routes (formerly highway contract box delivery routes) to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and streets in suburban areas. Mailbox Improvement Week, May 19-25, calls attention to the need for providing mailboxes that are:

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

Additional information is available on the Delivery and Post Office Operations website at http:// blue.usps.gov/delret/L4CityDelvry_GROWTH.htm.

Mailboxes that meet these six important requirements help delivery and collection operations and improve service to the entire route. There are three approved styles of curbside mailboxes:

1. Traditional design (see Exhibit A, page 4).
2. Contemporary design (see Exhibit B, page 4).
3. Locked, full, or limited service.

USPS-STD-7B governs the design and specifications of curbside mailboxes and includes provisions for improved quality of the product.

## Notice 209

Postmasters should send Notice 209, Mailbox Improvement Week, to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event.

Notice 209 for Mailbox Improvement Week may be ordered through the U.S. Postal Service eBuy2 Ordering System under the MDC eBuy2 catalog or the Touch Tone Order Entry (TTOE) system.

The National Stock Number (NSN) to search under is 7610-03-000-9145 and the Postal Service Item Number
(PSIN) is NOT209. If you already have a 10-digit access code for Touch Tone Order Entry, please dial 800-2731509 to place your order. If you do not already have an access code, dial 800-332-0317 to register for Touch Tone Order Entry.

## Ordering Information

Use the following information to order Notice 209:

| PSIN: | NOT209 |
| :--- | :--- |
| PSN: | $7610-03-000-9145$ |
| Unit of Issue: | EA |
| Quick Pick Number: | 496 |
| Bulk Pack Quantity: | 3,000 |
| Minimum Order Quantity: | 50 |
| Price: | $\$ 0.0260$ |

## City Motorized, Rural, and Contract Delivery Service Routes

Customers must use only approved traditional, contemporary, or locked full/limited service curbside mailboxes for new installations or replacements. When new delivery is established or extended, Postmasters must ensure that customers use delivery equipment that is approved by the Postmaster General. However, a customer may use a cus-tom-built curbside mailbox if the local Postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes relative to the flag, size, strength, and quality of construction.
Note: Postmasters do not have the authority to approve mailbox systems such as USPS-STD-4C wall-mounted units or cluster box units (CBUs) that are not approved by the Postmaster General through the normal USPS ${ }^{\circledR}$ approval process.

Carriers on motorized city routes may continue to serve mailboxes that are designed primarily for use by customers receiving door delivery and that have been erected and served under previous regulations (see Exhibit C, page 4). However, carriers should advise customers that they may use only approved curbside mailboxes when replacing these types of mailboxes. A list of approved manufacturers of traditional curbside mailboxes appears on pages $\underline{8}-11$.

Exhibit A


Exhibit B


Exhibit C


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

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

In areas where snow removal is a problem, the Postal Service suggests using a semi-arch or extended arm-type support (see Exhibit D, below), which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers.

Generally, mailboxes should be installed at a height of 41-45 inches from the road surface to the bottom of the mailbox or point of mail entry. Mailboxes should be set back $6-8$ inches from the front face of the curb or road edge to the mailbox door. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact their local Post Office ${ }^{\text {TM }}$ before erecting or replacing mailboxes and supports.

## Exhibit D



## Location

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

Location of centralized delivery equipment is discussed during planning and prior to the start of construction whenever possible. Discussing equipment locations early in the process allows for builders and USPS officials to determine the safest and most efficient locations for equipment. By co-locating boxes, USPS and the building industry realize the best return on the investments of centralized delivery. Factors to consider when determining locations for centralized delivery equipment include but are not limited to the following:

- Co-locating delivery equipment.
- Carriers' line of travel.
- Customer and carrier safety.
- Customer accessibility (sufficient turnaround space and access for customers with mobility disabilities).
- Equipment security.


## Mailbox Supports

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

The Federal Highway Administration (FHWA) has determined that wooden mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E (page 6) and $F$ (page 7) for examples of mailbox mountings and supports suggested by the FHWA.
Exhibit E
Cantilever Mailbox Supports

Exhibit F
Single and Double Mailbox Installations

Spacing for Multiple Post Installation

## Make Your Mailbox Green - Rightsize Your Mailbox

There are many items to consider when selecting your curbside mail receptacle. Your mailbox is where your Postal Service carrier places your mail at the time of delivery, but what about your packages?

A mail receptacle that can accommodate small packages will protect them from inclement weather and offer a safe haven for packages that may otherwise be left at your doorstep.

A mail receptacle large enough for larger packages to be placed inside can also be a convenient area for your carrier to pick up your outgoing packages through the USPS free Carrier Pickup ${ }^{T M}$ program. By saving a trip to the Post Office, you conserve gasoline, save time, and help the environment.

## Greener Mailboxes Lead to Greener Neighborhoods

Every mailbox appropriately constructed, installed, and in good physical condition allows the Postal Service to deliver the mail safely and efficiently, thus eliminating a trip to the Post Office for our customers, which saves fuel, thereby reducing carbon dioxide emissions.

However, the "greenest" form of mail delivery occurs where centralized mail delivery systems are located in neighborhoods that serve multiple residents from a single location.

Sometimes referred to as "clustered mailboxes" or "community mailboxes", these neighborhood mailbox centers provide the greatest amount of fuel savings and carbon emission reductions because of the built-in efficiency of less truck idle time due to the carrier's ability to deliver mail to multiple customers during a single stop.

Consider these statistics: For every 1 million curbline delivery points added, had they instead been added as centralized delivery at an average of 13 customer mailboxes per stop...

- Postal delivery trucks would stop only 76,923 times per day versus 1,000,000 times for each curbline start/stop.
- When expanded to include the entire delivery year, 280,000,000 stops per year - every year - would be saved for a whopping 92 percent reduction!
When the Postal Service increases the use of centralized delivery for new and existing customers, the benefits to our environment are significant. We realize immediate fuel savings, reductions in carbon emissions, and "greener" neighborhoods everywhere across the country.

In addition to fostering a sense of community, centralized delivery provides the added benefits of secure equip-
ment for mail and package delivery, outgoing mail collection, and reduced carbon emissions.

So, if you're establishing or extending centralized delivery in your area of operations, or as a customer, moving into or living in a neighborhood served through centralized mail delivery, know that you are also helping to improve your environment because your neighborhood is served using the greenest form of mail delivery.

## Curbside Mailboxes Approved by the Postmaster General <br> USPS-STD-7B (Supersedes all previously published lists of approved manufacturers)

## Address Art

PO Box 90018
Indianapolis, IN 46290-0018
www.addressart.com
Applicables 1 (Accessory)
Applicables 2 (Accessory)
Applicables 3 (Accessory)
Applicables/Purdue (Accessory)
Applicables/IU (Accessory)
Applicables/US Flag (Accessory)
Applicables/Seasonal

## Alpha Products

5570 West $70{ }^{\text {th }} \mathrm{PI}$. Chicago, IL 60638-5326
www.alphaproductsinc.com
MV1215 (Locking)
American Postal Manufacturing
500 W. Oklahoma Ave.
Milwaukee, WI 53207-2649
www.mailproducts.com
1812 (Contemporary)
N1926045 (Contemporary)
Architectural Mailboxes, LLC
123 W. Torrance Blvd., Suite 201
Redondo Beach, CA 90277
www.architecturalmailboxes.com
5100 (Locking)
5500 (Contemporary)
6200 - (Locking)
7500 - (Contemporary)
Armadillo Enclosures
PO Box 462199
Escondido, CA 92046-2199
www.armadillomailbox.com
1000F (Traditional)
1000R (Locking)

## Bobi Company

32 Hillcrest Ave.
Collingswood, NJ 08108-1315
www.bobi.com
BO37000A (Locking)
BO39000A (Locking)
BO22000 (Locking)
BO25000 (Locking)
BO55000 (Locking)

## Brandon Industries

1601 W. Wilmeth Rd.
McKinney, TX 75069-8250
www.brandonindustries.com
M1 (Contemporary)
M2 (Contemporary)
M3 (Contemporary)
M4 (Contemporary)
M5 (Contemporary)
Brightlight Solutions
201 S.W. 25th Ave.
Cape Coral, FL 33991-1236
www.brightlightsolutions.net 1000 (Contemporary)
Creative Solutions, LLC
22 Millbranch Rd., S-710
Hattiesburg, MS 39402-1670
PP10

## Crown Expressions

1095 N.W. Nuff Rd.
Atlanta, GA 30318-4176
www.crownexpressions.com
BA12 (Accessory)
BA12 (It's a Beautiful World)
BA12 (Be My Valentine)
BA12 (Season Greetings)
BA12 (Have a Beautiful Day)
BA12 (It's a Boy)
BA12 (It's a Girl)

## Davis Tool

3740 N.W. Alockek PI.
Hillsboro, OR 97124-7142
www.lockingmailbox.com
1022-X (Locking)
1025-X (Locking)
1123-X (Locking)
1125-X (Locking)
dVault Company, Inc.
9800 Mount Pyramid Court
Englewood, CO 80112-2669
www.dvault.com
DVCS0015 (Locking)
DVU0050 (Locking)

Energy Technology Labs
976 United Circle
Sparks, NV 89431-6514
www.energytechlabs.com
Secure Mail Vault (Locking)
Epoch Design
17617 N.E. 65 St., Ste. 2
Redmond, WA 98052-4979
www.epochbydesign.com
Mail Boss-7104 (Locking)
Estes Design and Manufacturing
345 S. Post Rd.
Indianapolis, IN 46219
www.estesdesigns.com
EPS2640437 (Contemporary)
EPS2640319 (Contemporary)
Euroasia Products
3956 Town Center Blvd. \#166
Orlando, FL 32837-6103
www.euroasiaproducts.com
UWWRX060401 (Contemporary)
UBBDX060403 (Contemporary)
UBBXX060404 (Contemporary)
USBXX060407 (Contemporary)
Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
www.florencemailboxes.com
MB2000 (Locking)
Florida Aluminum Products
359 Douglas Rd.
Oldsmar, FL 34677-2973
www.creativemailboxdesigns.com
ME (Contemporary)
Fort Knox Mailbox
265 Tech Way
Grants Pass, OR 97526-8530
www.fortknoxmailbox.com
Large Standard Mailbox (Locking)
The Fortress (Locking)
Fuoriserie Imports
351 37th St.
Brooklyn, NY 11232-2505
www.ecco-products.com
ECCO 3 (Traditional)
Gaines Manufacturing
12200 Kirkham Rd.
Poway, CA 92064-6806
www.gainesmfg.com
Keystone (Contemporary)

## Imperial Mailbox Systems

3901 Norris Ln.
Millbrook, AL 36054-2433
www.imperialmailboxsystems.com
001-01 (Contemporary)
001-04 (Contemporary)
001-06 (Contemporary)
001-07 (Contemporary)
001-08 (Contemporary)
001-09 (Contemporary)
002-00 (Contemporary)
Jamestown Advanced Products, Inc.
2855 Girts Rd.
Jamestown, NY 14701-9666
www.jamestownadvanced.com
56 (Traditional)
49 (Traditional)
54 (Traditional)
23 (Traditional)

## Janzer

9 Chelten Way
Trenton, NJ 08638-5000
www.janzer.com
StoneyBrae (Traditional)

## Kaps

6357 Myrtle Grove Rd.
Wilmington, NC 28409-4526
www.quickreachtray.com
Toll Free: 877-872-9868
1981 (Small Mailbox Tray Accessory)
1982 (Medium Mailbox Tray Accessory)
1983 (Large Mailbox Tray Accessory)

## Kay Jay Novelties

PO Box 96
Naselle, WA 98638-3780
kayjay@wwest.net
FF0100 (Accessory)

## Letter Locker

21483 Waalew Rd.
Apple Valley, CA 92307-1025
www.LetterLocker.com
Supreme Letter Locker (Locking)
Standard Letter Locker (Locking)

## Mailcase

PO Box 241
Midvale, UT 84047-0241
www.mailcase.com
801-859-2679
92107 (Locking)

## Mackenzie-Childs LLC

3260 State Rd. 90
Aurora, NY 13026-8704
www.mackenzie-childs.com
1000 (Contemporary)

## Mackenzie Enterprise LLC

12391 Broy St.
Marcellus, MI 49067-9745
www.themailsig.com
20408 OS (Accessory)
20408 ST (Accessory)
Mail Systems NW
12365 S.W. Tooze Rd.
Sherwood, OR 97140-7205
http://www.mailsystems.com
Belaire 14 (Locking)
Belaire 16 (Locking)
Belaire BR16 (Locking)
Belaire 20 (Locking)
Senator 16 (Locking)
Senator 18 (Locking)
Senator 24 (Locking)
Senator XL (Locking)
Mailbox Solutions
19350 S.W. 118th Ave.
Tualatin, OR 97062-7293
www.MBXS.com
SteelHead (Locking)
Columbia (Locking)

## Postal Vault

4620 Royal Ln.
Dallas, TX 75229-4203
www.postalvault.com
PV101 (Locking)
PV201 (Locking)
PV300 (Locking)
PV400 (Locking)
Salsbury Industries
1010 East $62^{\text {nd }}$ St.
Los Angeles, CA 90001-1598
www.mailboxes.com
4850 (Contemporary)
4855 (Contemporary)
4325 (Locking)
4350 (Locking)
4375 (Locking)
4550 (Locking)
Security Manufacturing 2701 Regent Blvd.
Suite 200
DFW Airport, TX 75261
www.securitymanufacturing.com
Trailmaster (Locking)

## Solar Group

107 Fellowship Rd.
PO Box 525
Taylorsville, MS 39168-0525
www.thesolargroup.com
ST-10 (Traditional)
ST-15 (Traditional)
E-16 (Traditional)
ST-20 (Traditional)
ST-11 (Traditional)
ES15 Estate (Traditional)
ST-16 (Traditional)
PL-10 (Traditional)
CENTURY 2000 (Contemporary)
CL-1 (Contemporary)
E-11 (Contemporary)
RSK (Locking)
A15 (Contemporary)
Gentry (Contemporary)
PED (Locking)
MB-950BSN Seville (Traditional)
MB-550 Georgian (Traditional)
MB-158 Tuscany (Traditional)
MB-950BRBC Seville (Traditional)
MB-170 Mainstreet (Traditional)
MB-541 Northpointe (Traditional)
MB-970AB Westminster (Traditional)
MB-950WBC Seville (Traditional)
MB-370 Ventura (Traditional)
MB-320 Hamilton (Traditional)
MB-801 Ironsides (Traditional)
MB-384BC Alta Vista (Traditional)
MB-386C Monterey (Traditional)
MB-388B Hillcrest (Traditional)
MB-382T Fremont (Traditional)
MB-386OBR Monterey (Traditional)
MB-380B Sierra (Traditional)
MB-505 (Traditional)
MB-515 (Traditional)
MB-981B Reliant (Locking)
VM-000 B01 (Contemporary)

## Spring City Electrical Manufacturing Company

 PO Box 19Spring City, PA 19475-0019
www.springcity.com
Estate (Contemporary)

## Step 2

PO Box 2412
Streetsboro, OH 44241-0412
www.step2.com
5402 (Contemporary)
5452 (Contemporary)
5317 (Locking)
5605 MailMinder (Accessory)
5209 (Contemporary)

## Veeders Mailbox

10050 Montgomery Rd. \#324
Cincinnati, OH 45242-5322
www.veedersmailbox.com
LGVMB-G (Traditional)
LGVMB-SS (Traditional)
SMVMB-B (Traditional)
SMVMB-SS (Traditional)
Whitehall Products
8786 Water St.
Montague, MI 49437
www.whitehallproducts.com
Whitehall (Contemporary)
Capitol (Contemporary)
Y'All Got Mail
3088 Ragsdale Dr.
Milan, TN 38358-3420
yallgotmail@charter.net
Y'All Got Mail (Accessory)

## Cluster Box Units and All-Weather Parcel Lockers

During Mailbox Improvement Week, Postmasters and managers or their designees must review all cluster box units (CBUs), neighborhood delivery and collection box units (NDCBUs), and outdoor parcel lockers (OPLs) in their delivery areas to identify any hazards or irregularities, and they must record the results of the review.

The USPS has introduced three new products in Fiscal Year (FY) 2013 that support greater flexibility in deploying CBU equipment into the field. These three new models are designed to support business delivery as well as increase the USPS presence of parcel lockers in residential neighborhoods. This brings the total to 7 Postal Service approved and designed CBUs for use in any residential and business delivery application.

The 3 new models are:

1. 1570-4T5AF - (4 Unit Customer Compartment (oversize) w/2 Parcel Lockers)
2. 1570-8T6AF - (8 Unit Customer Compartment w/4 Parcel Lockers)
3. 1590-T2AF - (4 Unit Outdoor Parcel Locker-only)

Note: NDCBUs are not approved for use in new delivery or as replacement units for existing NDCBUs - even when privately purchased. Postal Service officials must not install Arrow locks in new NDCBUs or initiate delivery to NDCBU units installed as replacements.

Upon completing the reviews, keep a copy in your local office and send consolidated copies to the designated growth coordinator for each district. Use PS Form 8143, Equipment Checklist and Followup Review, in conducting and recording the reviews. PS Form 8143 is available in this Postal Bulletin (see Exhibit G on page 17). PS Form 8143 is also available on the PolicyNet website at http:// blue.usps.gov/cpim/; click Forms. Employees conducting
the reviews must complete PS Form 1624, Delivery/Collection Equipment Work Request, for any equipment that poses a safety hazard to postal customers or employees. You can order PS Form 1624 from the MDC using touchtone order entry (see page $\underline{3}$ for MDC ordering instructions), or download it from the PolicyNet website at http:// blue.usps.gov/cpim/. Ordering information for PS Form 1624 is as follows:
PSIN:
PSN:
Unit of Issue:
Quick Pick Numbe
Bulk Pack Quantity:
Minimum Order:
Price:

Cluster Box Units
USPS-B-1118G

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free) 785-323-4470
www.florencemailboxes.com
Unit is powder-coated aluminum.
Contract \#1CDSEQ-11-B-1004 - Place orders through eBuy2.
Note: You must use eBuy2 to purchase supplies from this contract supplier.

## Cluster Box Unit Accessories

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com
Decorative CBU Accessories
Vogue-Vogue C1 Crown Molding Cap
Vogue-Vogue P114 Short Pedestal Cover
Vogue-Vogue P128 Tall Pedestal Cover
Regency - 1201, Tall Pedestal Cover
Regency - 1202, Short Pedestal Cover
Regency - 1200, Top Cover
Regency - Flame \& Ball, Top Cover Finials
Note: CBU accessories are optional equipment that is intended to enhance the aesthetic appearance of commercially purchased units.

## High Security Cluster Box Units

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 785-323-4470
800-275-5081 (toll-free)
www.florencemailboxes.com
Unit is powder-coated aluminum and stainless steel.
Contract \#1CDSEQ-11-B-1004 - Place orders through eBuy2.

## Note:

1) You must use eBuy2 to purchase supplies from this contract supplier.
2) Unit is anodized, painted aluminum. Pedestal is anodized, painted stainless steel.
Contract No. 1CDSEQ-05-B-3001, available on eBuy2.

## Outdoor Parcel Locker (OPL) <br> USPS-B-1116B

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free) 785-323-4470
www.florencemailboxes.com
Contract \#1CDSEQ-11-B-1004 - Place orders through eBuy2.
Note: You must use eBuy2 to purchase supplies from this contract supplier.

## Replacement Pedestals - CBU, NDCBU, and OPL Universal

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com
NDCBU Universal Pedestal is anodized aluminum - does
not fit Superior units
Replacement Pedestal - OPL
Replacement Pedestal - American Locker CBU
Replacement Pedestal - American Locker OPL
Contract \#1CDSEQ-11-B-1004 - Place orders through eBuy2.
Note: You must use eBuy2 to purchase supplies from this contractor.

## Wall-Mounted Centralized Mail Receptacles USPS-STD-4C

USPS-STD-4C was fully implemented on October 6, 2006. All new multi-unit constructions with building permits submitted before October 6, 2006, retain the option of using apartment-style receptacles built to the specifications of USPS-STD-4B+.

All multi-unit construction with building plans submitted on October 6, 2006, or later are required to use wallmounted mail receptacles built and approved to the specifications of USPS-STD-4C.

The receptacles offer:

- Improved compartment security.
- Customer-friendly compartment designs, which allow mail to be placed flat into the compartment.
- Increased ease of use for carriers
- Larger customer compartment capacity for small parcels and rolls (SPRs), small parcels, and large volumes of mail.
- One parcel locker for every 10 customer compartment ratios for installations with 10 customer compartments or more.
- Secure outgoing mail compartments.

The use of USPS-STD-4C boxes is primarily intended for new construction and not as a means of retrofitting existing complexes. However, buildings undergoing significant renovations or rehabilitations may be required to convert to wall-mounted receptacles that are USPS-STD4 C compliant. If these renovations include significant structural changes and present an opportunity for more complete makeovers, the builders should include 4C receptacles. Buildings that are simply remodeling or changing the outward/surface appearance of the lobby are not considered examples of renovations that would trigger the use of 4 C receptacles.

If you have additional questions, contact your area or district growth coordinators for further information, or send an email to wallmountedreceptacles@usps.gov.

## Approved Manufacturers

## USPS-STD-4C

## 2BGlobal

16 Technology Dr., Ste. 172
Irvine, CA 92618-2328
Telephone: 800-650-2606
949-502-3778
Fax: 949-502-3772
www.2B-Globalmailboxes.com
Front Loader Designs
1 \& 2 High Customer Compartments

Largest Approved Double-Column Unit has 20
(1 High) Customer Boxes
Bommer Industries, Inc.
PO Box 187
Landrum, SC 29356-0187
Telephone: 800-334-1654
864-457-3301
Fax: 864-457-5370
www.bommer.com
Front Loader Designs
1 \& 2 High Customer Compartments
Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes
Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com
Front Loader Designs
Rear Loader Designs
1, 2, 3, \& 4 High Customer Compartments
Largest Approved Double-Column Unit has 20 (1 High)
Customer Boxes
Jensen Mailboxes
www.jensenmailboxes.com
Front Loader Designs
1 \& 2 High Customer Compartments
Largest Approved Double-Column Unit has 17 (1 High)
Customer Boxes
Postal Products Unlimited
500 West Oklahoma Ave.
Milwaukee, WI 53207-2649
Telephone: 800-229-4500
www.mailproducts.com
Front Loader Designs
1 High Customer Compartments
Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

## Salsbury Industries

1010 E. $62^{\text {nd }}$ St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269
Fax: 800-624-5299
www.mailboxes.com
Front Loader Designs
Rear Loader Designs
1, 2, 3, \& 4 High Customer Compartments
Largest Approved Double-Column Unit has 20 (1 High)
Customer Boxes

## Security Manufacturing Corp.

2701 Regent Blvd., Suite 200
DFW Airport, TX 75261
Telephone: 800-762-6937
Fax: 817-481-3993
www.securitymanufacturing.com
Front Loader Designs
1 High Customer Compartments
Largest Approved Double-Column Unit has 20 (1 High)
Customer Boxes

## Apartment House Mail Receptacles - Horizontal and Vertical

Note: The Postal Service has revised USPS-STD-4B. The new standard is USPS-STD-4C.

For replacement of existing equipment, security enhanced versions of both horizontal and vertical boxes are now available. They are referred to as "USPS-STD4B+" boxes and are designed to fit cleanly into buildings with old USPS-STD-4B boxes.

USPS-STD-4B+ boxes are approved for Postal Service mail delivery for existing indoor installations or existing protected outdoor locations. However, the Postal Service does not approve the purchase of this equipment for new installations and will not install Arrow locks in any such equipment. You may only order replacement parts for Postal Serviceowned equipment that was installed in the past.

## Approved Manufacturers <br> USPS-STD-4B+

American Device Manufacturing
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com
Horizontal units only
American Eagle Mailboxes
PO Box 070099
Milwaukee, WI 53207-2649
Telephone: 866-263-2454
Fax: 800-570-0007
www.americaneaglemailbox.com
Horizontal units only
Bommer Industries, Inc.
PO Box 187
Landrum, SC 29356-0187
Telephone: 800-334-1654
864-457-3301
Fax: 864-457-5370
www.bommer.com

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free) 785-323-4470
www.florencemailboxes.com

## Jensen Mailboxes

www.jensenmailboxes.com
Horizontal units only

## Salsbury Industries

1010 E. $62^{\text {nd }}$ St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269
Fax: 800-624-5299
www.mailboxes.com

## Security Manufacturing Corp.

2701 Regent Blvd., Suite 200
DFW Airport, TX 75261
Telephone: 800-762-6937
Fax: 817-481-3993
www.securitymanufacturing.com

## Locks

PSIN O910A \& B, O910HS (per USPS-L-1172D), O913A through K cams, O306P1 (per USPS-L-1294B), 0306A1 and A2, 0306B and D, 0308 (per USPS-K-852H)

## CompX Security Products*

200 Old Mill Rd.
PO Box 200
Mauldin, SC 29662-0200
www.compx.com
*Formerly National Cabinet Lock
Contact: Larry Springgate
Telephone: 864-286-1696
Fax: 864-286-1698
Contract No. 1CDSEQ-11-B-1005

## Note:

1) In accordance with Helping Hand Issue \#23, return all nonfunctioning Post Office box locks (PSIN O306B, O306D, O308, O306A1 and O306A2) and excess keys, and Rev. E CBU Parcel Locker Locks (PSIN O306P, see MMO-123-06 and Postal Bulletin 22204 (4-12-07, pages 93-94), reorder using PSIN O306P1), to CompX at the address shown below. This should now include Armor Safe Corporation (ASC) and Royal (RL) Post Office box locks needing replacement keys, which were previously returned to the Mail Equipment Shop.

Lock Refurb Program
CompX Security Products
PO Box 200
Mauldin, SC 29662-0200
2) The preferred method to order locks is from eBuy2, Supplier - MDIMSCAT, which is the Topeka Material Distribution Center. Use the following information to order locks:

```
Material Distribution Center
Attn. Supply Requisitions
500 S.W. Gary Ormsby Dr.
Topeka, KS 66624-9702
e-mail: mdc.customerservice@usps.gov
TTOE: 800-273-1509
Option 1, followed by option 2
```


## Licensing

USPS licenses two products of USPS-approved delivery and collection equipment for sale to customers other than USPS itself: a) customer compartment locks (O910A and B) used in centralized delivery equipment, and b) the CBU, which, when combined with the 0910 lock, surpasses a required security level. Commercial manufacturers who wish to become licensed suppliers of either the O910 lock (USPS-L-1172D) or the CBU (USPS-B-1118G) should contact the following office for application procedures.

## USPS Licensing Contact

Delivery Team Licensing
3190 S. $70^{\text {th }}$ St. Rm. 601
Philadelphia, PA 19153-9990

## Current 0910 Lock Licensees

## Compx Security Products*

200 Old Mill Rd.
PO Box 200
Mauldin, SC 29662-0200
www.compx.com
*Formerly National Cabinet Lock
Telephone: 864-286-1696
Fax: 864-286-1698
License Number: 1CDSEQ-08-B-0011

## Current CBU Licensees

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com
Unit is powder-coated aluminum in a choice of six colors: Sandstone, Black, Bronze, White, Green, and Postal Gray
License Number: 1CDSEQ-08-B-0012

## Salsbury Industries

1010 E. $62^{\text {nd }}$ St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269
Fax: 800-624-5299
www.mailboxes.com
Unit is powder-coated aluminum in a choice of five colors: Sandstone, Black, Bronze, White, and Green
License Number: 1CDSEQ-08-B-0026

## Postal Products Unlimited, Inc.

500 West Oklahoma Ave.
Milwaukee, WI 53207-2649
Telephone: 800-229-4500
Fax: 800-570-0007
www.mailproducts.com
License Number: 1CDSEQ-10-B-0011

## Premium Post Office Boxes

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free) 785-323-4470
www.florencemailboxes.com
Place orders through eBuy2,
eBuy PPO-13AF or PPO-16AF.

## Equipment Review Procedure

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

1. List the 5-digit, USPS-marked postal ID number of the unit. This is usually visible on the front or side of the body or pedestal. If a postal ID number is not available, list the unit location, equipment type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's vendorsupplied serial number. You must distinguish the type listed as an NDCBU or CBU.
2. Assign each checklist item one of the following ratings:
a. OK - Equipment does not need attention for this item.
b. X - Equipment needs attention for this item.
c. NA - Item does not apply to this particular piece of equipment.
3. When examining the equipment, use the instructions below to complete PS Form 8143:
a. Check equipment. All delivery and collection equipment should be straight, vertical, and firmly mounted. For safety concerns, please ensure that customer compartments are facing away from the street (refer to the safety note below) or are oriented such that safe collection and delivery of the mail may occur. Visually verify that four bolts/nuts are firmly in place securing the pedestal to the concrete pad and to the delivery equipment.

Apply hand pressure to the top edge of the unit from the front side. While the unit may flex under the load, verify that the pedestal stays firmly mounted to the concrete and that the unit does not separate from the pedestal.
Note: For safety concerns, ensure that customer compartments are located such that customers do not have to stand in the street to access their mail or that letter carriers do not have to stand in the street to deliver mail. Consider all factors of equipment location including setbacks from streets that may allow customer compartments to face the road, but be of such a distance so as not to affect the safe delivery and collection of mail.
b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
c. For CBUs and NDCBUs, observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the two master doors from blowing closed. These devices, which may have to be set manually, should be serviceable.
d. Ensure that the Arrow lock operates smoothly and easily and that the mounting hardware is tight. For NDCBUs, CBU parcel doors, and OPLs, the protective cover that shields the Arrow lock from customer tampering or theft must be serviceable and firmly attached.
e. For OPLs, secure the cover that protects the Arrow lock from theft with the proper quantity of tamper-resistant screws.
f. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are legible.
g. Ensure that the exterior surface of the unit is free from rust and graffiti.
h. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
i. Check whether the unit and any protecting structure appears watertight and in good repair. Check whether there are any noticeable watermarks inside the unit or any wet mail.
j. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for centralized delivery equipment installation or repair in the area.

Carriers must note equipment deficiencies and report them to the Postmaster, supervisor, or designee. The Postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, Report of Hazard, Unsafe Condition, or Practice, for items that pose an immediate threat to safety, such as an improperly secured or leaning NDCBU/CBU. You can order PS Form 1767 from the MDC using touch-tone ordering procedures (see page 3). Ordering information for PS Form 1767 is as follows:

| PSIN: | PS1767 |
| :--- | :--- |
| PSN: | $7530-01-000-9422$ |
| Unit of Issue: | SE |
| Quick Pick Number: | 141 |
| Bulk Pack Quantity: | 1000 |
| Minimum Order: | 25 |
| Price: | $\$ 0.0570$ |

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

In January of 1999, the Postal Service announced that NDCBUs cannot be installed for delivery of mail beginning in FY 2000. As previously stated, there are no waivers granted for this policy. Place all orders for CBUs and OPLs against the national contracts listed below. Use eBuy2 to place all orders.

Graffiti on mailboxes? There is a new special soy-based cleaner available through eBuy or the MDC identified as "Cleaner, Grafitti Remover, Collection Box" PSN: 7930-13-000-4764. Cost $\$ 17.41$ per 22 oz. bottle.

This product has proven successful in removing graffiti from collection boxes. While most effective on the most current collection boxes when treated as graffiti-resistant, this cleaner may still prove effective with any legacy equipment that has a good quality paint coating. For older collection boxes, test the product in an inconspicuous spot on the collection box to ensure it does not damage the current paint coating.

For eBuy2 ordering instructions, go to the Postal Service Intranet at http://blue.usps.gov; and in the left-hand column, click eBuy/eBuy2. You may also call 800-USPSHELP for additional help.

## Exhibit G

United States Postal Service
Equipment Checklist and Followup Review
Post Office, State, and ZIP +4
Unit Location, Type, and Manufacturer


## State and Local Regulations

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

[^0]
## Publicity

Postmasters must give these guidelines and suggestions maximum local publicity. Consult your area Corporate Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 19 is provided for Postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. You may also find it helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

## Responsibility

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

- Delivery Programs Support,

UNITED STATES
POSTAL SERVICE

Internet: www.usps.com

## Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service ${ }^{\circledR}$ is asking all [city name] homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 19-25, says Postmaster [full name].
"Repairing suburban and rural mailboxes improves the appearance of our community and makes delivering and receiving mail safer for our carriers and customers," [last name] says.

The Postal Service ${ }^{\text {TM }}$ makes this annual request because of the wear and tear that occurs to mailboxes every year. "This is especially important after the effects of last winter," [he/ she] adds [if applicable].

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

- Replacing loose hinges on a mailbox door.
- Repainting a mailbox that may have rusted or started peeling.
- Remounting a mailbox post if loosened.
- Replacing or adding house numbers.
"If a homeowner plans to install a new mailbox or replace a worn one, he or she must use only Postal Service-approved traditional, contemporary or locking full/limited service mailboxes," said [last name]. "Customers should be careful when purchasing curbside mail receptacles because the use of unapproved boxes is prohibited. Customers may use a custom-built mailbox, but they must consult with my office to ensure it conforms to guidelines applying to flag, size, strength and quality of construction."

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


## USPS Issues "Clean Sweep" of MTE in Delivery Units

In FY 2012 and 2013, the U.S. Postal Service ${ }^{\circledR}$ invested $\$ 225$ million to grow Mail Transport Equipment (MTE) inventories. To protect this investment, the USPS ${ }^{\circledR}$ has developed the Clean Sweep program to monitor MTE within the network. Beginning May 2013, each delivery and retail unit will be asked to perform a "clean sweep" of their facility and return any excess or improperly used MTE to circulation.

## What is Considered Improper Use of MTE?

Storing or transporting items such as retail records, files, postal supplies, cleaning supplies, decorations, and tools, or using MTE as recycling bins, are some of the more common ways these valuable containers are misused. Use the service talk on page $\underline{23}$ and the records retention table on page 22 to remind employees that MTE should only be used as intended - as custom-made, automation-compatible containers.



To keep MTE in circulation and prevent misuse, the following actions should be taken:

- Count all MTE in unit, even if in use, and record these items on weekly inventory reports.
- Leave MTE Awareness posters and Stacking Standards posters displayed.
- Employees should receive service talks to promote awareness.
- Areas should be designated for needed MTE.
- Neat and organized excess MTE can be palletized for return to the plant.
- Supplies for the lobby or maintenance should not be stored in MTE containers.
- Window clerks and carriers should rubber band hold mail for customers.
- Enter a count of all MTE used for retail and BMEU records storage in weekly inventory reports.
- Examine and determine the quantity of records stored in MTE.
- Purchase alternative containers for records currently stored in MTE tubs and trays.

On February 20, 2013, an online MTE reporting system was launched nationally for Level 20 and above delivery and retail units. These facilities are now required to submit weekly inventory reports for both empty and full MTE. The report is accessed at the CSDC homepage under "Our Other Sites". Though other levels/offices are not required to submit weekly reports, they are encouraged to participate in the Clean Sweep program through appropriate circulation and use of MTE.

## What are the Advantages of Proper MTE Usage and Circulation?

- Improves the overall financial state of the USPS.
- Improves efficiency at the plants to better serve customers.
- Ensures mailers have the necessary equipment to generate revenue.
- Provides a clean, safe office environment.
- Provides additional work room space, once excess MTE is removed.
- Provides additional storage after proper disposal of any outdated records stored in MTE.


## Clean Sweep Campaign

Over the next few months, we will recognize offices who return the most MTE to circulation, in proportion to their size. Results will be based on MTE reporting from May 6 26, 2013. All districts must submit their return reports to Headquarters by June 6 to be eligible for recognition. Before and after photos will be shown in subsequent issues of the Postal Bulletin.

Please direct any questions to your District MTE Coordinator or Cathy.L.Moon@usps.gov for more details.

## Records Retention Guide

Here are retention guidelines for the PS Forms most often stored past required retention periods. Please use this table to determine when disposal is appropriate.

| PS Form | Title | Retention Period |
| :--- | :--- | :--- |
| PS Form 17 | Stamp Requisition / Stamp Return | 2 years plus current fiscal year |
| PS Form 25 | Trust Fund Account | 3 years from last date of activity |
| PS Form 571 | Discrepancy of \$100 or More in Financial Responsibility | 2 years, plus current fiscal year |
| PS Form 991 | Application for Promotion or Assignment | 2 years |
| PS Form 1017-A | Unauthorized Overtime Record | 3 years |
| PS Form 1017-B | Time Disallowance Record | 3 years |
| PS Form 1091-A | Post Office Box Fee Register (Note: If automated, delete customer record upon <br> termination of service). | 2 years |
| PS Form 1091-B | Register for Caller Service Fees (Note: If automated, delete customer record <br> upon termination of service). | 2 years |
| PS Form 1412 | Daily Financial Report | 2 years plus current fiscal year |
| PS Form 3996 | Carrier-auxilliary control | 2 years |
| PS Form 3971 | Request for or Notification of Absence | 3 years |
| PS Form 3972 | Absence Analysis | 3 years |

Please access the eRIMS program to look up individual PS Form retention periods at: https://erims.usps.gov/erims/ erims_forms.postal_forms.

## Service Talk

Delivery \& Retail Units Nationwide May 2013

## Mail Transport Equipment (MTE) in Delivery Units

In the 2011 mailing season, the U.S. Postal Service ${ }^{\circledR}$ experienced severe shortages of trays, sleeves, flat tubs, and pallets. So severe was the shortage, business mailers deposited large letter mailings without trays or sleeves, and some postal plants could not run their flat sorter equipment because they did not have the necessary quantity of tubs.

To prevent shortages, several projects were launched to review MTE in plants, delivery units, and at mailer locations. These projects identified excess MTE that was not circulating or being misused. In the last two years, the Postal Service invested $\$ 225$ million to rebuild the inventory of tubs, trays, sacks, sleeves and plastic pallets. Even with that investment, we need to be vigilant to keep all MTE circulating for use.

The study of delivery units found that many offices have large amounts of trays and tubs stacked in corners or under cases, or holding retail close-out records, BMEU records, cleaning supplies, retail lobby supplies, files, decorations, carrier personal items, etc. MTE is treated as general purpose storage rather than custom-made, automation-compatible containers. While records can be stored in cardboard boxes, flat sorters can't use boxes to sort mail.

It may seem like the amount of trays, tubs, and rolling stock in our office could not be significant to the Postal Service, but if you think of each flat tub as a $\$ 5$ bill, you will see that the expense quickly adds up. If just 100 flat tubs are misused at 5,000 delivery and retail units, the Postal Service has to spend over $\$ 2$ million to replace the tubs that are not circulating.

You are going to see changes in the way we now use trays and tubs. We will:

- Gather up all excess trays, tubs, and rolling stock for daily return to the plant.
- Designate a neat, organized area for MTE we need to keep in the unit.
- Remove records stored in MTE trays and tubs and transfer them to cardboard boxes.
- Send outdated records for appropriate disposal.
- Remove all retail lobby supplies from MTE trays and tubs.
- Empty all other storage from MTE trays and tubs such as cleaning supplies, decorations, etc.

I will also ask you to do some things differently, such as:

- Have pallets where each of you place trays and tubs that go back to the plant each day. This helps with MTE transportation and enables immediate reuse at the plant, transfer to a mailer, or timely cross-dock to the MTE Service Center.
- Remove any personal items from MTE tubs and trays, and place them in your locker.
- Place a rubber band around hold mail instead of handing out an MTE tray or tub.
- Request that business customers who receive mail in MTE trays or tubs return equipment from the prior day, as you deliver mail for today.
- Ensure that no equipment is left outside where it is exposed to theft, sun, or rain.
- Ensure that no MTE tray, sleeve, tub, or pallet of any kind is destroyed or recycled at our office. Everything must be returned to the plant, regardless of its condition.


## How Does this Help the Postal Service?

- Reduces the expense of purchasing to replace equipment we already have.
- Improves efficiency at the plant when they can use all of the automated equipment.
- Ensures equipment is available for commercial mailers to increase revenue.


## How Does Our Office Benefit?

- Cleaner and safer workroom floor, once equipment is cleared.
- Additional workroom floor space for other purposes.
- Additional storage space available.

MTE costs the Postal Service millions of dollars every year, and it is our responsibility to take good care of it. To report misuse of any type of MTE or to request a customer MTE pickup, contact HQMTE@USPS.GOV or call 866-330-3404.

- Mail Transport Equipment, Operations Integration and Support, 5-16-13


## Policies, Procedures, and Forms Updates

## Manuals

## DMM Revision: Express Mail and Priority Mail Open and Distribute eVS Tags and Labels

Effective June 3, 2013, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual ( $\mathrm{DMM}^{\circledR}$ ) 705.18 to include new tags and labels for Express Mail Open and Distribute ${ }^{\text {TM }}$ and Priority Mail Open and Distribute ${ }^{\text {TM }}$ mailings prepared under an authorized Electronic Verification System (eVS ${ }^{\circledR}$ ) manifest mailing system.

Express Mail Open and Distribute will now have a blue Tag 257-EVS, yellow Tag 267-EVS, and blue Label 257SEVS. Priority Mail Open and Distribute will now have a green Tag 161-EVS, pink Tag 190-EVS, and pink Label 190S-EVS. The eVS version of the tags and labels will not require a postmark or signature during the acceptance and verification process. Instead, the eVS tags and labels will bear the marking "APPROVED eVS MAILER" in the space normally designated for postmark and signature.

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

Advanced Preparation and Special Postage Payment Systems

705.18 Express Mail Open and Distribute and Priority Mail Open and Distribute
18.1 Prices and Fees

### 18.1.5 Payment Method

Postage payment methods are as follows:
[Revise the second sentence of item 18.1 .5 b as follows:]
b. ***Express Mail postage must be affixed to the applicable tag in 18.5.3a, to the Open and Distribute tray box, or part of the address label.
[Revise the second sentence of item 18.1.5c as follows:]
c. ***Priority Mail postage must be affixed to or handstamped on the applicable tag in 18.5.3b, the Open and Distribute tray box, or part of the address label.

### 18.1.6 Postage Statement for Enclosed Mail

[Revise the first and last sentence of 18.1.6 as follows:]
The mailer must provide the correct postage statement for the enclosed mail unless prepared under the Electronic Verification System (eVS).***
${ }^{* * *}$ A postage statement is not required for the Express Mail or Priority Mail portion of the Open and Distribute shipment, unless Priority Mail postage is paid by permit imprint not prepared under eVS.

### 18.5 Preparation

### 18.5.1 Containers for Expedited Transport

Acceptable containers for expedited transport are as follows:
[Revise items 18.5.1a through 18.5.1c as follows:]
a. An Express Mail Open and Distribute shipment must be contained in a USPS-approved sack using the applicable tag in 18.5.3a or in a USPS-provided Express Mail Open and Distribute tray box (Tags are not required for tray boxes; only the $4 \times 6$ address label should be applied), except as provided in 18.5.1c and 18.5.1d.
b. A Priority Mail Open and Distribute shipment must be contained in either a USPS-approved sack using the applicable tag in 18.5.3b or a USPS-provided Priority Mail Open and Distribute tray box (Tags are not required for tray boxes, only the $4 \times 6$ address label should be applied), except as provided in 18.5.1c and 18.5.1d.
c. An Express Mail or Priority Mail Open and Distribute shipment destined to a DDU may be contained in USPS-provided Express Mail Flat Rate Boxes and envelopes using the applicable label in 18.5.3a, or Priority Mail Flat Rate Envelopes and boxes using the applicable label in 18.5.3b.

### 18.5.3 Tags 257 and 267 - Express Mail Open and Distribute

[Revise the text of 18.5 .3 as follows:]
Blue Tag 257 and yellow Tag 267 provide a place to affix Express Mail postage and the address label for the destination facility. For mailings prepared under the Electronic Verification System (eVS), use blue Tag 257-EVS and yellow Tag 267-EVS. The applicable tag must be attached to each Express Mail sack, in addition to the Express Mail sack label, to identify it as an Express Mail Open and Distribute shipment as follows:
a. Attach yellow Tag 267 or yellow Tag 267-EVS to sacks used as Express Mail Open and Distribute containers destined to a NDC, ASF, ADC, or SCF facility.
b. Attach blue Tag 257 or blue Tag 257 -EVS to sacks used as Express Mail Open and Distribute containers destined to a DDU. Blue Label 257S or blue Label 257S-EVS may be affixed to containers used for Express Mail Open and Distribute shipments prepared under 18.5.1c or 18.5.1d.

### 18.5.4 Tags 161 and 190 - Priority Mail Open and Distribute

[Revise the text of 18.5.4 as follows:]
Green Tag 161 and pink Tag 190 provide a place to affix Priority Mail postage and the address label for the destination facility. For mailings prepared under the Electronic Verification System (eVS), use green Tag 161-EVS and pink Tag 190-EVS. The applicable tag must be attached to each Priority Mail sack, in addition to the Priority Mail sack label or
container, to identify it as a Priority Mail Open and Distribute shipment as follows:
a. Attach green Tag 161 or green Tag 161-EVS to sacks used as Priority Mail Open and Distribute containers to a NDC, ASF, ADC, or SCF facility.
b. Attach pink Tag 190 or pink Tag 190-EVS to sacks used as Priority Mail Open and Distribute containers to a DDU. Pink Label 190S or pink Label 190S-EVS may be affixed to containers used for Priority Mail Open and Distribute shipments prepared under 18.5.1c or 18.5.1d.

## [Add new 18.6.3 as follows:]

### 18.6.3 Postmark and Signing Tags and Labels

Upon completion of the verification and acceptance of the contents, all Open and Distribute tags and labels must be postmarked and signed in the space provided unless prepared under an authorized Electronic Verification System (eVS) manifest mailing system. Open and Distribute eVS tags and labels bear the marking "APPROVED eVS MAILER" in the space normally designated for the postmark and signature.

We will incorporate these revisions into the next update of the online DMM, which is available on Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

## DMM Revision: Clarification of Eligibility Standards for Merchandise Return Service

Effective June 6, 2013, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ) 505.3.2.1 to remove a discrepancy regarding the mail products eligible for Merchandise Return Service (MRS).

This revision clarifies that Parcel Select is not an eligible product for use with MRS. The reference to Parcel Select in DMM 505.3.2.1 was added as part of the general price change revisions in January 27, 2013. It was not the intent of the Postal Service to make Parcel Select eligible for MRS. Moreover, its inclusion in this section creates a discrepancy in the DMM, since all Parcel Select products have specific postage payment requirements and/or minimum volume thresholds that would be incompatible with MRS.

## Mailing Standards of the United States Postal

 Service, Domestic Mail Manual (DMM)
## 500

505
Return Services

### 3.0 Merchandise Return Service

### 3.2 Basic Standards

### 3.2.1 Description

## [Revise 3.2.1 as follows:]

Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on singlepiece price First-Class Mail, First-Class Package Service, Priority Mail, Standard Post, and Package Services parcels that are returned to the permit holder by the permit holder's
customers via a special label produced by the permit holder.

We will incorporate these revisions into the next monthly update of the online DMM, which is available via Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

- Product Classification,
Pricing, 5-16-13


## DMM Revision: Folded Self-Mailer Clarifications

Effective May 6, 2013, the Postal Service ${ }^{\text {TM }}$ revised Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM ${ }^{\circledR}$ ) 201.3.0 to clarify standards for folded self-mailers.

Effective January 5, 2013, the Postal Service revised mailing standards for folded self-mailers after a 2-year testing and research period. These standards were published in the January 27, 2013 version of the DMM. This article provides minor clarifications to these recent changes to allow mailers additional flexibility and remove obsolete language.

Although these revisions will not be published in the DMM until May 6, 2013, mailers may use these revised mailing standards immediately.

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

200 Commercial Mail Letters and Cards
201 Physical Standards

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

### 3.1 Basic Standards for Automation Letters and Cards

[Revise the second sentence of 3.1 and add a new third sentence as follows:]
***Unless prepared as a folded self-mailer, booklet, or postcard under 3.14 through 3.17 , each machinable or automation letter must be a sealed envelope (the preferred method) or unenveloped. If unenveloped, each letter must be sealed or glued completely along all four sides or prepared under 3.15.

### 3.11 Tabs, Tape, and Glue

[Revise the second sentence of the introductory text of 3.11 as follows:]
${ }^{* * *}$ Cellophane tape may be used as a closure when the saw-toothed cut edge is placed parallel to the edge being sealed.***
[Revise the second sentence of and add a new third sentence to item 3.11 g as follows:]
g. ***When using glue as a sealing method, it 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 3.11 g ) unless standards require use of a continuous $1 / 8$-inch wide glue line under 3.11 h . For folded self-mailers, see 3.14.4b.

### 3.14 Folded Self-Mailers

### 3.14.1 Definition

[Revise the first sentence and add parenthetical text after the second sentence to 3.14 .1 as follows:]
A folded self-mailer is formed of two or more panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mailpiece.*** (For double cards see 1.2.8.)

### 3.14.2 Physical Characteristics

Folded self-mailers have the following characteristics:
[Revise the first sentence of item 3.14.2h as follows:]
h. Quarter-folded self-mailers made of a minimum of 70-pound book grade paper may have as few as 4 panels.

### 3.14.3 Panels

${ }^{* * *}$ The following conditions apply:
[Revise item 3.14.3b by adding a third sentence as follows:]
b. ***For horizontal folded tri-fold or multi-fold pieces, the addressed panel may be the final folded panel if the leading edge is sealed according to 3.14.4a.
[Revise item 3.14.3d by adding a second sentence as follows:]
d. ***Optionally, internal shorter panels may be secured but must have only one edge that is shorter and be no further than one inch away from the edge of the external panel.
[Revise the title of 3.14.4 as follows:]

### 3.14.4 General Sealing Methods

[Revise the introductory text of 3.14.4 as follows:]
Folded self-mailers must be sealed using tabs or glue under the following conditions (also see 14.5 for specific sealing standards):
a. Tabs must meet the standards for tabs in 3.11. The size and number of tabs required is determined by the weight of the mailpiece and optional design elements as follows:
[Revise item 3.14.4a1 as follows:]

1. To seal folded self-mailers that weigh up to 3 ounces created in bi-fold, tri-fold formats, pieces with multiple interior folds and a final fold on the bottom, and quarter-fold mailpieces that weigh up to one ounce; place two nonperforated tabs on the top edge, one within 1 inch from the leading edge and another within 1 inch from the trailing edge, or place one tab on the leading and another on the trailing edge, both placed within 1 inch from the top. Additionally, horizontal folded tri-fold
and multi-fold pieces having the final folded panel as the addressed panel must include an additional 1-inch tab (1-1/2 inch preferred) for pieces weighing up to 1 ounce; or a 1-1/2 inch tab for pieces weighing over 1 ounce, placed $1 / 2$ inch from the bottom of the leading edge. Instead of a tab, a 3/ 8 -inch glue spot or $1 / 8$-inch wide glue line placed $1 / 2$ inch from the bottom and no more than $1 / 4$ inch from the leading edge may be used. The glue spots or lines must be adhered from the addressed panel to the internal panel when the fold is completed.
[Revise the text of item 3.14.4a2 as follows:]
2. To seal quarter-fold mailpieces made with newsprint that weigh more than 1 ounce up to 3 ounces, affix two tabs, one on the leading edge and one on the trailing edge within 1 inch from the top, and affix a third tab on the lower leading edge, $1 / 2$ inch from the bottom (see 3.14.5b).

### 3.14.5 Paper Weight and Sealing Requirements

***Folded self-mailer paper weights and sealing methods are:
b. Quarter fold self-mailers as described in 3.14.3e4:
[Revise the text of item 14.5 b 2 as follows:]
2. Over 1 ounce: 80-pound paper sealed with two 1-1/2-inch tabs.

These revisions were incorporated into the May update of the online DMM, which is available via Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

- Product Classification,

Pricing, 5-16-13


## Pull-Out Information

## Fraud

## Domestic Orders

False representation is enforced by postmasters at the cities listed below.

| State, City, ZIP Code | Names and Addresses Covered | Product |
| :--- | :--- | :--- |
| FL, Miramar 33023-2830 | Rowan George Hemmings, 6430 SW 25th Street | Fraudulent sweepstakes and lottery <br> scheme |
| FL, Lauderdale Lakes 33319-6515 | Tanisha Hall, 5072 NW 39th Street | Fraudulent sweepstakes and lottery <br> scheme |
| FL, Punta Gorda 33950-5536 | Anne Schilling, 325 W. Ann Street | Fraudulent sweepstakes and lottery <br> scheme |
| ME, Houlton 04730-1735 | Giovanni Bucci d/b/a Business Data USA, 4 Market Square, <br> Suite \#3 | False billing scheme |
| NJ, East Orange 07019 | Leeford James, 23 Harvard St., Apt.1 | Fraudulent sweepstakes and lottery <br> scheme |
| PA, Woodlyn 19094-1825 | Sheldon Plummer, 109 Fairview Road, Apt. B | Fraudulent sweepstakes and lottery <br> scheme |
| VT, Derby Line 05830-8889 | Giovanni Bucci d/b/a Business Solutions Online, <br> 395 Caswell Avenue | False billing scheme |

## Withholding of Mail Orders

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

| State, City, ZIP Code | Names and Addresses Covered |
| :--- | :--- |
| ME, Skowhegan 04976-2316 | Any and All of Various Names Except the Surname Covais, 6 North School St. |
| NC, Mount Holly 28120-0064 | Any and All of Various Names Other Than the Name Wanda Jones, P.O. Box 64 |

## Invalid Express Mail Corporate Account Numbers

This listing should be provided to Contract Postal Units and used by acceptance clerks in non-POS locations without intranet access to validate an Express Mail Corporate Account (EMCA) number online. For all other locations, online EMCA validation is preferred. The online validation process is outlined in the EMCA Validation SOP on the Retail webpage. This list supersedes all previous notices,
which must be recycled. Acceptance clerks must not accept Express Mail ${ }^{\circledR}$ shipments bearing an invalid EMCA number in the "Payment by Account" or "Agreement Number" section of the Express Mail label or form.
Note: The first 6 digits of a 9 -digit Custom Designed Service and Next Day Pickup Agreement make up the Corporate Account Number.

| 20 | 060751 | 079143 | 97 | 0280 | 210492 | 320 | 43 | 323530 | 580 | 026 | 36 | 600941 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 005864 | 061202 | 079301 | 097 | 102830 | 220142 | 320 | 322486 | 3235 | 325870 | 330033 | 400029 | 28 |
| 006614 | 061 | 07963 |  | 103 | 20238 | 32077 | 22500 | 32356 | 32587 | 30113 | 400075 |  |
| 006865 | 061 | 079 | 998 | 10 | 22 | 32 | 322521 | 323584 | 326001 | 330209 | 40200 | 602002 |
| 6898 | 06176 | 079899 | 9814 | 10443 | 21 | 32089 | 3225 | 32363 | 32600 | 33070 | 402 | 52 |
| 006944 | 06407 | 080445 | 822 | 1046 | 303 | 2092 | 2254 | 2364 | 32600 | 31632 | 4022 |  |
| 90 | 064328 | 080 | 098340 | 10 | 273036 | 320936 | 322567 | 323648 | 326011 | 331635 | 402510 | 606056 |
| 008003 | 064 | 0805 | 9842 | 07 | 274003 | 32097 | 3225 | 237 | 32601 | 332969 | 40263 | 606541 |
| 008046 | 0645 | 08071 | 9849 | 1081 | 72785 | 20978 | 2259 | 23727 | 22601 | 34168 |  | 606722 |
| 008072 | 064 | 0857 | 98 | 10934 | 82 | 32 | 32 | 323738 | 326 | 335188 | 40500 | 607029 |
| 008118 | 06485 | 0883 | 0009 | 11211 | 8603 | 32200 | 32266 |  | 32618 | 3523 | 41000 | 607444 |
| 008201 | 64 | 088470 | 10026 | 11524 | 86113 | 22007 | 2271 | 24003 | 22622 | 37118 | 41001 |  |
| 008314 | 064 | 08853 | 100325 | 115293 | 92 | 322013 | 322730 | 32400 | 32 | 339086 | 41002 |  |
| 008344 | 0651 | 08876 | 100353 | 1530 | 29220 | 220 | 22 | 240 | 32628 | 3909 | 102 | 608081 |
| 008348 | 06802 | 089270 | 100379 | 15 | 292255 | 2201 | 32285 | 224015 | 326286 | 339106 | 43019 | 608090 |
| 008419 | 068337 | 089665 | 10042 | 11542 | 292283 | 322020 | 322863 | 324023 | 32631 | 342010 | 43267 |  |
| 008542 | 06839 | 08980 | 042 | 1154 | 29263 | 2202 | 222 | 324039 | 3263 | 440 | 327 | 608112 |
| 008575 | 068 | 08980 |  | 155 | 293068 | 22022 |  |  | 32632 | 344006 | 44158 |  |
|  | 068611 | 089959 | 10044 | 11555 | 29312 | 322030 | 32300 | 32407 | 326338 | 344008 | 44718 | 608123 |
| 008596 | 06870 | 09079 | 0055 | 170 | 933 | 220 | 323 | 24 | 3263 | 440 | 5225 | 608151 |
| 008721 | 068 | 0908 | 100552 | 11705 | 297000 | 322035 |  | 32500 | 326358 | 344010 | 45237 | 608153 |
| 009052 | 06 | 09125 | 10064 | 1178 | 2990 | 32203 | 32301 | 3250 | 32636 | 34401 | 4524 |  |
| 009163 | 069 | 09126 | 10064 | 11799 | 0053 | 32204 | 32305 | 250 | 326 | 4402 | 524 | 201 |
| 009242 | 069 |  | 100653 | 11800 | 01456 | 32204 | 32305 |  | 32638 | 34402 | 45442 | 608237 |
|  | 069 | 09241 |  | 118 | 30198 |  | 32306 | 3250 | 326 | 4402 | 45463 |  |
|  | 07003 | 09286 | 10071 | 19 | 0300 | 22 | 3230 | 25 | 32647 | 4403 | 54 | 608417 |
| 009462 | 07 | 093104 | 10071 | 11945 | 05221 | 32205 | 32307 | 2501 | 32648 | 34403 | 46286 |  |
|  | 070 | 093 | 10 |  | 311430 | 32205 |  | 3250 | 326 | 44 | 73 |  |
| 010713 | 070 | 093 | 100732 | 1196 | 314199 | 322055 | 323087 | 32501 | 3265 | 344042 | 800 | 59 |
| 010739 | 071089 | 09 | 1007 | 12401 | 314308 | 32205 | 32309 | 32501 | 3265 | 34405 | 48032 | 12016 |
|  | 071 | 093 | 100 |  | 314 | 322092 |  |  | 3266 | 44 | 826 |  |
|  | 073 | 094 |  | 1251 | 31496 | 322100 |  | 32502 | 3266 | 344055 | 48299 | 65 |
|  | 07517 | 09 |  | 1420 | 319110 | 32210 |  | 32503 | 3266 | 34406 | 4840 |  |
|  | 075 | 095 | 1008 |  | 20 |  |  |  |  |  | 485 |  |
|  | 075 | 095 | 10082 | 14212 | 32000 | 322 | 323 | 3250 | 32665 | 34406 | 仡 | 25 |
|  | 07 | 09 |  | 14609 | 32000 | 3221 | 323 | 2509 | 3266 | 34406 | 50588 |  |
|  | 075 | 0957 |  |  | 320008 |  |  |  | 32 |  | 510 |  |
| 015409 | 07 | 095 | 100 | 14613 | 3200 | 32 | 323190 | 251 | 2670 | 4 | 51100 | 127 |
|  | 0760 | 09 |  |  | 3200 | 32222 |  |  |  | 344 | 52700 |  |
|  | 076 | 095 | 1008 |  |  |  |  |  | 3267 |  | 53138 | 681330 |
| 020348 | 076 | 095 | 1008 |  | 32001 | 322240 |  | 25 | 26 | 44 | 317 | 685303 |
|  |  | 095998 |  |  |  |  |  | 325 |  | 344 | 5318 |  |
|  |  | 0960 |  |  |  |  |  |  |  |  |  |  |
| 025099 | 076 | 0963 | 10 | 1916 | 32002 | 22 | 3234 | 3253 | 3267 | 44 | 3237 | 701050 |
|  |  | 09636 | 100 |  | 2003 |  |  |  | 267 | 44 | 4384 |  |
|  |  | 0966 |  |  | 32003 |  |  |  |  |  |  |  |
| 037020 | 076 | 096625 | 1008 | 2002 | 320037 | 322413 | 32349 | 3254 | 32755 | 34419 | 5840 | 72307 |
| 042201 | 07686 | 096677 | 1009 | 007 | 2008 | 2242 | 2349 | 254 | 32875 | 4904 | 58526 | 731852 |
| 31 |  | 096 |  |  |  | 322423 |  |  | 329016 | 校 | 591216 | 1 |
| 060052 | 077 | 096830 | 102066 | 210 | 320135 | 322425 | 323515 | 3256 | 329156 | 34949 | 59139 | 70616 |
| 060067 | 0780 | 097162 | 102 | 2104 | 320143 | 322432 | 323521 | 3256 | 329535 | 35804 | 600018 | 741390 |
| 060219 | 079101 | 097 | 102 | 210468 | 32 | 32 | 323 | 325 | 329 | 358 | 600 |  |


| Pull-Out Information |  |  |  |  |  |  |  |  | postal bulletin 22363 (5-16-13) |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 741713 | 781049 | 782913 | 786105 | 787864 | 799141 | 840200 | 895038 | 906330 | 917267 | 926564 | 945679 | 972698 |
| 743038 | 781084 | 782964 | 786107 | 787893 | 799146 | 840285 | 895050 | 906332 | 917282 | 926580 | 945993 | 972768 |
| 749124 | 782027 | 782976 | 786109 | 787969 | 799164 | 840343 | 895256 | 906335 | 917332 | 926967 | 946356 | 973107 |
| 750002 | 782050 | 783333 | 787033 | 787982 | 799165 | 840525 | 895262 | 906339 | 917354 | 927395 | 946443 | 977053 |
| 750042 | 782056 | 784145 | 787041 | 787988 | 799173 | 841079 | 895286 | 906350 | 917385 | 928485 | 946561 | 980138 |
| 750070 | 782060 | 784154 | 787065 | 788048 | 799174 | 841090 | 895917 | 906354 | 917395 | 928495 | 946571 | 982074 |
| 752448 | 782088 | 784174 | 787074 | 788082 | 799177 | 841185 | 895932 | 906453 | 917421 | 928496 | 947231 | 982268 |
| 752523 | 782107 | 784264 | 787080 | 797012 | 799278 | 841189 | 895938 | 906913 | 917449 | 928506 | 947256 | 982506 |
| 752546 | 782108 | 784267 | 787096 | 797186 | 799281 | 841198 | 898002 | 906917 | 917461 | 928513 | 947262 | 982533 |
| 752550 | 782119 | 784270 | 787121 | 797194 | 799282 | 841223 | 900001 | 906918 | 917510 | 928514 | 948026 | 982638 |
| 757330 | 782127 | 784357 | 787136 | 797198 | 801064 | 841345 | 900201 | 906962 | 917608 | 928515 | 948107 | 983091 |
| 765520 | 782128 | 784370 | 787137 | 797208 | 801510 | 841352 | 901704 | 906976 | 917650 | 928532 | 948179 | 992353 |
| 765597 | 782129 | 784375 | 787145 | 797214 | 802581 | 841911 | 902107 | 907003 | 917679 | 928550 | 948363 | 992574 |
| 767515 | 782130 | 784386 | 787150 | 797216 | 803074 | 843027 | 905001 | 907026 | 917908 | 928763 | 948483 | 992735 |
| 767546 | 782151 | 784616 | 787164 | 797218 | 816424 | 845008 | 905123 | 907121 | 918003 | 928769 | 948533 | 995834 |
| 780017 | 782152 | 785003 | 787165 | 799018 | 820221 | 845038 | 906044 | 907429 | 918012 | 931018 | 948860 | 998316 |
| 780066 | 782225 | 785111 | 787170 | 799019 | 832057 | 846054 | 906047 | 907500 | 918272 | 931181 | 950060 |  |
| 780111 | 782272 | 785406 | 787486 | 799021 | 832064 | 847148 | 906052 | 907564 | 920117 | 931329 | 950302 |  |
| 780115 | 782499 | 785414 | 787509 | 799022 | 832066 | 852994 | 906053 | 907647 | 921139 | 932505 | 950627 |  |
| 780130 | 782537 | 785416 | 787603 | 799024 | 832099 | 853428 | 906054 | 907733 | 921340 | 933507 | 951231 |  |
| 780132 | 782664 | 785426 | 787636 | 799040 | 832152 | 853907 | 906126 | 907938 | 921692 | 937206 | 951902 |  |
| 780144 | 782702 | 785432 | 787637 | 799041 | 833160 | 853953 | 906199 | 908100 | 921837 | 939514 | 968338 |  |
| 780145 | 782730 | 785498 | 787666 | 799049 | 833201 | 853977 | 906320 | 908106 | 921843 | 940064 | 968909 |  |
| 780146 | 782744 | 785541 | 787716 | 799061 | 833218 | 871467 | 906321 | 913173 | 925124 | 940500 | 969019 |  |
| 780147 | 782747 | 785544 | 787760 | 799108 | 833221 | 875007 | 906324 | 915471 | 926049 | 940573 | 970889 |  |
| 780148 | 782770 | 785760 | 787802 | 799113 | 833300 | 877002 | 906325 | 917114 | 926163 | 941798 | 971024 |  |
| 780149 | 782842 | 786004 | 787815 | 799131 | 840026 | 877003 | 906327 | 917247 | 926200 | 943014 | 971025 |  |
| 780152 | 782861 | 786024 | 787831 | 799132 | 840049 | 891936 | 906329 | 917250 | 926419 | 945557 | 971048 |  |

[^1]
## 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 ${ }^{\text {TM }}$ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the num-
bers 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.

| 0100010200 | to | 0299 | 0406888816 | to | 8899 | 0779994001 | to | 4090 | 1275002328 | to | 2399 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 0105041932 | to | 1999 | 0412996752 | to | 6799 | 0781744475 | to | 4499 | 1609012254 | to | 2299 |
| 0115821889 | to | 1899 | 0416238889 | to | 8899 | 0782194931 | to | 4999 | 1611036581 | to | 6599 |
| 0115882900 | to | 3099 | 0418036565 | to | 6599 | 0782504756 | to | 4799 | 1611942857 | to | 0899 |
| 0124410784 | to | 0799 | 0431291968 | to | 1997 | 0788238312 | to | 8399 | 1620324447 | to | 4499 |
| 0125795675 | to | 5699 | 0432055922 | to | 5999 | 0793740300 | to | 2499 | 1632571085 | to | 1099 |
| 0132896176 | to | 6199 | 0440873457 | to | 3499 | 0798072342 | to | 2399 | 1661011433 | to | 1499 |
| 0136100014 | to | 0099 | 0440874000 | to | 4099 | 0827210228 | to | 0254 | 1675555201 | to | 5212 |
| 0149321000 | to | 1099 | 0443064200 | to | 4299 | 0831405000 | to | 7499 | 1675555214 | to | 5299 |
| 0149720800 | to | 0899 | 0443064370 | to | 4599 | 0837848886 | to | 8899 | 1696186274 | to | 6299 |
| 0153630065 | to | 0099 | 0455244121 | to | 4298 | 0839136915 | to | 6999 | 1736394685 | to | 4699 |
| 0170283200 | to | 3299 | 0468009870 | to | 9899 | 0844783920 | to | 3999 | 1742382779 | to | 2799 |
| 0185695333 | to | 5399 | 0473524000 | to | 4099 | 0860008271 | to | 8299 | 1742819347 | to | 9399 |
| 0189865264 | to | 5299 | 0483837650 | to | 7659 | 0867983840 | to | 3849 | 1752512600 | to | 0699 |
| 0195182814 | to | 2899 | 0483963647 | to | 3699 | 0884044472 | to | 4499 | 1762817937 | to | 7950 |
| 0206985159 | to | 5199 | 0511420755 | to | 0799 | 0884045584 | to | 5699 | 1762817963 | to | 7999 |
| 0208447307 | to | 7399 | 0517748857 | to | 8899 | 0887578688 | to | 8699 | 1767316586 | to | 6599 |
| 0209728948 | to | 8999 | 0517812875 | to | 2885 | 0887579400 | to | 9499 | 1782545000 | to | 9999 |
| 0220219110 | to | 9181 | 0519777010 | to | 7023 | 0893582248 | to | 2257 | 1788819900 | to | 9999 |
| 0220371411 | to | 1499 | 0520587115 | to | 7199 | 0906639678 | to | 9684 | 1800312089 | to | 2098 |
| 0225279201 | to | 9210 | 0544501130 | to | 1167 | 0918180071 | to | 0099 | 1804037723 | to | 7741 |
| 0225291882 | to | 1899 | 0576700563 | to | 0599 | 0931069346 | to | 9355 | 1804284580 | to | 0599 |
| 0236377169 | to | 7199 | 0581873836 | to | 3899 | 0932030500 | to | 0599 | 1823687544 | to | 0599 |
| 0243804100 | to | 4199 | 0585233003 | to | 3099 | 0936843630 | to | 3699 | 1824753229 | to | 3258 |
| 0244966870 | to | 6896 | 0585911153 | to | 1299 | 0940815074 | to | 5099 | 1824753904 | to | 3933 |
| 0250920987 | to | 0999 | 0588953746 | to | 3799 | 0942162555 | to | 2599 | 1826310031 | to | 0099 |
| 0253695535 | to | 5599 | 0599860814 | to | 0899 | 0945807062 | to | 7099 | 1842182760 | to | 2799 |
| 0257291151 | to | 1199 | 0604067650 | to | 7699 | 0946394200 | to | 4299 | 1858281474 | to | 1499 |
| 0257291643 | to | 1799 | 0634918122 | to | 8199 | 0950707186 | to | 7199 | 1861327583 | to | 0599 |
| 0264923180 | to | 3199 | 0639169968 | to | 9999 | 0950768300 | to | 8399 | 1866290589 | to | 0599 |
| 0273610430 | to | 0499 | 0640914500 | to | 4599 | 0953546864 | to | 6899 | 1871846177 | to | 0199 |
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## Missing, Lost, or Stolen Canadian Money Order Forms

## Do Not Cash - Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service ${ }^{\text {TM }}$ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the Postal Bulletin. The new money
order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash outdated money orders 104151601 to 692600 000. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A OB1. Check for altered dollar amounts by holding money orders to the light.

| 719869731 | to | 9760 | 725475321 | to | 5330 | 730501951 | to | 2130 | 733704482 | to | 4570 |
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| Pull-Out Information |  |  |  |  |  |  |  | postal bulletin 22363 (5-16-13) |  |  |  | 39 |
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| 798632461 | to | 2490 | 810367116 | to | 7140 | 818926273 | to | 6320 | 826582951 | to | 3430 |  |
| 798807151 | to | 7510 | 810526351 | to | 6500 | 818950351 | to | 0380 | 826720201 | to | 0230 |  |
| 798944761 | to | 5030 | 810806911 | to | 6940 | 818962492 | to | 2530 | 827005671 | to | 5830 |  |
| 799118616 | to | 8640 | 810807211 | to | 7240 | 819032341 | to | 2730 | 827287861 | to | 7950 |  |
| 799133191 | to | 3220 | 811423021 | to | 3110 | 819127054 | to | 7080 | 827291502 | to | 1520 |  |
| 799177626 | to | 7650 | 811517221 | to | 7239 | 819278540 | to | 8670 | 827575381 | to | 5470 |  |
| 799854751 | to | 5200 | 811721101 | to | 1130 | 819544681 | to | 4740 | 827609085 | to | 9100 |  |
| 800044320 | to | 4410 | 812025721 | to | 5900 | 819928441 | to | 8650 | 827619811 | to | 9840 |  |
| 800211901 | to | 2440 | 812093073 | to | 3130 | 820034406 | to | 4430 | 827883511 | to | 3600 |  |
| 800427530 | to | 7540 | 812100821 | to | 0840 | 820070761 | to | 1540 | 828160441 | to | 0530 |  |
| 800872741 | to | 2830 | 812465251 | to | 5610 | 820191342 | to | 1360 | 828376201 | to | 6260 |  |
| 801349801 | to | 9830 | 812918341 | to | 8670 | 820274856 | to | 4880 | 828441602 | to | 1630 |  |
| 801676681 | to | 7100 | 812918701 | to | 8760 | 820600171 | to | 0230 | 828539316 | to | 9340 |  |
| 802967821 | to | 7940 | 813050491 | to | 0520 | 821172241 | to | 2360 | 828539341 | to | 9370 |  |
| 803217601 | to | 7780 | 813073171 | to | 3200 | 821229661 | to | 9720 | 828732331 | to | 2390 |  |
| 803729731 | to | 9850 | 813398476 | to | 8550 | 821229743 | to | 9780 | 828807781 | to | 7840 |  |
| 803747402 | to | 7520 | 813713971 | to | 4000 | 821903731 | to | 3910 | 828830952 | to | 0963 |  |
| 804138181 | to | 8420 | 813858121 | to | 8150 | 821927841 | to | 7850 | 828939781 | to | 0050 |  |
| 804428224 | to | 8250 | 814789330 | to | 9349 | 822505801 | to | 5830 | 829002721 | to | 2870 |  |
| 804682411 | to | 2710 | 814984656 | to | 4680 | 822703442 | to | 3470 | 829005301 | to | 5540 |  |
| 805272525 | to | 2540 | 815016020 | to | 6030 | 822900991 | to | 1020 | 829080241 | to | 0330 |  |
| 805523445 | to | 3460 | 815199410 | to | 9420 | 822925951 | to | 6100 | 829160986 | to | 1000 |  |
| 805745704 | to | 5730 | 815240491 | to | 0520 | 823284931 | to | 4990 | 829176841 | to | 6930 |  |
| 806452907 | to | 2980 | 815755591 | to | 5620 | 823293031 | to | 3210 | 829471561 | to | 1590 |  |
| 806744781 | to | 4850 | 815755622 | to | 5650 | 823556011 | to | 6100 | 829561065 | to | 1080 |  |
| 806982181 | to | 2300 | 815806381 | to | 6680 | 824078341 | to | 8370 | 829566481 | to | 6510 |  |
| 807764791 | to | 4910 | 816126834 | to | 6870 | 824156325 | to | 6340 | 829569931 | to | 9960 |  |
| 808089931 | to | 9960 | 816156721 | to | 6780 | 824511252 | to | 1270 |  |  |  |  |

## Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service ${ }^{\text {TM }}$ 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 https:// www.usps.com/shop/accepting-money-orders.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.

## Counterfeit Canadian Money Order Forms

## Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices 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, 5-16-13


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

The Canada Post Corporation is now providing a tollfree 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, 5-16-13


## 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 ${ }^{\text {TM }}$ 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 |
| :---: | :---: | :---: | :---: |
| DPO AE 09213 | Add F, F1, N | 05/16/2013 | A1-A2-B-C-D-E-F-F1-H-L-M-N-R-U |
| DPO AE 09265 | Add F, F1, L, T | 05/16/2013 | A1-A2-B-C-D-E-F-F1-H-L-M-N-R-T-U |
| DPO AE 09308 | Add F1 | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-M-N-R-V-Z-Z1 |
| APO AE 09313 | Add N | 05/16/2013 | A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| APO AE 09323 | Close | 05/16/2013 |  |
| DPO AE 09348 | Add F1 | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-M-N-R-R1-V-Z-Z1 |
| APO AE 09367 | Add N | 05/16/2013 | A-A1-A2-B-B2-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| APO AE 09370 | Add N | 05/16/2013 | A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| DPO AE 09374 | Add F1 | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-M-N-R-V-Z-Z1 |
| DPO AE 09378 | Add F1 | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-M-N-R-R1-V-Z-Z1 |
| APO AE 09383 | Add N | 05/16/2013 | A-A1-A2-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| DPO AE 09701 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09707 | Add F1, L, T | 05/16/2013 | A1-A2-B-C-F1-J-L-M-N-R-T-U-V |
| DPO AE 09710 | Add L, T | 05/16/2013 | A1-A2-B-C-C1-F1-L-M-N-R-R1-T-U |
| DPO AE 09715 | Add L, T | 05/16/2013 | A1-A2-B-F1-L-M-N-R-T |
| DPO AE 09716 | Add F, F1, L, T | 05/16/2013 | A1-A2-B-C-F-F1-L-M-N-R-T-V |
| DPO AE 09718 | Add F1, L, T | 05/16/2013 | A1-A2-B-F-F1-L-M-N-R-T-U-V |
| DPO AE 09723 | Add F, F1, L, T | 05/16/2013 | A1-A2-B-F-F1-L-M-N-R-T-U-V-Z1 |
| DPO AE 09726 | Add F, F1, L, T | 05/16/2013 | A1-A2-B-F-F1-L-M-N-R-T-U-V |
| DPO AE 09727 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09728 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-F-F1-J-L-N-R-R1-T-V-Z1 |
| DPO AE 09730 | Add F1 | 05/16/2013 | A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09731 | Add F1 | 05/16/2013 | A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09734 | Add F1 | 05/16/2013 | A-A1-A2-B-C-C1-F-F1-I-J-L-M-N-R-R1-T-V-Z-Z1 |
| DPO AE 09736 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09737 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-F-F1-I-J-L-M-N-R-R1-T-V-W-Y-Z-Z1 |
| DPO AE 09738 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09739 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09744 | Add F1 | 05/16/2013 | A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09748 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09750 | Add F1 | 05/16/2013 | A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09769 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09777 | Add F, F1, T | 05/16/2013 | A-A1-A2-B-C-E1-F-F1-L-M-N-R-T |
| DPO AE 09806 | Add F1, T | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09809 | Add F, F1, L, N, T | 05/16/2013 | A1-A2-B-F-F1-L-N-T-V-Z1 |
| DPO AE 09812 | Add L, T | 05/16/2013 | A1-A2-B-E2-E3-F-F1-I-L-N-R-T-U-V-Z |
| DPO AE 09813 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z |
| DPO AE 09814 | Add L, T | 05/16/2013 | A1-A2-B-E2-E3-F-F1-I-L-N-R-T-U-V-Z-Z1 |
| APO AE 09815 | Close | 05/16/2013 |  |
| DPO AE 09816 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1 |
| DPO AE 09820 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AE 09823 | Add F1, L, T | 05/16/2013 | A-A1-A2-B-F-F1-L-N-R-T-V-Z1 |
| DPO AE 09825 | Add F1 | 05/16/2013 | A-A1-A2-B-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1 |


| APO/FPO/DPO | Action | Effective Date | See Restrictions |
| :---: | :---: | :---: | :---: |
| DPO AE 09826 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C1-E1-E2-E3-F-F1-L-M-N-R-R1-T-V-W-Z1 |
| DPO AE 09827 | Add L, T | 05/16/2013 | A-A1-A2-B-F-F1-L-M-N-R-T-V-Z1 |
| DPO AE 09828 | Add F, F1 | 05/16/2013 | A-A1-A2-B-F-F1-J-L-N-R-T-V-Z1 |
| DPO AE 09831 | Add F1, L, T | 05/16/2013 | A1-A2-B-F-F1-L-N-T-U-V-Z1 |
| DPO AE 09846 | Add F1 | 05/16/2013 | A-A1-A2-B-B2-C1-F-F1-J-L-N-R-R1-T-V-Z1 |
| DPO AE 09870 | Add F1, L | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U4-V-Z-Z1 |
| DPO AE 09873 | Add F1 | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1 |
| DPO AE 09874 | Add F1 | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1 |
| DPO AE 09875 | Add F1 | 05/16/2013 | A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1 |
| DPO AE 09892 | Add F1, L, T | 05/16/2013 | A-A1-A2-B-E2-F-F1-L-N-R-R1-T-V-Z1 |
| DPO AA 34002 | Remove F, F1, T | 05/16/2013 | A1-A2-B-J-L-N-Z1 |
| DPO AA 34004 | Remove U; Add F,F1 | 05/16/2013 | A1-A2-B-F-F1-J-L-N-T-V |
| DPO AA 34008 | Add F1 | 05/16/2013 | A1-A2-B-B2-D-E1-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AA 34011 | Add F1 | 05/16/2013 | A1-A2-B-B2-C1-E2-F-F1-J-L-M-N-R-R1-T-V-Z1 |
| DPO AA 34020 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34021 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34022 | Remove U; Add F1, T | 05/16/2013 | A1-A2-B-D-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34023 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34024 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-L-M-N-T-V-Z1 |
| DPO AA 34025 | Remove U; Add F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34030 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34031 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34032 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34033 | Remove U; Add F1, T | 05/16/2013 | A1-A2-B-C-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34034 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34035 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-F2-H-J-L-M-N-T-V-Z1 |
| DPO AA 34036 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34037 | Add F1, T | 05/16/2013 | A1-A2-B-C-F-F1-H-I-J-L-M-N-T-V-Z-Z1 |
| DPO AA 34039 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34041 | Remove U; Add F, F1 | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34055 | Remove U; Add F, F1, T | 05/16/2013 | A1-A2-B-F-F1-J-L-M-N-T-V-Z1 |
| DPO AA 34060 | Add F1 | 05/16/2013 | A1-A2-B-B2-C1-E2-F-F1-J-L-N-R-R1-T-V-Z1 |
| DPO AA 96209 | Add F, F1 | 05/16/2013 | A-A1-A2-B-F-F1-J-L-N-T-U |
| DPO AA 96303 | Add F, F1 | 05/16/2013 | A1-A2-B-F-F1-H-J-L-M-N-T-W |
| DPO AP 96507 | Add T | 05/16/2013 | A-A1-A2-B-F-F1-H-L-N-T-V |
| DPO AP 96521 | Add F1, L, T | 05/16/2013 | A1-A2-B-F-F1-L-N-T-U3 |
| DPO AP 96530 | Add L, T | 05/16/2013 | A-A1-A2-B-F-F1-H-H1-L-M-N-T-U-V |
| DPO AP 96532 | Add F, F1 | 05/16/2013 | A-A1-A2-B-F-F1-H-J-L-M-N-T-U-V |
| DPO AP 96535 | Add F1, L, T | 05/16/2013 | A-A1-A2-B-F-F1-L-N-T-V |
| DPO AP 96551 | Add F, F1, L, T | 05/16/2013 | A-A1-A2-B-F-F1-H-L-M-N-T-U |
| DPO AP 96554 | Add F, F1, L, T | 05/16/2013 | A-A1-A2-B-F-F1-H-L-M-N-T-U |

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

## APO/FPO/DPO Table

| $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \\ & \hline \end{aligned}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09002 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & U \end{aligned}$ | 09011 | ```A1-A2-B-C-D-E-H-M-R- U``` | 09033 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & U \end{aligned}$ | 09054 | ```A1-A2-B-C-D-E-H-M-R- U``` |
| 09003 | ```A1-A2-B-C-D-E-H-M-P- R-U``` | 09012 | ```A1-A2-B-C-D-E-H-M-R- U``` | 09034 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \mathrm{U} \end{aligned}$ | 09055 | A1-A2-B-C-D-E-F-H-M-R-R1-U-V |
| 09004 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \mathrm{U} \end{aligned}$ | 09013 | A1-A2-B-C-D-E-F-F1-H-M-R-U-Z1 | 09038 | A1-A2-B-C-D-E-H-M-R- U | 09058 | A1-A2-B-C-D-E-H-M-R- U |
| 09005 | A1-A2-B-C-D-E-H-M-P-R-U | 09014 | ```A1-A2-B-C-D-E-H-M-R- U``` | 09042 | A1-A2-B-C-D-E-H-M-R- U | 09059 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \mathrm{U} \end{aligned}$ |
| 09006 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \mathrm{U} \end{aligned}$ | 09020 | ```A1-A2-B-C-D-E-H-M-R- U``` | 09046 | ```A1-A2-B-C-D-E-H-M-R- U``` | 09060 | $\begin{aligned} & \text { A1-A2-B-C-D-E-F1-H- } \\ & \text { M-R-U } \end{aligned}$ |
| 09008 | $\mathrm{A}-\mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{C}-\mathrm{D}-\mathrm{E}-\mathrm{H}-\mathrm{M}-$ P-R-U | 09021 | A1-A2-B-C-D-E-H-M-R- $\mathrm{U}$ | 09049 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \mathrm{U} \end{aligned}$ | 09063 | $\begin{aligned} & \text { A1-A2-B-C-D-E-L-H-M- } \\ & \text { R-U } \end{aligned}$ |
| 09009 |  | 09028 | A1-A2-B-C-D-E-H-M-R- $\mathrm{U}$ | 09053 | A1-A2-B-C-D-E-H-M-R- U | 09067 | A1-A2-B-C-D-E-H-M-R- U |


|  | $\begin{aligned} & \mathrm{S} \\ & \mathrm{R} \\ & \hline \end{aligned}$ |  | $\begin{aligned} & \mathrm{Se} \\ & \mathrm{Re} \end{aligned}$ |  | See Restrictions |  | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 9068 | A1- | 09214 | ```A1-A2-B-C-D-E-H-M-R- U``` | 09340 | ```A-A1-A2-B-C1-F-H-N- R-V``` | 0942 | A1-A2-B-C-C1-M-R-U |
| 0906 | ```A-A1-A2-B-C-D-E-H-U- V``` |  |  |  |  |  | 1-A2-B-C-C1-R-U-V |
|  |  | 09226 | A1-A2-B-C-D-E-H-M-RU | 09343 | $\begin{aligned} & \text { A-A1-A2-B-C1-F-M-N- } \\ & -\mathrm{Z} 1 \end{aligned}$ | 0945 | A1-A2-B-C-C1-M-R-U |
| 0907 | ```A1-A2-B-C-D-E-H-M-R- U``` |  |  |  |  |  |  |
|  |  | 09227 | A1-A2-B-C-D-E-H-M-R-U | 09347 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V-Z1 } \end{aligned}$ |  | 1-A2 B-C-C1 M P |
| 09079 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \text { U } \end{aligned}$ |  |  | 09348 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { F1-H1-I-M-N-R-R1-V- } \\ & \text { Z-Z1 } \end{aligned}$ |  | 1-A2-B-C-C1-R-U |
| 09081 |  | 092 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \text { U } \end{aligned}$ |  |  |  | 1-A2-B-C-C1-R-U |
|  |  | 0923 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \text { U-V } \end{aligned}$ |  |  |  | 1-A2-B-C-C1-M-R-U |
| 0909 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-P- } \\ & \text { R-U } \end{aligned}$ |  |  | 09352 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V-Z1 } \end{aligned}$ |  | 1-A2-B-C-C1-R-U |
|  |  | 0924 | A1-A2-B-C-D-E-H-M-RU |  |  |  | 1-A2-B-C-C1-M-R-U |
|  |  |  |  | 09353 | $\begin{aligned} & \text {-A1-A2-B-C1-E2-F- } \\ & 11-M-R-R 1-V-Z 1 \end{aligned}$ |  | 1-A2-B-C-C1-M-R-U |
| 09095 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & U \end{aligned}$ | 09250 | A1-A2-B-C-D-E-H-M-RU |  |  | 0949 | 1-A2-B-C-C1-R-U-V |
|  |  |  |  | 09354 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V-Z1 } \end{aligned}$ | 949 |  |
| 0909 | ```A1-A2-B-C-D-E-H-M-R- U``` |  | $\begin{aligned} & \text { A1-A2-B-C-D-E-F1-H- } \\ & \text { M-R-U-V } \end{aligned}$ | 09355 | $\begin{aligned} & \text {-A1-A2-B-C1-E2-F- } \\ & 11-\mathrm{M}-\mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z1} \end{aligned}$ | 950 | $1-A 2-B-V$ |
| 09099 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \mathrm{U} \end{aligned}$ | 09 | ```U``` | 093 |  |  | -V |
|  |  |  |  |  | $\begin{aligned} & -\mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{C} 1-\mathrm{E} 2-\mathrm{F}- \\ & 1-\mathrm{M}-\mathrm{R}-\mathrm{R} 1-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 0950 | 1-A2-B-V |
| 09102 | ```A1-A2-B-C-D-E-H-M-R- U``` | 092 | ```A1-A2-B-C-D-E-H-M-R- U``` | 09 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V-Z1 } \end{aligned}$ |  | -V |
|  |  | 09 | $\begin{aligned} & \text { A1-A2-B-C-D-E-F-F1- } \\ & \text { H-L-M-N-R-T-U } \end{aligned}$ |  |  |  | -A2-B-V |
|  |  |  |  |  |  |  |  |
| 09107 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & U \end{aligned}$ | 0926 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \text { U } \end{aligned}$ | 0936 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V-Z1 } \end{aligned}$ |  | 2-B-V |
|  |  |  |  |  |  |  | 2 |
| 09112 | A1-A2-B-C-D-E-H-M-R-U | 09 | A-A1-A2-B-C1-E2-F- <br> H1-I-M-N-R-R1-V-Z-Z1 | 09 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-N-R-R1-V-Z1 } \end{aligned}$ |  |  |
|  |  |  |  |  |  | 0 |  |
| 09114 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & U \end{aligned}$ |  | A-A1-A2-B-C1-F-F1-H-M-N-V-Z-Z1 |  | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-N-R-V-Z1 } \end{aligned}$ |  | A1-A2-B-V |
| 09 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \text { U } \end{aligned}$ | 09304 | A-A1-A2-C-C1-D-E2-F-F1-H1-J-K-L-M-N-R-R1-T-V-Z1 | 093 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F-F1- } \\ & \text { H1-M-R-R1-V-Z1 } \end{aligned}$ |  | 2-B-F-F1-R-R1-V |
|  |  |  |  |  |  |  | -A2-B-F-F1-R-R1-V |
| $09126$ | A1-A2-B-C-D-H-M-P-R | 09 |  |  | $\begin{aligned} & \text { A-A1-A2-B-B2-C1-E2- } \\ & \text { F-H1-M-N-R-R1-V-Z1 } \end{aligned}$ | 0952 | 1-A2-B-F-F1-R-R1-V |
| 09 | A1-A2-B-C-D-E-H-M-RU |  | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F-F1- } \\ & \text { H1-R-R1-U2-V-Z1 } \end{aligned}$ |  |  |  | -A2-B-V |
|  |  | 09 |  |  |  | 0952 | 1-A2-B-F-F1-R-R1-V |
| 09131 | A1-A2-B-C-D-E-H-M-RU | 09308 | A-A1-A2-B-C1-E2-F- <br> F1-H1-I-M-N-R-V-Z-Z1 | 09 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V } \end{aligned}$ | 095 | 1-A2-B-F-F1-R-R1-V |
|  |  |  |  |  |  |  | 1-A2-B-F-F1-R-R1-V |
| 09136 | $\begin{aligned} & \text { A1-A2-B-C-D-E-F1-H- } \\ & \text { M-P-R } \end{aligned}$ | 09309 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-N-R-V-Z1 } \end{aligned}$ | 09370 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-N-R-R1-V-Z1 } \end{aligned}$ |  | 1-A2-B-F-F1-R-R1-V |
| 09138 | A1-A2-B-C-D-H-M-R-U |  |  |  |  |  | -A2-B-V |
| 0913 | A1-A2-B-C-D-M-R | 09310 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-V-Z1 } \end{aligned}$ | 09 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V } \end{aligned}$ |  | 1-A2-B-V |
|  |  | 093 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-V-Z1 } \end{aligned}$ | 09 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V } \end{aligned}$ |  |  |
| 09140 | ```A1-A2-B-C-D-E-H-M-R- U``` |  |  |  |  |  | -F1-R-R-R1-V |
| 09142 | $\begin{aligned} & \text { A1-A2-B-C-D-E-H-M-R- } \\ & \mathrm{U} \end{aligned}$ | 09312 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F-F1- } \\ & \text { H1-M-R-R1-V-Z1 } \end{aligned}$ | 09 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { F1-H1-I-M-N-R-V-Z-Z1 } \end{aligned}$ |  | 1-A2-B-F-F1-R-R1-V |
|  |  |  | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-N-R-R1-V-Z1 } \end{aligned}$ | 09 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { F1-H1-I-M-N-R-R1-V- } \\ & \text { Z-Z1 } \end{aligned}$ | 095 |  |
| 09143 | ```A1-A2-B-C-D-E-H-M-R- U``` |  |  |  |  | 0956 | R1 |
|  |  | 09314 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-R-R1-V-Z1 } \\ & \text { A-A1-A2-B-C1-E2-F-N- } \\ & \text { R-R1-V-Z1 } \end{aligned}$ |  |  |  | -V |
|  | $\qquad$ |  |  | 09380 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-N-R-R1-V-Z1 } \end{aligned}$ |  | -A2-B-V |
|  |  | 093 |  |  |  | 0956 | 1-A2-B-F-F1-R-R1-V |
| 09172 | A1-A2-B-C-D-E-H-M-R- |  |  | 09 | A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 5 | 1-A2-B-F-F1-R-R1-V |
|  |  | 09320 | H1-M-R-R1-V-Z1 |  |  | 095 | 1-A2-B-F-F1-R-R1-V |
|  | A1-A2-B-C-D-E-H-M-RU |  |  |  |  |  | 1-A2-B-F-F1-R-R1-V |
| 09 |  | 09328 | A-A1-A2-B-C1-E2-F- <br> H1-R-R1-V-Z1 |  |  | 0957 | 1-A2-B-F-F1-R-R1-V |
|  |  |  |  |  |  | 095 | 1-A2-B-F-F1-R-R1-V |
|  | A |  |  | $\begin{aligned} & 09394 \\ & 09397 \end{aligned}$ | A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-V-Z1 <br> A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-ZZ1 <br> A1-A2-B-C-C1-M-R-U | 0957 | B |
| 09 |  |  |  |  |  | 095 | 1-A2-B-F-F1-R-R1-V |
|  |  |  |  |  |  | 0957 | -F-F1-R |
| 09211 |  | 09339 |  |  |  | 095 | F |
|  |  |  |  |  |  | 0958 | -F- |
| 09213 | $\begin{aligned} & \text { A1-A2-B-C-D-E-F-F1- } \\ & \text { H-L-M-N-R-U } \end{aligned}$ |  |  | 09403 |  | 0958 | 1-A2-B-F-F1-R-R1 |


| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09587 | A1-A2-B-F-F1-R-R1-V A1-A2-B-V | 09710 | $\begin{aligned} & \text { A1-A2-B-C-C1-F1-L-M- } \\ & \text { N-R-R1-T-U } \end{aligned}$ | 09744 | A-A2-B-B2-C-C1-F-F1- J-L-M-N-R-R1-T-V-Z1 | 09820 | A-A1-A2-B-B2-F-F1-H-H1-J-L-M-N-R-R1-T-V- |
| 09589 | A1-A2-B-V | 09711 | A1-A2-B-F1-N-R-Z1 | 09745 | A-A1-A2-B-F-F1-M-N |  | Z1 |
| 09590 | A1-A2-B-V | 09713 | A1-A2-B-C-F1-R |  | R-R1-V-Z1 | 09821 | A-A1-A2-B-F-N-R-V-Z1 |
| 09591 | A1-A2-B-F-F1-R-R1-V | 09714 | A1-A2-B-C-C1-F1-M-R- | 09747 | A1-A2-B-F-J-N-U-V-Z1 | 09822 | A-A1-A2-B-F-R-V-Z1 |
| 09593 | A1-A2-B-V |  | R1-U | 09748 | A-A1-A2-B-B2-C-C1- D-F-F1-J-L-M-N-R-R1- | 09823 | $\begin{aligned} & \text { A-A1-A2-B-F-F1-L-N- } \\ & \text { R-T-V-Z1 } \end{aligned}$ |
| 09594 | A1-A2-B-V |  |  |  | V-Z1 | 09824 | 1-A2-B-F-R-V-Z1 |
| 09599 | A1-A2-B-F-F1-R-R1-V | 09716 | A1-A2-B | 09749 | A-A1-A2-B-F-H-N-V-Z1 | 09825 | A-A1-A2-B-C-C1-D-F- |
| 09602 | $\begin{aligned} & \text { A1-A2-B-C-F-F1-N-R- } \\ & \text { U-V } \end{aligned}$ | 09717 | N-R-T-V A-A1-A2-B-M-R-V-W | 09750 | A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1 |  | $\begin{aligned} & \text { F1-J-L-M-N-R-R1-T-V- } \\ & \text { Z1 } \end{aligned}$ |
| 09603 | A1-A2-B-C-F-F1-R-U-V | 09718 | A1-A2-B-F-F1-L-M-N- | 09751 | A1-A2-B-C-D-E-H-M-R- | 09826 |  |
|  |  | 09719 | A1-A2-B-C-D-M-R-U-V | 09752 | A1-A2-B-C-D-H-U |  |  |
| 09605 |  | 0972 | A1-A2-B-M-R-U-V | 09759 | -A1-A2-B-B2-C-C1-2-F-F1-F2-J-L-N-R- | 09827 | $\begin{aligned} & \text { A-A1-A2-B-F-F1-L-N- } \\ & \text {-T-V-Z1 } \end{aligned}$ |
| 09606 | $\begin{aligned} & \text { A1-A2-B-C-D-H-M-R-U- } \\ & \text { V } \end{aligned}$ | 0 |  | 09762 | 1-T-V-Z1 | 09828 | $\begin{aligned} & \text {-A1-A2-B-F-F1-J-L- } \\ & \text { J-T-V-Z1 } \end{aligned}$ |
| 09607 | $\begin{aligned} & \text { A-A1-A2-B-C-F-F1-M- } \\ & \text { R-R1-U-U3-V-W } \end{aligned}$ | 09723 | A1-A2-B-F-F1-L-M-N- R-T-U-V-Z1 | 09769 | L-N-R-R1-T-V-Z | 09829 | 1-A2-B-C-N-R-V-Z1 |
| 09608 | A1-A2-B-C-F-N-U-V |  | -U |  | -F-F1-J-L-M-N-R-R1- | 09831 | 1-A2-B-F-F1-L-N-T- |
| 09609 | A1-A2-B-C-F-U | 09725 |  |  | V-Z1 |  | $\mathrm{J}-\mathrm{V}-\mathrm{Z} 1$ |
| 09610 | $\begin{aligned} & \text { A1-A2-B-C-F-F1-M-R } \\ & \text { U-V } \end{aligned}$ | 097 | V-V1-Z-Z | 09777 | $\begin{aligned} & \text {-A1-A2-B-C-E1-F } \\ & -\mathrm{M}-\mathrm{N}-\mathrm{R}-\mathrm{T} \end{aligned}$ | 0983 | A-A1-A2-B-U1-V-Z1 |
| 09613 | A1-A2-B-C-F-U-V | 09726 | A1-A2-B-F-F1-L-M-N- | 09780 | 1-A2-B-F-H-N-R-V | 09833 | $1-\mathrm{A} 2-\mathrm{B}-\mathrm{U1}-\mathrm{V}-\mathrm{Z} 1$ |
| 09617 | A1-A2-B-C-F-U | 09727 | A-A1-A2-B-B2-C-C1- | 09798 | 1-A2-B-C-D-H-L-U-V |  | 1 |
| 09618 | A1-A2-B-C-F-U |  | 1-J-L-M-N-R-R1- | 09801 | A-A1-A2-B-C1-E2-F- | 0983 | -A1-A2-B-V-Z1 |
| 09620 | A1-A2-B-C-F-U |  | T-V-Z1 |  | H1-M-N-R-R1-V-Z1 | 09836 | -A1-A2-B-C-F-M-N-V- |
| 09621 | A1-A2-B-C-F-U | 09728 | A1-A2-B-B2-C-C1-F- | 09802 | A-A1-A2-B-F-R-V-Z1 |  | Z1 |
| 09622 | A1-A2-B-C-F-U |  | F1-J-L-N-R-R1-T-V-Z | 09803 | A1-A2-B-E2-E3-F-H1-I- | 0983 | 1-A2-B-E2-E3-V-Z1 |
| 09623 | A1-A2-B-C-F-U | 09729 | 1-A2-B-C-F-N-R-R1- |  |  | 09838 | A1-A2-B-E2-E3-U-V-Z1 |
| 09624 | A1-A2-B-C-F-N-U |  | -V | 09804 | -A1-A2-B-F-F1-N-R-V- | 0983 | -A1-A2-B-U-V-Z1 |
| 09625 | A1-A2-B-C-F-U | 0730 | J-L-M-N-R-R1-T-V-Z1 | 09805 | A-A2-B-E2-E3-F-F1-R- | 09840 | A-A1-A2-B-E2-E3-V-Z1 |
| 09626 | A1-A2-B-C-F-U | 097 |  |  | R1-V-Z1 | 0984 | A-A1-A2-B-N-R-U-Z1 |
| 09627 | A1-A2-B-C-F-U |  | J-L-M-N-R-R1-T-V-Z1 | 09806 | A-A1-A2-B-C1-E2-F- | 0984 | A-A1-A2-B-M-N-R-Z1 |
| 09630 | A1-A2-B-C-F-U-V | 09732 | -A2-B-N-V-Z |  | 1-H1-L-M-N-R-R1-T | 09844 | -A1-A2-B-C-F-N-U-V- |
| 09631 | A1-A2-B-C-F-U | 0973 |  |  | V-Z1 |  |  |
| 09633 | A1-A2-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1 | 09734 | $\begin{aligned} & \text { A-A1-A2-B-C-C1-F-F1- } \\ & \text { J-L-M-N-R-R1-T-V-Z1 } \end{aligned}$ | 09807 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-M-N-R-R1-V-Z1 } \end{aligned}$ | 09845 | $\begin{aligned} & -\mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{B} 2-\mathrm{E} 3-\mathrm{F}-\mathrm{F} 1- \\ & -\mathrm{M}-\mathrm{N}-\mathrm{T}-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ |
| 09636 | A1-A2-B-C-F-U | 09735 | A2-B | 09809 | $\begin{aligned} & \text { A1-A2-B-F-F1-L-N-T-V- } \\ & \text { Z1 } \end{aligned}$ | 09846 | $\begin{aligned} & \text {-A1-A2-B-B2-C1-F- } \\ & \text { 1-J-L-N-R-R1-T-V-Z1 } \end{aligned}$ |
| 09642 | A1-A2-B-M-N-R-U | 09736 | A-A1-A2-B-B2-C-C1- |  |  | 098 | 1-J-L-N-R-R1-T-V-Z1 |
| 09643 | A1-A2-B-M-R-U-V |  | D-F-F1-J-L-M-N-R-R1- |  | Z1 | 09852 | 1-A2-B-E2-E3-F-H1-N- |
| 09645 | A1-A2-B-C-F-F1-U |  | T-V-Z1 | 09811 | A1-A2-B- |  | R-R1-U1-V-Z1 |
| 09647 | A1-A2-B-N-R-U | 09737 |  |  | -R1-U1-V-Z1 | 09853 | A1-A2-B-E2-F-H1-R- |
| 09648 | A1-A2-B-N-U-V-Z1 |  | W-Y-Z-Z1 | 09812 | -A2-B-E2-E3-F-F1-I- |  | R1-U2-V-Z1 |
| 09649 | A1-A2-B-N-U-Z1 | 09738 |  | 0981 | L-N-R-T-U-V-Z | 09855 | A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1 |
|  | $\begin{aligned} & \text { D-F-F1-J-L-M-N-R-R1- } \\ & \text { T-V-Z1 } \end{aligned}$ | 0973 | $\mathrm{T}-\mathrm{V}-\mathrm{Z1}$ |  | $\begin{aligned} & \text { E3-F-F1-J-L-N-R-R1-T- } \\ & \text { V-Z1 } \end{aligned}$ | 09858 | $\begin{aligned} & \text { A1-A2-B-E2-E3-F-H1-N- } \\ & \text { R-R1-U-V-Z1 } \end{aligned}$ |
| 09702 | $\begin{aligned} & \text { A1-A2-B-C-C1-F1-M-R- } \\ & \text { R1-U } \end{aligned}$ | 0973 | $\begin{aligned} & \text { D-F-F1-J-L-M-N-R-R1- } \\ & \text { T-V-Z1 } \end{aligned}$ | 09814 | A1-A2-B-E2-E3-F-F1-I- <br> L-N-R-T-U-V-Z-Z1 | 09859 | $\begin{aligned} & \text { A1-A2-B-C1-E2-E3-F- } \\ & \text { F1-H1-N-R-R1-V-Z1 } \end{aligned}$ |
| 09703 | A1-A2-B-C-F1-H-U | 09741 | 1-A2-B-C1-E2-F-F1- | 09816 | - | 09865 | A-A1-A2-B-V-Z1 |
| 09 | A1-A2-B-C-O-V-V |  | H1-J-L-M-N-R-R1-T-V- |  | $\begin{aligned} & \text { E2-E3-F-F1-J-L-N-R- } \\ & \text { R1-T-V-Z1 } \end{aligned}$ | 09866 | -A1-A2-B-C1-E2-F-F1- |
| 09705 | A1-A2-B-U |  |  |  |  |  | H-M-N-O-R-R1-V-V1-Z1 |
| 09706 | A1-A2-B-C-N-R-U-V | 09742 | A-A1-A2-B-B2-F-F1-J- | 09817 |  | 09868 | A-A1-A2-B-N-U-V-Z1 |
| 09707 09708 | A1-A2-B-C-F1-J-L-M-N-R-T-U-V <br> A1-A2-B | 09743 | $\begin{aligned} & \text { L-M-N-R-T-V-Z1 } \\ & \text { A-A1-A2-B-F-H-N-Q-V- } \\ & \text { Z-Z1 } \end{aligned}$ | 09818 | $\begin{aligned} & \mathrm{R}-\mathrm{T}-\mathrm{V}-\mathrm{Z1} \\ & \mathrm{~A}-\mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{C}-\mathrm{F}-\mathrm{M}-\mathrm{V}-\mathrm{Z} 1 \end{aligned}$ | 09870 | A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1 |


| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 09873 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { F1-H1-I-L-M-N-R-R1-T- } \\ & \text { U-U4-V-Z-Z1 } \end{aligned}$ | 34044 34050 | $\begin{aligned} & \text { A-A1-A2-B-D-F-M-N-O- } \\ & \text { R-R1-V-V1-Z-Z1 } \\ & \text { A1-A2-B-V } \end{aligned}$ | $\begin{aligned} & 96330 \\ & 96336 \\ & 96337 \end{aligned}$ | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-M-V-W } \\ & \text { A1-A2-B-M-W } \end{aligned}$ | $\begin{aligned} & 96522 \\ & 96530 \end{aligned}$ | $\begin{aligned} & \text { A1-A2-B-F-N-U } \\ & \text { A-A1-A2-B-F-F1-H-H1- } \\ & \text { L-M-N-T-U-V } \end{aligned}$ |
| 09874 | A-A1-A2-B-C1-E2-F- <br> F1-H1-I-L-M-N-R-R1-T- <br> U-U4-V-Z-Z1 | 34055 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 9633 | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-M-V-W } \end{aligned}$ | 96531 | $\begin{aligned} & \text { A-A1-A2-B-F-F1-H-M- } \\ & \text { N-U-V } \end{aligned}$ |
| 09875 | A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z-Z1 | 34058 34060 | A1-A2-B-B2-C1-E2-F- | 9634 9634 | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-F-F1-F2-H-M- } \\ & \text { V-W } \end{aligned}$ | 96534 | $\begin{aligned} & \text { L-M-N-T-U-V } \\ & \text { A-A1-A2-B-F-U } \end{aligned}$ |
| 09880 | A-A1-A2-B-C1-E2-F-F1- <br> H1-R-R1-U-V-Z1 | 3407 | A1-A2-B-F1-N-V-Z1 | 9634 | $\begin{aligned} & \text { A1-A2-B-F-F1-F2-H-M- } \\ & \text { W } \end{aligned}$ | 96535 | $\begin{aligned} & \text { A-A1-A2-B-F-F1-L-N-T- } \\ & \text { V } \end{aligned}$ |
| 09890 | $\begin{aligned} & \text { A1-A2-B-E2-F-H1-N-R- } \\ & \text { R1-U2-V-Z1 } \end{aligned}$ | $\begin{aligned} & 3409 \\ & 3409 \end{aligned}$ | $\begin{aligned} & \text { A1-A2-B-F-F1-R-R1-V } \\ & \text { A1-A2-B-F-F1-R-R1-V } \end{aligned}$ | 96348 | $\begin{aligned} & \text { A1-A2-B-F-F1-F2-H-M- } \\ & \text { W } \end{aligned}$ | 96537 96538 | $\begin{aligned} & A 1-A 2-B-V \\ & A 1-A 2-B-V \end{aligned}$ |
| 09892 | A-A1-A2-B-E2-F-F1-L- <br> N-R-R1-T-V-Z1 | $\begin{aligned} & 3409 \\ & 3409 \end{aligned}$ | A1-A2-B-F-F1-R-R1-V <br> A1-A2-B-F-F1-R-R1-V | 9634 | $\begin{aligned} & \text { A1-A2-B-F-F1-F2-H-M- } \\ & \text { W } \end{aligned}$ | 96540 96541 | $\begin{aligned} & A 1-A 2-B-V \\ & A 1-A 2-B-V \end{aligned}$ |
| 09898 | $\begin{aligned} & \text { A1-A2-B-E2-F-H1-N-R- } \\ & \text { R1-U2-V-Z1 } \end{aligned}$ | 3409 | $\begin{aligned} & \mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{V} \\ & \mathrm{~A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{V} \end{aligned}$ | 9635 | $\begin{aligned} & \text { A1-A2-B-F-F1-F2-H-M- } \\ & \text { W } \end{aligned}$ | 96542 | $\begin{aligned} & \text { A1-A2-B-V } \\ & \text { A1-A2-B-P-V } \end{aligned}$ |
| 34002 | A1-A2-B-J-L-N-U-Z1 | 34 | A1 | 9635 | A1-A2-B-F-F1-F2-H-M- | 96544 |  |
| 34004 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-N-T- } \\ & \text { V } \end{aligned}$ | 9620 | $A-A 1-A 2-B$ $A-A 1-A 2-B-U$ | 9636 | A1-A2-B-F-F1-F2-M-W | 96546 | V1 $\mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{F}-\mathrm{U} 3$ |
| 34007 | A-A1-A2-B-C1-F-F1-M- <br> N-R-R1-V-Z1 | 96 | A | 9636 | $\begin{aligned} & \text { A1-A2-B-M-V-W } \\ & \text { A1-A2-B-L-M-W } \end{aligned}$ | 96548 | A-A1-A2-B-H-M-U |
| 34008 | $\begin{aligned} & \text { A1-A2-B-B2-D-E1-F- } \\ & \text { F1-H-H1-J-L-M-N-R- } \\ & \text { R1-T-V-Z1 } \end{aligned}$ | $\begin{aligned} & 96 \\ & 96 \end{aligned}$ | $\begin{aligned} & A-A 1-A 2-B-U \\ & A-A 1-A 2-B-U \end{aligned}$ | 9636 9637 | A1-A2-B-M-W A1-A2-B-F-F1-F2-H-M- W | 96550 | A-A1-A2-B-H-M-U-V <br> A-A1-A2-B-F-F1-H-L- |
| 34011 | A1-A2-B-B2-C1-E2-F- F1-J-L-M-N-R-R1-T-V- Z1 | 96207 | $\begin{aligned} & \text { A-A1-A2-B-V } \\ & \text { A-A1-A2-B-F-F1-J-L- } \\ & \text { N-T-U } \end{aligned}$ | 9637 | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-M-W } \end{aligned}$ | 96552 | $\begin{aligned} & \text { A1-A2-B } \\ & \text { A-A1-A2-B-F-F1-H-M-U } \end{aligned}$ |
| 34020 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 96 | U | 9637 | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-M-W } \end{aligned}$ | 96554 | $\begin{aligned} & -A 1-A 2-B-F-F 1-H-L- \\ & \text { I-N-T-U } \end{aligned}$ |
| 34021 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 9621 | -U | 9637 | A1-A2-B-M-W $A 1-A 2-B-M-W$ | 96555 | $\begin{aligned} & \text { A1-A2-B-F-M-V } \\ & \text { A1-A2-B-F-M-V } \end{aligned}$ |
| 34022 | $\begin{aligned} & \text { A1-A2-B-D-F-F1-J-L- } \\ & \text { M-N-T-V-Z1 } \end{aligned}$ | 9625 | A-A1-A2-B-U | 9637 | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-M-W } \end{aligned}$ | 96562 | $\begin{aligned} & \text {-A1-A2-B-B2-C-C1-D- } \\ & \text { 2-E3-F-F1-H-H1-I-L- } \end{aligned}$ |
| 34023 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 9626 | A1-A2-B-U | 96380 96382 | $\begin{aligned} & 1-A 2-B-M-W \\ & 1-A 2-B-M-W \end{aligned}$ | 96577 | M-N-R-T-V-Z-Z1 A-A1-A2-B-F-H-M-N-U |
| 34024 | $\begin{aligned} & \text { A1-A2-B- } \\ & \text { T-V-Z1 } \end{aligned}$ | 9626 | $A-A 1-A 2-B-U$ $A-A 1-A 2-B-U$ | 963884 | 1-A2-B-M-W | 96578 | A1-A2-B-B2-F1-H-J-N- |
| 34025 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 9626 9626 | $\begin{aligned} & A-A 1-A 2-E \\ & A-A 1-A 2-E \end{aligned}$ | 9638 | 1-A2-B-M-W | 96595 | $\begin{aligned} & \text { A1-A2-B-V } \\ & \text { A1-A2-B-N-O-V-V1 } \end{aligned}$ |
| 34030 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 96 | A2-B-U | 9638 | 1-A2-B-M-W | $\begin{aligned} & 9659 \\ & 9660 \end{aligned}$ | $\begin{aligned} & \text { A1-A2-B-N-V } \\ & \text { A1-A2-B-V } \end{aligned}$ |
| 34031 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 9627 | A-A1-A2-B $A-A 1-A 2-B-U$ | 96389 9640 | A1-A2-B-M-W A1-A2-B-F-N-O-V-V1- | $9660$ | A1-A2-B-V |
| 34032 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 9628 | $-\mathrm{A} 1-\mathrm{A} 2$ | 96427 | A-A1-A2-B-C1-E2-F- | $96604$ | A1-A2-B-V |
| 34033 | $\begin{aligned} & \text { A1-A2-B-C-F-F1-J-L- } \\ & \text { M-N-T-V-Z1 } \end{aligned}$ | 96284 96303 | A1-A2-B-F-F1-H-J-L-M-N-T-W | 9644 | $\begin{aligned} & \text { H1-M-R-R1-V } \\ & \text { A1-A2-B-F-N-U3-V-V1 } \end{aligned}$ | $\begin{aligned} & 96605 \\ & 96606 \end{aligned}$ | $\begin{aligned} & \mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{V} \\ & \mathrm{~A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{V} \end{aligned}$ |
| 34034 | A1-A2-B-F-F1-J-L-M-$\mathrm{N}-\mathrm{T}-\mathrm{V}-\mathrm{Z1}$ | 9630 | A1-A2-B-F-F1-F2-H-M- <br> W | 9650 | $\begin{aligned} & -A 1-A 2-B-N-V \\ & 1-A 2-B-F-N-U 3-V \end{aligned}$ | $\begin{aligned} & 96607 \\ & 96608 \end{aligned}$ | $\begin{aligned} & \mathrm{A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{V} \\ & \mathrm{~A} 1-\mathrm{A} 2-\mathrm{B}-\mathrm{V} \end{aligned}$ |
| 34035 | $\begin{aligned} & \text { A1-A2-B-F-F1-H-J-L- } \\ & \text { M-N-T-V-Z1 } \end{aligned}$ | 9630 | A1-A2-B-M-V-W | 96503 | 1-A2-B-F-N-U3-V | 9660 | A1-A2-B-V |
| 34036 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 96310 96319 | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-M-W } \end{aligned}$ | 96507 | $\begin{aligned} & \text { A-A1-A2-B-F-F1-H-L- } \\ & \text { N-T-V } \end{aligned}$ | 96610 <br> 96611 <br> 96613 | A1-A2-B-V |
| 34037 | A1-A2-B-C-F-F1-H-I-L- M-N-T-V-Z-Z1 | 9632 | $\begin{aligned} & \text { A1-A2-B-F-F1-F2-H-M- } \\ & \text { W } \end{aligned}$ | 9651 | $\begin{aligned} & \text { A1-A2-B-I-N-V } \\ & \text { A1-A2-B-I-N-V } \end{aligned}$ | 96613 | A-A1-A2-B-C1-E2-F- <br> H1-I-M-R-R1-U2-V-Z-Z1 |
| 34038 | A1-A2-B-L-M-N-U-V-Z1 | 96322 | A1-A2-B-F-F1-F2-H-M- | 9651 | A1-A2-B-D-F-U3 | 96614 | $\begin{aligned} & \text { A-A1-A2-B-C1-E2-F- } \\ & \text { H1-I-M-R-R1-U2-V-Z-Z1 } \end{aligned}$ |
| 34039 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | 9632 | $\begin{aligned} & \text { W } \\ & \text { A1-A2-B-M-V-W } \end{aligned}$ | 9651 | A1-A2-B-F-U3- | $\begin{aligned} & 96615 \\ & 96616 \end{aligned}$ | A1-A2-B-F-F1-R-R1-V <br> A1-A2-B-F-F1-R-R1-V |
| 34041 34042 | $\begin{aligned} & \text { A1-A2-B-F-F1-J-L-M- } \\ & \text { N-T-V-Z1 } \end{aligned}$ | $\begin{aligned} & 96326 \\ & 96328 \end{aligned}$ | $\begin{aligned} & \text { A1-A2-B-M-W } \\ & \text { A1-A2-B-M-W } \end{aligned}$ | $\begin{aligned} & 96520 \\ & 96521 \end{aligned}$ | A1-A2-B-F-N-U3-V A1-A2-B-F-F1-L-N-TU3 | 96616 <br> 96617 <br> 96619 | A1-A2-B-F-F1-R-R1-V <br> A1-A2-B-V |


| Pull-Out Information |  |  |  |  | postal bulletin 22363 (5-16-13) |  |  | 47 |
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| $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See Restrictions | $\begin{aligned} & \text { APO/ } \\ & \text { FPO/ } \\ & \text { DPO } \end{aligned}$ | See <br> Restrictions | $\begin{array}{\|l\|l} \text { APO/ } \\ \text { FPO/ } \\ \text { DPO } \end{array}$ | See Restrictions | APO/ <br> FPO/ <br> DPO | See Restrictions |  |
| 96620 | A1-A2-B-F-F1-R-R1-V | 96660 | A1-A2-B-F-F1-R-R1-V | 96669 | A1-A2-B-F-F1-R-R1-V | 96679 | A1-A2-B-F-F1-R |  |
| 96621 | A1-A2-B-V | 96661 | A1-A2-B-F-F1-R-R1-V | 96670 | A1-A2-B-V | 96681 | A1-A2-B-V |  |
| 96622 | A1-A2-B-F-F1-R-R1-V | 96662 | A1-A2-B-F-F1-R-R1-V | 96671 | A1-A2-B-F-F1-R-R1-V | 96682 | A1-A2-B-V |  |
| 96624 | A1-A2-B-F-F1-R-R1-V | 96663 | A1-A2-B-F-F1-R-R1-V | 96672 | A1-A2-B-F-F1-R-R1-V | 96683 | A1-A2-B-V |  |
| 96628 | A1-A2-B-F-F1-R-R1-V | 96664 | A1-A2-B-V | 96673 | A1-A2-B-V | 96686 | A1-A2-B-V |  |
| 96629 | A1-A2-B-F-F1-R-R1-V | 96665 | A1-A2-B-V | 96674 | A1-A2-B-F-F1-R-R1-V | 96687 | A1-A2-B-V |  |
| 96643 | A1-A2-B-F-F1-R-R1-V | 96666 | A1-A2-B-V | 96675 | A1-A2-B-F-F1-R-R1-V | 96698 | A1-A2-B-V |  |
| 96650 | A1-A2-B-F-F1-R-R1-V | 96667 | A1-A2-B-F-F1-R-R1-V | 96677 | A1-A2-B-F-F1-R-R1-V |  |  |  |
| 96657 | A1-A2-B-F-F1-R-R1-V | 96668 | A1-A2-B-F-F1-R-R1-V | 96678 | A1-A2-B-F-F1-R-R1-V |  |  |  |

## DID YOU KNOW <br> 

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> USPS is testing terminals in retail lobbies to make it easier for customers to send International Mail.


# 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 = Domestic Mail Manual
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.

A2. APO/FPO/DPO addresses shall not include a city and/or country name.
B. Regardless of mail class, a customs declaration (PS Form 2976 or, if the customer prefers, PS Form 2976-A) is required for all items weighing 16 ounces or more or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise or goods) addressed to or from an APO, FPO, or DPO ZIP Code. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). The surface area of the address side of the mailpiece must be large enough to contain the applicable customs declaration. The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item 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."
B2. All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.
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.
E. Medicines (prescription, over-the-counter, vitamins, and supplements) are prohibited when mailed to individuals for human or animal use. This prohibition does not apply when medicines are sent as official mail only between specifically designated agencies such as pharmaceutical distributors, hospitals, clinics, and pharmacies.

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 601.12.1.1. 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 601.12.1.1 h 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.
11. 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 601.12.7, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.
S. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions and weight:

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height $51 / 2$ inches.
- Maximum weight 25 pounds. The maximum length and girth combined may not exceed 47 inches.
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.

U4. Mail addressed to Box $C$ is limited to 2 pounds, regardless of class.
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, 5-16-13

Thrift Savings Plan Fact Sheet

| ANNUAL RETURNS | G <br> Fund | F Fund | U.S. <br> Aggregate Index | C Fund | S\&P 500 Stock Index | $S^{*}$ <br> Fund | Dow Jones U.S. <br> Completion TSM Index | \| * <br> Fund | EAFE Stock Index |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1994 | 7.22 | -2.96 | -2.92 | 1.33 | 1.32 | - | -2.66 | - | 7.75 |
| 1995 | 7.03 | 18.31 | 18.47 | 37.41 | 37.58 | - | 33.48 | - | 11.27 |
| 1996 | 6.76 | 3.66 | 3.63 | 22.85 | 22.96 | 18.52 | 17.18 | 6.27 | 6.14 |
| 1997 | 6.77 | 9.60 | 9.65 | 33.17 | 33.36 | 26.61 | 25.69 | 1.46 | 1.55 |
| 1998 | 5.74 | 8.70 | 8.69 | 28.44 | 28.58 | 7.51 | 8.63 | 20.46 | 20.09 |
| 1999 | 5.99 | -0.85 | -0.82 | 20.95 | 21.04 | 32.70 | 35.49 | 26.81 | 26.72 |
| 2000 | 6.42 | 11.67 | 11.63 | -9.14 | -9.10 | -8.76 | -15.77 | -14.11 | -14.17 |
| 2001 | 5.39 | 8.61 | 8.44 | -11.94 | -11.89 | -9.04* | -2.52* | -21.94* | -14.88* |
| 2002 | 5.00 | 10.27 | 10.26 | -22.05 | -22.10 | -18.14 | -17.80 | -15.98 | -15.94 |
| 2003 | 4.11 | 4.11 | 4.10 | 28.54 | 28.69 | 42.92 | 43.84 | 37.94 | 38.59 |
| 2004 | 4.30 | 4.30 | 4.34 | 10.82 | 10.88 | 18.03 | 18.10 | 20.00 | 20.25 |
| 2005 | 4.49 | 2.40 | 2.43 | 4.96 | 4.91 | 10.45 | 10.03 | 13.63 | 13.54 |
| 2006 | 4.93 | 4.40 | 4.33 | 15.79 | 15.79 | 15.30 | 15.28 | 26.32 | 26.34 |
| 2007 | 4.87 | 7.09 | 6.97 | 5.54 | 5.49 | 5.49 | 5.39 | 11.43 | 11.17 |
| 2008 | 3.75 | 5.45 | 5.24 | -36.99 | -37.00 | -38.32 | -39.03 | -42.43 | -43.38 |
| 2009 | 2.97 | 5.99 | 5.93 | 26.68 | 26.46 | 34.85 | 37.43 | 30.04 | 31.78 |
| 2010 | 2.81 | 6.71 | 6.54 | 15.06 | 15.06 | 29.06 | 28.62 | 7.94 | 7.75 |
| 2011 | 2.45 | 7.89 | 7.84 | 2.11 | 2.11 | -3.38 | -3.76 | -11.81 | -12.14 |

*Rates of return for May (inception of S and I Funds) through December 2001.

| MONTHLY RETURNS | G Fund | F Fund | U.S. Aggregate Index | C Fund | S\&P 500 <br> Stock <br> Index | $\begin{aligned} & \mathbf{S}^{*} \\ & \text { Fund } \end{aligned}$ | Dow Jones U.S. <br> Completion TSM Index | I * <br> Fund | EAFE <br> Stock <br> Index |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2012 |  |  |  |  |  |  |  |  |  |
| May | 0.14 | 0.91 | 0.90 | -5.99 | -6.01 | -6.91 | -6.99 | -11.40 | -11.48 |
| June | 0.11 | 0.05 | 0.04 | 4.13 | 4.12 | 3.25 | 3.16 | 7.08 | 7.01 |
| July | 0.12 | 1.38 | 1.38 | 1.40 | 1.39 | -0.62 | -0.69 | 0.56 | 1.13 |
| Aug | 0.11 | 0.07 | 0.07 | 2.25 | 2.25 | 3.57 | 3.45 | 3.29 | 2.69 |
| Sept | 0.10 | 0.15 | 0.14 | 2.57 | 2.58 | 2.51 | 2.45 | 2.96 | 2.96 |
| Oct | 0.12 | 0.20 | 0.20 | -1.86 | -1.85 | -1.31 | -1.32 | 0.85 | 0.83 |
| Nov | 0.11 | 0.16 | 0.16 | 0.57 | 0.58 | 1.53 | 1.47 | 2.41 | 2.42 |
| Dec | 0.12 | -0.13 | -0.14 | 0.91 | 0.91 | 2.69 | 2.62 | 4.02 | 3.20 |
| 2013 |  |  |  |  |  |  |  |  |  |
| Jan | 0.13 | -0.56 | -0.70 | 5.18 | 5.18 | 6.96 | 6.97 | 4.45 | 5.27 |
| Feb | 0.13 | 0.51 | 0.50 | 1.36 | 1.36 | 1.00 | 0.97 | -0.99 | -0.95 |
| March | 0.13 | 0.07 | 0.08 | 3.75 | 3.75 | 4.69 | 4.69 | 0.88 | 0.82 |
| April | 0.12 | 1.02 | 1.01 | 1.93 | 1.93 | 0.65 | 0.64 | 5.32 | 5.21 |
| LAST 12 MONTHS | 1.43 | 3.88 | 3.68 | 16.90 | 16.89 | 18.76 | 18.08 | 19.75 | 19.39 |

The G Fund is managed internally by the Federal Retirement Thrift Investment Board. Assets of the F, C, S, and I Funds are managed externally. The Board currently has contracts with BlackRock Institutional Trust Company, N.A., to manage the F, C, S, and I Fund assets. The F, C, S, and I Funds invest in commingled trust funds, in which the assets of tax-deferred employee benefit plans are combined and invested together. The F, C, S, and I Funds and the BlackRock funds are passively managed index funds.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the Summary of the Thrift Savings Plan for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.
Implemented May 2001.

## See next page for L Funds.

L Funds

| Annual Returns | L Income | L 2020 | L 2030 | L 2040 | L 2050 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2006 | 7.59 | 13.72 | 15.00 | 16.53 |  |
| 2007 | 5.56 | 6.87 | 7.14 | 7.36 |  |
| 2008 | -5.09 | -22.77 | -27.50 | -31.53 |  |
| 2009 | 8.57 | 19.14 | 22.48 | 25.19 |  |
| 2010 | 5.74 | 10.59 | 12.48 | 13.89 |  |
| 2011 | 2.23 | 0.41 | -0.31 | -0.96 |  |
|  |  |  |  |  |  |
| Monthly Returns | L Income | L 2020 | L 2030 | L 2040 | L 2050 |
| 2012 |  |  |  |  |  |
| May | -1.38 | -4.20 | -5.23 | -6.00 | -6.85 |
| June | 1.04 | 2.72 | 3.32 | 3.77 | 4.27 |
| July | 0.37 | 0.63 | 0.71 | 0.75 | 0.78 |
| Aug | 0.63 | 1.57 | 1.94 | 2.23 | 2.51 |
| Sept | 0.62 | 1.52 | 1.87 | 2.12 | 2.38 |
| Oct | -0.11 | -0.45 | -0.60 | -0.71 | -0.80 |
| Nov | 0.34 | 0.77 | 0.93 | 1.06 | 1.19 |
| Dec | 0.47 | 1.19 | 1.48 | 1.69 | 1.93 |
| 2013 |  |  |  |  |  |
| Jan | 1.10 | 2.83 | 3.56 | 4.11 | 4.63 |
| Feb | 0.27 | 0.41 | 0.49 | 0.54 | 0.56 |
| Mar | 0.73 | 1.69 | 2.12 | 2.44 | 2.71 |
| Apr | 0.67 | 1.58 | 1.91 | 2.13 | 2.41 |
| LAST 12 MONTHS | 4.84 | 10.56 | 12.91 | 14.65 | 16.34 |

## Displaying the U.S. Flag and the POW-MIA Flag

## U.S. Flag at Half-Staff

How to Display
Displaying the U.S. flag at half-staff means lowering the flag to half the distance between the top and bottom of the staff.

## Specific Dates

Display the U.S. flag at half-staff on the following days each year:

- May 15: Peace Officers Memorial Day (see note 1 below).
- Last Monday in May: Memorial Day Observed (see note 2 below).
- December 7: National Pearl Harbor Remembrance Day.

Note 1: When May 15, which is the date for Peace Officers Memorial Day, falls on the third Saturday in May, which is the date for Armed Forces Day, display the U.S. flag in the full-staff position, not at half-staff.

Note 2: On the last Monday in May, when Memorial Day is observed, display the flag at half-staff from sunrise, or the hour at which you raise it, until noon, and then hoist it to the peak of the staff, until the time of closing or no later than sunset.

## POW-MIA Flag

## How to Display

In relation to the U.S. flag, display the POW-MIA flag (and any other flag) as follows:

- If displayed on the same flagstaff, place it below the U.S. flag.
- If displayed on a separate flagstaff, place it at the same level or lower. If displayed at the same level, place it on the U.S. flag's left.

When flying the U.S. flag at half-staff, fly the POW-MIA flag (and any other flags) at halfstaff also.

## Specific Dates

Display the POW-MIA flag on the following days each year:

- Armed Forces Day: Third Saturday in May.
- Memorial Day: Last Monday in May.
- Flag Day: June 14.
- Independence Day: July 4.
- National POW-MIA Recognition Day: Third Friday in September.
- Veterans Day: November 11.

If any of these days fall on a nonbusiness day, display the POW-MIA flag on the last business day before the designated day.

For more detailed information about flying the U.S. flag and the POW-MIA flag, see the following parts in the Administrative Support Manual (ASM):

- ASM 472, U.S. Flag Display.
- ASM 476, POW-MIA Flag Display.



## IMM Revision: Sack/Container Tags and Mail Preparation for International Priority Airmail and International Surface Air Lift Service

Effective June 3, 2013, the Postal Service ${ }^{\text {TM }}$ will revise Mailing Standards of the United States Postal Service, International Mail Manual ( $\mathrm{IMM}^{\circledR}$ ) sections 292.45, 292.46, 292.47, 292.51, 293.46, and 293.51 to reflect preparation requirements for International Priority Airmail ${ }^{\text {TM }}\left(\mathrm{IPA}^{\circledR}\right)$ and International Surface Air Lift ${ }^{\circledR}$ (ISAL ${ }^{\circledR}$ ) mailings. We are revising the preparation requirements because of revisions to PS Tag 115, International Priority Airmail, and PS Tag 155, International Surface Air Lift, as announced in the article titled "International Mail: Revised Sack/Container Tags for International Priority Airmail and International Surface Air Lift Service" on pages $\underline{65}-\underline{66}$ in this issue of the Postal Bulletin.

This revised text reflects preparation requirements for both the revised editions of the tags (dated February 2013) as well as the previous editions. Eventually, though, only the February 2013 editions will be acceptable, and subsequent Postal Bulletin articles will announce when the previous editions are obsolete and provide IMM revisions reflecting the preparation requirements for only the February 2013 editions of the tags.

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

2 Conditions for Mailing

290 Commercial Services

292 International Priority Airmail (IPA) Service
292.4 Mail Preparation
292.45 Sortation
292.452 Presorted Mail - Direct Country Bundle Label

Exhibit 292.452 IPA Country Price Groups and Foreign Office of Exchange Codes
[Revise Footnote 1 to read as follows - only some sentences in the footnote are revised, but for clarity we are
including the entire footnote and, in this article, using bold font to emphasize the revised text:]

> 1. At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and packaged to Sydney. Direct country sacks should be tagged to Sydney as well. Both the three-letter exchange office code ("SYD") and the country name ("Australia") should be entered in the "To" block of PS Tag 178, Airmail Bag Label LC (CN 35/AV 8) (white), or of the February 2013 edition of PS Tag 115, International Priority Airmail. Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code ("MEL") and the country name ("Australia") should be entered in the "To" block of PS Tag 178 or of the February 2013 edition of PS Tag 115.

### 292.46 Sacking Requirements

### 292.461 Direct Country Sacks (3 Pounds or More)

The following standards apply:
[Revise the introduction to item b to read as follows:]
b. Direct Country Sack/Container Tags Issued Before February 2013. For each direct country sack, the mailer must do the following:
[Redesignate current item $c$ as item d, and insert new item c to read as follows:]
c. Direct Country Sack Tags Issued February 2013. For each direct country sack, the mailer must do the following:

1. Complete both sides of PS Tag 115, International Priority Airmail, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the sack contains items with or without customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.452, and the price group as listed in Exhibit 292.452. Also, the mailer must apply to the front side of the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the destination office of exchange, and the serial number of the sack. (To request technical specifications for the barcode, send an email to globalbusiness-sales@usps.gov.) On the reverse side of the tag, the mailer must indicate the sack/
container label number and the total number of sacks/containers in the mailing.
2. Attach PS Tag 115 to the neck of the sack.

### 292.462 Mixed Country Sacks (5 Pounds or More - ISC Drop Shipment Only)

The following standards apply:
[Revise the introduction to item b to read as follows:]
b. Mixed Country Sack Tags Issued Before February 2013.***
[Insert new item c to read as follows:]
c. Mixed Country Sack Tags Issued February 2013. For each mixed country sack, the mailer must do the following:

1. Complete both sides of PS Tag 115, International Priority Airmail, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 292.452 followed by the word "Mixed" (e.g., "14-Mixed"). On the reverse side of the tag, the mailer must indicate the sack/container number and the total number of sacks/containers in the mailing.
2. Attach PS Tag 115 to the neck of the sack.

### 292.463 Worldwide Nonpresort Mail Sacks

The following standards apply:
[Revise the introduction to item b to read as follows:]
b. Worldwide Nonpresort Mail Sack Tags Issued Before February 2013.***
[Redesignate current item c as item d, and insert new item c to read as follows:]
c. Worldwide Nonpresort Mail Sack/Container Tags Issued February 2013. For each worldwide nonpresort mail sack/container, the mailer must do the following:

1. Complete both sides of PS Tag 115, International Priority Airmail, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the foreign office of exchange code as listed in Exhibit 292.452, and must use the abbreviation "WW" (for "worldwide") for the price group. On the reverse side of the tag, the mailer must indicate the sack/container number and the total number of sacks/containers in the mailing.
2. Attach PS Tag 115 to the neck of the sack.

### 292.47 Mail Preparation for Canada

***Mailers must prepare presorted IPA mail (full-service price and ISC drop shipment price) to Canada as follows:
[Revise items a and b to read as follows:]
a. Letter-Size and Flat-Size Mail. For each direct country tray of letter-size or flat-size mail, the mailer must do the following:

1. Mail Preparation. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat trays. Face all letter-size items and flat-size items in the same direction. Ensure that all trays are full enough to keep the mail from mixing during transportation. Cover (i.e., "sleeve") all letter-size and flat-size trays and secure them with strapping. Do not prepare the content of trays in bundles.
2. Tray Tags for Tags Issued Before February 2013. The mailer must complete PS Tag 115, International Priority Airmail, and must write "Canada" on the front side of the tag, In addition, the mailer must apply to the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the tray. To request technical specifications for the barcode, send an email to globalbusiness-sales@usps.gov. Finally, the mailer must tape PS Tag 115 to the tray sleeve.
3. Tray Tags for Tags Issued February 2013. The mailer must complete both sides of PS Tag 115, International Priority Airmail, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the tray contains items with or without customs forms, indicate the destination country as "Canada," indicate the price group as "1," and enter the date of mailing, the 10digit permit number, and the foreign office of exchange code as listed in Exhibit 292.47. In addition, mailers must apply to the front side of the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an email to globalbusiness-sales@usps.gov. On the reverse side of the tag, the mailer must indicate the tray number and the total number of sacks/containers in the mailing. Finally, the mailer must tape the PS Tag 115 to the tray sleeve.
b. Packages. For each direct country tray of letter-size or flat-size mail, the mailer must do the following:
4. Mail Preparation. Prepare package-size items (i.e., items that cannot be prepared in trays because of their size or shape) loose in sacks.
5. Sack Tags for Tags Issued Before February 2013. On PS Tag 178, Airmail Bag Label LC (CN 35/AV 8) (white), the mailer must write "Canada" in the "To" block of the tag. On PS Tag 115, International Priority Airmail, the mailer must write "Canada" on the back of the tag and must apply to PS Tag 115 a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an email to globalbusiness-sales@usps.gov. Finally, the mailer must affix both PS Tag 178 and PS Tag 115 to the neck of the sack.
6. Sack Tags for Tags Issued February 2013. The mailer must complete both sides of PS Tag 115, International Priority Airmail, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the tray contains items with or without customs forms, indicate the destination country as "Canada," indicate the price group as " 1 ," and enter the date of mailing, the 10digit permit number, and the foreign office of exchange code as listed in Exhibit 292.497. In addition, mailers must apply to the front side of the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an email to globalbusinesssales@usps.gov. On the reverse side of the tag, the mailer must indicate the sack number and the total number of sacks/containers in the mailing. Finally, the mailer must attach PS Tag 115 to the neck of the sack.

### 292.5 Mail Entry and Deposit

### 292.51 Separation by Price Group

[Revise 292.51 to read as follows:]
The mailer must physically separate the sacks by price group at the time of mailing as indicated on the sack/container tag.


293

### 293.4 Mail Preparation

### 293.46 Sacking Requirements

### 293.461 Direct Country Sack (3 Pounds or More)

The following standards apply:
[Revise the introduction to item $b$ to read as follows:]
b. Direct Country Sack Tags Issued Before February 2013. For each direct country sack, the mailer must do the following:
[Redesignate current item $c$ as item $d$, and insert new item c to read as follows:]
c. Direct Country Sack Tags Issued February 2013. For each direct country sack, the mailer must do the following:

1. Complete both sides of PS Tag 155, International Surface Air Lift, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the sack contains items with or without customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 293.452, and the price group as listed in Exhibit 293.452. In addition, the mailer must apply to the front side of the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an email to globalbusiness-sales@usps.gov. On the reverse side of the tag, the mailer must indicate the sack/ container label and the total number of sacks/ containers in the mailing.
2. Attach PS Tag 155 to the neck of the sack.

### 293.462 Mixed Country Sacks (5 Pounds or More ISC Drop Shipment Only)

The following standards apply:

*     *         * 


## [Revise the introduction to item b to read as follows:]

b. Mixed Country Sack Tags Issued Before February 2013.***
[Insert new item c to read as follows:]
c. Mixed Country Sack/Container Tags Issued February 2013. For each mixed country sack, the mailer must do the following:

1. Complete both sides of PS Tag 155, International Surface Air Lift, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 293.452 followed by the word "Mixed" (e.g., "14-Mixed"). On the reverse side of the tag, the mailer must indicate the sack/container label and the total number of sacks/containers in the mailing.
2. Attach PS Tag 155 to the neck of the sack.

### 293.463 Worldwide Nonpresort Mail Sacks

The following standards apply:
[Revise the introduction to item b to read as follows:]
b. Worldwide Nonpresort Mail Sack/Container Tags Issued Before February 2013.***
[Redesignate current item $c$ as item d, and insert new item c to read as follows:]
c. Worldwide Nonpresort Mail Sack Tags Issued February 2013. For each worldwide nonpresort mail sack, the mailer must do the following:

1. Complete both sides of PS Tag 155, International Surface Air Lift, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the foreign office of exchange code as listed in Exhibit 293.452, and must use the abbreviation "WW" (for "worldwide") for the price group. On the reverse side of the tag, the mailer must indicate the sack/container number and the total number of sacks/containers in the mailing.
2. Attach PS Tag 155 to the neck of the sack.

### 293.5 Mail Entry and Deposit

### 293.51 Separation by Price Group

[Revise 293.51 to read as follows:]
The mailer must physically separate the sacks by price group at the time of mailing as indicated on the sack/container tag.

We will incorporate this revision into the next update of the online IMM, which is available via Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

- Product Classification,

Pricing, 5-16-13

## IMM Revision: Postal Qualified Wholesaler Program and Global Direct Entry Wholesaler Program - Eligibility Criteria

Effective May 16, 2013, the Postal Service ${ }^{\text {TM }}$ is revising mailing standards for the Postal Qualified Wholesaler program and the Global Direct Entry ${ }^{\top M}$ (GDE) Wholesaler program regarding a certain eligibility criterion. These revised standards will appear in Mailing Standards of the United States Postal Service, International Mail Manual $\left(\mathrm{IMM}^{\circledR}\right)$ in the next online update.

The revised standards replace "Excluded Parties List System (EPLS)" with "System of Award Management (SAM)" as a reason for disqualification when a mailer applies for either the Postal Qualified Wholesaler program or the Global Direct Entry ${ }^{\text {TM }}$ (GDE) Wholesaler program.

These revised standards are consistent with the General Services Administration (GSA) notice that was published in Federal Register (78 FR 22880) on April 17, 2013, and that became effective that date.

## Mailing Standards of the United States Postal Service, International Mail Manual (IMM) <br> 6 Special Programs <br> 610 Postal Qualified Wholesaler Program <br> 613 Qualifying as a Wholesaler

### 613.3 Disqualification

Any wholesaler will be disqualified as a Postal Qualified Wholesaler if it does not meet any of the following conditions:
c. Neither the wholesaler, a subsidiary, an affiliate, an agent, nor a parent company can be:
[Revise item 1 to read as follows:]

1. An entity on the System of Award Management (SAM), available at www.sam.gov/portal/public/ SAM.

Global Direct Entry Wholesaler Program

623 Disqualification as a GDE Wholesaler
623.1 Determining Factors

*     *         * 

Also, the Postal Service will disqualify a wholesaler, a subsidiary, an affiliate, an agent, or a company of the wholesaler as a GDE wholesaler for any of the following reasons:
[Revise item a to read as follows:]
a. Being an entity on the System of Award Management (SAM), available at www.sam.gov/portal/public/ SAM.

We will incorporate these revisions into the next update of the online IMM, which is available via Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

## IMM Revision: Global Direct Entry Wholesaler Program - Eligibility Criteria

Effective May 16, 2013, the Postal Service ${ }^{\text {TM }}$ is revising the mailing standards for the Global Direct Entry ${ }^{\text {TM }}$ (GDE) Wholesaler program regarding certain eligibility criteria. These revised standards will appear in Mailing Standards of the United States Postal Service, International Mail Manual (IMM ${ }^{\circledR}$ ) in the next online update.

One criterion for program eligibility is a mailer's ability to meet an annual revenue threshold for various domestic mail classes. When we introduced the GDE Wholesaler program in the Postal Bulletin article titled "IMM Revision: Global Direct Entry Wholesaler Program" in Postal Bulletin 22340 (6-28-12, pages 6-8), we inadvertently excluded First-Class Package Service ${ }^{\text {TM }}$ and Parcel Select Lightweight ${ }^{\circledR}$ service as domestic mail classes that can be used to meet the annual revenue threshold for program eligibility, and since then, the IMM has inadvertently excluded them too. Also, as announced in the article titled "DMM Revision: Domestic Competitive Products Pricing and Mailing Standards Changes" in Postal Bulletin 22352 (12-1312, pages 21-43), the Postal Service discontinued Parcel Select Regional Ground ${ }^{\circledR}$ service effective January 27, 2013, but since then, the IMM has continued to inadvertently include that service as eligible for the GDE Wholesaler program. Consequently, we are revising the IMM to include the applicable domestic services that are currently eligible for the GDE Wholesaler program.

Also effective May 16, 2013, the Postal Service is lowering the minimum annual revenue threshold criterion for the GDE Wholesaler Program from $\$ 250,000$ to $\$ 100,000$. Consequently, we are revising the IMM to note this change too.

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

## Global Direct Entry Wholesaler Program

## 622 Qualifying as a GDE Wholesaler

### 622.1 Eligibility Criteria

A GDE wholesaler must meet the following eligibility criteria:

## [Revise item b to read as follows:]

b. Be capable on an annualized basis of paying to the Postal Service a minimum of $\$ 100,000$ in postage for any combination of Express Mail, Priority Mail, FirstClass Mail, First-Class Package Service, Parcel Select Destination Entry, Parcel Select NDC Presort, Parcel Select ONDC Presort, Parcel Select Nonpresort, or Parcel Select Lightweight items after all discounts have been applied, exclusive of any extra services fees (e.g., insurance), for items imported into the United States and tendered to the Postal Service under the GDE Wholesaler Program.

## 623 Disqualification as a GDE Wholesaler

### 623.1 Determining Factors

The Postal Service will disqualify any wholesaler as a GDE wholesaler for any of the following reasons:

## [Revise item a to read as follows:]

a. On an annualized basis, fails to pay the Postal Service a minimum of $\$ 100,000$ in postage for any combination of Express Mail, Priority Mail, First-Class Mail, First-Class Package Service, Parcel Select Destination Entry, Parcel Select NDC Presort, Parcel Select ONDC Presort, Parcel Select Nonpresort, or Parcel Select Lightweight items after all discounts have been applied, exclusive of any extra services fees (e.g., insurance), for items imported into the

United States and tendered to the Postal Service under the GDE Wholesaler Program.
We will incorporate these revisions into the next update of the online IMM, which is available via Postal Explorer ${ }^{\circledR}$ at http://pe.usps.com.

Pricing, 5-16-13

## Publications

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

Effective May 16, 2013, 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

[Revise the following entries:]

| ZIP Code | Fee Group | ZIP Code | Fee Group |
| :--- | :--- | :--- | :--- |
| 41645 | 6 | 94609 | 31 |
| 42164 | 4 | 94612 | 32 |
| 77222 | 35 | 94619 | 32 |
| 91341 | 31 | 94702 | 31 |
| 93912 | 33 | 94703 | 31 |
| 93915 | 33 | 94706 | 32 |
| 94530 | 31 | 94707 | 31 |
| 94530 F | 31 | 94709 | 31 |
| 94539 | 31 | 94802 | 31 |
| 94539 B | 31 | 94807 | 31 |
| 94565 | 31 | 94820 | 32 |
| 94595 | 31 | 95159 | 33 |
| 94601 | 33 | 95164 | 32 |
| 94604 | 32 |  |  |
| $*$ |  |  |  |

[Delete the following entries:]
$\frac{\frac{\text { ZIP Code }}{68759}}{\frac{68773}{*}}$

The online version of Publication 431 is dated July 2010. Publication 431 is currently available on the Postal Service ${ }^{\text {TM }}$ 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.

- Retail Services, Channel Access, 5-16-13


## Organization Information

## Address Management

## Post Office Changes

| Old/ New | Finance No. | ZIP <br> Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Old New | $\begin{aligned} & 05-2730 \\ & 05-7938 \end{aligned}$ | $\begin{aligned} & 96111 \\ & 96111 \end{aligned}$ | $\begin{aligned} & \mathrm{CA} \\ & \mathrm{CA} \end{aligned}$ | Floriston Truckee | Nevada Nevada | Main Office Floriston | Post Office Place Name | $\begin{aligned} & \hline 04 / 30 / 2011 \\ & 03 / 09 / 2013 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Floriston, CA 96111 as last line of address. |
| Old New | $\begin{aligned} & \hline 07-0828 \\ & 07-0828 \end{aligned}$ | $\begin{aligned} & 81024 \\ & 81024 \end{aligned}$ | $\begin{aligned} & \mathrm{CO} \\ & \mathrm{CO} \end{aligned}$ | Boncarbo Boncarbo | Las Animas Las Animas | Main Office Main Office | Post Office Post Office | 01/12/2013 | This announcement expands the use of ZIP Code 81024 to include delivery. |
| Old New | $\begin{aligned} & 16-6666 \\ & 16-1584 \end{aligned}$ | $\begin{array}{\|l\|} \hline 62878 \\ 62878 \end{array}$ | $\begin{aligned} & \hline \text { IL } \\ & \text { IL } \end{aligned}$ | Rinard Cisne | Wayne Wayne | Main Office Rinard | Post Office Place Name | $\begin{aligned} & 10 / 17 / 2012 \\ & 03 / 09 / 2013 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Rinard IL 62878 as last line of address. |
| Old New | $\begin{aligned} & 19-6820 \\ & 19-8250 \end{aligned}$ | $\begin{aligned} & 66522 \\ & 66522 \end{aligned}$ | $\begin{aligned} & \mathrm{KS} \\ & \mathrm{KS} \end{aligned}$ | Oneida Seneca | Nemaha Nemaha | Main Office Oneida | Post Office Place Name | $\begin{aligned} & \hline 01 / 01 / 2012 \\ & 03 / 30 / 2013 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Oneida, KS 66522 as last line of address. |
| Old <br> New | $\begin{array}{\|l\|} \hline 20-3856 \\ 20-6664 \end{array}$ | $\begin{aligned} & 42349 \\ & 42349 \end{aligned}$ | $\begin{aligned} & \mathrm{KY} \\ & \mathrm{KY} \end{aligned}$ | Horse Branch Rosine | Ohio Ohio | Main Office Horse Branch | Post Office Place Name | $\begin{aligned} & \hline 10 / 02 / 2009 \\ & 01 / 07 / 2012 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Horse Branch, KY 42349 as last line of address. |
| Old New | $\begin{array}{\|l\|} \hline 20-1248 \\ 20-3548 \end{array}$ | $\begin{array}{\|l\|} \hline 42722 \\ 42722 \end{array}$ | $\begin{aligned} & \mathrm{KY} \\ & \mathrm{KY} \end{aligned}$ | Canmer Hardyville | Hart <br> Hart | Main Office Canmer | Post Office Place Name | $\begin{aligned} & 08 / 20 / 2011 \\ & 04 / 13 / 2013 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Canmer, KY 42722 as last line of address. |
| Old New | $\begin{aligned} & 35-7315 \\ & 35-4090 \end{aligned}$ | $\begin{aligned} & 12864 \\ & 12864 \end{aligned}$ | $\begin{aligned} & \text { NY } \\ & \text { NY } \end{aligned}$ | Sabael Indian Lake | Hamilton Hamilton | Main Office Sabael | Post Office Place Name | $\begin{aligned} & 10 / 06 / 2012 \\ & 03 / 09 / 2013 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Sabael, NY 12864 as last line of address. |
| Old New | $\begin{aligned} & 35-4310 \\ & 35-4305 \end{aligned}$ | $\begin{aligned} & 12943 \\ & 12943 \end{aligned}$ | $\begin{aligned} & \text { NY } \\ & \text { NY } \end{aligned}$ | Keene Valley Keene | Essex Essex | Main Office Keene Valley | Post Office Place Name | $\begin{aligned} & \hline 10 / 06 / 2012 \\ & 03 / 09 / 2013 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Keene Valley, NY 12943 as last line of of address. |


| Old/ New | Finance No. | ZIP Code | State | P.O. Name | County/ Parish | Station/Branch/ Unit | Unit Type | Effective Date | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Old <br> New | $\begin{aligned} & 40-6784 \\ & 40-6784 \end{aligned}$ | $\begin{aligned} & 97204 \\ & 97204 \end{aligned}$ | $\begin{aligned} & \text { OR } \\ & \text { OR } \end{aligned}$ | Portland <br> Portland | Multnomah <br> Multnomah | University <br> Waterfront | Classified Station Classified Station | 02/23/2013 | This announcement changes the name of the University Classified Station to the Waterfront Classified Station. Continue to use Portland, OR 97204 as last line of address. |
| Old New | $\begin{aligned} & 48-0670 \\ & 48-5415 \end{aligned}$ | $\begin{aligned} & 78604 \\ & 78604 \end{aligned}$ | $\begin{aligned} & \mathrm{TX} \\ & \mathrm{TX} \end{aligned}$ | Belmont Luling | Gonzales Gonzales | Main Office Belmont | Post Office Place Name | $\begin{array}{\|l\|} \hline 10 / 15 / 2011 \\ 03 / 09 / 2013 \end{array}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Belmont, TX 78604 as last line of address. |
| Old New | $\begin{aligned} & 48-9905 \\ & 48-3625 \end{aligned}$ | $\begin{aligned} & 78677 \\ & 78677 \end{aligned}$ | $\begin{aligned} & \mathrm{TX} \\ & \mathrm{TX} \end{aligned}$ | Wrightsboro Gonzales | Gonzales Gonzales | Main Office Wrightsboro | Post Office Place Name | $\begin{aligned} & 10 / 15 / 2011 \\ & 03 / 09 / 2013 \end{aligned}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Wrightsboro, TX 78677 as last line of address. |
| Old New | $\begin{aligned} & 56-3160 \\ & 56-5610 \end{aligned}$ | $\begin{aligned} & 54525 \\ & 54525 \end{aligned}$ | $\begin{array}{\|l\|} \hline \text { WI } \\ \text { WI } \end{array}$ | Gile <br> Montreal | Iron Iron | Main Office Gile | Post Office Place Name | $\begin{array}{\|l\|} \hline 02 / 14 / 2003 \\ 03 / 30 / 2013 \end{array}$ | Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Gile, WI 54525 as last line of address. |
| Old New | $\begin{aligned} & 56-5070 \\ & 56-8010 \end{aligned}$ | $\begin{aligned} & 54226 \\ & 54235 \end{aligned}$ | $\begin{array}{\|l\|} \hline \text { WI } \\ \text { WI } \end{array}$ | Maplewood Sturgeon Bay | Door Door | Main Office Maplewood | Post Office Place Name | $\begin{aligned} & \hline 02 / 17 / 2007 \\ & 03 / 30 / 2013 \end{aligned}$ | Post Office and ZIP Code discontinued. Establish a Place Name. Maplewood, WI becomes an acceptable last line for use with ZIP Code 54235. |

## Finance

## Policy Reminder - Use of PS Form 1018, eTravel Repayment for Overpayments or Cash Advances, for Repaying the U. S. Postal Service

When travelers receive a credit check for an overpayment belonging to the U. S. Postal Service ${ }^{\circledR}$, they should use PS Form 1018, eTravel Repayment for Overpayments or Cash Advances, for repayment. The form can be used for repayment of airfare, trainfare, or hotel credits and refunds. You can access the form through the Blue home page under Essential Links by selecting Forms, and locating PS Form 1018 in the 1000-1999 range. You can access the Forms page directly at: http://blue.usps.gov/formmgmt/ 1999.htm.

Detailed instructions on form completion are attached to the document. Instruction Number 6, Mailing Instructions, indicates that "a repayment check should be made payable to the 'U.S. Postal Service.'" You can also endorse
the back of the credit check you receive from Citibank and send it with the completed PS Form 1018 to the following address:

Disbursing Officer
Accounting Service Center
US Postal Service
PO Box 21888
Eagan, MN 55121-0888
Overpayments belonging to the U.S. Postal Service must be sent to the Disbursing Officer immediately upon receipt.

[^2]
## Fiscal Year 2013 Bank Secrecy Act/Anti-Money Laundering Training

The FY 2013 Bank Secrecy Act/Anti-Money Laundering (BSA/AML) mandatory training course is now available online through the Learning Management System (LMS). All postal employees who sell U.S. Postal Service ${ }^{\circledR}$ financial instruments (postal money orders, Sure Money, and gift cards) and those who supervise them must complete course number 10021874 BSA: Getting It Right.

This course is approved as one of the FY 2013 mandatory strategic training initiatives. The field budget allocation includes work hours for this course because it falls in the legal or compliance training category. Training must be completed by September 30, 2013.

## Background

To combat money laundering in the United States, Congress enacted a series of laws collectively known as the Bank Secrecy Act. The Postal Service ${ }^{\text {TM }}$, as a seller of money orders, is specifically named in the Act and must comply with all of the requirements of the law. One of the requirements under the Act is to report suspicious transactions involving Postal Service financial instruments.

The purpose of this training is to help retail associates, Post Office operations managers, postmasters, relief postmasters, officers-in-charge, station managers, and supervisors understand BSA reporting requirements and how to correctly complete the necessary BSA forms.

## Training Methods

The preferred method for taking the course is online through the LMS Learning Portal. If you are unable to complete the web-based version of the course through the Learning Portal because of a low bandwidth connection, contact your local Learning Development and Diversity staff for a copy of the DVD. You can also order a training DVD directly through the Topeka Material Distribution Center (MDC) or eBuy2 under the supplier digital using NSN \#6910-17-000-0122. Document the completion of training via the DVD in the After-The-Fact Portal. Do not book into the web-based course described below if using the DVD version.

## Instructions for Training Completion: Bargaining Unit and EAS Non-Exempt Employees

All employees associated with occupational codes required to take this training will see this course automatically populate in their LMS Learning Portal screens.

To find the course, follow these basic steps:

1. Log into the LMS. (Under Essential Links on the Blue home page, click Learning Management System. Use ACE ID and Password. Click Learning Portal icon.)
2. Navigate to the Messages and Notes section.
a. Click Mandatory Courses tab. You will see the course number 10021874 BSA: Getting It Right.
b. Click the course. The course information populates on the right.
3. Click Book this Course.
4. Once the course is booked, click Start Now.
5. Once the course is completed, your training history automatically lists this training as completed.

## Instructions for Training Completion: EASExempt Employees

1. Log into the Learning Management System. Under Essential Links on the Blue home page, click Learning Management System. Use ACE ID and Password.
2. Click Learning Portal icon.
3. Enter course number 10021874 into the Search Term box on the left. Click Find.
4. The course information automatically populates on the right.
5. Scroll to the bottom of the page. Click Book This Course.
6. Wait for a confirmation screen confirming your enrollment.
7. Click Start Now to begin the course.

## Web-based Training

1. After completing the web-based training, click Log Off.
2. Wait for Learning Portal to refresh.
3. Once the course description page refreshes, you'll see a note at the top of the course information page that reads "You have already completed and passed this course." The course is no longer listed under My Training Activities.
4. The course is now listed within the section, Completed Courses.

## DVD Version - For Offices with Low Connectivity

Follow these steps to receive course credit after the course content has been completed:

1. Launch the ATF Portal.
2. Click Find. Enter course number 10021874. Click Find again.
3. Click the gray square on the left of the course name to ensure it is highlighted.
4. Click Add.
5. Click Create Roster.
6. Enter Start Date and End Date.
7. Click Next. Click Find Participant.
8. In Participant Search, use drop-down menu to choose Personnel Number (EID). Enter EID. Click Find.
9. Click gray box; Add Course Participant.
10. Change the Pass column from Not Rated to Course Passed. Click Submit.
11. The course is added to your training record.

## LMS Issues

If you have problems with the LMS, contact your local Learning Development and Diversity staff (formerly PEDC).

## Access

Employees do not need access to the BSA system to take the Suspicious Transaction Training course. Do not request access to the BSA system through eAccess when enrolling in the training course.

- BSA Program Office, Corporate Treasury, 5-16-13


## Policy Reminder - Reporting a Refund for a Cancelled Fare for Airline or Rail in eTravel

This is an update to a previous article posted in the December 27, 2012 edition of the Postal Bulletin. The article provided instructions for reporting refunds in eTravel for airfare. The same instructions also apply to reporting train refunds.

Travelers should only claim the used portion of their air or train fare when a credit or refund has been issued. Under Section 8-3.5.1.3 of Handbook F-15, Travel and Relocation, travelers should process this claim by itemizing the refunded part as a personal expense within eTravel. This is also true for any hotel credits. The example below details the steps required to complete the claim in eTravel.

Your original air or train fare totals $\$ 400$ roundtrip and you receive a $\$ 250$ credit for the cancelled return flight. The used portion of your trip is $\$ 150$. To claim the used portion in eTravel, follow the steps below:

1. Pull the original transaction for $\$ 400$ from the Company Card page into your eTravel report and open the expense.
2. Select "Itemize" in order to claim the $\$ 150$ that was actually used. Use "Airfare" or "Train" as the Expense Type for the itemization entry.
3. When you have entered the $\$ 150$ used portion of the airfare, select "Save" and go to "Itemization List". This shows the total expense, itemized amount, and remaining balance.
4. Select "Add" to create another itemization for the $\$ 250$ credit. "Airfare" or "Train" is the Expense type.
5. After you have completed all the entries, you must check the box next to Personal Expense (do not reimburse me). Under the Comments, enter a remark stating that this portion of the airfare was refunded. Your itemized balance should be zero.
Travelers must also contact Citibank, the travel charge card company, to dispute the charge for the refund portion.

This ensures that the card does not go delinquent while waiting for the account to be credited. Outlined below are instructions for handling airline or train credits:

1. Contact Citibank's customer service at 800-7907206 to advise Citibank that an airline or train credit is forthcoming. The cardholder must advise Citibank that he or she is disputing the amount to be credited. Please note that this will not stop the account from aging.
2. To dispute the amount to be credited, the cardholder must file a formal dispute. Contact your local travel charge card coordinator to obtain the dispute form. File the dispute form via fax or mail. Note: The cardholder has 60 days from the statement date to dispute the transaction.
3. Citibank will email a letter to the cardholder advising that they have 21 days to sign and return it. Once the signed letter is received by Citibank, the charge is suspended until it is resolved.
4. If the letter is not received by Citibank within 21 days, the charge will be reapplied to the account. As long as the cardholder complies by returning the letter within 21 days, the charge will be suspended and the account will remain in good standing.
For more information on refund/expense entries, refer to the links below:

- For eTravel Travelhelp FAQs: http://blue.usps.gov/ travelhelp/faq_expense.htm.
- For Handbook F-15: http://blue.usps.gov/cpim/ftp/ hand/f15.pdf.


## Government Relations

## Reminder: Franked (Congressional) Mail, Postage Payment, and Detention of Mail Guidelines

This article serves as a reminder regarding Franked Mail, also referenced as Congressional Mail. There have been recent reports of the improper identification and handling of Franked Mail in the mailstream, including returning it for postage or requiring postage due to customers. The following is a reminder of how to identify and process Franked Mail.

## Official Mail (Franked)

Franked Mail, also referenced as Congressional Mail, is defined as Official Mail sent without postage prepayment, which can be used only by members and members-elect of Congress, the Vice President, and other authorized individuals. Franked Mail is identified by the facsimile signature of the member of Congress (or authorized user as defined in Domestic Mail Manual (DMM) 703.6.1) in the upper right corner of the envelope or franked label, followed by "M.C." standing for member of Congress, or "U.S.S." for U.S. Senate.

## Franked Mail Envelopes and Labels

Franked Mail consists of franked envelopes, or flats and packages with official franking labels preprinted with "franking" elements in the upper right hand corner, which are easily read. It is inappropriate to use a franked envelope as a label for the purpose of mailing another item. A franking label is required for items larger than a flat sized envelope. See below for an example of a Franked Mail envelope and Franked Mail label.


Sample - Franked Mail Label

## Types of Franked Mailings

Mailings under the franking privilege include both single
piece mailings sent by First-Class Mail ${ }^{\circledR}$ and mass mailings. Mass mailings may be sent as First-Class Mail or
Standard Mail ${ }^{\circledR}$. Process and handle all Franked Mail ings. Mass mailings may be sent as First-Class Mail or
Standard Mail ${ }^{\circledR}$. Process and handle all Franked Mail according to the class of mail and special service indicated on the outside of the mailpiece. Franked Standard Mailings consist of newsletters, meeting notices, and other printed matter. The mailpieces may bear individual names and
addresses or alternative address formats as outlined in matter. The mailpieces may bear individual names and
addresses or alternative address formats as outlined in DMM 602.3. While individual pieces are processed as Standard Mail, the overall mailing may be sent Priority Mail Open and Distribute ${ }^{\text {TM }}$.

Most House franked mass mailings are sent by Members of Congress from Washington, DC. However, House
franked mass mailings may also be inducted at local Post bers of Congress from Washington, DC. However, House
franked mass mailings may also be inducted at local Post Offices ${ }^{\text {TM }}$ outside of Washington, DC. Members, or vendors on their behalf, must submit a PS Form 3615, Mailing Permit Application and Customer Profile, to the entry Post Office when the first franked mass mailing is entered at that location. The Senate requires all Senate frank mass mailings originate from Washington, DC and no Senate frank mass mailings shall originate from state offices.


## Postage Payment

Franked Mail must not be returned for postage or delivered to the recipient as "postage due". Postage for Franked Mail is paid in aggregate by the U.S. Treasury to the Postal Service. Franked Mail, therefore, must not be returned for collection of postage, nor should the recipient be charged postage due in order to receive the item. Franked Mail sent from Washington, DC, is counted by the House of Representatives and the Senate, and reported to the Washington, DC Post Office and Postal Service Headquarters. Procedures for accounting for franked mailings entered outside Washington, DC, are found in the Postal Operations Manual (POM) 491.5.

## Detention of Mail

Franked Mail should not to be detained. In 2009, in response to an incident where a franked mailing was

## Information Security

## Reporting Online Threats



In the event of a cyber security incident or threat, call the Computer Incident Response Team (CIRT) at 866-877-7247. Employees can also email CIRT at uspscirt@usps.gov.
improperly detained, the Postal Service revised POM 491.523 to provide specific guidelines on how to process Franked Mail. It is important that these guidelines are followed to ensure there are no delays when handling Franked (Congressional) Mail. With the exception of mail security (see Administrative Support Manual 274), Franked Mail must be dispatched and delivered as addressed. If there are indications of possible abuse of the franking privilege, this must be reported to the Pricing and Classification Service Center (PCSC) who will refer the matter to the Postal Inspection Service for investigation and to Headquarters Government Relations for coordination with the appropriate congressional agency. PCSC contact information can be found at DMM 608.8.4.1.

- Government Relations and Public Policy, 5-16-13

Employees traveling outside the U.S. should call 001-919-501-9299.

In addition to notifying CIRT, employees should:

- Notify their immediate supervisors.
- Contact local technical support or IT systems administrators.
- Notify their local Postal Inspection Service office. Those who don't know how to contact their local office should call 877-876-2455 (select Option 5).
When reporting an incident, employees should follow CIRT's instructions, document all communications and actions, and complete PS Form 1360, Information Security Incident Report.
- Corporate Information Security Office, Chief Information Officer, 5-16-13


## International Mail

## Revised Sack/Container Tags for International Priority Airmail and International Surface Air Lift Service

Revised sack/container tags are now available for International Priority Airmail ${ }^{\text {TM }}\left(\mathrm{IPA}^{\circledR}\right)$ and International Surface Air Lift ${ }^{\circledR}\left(\mathrm{SAL}^{\circledR}\right)$. The revised tags are PS Tag 115, International Priority Airmail, and PS Tag 155, International Surface Air Lift. Images of the revised tags appear on page 66 in this issue of the Postal Bulletin. The corresponding revisions to Mailing Standards of the United States Postal Service, International Mail Manual (IMM ${ }^{\circledR}$ ) appear on pages 53-55 in this issue of the Postal Bulletin.

## Summary of Changes for PS Tag 115 Only

The revised PS Tag 115 is dated February 2013 and replaces the June 1993 edition.

Previously, PS Tag 115 was used in conjunction with PS Tag 178, Airmail Bag Label LC (CN 35/AV 8), but the revised PS Tag 115 is to be affixed as a single tag on IPA sacks/containers - PS Tag 178 is no longer to be used on IPA sacks/containers.

The revised PS Tag 115 captures much more information than the previous edition - previously, it captured only the name of the mailer and the number of sacks in the mailing. However, the revised version captures all the information that is captured by the revised PS Tag 155.

## Summary of Changes for PS Tag 155 Only

The revised PS Tag 155 is dated February 2013 and replaces the October 1997 edition.

## New Features for Both PS Tag 115 and PS Tag 155

- The various blocks on the tags are numbered for easy reference.
- Block 1 captures customs form information - it has checkboxes so the mailer can indicate whether or not the items are accompanied by customs forms.
- Block 2, which is for the customer-provided barcode, indicates that the barcode is required - previously, on PS Tag 155 for ISAL mail, the barcode was optional.
- Block 6, which is for the price group, is blank so that the customer can enter the number of the applicable price group.
- The reverse side contains spaces so that the customer can enter the specific sack/container number and the total number of sacks/containers in the mailing.
- The reverse side contains instructions for properly completing the tag, with references to the various blocks.


## Ordering and Use of Tags

The revised PS Tag 115 and PS Tag 155 are available for ordering from the Material Distribution Center (MDC). See the ordering information later in this article.

Until receiving stock from the MDC, postmasters can continue to use the previous editions of these tags.

Upon receiving stock from the MDC, postmasters must immediately replace previous editions of these tags with the February 2013 editions, and must recycle or discard the previous editions appropriately.

When sufficient time has passed to allow postmasters to order and receive the revised tags, we will obsolete the previous editions of these tags, and only the February 2013 editions will be acceptable. A subsequent Postal Bulletin article will announce when the previous editions are obsolete.

## Ordering Information for Tags

You can order PS Tag 115 and PS Tag 155 from the MDC and use touch tone order entry (TTOE): Call 800-2731509. You must submit an Off-Catalog eBuy requisition for approval before ordering. You may also order these items via eBuy2.

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.)

For complete TTOE ordering instructions, see the document at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call 800-332-0317, option 4, option 4.

To visit the National Material Customer Service website, go to http://blue.usps.gov/purchase/operations/ ops_nmcs_home.htm.

Use the following information to order PS Tag 115.
PSN: 7690-03-000-9169
Unit of Measure: EA
Minimum Order Quantity: N/A
Maximum Order Quantity: N/A
Bulk Pack Quantity: 4,000
Quick Pick Number: N/A
Price*: \$0.0510
Edition Date: 02/13
*Price is current as of May 2013 and is subject to change.


Use the following information to order PS Tag 155.

| PSN: | $7690-03-000-9238$ |
| :--- | :--- |
| Unit of Measure: | EA |
| Minimum Order Quantity: | 100 |
| Maximum Order Quantity: | N/A |
| Bulk Pack Quantity: | 2,000 |
| Quick Pick Number: | 452 |
| Price*: | $\$ 0.0510$ |
| Edition Date: | $02 / 13$ |

*Price is current as of May 2013 and is subject to change.


- Global Business Management,

Global Business, 5-16-13

## Mailing and Shipping Services

## Mail Alert

The mailings below will be deposited in the near future. Offices should process this mail according to applicable service standards with the in-home dates in mind. 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 Ser-
vice ${ }^{\text {TM }}$ 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 or contact the National Customer Support Center at 800-238-3150.

| Requested <br> Delivery Dates | Title of Mailing | Class and <br> Type of <br> Mail | Number <br> of Pieces <br> (Millions) | Distribution | Presort Level | Comments |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| $5 / 26 / 13-6 / 3 / 13$ | Costco Connection | Standard <br> Flats | 8.5 | National | 3/5 Digit | Quad Graphics |

## Retail

## Stamps by Mail - Brochure Ordering Information

This article publishes the Stamps by Mail ${ }^{\circledR}$ (SBM) print run cutoff schedule for fiscal year (FY) 13. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The FY 13 print cycle cut-off dates are as follows:

- May 17, 2013 (YR).
- June 28, 2013 (YR).
- August 23, 2013 (HOL).

To order brochures, submit PS Form 3227-O, Stamps by Mail Brochure Order Form (April 2011), to Cyril-Scott Company:

Cyril Scott Company
PO Box 627
Lancaster, OH 43130-0627
Telephone: 800-466-0455
Fax: 740-689-0210
You can find this form at http://blue.usps.gov; click Forms, and then select the form by number. A copy of this form appears on page 68 in this Postal Bulletin.

The cost per unit of 500 is $\$ 12.50$. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders (under $\$ 10,000$ ) with local approved credit cards or checks. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off date listed here. Orders received
after the cut-off date will be processed the next print run date.

All local Post Offices ${ }^{\text {™ }}$ and centralized sites should follow the ordering instructions contained within this article and utilize local funds.

## For Orders Exceeding \$10,000

Use eBuy to process both centralized and decentralized brochure orders that exceed \$10,000.00. In the Purchasing Method field, select "Route Req to Supply Mgmt," then in the After Approval Route field, select "Eastern Services CMC (Memphis, TN)." Include completed PS Form 3227-O with imprint information with the eBuy order.
Note: These approved eBuy orders must be received by Supply Management at least 10 days prior to a published run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Ensure procedures are in effect locally for proper verification of receipt.

- Retail Access Channels, Channel Access, 5-16-13


1. Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4)

2 \& 3. Return Address (MUST include ZIP + 4)
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## Payment Information

Orders over $\$ 10,000$ : Submit this form with an approved eBuy2 to Supply Management. To route the request in eBuy2, click Route to Supply Management as the Purchasing Method; then select Customer Products and Fulfilment CMC from the menu.
Orders $\$ 10,000$ and under Notify the Cyril-Scott Co. immediately if there are any credit card changes within 30 days after the print cycle cutoff date Shipping and Delivery: Orders ship within 35 calendar days after brochures are printed (see brochure print schedule in the first edition of the Postal Bulletin printed each month). Delivery time varies depending on the destination.
If shipment is more than 20,000 forms ( 40 packs), enter finance number to be charged for transportation costs: $\qquad$

| $\square$ Visa/IMPAC Card No. | $\square$ Check (Include with order) |
| :---: | :---: |
| Expiration Date: | USPS Money Order (Include with order) |
| Requestor's Signature | Manager/Supervisor's Signature |
| Funding/Credit Card Official Signature | Date Signed |

## Stamp Services

## Update: Lydia Mendoza and Johnny Cash Philatelic Products

In Stamp Announcement 13-23: Lydia Mendoza (Postal Bulletin 22360, 4-4-13, page 48) and Stamp Announcement 13-26: Johnny Cash (Postal Bulletin 22363, 5-2-13, page 43), under Philatelic Products, the following items have been added or a new price is in effect:

- 579224*, Lydia Mendoza Poster, \$14.94.
- 579425*, Johnny Cash Poster, \$14.95.
- Stamp Services,

Marketing and Sales, 5-16-13

## Update: Muscle Cars Stamp Inventory

The inventory for Stamp Announcement 13-13: Muscle Cars Forever ${ }^{\circledR}$ commemorative First-Class Mail ${ }^{\circledR}$ stamp (Postal Bulletin 22356, 2-7-13, page 61) is no longer available at the Stamp Distribution Centers (SDCs). The next distribution of Muscle Cars stamps from the suppliers to the SDCs and Stamp Distribution Offices (SDOs) is scheduled for May 28-June 11, 2013. Retail units will be notified when inventory is received at the SDCs/SDOs. Postal

Retail Units can also direct customers to http:// www.usps.com/shop, the USA Philatelic catalog, or call 800-STAMP24.

- Stamp Services,

Marketing and Sales, 5-16-13

## Pictorial Postmarks Announcement

As a community service, the Postal Service ${ }^{\text {TM }}$ 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 ${ }^{\text {TM }}$ 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 ${ }^{\circledR}$ postage. Items submitted for postmark may not include
postage issued after the date of the requested postmark. Such items will be returned unserviced.

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 $+4{ }^{\circledR}$ 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) under addressed protective cover.

The following pictorial postmark has been extended for 30 days:


April 12, 2013
National First Ladies Library
National First Ladies Library Station
Station Manager - Betty Major
220 4th Street Southwest
Canton, OH 44702-9998



May 16, 2013
Timothy Tilghman
Battle of Baker's Creek Bridge Sesquicentennial Anniversary Station
Postmaster 300 West Madison Street Bolton, MS 39041-9998


May 16, 2013
United States Postal Service
50th Anniversary Station
PO Box 9998
Cape Canaveral, FL 32920-9998

May 16-18, 2013
White Mountain Sheriff's Posse
Pony Express Station
Postmaster
PO Box 9998
Lakeside, AZ 85929-9998

May 17, 2013

May 17, 2013

1335 Jefferson Road
Rochester, NY 14692-9202

Denver, CO 80266-9999

May 17, 2013
Rocky Mountain Stamp Show


A flag for all seasons Lisa Rupert
750 East 53rd Place,
Room 2204
Denver, CO 80266-9999


May 17-19, 2013
United States Postal Service
Casey Jones Railroad Unit
Station
J. Bianchi

1335 Jefferson Road
Rochester, NY 14692-9202

May 18, 2013
Stoughton Chamber of Commerce
Syttende Mai Station
Postmaster
PO Box 9998
Stoughton, WI 53589-9998

May 18, 2013
Chester Station
Berkshire Locomotives at Chester
Postmaster 309 Route 20 Chester, MA 01011-9998


May 18, 2013
United States Postal Service
Trolley Museum Station
Retail Specialist
90 Cornell Street Kingston, NY 12401-9998

May 18, 2013
Otselic Valley Fishing \& Heritage Association
Fishing Heritage Day Station Postmaster
1605 State Highway 26
South Otselic, NY
13155-9998

May 18, 2013
The Empire Express
Engine 999
ROPEX Station The Empire
Express
J. Bianchi

1335 Jefferson Road
Rochester, NY 14692-9202


May 18, 2013
United States Postal Service
NTSS - I Have a Dream
Station
J. Bianchi

1335 Jefferson Road
Rochester, NY 14692-9202

May 18-19, 2013


Milwaukee Philatelic
Society, Inc.
Milwaukee County Zoo
Station - Wolf
Postmaster
PO Box 5016
Milwaukee, WI 53201-5016


May 18-19, 2013
Milwaukee Philatelic Society
Milwaukee County Zoo
Station - Owl
Postmaster
PO Box 5016
Milwaukee, WI 53201-5016

May 19, 2013
Rocky Mountain Stamp
Show
Colorado in the Civil War
Station
Lisa Rupert
7500 East 53rd Place,
Room 2204
Denver, CO 80266-9999

May 18, 2013
Rocky Mountain Stamp
Show
Civil War Station
Lisa Rupert
7500 East 53rd Place,
Room 2204
Denver, CO 80266-9999


May 19, 2013
United States Postal Service
NTSS - Civil War 150
Station
J. Bianchi

1335 Jefferson Road
Rochester, NY 14692-9202

|  | May 19, 2013 |
| :---: | :---: |
| 3 ROPLXSTATION | United States Postal Service |
| THE IIRST TRANS | The First Transcontinental |
| (6) Continental rallroab | Railroad ROPEX Station |
|  | J. Bianchi |
|  | 1335 Jefferson Road |
|  | Rochester, NY 14692-9202 |

May 21, 2013
Stephen Decatur Chapter
\#4, Universal Ship
Cancellation Society


USS Norfolk 30th
Anniversary Station
Postmaster
PO Box 719
Norfolk, VA 23501-9998

May 22, 2013
Stephen Decatur Chapter \#4, Universal Ship Cancellation Society
USS Scorpion Memoriam
Station
Postmaster
PO Box 719
Norfolk, VA 23501-9998

May 22, 2013
Pomfret Historical Society
POMFRET 300 Station
Postmaster
32 Putnam Road
Pomfret, CT 06258-9998

May 23, 2013
Vincentown Library
GAR Post 49 Station
Postmaster
1813 Route 206 North
Vincentown, NJ
08088-9998

May 23, 2013


United States Postal Service
Odyssey Station
Postmaster PO Box 9998 East Lansing, MI 48823-9998

May 24, 2013
Lake Gaston Fabulous 50 Splash
Lake Gaston Splash Station
Postmaster 1458 River Road
Henrico, NC 27842-9998

May 24, 2013
United States Postal Service
Shirley Jones Carousel
Station
Postmaster
1124 Pacific Street
Omaha, NE 68108-9998


May 25, 2013
Festival of Flags
Festival of Flags Station Postmaster PO Box 9998 Oak Hill, OH 45656-9998

May 25, 2013
Montandon Community Days Committee Montandon Days Station Postmaster PO Box 9998
Montandon, PA
17850-9998


May 25, 2013
The Glouster Project
The Glouster Clock Station
Jo Ann Burdette 53 High Street Glouster, OH 45732-9998


May 27, 2013
Henderson Historical Society
Henderson Station
Postmaster 8872 State Route 178 Henderson, NY 13650-9998

May 25, 2013
NJCAA
Stocker Stadium / Suplizio Field Station Postmaster PO Box 9998
Grand Junction, CO 81501-9998

May 25, 2013
United States Postal Service
Graduation Day Station
Postmaster
634 Swift Road
West Point, NY 10996-9998


May 26, 2013
United States Postal Service Bunola 125th Anniversary Station
Postmaster
PO Box 9998
Bunola, PA 15020-9998


May 27, 2013
Eaton Museum
Eaton Museum Station
Postmaster 4084 State Route 26 Eaton, NY 13334-9998

May 30, 2013
Cedar Grove Holland Guild
Zip Code Day Station
Postmaster
PO Box 9998 Cedar Grove, WI 53013-9998

May 31, 2013
Oz-Stravaganza! Committee Oz-Stravaganza! Station Postmaster 1001 E. Genesee Street Chittenango, NY 13037-9998

## 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 ${ }^{\text {TM }}$, by telephone at 800-STAMP-24, or at The Postal Store ${ }^{\circledR}$ website at $w w w . u s p s . c o m / s h o p$.

## 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 ${ }^{\text {TM }}$ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first-day-ofissue 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, $9 / 16^{\prime \prime}$ side seams with no glue on the flap. The maximum
size of all digital color postmarks is 2 " high $\times 4$ " 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-ofissue 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.


Patriotic Star Stamp
Debbie Brady/Elisa Sloan NPF PO Box 7838
San Francisco, CA 94120-7838

## Digital Color Pictorial



## La Florida Stamp

U.S. Postal Service

99 King Street
St. Augustine, FL 32084-9998

Digital Color Pictorial


Vintage Seed Packets Stamp
Retail Manager
3190 S. 70th Street, Rm. 503
June 5, 2013
Philadelphia, PA 19153-9500

Digital Color Pictorial


Where Dreams Blossom Stamp
Postmaster
421 Eighth Ave., Rm. 2029B
June 11, 2013
New York, NY 10199-9998

Digital Color Pictorial


## Yes, I Do Stamp

Postmaster
421 Eighth Ave., Rm. 2029B
June 11, 2013
New York, NY 10199-9998

Digital Color Pictorial


## A Flag for All Seasons Stamp

Retail Specialist 25 Dorchester Avenue, Rm. 3011

July 3, 2013
Boston, MA 02205-9600

Digital Color Pictorial


Lydia Mendoza Stamp
U.S. Postal Service

10410 Perrin Beitel Road
July 15, 2013
San Antonio, TX 78284-9998

Digital Color Pictorial


Lydia Mendoza Stamp
U.S. Postal Service

July 15, 2013
10410 Perrin Beitel Road
San Antonio, TX 78284-9998

Black and White Pictorial


A Flag for All Seasons Stamp
Postmaster
1335 Jefferson Road
July 17, 2013
Rochester, NY 14692-9998


## Sustainability

## Water Conservation Tips

Your alarm goes off, you wake up, and it's time to start another day. You head to the bathroom, take a shower, brush your teeth, and then head to the kitchen. You have a cup of coffee, clean some dishes, and head to work. Now imagine starting your day without water. How different your life would be without it, or if you had to go to a well or river every time you needed it. With the convenience of indoor plumbing, we take clean, seemingly plentiful water for granted. We simply turn a faucet and water flows.

The average American home uses about 400 gallons of water per day. By 2015, the US EPA predicts that more than half of American communities will implement routine water restrictions. Increased water demands and our aging water treatment systems will likely cause:

- Higher water prices to ensure continued access to a reliable and safe supply;
- Greater summer watering restrictions to manage shortages; and
- Expensive water treatment projects to transport and store freshwater when local demand overcomes available capacity.
Water is a valuable resource that should not be wasted. Conserving water is more important than most people realize. Water conservation helps ensure reliable water supplies are available not just for today, but for future generations. Water conservation means using water more efficiently, and includes water reclamation and recycling. Water efficiency is the smart use of our water resources through water-saving equipment and fixtures, and the simple steps we can all take around the house and work.


## Did You Know?

- $50 \%$ to $70 \%$ of residential water is used outdoors for watering lawns and gardens.
- An American home can waste, on average, more than 10,000 gallons of water every year due to running toilets, dripping faucets, and other household leaks.
- Installing more efficient water fixtures and regularly checking for leaks can reduce home water use up to 22 gallons a day.
- You can save 10 to 20 gallons of water a day by running the dishwasher only when it is full.
- You can save up to 150 gallons of water when washing a car by turning the hose off between rinses.


## What Does Water Conservation Mean to the Postal Service?

The Postal Service ${ }^{\text {TM }}$ uses water in many ways, including for landscape irrigation and fleet vehicle washing. The Postal Service must pay for the clean water it uses, and in most places, also pay sewer fees based on actual waste consumption rates. It is important to take every step to conserve water to protect this valuable resource and save money.

## What Can You Do?

You can save water at work and at home by using water wisely. Don't waste water by letting it flow down drains or sidewalks. Sweep sidewalks and driveways instead of hosing them down. Share the following talk points with your fellow employees.

## What Should Employees Know?

- If you notice a leaking faucet, fix it as soon as possible to avoid wasting up to 140 gallons of water a week.
- Don't leave the water running while you brush your teeth. Wait until you are finished brushing and ready to rinse before turning on the water. It will save 25 gallons a month.
- Minimize the need for watering gardens and lawns with xeriscaping concepts that rely on drought-resistant plant species.
- If you live in a drought-prone area, consider using rain barrels to collect rainwater for your lawn, garden, and other irrigation needs.
- Water your lawn and garden in the morning or evening when temperatures are cooler to minimize evaporation.
- If your toilet was installed before 1992, reduce water used per flush by inserting a brick or plastic bottle filled with water in the tank. Check with your local city water company for any incentives on the purchase of low-flush toilets.
- Drop your tissues in the trash rather than in the toilet and save water.
- Turn off the water while you shave and save up to 300 gallons a month.
- Minimize water use for vehicle cleaning by either using dry washing compounds for cleaning or ultrafine misting techniques. If using a commercial car wash, pick one that recycles water.
- Protect the quality of groundwater. Do not discharge oils or other automotive fluids into storm drains.
- Install aerators on faucets to reduce flow by 1 gallon a minute.
- You can learn more about water conservation projects at the USPS Lean Green Team website: http://blue.usps.gov/sustainability/greenteams/ projects/waterprojects.htm.
- Test your "water sense" and calculate your water savings by getting on the EPA website at http:// www.epa.gov/watersense/.


## Where Can You Find Additional Information?

- For more information on what you can do to make a difference, visit the USPS Sustainability website at http://blue.usps.gov/sustainability/earthday.htm.
- For more information on water conservation, visit the U.S. Environmental Protection Agency's Water Sense website at http://www.epa.gov/owm/ water-efficiency/.
- Take a fast and fun quiz to test your "WaterSense" on the EPA website at http://www.epa.gov/watersense/.



USPS ${ }^{\oplus}$ Presents
Lydia Mendoza Forever
Stamp for Music Icons Series.

On Sale
Nationwide:
May 15, 2013.


[^0]:    American Association of State Highway and Transportation Officials
    444 N. Capitol St. N.W., Ste. 249
    Washington, DC 20001-1512
    Federal Highway Administration
    Office of Highway Safety HHS-10
    $4007^{\text {th }}$ St. S.W.
    Washington, DC 20590-0003

[^1]:    - Product Information Requirements, Mail Entry and Payment Technology, 5-16-13

[^2]:    - Corporate Accounting,

    Controller, 5-16-13

