# postal|bulletin

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# MAILBOX IMPROVEMENT WEEK:

May 19-25, 2013





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USPS National Emergency Hotline Is your facility operating? Call 888-363-7462

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# **Cover Story**

### Delivery

### Mailbox Improvement Week, May 19–25

Each year, the Postal Service™ 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 <a href="http://blue.usps.gov/delret/L4CityDelvry\_GROWTH.htm">http://blue.usps.gov/delret/L4CityDelvry\_GROWTH.htm</a>.

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 800-273-1509 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 custom-built *curbside mailbox* if the local Postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes relative to the flag, size, strength, and quality of construction.

**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® 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 8–11.

### Exhibit A



Exhibit B



Exhibit C



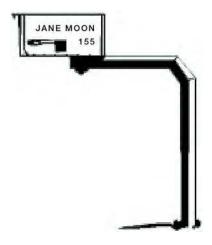
For motorized city routes, and where the use of street names and house numbers is authorized on rural and contract delivery service routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is on a street other than the one on which 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™ 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

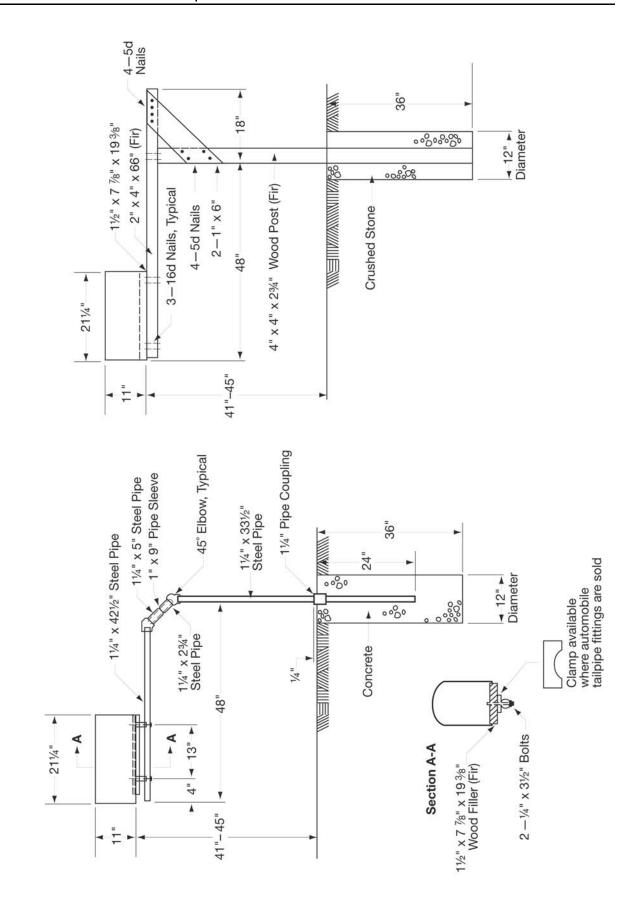
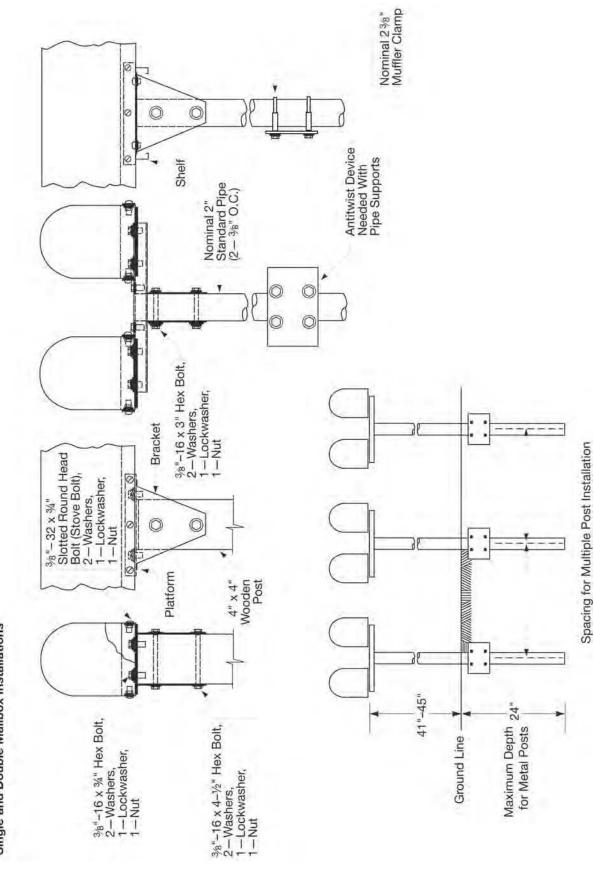


Exhibit F Single and Double Mailbox Installations



# 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™ 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 mail-boxes 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**

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<sup>th</sup> Pl. 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., Ś-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 Pl. 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.

10

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 Brov 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<sup>nd</sup> 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 19

Spring 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 <a href="http://blue.usps.gov/cpim/">http://blue.usps.gov/cpim/</a>; 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 3 for MDC ordering instructions), or download it from the PolicyNet website at <a href="http://blue.usps.gov/cpim/">http://blue.usps.gov/cpim/</a>. Ordering information for PS Form 1624 is as follows:

PSIN: PS1624

**PSN:** 7530-01-000-9392

Unit of Issue:SEQuick Pick Number:N/ABulk Pack Quantity:10,000Minimum Order:100Price:\$0.0119

### 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.
- Unit is anodized, painted aluminum. Pedestal is anodized, painted stainless steel.

Contract No. 1CDSEQ-05-B-3001, available on eBuy2.

### **Outdoor Parcel Locker (OPL)**

### **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 eBuy?

**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 wall-mounted 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-STD-4C 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 4C 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<sup>nd</sup> 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-STD-4B+" 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 Service-

### **Approved Manufacturers** USPS-STD-4B+

### **American Device Manufacturing**

owned equipment that was installed in the past.

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<sup>nd</sup> 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

 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 O910 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<sup>th</sup> St. Rm. 601 Philadelphia, PA 19153-9990

### **Current O910 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<sup>nd</sup> 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:

- 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.
- 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.
- Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
- 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.
- 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 <a href="http://blue.usps.gov">http://blue.usps.gov</a>; and in the left-hand column, click <a href="eBuy/eBuy2">eBuy/eBuy2</a>. You may also call 800-USPS-HELP for additional help.

### Exhibit G

United States Postal Service

Post Office, State, and ZIP + 4	Reviewe	r's Signa	Date							
					Caption					
Unit Location, Type, and Manufacturer	Unit Stability	Pedestal Welds (b)	Master Loading Door(s)	Arrow Lock (d)	Customer Door/ Lock (e)	Exterior Surfaces (f)	Weather Resis- tance (g)	Unit Housing (If any) (h)	Other	

### 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:

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-10 400 7<sup>th</sup> St. S.W. Washington, DC 20590-0003

### **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,
 Delivery and Post Office Operations, 5-16-13

[Insert Date]



### POSTAL NEWS

Contact: [Insert Your Name] [Insert Your Phone Number] Internet: www.usps.com

### **Mailbox Improvement Week Arrives in Time for Spring Cleaning**

The U.S. Postal Service<sup>®</sup> 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<sup>TM</sup> 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
delivers mail to
more than
152 million
delivery points
in the U.S.



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

In FY 2012 and 2013, the U.S. Postal Service<sup>®</sup> invested \$225 million to grow Mail Transport Equipment (MTE) inventories. To protect this investment, the USPS<sup>®</sup> 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 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 MTF
- 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 termination of service).	2 years
PS Form 1091-B	Register for Caller Service Fees (Note: If automated, delete customer record 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<sup>®</sup> 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

18.5

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

Express Mail Open and Distribute will now have a blue Tag 257-EVS, yellow Tag 267-EVS, and blue Label 257S-EVS. 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)

\* \* \* \* \* \* \*

700 Special Standards

\* \* \* \* \* \* \* \*

705 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 18.1.5b 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.

### \* \* \* \* \*

### 18.5.1 Containers for Expedited Transport

**Preparation** 

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 4x6 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 4x6 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:

- 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® at <a href="http://pe.usps.com">http://pe.usps.com</a>.

Product Classification,Pricing, 5-16-13

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

Effective June 6, 2013, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 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 Additional Mailing Services

\* \* \* \* \* \*

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<sup>®</sup> at <a href="http://pe.usps.com">http://pe.usps.com</a>.

Product Classification,
 Pricing, 5-16-13

### DMM Revision: Folded Self-Mailer Clarifications

Effective May 6, 2013, the Postal Service™ revised *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 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 3.11g 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 3.11g) unless standards require use of a continuous 1/8-inch wide glue line under 3.11h. 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:]

 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 14.5b2 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® at <a href="http://pe.usps.com">http://pe.usps.com</a>.

Product Classification,Pricing, 5-16-13



USPS processes almost 40 million change-ofaddress requests each year.



# **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 scheme
FL, Lauderdale Lakes 33319-6515	Tanisha Hall, 5072 NW 39th Street	Fraudulent sweepstakes and lottery scheme
FL, Punta Gorda 33950-5536	Anne Schilling, 325 W. Ann Street	Fraudulent sweepstakes and lottery scheme
ME, Houlton 04730-1735	Giovanni Bucci d/b/a Business Data USA, 4 Market Square, Suite #3	False billing scheme
NJ, East Orange 07019	Leeford James, 23 Harvard St., Apt.1	Fraudulent sweepstakes and lottery scheme
PA, Woodlyn 19094-1825	Sheldon Plummer, 109 Fairview Road, Apt. B	Fraudulent sweepstakes and lottery scheme
VT, Derby Line 05830-8889	Giovanni Bucci d/b/a Business Solutions Online, 395 Caswell Avenue	False billing scheme

- Judicial Officer, 5-16-13

### 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

- Judicial Officer, 5-16-13

### 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<sup>®</sup> 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.

noetal	hullatin	22363	(5-16-13)	١١
postai	pulletin	22303	(3-16-13	))

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	

**Pull-Out Information** 

<sup>-</sup> Product Information Requirements, Mail Entry and Payment Technology, 5-16-13

### Missing, Lost, or Stolen U.S. Money Order Forms

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

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. 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.

360 173 8800	to	8899	399 792 8300	to	8399	419 730 0300	to	0399	444 382 8822	to	8899
360 324 2326	to	2399	400 427 1051	to	1999	420 277 0015	to	0049	444 390 1667	to	1699
362 861 3064	to	3099	401 045 1505	to	1549	420 599 0734	to	0798	444 457 3854	to	3899
373 006 2176	to	2199	401 045 1571	to	1599	420 661 4115	to	4199	450 048 4173	to	4199
374 768 2600	to	2699	401 294 2700	to	2799	420 758 9500	to	9699	450 048 4442	to	4699
375 169 4400	to	4599	401 310 9505	to	9599	420 969 3951	to	3971	450 560 5173	to	5199
375 829 3400	to	3499	401 382 5312	to	5399	420 969 3973	to	3999	450 620 3077	to	3099
375 851 9100	to	9199	402 578 7876	to	7899	421 116 3565	to	3599	450 620 3135	to	3199
376 196 0911	to	0999	403 125 6744	to	6799	421 130 9300	to	9399	450 780 2716	to	2799
378 085 3679	to	3699	403 260 7000	to	7499	421 313 4500	to	4999	450 801 2700	to	2799
378 351 1063	to	1099	403 280 6470	to	6499	421 364 5537	to	5599	451 109 2967	to	2984
379 843 5100	to	5199	403 685 8600	to	8699	421 656 2609	to	2699	451 115 4110	to	4125
380 093 9600	to	9699	404 003 0300	to	0399	421 988 9700	to	9799	451 115 4127	to	4199
380 165 1165	to	1199	404 041 8838	to	8899	422 172 4667	to	4699	451 746 0700	to	0799
381 325 4500	to	4599	404 071 4268	to	4299	422 484 4212	to	4299	452 265 0074	to	0099
381 604 2510	to	2699	404 347 5356	to	5399	422 556 1270	to	1299	452 265 0246	to	0299
381 645 9525	to	9599	404 347 5548	to	5599	422 587 7024	to	7099	452 265 0335	to	0999
383 314 3968	to	3999	404 726 4500	to	4599	422 819 7533	to	7599	452 509 1169	to	1199
383 892 1000	to	1344	404 961 5001	to	5199	422 842 5073	to	5087	452 855 6471	to	6499
383 892 1382	to	1399	405 325 0188	to	0198 4599	422 907 7563	to	7599	452 890 4679	to	4799
384 925 3641	to	3654 2399	406 009 4587	to	4399 6899	424 500 6050	to	6099 8599	452 900 8215	to	8238 9199
385 568 2331 385 599 7554	to to	7575	406 260 6830 406 459 6641	to to	6999	424 641 8500 424 871 6600	to to	6699	453 117 9146 453 334 3631	to to	3699
385 774 2024	to	2099	406 733 3000	to	3999	425 298 2352	to	2399	453 603 7841	to	7891
386 624 1412	to	1599	407 545 1557	to	1599	425 418 4269	to	4299	453 650 1140	to	1199
386 883 8936	to	8999	407 594 0412	to	0599	425 418 4405	to	4499	453 741 1300	to	1399
387 314 5574	to	5599	407 692 9100	to	9299	426 547 4566	to	4599	454 013 2919	to	2999
387 837 6300	to	6399	407 959 2190	to	2199	427 412 6337	to	6499	454 186 2411	to	2499
388 828 0656	to	0699	408 265 2275	to	2288	427 481 0900	to	0999	454 268 4883	to	4899
389 696 2400	to	2799	408 499 7700	to	7799	428 027 2742	to	2752	454 302 5400	to	5499
389 846 3104	to	3135	408 499 7900	to	7999	429 474 4172	to	4199	454 490 8300	to	8399
389 846 3145	to	3195	408 682 8484	to	8599	429 889 2900	to	2999	454 547 7434	to	7499
389 887 9211	to	9230	408 698 7015	to	7099	430 150 4401	to	4599	454 922 4867	to	4895
389 887 9234	to	9299	409 072 3941	to	3999	430 172 9800	to	9899	455 221 1348	to	1499
390 001 3182	to	3199	410 491 2311	to	2399	430 177 1900	to	2099	455 364 2147	to	2199
390 001 3500	to	3699	410 694 8400	to	8599	430 444 9500	to	9699	455 399 5400	to	5499
390 545 5974	to	5999	410 775 1500	to	1599	430 664 4070	to	4099	455 476 0676	to	0699
391 104 6146	to	6199	410 795 7927	to	7999	432 168 8419	to	8499	455 543 0618	to	0699
391 574 1466	to	1499	410 867 0917	to	0966	432 708 6800	to	6999	456 410 9006	to	9099
391 783 3020	to	3599	410 867 0970	to	0999	432 744 1544	to	1599	456 470 4146	to	4299
391 792 6100	to	6199	411 868 1023	to	1199	432 995 9775	to	9799	456 619 4460	to	4499
392 668 2956	to	2999	411 922 2322	to	2399	433 003 5800	to	5899	457 333 2686	to	2699
392 854 8500	to	8899	412 193 0900	to	0999	433 757 3047	to	3099	457 729 1767	to	1777
393 584 7566	to	7699	412 395 8599	to	8699	433 765 4003	to	4099	457 937 8615	to	8699
393 650 0074	to	0099	412 485 6500	to	6599	434 482 7060	to	7199	458 028 9810	to	9899
393 838 8316	to	8499	412 485 6610	to	6699	434 513 2386	to	2399	458 057 2712	to	2999
393 893 6007	to	6099	412 885 5953	to	5999	434 968 3076	to	3092	458 069 9537	to	9599
394 126 6907	to	6999	414 193 3608	to	3674	435 303 1831	to	1842	458 069 9665	to	9699
394 189 0405	to	0599	414 193 3677	to	3699	435 303 1986	to	1999	458 337 5222	to	5299
394 822 3243	to	3278	414 411 7348	to	7399	435 666 6092	to	6399	458 354 7653	to	7999
394 990 1810	to	1899 3299	414 640 0757 414 965 1727	to	0799 1799	436 082 6400 436 160 6441	to	6899 6499	458 671 8678	to	8699 8798
395 343 3264 395 373 3035	to to	3099	417 302 8104	to to	8199	437 316 7115	to to	7199	458 671 8721 458 847 5044	to to	5999
395 396 9649	to	9799	417 387 6532	to	6599	437 427 0500	to	3499	459 274 7624	to	7699
395 970 3240	to	3299	417 496 6800	to	6999	439 179 2300	to	2399	459 365 5432	to	5499
397 622 4054	to	4099	417 871 9250	to	9299	439 310 0458	to	0499	459 378 5764	to	5799
397 819 8902	to	8999	417 930 9533	to	9599	440 698 1947	to	1999	459 472 4816	to	4999
398 149 7200	to	7699	418 164 6500	to	6799	440 858 6300	to	6399	460 349 6878	to	6899
399 070 0872	to	0899	418 423 9863	to	9899	440 858 6420	to	7299	460 550 1909	to	1999
399 156 7119	to	7199	418 633 5922	to	5999	441 199 1655	to	1699	460 997 5234	to	5299
399 203 5064	to	5099	418 719 8520	to	8599	443 127 3648	to	3699	461 973 6443	to	6499
399 296 9910	to	9999	418 744 2235	to	2299	443 127 4000	to	4099	462 152 0107	to	0299
399 396 8935	to	8999	418 962 2848	to	2899	443 673 7900	to	7999	462 274 1072	to	1099
399 792 7775	to	7799	419 543 0286	to	0299	443 800 9335	to	9399	462 277 8373	to	8399

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462 554 6051	to	6099	479 860 7000	to	7199	499 016 5425	to	5499	609 893 1000	to	1099
463 011 5529	to	5540	480 526 2000	to	2099	499 440 8575	to	8899	610 092 3200	to	3299
463 176 4115	to	4199	480 640 6330	to	6399	499 731 6717	to	6799	610 582 4200	to	4299
463 176 4229	to	4299	480 658 0568	to	0599	500 064 1858	to	1869	611 879 6939	to	6999
463 185 2600	to	2799	480 689 5100	to	5199	500 070 5725	to	7799	612 291 8013	to	8099
463 227 7711	to	7799	481 072 9463	to	9499	501 058 0016	to	0026	612 751 5171	to	5199
463 414 4869	to	4899	481 673 0074	to	0095	501 331 0300	to	0399	612 751 5226	to	5299
463 808 3484	to	3499	482 527 1500	to	1599	501 460 0977	to	0999	612 751 6083	to	6099
463 945 7400	to	7899	482 541 5255	to	5299	502 227 7645	to	7699	612 751 6268	to	6299
464 629 9000	to	9399	482 729 6800	to	6899	502 424 0200	to	0499	612 751 6572	to	6599
464 711 4332	to	4399	483 363 7207	to	7299	502 424 0600	to	0699	612 774 2111	to	2199
465 692 3963	to	3999	483 402 2356	to	2399	502 496 6923	to	6999	612 774 2254	to	2299
465 698 8300	to	8599	483 486 5100	to	5199	503 003 2700	to	2899	612 774 2500	to	2599
465 743 7745	to	7799	483 632 1521	to	1599	503 194 5144	to	5153	614 469 0979	to	0999
466 798 6056	to	6067	483 632 2600	to	2799	503 790 9922	to	9948	614 474 3000	to	3099
467 147 4300	to	4399	483 849 1615	to	1699	504 045 4030	to	4099	614 521 3490	to	3499
468 079 5782	to	5799	484 174 4803	to	5299	504 166 0200	to	0599	614 645 1800	to	1899
469 067 2817	to	2899	484 323 8900	to	9199	504 240 1062	to	1399	614 832 1100	to	2099
469 127 8000	to	8199	484 680 5000	to	5038	504 805 3300	to	3499	615 017 7505	to	7599
469 213 0359	to	0399	484 680 5040	to	5074	505 893 7739	to	7799	617 711 6609	to	6699
469 213 0500	to	0599	484 680 5077	to	5099	505 893 7800	to	7999	617 760 5266	to	5299
469 561 8011	to	8099	485 029 4913	to	4999	506 124 0800	to	0999	617 813 3601	to	3699
469 658 1961	to	1999	486 176 0600	to	0699	506 165 7027	to	0099	618 840 9200	to	9299
469 666 9900	to	9999	486 559 7555	to	7599	506 502 5209	to	5299	619 551 7229	to	7299
469 678 1900	to	1999	486 696 3023	to	3199	506 836 5326	to	5399	619 859 3000	to	3099
469 781 4900	to	4999	488 173 7900	to	7999	508 488 6226	to	6299	620 073 9400	to	9499
469 947 6960	to	6999	488 206 4100	to	4199	508 789 8332	to	8399	621 614 7907	to	7930
470 755 5800	to	5818	488 226 0200	to	0299	508 789 8400	to	8499	621 614 7932	to	7999
471 918 0300	to	0999	488 709 3906	to	3999	600 645 3223	to	3299	621 648 8021	to	8199
471 985 2408	to	2419	488 855 8359	to	8399	601 339 1200	to	1399	621 648 8500	to	8599
472 191 6700	to	6799	489 181 8963	to	8999	601 653 5884	to	5899	621 904 8351	to	8599
	to	2599			2099	601 661 7700		7799			1989
472 270 2555			489 223 2000	to			to		621 916 1978	to	
472 987 0213	to	0241	489 311 1930	to	1999	601 682 5343	to	5399	622 989 8032	to	8099
472 987 0290	to	0299	489 318 6200	to	6300	601 928 1600	to	1699	623 076 9300	to	9399
473 151 2069	to	2199	489 384 0027	to	0099	602 512 2972	to	2999	623 819 5006	to	5099
473 666 9138	to	9199	489 427 0658	to	0899	602 555 2400	to	2799	623 895 8200	to	8399
473 952 3429	to	3499	489 997 5252	to	5299	602 829 7061	to	7099	623 917 0000	to	0099
474 108 5402	to	5499	490 669 5850	to	6099	603 483 9572	to	9599	623 917 0200	to	0299
474 356 5193	to	5299	490 717 7080	to	7099	603 490 7200	to	7299	624 468 5288	to	5299
474 949 3366	to	3399	490 721 6000	to	6099	603 678 7100	to	7199	624 665 3162	to	3198
475 134 9362	to	9399	490 793 1500	to	2099	603 678 7662	to	7699	625 088 6735	to	6799
475 167 9667	to	9699	490 886 8171	to	8199	603 678 7902	to	7999	625 916 9500	to	9799
475 319 3415	to	3499	490 977 9221	to	9240	603 678 8418	to	8499	625 968 8956	to	8999
475 319 3649	to	3799	491 258 8100	to	9099	603 678 8700	to	9999	627 005 3938	to	3999
475 340 6400	to	6599	491 567 1376	to	1399	604 086 0880	to	0899	627 384 3907	to	4099
475 424 8410	to	8499	492 254 4800	to	4899	604 349 1414	to	1499	627 496 7549	to	7599
475 629 9156	to	9199	492 283 5100	to	5199	604 503 7776	to	7799	627 708 3605	to	3699
475 850 6101	to	6199	492 610 6813	to	6899	605 520 9037	to	9099	627 776 2500	to	2599
475 875 2500	to	2599	493 394 5568	to	5599	605 685 4010	to	4099	628 226 3100	to	3199
476 169 8264	to	8299	493 470 2562	to	2599	605 988 6467	to	6499	628 814 4702	to	4799
476 189 3000	to	3499	493 473 7700	to	7799	607 689 7951	to	7960	628 851 9689	to	9699
476 331 2480	to	2499	493 716 2153	to	2199	607 728 1276	to	1299	629 510 7200	to	7299
477 289 8601	to	8699	494 206 2972	to	2999	608 727 7100	to	7199	629 964 4200	to	4294
477 681 5206	to	5299	494 217 3446	to	3999	608 727 7273	to	7599	630 389 3056	to	3071
477 001 3200		4268	494 224 0500		0599	608 813 9950		9999	630 463 0588	to	0599
	to			to			to				
478 010 4270	to	4291	495 145 0600	to	0699	609 067 5325	to	5399	631 459 9117	to	9199
478 450 5071	to	5099	496 209 7425	to	7499	609 067 5488	to	5499	631 762 9325	to	9399
478 469 7838	to	7858	496 213 8728	to	8799	609 067 5600	to	5699	632 217 4933	to	4999
478 469 7883	to	7899	496 474 5226	to	5248	609 289 6123	to	6199	632 500 0000	to	640 3999
479 280 9800	to	9899	497 053 8517	to	8699	609 438 4400	to	4499	633 110 4165	to	4199
479 365 9116		9176	497 854 8673		8699	609 493 1100		1199	633 110 4303		4499
	to			to			to			to	
479 412 9900	to	9999	498 449 8888	to	8899	609 766 8091	to	8999	633 438 6429	to	6599
479 667 6190	to	6199	498 929 8285	to	8499	609 825 4100	to	4115	633 588 7173	to	7182
479 748 9680	to	9699	498 936 5310	to	5399	609 884 2981	to	2999	634 725 0700	to	0799
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634 803 3239	to	3299	648 892 3164	to	3199	671 251 5448	to	5499	693 645 9583	to	9599
634 807 2474	to	2499	649 100 3989	to	3999	671 926 5600	to	5799	693 965 4200	to	4299
634 827 5900	to	5999	649 647 0370	to	0399	672 444 2000	to	2999	695 741 2906	to	2999
634 886 3428	to	3499	649 647 0522	to	0599	672 828 3410	to	3499	695 947 8518	to	8599
635 559 3449	to	3499	649 647 5237	to	5399	673 167 5776	to	5799	696 662 8247	to	8299
636 289 6214	to	6299	649 647 9100	to	9299	675 464 3700	to	3799	697 447 8285	to	8296
636 634 8007	to	8042	649 666 7800	to	8299	675 464 4000	to	4199	698 042 4816	to	4899
637 150 1200	to	1299	650 114 7707	to	7719	676 365 5958	to	5999	698 131 2138	to	2157
637 562 5828	to	5899	650 130 3400	to	3599	676 669 1024	to	1099	698 227 0000	to	0099
638 042 1647	to	1699	650 213 0406	to	0499	677 126 6734	to	6799	700 065 2570	to	2599
638 049 4984	to	4999	650 555 1749	to	1799	677 333 9979	to	9999	700 065 4800	to	4899
638 318 1115	to	1199	650 564 1900	to	1999	677 466 1088	to	1099	700 190 3350	to	3359
638 318 1453	to	1499	650 627 4212	to	4299	678 071 4500	to	4799	700 228 6048	to	6099
638 885 0000	to	0299	650 736 2043	to	2099	678 096 7531	to	7599	700 650 0452	to	0499
638 903 4362	to	4373	650 739 1540	to	1699	679 909 2578	to	2599	700 666 1323	to	1349
639 415 1929	to	1999	651 741 4415	to	4499	680 112 9565	to	9599	700 786 9106	to	9142
639 415 2019	to	2099	651 882 2800	to	2899	680 244 0903	to	0999	700 859 0744	to	0758
639 420 6200	to	6299	652 754 6317	to	6399	680 412 6046	to	6099	701 028 6780	to	6899
639 469 3517	to	3799	653 131 4945	to	4999	680 761 6800	to	6899	701 213 3900	to	3999
639 605 2143	to	2199	653 426 3300	to	3399	681 677 0540	to	0699	701 267 2000	to	3999
639 657 8600	to	8799	653 455 4874	to	4899	682 070 1029	to	1099	701 335 7312	to	7399
640 289 7500	to	7599	654 238 0000	to	0399	682 956 6280	to	6299	701 369 2005	to	2050
640 289 7700	to	7999	654 404 3065	to	3092	682 956 6490	to	6599	701 499 2260	to	2299
641 170 4420	to	4499	654 962 2900	to	3199	682 956 6700	to	6799	701 503 2247	to	2299
641 318 3133	to	3199	655 103 5081	to	5199	682 965 1178	to	1199	701 541 2271	to	2299
641 378 6500	to	6999	655 523 2600	to	2999	682 965 1201	to	1299	701 553 6557	to	6599
641 383 8739	to	8799	656 305 2448	to	2499	683 118 2389	to	2399	701 578 7460	to	7469
641 877 3187	to	3299	657 347 4438	to	4999	683 378 2000	to	2099	701 578 7475	to	7499
641 877 3310	to	3399	657 710 8100	to	8999	683 378 2117	to	2299	701 601 3457	to	3499
642 355 8094	to	8199	657 780 0985	to	0999	683 415 1200	to	1499	701 605 5913	to	5999
642 355 8308	to	8999	658 586 1400	to	1499	683 444 8159	to	8199	701 695 3982	to	3999
642 900 0018	to	0099	658 877 8000	to	8199	685 154 7780	to	7789	701 695 4148	to	4199
643 030 6254	to	6299	658 880 8000	to	8199	685 297 7645	to	7699	701 695 4227	to	4299
644 066 0882	to	0899	659 398 7300	to	7399	685 623 5264	to	5299	701 708 1741	to	1799
644 069 0600	to	0699	659 706 8113	to	8199	685 650 9487	to	9499	701 736 3966	to	3999
644 077 7506	to	7699	659 846 7837	to	7899	685 669 4200	to	4299	701 772 0870	to	0899
644 085 8157	to	8199	660 510 4100	to	4199	685 757 8452	to	8499	701 838 2800	to	2899
644 112 9839	to	9899	660 673 0400	to	0599	686 071 2694	to	2799	701 941 0600	to	0699
644 373 9083	to	9099	661 488 5000	to	5099	686 176 3333	to	3354	702 171 1603	to	1699
644 380 1460	to	1499	661 609 9100	to	9199	686 372 3200	to	3299	702 195 5109	to	5199
644 733 4715	to	4799	661 716 9420	to	9499	686 644 5879	to	5899	702 254 9300	to	9399
644 900 9712	to	9799 1299	661 906 6522 662 021 8332	to	6599 8399	686 899 1371 686 931 7636	to	1399 7699	702 264 7569 702 519 0513	to	7599 0524
644 901 0109 644 901 1325	to to	1399	662 068 0700	to to	0899	687 601 0973	to to	0999	702 713 1800	to to	1809
644 923 6800	to	7799	662 553 0774	to	0799	687 614 6774	to	6799	702 821 5730	to	5799
644 932 4655	to	4699	663 078 7034	to	7099	688 120 9000	to	9999	702 821 5805	to	5899
645 318 7240	to	7499	663 763 5300	to	5399	688 314 3107	to	3191	702 844 6975	to	6994
645 333 1766	to	1799	663 883 7039	to	7499	690 291 1361	to	1371	702 846 6331	to	6399
645 790 8632	to	8699	663 938 9200	to	9299	690 788 2877	to	2899	702 848 3900	to	3999
645 821 0657	to	0699	664 253 8000	to	8499	690 893 5344	to	5399	702 857 7302	to	7499
645 930 7948	to	7999	664 656 3055	to	3099	690 893 5512	to	5599	702 878 0114	to	0199
645 975 0737	to	0762	665 174 6400	to	6499	690 904 1300	to	1599	703 364 1707	to	1799
646 242 6200	to	6299	665 274 8208	to	8299	690 941 6000	to	6199	740 002 7710	to	7719
646 270 7639	to	7799	665 669 5400	to	5499	691 313 6383	to	6399	740 119 2275	to	2284
646 798 4000	to	4999	666 132 8226	to	8299	691 313 6600	to	6699	740 130 6688	to	6698
647 048 7035	to	7099	666 696 2209	to	2299	691 582 8003	to	8099	740 144 2780	to	2795
647 049 2900	to	2999	666 696 2309	to	2399	691 664 1800	to	1999	740 241 9049	to	9099
647 398 8300	to	8399	667 032 9300	to	9399	691 664 2400	to	2499	740 252 9265	to	9294
647 398 8481	to	8499	667 729 5529	to	5599	692 727 9362	to	9399	740 255 1718	to	1799
647 437 3000	to	4999	668 383 8400	to	8699	692 798 1800	to	1899	740 274 2602	to	2619
647 811 2188	to	2199	670 368 3400	to	3499	693 249 0779	to	0799	740 277 0366	to	0392
648 009 6057	to	6099	670 369 7336	to	7399	693 249 0877	to	1699	740 332 7658	to	7671
648 163 5300	to	5499	670 750 7169	to	7199	693 445 0566	to	0999	740 348 6641	to	6658
648 722 5283	to	5299	671 046 6200	to	6399	693 448 8500	to	8999	740 351 4790	to	4799
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740 374 7416	to	7499	842 226 0685	to	0695	863 949 5300	to	5399	908 622 4225	to	4235
740 470 2420	to	2443	842 685 4600	to	4699	864 088 8200	to	8299	908 936 9254	to	9299
740 514 0300	to	0499	842 685 4742	to	4999	864 426 3972	to	3999	909 066 4494	to	7499
740 523 7432	to	7449	842 860 0300	to	0399	864 520 6117	to	6136	909 067 7400	to	7499
740 535 1555	to	1580	842 898 5582	to	5599	865 151 0526	to	0599	909 100 1787	to	1799
740 557 3570	to	3579	843 062 7100	to	7199	865 500 4034	to	4099	909 100 1900	to	2099
740 650 4104	to	4140	843 077 6288	to	6299	865 883 6082	to	6099	909 355 0422	to	0499
740 684 0620	to	0800	843 077 6378	to	6399	866 004 3000	to	3999	909 568 8900	to	9099
740 701 6105	to	6114	843 758 5769	to	5778	866 442 4100	to	4899	909 568 9300	to	9499
	to	9799	843 786 2554	to	2699	867 366 9108		9118	909 725 7307	to	7399
740 705 9790							to				
740 726 6400	to	6500	845 656 8165	to	8199	867 633 7403	to	7499	909 833 0947	to	0999
740 748 8319	to	8329	845 727 2100	to	2199	867 737 5623	to	5699	910 219 8631	to	8699
740 765 3306	to	3399	845 746 2618	to	2635	868 169 4529	to	4599	910 265 1100	to	1199
740 774 8434	to	8499	846 390 7531	to	7599	868 173 8400	to	8599	910 471 7273	to	7299
740 786 1885	to	1899	846 918 0572	to	0599	868 514 9000	to	9099	910 536 2505	to	2599
740 790 5989	to	5999	847 237 7690	to	7699	868 566 9200	to	9299	910 958 7499	to	7599
740 820 4854	to	7836	847 284 2481	to	2499	869 200 0000	to	9999	911 140 1000	to	2199
740 827 7578	to	7594	847 374 7055	to	7065	869 387 1150	to	1199	911 245 2545	to	2599
740 917 7490	to	7499	847 374 7055	to	7065	869 505 3500	to	3599	911 268 9077	to	9099
740 918 5531	to	5549	847 636 5304	to	5399	869 523 7033	to	7099	911 400 8948	to	8999
741 037 8528	to	8551	847 700 5447	to	5499	869 566 6150	to	6167	911 508 1620	to	1799
742 033 2663	to	2674	847 723 7500	to	7599	869 800 0000	to	999 9999	911 509 9310	to	9399
742 040 3300	to	3309	849 485 3427	to	3499	870 054 4814	to	4899	911 523 3000	to	3999
742 151 5000	to	5014	849 520 9850	to	9899	870 491 4812	to	4849	912 057 9922	to	9999
742 228 9660	to	9669	849 608 1357	to	1399	870 536 5820	to	5829	912 882 0563	to	0899
805 885 8411	to	8499	849 792 2600	to	2699	870 541 7167	to	7239	913 605 2218	to	2299
806 087 1100	to	1499	850 546 1862	to	1899	870 575 8155	to	8999	913 709 2429	to	2499
806 268 9275	to	9299	851 143 6826	to	6844	870 589 0485	to	0494	913 818 3501	to	3999
806 534 3400	to	3477	851 209 9880	to	9899	870 691 7060	to	7099	914 063 4300	to	4399
807 342 3283	to	3399	851 928 9221	to	9299	872 028 4850	to	4899	914 346 7621	to	7644
808 086 7100	to	7199	852 589 6560	to	6599	872 029 9306	to	9399	914 453 1366	to	1399
808 090 3440	to	3499	853 049 3646	to	3699	872 078 3709	to	3799	914 529 6185	to	6299
808 325 5161	to	5699	854 304 4089	to	4999	872 100 0445	to	0459	914 896 4658	to	4699
808 784 8000	to	8299	854 529 2200	to	2299	900 556 4178	to	4199	915 187 8774	to	8779
830 125 0672	to	0699	854 532 0000	to	2999	900 845 0044	to	0099	915 300 2783	to	2799
830 602 5800	to	5999	855 001 6204	to	6249	900 936 0217	to	0299	915 546 6822	to	6999
830 610 3700	to	3799	855 319 9364	to	9399	900 936 0435	to	0499	915 646 5183	to	5199
830 983 3500	to	3599	855 361 3390	to	3399	901 058 5255	to	5280	915 671 3963	to	3980
830 983 3635	to	3699	856 226 0490	to	0499	901 273 1082	to	1099	915 671 3982	to	3999
831 354 1387	to	1399	856 656 5800	to	5999	901 287 5143	to	5199	915 675 2217	to	2299
831 815 8240	to	8299	856 752 0200	to	0299	901 291 2789	to	2799	916 440 3377	to	3399
832 525 3810	to	3899	857 111 1352	to	1399	901 525 7122	to	7199	916 670 6352	to	6399
	to	1899	857 279 3450	to	3499	902 089 1253	to	1299	916 682 5300	to	5399
833 159 1884											
833 456 2567	to	2599	857 843 4000	to	4099	902 198 9769	to	9799	916 694 1414	to	1499
833 566 3015	to	3071	858 124 7644	to	7699	902 948 1269	to	1299	916 703 0802	to	0821
834 130 5200	to	5299	858 756 3111	to	3299	902 985 0833	to	0899	917 089 0709	to	0799
834 316 5444	to	5499	859 063 8200	to	8699	903 370 6934	to	6999	917 089 0842	to	0899
834 354 8747	to	8766	859 190 0600	to	0644	904 600 6523	to	6599	917 216 2928	to	2999
834 354 8824	to	8838	859 437 5538	to	5599	904 892 0378	to	0399	917 370 6300	to	6499
835 269 5700	to	5799	859 811 2888	to	2899	904 892 0648	to	1299	917 486 4900	to	4999
835 496 7303	to	7399	859 855 8873	to	8999	905 056 2216	to	2299	918 460 0602	to	0699
835 539 5200	to	5999	860 240 8520	to	8599	905 510 6647	to	6799	918 951 7231	to	7299
835 813 3015	to	3099	860 275 3900	to	3999	905 510 6900	to	7099	919 519 2786	to	2799
837 672 8967		8999	860 518 9629	to	9699	905 794 0000	to	0199	919 536 0770	to	0799
	to										
837 784 3282	to	3299	860 600 0021	to	0999	905 794 0288	to	0299	919 814 3095	to	3199
838 176 8377	to	8399	861 158 2350	to	2599	905 873 6900	to	6999	919 889 5110	to	5134
838 518 1257	to	1299	861 367 5400	to	5499	905 873 7100	to	7299	919 889 5137	to	5176
839 718 8257	to	8299	861 637 6010	to	6099	905 880 8900	to	8999	919 889 5178	to	5199
840 323 0600	to	0699	861 979 7292	to	7499	905 889 7100	to	7199	919 889 5030	to	5070
840 875 6235	to	6299	862 216 6100	to	6199	906 158 1508	to	1599	919 889 5090	to	5099
840 910 0900	to	0999	862 263 9213	to	9299	906 558 8812	to	8899	919 915 2774	to	2787
841 349 5000	to	5099	862 271 0800	to	0999	906 982 2214	to	2299	920 155 4662	to	4687
841 805 7747	to	7899	862 271 5000	to	5099	907 725 8500	to	8599	920 309 9039	to	9199
841 805 7944	to	8099	863 871 5138	to	5199	907 815 0216	to	0257	920 771 5321	to	5399
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920 857 5500	to	5899	923 810 7800	to	8299	928 856 2059	to	2068	934 018 2729	to	2741
920 864 3480	to	3499	924 252 1200	to	1299	930 219 1722	to	1799	934 180 0300	to	0399
920 963 4567	to	4599	924 252 1400	to	1499	930 335 7810	to	7819	934 236 3954	to	3999
921 333 7400	to	7499	924 533 0711	to	0799	931 097 9259	to	9299	934 622 8717	to	8999
921 477 3762	to	3799	924 533 2343	to	2399	931 156 1502	to	1579	935 216 0312	to	0399
922 278 1048	to	1399	924 533 2428	to	2499	931 156 1600	to	1625	935 843 2202	to	2247
922 280 2019	to	2099	924 685 1957	to	1999	931 156 1671	to	1699	936 024 8889	to	8899
922 280 2233	to	2299	924 946 6300	to	6699	932 506 6400	to	6599	936 339 4455	to	4499
922 773 0459	to	0499	925 333 5900	to	6099	932 732 1796	to	1799			
923 032 7000	to	7399	925 336 2300	to	2399	932 827 9026	to	9099			
923 045 3630	to	3699	926 432 5907	to	5999	932 957 2300	to	2399			
923 484 3600	to	3699	926 436 3600	to	3699	933 060 6160	to	6189			
923 493 9403	to	9599	927 765 6257	to	6299	933 387 2541	to	2561			
923 493 9681	to	9699	928 197 8100	to	8199	933 760 3609	to	4199			
923 604 4424	to	4499	928 197 8283	to	8299	933 894 0928	to	0999			
			•			•			•		

- Criminal Investigations Group, Postal Inspection Service, 5-16-13

## Missing, Lost, or Stolen Canadian Money Order Forms

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

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy 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 104 151 601 to 692 600 000. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

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719 869 731	to	9 760	725 475 321	to	5 330	730 501 951	to	2 130	733 704 482	to	4 570
720 227 871	to	7 930	725 711 057	to	1 070	730 519 379	to	9 470	733 751 041	to	1 130
720 227 949	to	7 960	725 738 581	to	8 730	730 569 278	to	9 360	734 009 101	to	9 130
720 368 543	to	8 570	725 981 311	to	1 430	730 711 711	to	1 740	734 290 759	to	0 770
720 392 151	to	2 570	725 987 835	to	7 880	730 722 991	to	3 230	734 389 273	to	9 290
720 556 491	to	6 640	726 060 811	to	0 900	730 845 970	to	5 990	734 440 031	to	0 111
720 558 621	to	8 650	726 391 970	to	2 520	730 888 291	to	8 320	734 797 201	to	7 320
720 575 361	to	5 570	726 484 771	to	4 800	730 927 591	to	7 680	734 939 611	to	9 640
720 590 152	to	0 179	726 493 351	to	5 300	731 307 914	to	7 930	734 950 111	to	0 170
721 638 331	to	9 170	726 504 031	to	4 063	731 402 431	to	2 460	735 120 331	to	0 840
721 815 391	to	5 420	726 504 070	to	4 090	731 407 232	to	7 320	735 283 008	to	3 020
721 969 713	to	9 740	726 504 331	to	4 390	731 588 301	to	8 340	735 293 131	to	3 220
722 072 137	to	2 160	726 563 701	to	4 060	731 767 273	to	7 320	735 635 010	to	5 040
722 378 265	to	8 280	726 599 371	to	9 460	731 781 061	to	1 120	735 783 961	to	3 990
722 413 990	to	4 004	726 626 356	to	6 370	731 837 821	to	7 910	735 803 401	to	3 430
722 764 948	to	4 980	727 182 271	to	2 510	731 841 377	to	1 450	736 005 420	to	5 440
722 825 840	to	5 889	727 416 181	to	6 240	732 018 481	to	8 600	736 366 021	to	6 110
723 153 841	to	3 850	727 481 431	to	1 460	732 067 972	to	8 370	736 624 456	to	4 500
723 237 616	to	7 630	727 749 241	to	9 780	732 188 649	to	8 670	736 670 851	to	1 060
723 331 081	to	1 110	728 382 331	to	2 480	732 193 460	to	3 470	736 767 061	to	7 090
723 496 443	to	6 470	728 702 338	to	2 400	732 201 241	to	1 390	736 767 093	to	7 120
723 967 291	to	7 320	728 915 371	to	5 850	732 220 431	to	0 440	736 982 191	to	2 370
724 655 196	to	5 340	728 953 141	to	3 410	732 355 201	to	5 380	736 982 551	to	2 730
724 711 441	to	1 500	728 954 280	to	4 310	732 472 320	to	2 560	737 110 141	to	0 170
724 711 538	to	1 560	729 169 081	to	9 140	732 541 605	to	1 620	737 185 501	to	5 710
724 793 221	to	3 250	729 363 841	to	3 870	732 572 221	to	2 490	737 317 321	to	7 350
724 908 109	to	8 120	729 682 891	to	3 190	732 586 479	to	6 710	737 517 781	to	7 840
724 937 461	to	7 670	729 838 940	to	9 070	732 994 037	to	4 080	737 628 181	to	8 210
725 163 118	to	3 151	729 839 101	to	9 130	733 163 449	to	3 460	737 634 258	to	4 270
725 202 735	to	2 750	730 077 683	to	7 840	733 297 171	to	7 290	738 361 971	to	1 980
725 398 591	to	8 800	730 109 847	to	9 880	733 446 631	to	7 110	738 447 601	to	7 660
725 464 591	to	4 920	730 373 761	to	3 850	733 474 665	to	4 770	738 648 355	to	8 450
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738 849 811	to	9 900	750 779 118	to	9 400	761 169 781	to	9 810	770 790 451	to	0 480
738 892 270	to	2 290	750 910 981	to	1 010	761 504 941	to	5 120	770 915 150	to	5 490
738 997 259	to	7 380	750 960 841	to	0 900	761 516 836	to	6 910	771 455 551	to	5 610
739 161 451	to	1 540	751 296 211	to	6 240	761 613 588	to	3 600	771 609 661	to	9 690
739 219 381	to	9 440	751 539 121	to	9 180	761 688 631	to	8 690	771 932 551	to	2 580
739 740 151	to	0 180	751 541 311	to	1 790	761 805 199	to	5 240	772 057 224	to	7 440
739 793 491	to	3 520	751 757 641	to	7 700	761 826 106	to	6 120	772 162 660	to	3 070
739 793 527	to	3 550	751 936 951	to	7 010	761 881 171	to	1 560	772 718 615	to	8 640
739 942 621	to	2 650	751 951 861	to	1 890	761 975 641	to	5 670	772 940 140	to	0 160
739 999 231	to	9 320	751 999 021	to	9 110	761 975 886	to	5 895	772 970 886	to	0 940
740 011 517	to	1 530	752 139 516	to	9 570	762 304 144	to	4 170	773 009 419	to	9 430
740 030 701	to	0 970	752 182 892	to	2 950	762 324 931	to	4 960	773 112 031	to	2 060
740 261 740	to	1 820	752 206 861	to	7 100	762 439 261	to	9 290	773 125 387	to	5 410
740 265 811	to	6 290	752 295 241	to	5 600	762 524 158	to	4 220	773 179 320	to	9 410
740 299 111	to	9 170	752 731 351	to	1 410	762 584 872	to	4 970	773 202 989	to	3 140
740 299 231	to	9 260	752 767 441	to	7 470	762 593 431	to	3 460	773 208 991	to	9 290
740 329 266	to	9 320	753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340
740 889 081	to	9 090	753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940
741 010 421	to	0 530	753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940
741 113 041	to	3 370	754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950
741 373 891	to	4 340	754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030
741 452 369	to	2 490	754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460
741 492 991	to	3 140	754 410 451	to	0 660	763 900 460	to	0 471	789 257 191	to	7 250
741 553 460	to	3 470	754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460
741 764 431	to	4 520	754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530
742 178 834	to	8 880	754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900
742 325 500	to	5 520	754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550
742 325 668	to	5 700	755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290
742 408 771	to	8 830	755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500
		2 150	755 790 020		0 030	764 650 231		0 470	791 387 971		8 030
742 512 120	to			to			to			to	
742 684 849	to	4 890	755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850
742 839 553	to	9 630	755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240
742 913 668	to	3 700	755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470
742 917 287	to	7 296	755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490
742 921 891	to	1 980	755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320
742 983 631	to	3 810	756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420
743 020 021	to	0 170	756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740
743 206 491	to	6 500	756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230
743 235 992	to	6 050	756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620
743 940 631	to	0 900	756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790
743 978 011	to	8 070	756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770
744 234 751	to	4 780	757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990
744 499 591			757 078 540						793 282 518		
	to	9 680		to	8 560	766 125 716	to	5 750		to	2 533
744 626 901	to	6 910	757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040
745 388 794	to	8 910	757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780
746 446 806	to	6 820	757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040
746 818 351	to	8 410	757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150
747 245 266	to	5 280	757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340
747 364 813		4 830	758 067 001		7 090			4 370	795 796 291		6 350
	to			to		767 024 341	to			to	
747 501 434	to	1 450	758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160
747 739 891	to	0 070	758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630
748 148 649	to	8 760	758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740
748 259 960	to	9 970	758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340
748 565 162	to	5 280	758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430
748 874 988		5 030	758 850 883		0 900	768 391 081		1 170			3 050
	to			to			to		796 602 961	to	
749 137 381	to	7 410	758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500
749 190 192	to	0 210	759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430
749 685 421	to	5 450	759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000
749 846 791	to	6 850	760 004 596	to	4 610	769 159 081	to	9 178	796 975 466	to	5 590
749 993 131	to	3 580	760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950
750 071 587	to	1 610	760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460
750 408 167	to	8 183	760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240
750 438 421	to	8 501	760 692 722	to	2 749	770 216 071	to	6 100	797 535 181	to	5 330
750 743 911	to	4 030	761 055 460	to	5 480	770 723 281	to	3 400	797 646 151	to	6 180
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798 040 053	to	0 080	808 656 423	to	6 450	816 580 903	to	0 920	824 588 281	to	8 370
798 055 813	to	5 830	808 753 771	to	3 800	816 945 571	to	5 600	825 140 397	to	0 460
798 055 891	to	5 950	809 189 001	to	9 010	817 253 011	to	3 280	825 409 651	to	9 680
798 326 371	to	6 520	809 886 879	to	6 930	817 763 881	to	4 060	825 472 171	to	2 200
798 339 167	to	9 210	809 890 489	to	0 500	818 330 562	to	0 610	826 042 898	to	2 920
798 562 411	to	2 440	810 323 734	to	3 760	818 459 641	to	9 670	826 226 644	to	6 670
798 632 461	to	2 490	810 367 116	to	7 140	818 926 273	to	6 320	826 582 951	to	3 430
798 807 151	to	7 510	810 526 351	to	6 500	818 950 351	to	0 380	826 720 201	to	0 230
798 944 761	to	5 030	810 806 911	to	6 940	818 962 492	to	2 530	827 005 671	to	5 830
799 118 616	to	8 640	810 807 211	to	7 240	819 032 341	to	2 730	827 287 861	to	7 950
799 133 191	to	3 220	811 423 021	to	3 110	819 127 054	to	7 080	827 291 502	to	1 520
799 177 626	to	7 650	811 517 221	to	7 239	819 278 540	to	8 670	827 575 381	to	5 470
799 854 751	to	5 200	811 721 101	to	1 130	819 544 681	to	4 740	827 609 085	to	9 100
800 044 320	to	4 410	812 025 721	to	5 900	819 928 441	to	8 650	827 619 811	to	9 840
800 211 901	to	2 440	812 093 073	to	3 130	820 034 406	to	4 430	827 883 511	to	3 600
800 427 530	to	7 540	812 100 821	to	0 840	820 070 761	to	1 540	828 160 441	to	0 530
800 872 741	to	2 830	812 465 251	to	5 610	820 191 342	to	1 360	828 376 201	to	6 260
801 349 801	to	9 830	812 918 341	to	8 670	820 274 856	to	4 880	828 441 602	to	1 630
801 676 681	to	7 100	812 918 701	to	8 760	820 600 171	to	0 230	828 539 316	to	9 340
802 967 821	to	7 940	813 050 491	to	0 520	821 172 241	to	2 360	828 539 341	to	9 370
803 217 601	to	7 780	813 073 171	to	3 200	821 229 661	to	9 720	828 732 331	to	2 390
803 729 731	to	9 850	813 398 476	to	8 550	821 229 743	to	9 780	828 807 781	to	7 840
803 747 402	to	7 520	813 713 971	to	4 000	821 903 731	to	3 910	828 830 952	to	0 963
804 138 181	to	8 420	813 858 121	to	8 150	821 927 841	to	7 850	828 939 781	to	0 050
804 428 224	to	8 250	814 789 330	to	9 349	822 505 801	to	5 830	829 002 721	to	2 870
804 682 411	to	2 710	814 984 656	to	4 680	822 703 442	to	3 470	829 005 301	to	5 540
805 272 525	to	2 540	815 016 020	to	6 030	822 900 991	to	1 020	829 080 241	to	0 330
805 523 445	to	3 460	815 199 410	to	9 420	822 925 951	to	6 100	829 160 986	to	1 000
805 745 704	to	5 730	815 240 491	to	0 520	823 284 931	to	4 990	829 176 841	to	6 930
806 452 907	to	2 980	815 755 591	to	5 620	823 293 031	to	3 210	829 471 561	to	1 590
806 744 781	to	4 850	815 755 622	to	5 650	823 556 011	to	6 100	829 561 065	to	1 080
806 982 181	to	2 300	815 806 381	to	6 680	824 078 341	to	8 370	829 566 481	to	6 510
807 764 791	to	4 910	816 126 834	to	6 870	824 156 325	to	6 340	829 569 931	to	9 960
808 089 931	to	9 960	816 156 721	to	6 780	824 511 252	to	1 270			•
			•			•			•		

<sup>-</sup> Criminal Investigations Group, Postal Inspection Service, 5-16-13

## Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service  $^{\text{TM}}$  money order:

- 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 <a href="https://www.usps.com/shop/accepting-money-orders.htm">https://www.usps.com/shop/accepting-money-orders.htm</a>.

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.

Retail Services,
 Retail Products and Services, 5-16-13

## 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 toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

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

Criminal Investigations Group,
 Postal Inspection Service, 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™ through the use of footnoted mailing restrictions codes (see the <u>Restrictions</u> 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		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		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		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**

APO/ FPO/	See	APO/ FPO/	See	APO/ FPO/	See	APO/ FPO/	See
DPO	Restrictions	DPO	Restrictions	DPO	Restrictions	DPO	Restrictions
09002	A1-A2-B-C-D-E-H-M-R- U	09011	A1-A2-B-C-D-E-H-M-R- U	09033	A1-A2-B-C-D-E-H-M-R- U	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	A1-A2-B-C-D-E-H-M-R- U	09055	A1-A2-B-C-D-E-F-H-M- R-R1-U-V
09004	A1-A2-B-C-D-E-H-M-R- U	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	A1-A2-B-C-D-E-H-M-R-U
09006	A1-A2-B-C-D-E-H-M-R- U	09020	A1-A2-B-C-D-E-H-M-R-U	09046	A1-A2-B-C-D-E-H-M-R- U	09060	A1-A2-B-C-D-E-F1-H- M-R-U
09008	A-A1-A2-B-C-D-E-H-M- P-R-U	09021	A1-A2-B-C-D-E-H-M-R-U	09049	A1-A2-B-C-D-E-H-M-R-U	09063	A1-A2-B-C-D-E-L-H-M- R-U
09009	A1-A2-B-C-D-E-H-M-R- U	09028	A1-A2-B-C-D-E-H-M-R- U	09053	A1-A2-B-C-D-E-H-M-R- U	09067	A1-A2-B-C-D-E-H-M-R- U

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09068	A1-A2-B-C-D-E-H-U-Z1	09214	A1-A2-B-C-D-E-H-M-R-		A-A1-A2-B-C1-F-H-N-	09421	A1-A2-B-C-C1-M-R-U
09069	A-A1-A2-B-C-D-E-H-U-	03214	U	03040	R-V	09447	
03003	V	09226	A1-A2-B-C-D-E-H-M-R-	09343		09454	A1-A2-B-C-C1-M-R-U-V
09075	A1-A2-B-C-D-E-H-M-R-	OOLLO	U	00010	V-Z1	09454	A1-A2-B-C-C1-M-R-U
000.0	U	09227	A1-A2-B-C-D-E-H-M-R-	09347	A-A1-A2-B-C1-E2-F-		
09079	A1-A2-B-C-D-E-H-M-R-		U		H1-M-R-R1-V-Z1	09461	A1-A2-B-C-C1-M-P-R-U
	U	09229	A1-A2-B-C-D-E-H-M-R-	09348	A-A1-A2-B-C1-E2-F-	09463	A1-A2-B-C-C1-R-U
09081	A1-A2-B-C-D-E-H-M-R-		U		F1-H1-I-M-N-R-R1-V-	09464	A1-A2-B-C-C1-R-U
	U	09237	A1-A2-B-C-D-E-H-M-R-		Z-Z1	09468	A1-A2-B-C-C1-M-R-U
09090	A1-A2-B-C-D-E-H-M-P-		U-V	09352	A-A1-A2-B-C1-E2-F-	09469	A1-A2-B-C-C1-R-U
	R-U	09245	A1-A2-B-C-D-E-H-M-R- U	00252	H1-M-R-R1-V-Z1	09470	A1-A2-B-C-C1-M-R-U
09094	A1-A2-B-C-D-H-M-P-R	00050	_	09333	A-A1-A2-B-C1-E2-F- H1-M-R-R1-V-Z1	09494	A1-A2-B-C-C1-M-R-U
09095	A1-A2-B-C-D-E-H-M-R-	09250	A1-A2-B-C-D-E-H-M-R-	09354	A-A1-A2-B-C1-E2-F-		A1-A2-B-C-C1-R-U-V
00000	U	00261	A1-A2-B-C-D-E-F1-H-	03004	H1-M-R-R1-V-Z1	09498	A1-A2-B-C-C1-F-F1-F2-
09096	A1-A2-B-C-D-E-H-M-R- U	03201	M-R-U-V	09355	A-A1-A2-B-C1-E2-F-	00501	J-L-N-R-R1-T-V-Z1
09099	A1-A2-B-C-D-E-H-M-R-	09263	_		H1-M-R-R1-V-Z1		A1-A2-B-V
03033	[]		U	09356	A-A1-A2-B-C1-E2-F-		A1-A2-B-V
09102	A1-A2-B-C-D-E-H-M-R-	09264	A1-A2-B-C-D-E-H-M-R-		H1-M-R-R1-V-Z1		A1-A2-B-V
00.02	U		U	09357	A-A1-A2-B-C1-E2-F-		A1-A2-B-V
09103	A1-A2-B-C-D-E-H-U	09265	A1-A2-B-C-D-E-F-F1-		H1-M-R-R1-V-Z1		A1-A2-B-V
09104	A1-A2-B-C-D-H-M-R-U		H-L-M-N-R-T-U		A1-A2-B-V		A1-A2-B-V
09107	A1-A2-B-C-D-E-H-M-R-	09267		09363			A1-A2-B-V
	U	00001	U	00004	H1-M-R-R1-V-Z1		A1-A2-B-V
09112	A1-A2-B-C-D-E-H-M-R-	09301	A-A1-A2-B-C1-E2-F- H1-I-M-N-R-R1-V-Z-Z1	09364	A-A1-A2-B-C1-E2-F- H1-M-N-R-R1-V-Z1		A1-A2-B-V
	U	กดรกร	A-A1-A2-B-C1-F-F1-H-	09365	A-A1-A2-B-C1-E2-F-	09510	A-A1-A2-B-C1-E2-F- H1-M-R-R1-V-Z1
09114	A1-A2-B-C-D-E-H-M-R-	03002	M-N-V-Z-Z1	03003	H1-M-N-R-V-Z1	09511	A1-A2-B-V
00400	U	09304	A-A1-A2-C-C1-D-E2-F-	09366	A-A1-A2-B-C1-E2-F-F1-		A1-A2-B-F-F1-R-R1-V
09123	A1-A2-B-C-D-E-H-M-R-		F1-H1-J-K-L-M-N-R-		H1-M-R-R1-V-Z1		A1-A2-B-F-F1-R-R1-V
00126	A1-A2-B-C-D-H-M-P-R		R1-T-V-Z1	09367	A-A1-A2-B-B2-C1-E2-		A1-A2-B-F-F1-R-R1-V
09128	A1-A2-B-C-D-E-H-M-R-	09306	A-A1-A2-B-C1-E2-F-F1-		F-H1-M-N-R-R1-V-Z1		A1-A2-B-V
00120	U	00007	H1-R-R1-U2-V-Z1	09368	A-A1-A2-B-C1-E2-F-		A1-A2-B-F-F1-R-R1-V
09131	A1-A2-B-C-D-E-H-M-R-		A1-A2-B-N-V-Z1	00000	H1-M-N-R-V-Z1		A1-A2-B-F-F1-R-R1-V
	U	09308	A-A1-A2-B-C1-E2-F- F1-H1-I-M-N-R-V-Z-Z1	09369	A-A1-A2-B-C1-E2-F- H1-M-R-R1-V		A1-A2-B-F-F1-R-R1-V
09136	A1-A2-B-C-D-E-F1-H-	nasna	A-A1-A2-B-C1-E2-F-	00370	A-A1-A2-B-C1-E2-F-		A1-A2-B-F-F1-R-R1-V
	M-P-R	03003	H1-M-N-R-V-Z1	03070	H1-M-N-R-R1-V-Z1		A1-A2-B-V
09138		09310	A-A1-A2-B-C1-E2-F-	09372	A-A1-A2-B-C1-E2-F-	09549	A1-A2-B-V
09139	A1-A2-B-C-D-E-H-M-R-		H1-M-R-V-Z1		H1-M-R-R1-V	09554	A1-A2-B-F-F1-R-R1-V
00140	U A1 A2 B C D E II M B	09311	A-A1-A2-B-C1-E2-F-	09373	A-A1-A2-B-C1-E2-F-	09556	A1-A2-B-F-F1-R-R1-V
09140	A1-A2-B-C-D-E-H-M-R- U		H1-M-R-V-Z1		H1-M-R-R1-V	09557	A1-A2-B-F-F1-R-R1-V
09142	A1-A2-B-C-D-E-H-M-R-	09312	A-A1-A2-B-C1-E2-F-F1-	09374	A-A1-A2-B-C1-E2-F-		A1-A2-B-F-F1-R-R1-V
	U	00010	H1-M-R-R1-V-Z1	00270	F1-H1-I-M-N-R-V-Z-Z1	09565	A1-A2-B-F-F1-R-R1-V
09143	A1-A2-B-C-D-E-H-M-R-	09313	A-A1-A2-B-C1-E2-F- H1-M-N-R-R1-V-Z1	09376	A-A1-A2-B-C1-E2-F- F1-H1-I-M-N-R-R1-V-	09566	A1-A2-B-F-F1-R-R1-V
	U	09314	A-A1-A2-B-C1-E2-F-		Z-Z1	09567	A1-A2-B-F-F1-R-R1-V
09154	A1-A2-B-C-D-E-H-M-R-		H1-M-R-R1-V-Z1	09380	A-A1-A2-B-C1-E2-F-	09568	A1-A2-B-V
	U	09315	A-A1-A2-B-C1-E2-F-N-		H1-M-N-R-R1-V-Z1	09569	A1-A2-B-F-F1-R-R1-V
09172	A1-A2-B-C-D-E-H-M-R- U		R-R1-V-Z1	09382	A-A1-A2-B-C1-E2-F-	09570	A1-A2-B-F-F1-R-R1-V
09173	•	09320	A-A1-A2-B-C1-E2-F-		H1-M-N-R-R1-V-Z1	09573	A1-A2-B-F-F1-R-R1-V
09173	U		H1-M-R-R1-V-Z1	09383	A-A1-A2-B-C1-E2-F-	09574	A1-A2-B-F-F1-R-R1-V
09177	A1-A2-B-C-D-E-H-M-R-	09328	A-A1-A2-B-C1-E2-F-	00007	H1-M-N-R-R1-V-Z1	09575	A1-A2-B-F-F1-R-R1-V
	U	00000	H1-R-R1-V-Z1	09387	A-A1-A2-B-C1-E2-F- H1-M-R-V	09576	A1-A2-B-F-F1-R-R1-V
09180	A1-A2-B-C-D-H-M-R-U	09330	A-A1-A2-B-C1-E2-F-F1- H1-M-R-R1-V-Z1	00301	A-A1-A2-B-C1-E2-F-F1-	09577	A1-A2-B-V
	A1-A2-B-C-D-E-H-M-R-	09337	A-A1-A2-B-C1-E2-F-F1-	03084	H1-M-N-R-R1-V-Z1	09578	A1-A2-B-F-F1-R-R1-V
	U	00007	H1-M-R-R1-V-Z1	09397	A-A1-A2-B-C1-E2-F-F1-	09579	A1-A2-B-F-F1-R-R1-V
09211	A1-A2-B-C-D-E-H-M-P-	09339	A-A1-A2-B-C1-E2-F-		H1-M-N-R-R1-S-T-V-Z-		A1-A2-B-F-F1-R-R1-V
	R-U		H1-M-R-R1-V-Z1		Z1	09582	A1-A2-B-F-F1-R-R1-V
09213				09403	A1-A2-B-C-C1-M-R-U	09586	A1-A2-B-F-F1-R-R1-V
1	H-L-M-N-R-U						

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APO/ FPO/	See	APO/ FPO/	See	APO/ FPO/	See	APO/ FPO/	See
DPO	Restrictions	DPO	Restrictions	DPO	Restrictions	DPO	Restrictions
09587	A1-A2-B-F-F1-R-R1-V	09710	A1-A2-B-C-C1-F1-L-M-	09744	A-A2-B-B2-C-C1-F-F1-	09820	A-A1-A2-B-B2-F-F1-H-
09588	A1-A2-B-V		N-R-R1-T-U		J-L-M-N-R-R1-T-V-Z1		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-		<b>Z</b> 1
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-	09823	A-A1-A2-B-F-F1-L-N-
09594	A1-A2-B-V	09715	A1-A2-B-F1-L-M-N-R-		D-F-F1-J-L-M-N-R-R1- T-V-Z1	00004	R-T-V-Z1
09599	A1-A2-B-F-F1-R-R1-V	00=40	T	00740	A-A1-A2-B-F-H-N-V-Z1		A-A1-A2-B-F-R-V-Z1
09602	A1-A2-B-C-F-F1-N-R-	09/16	A1-A2-B-C-F-F1-L-M- N-R-T-V	09749 <b>09750</b>		09825	A-A1-A2-B-C-C1-D-F- F1-J-L-M-N-R-R1-T-V-
	U-V	00717	A-A1-A2-B-M-R-V-W	03700	J-L-M-N-R-R1-T-V-Z1		Z1
09603	A1-A2-B-C-F-F1-R-U-V		A1-A2-B-F-F1-L-M-N-	09751	A1-A2-B-C-D-E-H-M-R-	09826	A-A1-A2-B-B2-C1-E1-
09604	A1-A2-B-C-F-F1-P-R-U-	03710	R-T-U-V		U		E2-E3-F-F1-L-M-N-R-
	V	09719	A1-A2-B-C-D-M-R-U-V	09752	A1-A2-B-C-D-H-U		R1-T-V-W-Z1
09605	A1-A2-B-C-D-H-M-R-U-	09720	A1-A2-B-M-R-U-V	09759	A-A1-A2-B-B2-C-C1-	09827	A-A1-A2-B-F-F1-L-N-
00000	V	09722	A-A1-A2-B-F-H-N-Q-V-		E2-F-F1-F2-J-L-N-R-		R-T-V-Z1
09606	A1-A2-B-C-D-H-M-R-U- V		Z-Z1		R1-T-V-Z1	09828	A-A1-A2-B-F-F1-J-L- N-T-V-Z1
09607	A-A1-A2-B-C-F-F1-M-	09723	A1-A2-B-F-F1-L-M-N-	09762	A-A1-A2-B-B2-E3-F-F1- J-L-N-R-R1-T-V-Z1	09829	A1-A2-B-C-N-R-V-Z1
03007	R-R1-U-U3-V-W		R-T-U-V-Z1	09769	A-A1-A2-B-B2-C-C1-	09830	A1-A2-B-C-M-N-R-V-Z1
09608	A1-A2-B-C-F-N-U-V	09724	A1-A2-B-C-C1-F1-M-R-	09709	D-F-F1-J-L-M-N-R-R1-	09831	A1-A2-B-F-F1-L-N-T-
09609	A1-A2-B-C-F-U	00705	R1-U		T-V-Z1	03031	U-V-Z1
09610	A1-A2-B-C-F-F1-M-R-	09725	A-A1-A2-B-F-H-N-O-Q- V-V1-Z-Z1	09777	A-A1-A2-B-C-E1-F-F1-	09832	A-A1-A2-B-U1-V-Z1
	U-V	09726	A1-A2-B-F-F1-L-M-N-		L-M-N-R-T		A1-A2-B-U1-V-Z1
09613	A1-A2-B-C-F-U-V	03120	R-T-U-V	09780	A-A1-A2-B-F-H-N-R-V		A1-A2-B-E2-E3-F-F1-R-
09617	A1-A2-B-C-F-U	09727	A-A1-A2-B-B2-C-C1-	09798	A1-A2-B-C-D-H-L-U-V		R1-U-V-Z1
09618	A1-A2-B-C-F-U		D-F-F1-J-L-M-N-R-R1-	09801	A-A1-A2-B-C1-E2-F-	09835	A-A1-A2-B-V-Z1
09620	A1-A2-B-C-F-U		T-V-Z1	00000	H1-M-N-R-R1-V-Z1	09836	A-A1-A2-B-C-F-M-N-V-
09621	A1-A2-B-C-F-U	09728	A-A1-A2-B-B2-C-C1-F-		A-A1-A2-B-F-R-V-Z1		Z1
09622	A1-A2-B-C-F-U	00700	F1-J-L-N-R-R1-T-V-Z1	09803	A1-A2-B-E2-E3-F-H1-I- N-R-R1-U1-V-Z-Z1		A1-A2-B-E2-E3-V-Z1
09623	A1-A2-B-C-F-U	09729	A1-A2-B-C-F-N-R-R1- U-V	09804	A-A1-A2-B-F-F1-N-R-V-	09838	A1-A2-B-E2-E3-U-V-Z1
09624	A1-A2-B-C-F-N-U	09730	A-A2-B-B2-C-C1-F-F1-	00004	Z1	09839	A-A1-A2-B-U-V-Z1
	A1-A2-B-C-F-U	03700	J-L-M-N-R-R1-T-V-Z1	09805	A-A2-B-E2-E3-F-F1-R-		
09626	A1-A2-B-C-F-U	09731	A-A2-B-B2-C-C1-F-F1-		R1-V-Z1	09841	A-A1-A2-B-N-R-U-Z1
	A1-A2-B-C-F-U		J-L-M-N-R-R1-T-V-Z1	09806	A-A1-A2-B-C1-E2-F-	09842	
	A1-A2-B-C-F-U-V	09732	A1-A2-B-N-V-Z1		F1-H1-L-M-N-R-R1-T-	09844	A-A1-A2-B-C-F-N-U-V- Z1
09631	A1-A2-B-C-F-U	09733	A1-A2-B-N-V	00007	V-Z1	00045	A-A1-A2-B-B2-E3-F-F1-
09633	A1-A2-B-B2-C-D-F-F1-	09734	A-A1-A2-B-C-C1-F-F1-	09807	A-A1-A2-B-C1-E2-F- H1-M-N-R-R1-V-Z1	09643	L-M-N-T-V-Z1
00626	M-R-U-U1-U2-U3-V-Z1 A1-A2-B-C-F-U		J-L-M-N-R-R1-T-V-Z1	09809	A1-A2-B-F-F1-L-N-T-V-	09846	A-A1-A2-B-B2-C1-F-
	A1-A2-B-M-N-R-U		A1-A2-B-N-V-Z1	00000	Z1		F1-J-L-N-R-R1-T-V-Z1
	A1-A2-B-M-R-U-V	09736	A-A1-A2-B-B2-C-C1- D-F-F1-J-L-M-N-R-R1-	09810	A-A1-A2-B-F-F1-N-R-V-	09848	A-A1-A2-B-F-M-R-V-Z1
	A1-A2-B-IVI-R-U-V A1-A2-B-C-F-F1-U		T-V-Z1		Z1	09852	A1-A2-B-E2-E3-F-H1-N-
	A1-A2-B-N-R-U	09737	A-A1-A2-B-B2-C-C1-F-	09811	A1-A2-B-E2-E3-F-H1-N-		R-R1-U1-V-Z1
	A1-A2-B-N-U-V-Z1		F1-I-L-M-N-R-R1-T-V-		R-R1-U1-V-Z1	09853	A1-A2-B-E2-F-H1-R-
	A1-A2-B-N-U-Z1		W-Y-Z-Z1	09812	A1-A2-B-E2-E3-F-F1-I-	00055	R1-U2-V-Z1
	A-A1-A2-B-B2-C-C1-	09738	A-A1-A2-B-B2-C-C1-	00010	L-N-R-T-U-V-Z-Z1	09855	A-A1-A2-B-C1-E2-F-F1- H1-R-R1-U2-V-Z1
03701	D-F-F1-J-L-M-N-R-R1-		D-F-F1-J-L-M-N-R-R1- T-V-Z1	09013	A-A1-A2-B-B2-C1-E2- E3-F-F1-J-L-N-R-R1-T-	00858	A1-A2-B-E2-E3-F-H1-N-
	T-V-Z1	00720			V-Z1	03030	R-R1-U-V-Z1
09702	A1-A2-B-C-C1-F1-M-R-	09739	A-A1-A2-B-B2-C-C1- D-F-F1-J-L-M-N-R-R1-	09814	A1-A2-B-E2-E3-F-F1-I-	09859	A1-A2-B-C1-E2-E3-F-
	R1-U		T-V-Z1		L-N-R-T-U-V-Z-Z1		F1-H1-N-R-R1-V-Z1
	A1-A2-B-C-F1-H-U	09741	A-A1-A2-B-C1-E2-F-F1-	09816	A-A1-A2-B-B2-C-C1-	09865	A-A1-A2-B-V-Z1
	A1-A2-B-C-O-V-V1		H1-J-L-M-N-R-R1-T-V-		E2-E3-F-F1-J-L-N-R-	09866	A-A1-A2-B-C1-E2-F-F1-
	A1-A2-B-U		W-Y-Z1	00017	R1-T-V-Z1		H-M-N-O-R-R1-V-V1-Z1
	A1-A2-B-C-N-R-U-V	09742	A-A1-A2-B-B2-F-F1-J-	09017	A-A1-A2-B-B2-C1-E2- E3-F-F1-H-H1-J-L-M-N-		A-A1-A2-B-N-U-V-Z1
09707	A1-A2-B-C-F1-J-L-M-	00749	L-M-N-R-T-V-Z1 A-A1-A2-B-F-H-N-Q-V-		R-T-V-Z1	09870	A-A1-A2-B-C1-E2-F-
00700	<b>N-R-T-U-V</b> A1-A2-B	09/43	Z-Z1	09818	A-A1-A2-B-C-F-M-V-Z1		F1-H1-I-L-M-N-R-R1-T- U-U4-V-Z-Z1
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APO/		APO/		APO/		APO/	
FPO/	See	FPO/	See	FPO/	See	FPO/	See
DPO	Restrictions	DPO	Restrictions	DPO	Restrictions	DPO	Restrictions
09873	A-A1-A2-B-C1-E2-F-		A-A1-A2-B-D-F-M-N-O-	96330	A1-A2-B-M-W	96522	A1-A2-B-F-N-U
	F1-H1-I-L-M-N-R-R1-T-		R-R1-V-V1-Z-Z1	96336	A1-A2-B-M-V-W	96530	A-A1-A2-B-F-F1-H-H1-
00074	U-U4-V-Z-Z1 A-A1-A2-B-C1-E2-F-		A1-A2-B-V	96337	A1-A2-B-M-W		L-M-N-T-U-V
09074	F1-H1-I-L-M-N-R-R1-T-		A1-A2-B-F-F1-J-L-M- N-T-V-Z1	96338	A1-A2-B-M-W	96531	A-A1-A2-B-F-F1-H-M- N-U-V
	U-U4-V-Z-Z1		A1-A2-B-F-F1-R-R1-V-		A1-A2-B-M-V-W	96532	A-A1-A2-B-F-F1-H-J-
09875	A-A1-A2-B-C1-E2-F-		Z1	96343	A1-A2-B-M-W	30302	L-M-N-T-U-V
	F1-H1-I-L-M-N-R-R1-T- U-U4-V-Z-Z1	34060	A1-A2-B-B2-C1-E2-F- F1-J-L-N-R-R1-T-V-Z1	96346	A1-A2-B-F-F1-F2-H-M- V-W		A-A1-A2-B-F-U
09880	A-A1-A2-B-C1-E2-F-F1-	34078	A1-A2-B-F1-N-V-Z1	96347	A1-A2-B-F-F1-F2-H-M-	96535	A-A1-A2-B-F-F1-L-N-T- V
	H1-R-R1-U-V-Z1		A1-A2-B-F-F1-R-R1-V	00040	W	96537	A1-A2-B-V
09890	A1-A2-B-E2-F-H1-N-R- R1-U2-V-Z1		A1-A2-B-F-F1-R-R1-V	96348	A1-A2-B-F-F1-F2-H-M- W	96538	A1-A2-B-V
09892	A-A1-A2-B-E2-F-F1-L-	34092	A1-A2-B-F-F1-R-R1-V	96349	A1-A2-B-F-F1-F2-H-M-	96540	A1-A2-B-V
00002	N-R-R1-T-V-Z1	34093	A1-A2-B-F-F1-R-R1-V		W	96541	A1-A2-B-V
09898	A1-A2-B-E2-F-H1-N-R-	34095	A1-A2-B-V	96350	A1-A2-B-F-F1-F2-H-M-	96542	A1-A2-B-V
	R1-U2-V-Z1	34098	A1-A2-B-V		W	96543	A1-A2-B-P-V
	A1-A2-B-J-L-N-U-Z1	34099	A1-A2-B-V	96351	A1-A2-B-F-F1-F2-H-M- W	96544	A1-A2-B-F-N-O-U3-V-
34004	A1-A2-B-F-F1-J-L-N-T-V		A-A1-A2-B	96362	A1-A2-B-F-F1-F2-M-W	00540	V1
3/1007	A-A1-A2-B-C1-F-F1-M-		A-A1-A2-B-U		A1-A2-B-M-V-W		A1-A2-B-F-U3 A-A1-A2-B-H-M-U
34007	N-R-R1-V-Z1		A-A1-A2-B		A1-A2-B-L-M-W		A-A1-A2-B-H-M-N-U
34008	A1-A2-B-B2-D-E1-F-		A-A1-A2-B	96368	A1-A2-B-M-W		A-A1-A2-B-H-M-U-V
	F1-H-H1-J-L-M-N-R-		A-A1-A2-B-U	96370	A1-A2-B-F-F1-F2-H-M-		A-A1-A2-B-F-F1-H-L-
	R1-T-V-Z1		A-A1-A2-B-U A-A1-A2-B-V		W	30001	M-N-T-U
34011	A1-A2-B-B2-C1-E2-F- F1-J-L-M-N-R-R1-T-V-		A-A1-A2-B-F-F1-J-L-	96372	A1-A2-B-M-W	96552	A1-A2-B
	Z1	30203	N-T-U	96373	A1-A2-B-M-W	96553	A-A1-A2-B-F-F1-H-M-U
34020	A1-A2-B-F-F1-J-L-M-	96213	A-A1-A2-B-U		A1-A2-B-M-W	96554	A-A1-A2-B-F-F1-H-L-
	N-T-V-Z1	96214	A-A1-A2-B-U		A1-A2-B-M-W		M-N-T-U
34021	A1-A2-B-F-F1-J-L-M-	96218	A-A1-A2-B-U		A1-A2-B-M-W		A1-A2-B-F-M-V
24000	N-T-V-Z1 A1-A2-B-D-F-F1-J-L-	96224	A-A1-A2-B-U		A1-A2-B-M-W		A1-A2-B-F-M-V
34022	M-N-T-V-Z1	96257	A-A1-A2-B-U		A1-A2-B-M-W A1-A2-B-M-W	90002	A-A1-A2-B-B2-C-C1-D- E2-E3-F-F1-H-H1-I-L-
34023	A1-A2-B-F-F1-J-L-M-		A-A1-A2-B-U		A1-A2-B-M-W		M-N-R-T-V-Z-Z1
	N-T-V-Z1		A-A1-A2-B-U		A1-A2-B-M-W	96577	A-A1-A2-B-F-H-M-N-U
34024	A1-A2-B-F-F1-L-M-N-		A-A1-A2-B-U		A1-A2-B-M-W	96578	A1-A2-B-B2-F1-H-J-N-
	T-V-Z1		A-A1-A2-B-U		A1-A2-B-M-W		R
34025	A1-A2-B-F-F1-J-L-M- N-T-V-Z1		A-A1-A2-B-U-V		A1-A2-B-M-W		A1-A2-B-V
34030	A1-A2-B-F-F1-J-L-M-		A-A1-A2-B-U A-A1-A2-B-U	96387	A1-A2-B-M-W		A1-A2-B-N-O-V-V1
0.000	N-T-V-Z1		A-A1-A2-B-V	96388	A1-A2-B-M-W		A1-A2-B-N-V A1-A2-B-V
34031	A1-A2-B-F-F1-J-L-M-		A-A1-A2-B	96389	A1-A2-B-M-W		A1-A2-B-V
	N-T-V-Z1		A-A1-A2-B-U	96401	A1-A2-B-F-N-O-V-V1-		A1-A2-B-V
34032	A1-A2-B-F-F1-J-L-M- N-T-V-Z1		A-A1-A2-B-U	06407	Z1		A1-A2-B-V
34033	N-1-V-Z1 A1-A2-B-C-F-F1-J-L-	96284	A-A1-A2-B-U-V	90427	A-A1-A2-B-C1-E2-F- H1-M-R-R1-V		A1-A2-B-V
J-1000	M-N-T-V-Z1	96303	A1-A2-B-F-F1-H-J-L-	96447	A1-A2-B-F-N-U3-V-V1	96606	A1-A2-B-V
34034	A1-A2-B-F-F1-J-L-M-		M-N-T-W		A-A1-A2-B-N-V	96607	A1-A2-B-V
	N-T-V-Z1	96306	A1-A2-B-F-F1-F2-H-M- W	96502	A1-A2-B-F-N-U3-V	96608	A1-A2-B-V
34035	A1-A2-B-F-F1-H-J-L-	96309	A1-A2-B-M-V-W	96503	A1-A2-B-F-N-U3-V	96609	A1-A2-B-V
24026	M-N-T-V-Z1 A1-A2-B-F-F1-J-L-M-		A1-A2-B-M-W	96507	A-A1-A2-B-F-F1-H-L-		A1-A2-B-V
34030	N-T-V-Z1		A1-A2-B-M-W		N-T-V		A1-A2-B-V
34037	A1-A2-B-C-F-F1-H-I-L-		A1-A2-B-F-F1-F2-H-M-		A1-A2-B-I-N-V	96613	A-A1-A2-B-C1-E2-F- H1-I-M-R-R1-U2-V-Z-Z1
	M-N-T-V-Z-Z1		W		A1-A2-B-I-N-V	96614	A-A1-A2-B-C1-E2-F-
34038	A1-A2-B-L-M-N-U-V-Z1	96322	A1-A2-B-F-F1-F2-H-M-		A1-A2-B-D-F-U3	55014	H1-I-M-R-R1-U2-V-Z-Z1
34039	A1-A2-B-F-F1-J-L-M-	0000	W		A1-A2-B-D-F A1-A2-B-F-U3-V	96615	A1-A2-B-F-F1-R-R1-V
04044	N-T-V-Z1		A1-A2-B-M-V-W		A1-A2-B-F-U3-V A1-A2-B-F-N-U3-V		A1-A2-B-F-F1-R-R1-V
34041	A1-A2-B-F-F1-J-L-M- N-T-V-Z1		A1-A2-B-M-W		A1-A2-B-F-N-U3-V A1-A2-B-F-F1-L-N-T-	96617	A1-A2-B-F-F1-R-R1-V
34042	A1-A2-B-D-F-M-N-V-Z1	90328	A1-A2-B-M-W	33021	U3	96619	A1-A2-B-V
	· = = = · ··· ·· · · - ·						

APO/		APO/		APO/		APO/	
FPO/	See	FPO/	See	FPO/	See	FPO/	See
DPO	Restrictions	DPO	Restrictions	DPO	Restrictions	DPO	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-R1-V
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		



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

APO Box R = Retired military personnel DMM = Domestic Mail Manual DPO = Diplomatic Post Office FPO = Fleet Post Office = Military Ordinary Mail MOM MPO = Military Post Office PAI = 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 601.12.1.1h and ATF regulations; they do not require an ATF form.
- **F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.
- **F2.** Importation of firearms is restricted to one shotgun and one single shot.22 caliber rifle per individual.
- **G.** Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

- **H.** Meats, including preserved meats, whether hermetically sealed or not, are prohibited.
  - H1. Pork or pork by-products are prohibited.
- I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:
  - Maximum length 20 inches.
  - Maximum width 12 inches.
  - Maximum height 12 inches.

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

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

- I1. This restriction does not apply to registered mail.
- **12.** 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 5 1/2 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.
- ${f U2.}$  Mail is limited to First-Class Mail letters only when addressed to  ${f Box}\,{f R.}$
- **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

			U.S.		S&P 500		Dow Jones U.S.		EAFE
ANNUAL RETURNS	G Fund	F Fund	Aggregate Index	C Fund	Stock Index	S * Fund	Completion TSM Index	l * Fund	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

<sup>\*</sup>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 Stock Index	S * Fund	Dow Jones U.S. Completion TSM Index	l * Fund	EAFE Stock Index
2012							10111111111111		
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.

See next page for L Funds.

<sup>\*</sup> Implemented May 2001.

## 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.



#### 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 half-staff 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™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) sections 292.45, 292.46, 292.47, 292.51, 293.46, and 293.51 to reflect preparation requirements for International Priority Airmail™ (IPA®) and International Surface Air Lift® (ISAL®) 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 65–66 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)

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2	Conditio	ns for Ma	ailing		
	*	*	*	*	*
290	Comme	cial Serv	ices		
	*	*	*	*	*
292	Internati	onal Prio	rity Airma	ail (IPA) S	ervice
	*	*	*	*	*
292.4	Mail Pre	paration			
	*	*	*	*	*
292.45	Sortation	n			
	*	*	*	*	*
292.452	Presorte	d Mail –	Direct C	ountry Bu	ındle Label
	*	*	*	*	*
Exhibit		PA Coun	_	_	nd Foreign
	*	*	*	*	*

[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:
  - 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.

- Packages. For each direct country tray of letter-size or flat-size mail, the mailer must do the following:
  - 1. *Mail Preparation*. Prepare package-size items (i.e., items that cannot be prepared in trays because of their size or shape) loose in sacks.
  - 2. 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.
  - 3. 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 International Surface Air Lift (ISAL) Service

\* \* \* \* \*

### 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:

c to read as follows:]

[Revise the introduction to item b to read as follows:]
b. Worldwide Nonpresort Mail Sack/Container Tags Is-

sued Before February 2013.\*\*\*
[Redesignate current item c as item d, and insert new item

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® at <a href="http://pe.usps.com">http://pe.usps.com</a>.

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™ is revising mailing standards for the Postal Qualified Wholesaler program and the Global Direct Entry™ (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 (IMM®) 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™ (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)

\* \* \* \* \*

6 Special Programs

610 Postal Qualified Wholesaler Program

\* \* \* \*

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:]

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

### 620 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 <u>www.sam.gov/portal/public/SAM</u>.

\* \* \* \* \* \*

We will incorporate these revisions into the next update of the online IMM, which is available via Postal Explorer® at <a href="http://pe.usps.com">http://pe.usps.com</a>.

Product Classification,Pricing, 5-16-13

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

Effective May 16, 2013, the Postal Service™ is revising the mailing standards for the Global Direct Entry™ (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®) 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™ and Parcel Select Lightweight® 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 (12-13-12, pages 21-43), the Postal Service discontinued Parcel Select Regional Ground® 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)

\* \* \* \* \* \*

6 Special Programs

\* \* \* \* \* \*

620 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, 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.

\* \* \* \* \*

#### 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<sup>®</sup> at http://pe.usps.com.

Product Classification,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
94530F	31	94709	31
94539	31	94802	31
94539B	31	94807	31
94565	31	94820	32
94595	31	95159	33
94601	33	95164	32
94604	32		

[Delete the following entries:]

The online version of Publication 431 is dated July 2010. Publication 431 is currently available on the Postal Service™ PolicyNet website (http://blue.usps.gov/cpim):

- Go to http://blue.usps.gov.
- Under "Essential Links" in the left-hand column, click PolicyNet.
- Click PUBs.

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

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

Retail Services,
 Channel Access, 5-16-13

# Organization Information

## Address Management

Post Office Changes

Old/	Finance	ZIP	Ot - 1	DO Nove	County/	Station/Branch/	Halla T	Effective	0
New	No.	Code	State	P.O. Name	Parish	Unit	Unit Type	Date	Comments
Old New	05-2730 05-7938	96111 96111	CA CA	Floriston Truckee	Nevada Nevada	Main Office Floriston	Post Office Place Name	04/30/2011 03/09/2013	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Floriston, CA 96111 as last line of address.
Old New	07-0828 07-0828	81024 81024	CO	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	16-6666 16-1584	62878 62878	IL IL	Rinard Cisne	Wayne Wayne	Main Office Rinard	Post Office Place Name	10/17/2012 03/09/2013	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Rinard IL 62878 as last line of address.
Old New	19-6820 19-8250	66522 66522	KS KS	Oneida Seneca	Nemaha Nemaha	Main Office Oneida	Post Office Place Name	01/01/2012 03/30/2013	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Oneida, KS 66522 as last line of address.
Old New	20-3856 20-6664	42349 42349	KY KY	Horse Branch Rosine	Ohio Ohio	Main Office Horse Branch	Post Office Place Name	10/02/2009 01/07/2012	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Horse Branch, KY 42349 as last line of address.
Old New	20-1248 20-3548	42722 42722	KY KY	Canmer Hardyville	Hart Hart	Main Office Canmer	Post Office Place Name	08/20/2011 04/13/2013	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Canmer, KY 42722 as last line of address.
Old New	35-7315 35-4090	12864 12864	NY NY	Sabael Indian Lake	Hamilton Hamilton	Main Office Sabael	Post Office Place Name	10/06/2012 03/09/2013	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Sabael, NY 12864 as last line of address.
Old New	35-4310 35-4305	12943 12943	NY NY	Keene Valley Keene	Essex Essex	Main Office Keene Valley	Post Office Place Name	10/06/2012 03/09/2013	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Keene Valley, NY 12943 as last line of of address.

Old/	Finance	ZIP	<u>.</u>		County/	Station/Branch/		Effective	
New	No.	Code		P.O. Name	Parish	Unit	Unit Type	Date	Comments
Old	40-6784	97204	OR	Portland	Multnomah	University	Classified		This announcement
							Station		changes the name of
New	40-6784	97204	OR	Portland	Multnomah	Waterfront	Classified	02/23/2013	the University
							Station		Classified Station to the Waterfront
									Classified Station.
									Continue to use
									Portland, OR 97204 as
									last line of address.
Old	48-0670	78604	TX	Belmont	Gonzales	Main Office	Post Office	10/15/2011	Post Office
New	48-5415	78604	TX	Luling	Gonzales	Belmont	Place Name	03/09/2013	discontinued. Retain
									ZIP Code. Establish a
									Place Name. Continue
									to use Belmont, TX 78604 as last line of
									address.
Old	48-9905	78677	TX	Wrightsboro	Gonzales	Main Office	Post Office	10/15/2011	Post Office
New	48-3625	78677	TX	Gonzales	Gonzales	Wrightsboro	Place Name	03/09/2013	discontinued. Retain
14044	40 0020	10011	17	GOTIZATOS	GOTIZATOS	VVIIgittoboro	i lace raine	00/00/2010	ZIP Code. Establish a
									Place Name. Continue
									to use Wrightsboro, TX
									78677 as last line of
01.1	50.0400	E 4505	14/1	0.1	1	Maria Office	Deal Office	00/4 4/0000	address.
Old	56-3160	54525	WI	Gile	Iron	Main Office	Post Office	02/14/2003	Post Office discontinued. Retain
New	56-5610	54525	WI	Montreal	Iron	Gile	Place Name	03/30/2013	ZIP Code. Establish a
									Place Name. Continue
									to use Gile, WI 54525
									as last line of address.
Old	56-5070	54226	WI	Maplewood	Door	Main Office	Post Office	02/17/2007	Post Office and ZIP
New	56-8010	54235	WI	Sturgeon Bay	Door	Maplewood	Place Name	03/30/2013	Code discontinued.
									Establish a Place
									Name. Maplewood, WI becomes an
									acceptable last line for
									use with ZIP Code
									54235.

- Address Management, Product Information, 5-16-13

## **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<sup>®</sup>, 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.

Corporate Accounting, Controller, 5-16-13

## 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<sup>®</sup> 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™, 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:

- 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: EAS-Exempt Employees

- 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.
- 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*.
- Wait for a confirmation screen confirming your enrollment.
- 7. Click Start Now to begin the course.

#### Web-based Training

- After completing the web-based training, click Log Off.
- 2. Wait for Learning Portal to refresh.
- 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.
- 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.
- 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:

- Pull the original transaction for \$400 from the Company Card page into your eTravel report and open the expense.
- Select "Itemize" in order to claim the \$150 that was actually used. Use "Airfare" or "Train" as the Expense Type for the itemization entry.
- 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.
- 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:

- Contact Citibank's customer service at 800-790-7206 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.
- 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.

Corporate Accounting, Controller, 5-16-13

## Government Relations

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

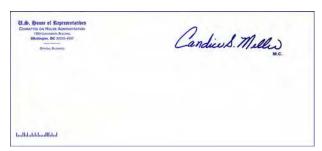
This article serves as a reminder regarding Franked Mail, also referenced as Congressional Mail. There have been recent reports of the improper identification and handling of Franked Mail in the mailstream, including returning it for postage or requiring postage due to customers. The following is a reminder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

#### Official Mail (Franked)

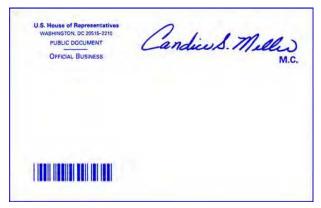
Franked Mail, also referenced as Congressional Mail, is defined as Official Mail sent without postage prepayment, which can be used only by members and members-elect of Congress, the Vice President, and other authorized individuals. Franked Mail is identified by the facsimile signature of the member 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 Envelope



Sample - Franked Mail Label

#### **Types of Franked Mailings**

Mailings under the franking privilege include both single piece mailings sent by First-Class Mail<sup>®</sup> and mass mailings. Mass mailings may be sent as First-Class Mail or Standard Mail<sup>®</sup>. 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 DMM 602.3. While individual pieces are processed as Standard Mail, the overall mailing may be sent Priority Mail Open and Distribute™.

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 Offices™ 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

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

## 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.

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™ (IPA®) and International Surface Air Lift® (ISAL®). 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®) 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 800-273-1509. 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 <a href="http://blue.usps.gov/purchase/\_doc/ops\_ttoeins.doc">http://blue.usps.gov/purchase/\_doc/ops\_ttoeins.doc</a> or call 800-332-0317, option 4, option 4.

To visit the National Material Customer Service website, go to <a href="http://blue.usps.gov/purchase/operations/ops\_nmcs\_home.htm">http://blue.usps.gov/purchase/operations/ops\_nmcs\_home.htm</a>.

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™ also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <a href="http://ribbs.usps.gov/advance/documents/tech\_guides/advtech.pdf">http://ribbs.usps.gov/advance/documents/tech\_guides/advtech.pdf</a> or contact the National Customer Support Center at 800-238-3150.

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

## Retail

## Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail<sup>®</sup> (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 <a href="http://blue.usps.gov">http://blue.usps.gov</a>; 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 $^{\text{TM}}$  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

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## 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<sup>®</sup> commemorative First-Class Mail<sup>®</sup> 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 <a href="http://www.usps.com/shop">http://www.usps.com/shop</a>, 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™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these postmarks.

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

All requests must include a stamped envelope or post-card bearing at least the minimum First-Class Mail® 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 1, 2013

United States Postal Service Secretariat Station PO Box 9998 Louisville, KY 40208-9998

May 2, 2013

National Park Service Chancellorsville 150th Anniversary Postmaster 600 Princess Anne Street Fredericksburg, VA 22401-9998

May 3, 2013

United States Postal Service Churchill Downs Station Postmaster PO Box 9998 Louisville, KY 40208-9998

May 4, 2013

United States Postal Service Kentucky Derby Station Postmaster PO Box 9998 Louisville, KY 40208-9998

May 4, 2013

Pender County
Pender Spring Fest Burgaw Station
Postmaster
100 East Satchwell Street
Burgaw, NC 28425-9998

May 8, 2013

Oxford Town/Village Historian
Civil War Sesquicentennial Station
Postmaster
9 West Main Street
Smyrna, NY 13464-9998



May 16, 2013

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



May 17, 2013

Rocky Mountain Stamp Show

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



May 16, 2013

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



May 17, 2013

United States Postal Service NTSS - War of 1812 Station J. Bianchi 1335 Jefferson Road Rochester, NY 14692-9202



May 16-18, 2013

White Mountain Sheriff's Posse

Pony Express Station Postmaster PO Box 9998 Lakeside, AZ 85929-9998



May 17-19, 2013

United States Postal Service Casey Jones Railroad Unit Station J. Bianchi

1335 Jefferson Road Rochester, NY 14692-9202



May 17, 2013

United States Postal Service Ropex Station Grand Central Terminal J. Bianchi 1335 Jefferson Road Rochester, NY 14692-9202



May 17, 2013

May 18, 2013

Stoughton Chamber of

Syttende Mai Station Postmaster PO Box 9998 Stoughton, WI 53589-9998



May 17, 2013

Rocky Mountain Stamp Show

150th Colorado Civil War Station Lisa Rupert 7500 East 53rd Place, Room 2204 Denver, CO 80266-9999



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

United States Postal Service
NTSS – I Have a Dream
Station
J. Bianchi
1335 Jefferson Road
Rochester, NY 14692-9202



May 18, 2013

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



May 18-19, 2013

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



ROPEX STATION
THE EMPIRE EXPRESS
ENGINE 999
MAY 18, 2013
ROCHESTER, NY 14605

May 18, 2013

The Empire Express Engine 999 ROPEX Station The Empire Express J. Bianchi 1335 Jefferson Road Rochester, NY 14692-9202



May 18-19, 2013

Milwaukee Philatelic Society
Milwaukee County Zoo
Station – Owl
Postmaster
PO Box 5016
Milwaukee, WI 53201-5016



May 18, 2013

Bethel Historical Society Bethel History Station Postmaster 34 North Main Street Bethel, VT 05032-9998



May 19, 2013

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



Linited Stat

United States Postal Service NTSS – Civil War 150 Station J. Bianchi 1335 Jefferson Road Rochester, NY 14692-9202



May 19, 2013

United States Postal Service The First Transcontinental Railroad ROPEX Station J. Bianchi 1335 Jefferson Road Rochester, NY 14692-9202



Stephen Decatur Chapter #4, Universal Ship Cancellation Society USS Norfolk 30th **Anniversary Station** Postmaster PO Box 719 Norfolk, VA 23501-9998

May 22, 2013

PO Box 719

Stephen Decatur Chapter #4, Universal Ship Cancellation Society USS Scorpion Memoriam Station Postmaster

Norfolk, VA 23501-9998

May 23, 2013

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



Odyssey of the Mind™ World Finals 2013

Odyssey

Station

May 23, 2013

East Lansing, MI 48824

May 24, 2013

Lake Gaston Fabulous 50 Splash

Lake Gaston Splash Station Postmaster 1458 River Road Henrico, NC 27842-9998



- C 30

Memoriam Station Lost May 22 1968 JSS SCORPION SSN-589 May 22 2013 Norfolk VA 23513

May 21 2013 Norfolk VA 23513



May 24, 2013

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



May 22, 2013

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



May 25, 2013

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



GAR POST 49 STATION Vincentown, NJ 08088 May 23, 2013

May 23, 2013

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



May 25, 2013

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



Glouster Clock Station May 25, 2013 Glouster, Oh 45732 May 25, 2013

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



May 27, 2013

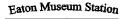
Henderson Historical Society

Henderson Station Postmaster 8872 State Route 178 Henderson, NY 13650-9998

NJCAA

May 25, 2013

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



Col. Joshua Leland Revolutionary War Soldier From Sherburne Mass. 1793

May 27, 2013 Eaton, NY 13334 May 27, 2013

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



May 25, 2013

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



May 30, 2013

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



Bunola Post Office 125<sup>th</sup> Anniversary Station May 26, 2013 Bunola PA 15020

May 26, 2013

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



May 31, 2013

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

- Stamp Services, Marketing and Sales, 5-16-13

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

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

#### **Traditional Postmarks**

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

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

#### **Digital Color Postmarks**

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

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

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

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

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



**Patriotic Star Stamp** 

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

May 19, 2013

**Digital Color Pictorial** 



La Florida Stamp U.S. Postal Service 99 King Street St. Augustine, FL 32084-9998

June 3, 2013

Digital Color Pictorial



## Vintage Seed Packets Stamp

Retail Manager 3190 S. 70th Street, Rm. 503 Philadelphia, PA 19153-9500

June 5, 2013

#### **Digital Color Pictorial**



#### Where Dreams Blossom Stamp

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

June 11, 2013

#### **Digital Color Pictorial**



#### Yes, I Do Stamp

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

June 11, 2013

#### **Digital Color Pictorial**



#### A Flag for All Seasons Stamp

Retail Specialist 25 Dorchester Avenue, Rm. 3011 Boston, MA 02205-9600

July 3, 2013

### **Digital Color Pictorial**



### Lydia Mendoza Stamp

U.S. Postal Service 10410 Perrin Beitel Road San Antonio, TX 78284-9998

July 15, 2013

### **Digital Color Pictorial**



## Lydia Mendoza Stamp

U.S. Postal Service 10410 Perrin Beitel Road San Antonio, TX 78284-9998

July 15, 2013

#### **Black and White Pictorial**



#### A Flag for All Seasons Stamp

Postmaster 1335 Jefferson Road Rochester, NY 14692-9998

July 17, 2013

### **Digital Color Pictorial**



Civil War: 1863 Stamp (Gettysburg, PA)

Postmaster 115 Buford Avenue Gettysburg, PA 17325-9998

July 23, 2013

**Digital Color Pictorial** 



Civil War: 1863 Stamp (Vicksburg, MS)

Postmaster 3415 Pemberton Blvd. Vicksburg, MS 39180-9998

**Digital Color Pictorial** 



Johnny Cash Stamp

Postmaster 901 Broadway Nashville, TN 37202-9998

August 5, 2013

**Digital Color Pictorial** 



**Johnny Cash Stamp** 

Postmaster 901 Broadway Nashville, TN 37202-9998

August 5, 2013

**Black and White Pictorial** 



West Virginia Statehood Stamp

1002 Lee Street, E. Charleston, WV 25301-9998 August 20, 2013

#### **Digital Color Pictorial**



#### West Virginia Statehood Stamp

1002 Lee Street, E. Charleston, WV 25301-9998 August 20, 2013

**Black and White Pictorial** 

## 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™ 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 <a href="http://blue.usps.gov/sustainability/earthday.htm">http://blue.usps.gov/sustainability/earthday.htm</a>.
- 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/.

Corporate Sustainability Initiatives,
 Office of Sustainability, 5-16-13





475 L'ENFANT PLAZA SW WASHINGTON DC 20260-5540 First-Class Mail Postage & Fees Paid USPS Permit No. G-10

