

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22041, January 11, 2001

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Postal Bulletin Index

Semiannual Index

Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDC:

PB 22041: 7690-04-000-5648	PB 22027: 7690-04-000-5634
PB 22040: 7690-04-000-5647	PB 22026: 7690-04-000-5633
PB 22039: 7690-04-000-5646	PB 22025: 7690-04-000-5632
PB 22038: 7690-04-000-5645	PB 22024: 7690-04-000-5631
PB 22037: 7690-04-000-5644	PB 22023: 7690-04-000-5630
PB 22036: 7690-04-000-5643	PB 22022: 7690-04-000-5629
PB 22035: 7690-04-000-5642	PB 22021: 7690-04-000-5628
PB 22034: 7690-04-000-5641	PB 22020: 7690-04-000-3999
PB 22033: 7690-04-000-5640	PB 22019: 7690-04-000-3998
PB 22032: 7690-04-000-5639	PB 22018: 7690-04-000-3997
PB 22031: 7690-04-000-5638	PB 22017: 7690-04-000-3996
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PB 22029: 7690-04-000-5636	PB 22015: 7690-04-000-3994
PB 22028: 7690-04-000-5635	PB 22014: 7690-04-000-3993

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



Administrative Services

ASM REVISION

Participation in Community Service Activities

Continuing to be a responsible and contributing member of the communities we serve is one of the main cornerstones of the Postal Service's long-term reform efforts. Throughout the organization, postal employees form community partnerships that improve the quality of life where they live and work.

Over time, the boundary of what the organization can and cannot do has become blurred. Below is a new policy that clarifies this issue so postal managers can make decisions that are in the best interest of customers, employees, and the organization.

Questions regarding the interpretation of this new policy can be directed to the Law Department.

Administrative Support Manual (ASM)

3 Communications
* * * *

33 Communications With the Public
* * * *

333 Community Relations
* * * *

333.7 Participation in Community Service Activities

.71 General

.711 Purpose

This policy is designed to assist the Postal Service and its employees in contributing to the health and well-being of the communities it serves, and to maintain and enhance its connection with the community while fulfilling its mission of accepting, processing, and delivering the mail reliably and efficiently.

.712 Definitions

For purposes of this policy, the following definitions apply:

- a. *Accountable manager* means an area vice president, vice president, or higher level officer only.
- b. *Charitable sponsorship* means paying all or part of the entrance fee for an event on behalf of one or more Postal Service employees or customers when such fee exceeds the actual cost of participation and when this excess amount is, in effect, a donation to a

non-profit organization. Common examples include the following:

- (1) A charitable fund raising dinner for which the cost of a seat or table is considerably more than the market value of the food provided.
- (2) A walk, run, or ride for which entrants are sponsored with donations to the organizer or a designated beneficiary.

Note: Advertising and marketing sponsorships intended primarily to promote the sale of Postal Service products and services are not included within this definition.

.713 Scope

The scope of this policy is as follows:

- a. *Activities Covered.* Except as provided in 333.713b, this policy covers all proposed contributions of Postal Service money, property, time, or effort (i.e., work hours) to support a community service event, project, or cause.
- b. *Activities Not Covered.* The following community service activities are authorized by other statutes, regulations, or policies and are therefore not covered by this policy:
 - (1) The Combined Federal Campaign (5 C.F.R. Part 950).
 - (2) The Postal Employees' Relief Fund (a charitable organization).
 - (3) The Employee Social and Recreational Fund (*Employee & Labor Relations Manual* (ELM) 615.4).
 - (4) Blood drives (ELM 519.25).
 - (5) Donations of surplus property (Handbook AS-701, *Material Management*, Subpart 647).
 - (6) Disposal of dead mail (*Postal Operations Manual* (POM) 691.5).
 - (7) Free or reduced rate mailings (39 C.F.R. Part 3001, Subpart C, Appendix A).
 - (8) Other programs established by Postal Service regulations or approved by the postmaster general.

.714 Responsibility

Only an area vice president or Headquarters officer may approve participation in a community service activity.

- a. Field personnel must submit a request to the district manager, who upon concurrence will forward it to the area vice president for final approval.
- b. Headquarters personnel must submit a request to the appropriate vice president.

Employees should seek approval only of activities that appear to comply with this policy and may reject proposed activities without seeking higher-level approval.

.72 Criteria**.721 Mandatory Criteria**

To be approved, a community service activity must meet the following mandatory criteria:

- a. *Subject Matter.* A community service project, event, or cause must fit within at least one of the following categories:
 - (1) Assisting victims of a disaster.
 - (2) Relieving hunger (including, but not limited to, food drives).
 - (3) Promoting education/literacy.
 - (4) Enhancing the environment (including, but not limited to, community cleanups).
 - (5) Promoting wellness (including, but not limited to, marrow donation, cancer research, and blood drives).
 - (6) Promoting child safety and well-being.
- b. *Avoid Controversy.* A supported project, event, or cause must not be political or religious, and it must not be likely to involve the Postal Service in controversy.
- c. *Increase Brand Value.* Support of a project, event, or cause must reflect favorably on the Postal Service and enhance the value of its brand.
- d. *Obtain Recognition.* An accountable manager or designee must ensure that the Postal Service is suitably recognized for its support. The appropriate steps to follow are set forth in PS Form 3337-A, *Community Service Participation Pre-Event Evaluation*. See 333.76 and Exhibit 333.76.
- e. *Have Results Reported.* To measure the value of community services activities, and to allow for publicity of such activities at the area and national levels, an accountable manager or designee must ensure that PS Form 3337-B, *Community Service Participation Post-Event Evaluation* (see 333.77 and Exhibit 333.77), is completed and submitted to the

following address:

COMMUNITY RELATIONS
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 10523
WASHINGTON DC 20260-3100

.722 Suggested Criteria

In determining whether to support a particular charitable project, event, or cause, it is appropriate to consider whether this support is likely to benefit the Postal Service in some additional manner, such as by improving labor-management relations, enhancing employee development (e.g., managerial, technical, or interpersonal skills), or promoting Postal Service products and services.

.73 Employee Activity**.731 On-the-Clock**

An accountable manager may authorize employees to provide community services on-the-clock only if such service meets *all* of the following conditions:

- a. Meets the criteria set forth in 333.721.
- b. Is entirely voluntary on the part of the participating employees.
- c. Will not interfere with, or detract from, the successful completion of Postal Service business.
- d. Is scheduled far enough in advance to avoid disruption of Postal Service business.

.732 Off-the-Clock

The Postal Service encourages its employees to volunteer and to contribute to the charities of their choice. Any employee who wishes to serve a charitable organization in an executive or board capacity should seek advice from a Postal Service ethics official before doing so. The wearing of Postal Service uniforms while off-the-clock is governed by ELM 934.6.

.74 Postal Service Property and Postal Service Funds**.741 Postal Service Property**

This policy covers the following Postal Service property:

- a. *Communications Equipment.* An accountable manager may approve incidental use of Postal Service communications equipment (electronic mail, telephones, fax machines, photocopiers, etc.) to disseminate information about a community service event or project for which employee work hours have been authorized under 333.731.
- b. *Vehicles or Facilities.* Where appropriate, an accountable manager may approve incidental use of Postal Service vehicles or facilities in conjunction with a community service event or project for which employee work hours have been authorized under 333.731. In determining whether to approve such

use, officials must consider the following:

- (1) The risk of an accident or injury resulting from such use.
 - (2) The possible costs to the Postal Service of such an accident or injury.
 - (3) Postal Service policy regarding conduct on Postal Service property (POM 124).
 - Only an appropriately rated Postal Service employee should operate a Postal Service vehicle. The Postal Service does not loan its vehicles to other organizations.
- c. *Postage.* Except as provided by law or regulation, the Postal Service does not supply free or reduced-rate postage for the mailings of a charitable organization.
- d. *Postal Service Mailings.* A mailing sent by the Postal Service under its own name and mailing permit may provide information about a community service event supported by the Postal Service.

.742 Postal Service Funds

This policy covers the following Postal Service funds:

- a. *Donations.* Except as provided in 333.742b, this policy does not authorize the donation of Postal Service money to charities.
- b. *Charitable Sponsorships.* An accountable manager may sponsor the participation of one or more employees or customers in a charitable event if all of the criteria in 333.721 are met and if there is adequate funding in an existing budget to pay for the sponsorship.

.75 Questions and Answers About the Postal Service's Community Service Policy

.751 General

- Q** *The Postal Service serves communities all over the country by delivering mail. Why should it do anything else?*
- A** Community service not only helps others, but it also helps boost employee morale and enhance the Postal Service's public image. The better our employees feel about the organization, the more motivated they will be to make it succeed. And if customers view the Postal Service as a positive force in their community, they will bring us more business.
- Q** *How are our employees and customers going to know about our community service projects?*
- A** This policy includes a pre-event evaluation (see 333.76 and Exhibit 333.76) that suggests many different ways of securing pre-event and day-of-event publicity. It also includes a post-event evaluation (see 333.77 and Exhibit 333.77) for submission to the Community

Relations manager at Headquarters, who coordinates post-event recognition.

.752 Causes That Can Be Supported

- Q** *Has the Postal Service decided to focus on certain causes?*
- A** The policy lists six approved causes:
1. Assisting disaster victims.
 2. Relieving hunger.
 3. Promoting education/literacy.
 4. Enhancing the environment.
 5. Promoting wellness.
 6. Promoting child safety and well-being.
- Q** *Suppose the (fictitious) civic association called "Keep Downtown Beautiful" organizes an effort to restore Ye Olde Inne, a local landmark. May the Postal Service assist?*
- A** No. Employees cannot be allowed to help out on official time because preserving history is not an approved cause. There are many worthwhile causes, but the Postal Service can best leverage its limited resources by focusing on just a few of them.

.753 Acceptable Actions by the Postal Service and Employees

The following questions and answers concern acceptable actions by the Postal Service and its employees regarding sponsoring employees, sponsoring customers, donating work hours, and publicizing events.

- Q** *Suppose a (fictitious) organization called "Crisis Care" organizes a 5-mile walk for cancer survivors and their families, and three employees want to participate. The entrance fee is \$500 per person. Can the Postal Service sponsor these employees?*
- A** Yes. Since promoting wellness is an approved cause, the area vice president may sponsor the employees if there is adequate funding in an existing budget. No official below the area vice president may approve a community service sponsorship, or any other community service activity.
- Q** *The policy says that the Postal Service can also sponsor the participation of customers in a charitable event. Who qualifies as a customer?*
- A** A representative of a business mailer or commercial mailer.
- Q** *Suppose "Keep Downtown Beautiful" schedules a clean-up day in the spring and asks all local businesses to help pick up trash, plant flowers, and paint over graffiti. Can the postmaster assign employees to help out?*

- A** Yes. Since enhancing the environment is an approved cause, the postmaster can participate *if* he or she obtains approval from the area vice president, and *if* employee participation is entirely voluntary. The postmaster cannot order or pressure employees to participate in a community service event. If bargaining unit workers might be involved, the postmaster needs to talk to local union officials in advance about their participation. Also, the postmaster must put the needs of the Postal Service first — work on the clean-up cannot interfere with, or detract from, the successful completion of Postal Service business.
- Q** Suppose “Keep Downtown Beautiful” asks the post office to make copies of a flyer publicizing the clean-up day. Can the Postal Service approve this request?
- A** If the area vice president approves employee participation in the clean-up day, he or she may also allow *incidental* use of Postal Service communications equipment such as a photocopier or fax machine.

.754 Unacceptable Actions by the Postal Service and Employees

The following questions and answers concern unacceptable actions by the Postal Service and its employees regarding loaning vehicles, waiving postage costs, donating money, raising funds from employees and customers, and sponsoring events.

- Q** If “Keep Downtown Beautiful” needs a vehicle to haul painting and gardening equipment, can the postmaster loan one for a day?
- A** No. The Postal Service does not loan its vehicles to other organizations. However, if the area vice president has approved an appropriately rated employee to participate in the clean-up day, this employee may operate the vehicle. In deciding whether to authorize use of a Postal Service vehicle, an area vice president must weigh the risk of an accident or injury resulting from the proposed use and the possible costs to the Postal Service of an accident or injury.
- Q** Suppose “Keep Downtown Beautiful” wants to mail out flyers about the clean-up day. Can the Postal Service waive the cost of postage?
- A** No. The Postal Service may send out a mailing about a community service event that it is supporting, but the Postal Service must do so under its own name and mailing permit. The Postal Service cannot waive or reduce the cost of postage for any customer.
- Q** Suppose “Crisis Care” asks the postmaster for a \$100 donation. Can this request be approved?
- A** No. The postmaster must refuse this request because the policy does not authorize the donation of Postal Service funds, even for an approved cause.

- Q** Suppose “Crisis Care” asks the postmaster to encourage employee contributions to its annual campaign, or to allow someone from “Crisis Care” to attend a stand-up talk and seek donations. Can this request be approved?
- A** No. The postmaster must decline these requests as well. It is unethical for a Postal Service official to solicit donations in the workplace, and it is illegal for an organization to solicit donations from Postal Service employees through any means other than the Combined Federal Campaign (CFC). The postmaster could suggest that “Crisis Care” participate in the CFC if it is not already doing so.
- Q** Suppose “Crisis Care” asks the postmaster for permission to set up a table in the post office lobby so that it can solicit donations from Postal Service customers. Can this request be approved?
- A** No. The postmaster must also decline this request. The community service policy permits incidental use of Postal Service facilities in conjunction with an approved project or event, but this use must comply with the rules governing conduct on Postal Service property (POM 124.5). Except in very limited circumstances, it is illegal to solicit contributions on Postal Service premises.
- Q** Suppose “Crisis Care” is bringing a popular entertainment group to the local civic center for its biggest fund raiser of the year, and it offers the Postal Service the opportunity to be an official sponsor. For \$20,000, the Postal Service could have its name and logo on all promotional materials, souvenirs, banners, etc., to promote its products and services at the event. Can this request be approved?
- A** No. Since Postal Service employees would not be participating in this event, it would not be a community service activity. However, it might be a worthwhile commercial sponsorship. The invitation should be referred to the Advertising manager at Headquarters.

.755 Organizations the Postal Service Can and Cannot Work With

The following questions and answers concern the acceptability or unacceptability of the Postal Service and its employees working with unions, churches, political groups, and controversial groups.

- Q** How does this policy affect the annual food drive sponsored by the National Association of Letter Carriers (NALC)?
- A** The policy allows the food drive to function as it has in the past.
- Q** Suppose the (fictitious) “First Baptist Church” organizes a campaign to provide clothing to people whose homes were destroyed by a hurricane. The minister

asks the postmaster whether letter carriers could pick up donations from people's homes and bring them to a collection center. Can this request be approved?

- A** No. Even though assisting disaster victims is an approved cause, the area vice president should not approve this request. Although there is nothing religious about collecting clothing, doing so in conjunction with one particular denomination may be perceived as favoritism toward that denomination, even if no favoritism is intended. Other religious groups within the community may feel that they have been slighted.
- Q** Suppose a clothing drive similar to the one described above is organized by the (fictitious) "Interfaith Council," an ecumenical association of churches, temples, and mosques in the local metropolitan area. Could the Postal Service participate?
- A** If the "Interfaith Council" has a non-religious purpose, such as serving the needs of the disadvantaged, the area vice president could approve the Postal Service's participation in the clothing drive. However, if the council's main function is to promote religion, then the Postal Service should not participate in any of the council's functions.
- Q** Suppose a clothing drive similar to the one described above is organized by the (fictitious) political association called the "Young Federalists." Could the Postal Service participate?
- A** No. The area vice president should not approve this request. Again, although there is nothing political about collecting clothing, doing so in conjunction with one political party may be perceived as favoritism toward that party, even if no favoritism is intended. Members of other political parties may feel that they have been slighted. However, participation in community service activities sponsored by non-partisan organizations is acceptable.
- Q** Suppose "Crisis Care" organizes a 5-mile walk for gays with cancer, and three openly gay employees request Postal Service sponsorship. Can this request be approved?
- A** Yes. The area vice president could sponsor the employees' participation in this walk if there is adequate funding in an existing budget. Although some people may object to a gay lifestyle, the Postal Service prohibits discrimination on the basis of sexual orientation. Therefore, as far as the Postal Service is concerned, supporting an organization's efforts to assist gays who are victims of cancer is not controversial. However, it is important to remember that the policy prohibits the Postal Service from promoting the *political* agenda of any organization. The event or project must serve an

approved cause such as promoting wellness or relieving hunger.

- Q** Suppose a local health clinic widely known for performing abortions asks the Postal Service to buy a table at a fund-raising dinner. Can this request be approved?
- A** No. Although abortion is legal, it is very controversial, and the Postal Service has no policy for or against it. The Postal Service's mission is to help bind the nation together, and appearing to take a position one way or another on an issue of impassioned political debate would detract from this mission.

.76 Pre-Event Evaluation

.761 Purpose

Sponsorship and event marketing provide the Postal Service with an opportunity to solidify community goodwill by being a participant in recognized community activities. Properly conducted participation can enhance the good name of the Postal Service with exposure outside normal business channels. It also allows the Postal Service to identify new business opportunities.

Sponsorship and events involve a close association with a particular program. In return for this commitment, the Postal Service gains certain rights or entitlements that can be used as part of a comprehensive sales, marketing, promotional, and publicity opportunity. This entitlement should position the best business case for the Postal Service while fostering community/charitable involvement.

A sponsorship/event has a three-fold purpose:

1. To enhance the Postal Service's position in the community as an integral part of daily living.
2. To give employees a chance to be involved as volunteers and make them proud of Postal Service sponsorship.
3. To identify possible new sources of commercial and retail sales.

.762 PS Form 3337-A

The pre-event evaluation is designed to provide you with guidance for making a solid business decision regarding a charitable sponsorship or event. The first and most important task is to gather and research as much information as possible on potential prospects prior to making a decision.

When completing PS Form 3777-A, *Community Service Participation Pre-event Evaluation*, you don't need all "yes" answers to approve a sponsorship or event. However, in the final analysis, you should weigh the cost against the advertising and public relations value, retail sales opportunities, and employee involvement possibilities. A successful sponsorship or event is one that clearly meets or surpasses the criteria for making a good business case based on

strong returns in finances, public relations, or employee relations.

In every case, the impact on your budget should be a strong consideration. Money for sponsorships and events should be considered and forecasted when preparing your annual marketing plan.

.763 Guidance for Completing PS Form 3337-A

Complete PS Form 3337-A as follows:

- a. *Section A: Pre-Event Assessment Steps.* Always complete Section A. Then complete Section B through Section F as applicable (as marked in the answer to "Business Case" in the "Sponsorship/Event Information" section at the top of the form).
- b. *Section B: Commercial Sales.* Sponsorship/events can be particularly beneficial in building the Postal Service's commercial business by helping to open new accounts through contracts with the sponsorship/event organizer and other companies that are participating in the program or that have a relationship with the sponsorship/event organizer.
- c. *Section C: Retail Sales.* Sponsorship/events offer three potential sources of retail sales revenue:
 - (1) On-site sales of philatelic and retail merchandise, postage, and shipping services.
 - (2) Merchandise sales through local post offices immediately prior to and during the event.
 - (3) Direct-to-consumer/employee sales.
- d. *Section D: Advertising Value.* Mass media advertising, on-site signs, and other entitlements are vehicles through which the Postal Service can solidify its association with a sponsorship/event and extend the value of its mainline advertising against a key audience segment.
- e. *Section E: Public Relations.* Sponsorships/events provide an opportunity to generate non-paid, positive media impressions for the Postal Service. For example, sponsoring bicycling safety clinics conducted by members of the Cycling Team can generate significant broadcast and print media coverage and enhance the Postal Service's standing in the community. Public Affairs and Communications can assist you in identifying opportunities to obtain favorable publicity for the Postal Service based on participation in the sponsorship/event.

- f. *Section F: Employee Involvement.* Sponsorship/events provide an opportunity to involve a broad range of Postal Service employees and their families in activities associated with the sponsorship/event program. The event can be used to reward extraordinary performance, increase pride in the Postal Service, celebrate the diversity of our workforce, and become involved in community relation programs that are extensions of participating in the sponsorship/event.

.764 Evaluation Assistance

Evaluation assistance for all of the various "business cases" (Sections B through F) is available from Marketing managers and advertising and promotion specialists. Evaluation assistance for a particular "business case" is also available from the following personnel:

- a. For Section B, contact Sales.
- b. For Section C, contact a Retail specialist.
- c. For Section E, contact Public Affairs and Communications.
- d. For Section F, contact a Human Resource specialist.

.77 Post-Event Evaluation

.771 Purpose

It is essential to measure the value received from the sponsorship/event in which the Postal Service participated. The sponsorship/event should measure its performance against the objectives established in the pre-event assessment process. Objectives that were established in evaluating the sponsorship/event marketing opportunity can be compared with actual performance. The results are critical in determining future participation decisions and in strengthening the future negotiating position of the Postal Service regarding sponsorships/events. The Community Relations manager will conduct an annual review of the Postal Service's overall community outreach efforts.

.772 Procedure

PS Form 3337-B, *Community Service Participation Post-event Evaluation*, should be completed within 30 days of the sponsorship/event and forwarded to the following address:

COMMUNITY RELATIONS
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 10523
WASHINGTON DC 20260-3100

Exhibit 333.76

PS Form 3337-A, Community Service Participation Pre-event Evaluation (Page 1 of 2)

US Postal Service

Community Service Participation Pre-event Evaluation**Sponsorship/Event Information**

Name of Sponsorship/Event		Sponsorship/Event Owner	
Location	Dates	Proposed Cost to USPS	Featured USPS Product/Service
USPS Sponsorship/Event Coordinator (Name, Address, Phone)			

Business Case: Check and complete all applicable sections. See instructions in ASM 333.76. Always complete Section A.

 B: Commercial Sales
 C: Retail Sales
 D: Advertising Value
 E: Public Relations
 F: Employee Involvement
A. Pre-Event Assessment Steps

Steps	Tasks or Opportunities To Consider	Yes	No
A - 1	Review proposal from sponsorship/event organizer.		
A - 2	Request data concerning sponsorship/event details and demographics, commercial and retail sales, advertising exposure, community relations, and employee involvement opportunities.		
A - 3	Review sponsorship/event criteria — does it meet the components of the Postal Service's mandatory criteria?		
A - 4	Is the sponsorship/event image compatible with Postal Service products and services?		
A - 5	Will participation in the sponsorship/event enhance the masterbrand of the U.S. Postal Service?		
A - 6	Does the sponsorship/event provide an obvious and logical fit to support district/area/HQ marketing plans?		
A - 7	Is the sponsorship/event already included in the current district/area/HQ advertising plan?		
A - 8	Will the sponsorship/event provide tangible revenue opportunities against core postal products and services?		
A - 9	Is the sponsorship/event aligned to a postal product or service, thereby making a good business case for participation in the sponsorship/event?		
A - 10	Have you considered why the sponsorship/event owner is soliciting the U.S. Postal Service as a supporting sponsor?		
A - 11	Does the sponsor currently use the U.S. Postal Service?		
A - 12	Is this a regularly scheduled event?		
A - 13	Does this organization or event have a good reputation and track record?		
A - 14	Does our association with other sponsors of this event reflect favorably on the Postal Service?		
A - 15	Is a competitor of the Postal Service also a sponsor?		
A - 16	Will the Postal Service be allowed to cancel at its convenience?		

B. Commercial Sales

Steps	Tasks or Opportunities To Consider	Yes	No
B - 1	Are the organizer/owner, partners, suppliers, and co-sponsors of this event current postal customers?		
B - 2	Is there potential commercial sales revenue associated with this sponsorship/event?		
B - 3	Is there a potential to increase commercial sales with current sponsorship partners?		
B - 4	Is there a potential to create commercial sales from this sponsorship/event from new customers?		
B - 5	If you answer "yes" to B-2, B-3, and B-4, have you performed a preliminary benefit-cost analysis to determine potential postal revenues?		

Exhibit 333.76

PS Form 3337-A, Community Service Participation Pre-event Evaluation (Page 2 of 2)

C. Retail Sales			
Steps	Tasks or Opportunities To Consider	Yes	No
C - 1	Is there an opportunity for on-site retail sales?		
C - 2	Is there an opportunity for philatelic sales?		
C - 3	Is there an opportunity for shipping sales (merchandise and philatelic purchasers)?		
C - 4	Is there an opportunity for local post office sales?		
D. Advertising Value			
Steps	Tasks or Opportunities To Consider	Yes	No
D - 1	Does the sponsorship/event provide a good opportunity for the USPS to place ads in broadcast media?		
D - 2	Does the sponsorship/event provide a good opportunity for the USPS to place ads in print media?"		
D - 3	Does the sponsorship/event provide a good opportunity for the USPS to provide signage, billboards, and posters, or to place ads/logos on tickets, in programs, etc.?		
D - 4	Will the Postal Service be adequately recognized for its involvement?		
E. Public Relations			
Steps	Tasks or Opportunities To Consider	Yes	No
E - 1	Are broadcast media such as TV and radio likely to provide coverage and stories about this sponsorship/event? Possible ideas include the following: <ul style="list-style-type: none"> • Opening/closing ceremonies. • Awards named after USPS people/products. • Cooperative charitable opportunities. • Use of USPS services for deliveries. • Relevant new stamp introduction. • Community relations opportunities (essay contest, celebrity appearances at postal facilities). • Volunteer opportunities. • Honorary roles. 		
E - 2	Are print media such as newspaper, publications, etc. likely to provide coverage and stories about this sponsorship/event? See E-1 for possible ideas.		
F. Employee Involvement			
Steps	Tasks or Opportunities To Consider	Yes	No
F - 1	Does the sponsorship/event provide an opportunity for employee involvement? Possibilities include the following: <ul style="list-style-type: none"> • USPS employee/family night. • Employee recognition. • Volunteer opportunities. • Reduced admission prices. • Special seating for employees/families. • Event-related merchandise for employees/families. • Honorary roles for employees during event program. 		
F - 2	Does the sponsorship/event help the Postal Service with diversity goals such as recruitment of minority applicants for employment and advertising for minority contracting?		

PS Form 3337-A, October 2000 (Page 2 of 2)

Exhibit 333.77
 PS Form 3337-B, Community Service Participation Post-event Evaluation

US Postal Service Community Service Participation Post-event Evaluation			
Sponsorship/Event Information			
Name of Sponsorship/Event		Sponsorship/Event Owner	
Location	Dates	Sponsorship/Event Cost to USPS	Featured USPS Product/Service
USPS Sponsorship/Event Coordinator (Name, Address, Phone)			
Sponsorship/Event Evaluation			
Complete the sponsorship/event evaluation by providing the information requested below for the appropriate "Business Case" as noted during the pre-event evaluation on PS Form 3337-A. Send the completed form to the following address: COMMUNITY RELATIONS US POSTAL SERVICE 475 L'ENFANT PLAZA SW RM 10523 WASHINGTON DC 20260-3100			
B. Commercial Sales Identify new partners, suppliers, co-sponsors, customers, and new sales opportunities.			
C. Retail Sales List on-site sales such as retail merchandise, philatelic, local sales, direct to consumer/employees sales, and TOTAL retail sales and profit.			
D. Advertising List print, TV, or on-site media associated with sponsorship/event.			
E. Community Relations Identify the actual number of print and broadcast stories attributed to the sponsorship/event. Send copies with the evaluation.			
F. Employee Involvement Identify the actual employee activities attributed to the sponsorship/event.			
PS Form 3337-B, October 2000			

Directives and Forms Update

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

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

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

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

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK MS-190 VOL-A	5/26/00	Delivery Bar Code Sorter 5 (DBCS-5), Background Information	7610-05-000-0646	ENG	MDC	R
HBK MS-190 VOL-B	5/26/00	Delivery Bar Code Sorter 5 (DBCS-5), Maintenance Information	7610-05-000-0647	ENG	MDC	R
HBK MS-190 VOL-CP1	5/26/00	Delivery Bar Code Sorter 5 (DBCS-5), Parts Information	7610-05-000-0648	ENG	MDC	R
HBK MS-190 VOL-CP2	5/26/00	Delivery Bar Code Sorter 5 (DBCS-5), Parts Information	7610-05-000-0649	ENG	MDC	R
HBK MS-190 VOL-CP3	5/26/00	Delivery Bar Code Sorter 5 (DBCS-5), Parts Information	7610-05-000-0650	ENG	MDC	R
HBK MS-192 VOL-A	9/15/00	Robotics Containerization System (RCS), Maintenance Information	7610-05-000-4092	ENG	MDC	R
HBK MS-192 VOL-B	9/15/00	Robotics Containerization System (RCS), Parts Information	7610-05-000-4093	ENG	MDC	R
HBK MS-193 VOL-AP1	7/1/00	Robotic Tray Handling System (RTHS), Maintenance Information	7610-04-000-6892	ENG	MDC	R
HBK MS-193 VOL-AP2	7/1/00	Robotic Tray Handling System (RTHS), Schematics	7610-05-000-0698	ENG	MDC	R
HBK MS-193 VOL-B	7/1/00	Robotic Tray Handling System (RTHS), Parts Information	7610-04-000-6893	ENG	MDC	R
KIT 39	9/00	Associate Supervisor Program Applicant Folder	7690-05-000-4177	ERM	MDC	N/A
MOP GC-10-25-2000	10/25/00	Lottery Advertising	N/A	GC	IWEB	N/A
PUB 560	9/00	Associate Supervisor Program Applicant Brochure	7610-05-000-4176	ERM	MDC	MDC
PUB 561	9/00	Associate Supervisor Program Coordinator's Booklet	7610-05-000-4178	ERM	HQO	HQO

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
POS 51	1/01	International Rates and Fees	7610-01-000-9149	IB	MDC	P/F
PUB 174	11/00	How to Avoid Dog Bites: Dogs and Dog Repellent	7610-03-000-9027	O	MDC	MDC
PUB 280	5/00	Identity Theft	7610-05-000-0653	IS	MDC, IWEB	MDC, WWW
PUB 546	11/00	Sweepstakes Advertising	7610-03-000-4600	IS	MDC	P/F
TAG 44	8/00	Sack Contents Warning	7690-02-000-9990	O	MDC	P/F

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK F-44	8/1/92	SIRV/O Procedures	12/13/00	HBK F-85
HBK F-64	8/1/92	CEPT Terminal Dues System	12/13/00	HBK F-85

— *Policies and Procedures Information, Public Affairs and Communications, 1-11-01*

Customer Relations

Mail Alert

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

Postal Service also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Day-Timer Fall Wave 3	Standard A/ Flat	1/13–1/17	1.2	Nationwide	3/5-Digit	Quebecor World, Dyersburg, TN
Hallmark Valentine Postcard	Standard A/ Postcard	1/15–1/19	6.5	Nationwide	Car-Rt, 3/5-Digit, Basic	Quebecor World Direct, Atlanta, GA
The Sportsman's Guide January Footwear	Standard A/ Catalog	1/16–1/19	1.3	Nationwide	Car-Rt, 3/5-Digit	Quad Graphics, Lomira, WI
Isabella Bird (Spring 2001)	Standard A/ Flat	1/17–1/19	1.8	Nationwide	Car-Rt, 3/5-Digit	RRD Donnelley, Lancaster, PA; 60 pages
JC Penney Valentines Day	Standard A/ Letter	1/18–1/20	5.5	Nationwide	Car-Rt	Harte-Hanks
JC Penney Big & Tall Men Spring	Standard A/ Catalog	1/19–1/22	2.0	Nationwide	Car-Rt	Quebecor World
JC Penney Home Sale	Standard A/ Letter	1/22–1/24	4.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Red Alert	Standard A/ Postcard	1/22–1/24	12.5	Nationwide	Car-Rt	Harte-Hanks
JC Penney Just 4 Me Petite Spring	Standard A/ Catalog	1/26–1/29	1.7	Nationwide	Car-Rt	Quebecor World
JC Penney Just 4 Me Plus Spring	Standard A/ Catalog	1/26–1/29	1.9	Nationwide	Car-Rt	Quebecor World
JC Penney Just 4 Me Tall Spring	Standard A/ Catalog	1/26–1/29	2.0	Nationwide	Car-Rt	Quebecor World

— *Business Service Network Operations, Sales, 1-11-01*

Domestic Mail

DMM REVISION

Labeling List Changes

Effective January 11, 2001, *Domestic Mail Manual* (DMM) L001 and L002 are amended to reflect changes in mail processing operations. Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes no later than March 25, 2001. These changes will be incorporated into the online DMM available via Postal Explorer (<http://pe.usps.gov>) on February 8, 2001, and will be included in the printed version of DMM Issue 57.

Domestic Mail Manual (DMM)

* * * * *

L Labeling Lists

L000 General Use

L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels and Standard Mail (A) Flats

* * * * *

Column A Destination ZIP Codes	Column B Label Container To
Change From:	
28370-74	PINEHURST NC 28370
28459, 67-70	SHALLOTTE NC 28459
29901-04, 06	BEAUFORT SC 29901
32217, 23, 37, 41, 57, 59	JACKSONVILLE FL 32217
32256, 58	JACKSONVILLE FL 32256
32901, 02, 19	MELBOURNE FL 32901
33870-72	SEBRING FL 33870
33880, 82, 83	WINTER HAVEN FL 33880
37862, 64, 68, 76	SEVIERVILLE TN 37862
78641, 45, 46	LEANDER TX 78641
78664, 82, 83	ROUND ROCK TX 78664
99204, 19, 24	SPOKANE WA 99204
99208, 18, 28	SPOKANE WA 99208

Column A Destination ZIP Codes	Column B Label Container To
Change To:	
28370, 74	PINEHURST NC 28374
28467-70	S BRUNSWICK NC 28470
29901, 02	BEAUFORT SC 29902
32217, 23, 37, 41, 57	JACKSONVILLE FL 32217
32256, 58, 59	JACKSONVILLE FL 32256
32902, 19	MELBOURNE FL 32902
33870, 71, 76	SEBRING FL 33870
33880, 82, 83, 88	WINTER HAVEN FL 33880
37862, 64, 76	SEVIERVILLE TN 37862
78641, 46	LEANDER TX 78641
78664, 83	ROUND ROCK TX 78664
99208, 18	SPOKANE WA 99208
99219, 24	SPOKANE WA 99224
Add:	
28379, 80	ROCKINGHAM NC 28379
29903-06	BEAUFORT SC 29906
33825, 26	AVON PARK FL 33825
33852, 62	LAKE PLACID FL 33852
33872, 75	SEBRING FL 33872
37863, 68	PIGEON FORGE TN 37863
Delete:	
28301-09, 11, 14	FAYETTEVILLE NC 28301
28401-12	WILMINGTON NC 28401
99203, 23	SPOKANE WA 99203
99207, 17	SPOKANE WA 99207

* * * * *

L002 3-Digit ZIP Code Prefix Matrix

* * * * *

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
Change From: 718	TEXARKANA TX 718	TEXARKANA TX 718	SCF TEXARKANA TX 755
Change To: 718	TEXARKANA AR 718	TEXARKANA AR 718	SCF TEXARKANA TX 755

* * * * *

— Logistics, Network Operations Management, 1-11-01

Breast Cancer Research Semipostal Stamp

The price of the *Breast Cancer Research* semipostal stamp will not be affected by the changes in postage rates starting January 7, 2001. The stamp will continue to be sold for 40 cents. The net differential above the new 34-cent First-Class single-piece first ounce rate and the selling price of 40 cents will be given to breast cancer research.

In accordance with *Domestic Mail Manual* (DMM) P022.1.6, the postage value of the *Breast Cancer Research* stamp is the First-Class single-piece first ounce rate effective on the date of purchase. This implies that *Breast Cancer Research* stamps purchased before January 7, 2001, have a 33-cent postage value. However, since

Breast Cancer Research stamps do not bear a numerical denomination, and there is no mechanism in place to distinguish *Breast Cancer Research* stamps by the date of purchase, it is presumed that, on or after January 7, 2001, *Breast Cancer Research* stamps will have a postage value equivalent to the First-Class first ounce rate effective on the date of posting (i.e., 34 cents). Therefore, pieces bearing *Breast Cancer Research* stamps on or after January 7, 2001, should not be treated as shortpaid mail.

— Corporate Accounting, Finance, 1-11-01

NOTICE**New Signature Confirmation Service Launch Date February 4, 2001**

February 4, 2001, is the *new* launch date for our latest special service, Signature Confirmation™. This date has been changed from the previously announced date of January 7, 2001. This service was approved as part of the Omnibus Rate, Fee and Classification Case, Docket No.R2000-1. The revisions to the *Domestic Mail Manual* (DMM) necessary to implement Signature Confirmation service were introduced in *Postal Bulletin* 22039-A (12-21-00) as section S919.

Signature Confirmation service is highly anticipated by USPS mailers. It provides the sender with delivery date and time information, as well as the recipient's signature, printed name, and address upon request.

Available only at the time of mailing, Signature Confirmation will be sold for use on Priority Mail and Package Services (Parcel Post, Bound Printed Matter, Library Mail, and Media Mail). It will not be available for APO/FPO destinations or to United States territories, possessions, and

freely associated states listed in DMM Section G011.2.0 (with the exception of Puerto Rico and the U.S. Virgin Islands).

A waiver of signature option will be available to customers. This option allows the delivery employee to sign for the article on the first delivery attempt, if the addressee or addressee's agent is not available to accept the mailing and the item can be left in a secure location.

On February 4th, this service can be purchased at the retail window for \$1.75 per piece for Priority Mail and Package Services. We will also offer an electronic option at a reduced fee of \$1.25 for mailers who establish an electronic link with the Postal Service.

Retail option customers will receive the typed first initial and last name of the recipient, as well as date, time, and ZIP Code of delivery by visiting the USPS Web site at www.usps.com. They will be able to receive information on the date and time of delivery by calling the toll-free

telephone number 1-800-222-1811. Customers will be able to request to have a copy of the delivery record faxed or mailed to them by visiting the Web site or calling the toll-free number. Information will be returned in a USPS response letter that includes an image of the recipient's signature, signature alternative, or legal mark, as well as printed name, address, and delivery information. When customers choose the waiver of signature option, a signature will not be included with the delivery information in the response letter.

Electronic option mailers will send and receive their Signature Confirmation information electronically. Complete information on the electronic option is available in Publication 91, *Delivery Confirmation Services Technical Guide*, November 2000.

When launched, Signature Confirmation service may be combined with Insured Mail, Registered Mail, COD, and Special Handling. It can also be combined with Restricted Delivery if purchased with insurance for more than \$50, COD or Registered Mail. Items must be endorsed accordingly.

Retail acceptance procedures for Signature Confirmation service are the same as for Delivery Confirmation™ service using POS ONE, IRT, or handheld scanner. The

new hot pink PS Form 153, *Signature Confirmation* retail label, is also similar to PS Form 152, *Delivery Confirmation* service label. The waiver of signature section on the PS Form 153 has been added for customers who wish to use that option. Delivery procedures are the same as those used for Express Mail.

A service talk for delivery employees and retail talking points will be in the next issue of the *Postal Bulletin* on January 25, 2001.

This new service offers our expedited and package shippers a convenient and cost-effective proof of delivery service. Additional information on Signature Confirmation service can be found on the Postal Intranet, on the Delivery Confirmation site, at <http://blue.usps.gov/delconf/> and after February 4, 2001, on the Internet at www.usps.com, keyword Signature Confirmation. For electronic customers, Publication 91, *Delivery Confirmation Service Technical Guide*, November 2000, has been updated with information on Signature Confirmation and is available on the USPS Internet Web site, keyword Pub 91.

— Information Systems,
Expedited Package Services, 1-11-01

Internal Revenue Service, Distribution Changes

Effective January 1, 2001, the Internal Revenue Service (IRS) will significantly change its distribution list for return processing centers. Note that the present locations of the return processing centers are not changing at this time. The IRS is changing the processing location for both individual and business returns originating in certain states. In some instances, the business returns originating in one state may be processed in a different return center than the individual returns originating in the same state. Those processing and distribution centers servicing the return processing centers affected by the change will notice volume shifts.

Listed on pages 16–18 is a revised matrix that specifically describes by state the shift in individual and business returns from IRS service center to IRS service center, and estimates of the planned shift in volume. This matrix supersedes an earlier version that was forwarded to the field in September 2000.

Processing and distribution sites listed for individual and business returns should also program (letters/flats/manual programs/cases) the IRS tax center addresses they served in previous years, because some customers will mail to the site they are accustomed to using.

USPS will deliver to the address that the customer uses; however, the IRS will need to determine how to handle returns addressed to the previous year's tax center.

Internal Revenue Service Return Processing Center, Distribution Changes

Service Center	States Served	Individual Return Volume in Thousands	Business Return Volume in Thousands	States Being Transferred Out	Service Center Transferred To	Volume Shifted in Thousands	States Being Transferred In	Service Center Transferred From	Volume Shifted in Thousands
Andover 05501	Connecticut								
	Maine								
	Massachusetts								
	New Hampshire								
	New York (Albany, Buffalo)								
	Rhode Island								
Atlanta 39901	Vermont								
	Florida	4,885	2,576						
	Georgia	2,149	1,054						
Austin 73301	South Carolina	1,004	497	South Carolina (Business)	Cincinnati 45999	497	West Virginia	Cincinnati 45999	499
	Kansas	851	435	Kansas (Individual)	Kansas City 64999	851	Colorado (Individual)	Ogden 84201	1,432
	New Mexico	524	220				Idaho (Individual)	Ogden 84201	394
	Oklahoma	984	563				Montana (Individual)	Ogden 84201	296
Brookhaven 00501	Texas	5,763	2,562	Texas (Business)	Ogden 84201	2,562	Wyoming (Individual)	Ogden 84201	154
	New Jersey	3,155	1,512	New Jersey (Business)	Cincinnati 45999	1,512	Delaware (Individual)	Philadelphia 19255	263
Fresno 93888	New York (Manhattan, Brooklyn)	4,527	2,198						
	California except Sacramento	9,410	3,616						
Kansas City 64999	Hawaii	428	157	Hawaii (Business)	Ogden 84201	157	Alaska (Individual)	Ogden 84201	250
	Illinois	3,948	1,886						
	Iowa	864	491	Iowa (Business)	Ogden 84201	491	Kansas City (Individual)	Austin 73301	524
	Minnesota	520	817	Minnesota (Business)	Ogden 84201	817	Oregon (Individual)	Ogden 84201	1,145
	Missouri	582	821	Missouri (Business)	Ogden 84201	821			
	Wisconsin	778	832	Wisconsin (Business)	Cincinnati 45999	832			

Service Center	States Served	Individual Return Volume in Thousands	Business Return Volume in Thousands	States Being Transferred Out	Service Center Transferred To	Volume Shifted in Thousands	States Being Transferred In	Service Center Transferred From	Volume Shifted in Thousands
Memphis 37501	Alabama	1,221	532				Kentucky (Individual)	Cincinnati 45999	1,114
	Arkansas	569	347	Arkansas (Business)	Ogden 84201	347	Nebraska (Individual)	Ogden 84201	566
	Louisiana	1,137	546	Louisiana (Business)	Ogden 84201	546			
	Mississippi	670	307	Mississippi (Business)	Ogden 84201	307			
	North Carolina	2,326	1,089	North Carolina (Business)	Cincinnati 45999	1,089			
	Tennessee	1,420	685						
Philadelphia 19255	Delaware	263	150	Delaware (Business)	Cincinnati 45999	150	Indiana (Individual)	Cincinnati 45999	1742
	Maryland	2,136	1,283	Delaware (Individual)	Brookhaven 00501	263			
	Pennsylvania	4,279	1,644	Maryland (Business)	Cincinnati 45999	1,283			
	Virginia	2,161	970	Pennsylvania (Business)	Cincinnati 45999	1,644			
	International	2,161	265						
Cincinnati 45999	Indiana	1,742	790	Indiana (Individual)	Philadelphia 19255	1,742	South Carolina (Business)	Atlanta 39901	497
	Kentucky	1,114	503	Kentucky (Individual)	Memphis 37501	1,114	New Jersey (Business)	Brookhaven 00501	1,512
	Michigan	3,145	1,424				Wisconsin (Business)	Kansas City 64999	832
	Ohio	3,875	1,581				North Carolina (Business)	Memphis 37501	1,089
	West Virginia	499	207	West Virginia (Individual)	Atlanta 39901	499	Delaware (Business)	Philadelphia 19255	150
							Maryland (Business)	Philadelphia 19255	1,283
							Pennsylvania (Business)	Philadelphia 19255	1,644

Service Center	States Served	Individual Return Volume in Thousands	Business Return Volume in Thousands	States Being Transferred Out	Service Center Transferred To	Volume Shifted in Thousands	States Being Transferred In	Service Center Transferred From	Volume Shifted in Thousands
Ogden 84201	Alaska	250	94	Alaska (Individual)	Fresno 93888	250	Texas (Business)	Austin 73301	2,562
	Arizona	1,655	637				Hawaii (Business)	Fresno 93888	157
	California (Sacramento)	1,924	700				Iowa (Business)	Kansas City 64999	491
	Colorado	1,432	789	Colorado (Individual)	Austin 73301	1,432	Minnesota (Business)	Kansas City 64999	817
	Idaho	394	215	Idaho (Individual)	Austin 73301	215	Missouri (Business)	Kansas City 64999	821
	Montana	296	191	Montana (Individual)	Austin 73301	191	Arkansas (Business)	Memphis 35701	347
	Nebraska	566	300	Nebraska (Individual)	Memphis 37501	566	Louisiana (Business)	Memphis 35701	546
	Nevada	567	291				Mississippi (Business)	Memphis 35701	307
	North Dakota	232	120						
	Oregon	1,145	563	Oregon (Individual)	Kansas City 64999	1,145			
	South Dakota	257	144						
	Utah	711	333						
	Washington	31,981	889						
Wyoming	154	107	Wyoming (Individual)	Austin 73301	154				

*Volume is the total volume of tax returns mailed based on the previous year's returns.

Finance

HANDBOOK F-1 REVISION

New Finance Forms for POS ONE Offices

Effective immediately, two new forms are available on the POS ONE Web site: PS Form 3582-P, *Business Reply Mail/Postage Due Invoice*, to be used by POS ONE offices (see “Business Reply and Postage Due Mail” on page 22) and PS Form 3294-C, *Cash Credit Count and Summary*, to be used at POS ONE and postal stores when conducting counts for cash credits. Handbook F-1, *Post Office Accounting Procedures*, 487 is revised to incorporate PS Form 3294-C for cash credit counts.

This revision will be incorporated into the next update of the online Handbook F-1 located on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*) and in the next printed edition.

Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
4	Managing Accountable Paper				
	*	*	*	*	*
48	Managing Accountable Paper and Cash at Offices With Segmented Inventory Accountability				
	*	*	*	*	*

487 Conducting Counts

* * * * *

487.32 Documenting Count Results

>> Form 3294-C, *Cash Credit Count and Summary*, will be used for each count of the unit cash retained and results posted to Form 3368. Form 571 is required for differences of \$100 or more. If an employee immediately repays the shortage in excess of tolerance, Form 3368 and Form 3294-C should indicate “paid by personal funds.”

* * * * *

487.45 Documenting Count Results

>> Form 3294-C will be used for each count of employee cash credit and results posted to Form 3368. Form 571 is required for differences of \$100 or more. If an employee immediately repays the shortage in excess of tolerance, Form 3368 and Form 3294-C should indicate “paid by personal funds.”

— *Post Office Accounting, Finance, 1-11-01*

Use of Non-Authorized Credit Cards

The Postal Service purchase card (presently the IMPAC VISA credit card issued under the GSA SmartPay program) is the primary means of paying for local buys. With the exception of the GSA SmartPay Voyager Fleet credit card to purchase commercial fuel, oil, and routine maintenance, use of other bank or commercial credit cards is prohibited without approval from the vice president, Finance, Controller. When Postal Service–authorized credit cards are not accepted, *Administrative Support Manual (ASM) 722.631* outlines other acceptable methods of payment.

— *Finance, Controller, 1-11-01*

HANDBOOK F-1 REVISION

Update Exhibit 213, AIC Amount Multiples

Effective January 7, 2001, Handbook F-1, *Post Office Accounting Procedures*, is revised to reflect the rate change effective that day. AICs 115, 155, 197, and 264 have been added to Exhibit 213 and AICs 099, 199, and 499 have been deleted.

This revision will be incorporated in the next printed edition of Handbook F-1 and in the next update of the online version accessible on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*).

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
2	Financial Reporting Procedures				
	*	*	*	*	*

Exhibit 213 AIC Amount Multiples

[Replace Exhibit 213 with the following:]

Receipts		Disbursements	
AIC	Amount	AIC	Amount
010	15.00	407	1.00
084	.40	491	15.00
091	15.00	502	15.00
101	.25	511	15.00
103	.25	520	15.00
112	1.00	534	.50
115	.10	586	.25
116	375.00	806	15.00
117	125.00		
118	125.00		
134	125.00		
138	125.00		
139	10.00		
140	125.00		
141	125.00		
142	125.00		
155	375.00		
158	.10		
172	125.00		
197	125.00		
264	15.00		

— Corporate Accounting, Finance, 1-11-01

REMINDER

Reporting Postage for Periodicals

Post offices are required to report periodicals postage from mailer's postage statements (PS Form 3541 series) separately for In-County and Outside-County activity using the following account identifier codes (AICs):

- AIC 224, In-County Revenue (only), from PS Form 3541 series.
- AIC 135, Outside-County Revenue (only), from PS Form 3541 series.

Foreign-destinating postage from PS Form 3541 series (if any) is reported separately in AIC 238.

Bulk mail acceptance personnel and mailers are required to compute postage based on the most recent rate schedule using the appropriate postage statement edition (January 1999, February 2000, etc.). The total and subtotal lines on the new postage statements for periodicals list the AICs for daily reporting.

Descriptions of AICs 135, 224, and 238 were published on page 28 of *Postal Bulletin* 21988 (12-31-98) and on page 31 of *Postal Bulletin* 21998 (5-20-99).

— Corporate Accounting, Finance, 1-11-01

HANDBOOK F-1 REVISION

PVI Training Labels

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, is revised to include section 715.6, PVI Training Labels. The current practice of using standard postage validation imprinter (PVI) labels (live postage) for training and testing purposes is discontinued. The new PVI training label has a visible message imprinted on it identifying it as a "training label."

Orders must be placed for a minimum quantity of one box (1,000 labels/roll; 12 rolls/box) up to a maximum quantity of 20 boxes. Depending on the size of the order and its urgency, shipments are sent Express Mail, Priority Mail, or Parcel Post. District offices will order directly from the vendor using the I.M.P.A.C. U.S. Bank VISA credit card.

Order PVI training labels from MOS International, Inc., at 714-754-7841, and emphasize that you are ordering "PVI training labels" to ensure that the correct labels are shipped. (*Note:* Intermec Media Products is the current mandatory vendor for standard PVI labels.)

Once you receive the PVI training labels, forward all inventories of standard PVI labels to the local postmaster to include in his or her retail unit inventory.

This revision will be incorporated into the online version of Handbook F-1 located on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*) and in the next printed edition.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
7	Accounting for Nonstamp Revenue				
	*	*	*	*	*
71	Postage Meters				
	*	*	*	*	*
715	Using Postage Validation Imprinter				
	*	*	*	*	*

[Add new 715.6 as follows:]

715.6 PVI Training Labels

Training sites, postal/vendor testing facilities, district accounting offices, and any other non-retail units must use PVI training labels only. Using standard PVI labels at the aforementioned sites or facilities is prohibited. The use of standard PVI labels (live postage) is restricted to retail units serving the public. Districts can obtain these PVI training labels by ordering directly from the vendor using the I.M.P.A.C. VISA credit card.

— Corporate Accounting, Finance, 1-11-01

HANDBOOK F-1 REVISION

Business Reply and Postage Due Mail

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, 764.3 is revised to include POS ONE office procedures. POS ONE offices will record all BRM and postage due mail paid through advance deposit accounts to AIC 114, Postage Due Invoices. New PS Form 3582-P, *Business Reply Mail/Postage Due Invoice*, will be used for this purpose. The new PS Form 3582-P is posted to the POS ONE Web site. Post office postage meter strips and postage validation imprinter (PVI) labels will not be affixed to the new PS Form 3582-P in POS ONE offices. Clarification for section 761, Handling Over-the-Counter Pickup, is also included.

This revision will be incorporated into the next update of the online Handbook F-1 located on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*) and in the next printed edition.

Handbook F-1, Post Office Accounting Procedures

	*	*	*	*	*
7	Accounting for Nonstamp Revenue	*	*	*	*
76	Business Reply and Postage Due Mail				
761	Handling Over-the-Counter Pickup				
>>	Over-the-counter postage due mail is short-paid or business reply mail for which postage is collected directly from the customer upon delivery. Postage is not withdrawn from a Postage Due/BRM trust account.				
>>	Upon receiving payment for the required postage and piece rates, affix stamp(s), meter strip, or PVI label to the article for the amount paid. Cancel postage stamp(s) before giving the article to the customer. Posting of collected funds is based on the type of postage affixed as follows:				
	■ AIC 090 for postage stamps.				
	■ AIC 109 for PVI labels.				
	■ AIC 110 for postage meter strips.				
		*	*	*	*
764	Advance Deposits for BRM and Postage Due Mail	*	*	*	*
764.3	Withdrawing Postage Payments From Advance Deposit Accounts				

IRT and Manual Offices

- 1> Withdraw the amount of business reply mail (BRM) and postage due mail from the customer's advance deposit account.
- 2> Record to AIC 453, Withdrawal From Postage Due and Business Reply Advance Deposits, on Form 1412 and Form 3083, *Trust Account Receipts and Withdrawals*. The offsetting entry to AIC 453 depends on the method of postage payment:
 - AIC 090 for postage stamps.
 - AIC 110 for postage meter strips.
 - AIC 109 for PVI labels.
- 3> Use Form 3582-A, *Postage Due Bill*, for receipt(s) to the customer with the amount of postage payment affixed.

POS ONE Offices

BRM and postage due mail paid through advance deposit accounts is handled as follows:

- 1> Withdraw the amounts of BRM and postage due from the customer's account(s).
- 2> Enter amount to AIC 453, Withdrawal From Postage Due and Business Reply Advance Deposits, on Form 1412 and record on Form 3083.
- 3> For AIC 453, the offset entry is to AIC 114, Postage Due Invoices, on Form 1412.
- 4> Use Form 3582-P, *Business Reply Mail/Postage Due Invoice*, for receipts to the customer unless an authorized electronic postage due system provides individual receipts.
- 5> When using Form 3582-P as support, prepare in duplicate, calculate, and sign to certify the amount to be withdrawn from the customer's advance deposit account.
- 6> Use the original Form 3582-P as the customer's receipt; the duplicate copy is the supporting document for AIC 114.
- 7> The postage due employee will add the total of Form 3582-P and certify that the amount equals the summary amount withdrawal on Form 3083.
- 8> File copy locally.
- 9> Enter one transaction in POS ONE for the total of all withdrawals and retain that receipt in the postage due section affixed to the retained copy of the daily Form 3083.

HANDBOOK F-1 REVISION

New Annual Fees and Business Reply Mail Quarterly Fee

Effective January 7, 2001, the following AICs will be used for new fees resulting from the R2000-1 rate case implementation:

AIC	Description	Rate
AIC 155	Bulk Parcel Return Service (BPRS) Annual Accounting Fee	\$375
	Merchandise Return Service (MRS) Annual Accounting Fee	\$375
	Shipper-Paid Forwarding Annual Accounting Fee	\$375
AIC 169	Qualified Business Reply Mail (QBRM) Quarterly Fee	\$1800
AIC 197	Destination Entry Mailing Fee	\$125

This revision will be incorporated into the next update of the online Handbook F-1, *Post Office Accounting Procedures*, located on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*) and in the next printed edition.

Handbook F-1, Post Office Accounting Procedures

* * * * *

Appendix A Account Identifier Code and General Ledger Account Crosswalk

[Add the following entries:]

AIC	GLA	PSFR	Title	Description
155	43341.155	01	Bulk Parcel Return Accounting Fee	Bulk Parcel Return Service (BPRS) Annual Accounting Fee is in addition to the BPRS annual permit fee. BPRS customers pay postage via an advanced deposit account for returned articles. Merchandise Return Service (MRS) Annual Accounting Fee is in addition to MRS annual permit fee. MRS customers pay postage via an advanced deposit account for returned merchandise. Shipper-Paid Forwarding Annual Accounting Fee is an annual accounting fee for SPF customers that choose to pay charges through an advance deposit account.
169	43342.169	01	QBRM Quarterly Billing Fee	Qualified Business Reply Mail (QBRM) Quarterly Fee is an optional quarterly fee for QBRM that is automated and eligible for a lower per-piece charge.
197	43343.197	01	BPM Destination BMC Annual Fee	Bound Printed Matter (BPM) Destination Entry Mailing Fee is an annual fee for BPM that is deposited by the mailer at the destination Bulk Mail Center, Sectional Center Facility, or destination delivery unit.

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 450

Keep all foreign order notices for use as reference.

Tentative Orders

Tentative Lottery Orders have been issued against the following:

Canada

CASH AWARD CENTER
PO BOX 94800
STN MAIN
RICHMOND BC V6Y 4B8
CANADA

AND

PO BOX 94730
STN MAIN
RICHMOND BC V6Y 4A5
CANADA

AND

PO BOX 94850
STN MAIN
RICHMOND BC V6Y 4B8
CANADA

AND

PO BOX 94731
STN MAIN
RICHMOND BC V6Y 4A6
CANADA

INTERPOST PAYMENT SERVICES
2110 KIPLING AVENUE
PO BOX 400 STATION B
ETOBICOKE ONTARIO M9W 5L4
CANADA

MILLIONAIRE MAKER CLUB
PO BOX 94731
STN MAIN
RICHMOND BC V6Y 4A6
CANADA

NATEA CONSUMER OPERATIONS CENTER
53 QUEEN STREET
BOX 18
DARTMOUTH NS B2Y 4T6
CANADA

NORTH KLASSEN LOTTO SYSTEM AFFILIATES
325-13711 72ND AVENUE
SURREY BC V3W 2P2
CANADA

TRANS-AMERICAN EQUITIES
PO BOX 8800
STN B
699 SHEPPARD AVENUE EAST
WILLOWDALE ONTARIO M2K 3A9
CANADA

AND

202 BROWNLOW AVENUE
PO BOX 38090
BURNSIDE PARK
DARTMOUTH NS B3B 2A1
CANADA

Germany

GLOBAL LOTTERY PAYOUT OFFICE
PO BOX 1201
D-75190 REMCHINGEN
GERMANY

Hong Kong

GLOBAL LOTTERY PAYOUT OFFICE
PO BOX 257
GENERAL POST OFFICE
HONG KONG

WORLDWIDE LOTTERY SERVICES
PO BOX 1285
GENERAL POST OFFICE
HONG KONG

AND

PO BOX 257
GENERAL POST OFFICE
HONG KONG

Final Order

The Tentative Decision and Order issued against the following have become final:

Canada

CLBA
PAYMENTS OFFICE
800-15355 24TH AVENUE
SUITE 229
SURREY BC V4A 2H9
CANADA

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BUILDING RM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mailpieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution Plants, designated international exchange offices, and Customer Service plants.

— Recorder's Office, Judicial Officer 1-11-01

Withholding of Mail Orders

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

State/City	Names Covered
CA, Fresno 93701-1115	Any And All Various Names Other Than Michael Patton, Faye Patton Or Felita Moffitt, 2241 E. Lewis Avenue
CA, Stockton 95205-2481	Any And All Names Other Than The Surname Pocoroba, 3346 East McAllen Road
CA, Torrance 90503-5595	Any And All Names, 21213-B Hawthorne Boulevard, PMB 5331

— Recorder's Office, Judicial Officer, 1-11-01

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

011 582 1889 to 011 582 1899	380 165 1165 to 1199	399 156 7119 to 7199	411 922 2322 to 2399
011 588 2900 to 011 588 3099	381 325 4500 to 4599	399 203 5064 to 5099	412 193 0900 to 0999
012 579 5675 to 012 579 5699	381 604 2510 to 2699	399 296 9910 to 9999	412 395 8599 to 8699
013 289 6176 to 013 289 6199	381 645 9525 to 9599	399 396 8935 to 8999	412 485 6500 to 6599
013 610 0014 to 013 610 0099	383 314 3968 to 3999	399 792 7775 to 7799	412 485 6610 to 6699
014 932 1000 to 014 932 1099	383 892 1000 to 1344	399 792 8300 to 8399	412 885 5953 to 5999
014 972 0800 to 014 972 0899	383 892 1382 to 1399	400 427 1051 to 1999	414 193 3608 to 3674
015 363 0007 to 015 363 0099	384 925 3641 to 3654	401 045 1505 to 1549	414 193 3677 to 3699
018 986 5264 to 018 986 5299	385 568 2331 to 2399	401 045 1571 to 1599	414 411 7348 to 7399
022 037 1411 to 022 037 1499	385 599 7554 to 7575	401 294 2700 to 2799	414 640 0757 to 0799
025 092 0987 to 025 092 0999	385 774 2024 to 2099	401 310 9505 to 9599	414 965 1727 to 1799
210 221 0548 to 210 221 0599	386 624 1412 to 1599	401 382 5312 to 5399	417 302 8104 to 8199
273 070 8059 to 273 070 8099	386 883 8936 to 8999	402 578 7876 to 7899	417 387 6532 to 6599
273 775 7700 to 273 775 7899	387 314 5574 to 5599	403 125 6744 to 6799	417 496 6800 to 6999
302 000 0000 to 302 123 9999	387 837 6300 to 6399	403 260 7000 to 7499	417 871 9250 to 9299
349 746 2056 to 2099	388 828 0656 to 0699	403 280 6470 to 6499	417 930 9533 to 9599
350 518 7350 to 7374	389 696 2400 to 2799	403 685 8600 to 8699	418 164 6500 to 6799
360 011 1690 to 1699	389 846 3104 to 3135	404 003 0300 to 0399	418 423 9863 to 9899
360 168 6008 to 6099	389 846 3145 to 3195	404 041 8838 to 8899	418 633 5922 to 5999
360 173 8800 to 8899	389 887 9211 to 9230	404 071 4268 to 4299	418 719 8520 to 8599
360 324 2326 to 2399	389 887 9234 to 9299	404 347 5356 to 5399	418 744 2235 to 2299
362 861 3064 to 3099	390 001 3182 to 3199	404 347 5548 to 5599	418 962 2848 to 2899
373 006 2176 to 2199	390 001 3500 to 3699	404 726 4500 to 4599	419 543 0286 to 0299
374 768 2600 to 2699	390 545 5974 to 5999	404 961 5001 to 5199	419 730 0300 to 0399
375 169 4400 to 4599	391 104 6146 to 6199	405 325 0188 to 0198	420 277 0015 to 0049
375 829 3400 to 3499	391 574 1466 to 1499	406 009 4587 to 4599	420 599 0734 to 0798
375 851 9100 to 9199	391 783 3020 to 3599	406 260 6830 to 6899	420 661 4115 to 4199
376 196 0911 to 0999	391 792 6100 to 6199	406 459 6641 to 6999	420 758 9500 to 9699
378 085 3679 to 3699	392 668 2956 to 2999	406 733 3000 to 3999	420 969 3951 to 3971
378 351 1063 to 1099	392 854 8500 to 8899	407 545 1557 to 1599	420 969 3973 to 3999
379 843 5100 to 5199	393 584 7566 to 7699	407 594 0412 to 0599	421 116 3565 to 3599
380 093 9600 to 9699	393 650 0074 to 0099	407 692 9100 to 9299	421 130 9300 to 9399
	393 838 8316 to 8499	407 959 2190 to 2199	421 313 4500 to 4999
	393 893 6007 to 6099	408 265 2275 to 2288	421 364 5537 to 5599
	394 126 6907 to 6999	408 499 7700 to 7799	421 656 2609 to 2699
	394 189 0405 to 0599	408 499 7900 to 7999	421 988 9700 to 9799
	394 822 3243 to 3278	408 682 8484 to 8599	422 172 4667 to 4699
	394 990 1810 to 1899	408 698 7015 to 7099	422 484 4212 to 4299
	395 343 3264 to 3299	409 072 3941 to 3999	422 556 1270 to 1299
	395 373 3035 to 3099	410 491 2311 to 2399	422 587 7024 to 7099
	395 396 9649 to 9799	410 694 8400 to 8599	422 819 7533 to 7599
	395 970 3240 to 3299	410 775 1500 to 1599	422 842 5073 to 5087
	397 622 4054 to 4099	410 795 7927 to 7999	422 907 7563 to 7599
	397 819 8902 to 8999	410 867 0917 to 0966	424 500 6050 to 6099
	398 149 7200 to 7699	410 867 0970 to 0999	424 641 8500 to 8599
	399 070 0872 to 0899	411 868 1023 to 1199	424 871 6600 to 6699

425 298 2352 to	2399	452 265 0246 to	0299	463 414 4869 to	4899	479 412 9900 to	9999
425 418 4269 to	4299	452 265 0335 to	0999	463 808 3484 to	3499	479 667 6190 to	6199
425 418 4405 to	4499	452 509 1169 to	1199	463 945 7400 to	7899	479 748 9680 to	9699
426 547 4566 to	4599	452 855 6471 to	6499	464 629 9000 to	9399	479 860 7000 to	7199
427 412 6337 to	6499	452 890 4679 to	4799	464 711 4332 to	4399	480 526 2000 to	2099
427 481 0900 to	0999	452 900 8215 to	8238	465 692 3963 to	3999	480 640 6330 to	6399
428 027 2742 to	2752	453 117 9146 to	9199	465 698 8300 to	8599	480 658 0568 to	0599
429 474 4172 to	4199	453 334 3631 to	3699	465 743 7745 to	7799	480 689 5100 to	5199
429 889 2900 to	2999	453 603 7841 to	7891	466 798 6056 to	6067	481 072 9463 to	9499
430 150 4401 to	4599	453 650 1140 to	1199	467 147 4300 to	4399	481 673 0074 to	0095
430 172 9800 to	9899	453 741 1300 to	1399	468 079 5782 to	5799	482 527 1500 to	1599
430 177 1900 to	2099	454 013 2919 to	2999	469 067 2817 to	2899	482 541 5255 to	5299
430 444 9500 to	9699	454 186 2411 to	2499	469 127 8000 to	8199	482 729 6800 to	6899
430 664 4070 to	4099	454 268 4883 to	4899	469 213 0359 to	0399	483 363 7207 to	7299
432 168 8419 to	8499	454 302 5400 to	5499	469 213 0500 to	0599	483 402 2356 to	2399
432 708 6800 to	6999	454 490 8300 to	8399	469 561 8011 to	8099	483 486 5100 to	5199
432 744 1544 to	1599	454 547 7434 to	7499	469 658 1961 to	1999	483 632 1521 to	1599
432 995 9775 to	9799	454 922 4867 to	4895	469 666 9900 to	9999	483 632 2600 to	2799
433 003 5800 to	5899	455 221 1348 to	1499	469 678 1900 to	1999	483 849 1615 to	1699
433 757 3047 to	3099	455 364 2147 to	2199	469 781 4900 to	4999	484 174 4803 to	5299
433 765 4003 to	4099	455 399 5400 to	5499	469 947 6960 to	6999	484 323 8900 to	9199
434 482 7060 to	7199	455 476 0676 to	0699	470 755 5800 to	5818	484 680 5000 to	5038
434 513 2386 to	2399	455 543 0618 to	0699	471 918 0300 to	0999	484 680 5040 to	5074
434 968 3076 to	3092	456 410 9006 to	9099	471 985 2408 to	2419	484 680 5077 to	5099
435 303 1831 to	1842	456 470 4146 to	4299	472 191 6700 to	6799	485 029 4913 to	4999
435 303 1986 to	1999	456 619 4460 to	4499	472 270 2555 to	2599	486 176 0600 to	0699
435 666 6092 to	6399	457 333 2686 to	2699	472 987 0213 to	0241	486 559 7555 to	7599
436 082 6400 to	6899	457 729 1767 to	1777	472 987 0290 to	0299	486 696 3023 to	3199
436 160 6441 to	6499	457 937 8615 to	8699	473 151 2069 to	2199	488 173 7900 to	7999
437 316 7115 to	7199	458 028 9810 to	9899	473 666 9138 to	9199	488 206 4100 to	4199
437 427 0500 to	3499	458 057 2712 to	2999	473 952 3429 to	3499	488 226 0200 to	0299
439 179 2300 to	2399	458 069 9537 to	9599	474 108 5402 to	5499	488 709 3906 to	3999
439 310 0458 to	0499	458 069 9665 to	9699	474 356 5193 to	5299	488 855 8359 to	8399
440 698 1947 to	1999	458 337 5222 to	5299	474 949 3366 to	3399	489 181 8963 to	8999
440 858 6300 to	6399	458 354 7653 to	7999	475 134 9362 to	9399	489 223 2000 to	2099
440 858 6420 to	7299	458 671 8678 to	8699	475 167 9667 to	9699	489 311 1930 to	1999
441 199 1655 to	1699	458 671 8721 to	8798	475 319 3415 to	3499	489 318 6200 to	6300
443 127 3648 to	3699	458 847 5044 to	5999	475 319 3649 to	3799	489 384 0027 to	0099
443 127 4000 to	4099	459 274 7624 to	7699	475 340 6400 to	6599	489 427 0658 to	0899
443 673 7900 to	7999	459 365 5432 to	5499	475 424 8410 to	8499	489 997 5252 to	5299
443 800 9335 to	9399	459 378 5764 to	5799	475 629 9156 to	9199	490 669 5850 to	6099
444 382 8822 to	8899	459 472 4816 to	4999	475 850 6101 to	6199	490 717 7080 to	7099
444 390 1667 to	1699	460 349 6878 to	6899	475 875 2500 to	2599	490 721 6000 to	6099
444 457 3854 to	3899	460 550 1909 to	1999	476 169 8264 to	8299	490 793 1500 to	2099
450 048 4173 to	4199	460 997 5234 to	5299	476 189 3000 to	3499	490 886 8171 to	8199
450 048 4442 to	4699	461 973 6443 to	6499	476 331 2480 to	2499	490 977 9221 to	9240
450 560 5173 to	5199	462 152 0107 to	0299	477 289 8601 to	8699	491 258 8100 to	9099
450 620 3077 to	3099	462 274 1072 to	1099	477 681 5206 to	5299	491 567 1376 to	1399
450 620 3135 to	3199	462 277 8373 to	8399	478 010 4243 to	4268	492 254 4800 to	4899
450 780 2716 to	2799	462 554 6051 to	6099	478 010 4270 to	4291	492 283 5100 to	5199
450 801 2700 to	2799	463 011 5529 to	5540	478 450 5071 to	5099	492 610 6813 to	6899
451 109 2967 to	2984	463 176 4115 to	4199	478 469 7838 to	7858	493 394 5568 to	5599
451 115 4110 to	4125	463 176 4229 to	4299	478 469 7883 to	7899	493 470 2562 to	2599
451 115 4127 to	4199	463 185 2600 to	2799	479 280 9800 to	9899	493 473 7700 to	7799
452 265 0074 to	0099	463 227 7711 to	7799	479 365 9116 to	9176	493 716 2153 to	2199

494 206 2972 to	2999	610 582 4200 to	4299	632 217 4933 to	4999	645 790 8632 to	8699
494 217 3446 to	3999	611 879 6939 to	6999	632 500 0000 to	9999	645 821 0657 to	0699
494 224 0500 to	0599	612 291 8013 to	8099	633 110 4165 to	4199	645 930 7948 to	7999
495 145 0600 to	0699	612 751 5171 to	5199	633 110 4303 to	4499	645 975 0737 to	0762
496 209 7425 to	7499	612 751 5226 to	5299	633 438 6429 to	6599	646 242 6200 to	6299
496 213 8728 to	8799	612 751 6083 to	6099	633 588 7173 to	7182	646 270 7639 to	7799
496 474 5226 to	5248	612 751 6268 to	6299	634 725 0700 to	0799	646 798 4000 to	4999
497 053 8517 to	8699	612 751 6572 to	6599	634 803 3239 to	3299	647 048 7035 to	7099
497 854 8673 to	8699	612 774 2111 to	2199	634 807 2474 to	2499	647 049 2900 to	2999
498 449 8888 to	8899	612 774 2254 to	2299	634 827 5900 to	5999	647 398 8300 to	8399
498 929 8285 to	8499	612 774 2500 to	2599	634 886 3428 to	3499	647 398 8481 to	8499
498 936 5310 to	5399	614 469 0979 to	0999	635 559 3449 to	3499	647 437 3000 to	4999
499 016 5425 to	5499	614 474 3000 to	3099	636 289 6214 to	6299	647 811 2188 to	2199
499 440 8575 to	8899	614 521 3490 to	3499	636 634 8007 to	8042	648 009 6057 to	6099
499 731 6717 to	6799	614 645 1800 to	1899	637 150 1200 to	1299	648 163 5300 to	5499
500 064 1858 to	1869	614 832 1100 to	2099	637 562 5828 to	5899	648 722 5283 to	5299
500 070 5725 to	7799	615 017 7505 to	7599	638 042 1647 to	1699	648 892 3164 to	3199
600 645 3223 to	3299	617 711 6609 to	6699	638 049 4984 to	4999	649 100 3989 to	3999
601 339 1200 to	1399	617 760 5266 to	5299	638 318 1115 to	1199	649 647 0370 to	0399
601 653 5884 to	5899	617 813 3601 to	3699	638 318 1453 to	1499	649 647 0522 to	0599
601 661 7700 to	7799	618 840 9200 to	9299	638 885 0000 to	0299	649 647 5237 to	5399
601 682 5343 to	5399	619 551 7229 to	7299	638 903 4362 to	4373	649 647 9100 to	9299
601 928 1600 to	1699	619 859 3000 to	3099	639 415 1929 to	1999	649 666 7800 to	8299
602 512 2972 to	2999	620 073 9400 to	9499	639 415 2019 to	2099	650 114 7707 to	7719
602 555 2400 to	2799	621 614 7907 to	7930	639 420 6200 to	6299	650 130 3400 to	3599
602 829 7061 to	7099	621 614 7932 to	7999	639 469 3517 to	3799	650 213 0406 to	0499
603 483 9572 to	9599	621 648 8021 to	8199	639 605 2143 to	2199	650 555 1749 to	1799
603 490 7200 to	7299	621 648 8500 to	8599	639 657 8600 to	8799	650 564 1900 to	1999
603 678 7100 to	7199	621 904 8351 to	8599	640 289 7500 to	7599	650 627 4212 to	4299
603 678 7662 to	7699	621 916 1978 to	1989	640 289 7700 to	7999	650 736 2043 to	2099
603 678 7902 to	7999	622 989 8032 to	8099	641 170 4420 to	4499	650 739 1540 to	1699
603 678 8418 to	8499	623 076 9300 to	9399	641 318 3133 to	3199	651 741 4415 to	4499
603 678 8700 to	9999	623 819 5006 to	5099	641 378 6500 to	6999	651 882 2800 to	2899
604 086 0880 to	0899	623 895 8200 to	8399	641 383 8739 to	8799	652 754 6317 to	6399
604 349 1414 to	1499	623 917 0000 to	0099	641 877 3187 to	3299	653 131 4945 to	4999
604 503 7776 to	7799	623 917 0200 to	0299	641 877 3310 to	3399	653 426 3300 to	3399
605 520 9037 to	9099	624 468 5288 to	5299	642 355 8094 to	8199	653 455 4874 to	4899
605 685 4010 to	4099	624 665 3162 to	3198	642 355 8308 to	8999	654 238 0000 to	0399
605 988 6467 to	6499	625 088 6735 to	6799	642 900 0018 to	0099	654 404 3065 to	3092
607 689 7951 to	7960	625 916 9500 to	9799	643 030 6254 to	6299	654 962 2900 to	3199
607 728 1276 to	1299	625 968 8956 to	8999	644 066 0882 to	0899	655 103 5081 to	5199
608 727 7100 to	7199	627 005 3938 to	3999	644 069 0600 to	0699	655 523 2600 to	2999
608 727 7273 to	7599	627 384 3907 to	4099	644 077 7506 to	7699	656 305 2448 to	2499
608 813 9950 to	9999	627 496 7549 to	7599	644 085 8157 to	8199	657 347 4438 to	4999
609 067 5325 to	5399	627 708 3605 to	3699	644 112 9839 to	9899	657 710 8100 to	8999
609 067 5488 to	5499	627 776 2500 to	2599	644 373 9083 to	9099	657 780 0985 to	0999
609 067 5600 to	5699	628 226 3100 to	3199	644 380 1460 to	1499	658 586 1400 to	1499
609 289 6123 to	6199	628 814 4702 to	4799	644 733 4715 to	4799	658 877 8000 to	8199
609 438 4400 to	4499	628 851 9689 to	9699	644 900 9712 to	9799	658 880 8000 to	8199
609 493 1100 to	1199	629 510 7200 to	7299	644 901 0109 to	1299	659 398 7300 to	7399
609 766 8091 to	8999	629 964 4200 to	4294	644 901 1325 to	1399	659 706 8113 to	8199
609 825 4100 to	4115	630 389 3056 to	3071	644 923 6800 to	7799	659 846 7837 to	7899
609 884 2981 to	2999	630 463 0588 to	0599	644 932 4655 to	4699	660 510 4100 to	4199
609 893 1000 to	1099	631 459 9117 to	9199	645 318 7240 to	7499	660 673 0400 to	0599
610 092 3200 to	3299	631 762 9325 to	9399	645 333 1766 to	1799	661 488 5000 to	5099

661 609 9100 to 9199	683 378 2117 to 2299	701 267 2000 to 3999	841 349 5000 to 5099
661 716 9420 to 9499	683 415 1200 to 1499	701 335 7312 to 7399	841 805 7747 to 7899
661 906 6522 to 6599	683 444 8159 to 8199	701 369 2005 to 2050	841 805 7944 to 8099
662 021 8332 to 8399	685 154 7780 to 7789	701 503 2247 to 2299	842 226 0685 to 0695
662 068 0700 to 0899	685 623 5264 to 5299	701 541 2271 to 2299	842 685 4600 to 4699
662 553 0774 to 0799	685 650 9487 to 9499	701 553 6557 to 6599	842 685 4742 to 4999
663 078 7034 to 7099	685 669 4200 to 4299	701 601 3457 to 3499	842 860 0300 to 0399
663 763 5300 to 5399	685 757 8452 to 8499	701 605 5913 to 5999	842 898 5582 to 5599
663 883 7039 to 7499	686 071 2694 to 2799	701 695 3982 to 3999	843 062 7100 to 7199
664 253 8000 to 8499	686 176 3333 to 3354	701 695 4148 to 4199	843 077 6288 to 6299
664 656 3055 to 3099	686 372 3200 to 3299	701 695 4227 to 4299	843 077 6378 to 6399
665 174 6400 to 6499	686 644 5879 to 5899	701 708 1741 to 1799	843 758 5769 to 5778
665 274 8208 to 8299	686 931 7636 to 7699	701 736 3966 to 3999	843 786 2554 to 2699
665 669 5400 to 5499	687 601 0973 to 0999	701 838 2800 to 2899	845 727 2100 to 2199
666 132 8226 to 8299	687 614 6774 to 6799	701 941 0600 to 0699	845 746 2618 to 2635
666 696 2209 to 2299	688 120 9000 to 9999	702 171 1603 to 1699	847 284 2481 to 2499
666 696 2309 to 2399	688 314 3107 to 3191	702 195 5109 to 5199	847 374 7055 to 7065
667 032 9300 to 9399	690 291 1361 to 1371	702 254 9300 to 9399	847 636 5304 to 5399
667 729 5529 to 5599	690 788 2877 to 2899	702 264 7569 to 7599	847 700 5447 to 5499
668 383 8400 to 8699	690 893 5344 to 5399	702 713 1800 to 1809	847 723 7500 to 7599
670 368 3400 to 3499	690 893 5512 to 5599	702 821 5730 to 5799	849 608 1357 to 1399
670 369 7336 to 7399	690 904 1300 to 1599	702 821 5805 to 5899	849 792 2600 to 2699
670 750 7169 to 7199	690 941 6000 to 6199	702 878 0114 to 0199	850 546 1862 to 1899
671 046 6200 to 6399	691 313 6383 to 6399	740 002 7710 to 7719	851 143 6826 to 6844
671 251 5448 to 5499	691 313 6600 to 6699	806 087 1100 to 1499	851 209 9880 to 9899
671 926 5600 to 5799	691 582 8003 to 8099	806 268 9275 to 9299	851 928 9221 to 9299
672 444 2000 to 2999	691 664 1800 to 1999	806 534 3400 to 3477	852 589 6560 to 6599
672 828 3410 to 3499	691 664 2400 to 2499	807 342 3283 to 3399	853 049 3646 to 3699
673 167 5776 to 5799	692 727 9362 to 9399	808 086 7100 to 7199	854 304 4089 to 4999
675 464 3700 to 3799	692 798 1800 to 1899	808 090 3440 to 3499	855 319 9364 to 9399
675 464 4000 to 4199	693 249 0779 to 0799	808 325 5161 to 5699	856 226 0490 to 0499
676 365 5958 to 5999	693 249 0877 to 1699	808 784 8000 to 8299	856 656 5800 to 5999
676 669 1024 to 1099	693 445 0566 to 0999	830 602 5800 to 5999	856 752 0200 to 0299
677 126 6734 to 6799	693 448 8500 to 8999	830 610 3700 to 3799	857 279 3450 to 3499
677 333 9979 to 9999	693 645 9583 to 9599	830 983 3500 to 3599	858 124 7644 to 7699
677 466 1088 to 1099	693 965 4200 to 4299	830 983 3635 to 3699	858 756 3111 to 3299
678 071 4500 to 4799	695 741 2906 to 2999	831 354 1387 to 1399	859 063 8200 to 8699
678 096 7531 to 7599	695 947 8518 to 8599	831 815 8240 to 8299	859 190 0600 to 0644
679 909 2578 to 2599	696 662 8247 to 8299	832 525 3810 to 3899	859 811 2888 to 2899
680 112 9565 to 9599	697 447 8285 to 8296	833 159 1884 to 1899	859 855 8873 to 8999
680 244 0903 to 0999	698 042 4816 to 4899	833 456 2567 to 2599	860 518 9619 to 9699
680 412 6046 to 6099	698 227 0000 to 0099	833 566 3015 to 3071	860 600 0021 to 0999
680 761 6800 to 6899	700 065 2570 to 2599	834 316 5444 to 5499	861 637 6010 to 6099
681 677 0540 to 0699	700 065 4800 to 4899	835 269 5700 to 5799	869 800 0000 to 999 9999
682 070 1029 to 1099	700 190 3350 to 3359	835 496 7303 to 7399	870 054 4814 to 4899
682 956 6280 to 6299	700 228 6048 to 6099	835 539 5200 to 5999	870 491 4812 to 4849
682 956 6490 to 6599	700 650 0452 to 0499	835 813 3015 to 3099	870 536 5820 to 5829
682 956 6700 to 6799	700 666 1323 to 1349	838 518 1257 to 1299	870 541 7167 to 7239
682 965 1178 to 1199	700 786 9106 to 9142	839 718 8257 to 8299	870 575 8155 to 8999
682 965 1201 to 1299	700 859 0744 to 0758	840 323 0600 to 0699	870 589 0485 to 0494
683 118 2389 to 2399	701 028 6780 to 6899	840 875 6235 to 6299	870 691 7060 to 7099
683 378 2000 to 2099	701 213 3900 to 3999	840 910 0900 to 0999	

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

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

725 464 591	to	4 920	732 355 201	to	5 380	740 265 811	to	6 290	751 539 121	to	9 180
725 475 321	to	5 330	732 472 320	to	2 560	740 299 111	to	9 170	751 541 311	to	1 790
725 711 057	to	1 070	732 541 605	to	1 620	740 299 231	to	9 260	751 757 641	to	7 700
725 738 581	to	8 730	732 572 221	to	2 490	740 329 266	to	9 320	751 936 951	to	7 010
725 981 311	to	1 430	732 586 479	to	6 710	740 889 081	to	9 090	751 951 861	to	1 890
725 987 835	to	7 880	732 994 037	to	4 080	741 010 421	to	0 530	751 999 021	to	9 110
726 060 811	to	0 900	733 163 449	to	3 460	741 113 041	to	3 370	752 139 516	to	9 570
726 391 970	to	2 520	733 297 171	to	7 290	741 373 891	to	4 340	752 182 892	to	2 950
726 484 771	to	4 800	733 446 631	to	7 110	741 452 369	to	2 490	752 206 861	to	7 100
726 493 351	to	5 300	733 474 665	to	4 770	741 492 991	to	3 140	752 295 241	to	5 600
726 504 031	to	4 063	733 704 482	to	4 570	741 553 460	to	3 470	752 731 351	to	1 410
726 504 070	to	4 090	733 751 041	to	1 130	741 764 431	to	4 520	752 767 441	to	7 470
726 504 331	to	4 390	734 009 101	to	9 130	742 178 834	to	8 880	753 008 941	to	9 030
726 563 701	to	4 060	734 290 759	to	0 770	742 325 500	to	5 520	753 194 311	to	4 370
726 599 371	to	9 460	734 389 273	to	9 290	742 325 668	to	5 700	753 620 378	to	0 400
726 626 356	to	6 370	734 440 031	to	0 111	742 408 771	to	8 830	754 013 917	to	3 940
727 182 271	to	2 510	734 797 201	to	7 320	742 512 120	to	2 150	754 161 061	to	1 120
727 416 181	to	6 240	734 939 611	to	9 640	742 684 849	to	4 890	754 358 445	to	8 610
727 481 431	to	1 460	734 950 111	to	0 170	742 839 553	to	9 630	754 410 451	to	0 660
727 749 241	to	9 780	735 120 331	to	0 840	742 913 668	to	3 700	754 438 393	to	8 410
728 382 331	to	2 480	735 283 008	to	3 020	742 917 287	to	7 296	754 493 109	to	3 130
728 702 338	to	2 400	735 293 131	to	3 220	742 921 891	to	1 980	754 664 182	to	4 220
728 915 371	to	5 850	735 635 010	to	5 040	742 983 631	to	3 810	754 816 377	to	6 470
728 953 141	to	3 410	735 783 961	to	3 990	743 020 021	to	0 170	755 487 421	to	7 600
728 954 280	to	4 310	735 803 401	to	3 430	743 206 491	to	6 500	755 592 901	to	3 140
729 169 081	to	9 140	736 005 420	to	5 440	743 235 992	to	6 050	755 790 020	to	0 030
729 363 841	to	3 870	736 366 021	to	6 110	743 940 631	to	0 900	755 791 730	to	1 800
729 682 891	to	3 190	736 624 456	to	4 500	743 978 011	to	8 070	755 926 951	to	7 070
729 838 940	to	9 070	736 670 851	to	1 060	744 234 751	to	4 780	755 934 332	to	4 510
729 839 101	to	9 130	736 767 061	to	7 090	744 499 591	to	9 680	755 957 701	to	8 000
730 077 683	to	7 840	736 767 093	to	7 120	744 626 901	to	6 910	755 962 981	to	3 280
730 109 847	to	9 880	736 982 191	to	2 370	745 388 794	to	8 910	756 035 371	to	5 490
730 373 761	to	3 850	736 982 551	to	2 730	746 446 806	to	6 820	756 301 257	to	1 290
730 501 951	to	2 130	737 110 141	to	0 170	746 818 351	to	8 410	756 371 565	to	1 580
730 519 379	to	9 470	737 185 501	to	5 710	747 245 266	to	5 280	756 876 031	to	6 120
730 569 278	to	9 360	737 317 321	to	7 350	747 364 813	to	4 830	756 876 151	to	6 240
730 711 711	to	1 740	737 517 781	to	7 840	747 501 434	to	1 450	756 970 129	to	0 140
730 722 991	to	3 230	737 628 181	to	8 210	747 739 891	to	0 070	757 059 613	to	9 630
730 845 970	to	5 990	737 634 258	to	4 270	748 148 649	to	8 760	757 078 540	to	8 560
730 888 291	to	8 320	738 361 971	to	1 980	748 259 960	to	9 970	757 086 209	to	6 240
730 927 591	to	7 680	738 447 601	to	7 660	748 565 162	to	5 280	757 240 591	to	0 650
731 307 914	to	7 930	738 648 355	to	8 450	748 874 988	to	5 030	757 277 371	to	7 700
731 402 431	to	2 460	738 849 811	to	9 900	749 137 381	to	7 410	757 291 591	to	2 730
731 407 232	to	7 320	738 892 270	to	2 290	749 190 192	to	0 210	757 964 251	to	4 280
731 588 301	to	8 340	738 997 259	to	7 380	749 685 421	to	5 450	758 105 221	to	5 250
731 767 273	to	7 320	739 161 451	to	1 540	749 846 791	to	6 850	758 324 941	to	5 000
731 781 061	to	1 120	739 219 381	to	9 440	749 993 131	to	3 580	758 593 628	to	3 650
731 837 821	to	7 910	739 740 151	to	0 180	750 071 587	to	1 610	758 709 038	to	9 060
731 841 377	to	1 450	739 793 491	to	3 520	750 408 167	to	8 183	758 744 101	to	4 160
732 018 481	to	8 600	739 793 527	to	3 550	750 438 421	to	8 501	758 850 883	to	0 900
732 067 972	to	8 370	739 942 621	to	2 650	750 743 911	to	4 030	759 152 851	to	2 880
732 188 649	to	8 670	739 999 231	to	9 320	750 779 118	to	9 400	759 740 941	to	1 090
732 193 460	to	3 470	740 011 517	to	1 530	750 910 981	to	1 010	760 004 596	to	4 610
732 201 241	to	1 390	740 030 701	to	0 970	750 960 841	to	0 900	760 118 191	to	8 250
732 220 431	to	0 440	740 261 740	to	1 820	751 296 211	to	6 240	760 155 001	to	5 090

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

— *Postal Inspection Service, 1-11-01*

Counterfeited Canadian Money Order Forms

Do Not Cash

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

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

— *Postal Inspection Service, 1-11-01*

800 Number Available to Verify Canadian Money Orders

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

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

— *Postal Inspection Service, 1-11-01*

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer num-

ber" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005002	014669	016727	018794	021799	061315	080113	097524	111396	128119	198256	235486	314375
005384	014769	016803	018809	021805	061476	080149	097639	111992	129864	200170	244015	317127
005664	014916	016866	018832	021938	062044	080159	097729	112187	129931	200178	251215	317239
005799	014956	016909	018849	022128	063158	080177	097808	112585	132007	200363	253053	320100
006244	014968	016926	018855	022526	064095	080178	097813	113013	133021	200525	270008	320949
006278	015065	016938	018894	023128	064153	080188	098025	113142	135190	200580	270030	321000
006288	015069	018012	018936	023459	064403	080245	098029	113191	142659	200885	270041	321188
006312	015074	018014	018947	025166	064660	080247	098048	113352	150269	200906	274024	321250
006799	015080	018040	018962	025207	064797	080248	098127	113401	151224	207380	274119	321306
007045	015091	018048	018983	025409	064798	080282	098240	114203	152083	207926	274170	322016
007067	015101	018061	018986	026607	064862	080300	098331	114402	152185	208202	275604	322139
007104	015116	018072	019077	026622	065144	080309	098358	114439	152256	208466	276010	322510
007207	015187	018110	019092	027902	065158	080372	098374	114510	152479	208535	276026	322531
007261	015205	018148	019138	028024	066053	080377	098417	115002	152664	208601	277005	322588
007269	015208	018191	019166	028488	066151	080386	098522	115030	152690	210066	279236	323061
007313	015211	018201	019194	028683	066200	080444	098645	115032	152735	210154	280057	323110
007366	015245	018250	019224	028939	066268	080453	098705	115149	153058	210304	281093	324047
007412	015268	018264	019227	029114	066300	080480	098765	115505	156137	210494	282766	325055
008073	015297	018290	019237	029263	066310	080483	098793	115693	156170	210508	282909	325311
008133	015304	018338	019274	029585	066472	080550	098875	115704	159035	210511	283362	326185
008203	015318	018352	019286	029755	067066	080555	098913	115766	159200	210525	286058	326317
008209	015320	018358	019288	029938	068207	080581	098974	115782	159269	210543	286061	326452
008317	015322	018360	019313	030063	068370	080622	098991	117021	165069	210605	292213	326743
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008601	015361	018376	019354	033216	069495	080733	100051	117215	171251	210619	292524	327215
008613	015367	018378	019362	034013	069642	085687	100062	117277	180082	210628	292546	327389
008781	015389	018399	019372	037113	069758	085800	100187	117291	180097	210651	293324	327406
009032	015421	018417	019384	038179	069762	088026	101899	117314	184012	210681	294261	327637
009040	015431	018452	019385	038481	069765	088042	102102	117386	185030	210697	294536	327725
009046	015442	018454	019388	038599	070151	088147	102391	117409	191075	212954	294545	327747
009108	015447	018467	019390	039021	070309	088337	103201	117414	191146	212962	294559	327756
009123	015469	018497	019395	040068	070572	088523	103266	117500	191201	220080	295124	328017
009203	015498	018498	019439	040110	070684	088579	103274	117504	191261	220634	295436	328063
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011391	016510	018703	019917	055225	080001	095143	109292	122287	192986	222294	302691	329435
012237	016532	018712	019925	060107	080005	095256	109575	122386	192989	222298	305473	329447
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340952	432968	490585	600277	641123	757226	791122	853472	910316	922312	931305	967314	
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347102	443014	503124	601693	660062	760422	794133	891531	913540	924657	932597	968546	

International Mail

ICM UPDATE

International Customized Mail

On October 19, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information concerning the Agreement:

a. Term: October 19, 2000, through September 30, 2003.

b. Type of mail: *Global Direct — Canada Admail, Global Direct Mailbox Service — Canada, and International Priority Airmail (IPA)*. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.

c. Destination countries: Canada.

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

1. Furnish Mailer, or Mailing Agent, with the equipment and supplies necessary to prepare Qualifying Mail.
2. Provide Mailer, or Mailing Agent, with pre-mailing consultation on domestic Canadian postal regulations as they apply to Qualifying Mail, including information on indicia, sortation, mail preparation, and presentation in conformity with Postal Service requirements.
3. Transport Qualifying Mail to international destinations for delivery by the appropriate postal administration.
4. Transport business reply mail from a specified address in Canada to an address the Mailer identifies within the United States.
5. Verify the mailings at a Detached Mail Unit located at a Mailing Agent.

e. Minimum volume commitment: The Mailer has agreed to tender a minimum of \$1 million in postage for Global Direct — Canada Admail and IPA mail in the calendar year beginning on the effective date of this Agreement and ending on the first anniversary of that date.

1. \$1 million in postage for Global Direct — Canada Admail and IPA mail in each subsequent calendar year of this Agreement beginning and ending on the anniversary of the effective date of this Agreement.

2. \$1 million in postage in each calendar year shall be exclusive of fees for Global Direct Mailbox Service — Canada.

f. Worksharing: The mailer has agreed to:

1. Prepare mail in accordance with preparation requirements the USPS provides and pay any penalty Canada Post Corp. may assess for mail that is not prepared in accordance with the appropriate preparation requirements.
2. Tender Qualifying Mail in drop shipments to the appropriate locations specified in IMM 281.53.
3. Pay postage to the USPS, either directly or through a Mailing Agent, by use of a dedicated permit imprint in accordance with payment methods as referenced in *Domestic Mail Manual* (DMM) P040 for all Global Direct Canada — Admail and IPA.
4. Provide an advance schedule of all mailings in accordance with instructions provided by the USPS.

g. Rates: To pay postage:

1. For IPA at a rate discounted at five (5) percent off of nondiscounted published rates for IPA Qualifying Mail in effect on the date of mailing.
 - a. If Mailer does not tender at least \$1 million in postage for IPA and Global Direct — Canada Admail during any given calendar year of this Agreement, the Mailer shall reimburse the USPS the amount of the discount it received above the nondiscounted published rate for Qualifying Mail no more than three (3) months after the end of that year.
 - b. The amount of international mail revenue tendered during any year of the Agreement will determine the qualifying discount the Mailer will receive in the subsequent year as stipulated in Exhibit 1.
2. For Global Direct Service mail in accordance with Annex 1.
3. For Global Direct — Canada Mailbox Service in accordance with the rates set forth in IMM 612.51.

Exhibit 1

Annual IPA and Global Direct — Canada Admail Postage*	Percentage Discount Applied to IPA
\$2,000,000–\$4,999,999	5.00%
\$5,000,000–\$5,999,999	10.00%
\$6,000,000–\$6,999,999	11.00%
\$7,000,000–\$7,999,999	12.00%
\$8,000,000–\$8,999,999	13.00%
\$9,000,000–\$9,999,999	14.00%
\$10,000,000 and over	15.00%

* Actual postage after any discount is applied

Annex 1**Global Direct — Canada Admail Rates**

Global Direct — Canada Admail			
Letter Carrier Presort	STANDARD	LARGE	National Distribution Guide
First 1.76 oz. (0.11 lb.) (50 g)			First 1.76 oz. (0.11 lb.) (50 g)
Delivery Mode Direct	US \$0.215	US \$0.264	STANDARD LARGE US \$0.270 US \$0.312
Delivery Facility	US \$0.243	US \$0.291	
Distribution Center Facility (DCF)	US \$0.243	US \$0.291	Over 1.76 oz. (0.11 lb.) (50 g)
Residue	US \$0.298	US \$0.347	Per additional pound
Over 1.76 oz. (0.11 lb.) (50 g) Per additional pound	US \$0.525	US \$0.682	STANDARD LARGE US \$0.525 US \$0.682

— Marketing and Sales, International Business, 1-11-01

*ICM UPDATE***International Customized Mail**

On November 21, 2000, the United States Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated January 23, 1998. The Agreement was published on page 42 of *Postal Bulletin* 21991 (2-11-99). The Amendment modifies the Agreement to extend the termination date of the Agreement, to clarify language regarding percentage discounts for Global Package Link (GPL), and to include universal labeling in the Agreement. In accordance with *International Mail Manual* (IMM) 294, the Postal Service previously announced entering into an International Customized Mail service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** January 26, 1998, through March 31, 2001.
- b. **Type of mail:** *Other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *Other provisions of the Agreement shall remain in force.*

- d. **Services provided by the Postal Service:** *Other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** The Mailer has agreed to tender a minimum of 250,000 pieces of GPL mail to the USPS on an annualized basis.
- f. **Worksharing:** The Mailer has agreed to tender the mailpieces to be delivered under this Agreement in accordance with USPS preparation requirements.
- g. **Rates:** The Mailer will pay postage for Qualifying Mail and the fee for Universal Labeling service at the rates specified in accordance with payment methods as referenced in IMM 623.42.

— Marketing and Sales,
International Business, 1-11-01

ICM UPDATE

International Customized Mail

On December 12, 2000, the United States Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement dated May 19, 2000. The Agreement was published on page 49 of *Postal Bulletin 22026* (6-15-00). The Amendment modifies the Agreement to add an acceptance site to the existing Agreement. In accordance with *International Mail Manual* (IMM) 294, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** December 12, 2000, through December 31, 2000.
- b. **Type of mail:** *Other terms and conditions of the Agreement shall remain in force.*

- c. **Destination countries:** *Other terms and conditions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *Other terms and conditions of the Agreement shall remain in force.*
- e. **Minimum volume commitment:** *Other terms and conditions of the Agreement shall remain in force.*
- f. **Worksharing:** *Other terms and conditions of the Agreement shall remain in force.*
- g. **Rates:** *Other terms and conditions of the Agreement shall remain in force.*

— Marketing and Sales,
International Business, 1-11-01

REVISION

Poster 51, International Postal Rates and Fees

The January 2001 edition of Poster 51, *International Postal Rates and Fees*, is now available from the Topeka Material Distribution Center (MDC). All previous editions of that poster are obsolete, so please recycle them.

Any postal installation seeking to obtain copies of the updated Poster 51 for lobby displays, employee work areas, or dissemination to postal customers can requisition them by one of the following means:

- Touch Tone Order Entry: Call 1-800-332-0317, Option 1, then Option 2.
- cc:Mail: Send a F3Fill-completed PS Form 7380, *MDC Supply Requisition*, to MDC Customer Service @TOKS001L.
- Official Mail: Mail a completed PS Form 7380, *MDC Supply Requisition*, to the Topeka MDC at the following USPS location:

SUPPLY REQUISITIONS
500 GARY ORMSBY DR
TOPEKA KS 66624-9702

The relevant ordering information for Poster 51 is as follows:

PSN:	7610-01-000-9149
PSIN:	POS51
Unit of Issue:	EA
Quick Pick #:	105
Bulk Pack Quantity:	1,000
Price:	\$0.0698 each
Edition Date:	January 2001

— Marketing, International Business, 1-11-01

*SERVICE TALKS***International Rate Restructuring**

The following items — Clerk Reference Card, Retail Talks, Frequently Asked Questions — are provided as a reference to help understand the structural changes in international mail. The Clerk Reference Card, which highlights the major changes in international mail, can be used by Window Clerks as a quick reference (see the Clerk Reference Card on pages 39 and 40). The Retail Talks can be used by supervisors to explain in-depth the changes in international mail. Finally, the Frequently Asked Questions will help to answer customer questions about the changes. The international mail restructuring will be implemented at the same time as the domestic rate change.

SERVICE TALK — LET'S TALK RETAIL**INTERNATIONAL MAIL RESTRUCTURING****FIRST OF THREE SERVICE TALKS**

In order to make International Mail Service similar to Domestic Mail Service and to keep rates and regulations simple, International Mail is being restructured. International mail rules and regulations have been difficult for retail clerks as well as customers to understand. Soon the service you get will depend only on the speed your customers want their items to be delivered. Customers will now have simple choices to mail internationally.

THE CATEGORIES AND THE NAMES WILL CHANGE

- Priority Mail Global Guaranteed is now called Global Express Guaranteed (GXG)
- Express Mail International will now be called Global Express Mail (EMS)
- Global Priority Mail (GPM) will remain the same
- Air, LC, and AO Airmail will now be called Global Airmail with two sub-categories:
 - Letter-post
 - Parcel Post
- Surface Categories will now be called Global Economy with two sub-categories:
 - Letter-post
 - Parcel Post

HOW DOES IT WORK?

For Global Airmail, content distinctions were eliminated by merging Air Letter Class (LC) and Other Articles (AO) into one group called Letter-post. Now for Airmail there will be only two sub-categories, Letter-post and Parcel Post. The one-half ounce rate is eliminated for Letter-post making the starting weight just like domestic. The Economy rate will begin at one pound for Letter-post and five pounds for Parcel Post. For single piece sales there will no longer be a category of service for small packets, printed matter, sheet music and books.

CUSTOMER SATISFACTION

Now prices for services will conform to the speed of the service. The fastest service is most expensive, while the slowest is cheapest.

QUESTION: What is the fastest most reliable service that we can offer our customers?

ANSWER: Global Express Guaranteed is not only the fastest, but it is tracked, insured, and guaranteed. With an alliance with DHL, delivery is guaranteed.

Look for additional information in upcoming issues of the *Postal Bulletin*, retail coach website, supervisor Straight Talk, and PSTN broadcast.

NEW RATES AND SERVICES WILL GO INTO EFFECT THE SAME TIME DOMESTIC RATES CHANGE.

CLERK REFERENCE CARD FOR GLOBAL DELIVERY SERVICES

SERVICE	Global Express Guaranteed(TM) (GXG)	Express Mail International Service (TM) (EMS)	Global Priority Mail (TM) (GPM)	Global Airmail		Global Economy	
				Letter-post	Parcel post	Letter-post	Parcel post
CATEGORY/ TIMING	DATE-CERTAIN	EXPRESS	PRIORITY	AIR		SURFACE	
	Guaranteed day-certain delivery to over 200 countries.	Expedited service, delivery times may vary.	Priority handling in destination countries.	Quick delivery but timing international depends on conditions.		When time is not a major concern.	
AVERAGE DELIVERY DAYS	2-3 business days	3-5 business days	4-6 business days	4-7 business days		3-8 weeks	
WHAT'S CHANGED	Available for both documents and non-documents.	12 rate groups.	5 rate groups.	Rates start at one ounce, 5 rate groups.	Rates start at one pound, 15 rate groups.	Rates start at one pound, 5 rate groups.	Rates start at five pounds, 12 rate groups.
SERVICE IS AVAILABLE TO	Over 200 countries.	Over 180 countries.	Over 40 countries.	Virtually every country in the world.	Virtually every country in the world.	Virtually every country in the world.	Virtually every country in the world.
MAXIMUM WEIGHT LIMITS	70 pounds.	22-70 pounds.	4 pounds.	4 pounds.	22-70 pounds.	4 pounds.	22-70 pounds.
INITIAL PRICING POINTS	\$24 to \$65 for documents, \$36 to \$82 for non-documents, depending on rate group.	\$15.50 to \$28.50, depending on rate group.	Small Flat Rate Envelope \$4.00 to Canada/Mexico, \$5.00 to all other countries. Large Flat Envelope \$7.00 to Canada/Mexico, \$9.00 to all other countries. Variable Weight \$6.00 for 1/2 lb. to Canada.	.60 cents to Canada/Mexico, .80 cents to all other countries for the first ounce. After one ounce 5 rate groups: Canada, Mexico, Western Europe, Far East, & all other countries.	One pound \$13 to \$18, depending on rate group.	One pound \$2.70 to \$4.95, depending on rate group.	Five pounds \$15.25 to \$28.75, depending on rate group.
EXTRA VALUE	Packages can be tracked and traced by logging onto www.USPS.com/gxg or by calling 1-800-222-1811.	Track and trace to over 60 countries; Call 1-800-222-1811. Insured up to \$500 at no extra cost.	Can send via Tyvek(R) envelope, box, two sizes of flat rate envelopes or affix a sticker to individual Packaging.	M-Bag option available for printed matter, books and sheet music. No minimum weight restrictions. Maximum weight 66 pounds per bag.	Offers optional insurance to most countries.	M-Bag option available printed matter, books, and sheet music. No minimum weight restrictions. Maximum weight 66 pounds per bag.	Offers optional insurance to most countries

[Back of Clerk Reference Card]

In order to make International Mail Service similar to Domestic Mail Service and to keep rates and regulations simple, International Mail is being restructured. International mail rules and regulations have been difficult for retail clerks as well as customers to understand. Now the service you get will depend only on the speed your customers want their items to be delivered. Customers will now have simple choices to mail internationally.

THE CATEGORIES AND THE NAMES WILL CHANGE

- Priority Mail Global Guaranteed is now called Global Express Guaranteed (GXG)
- Express Mail International will now be called Global Express Mail (EMS)
- Global Priority Mail (GPM) will remain the same
- Air, LC, and AO Airmail will now be called Global Airmail with two sub-categories:
 - Letter-post
 - Parcel Post
- Surface will now be called Global Economy with two sub-categories:
 - Letter-post
 - Parcel Post

HOW DOES IT WORK?

For Global Airmail, content distinctions were eliminated by merging Air Letter Class (LC) and Other Articles (AO) into one group called Letter-post. Now for Airmail there will only be two sub-categories, Letter-post and Parcel Post. The one-half ounce rate is eliminated for Letter-post making the starting weight just like domestic. The Economy rate will begin at one pound for Letter-post and five pounds for Parcel Post. For single piece sales there will no longer be a category of service for small packets, printed matter, sheet music and books.

For customers who used our printed matter rates, for books, sheet music, and related merchandise samples **the M-Bag option will be offered** with no minimum weight restrictions. Maximum weight is still 66 pounds per bag.

GXG – now accepts both documents and non-documents (merchandise).

Special services that were eliminated are — Special Delivery and Special Handling.

LET'S TALK RETAIL

INTERNATIONAL MAIL RESTRUCTURING

SECOND OF THREE SERVICE TALKS

The current content-based structure of international mail service is confusing to both customers and postal employees. A customer could send a four-pound package under the current system by 12 different services. By simplifying the services offered, customers will have a better understanding of what service they will receive. So, the content-based system is being replaced with a speed-based system of mailing.

GLOBAL AIRMAIL

The most significant change is for letters and printed matter which will now be called Global Airmail. For letters one major change is in the weight category. The one-half ounce rate is eliminated. Now all international letter mail will be based on a one-ounce rate. The other major change is the addition of two more rate groups for international mail for items weighing over one ounce. There is a rate for Canada and Mexico, Japan, Australia/New Zealand, Europe, and the rest of the world, a total of five rate groups.

TWO CATEGORIES

There are only two sub-categories of Global Airmail: **Letter-post** and **Parcel Post**.

Letter-post can contain letters as well as merchandise and letters. Be sure to check the International Country Listings (ICLs) in the *International Mail Manual* (IMM) to be certain that letters and merchandise can be mixed to a particular country. Custom forms will not change. You will still use the PS Form 2976 (green) for Letter-post mail, as required for customs and Aviation Security. As previously mentioned there will no longer be a content specific rate. Small packet, printed matter, publisher's periodicals, books, and sheet music have been eliminated. Those specific items can use Letter-post or Parcel Post to mail. In addition to that, customers who mail publisher's periodicals, sheet music or books can still use the M-Bag if they wish. The minimum weight for the M-Bag has been eliminated.

Parcel Post is primarily designed to accommodate larger shipments that exceed Letter-post size and weight limits. It also allows the sender to obtain optional services such as insurance coverage and return receipt, which are otherwise not available. The conditions for parcel post are unchanged.

SPECIAL SERVICES

The regulations and requirements for some special services will not change. Registered mail, Recorded Delivery, etc. will still be available for Letter-post. Insurance will be available for Parcel Post. Restrictions apply. Please consult the IMM.

Special Delivery and Special Handling for international mail have been eliminated.

CUSTOMER SATISFACTION

With the restructuring of international services the price of service will be in line with the actual cost of service. These changes will eliminate different sub-classes of international mail that took time to explain and understand. No longer will we need to use endorsements for "small packets" or "printed matter" to identify the contents of the mail.

QUESTION: What is the main difference in service that restructuring has allowed us to provide our customers?

ANSWER: Restructuring of international mail now allows us to charge for the speed of service instead of the contents of the article mailed. This provides our customers an easier to understand explanation of the service options available to them, and allows them to choose the most convenient and economical service to meet their mailing needs. They can now choose what they need by speed and price, getting the best value for their mailing needs.

NEW RATES AND SERVICES WILL GO INTO EFFECT THE SAME TIME DOMESTIC RATES CHANGE.

LET'S TALK RETAIL

INTERNATIONAL MAIL RESTRUCTURING

THIRD OF THREE SERVICE TALKS

WHY THE CHANGE?

The structure of international mail has changed to provide our customers with simple choices to mail their international letters and packages. Instead of a content-based mailing system, which charged the customer by the contents of the mail piece, the system was changed to reflect speed-based pricing. The new restructuring also recognizes the costs of mailing to different destinations so additional rate groups were added.

For expedited services, Global Express Mail (EMS) offers great value — combining tracking, insurance and expedited handling for a reasonable price. Customers needing a guaranteed service should use Global Express Guaranteed (GXG). For impactful economical delivery, customers should use Global Priority Mail (GPM).

GLOBAL ECONOMY (SURFACE)

Global Economy mail is sent by surface transportation (i.e., boat). Global Economy includes Letter-post and Parcel Post and are subject to the same requirements and conditions of mailing as Global Airmail Letter-Post and Parcel Post items. Economy is a service to recommend when delivery time is not a factor in the shipping decision.

The major change for Global Economy mail is that single piece Parcel Post rates begin at five pounds. Customers can send any weight item they want, realizing that Parcel Post rates begin at five pounds. The single piece rates for Economy Letter-post service begin at one pound. We encourage you to recommend to customers who wish to send items — weight five pounds or less — to use Global Airmail. They will get better service at a competitive price.

CUSTOMER SATISFACTION

Our customers now have simpler and easier choices to make when they mail their letters and packages to foreign destinations.

EMPLOYEE SATISFACTION

Now customers can present an article to mail to a foreign country and you won't have to ask numerous questions to find out what's inside their piece or to find them the best rate. With just a very few inquiry questions, you will be able to explain to the customers their options of mailing and special services. Then the customers can decide in a very short time the service(s) they want and how fast they want the article to arrive. It will take less time to complete an international transaction because the customers have fewer and clearer choices to make. By keeping the service simple we will improve customer satisfaction, and promote return business.

QUESTION: A customer presents a parcel for mailing to an international destination. What service would you offer?

ANSWER: By using G.I.S.T. you will be able to determine the needs of the customer. Since our services are based on speed instead of content, you will be able to determine the best service to meet your customers' needs. Use your knowledge of the services to suggest how they could send their article, and then let them decide on the speed that they would like their article delivered.

REMINDER: INTERNATIONAL RATES AND RESTRUCTURE WILL BE IMPLEMENTED AT THE SAME TIME DOMESTIC RATES CHANGE.

FREQUENTLY ASKED QUESTIONS

INTERNATIONAL RESTRUCTURING

QUESTION: Why has the Postal Service changed the classification for international mail?

ANSWER: The current content-based structure of international mail service is confusing to both customers and postal employees. A customer could send a four-pound package under the current system by 12 different services. The content-based system is being replaced with a speed-based system of mailing. Customers will now have simple choices to mail internationally based on price and speed, not content.

QUESTION: How many classes of service are there?

ANSWER: There are now five categories of service:

1. Global Express Guaranteed (GXG)
2. Global Express Mail (EMS) – formerly Express Mail International Service
3. Global Priority Mail (GPM)
4. Global Airmail – both letters and parcels (Letter-post and Parcel Post)
5. Global Economy (formerly surface mail) – both letters and parcels (Letter-post and Parcel Post)

QUESTION: When I mail an Airmail letter, how will it differ from the way I sent it before?

ANSWER: Letters can be sent Letter-post by Global Airmail. One major change is the one-half ounce weight rate is eliminated. The other major change is the addition of two more rate groups for items weighing over one ounce.

QUESTION: How will the new one-ounce rate compare with the old one-ounce rate?

ANSWER: The new one-ounce rate of 80 cents is actually cheaper than the old one-ounce rate of \$1.00. However, the new one-ounce rate of 80 cents is more than the old half-ounce rate of 60 cents.

QUESTION: What about content-based services I use now. What will change?

ANSWER: Small packet, printed matter, publisher's periodicals, books, and sheet music have been eliminated. These specific items can be mailed via Letter-post or Parcel Post. Customers who mail publisher's periodicals, sheet music, or books can still use M-Bag service if they wish. The minimum weight for M-Bag service has been eliminated.

QUESTION: What will change when I send a parcel?

ANSWER: The major change in Parcel Post rates is for Global Economy (surface) service. Parcel Post Global Economy rates begin at five pounds. Customers can send any weight item they want, but the Parcel Post rate begins at five pounds. The reason why we have done this is because the cost for lower weight items would price surface parcel service above the faster air service. The single piece rates for Economy Letter-post service begins at one pound for the same reason.

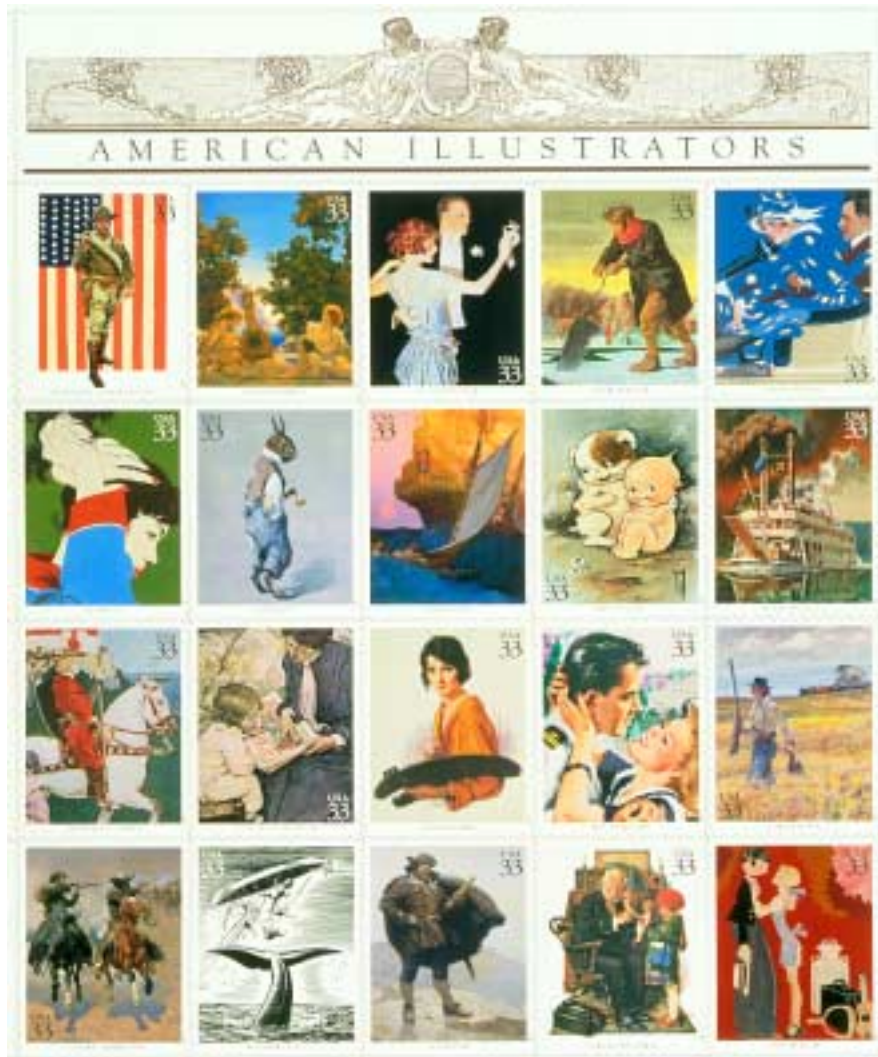
QUESTION: Have any Special Services been changed?

ANSWER: The regulations and requirements for some special services will not change. Registered Mail, Recorded Delivery, etc. will still be available for Letter-post. Insurance will be available for Parcel Post. However, Special Delivery and Special Handing for international mail have been eliminated.

Philately

STAMP ANNOUNCEMENT 01-01

American Illustrators Commemorative Stamps



Copyright USPS 2000

The Postal Service will issue a pane of twenty 34-cent *American Illustrators* commemorative stamps (Item Number 560400) in New York, NY 10199, on February 1, 2001. These stamps, designed by Carl Herrmann of Carlsbad, CA, go on sale nationwide February 2, 2001.

This pane of 20 stamps salutes 21 American illustrators whose works were recommended by a panel of experts convened by the Society of Illustrators.

The artwork of Franklin Booth is depicted on the header. Each stamp features details of an illustration that exemplifies an aspect of the following artists' work: Cole Phillips, Robert Fawcett, Joseph Christian Leyendecker, Maxfield Parrish, James Montgomery Flagg, Dean Cornwell, Rose O'Neill, Howard Pyle, Arthur Burdett Frost, Al Parker, Harvey Dunn, Jon Whitcomb, Neysa McMein, Jessie Willcox Smith, Edwin Austin Abbey, John Held, Jr., Norman Rockwell, Newel Convers Wyeth, Rockwell Kent, and

Frederic Remington. Verso text provides brief biographical sketches and identifies each illustration.

How to Order the First Day of Issue Postmark

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

AMERICAN ILLUSTRATORS COMMEMORATIVE STAMPS
 POSTMASTER
 421 EIGHTH AVE RM 2029B
 NEW YORK NY 10199-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 2, 2001.

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products associated with this stamp.

Distribution

Stamp distribution offices (SDOs) will receive three-quarters of their standard automatic distribution quantities for *American Illustrators*. Distributions are rounded up to the nearest master carton size (2,500 panes).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before January 23, 2001.

Issue:	<i>American Illustrators</i>
Item Number:	560400
Denomination & Type of Issue:	34-cent Commemorative
Format:	Pane of 20 (20 designs)
Series:	Classic Collection
Issue Date & City:	February 1, 2001 New York, NY 10199
Designer:	Carl Herrman, Carlsbad, CA
Engraver:	Southern Graphics Systems
Illustrator:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	John Boyd, New York, NY
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC 29325
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Coil/Pane:	20
Print Quantity:	125 million stamps
Paper Type:	Nonphosphored, Type III
Gum Type:	Self-adhesive
Processed at:	AVR, Clinton, SC
Colors:	Brown, Cyan, Magenta, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	1.085 x 1.42 in./27.559 x 36.068 mm
Overall Size (w x h):	1.225 x 1.56 in./31.115 x 39.624 mm
Full Pane Size (w x h):	7.25 x 7.75 in./184.15 x 196.85 mm
Plate Size:	80 stamps per revolution
Plate Numbers:	"V" followed by five (5) single digits
Marginal Markings:	"© USPS 2000" • Plate Block (6 positions) • Price Plate Numbers • Header • "CLASSIC COLLECTION"
Catalog Item Number(s):	560440 Full Pane with Plate no. — \$6.80 560462 First Day Cancellation (Set of 20) — \$8.80 560484 Press Sheet — \$40.80 560488 Art Prints (Set of 4) — \$19.95
Sale Date:	February 1, 2001
Nationwide Sale Date:	February 2, 2001

Additional Supply

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

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 4 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>American Illustrators</i> Panes, Item Number 560400
1	400
2	800
3	1,200
4	1,600
5	2,000
6	2,400
7	2,800
8	3,200
9	3,600
12	4,800
13	5,200
16	6,400
19	7,600

Sales Policy

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

— Stamp Services,
Public Affairs and Communications, 1-11-01

CORRECTION

Stamp Announcement 00-45 in Postal Bulletin 22040

The mailing address for ordering additional supplies of *Federal Eagle* stamped envelopes for stamp distribution offices (SDOs), accountable paper depositories (APDs), and authorized CAG A–G post offices requiring additional envelopes was incorrect in *Postal Bulletin* 22040 (12-28-00, page 67). The correct address is:

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

— Stamp Services,
Public Affairs and Communications, 1-11-01

STAMP ANNOUNCEMENT 01-02

Statue of Liberty Definitive Stamp

Copyright USPS 2000

The Postal Service will issue a *Statue of Liberty* 34-cent definitive stamp in New York, NY 10199, on February 7, 2001. The stamp, designed by Derry Noyes of Washington, DC, is based on a photograph by Paul Hardy of New York, NY, and goes on sale nationwide February 8, 2001.

This stamp will be issued in six formats: a convertible booklet of 20 (Item Number 669800); a convertible booklet of 10 (Item Number 669500); a vending booklet of 20 (Item Number 669000); a self-adhesive coil of 100 (Item Number 771300); a water-activated coil of 10,000 (Item Number 773800); and a water-activated coil of 3,000 (Item Number 773700).

The Statue of Liberty, a gift of friendship from the people of France to the people of the United States, has become a symbol of freedom and democracy. Located in New York Harbor, the statue was dedicated on October 28, 1886, and designated a National Monument on October 15, 1924. This stamp was issued in several nondenominated formats in December 2000.

How to Order the First Day of Issue Postmark

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

STATUE OF LIBERTY DEFINITIVE STAMP
POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 8, 2001.

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products associated with this stamp.

Distribution: Item 669800 — Convertible Booklet of 20

Stamp distribution offices (SDOs) will receive four waves of distributions of the *Statue of Liberty* convertible booklets of 20, for their standard automatic distribution quantities. The first distribution will be completed by January 29, 2001; the second distribution will be completed by March 27, 2001. The completion of the third distribution has not been determined. All four distributions will be completed by July 30, 2001. Distributions are rounded up to the nearest master carton size (4,000 books).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for one-fourth their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before January 23, 2001.

Additional Supply

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

Philatelic Requirement

Philatelic centers requiring Item 669800 must order them from their designated SDO using PS Form 17.

Distribution: Item 669500 — Convertible Booklet of 10

SDOs will receive four waves of distribution for these convertible books of 10. Wave 1 shipments will be completed January 29, 2001; Wave 2 shipments will be completed March 27, 2001; the completion of Wave 3 is to be determined. All shipments of Wave 4 should be completed by July 30, 2001. Distributions are rounded up to the nearest master carton size (4,000 books).

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to post offices. Post offices requiring quantities of Item 669500 must order them from their designated SDO using a separate PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices until 10 days prior to the first day of issue.

Additional Supply

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

Philatelic Requirement

Philatelic centers requiring Item 669500 must order them from their designated SDO using PS Form 17.

Distribution: Item 669000 — Vending Booklet of 20

SDOs will receive five waves of distribution for these vending books of 20. Wave 1 shipments will be completed by January 31, 2001; Wave 2 shipments will be completed by February 28, 2001; Wave 3 shipments will be completed March 30, 2001; Wave 4 will be completed by April 30, 2001; and Wave 5 will be completed by May 14, 2001. Distributions are rounded up to the nearest master carton size (4,000 books–3,000 books criss-cross).

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to post offices. Only post offices equipped with the appropriate self service vending machines may order these items from their designated SDO using a separate PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices until 10 days prior to the first day of issue.

Additional Supply

Authorized post offices requiring additional books must requisition them from their designated SDO using PS Form 17. SDOs requiring additional books must order them from the appropriate APD using PS Form 17.

Distribution: Item 771300 — PSA Coil of 100

SDOs received one wave of distribution for Item 771300, PSA coil of 100. Shipments were completed by December 22, 2000. Distributions are rounded up to the nearest master carton size (800 coils).

Initial Supply to Post Offices

SDOs *will not* make a subsequent automatic distribution to post offices. Post offices requiring quantities of Item 771300 must order them from their designated SDO using a separate PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices until 10 days prior to the first day of issue.

Additional Supply

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

Philatelic Requirement

Philatelic centers requiring Item 771300 must order them from their designated SDO using PS Form 17.

Distribution: Items 77380 and 773700 — Coils of 10,000 and 3,000

Information will be supplied at a later date.

Issue:	<i>Statue of Liberty</i>
Item Number:	669800
Denomination & Type of Issue:	34-cent Definitive
Format:	Convertible booklet of 20 (1 design)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Paul Hardy, New York, N Y
Designer:	Derry Noyes, Washington, DC
Engraver:	Southern Graphics Systems
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko
Stamps per Booklet:	20
Print Quantity:	2.7 billion stamps
Paper Type:	Prephosphored Type II
Gum Type:	Self-adhesive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Cyan, Magenta, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	0.832 x 0.720 in./21.133 x 18.288 mm
Overall Size (w x h):	0.982 x 0.870 in./24.948 x 22.098 mm
Full Booklet Size (w x h):	4.125 x 4.35 in./104.78 x 110.49 mm
Plate Size:	300 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits, (located on one stamp per booklet on bottom right corner).
Marginal Markings:	N/A
Catalog Item Number(s):	669840 Convertible booklet of 20 — \$6.80 669861 First Day Cover — \$0.55
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

Issue:	<i>Statue of Liberty</i>
Item Number:	669500
Denomination & Type of Issue:	34-cent Definitive
Format:	Convertible booklet of 10 (1 design)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Paul Hardy, New York, NY
Designer:	Derry Noyes, Washington, DC
Engraver:	Southern Graphics Systems
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko
Stamps per Booklet:	10
Print Quantity:	400 million stamps
Paper Type:	Prephosphored Type II
Gum Type:	Self-adhesive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Cyan, Magenta, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	0.832 x 0.720 in./21.133 x 18.288 mm
Overall Size (w x h):	0.982 x 0.870 in./24.948 x 22.098 mm
Full Booklet Size (w x h):	6.5 x 1.74 in./165.10 x 44.20 mm
Plate Size:	300 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits, (located on one stamp per booklet on bottom right corner).
Marginal Markings:	N/A
Catalog Item Number(s):	669540 Convertible booklet of 10 — \$3.40
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

Issue:	<i>Statue of Liberty</i>
Item Number:	669000
Denomination & Type of Issue:	34-cent Definitive
Format:	Vending booklet of 20 (1 design)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Paul Hardy, New York, N Y
Designer:	Derry Noyes, Washington, DC
Engraver:	Southern Graphics Systems
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko
Stamps per Booklet:	20
Print Quantity:	800 million stamps
Paper Type:	Prephosphored Type II
Gum Type:	Self-adhesive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Cyan, Magenta, Black
Stamp Orientation:	Horizontal
Image Area (w x h):	0.832 x 0.720 in./21.133 x 18.288 mm
Overall Size (w x h):	0.982 x 0.870 in./24.948 x 22.098 mm
Full Booklet Size (w x h):	10.375 x 1.74 in./263.53 x 44.196 mm
Plate Size:	300 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits, (located on one stamp per booklet on bottom right corner).
Marginal Markings:	N/A
Catalog Item Number(s):	669040 Vending booklet of 20 — \$6.80
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

Issue:	<i>Statue of Liberty</i>
Item Number:	771300
Denomination & Type of Issue:	34-cent Definitive
Format:	Self-adhesive coil of 100 (1 design)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Paul Hardy, New York, NY
Designer:	Derry Noyes, Washington, DC
Engraver:	N/A
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Bureau of Engraving and Printing (BEP)
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing (BEP)
Printed at:	BEP, Washington, DC
Press Type:	Andreotti, 601
Stamps per Coil:	100
Print Quantity:	8.8656 billion stamps
Paper Type:	Prephosphored Type I
Gum Type:	Self-adhesive
Processed at:	BEP, Washington, DC
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.0 x 20.8 mm
Overall Size (w x h):	0.87 x 0.96 in./22.1 x 24.4 mm
Full Pane Size (w x h):	N/A
Plate Size:	480 stamps per revolution
Plate Numbers:	Four (4) single digits
Marginal Markings:	N/A
Catalog Item Number(s):	771340 Full coil of 100 — \$34.00 771330 Strip of 25 w/plane no. — \$8.50 771320 Strip of 5 — \$1.70 771361 First Day Cover — \$0.55
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

Issue:	<i>Statue of Liberty</i>
Item Number:	773800
Denomination & Type of Issue:	34-cent Definitive
Format:	Water-activated coil of 10,000 (1 design)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Paul Hardy, New York, NY
Designer:	Derry Noyes, Washington, DC
Engraver:	N/A
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Bureau of Engraving and Printing (BEP)
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing (BEP)
Printed at:	BEP, Washington, DC
Press Type:	Andreotti, 601
Stamps per Coil:	10,000
Print Quantity:	100 million stamps
Paper Type:	Prephosphored Type I
Gum Type:	Water-activated
Processed at:	BEP, Washington, DC
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.0 x 20.8 mm
Overall Size (w x h):	0.87 x 0.96 in./22.1 x 24.4 mm
Full Pane Size (w x h):	N/A
Plate Size:	432 stamps per revolution
Plate Numbers:	Four (4) single digits
Marginal Markings:	N/A
Catalog Item Number(s):	773840 Full coil of 10,000 — \$3,400.00 773830 Strip of 25 w/plate no. — \$8.50 773820 Strip of 5 — \$1.70 773861 First Day Cover — \$0.55
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

Issue:	<i>Statue of Liberty</i>
Item Number:	773700
Denomination & Type of Issue:	34-cent Definitive
Format:	Water-activated coil of 3,000 (1 design)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Paul Hardy, New York, NY
Designer:	Derry Noyes, Washington, DC
Engraver:	N/A
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Bureau of Engraving and Printing (BEP)
Manufacturing Process:	Gravure
Printer:	Bureau of Engraving and Printing (BEP)
Printed at:	BEP, Washington, DC
Press Type:	Andreotti, 601
Stamps per Coil:	3,000
Print Quantity:	400 stamps
Paper Type:	Prephosphored Type I
Gum Type:	Water-activated
Processed at:	BEP, Washington, DC
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.0 x 20.8 mm
Overall Size (w x h):	0.87 x 0.96 in./22.1 x 24.4 mm
Full Pane Size (w x h):	N/A
Plate Size:	432 stamps per revolution
Plate Numbers:	Four (4) single digits
Marginal Markings:	N/A
Catalog Item Number(s):	773740 Full coil of 3,000 — \$1,020.00 773730 Strip of 25 w/plate no. — \$8.50 773720 Strip of 5 — \$1.70 773761 First Day Cover — \$0.55
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

STAMP ANNOUNCEMENT 01-03

Farm Flag Definitive Stamp

Copyright USPS 2000

The Postal Service will issue a 34-cent *Farm Flag* definitive stamp in New York, NY 10199, on February 7, 2001.

The stamp will be issued in a gummed pane of 100 (Item Number 100900). The stamp, designed by Richard Sheaff of Scottsdale, AZ, and illustrated by Hiro Kimura of Brooklyn, NY, goes on sale nationwide February 8, 2001.

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

How to Order the First Day of Issue Postmark

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

FARM FLAG DEFINITIVE STAMP
POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 9, 2001.

Issue:	<i>Farm Flag</i>
Item Number:	100900
Denomination & Type of Issue:	34-cent Definitive
Format:	Pane of 100 (1 design)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Illustrator:	Hiro Kimura, Brooklyn, NY
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprinting "USPS"
Printer:	Ashton-Potter (USA) Ltd.
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-size Security Press
Stamps per Pane:	100
Print Quantity:	25 million stamps
Paper Type:	Nonphosphored, Type III
Gum Type:	Water-activated
Processed at:	Ashton-Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.034 x 20.828 mm
Overall Size (w x h):	0.84 x 0.99 in./21.336 x 25.146 mm
Full Pane Size (w x h):	5.04 x 4.95 in./128.016 x 125.73 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© 2000 USPS" • Plate Position Diagram • Plate Numbers Barcode
Catalog Item Number(s):	561040 Full Pane with Plate no. — \$6.80 561030 Block of 10 — \$3.40 561020 Block of 4 — \$1.36 561061 First Day Cover — \$.55
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp.

Distribution: Item 100900 — Pane of 100

The *Farm Flag* gummed sheet of 100 *will not* be automatically distributed to stamp distribution offices (SDOs). Automatic distributions will be made to accountable paper depositories (APDs) only. SDOs requiring Item 100900 must order them from the appropriate APD using PS Form 17, *Stamp Requisition*. Distributions are rounded up to the nearest master carton size (250,000 stamps).

Initial Supply to Post Offices

SDOs will not make a subsequent automatic distribution to post offices. Post offices requiring quantities of Item 100900 must order them from their designated SDO using a separate PS Form 17. SDOs must not distribute stamps to post offices until 10 days prior to first day of issue.

Additional Supply

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

Philatelic Requirement

Philatelic centers requiring Item 100900 must order them from their designated SDO using PS Form 17.

— *Stamp Services,*
Public Affairs and Communications, 1-11-01

STAMP ANNOUNCEMENT 01-04

Flowers Definitive Stamps

Copyright USPS 2000

The Postal Service will issue a set of four 34-cent *Flowers* definitive stamps in New York, NY 10199, on February 7, 2001.

These stamps will be issued in a vending booklet of 20 (Item Number 669400); a self-adhesive two-sided booklet of 20 (Item Number 669200); and a self-adhesive coil of 100 (Item Number 776900). These stamps, designed by Derry Noyes of Washington, DC, are based on photographs by Robert Peak of Winter Park, FL, and go on sale nationwide February 8, 2001.

The photographs by Robert Peak capture the color and delicacy of four different cut flowers — a freesia, a cymbidium orchid, and two lilies. In his 25 years of artistic endeavors, Peak has been recognized and honored as a photographer, designer, and filmmaker. His fine art photographs have been featured in major publications and appear in collections worldwide.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others),

Issue:	<i>Flowers</i>
Item Number:	669400
Denomination & Type of Issue:	34-cent Definitive
Format:	Vending booklet of 20 (4 designs)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Robert Peak, Winter Park, Florida
Designer:	Derry Noyes, Washington, DC
Engraver:	Armotek Industries
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Stamps per Book:	20
Print Quantity:	200 million stamps
Paper Type:	Prephosphored Type II
Gum Type:	Self-adhesive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.832 in./18.28 x 21.13 mm
Overall Size (w x h):	0.87 x 0.982 in./22.09 x 24.94 mm
Full Booklet Size (w x h) :	10.375 x 1.739 in./263.52 x 44.17 mm
Plate Size:	480 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© USPS 2000" • Plate Numbers • "Peel here to fold • Self-adhesive stamps • DO NOT WET"
Catalog Item Number(s):	669440 Vending booklet of 20 — \$6.80
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

and place them in a larger envelope addressed to:

FLOWERS DEFINITIVE STAMPS
POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 8, 2001.

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

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

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic items for this stamp.

Distribution: Item 669400 — Vending Booklet of 20

Information will be supplied at a later date.

Distribution: Item 669200 — Two Sided Booklet

SDOs will receive three distributions of the *Flower* booklet for their automatic distribution quantities. The first distribution will end January 10, 2001. The second distribution will end January 16, 2001, and the third distribution will end February 28, 2001.

SDOs will make a subsequent automatic distribution to post offices for one-half the distribution quantities using their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment*, *Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices until 10 days prior to the first day of issue.

Additional Supply

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

Philatelic Requirement

Post offices with authorized philatelic centers must order Item 669200 from their designated SDO using PS Form 17.

Distribution: Item 776900 — PSA Coil of 100

Information will be provided at a later date.

Issue:	<i>Flowers</i> (Double Sided)
Item Number:	669200
Denomination & Type of Issue:	34-cent Definitive
Format:	Convertible booklet of 20 (4 designs)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Robert Peak, Winter Park, FL
Designer:	Derry Noyes, Washington, DC
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomek, 3000
Stamps per Book:	20
Print Quantity:	1.15 billion stamps
Paper Type:	Prephosphored Type II
Gum Type:	Self-adhesive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.832 in./18.28 x 21.13 mm
Overall Size (w x h):	0.87 x 0.982 in./22.09 x 24.94 mm
Booklet Size (w x h):	1.74 x 6.2083 in./44.19 x 157.69 mm
Plate Size:	480 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	"© 2000 USPS" • Price • Plate Numbers • "Peel here to fold • Self-adhesive stamps • DO NOT WET • Double sided"
Catalog Item Number(s):	669240 Convertible booklet of 20 — \$6.80 First Day Cover (Set of 4) — \$1.57
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

Issue:	<i>Flowers</i>
Item Number:	776900
Denomination & Type of Issue:	34-cent Definitive
Format:	Coil of 100 (4 designs)
Series:	N/A
Issue Date & City:	February 7, 2001, New York, NY 10199
Photographer:	Robert Peak, Winter Park, FL
Designer:	Derry Noyes, Washington, DC
Engraver:	Acitronics
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Modeler:	Guilford Gravure, Inc., Guilford, CT
Manufacturing Process:	Gravure
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	Guilford Gravure, Inc., Guilford, CT
Press Type:	Cerrutti, R118
Stamps per Coil:	100
Print Quantity:	1.5 billion stamps
Paper Type:	Prephosphored Type II
Gum Type:	Self-adhesive
Processed at:	Guilford Gravure, Guilford, CT
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.710 x 0.820 in./18.03 x 20.83 mm
Overall Size (w x h):	0.870 x 0.965 in./22.10 x 24.51 mm
Full Pane Size (w x h):	N/A
Plate Size:	384 stamps per revolution
Plate Numbers:	"B" followed by four (4) single digits
Catalog Item Number(s):	776940 Full coil of 100 — \$34.00 776961 First Day Cover (Set of 4) — \$1.57 776930 Strip of 25 w/plate no. — \$8.50 776920 Strip of 5 — \$1.70
Sale Date:	February 7, 2001
Nationwide Sale Date:	February 8, 2001

— Stamp Services,
Public Affairs and Communications, 1-11-01

Pictorial Cancellations Announcement

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

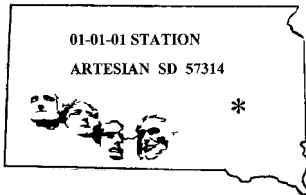
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated,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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (33 cents per envelope or 20 cents per postcard).

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

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

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



January 1, 2001

01-01-01 STATION
POSTMASTER
PO BOX 9998
ARTESIAN SD 57314-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
AURORA SD 57002-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
BONESTEEL SD 57317-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
CANOVA SD 57321-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
CARTHAGE SD 57323-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
COLMAN SD 57017-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
COLTON SD 57018-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
EMERY SD 57332-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
FAIRFAX SD 57335-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
HITCHCOCK SD 57348-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
LETCHER SD 57359-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
MCINTOSH SD 57641-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
MEADOW SD 57644-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
MISSION HILL SD 57046-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
MITCHELL SD 57301-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
OLDHAM SD 57051-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
REDFIELD SD 57469-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
REVILLO SD 57259-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
SALEM SD 57058-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
SPRINGFIELD SD 57062-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
TRENT SD 57065-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
WHITE LAKE SD 57383-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
WOLSEY SD 57384-9998

01-01-01 STATION
POSTMASTER
PO BOX 9998
YALE SD 57386-9998

The following are special inaugural pictorial cancellations.



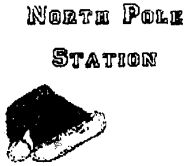
CONVENING OF THE
107th CONGRESS OF
THE UNITED STATES
OF AMERICA

January 3, 2001
107TH CONGRESS STATION
SPECIAL CANCELLATIONS
PO BOX 92282
WASHINGTON DC 20090-2282



January 20, 2001
PRESIDENTIAL INAUGURATION STATION
SPECIAL CANCELLATIONS
PO BOX 92282
WASHINGTON DC 20090-2282

CROSBY, ND
December
9
2000
58730

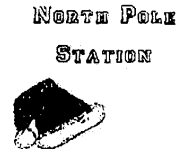


December 9, 2000
USPS
NORTH POLE STATION
POSTMASTER
PO BOX 9998
CROSBY ND 58730-9998

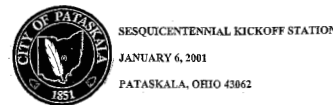


January 2, 2001
State Department, Government of
Puerto Rico
GOVERNOR INAUGURATION
DAY STATION
POSTMASTER
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9998

CROSBY, ND
December
9
2000
58730



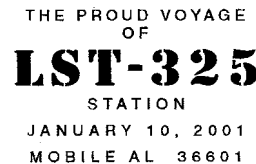
December 20, 2000
USPS
NORTH POLE STATION
POSTMASTER
PO BOX 9998
CROSBY ND 58730-9998



January 6, 2001
SESQUICENTENNIAL KICKOFF STATION
JANUARY 6, 2001
PATASKALA, OHIO 43062
SESQUICENTENNIAL KICKOFF
STATION
POSTMASTER
175 E BROAD ST
PATASKALA OH 43062-9998

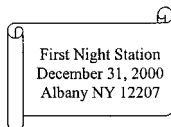


December 21, 2000
Capitol Inkers Anonymous Rubber
Stamp Club
MERRY CHRISTMAS STATION
PHILATELIC CLERK
1 CHURCH CIRCLE
ANNAPOLIS MD 21401-9998



January 10-15*, 2000
*Date will be date of actual arrival
THE PROUD VOYAGE OF
LST-325 STATION
JANUARY 10, 2001
MOBILE AL 36601
THE PROUD VOYAGE OF
LST-325 STATION
POSTMASTER
250 ST JOSEPH ST
MOBILE AL 36601-9813

FIRST
NIGHT.
2001
Albany



December 31, 2000
City of Albany
FIRST NIGHT STATION
PHILATELIC CLERK
50001 COLONIE CENTER MALL
ALBANY NY 12205-9998



January 12-13, 2001
Black Hills Race for the Gold
BLACK HILLS RACE FOR THE
GOLD STATION
POSTMASTER
PO BOX 9998
HILL CITY SD 57745-9998



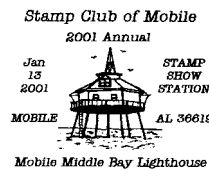
January 1, 2001
Schenectady Heritage Committee
TRAINS OF SCHENECTADY
STATION
POSTMASTER
29 JAY ST
SCHENECTADY NY 12305-9998



January 13, 2001
Second Annual Martin Luther King, Jr.
Festival
A Celebration
Fit for a King
Station
January 13, 2001
San Marcos, TX 78666
Second Annual Martin Luther
King, Jr. Festival
A CELEBRATION FIT FOR A
KING STATION
POSTMASTER
301 N GUADALUPE ST
SAN MARCOS TX 78666-9998



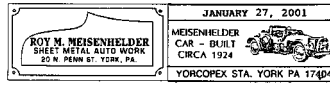
January 1, 2001
Saratoga Springs First Night
Committee
FIRST NIGHT STATION
POSTMASTER
245 WASHINGTON ST
SARATOGA SPRINGS NY
12866-9998



January 13, 2001
Stamp Club of Mobile
STAMP SHOW STATION
POSTMASTER
250 ST. JOSEPH ST
MOBILE AL 36601-9998



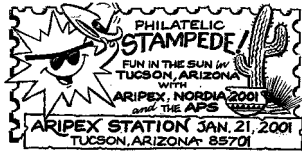
January 13, 2001
 ART FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 LONGBOAT KEY FL 34228-9998



JANUARY 27, 2001
 MEISENHOLDER
 CAR - BUILT
 CIRCA 1924
 YORCOPEX STA. YORK PA 17404

January 26-27, 2001

YORCOPEX STATION
 POSTMASTER
 3435 CONCORD RD
 YORK PA 17402-9998

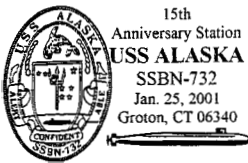


January 19-21, 2001
 ARIPEX STATION
 POSTMASTER
 PO BOX 9998
 TUCSON AZ 85701-9998



EAGLE DAY
OMEGA STATION
 ★ January 27, 2001 ★
 Clarksville, MO 63336

January 27, 2001
 Clarksville Chamber of Commerce
 EAGLE DAY OMEGA STATION
 POSTMASTER
 309 S FIRST ST
 CLARKSVILLE MO 63336-9998



January 25, 2001
 USS ALASKA 15TH
 ANNIVERSARY STATION
 POSTMASTER
 100 PLAZA CT
 GROTON CT 06340-9998



January 28, 2001
 CHALLENGER STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998



January 25, 2001
 The Curtis House - Nova Cottrell
 CHARLES CURTIS STATION
 POSTMASTER
 424 S KANSAS AVE
 TOPEKA KS 66603-9998



January 31, 2001
 Town of New Braintree 250th
 Anniversary Celebration
 Committee
 250TH ANNIVERSARY
 HISTORIC STATION
 POSTMASTER
 10 UTLEY RD
 NEW BRAINTREE MA
 01531-9998



January 26, 2001
 Warren Area Stamp Club
 WARREN AREA STAMP CLUB
 STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998

— Stamp Services,
 Public Affairs and Communications, 1-11-01

Special Cancellation Die Hubs

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

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

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

Post Offices

ALL MAIL PROCESSING OFFICES

Substitute Mailbag for the First-Class Mail Number 1 Pouch

Effective immediately, the contingency substitute mailbag for the FCM No. 1 pouch is the No. 1 canvas or plastic sack, *not* the Priority pouch. PS Tag 6 must be attached to each substitute sack prepared with First-Class Mail.

This notification is being distributed to prevent the misuse of priority sacks and to eliminate First-Class Mail being routed to Priority Mail processing centers.

— Mail Transport Equipment,
Network Operations Management, 1-11-01

NOTICE

Retrieval of Plastic Label Holders

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

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

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

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

— Mail Transport Equipment,
Network Operations Management, 1-11-01

LEVEL 13 AND BELOW OFFICES

Safety and Health Inspections

Within the next 30 days, Safety Performance Management, Headquarters, will be mailing to all Level 13 and below offices a package that contains a safety inspection checklist and instructions for completing the inspection. Postmasters/Installation Heads (PM/IHs), or their designees, at these offices must complete a safety and health inspection using the checklist, within 30 days of receiving the package. This annual safety and health inspection is required by ELM 824. PM/IHs must post the inspection and

ensure abatement of all deficiencies in accordance with the instructions. They must also certify completion of the inspection to the servicing safety office. PM/IHs in Level 13 or below offices should contact their servicing safety office if they need technical or programmatic assistance or if they do not receive a mailing that includes the inspection checklist and instructions.

— Safety Performance Management,
Employee Resource Management, 1-11-01

NOTICE

Use of No. 2 Domestic Canvas Pouches

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

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

— Mail Transport Equipment,
Network Operations Management, 1-11-01

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This office
will be closed
Monday,
February 19, 2001,
to observe
Washington's Birthday.

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Postal Employees

CORRECTION

Regular Rural Carrier Earnings Statement

[Correction to two holiday pay descriptions in "Regular Rural Carrier Earnings Statement" (Postal Bulletin 22040, page 81). Corrected text is shown in bold.]

Effective Pay Period 24-00, checks dated November 24, 2000, the earnings statement (PS Form 1223) for regular rural carriers (FLSA Code B) was modified to identify the 50 percent payment for working the relief day (TYP F) and the current "X" day balance.

DACA Fields for Form 1314

Sat	Mon	Tue	Wed	Thur	Fri
3					V
K					X

See sample of PS Form 1223, *Earnings Statement*, below.

The following description applies to the DETAIL EARNINGS portion of the earnings statement:

- WK Week 1 or Week 2 information
- RSC/LEV Route type and route number
- RATE The annual salary for the employee
- CODE Designation and activity code
- TYP Type of work/pay
 - C Christmas work
 - F DACA Code 3
 - H Holiday **work**
 - L All types of leave taken
 - O Overtime
 - W Paid work hours
 - X X day taken

- HOURS Based on the TYP Code
 - C Evaluated hours of the route
 - F Evaluated hours of the route
 - H 8 hours for each holiday **worked**
 - L 8 hours for each day of leave
 - O OT hours
 - W Total evaluated hours for the week (days worked x daily evaluated hours)
 - X 8 hours for each X day taken

- PAY Gross amount based on the TYP Code
 - C 150% of the daily evaluated pay
 - F 50% of the daily evaluated pay
 - H One day's evaluated pay
 - L One day's evaluated pay for each day of leave
 - O Gross amount for OT
 - W One day's evaluated pay for each day worked and for each X day
 - X No gross, amount included in Code W

X DAY BALANCE is in hours (whole number, no decimal).

In this example, the carrier is on a 47 K route, with a daily evaluation of 9.40 hours. The carrier has a balance of one (1) "X" day (8 hours).

K K04 XX-XXXX R X CARRIER		XXX-XX-XXXX		24-00		00007654					
PAYLOC		FINANCE NO.		EMPLOYEE NAME		SOCIAL SECURITY NO.		PAY PERIOD		SERIAL NUMBER	
DETAIL EARNINGS						GROSS TO NET			LEAVE STATUS		
WK	RSC/LEV	RATE	CODE	TYP	HOURS	PAY	THIS PERIOD	YEAR-TO-DATE	ANNUAL LEAVE		
2	K004	48992	710	X	8.00		GROSS PAY		FROM PREV YR		
2	K004	48992	710	W	4.700	94215	FED TAX		EARNED THIS YR		
1	K004	48992	710	W	3.750	75372	ST TAX		EARNED BAL		
1	K004	48992	710	F	9.40	9422	RETIRE		USED YR		
1	K004	48992	710	H	8.00	18843	FICA/MED		USED THIS PP		
				L	8.00	18843			BALANCE		
									SICK LEAVE		
									FROM PREV YR		
									EARNED THIS YR		
									USED YR		
									USED THIS PP		
									BALANCE		
									LEAVE WITHOUT PAY		
									THIS PP		
									CUMULATIVE		
									BOND DATA		
									UNAPPL BAL		
									NO ISSUED		
									USPS RETIREMENT		

PS FORM 1223-B, JUNE 1989 EARNINGS STATEMENT

REVISION

ELM and Forms 8167 and 8168**ELM 470 Increases Maximum Award Limits and Adds New Category of Award**

Effective January 13, 2001, *Employee and Labor Relations Manual* (ELM) 470, Incentive Awards and Service Recognition, is revised to increase award maximums for nonbargaining employees. The revisions below will be incorporated into the next incremental update of ELM 16 (as ELM 16.1) on the Postal Service Internet at <http://www.framed.usps.com/cpim/manuals/elm/elm.htm>. Text changes are indicated with change bars. The revisions also will appear in the next printed ELM.

Notably, Exhibit 471 is modified in EAS Recognition and Award Program and PCES Noncash Recognition Only to show increases in award amounts; #5 is added to include the Exceptional Performance Award described in 475.5.

In Spot Awards, the maximum amount of the award is increased to \$2,000 and the fiscal year cash limit is increased to \$2,000. Also, the information on taxability is moved into the description paragraph.

In Vice President Awards, the maximum award amount is increased to \$5,000. In Team Awards, the maximum award amount is increased to \$2,000 and the fiscal year cash limit is increased to \$2,000. In Exceptional Performance Awards, a new category of awards is added for nonbargaining employees.

Forms 8167 and 8168 Being Revised — Procedures to Temporarily Use Existing Forms Are Outlined

Form 8167, *PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions*, and Form 8168, *Individual EAS Recognition/Awards Program Authorization*, both dated November 1998, are being revised to reflect changes in ELM 470 (noted below) and will be republished in paper and stocked at the Material Distribution Center during FY2001. Until the revision is complete, those managers wishing to recommend an employee for the new Exceptional Performance Award can specify the award on Forms 8167 and 8168, section 7, called Basis for Award, along with the rationale for the selection. Submit as follows:

Exceptional Performance Award
Account Number 51328
Cash Code (39)

Employee and Labor Relations Manual (ELM)

* * * * *

470 Incentive Awards and Services Recognition

* * * * *

Exhibit 471 Overview of Recognition and Award Programs

* * * * *

EAS Recognition and Award Program and PCES Noncash Recognition Only

* * * * *

2. Spot Award	Cash: \$50 to \$2,000; cash equivalent: \$50 to \$2,000; or non-cash tangible: \$50 to \$2,000	Postmasters, managers grade EAS-22 and above, and PCES	Provides immediate recognition for a specific action or achievement beyond what is normally expected of an employee. No limit on number, but maximum of \$2,000 cash per employee per fiscal year (independent of Team Award dollar limit). Eligibility: All career EAS employees.
3. Vice President Award	Cash: up to \$5,000	Vice presidents	Acknowledges and rewards superior individual contribution or achievement deserving of systemwide recognition. Eligibility: All career EAS employees and PCES employees in EAS positions.

4. Team Award	Cash: \$50 to \$2,000; cash equivalent: \$50 to \$2,000; or noncash tangible: \$50 to \$2,000	Vice presidents	Rewards superior team contribution or achievement deserving of systemwide recognition. The amount of an award should be commensurate with the magnitude of the effort or achievement. An EAS employee may receive up to \$2,000 in cash Team Awards in a fiscal year (independent of Spot Award dollar limit). Eligibility: All career EAS employees. (Note: PCES and PCES in EAS positions are eligible for noncash awards only.)
5. Exceptional Performance Award	Cash: Up to \$7,500	Management committee officers or senior vice president	Acknowledges and awards exceptional individual contribution and achievement deserving of systemwide recognition. Eligibility: All career EAS employees and PCES employees in EAS positions.

* * * * *

Career Bargaining Unit Employees Only

* * * * *

3. Meritorious Service Award	Certificate and cash award up to \$2,000	Field: District managers, senior or lead plant managers Area: Vice presidents Headquarters: Officers or their designees	Given for accomplishments that have significantly and measurably contributed to the improvement of the Postal Service and that extend beyond the employee's own area of responsibility or substantially exceed the performance expected of an employee in that position.
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* * * * *

475 Awards for Career EAS and PCES Employees Only

* * * * *

475.16 Documenting and Processing the Award

Cash equivalent and noncash tangible items are obtained using normal purchasing procedures. Expenses should be charged to line 2C of the organization expense budget in order to track recognition. Forms 8168, *Individual EAS Recognition/Awards Program Authorization*, and Forms 8167, *PCES Recognition or Vice President Award Authorization for PCES in EAS Positions*, are submitted to Eagan ASC for cash equivalent informal awards only.

475.2 Spot Awards

* * * * *

475.22 Description

Awards may be cash, cash equivalent, or noncash tangible. Awards should be valued at a minimum of \$50 and may not exceed \$2,000. The amount of an award should be commensurate with the magnitude of the effort or achievement. With the exception of engraved plaques and trophies, all Spot Awards are taxable and must be reported to the IRS.

- a. *Cash awards* are \$50 to \$2,000 issued in the form of a check.

* * * * *

475.27 Documenting and Processing the Award

* * * * *

- b. *Cash Equivalent and Noncash Tangible Awards.* Items are obtained using normal purchasing procedures. Expenses are to be charged to line 2C of the organization expense budget to track recognition.

* * * * *

475.3 Vice President Awards

* * * * *

475.32 Description

Awards are for amounts up to \$5,000, paid by check. The amount of an award should be commensurate with the magnitude of the effort or achievement. Vice President Awards are taxable and must be reported to the IRS. Tax withholding is processed as described in paragraph 475.36 below.

* * * * *

475.4 Team Awards

* * * * *

475.42 Description

Awards may be cash, cash equivalent, or noncash tangible for EAS employees. Awards should be valued at a minimum of \$50 and may not exceed \$2,000. The amount of an award should be commensurate with the magnitude of the team achievement. With the exception of engraved plaques and trophies, all Team Awards are taxable and must be reported to the IRS.

- a. *Cash awards* are \$50 to \$2,000 issued in the form of a check.

* * * * *

475.44 Award Limits Ceilings

An EAS employee may receive up to \$2,000 in cash Team Awards in a fiscal year (independent of Spot Award dollar amounts).

* * * * *

475.5 Exceptional Performance Awards**475.51 Purpose**

Exceptional Performance Awards are cash payments to acknowledge and reward superior individual contribution or achievement that is deserving of systemwide recognition. They are intended to recognize contributions not encompassed by basic salary, merit salary adjusts, or formal pay for performance programs.

475.52 Description

Awards are for amounts up to \$7,500 paid by check. The amount of an award should be commensurate with the magnitude of the effort or achievement. Exceptional Performance Awards are taxable and must be reported to the IRS. Tax withholding is processed as described in paragraph 475.56.

475.53 Eligibility

All career EAS employees and PCES employees in EAS positions are eligible for Exceptional Performance Awards.

475.54 Expenditure Limitation

The fiscal year expenditure for Exceptional Performance Awards is limited to \$30,000 for each management committee officer.

475.55 Approval

Management committee or senior vice presidents must approve these awards and are responsible for establishing administrative procedures for issuing these awards within their respective organizations.

475.56 Documenting and Processing the Award

The recommending official completes Form 8168, *Individual EAS Recognition/Awards Program Authorization*, or Form 8167, *PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions*, and submits the form to the Eagan ASC for payment and required withholdings.

ALL POSTAL EMPLOYEES

2000 Tax Information — Form W-2, Wage and Tax Statement

1. Current Mailing Address

To facilitate processing of 2000 tax information and to ensure correct and timely receipt of a 2000 Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at the distributed data entry/distributed reporting (DDE/DR) site. Current employees, as well as employees that have left the Postal Service, who have changed their address in 2000 and have not submitted Form 1216, *Employee's Current Mailing Address*, to their DDE/DR site should do so immediately. All Form W-2s are sent to the address on file at the time of printing and will not be forwarded.

2. General W-2 Information

If an employee has earnings for more than one state, a separate Form W-2 will be issued for each state reported. The format of the 2000 Form W-2 has been changed from the 1999 version.

Additions include:

1. Source of reported wages section. This section is used to reconcile your Earnings Statement with your Form W-2.
2. Notice to Employee on the reverse side of the form.
3. A statement concerning exemption from withholding.
4. Box 39, "Relocation Gross." There will no longer be a separate relocation Form W-2.

Side one of Form W-2 is shown on page 70 of this *Postal Bulletin*.

3. Inquiries

All inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, T-COLA, money differences between earnings statement and W-2, leave buy backs, erroneous state or local tax deductions, TSP, FSA, etc., should be sent to Payroll Adjustments.

All questions regarding Form W-2 must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).

5. Year(s) involved.
6. Specific question.
7. Employee's signature.

If the first three digits of your Social Security number are ...	A written request should be sent to...
000-328	Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9633
329 and up	Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9634

General questions:

Imputed Income Life Insurance

The imputed income life insurance amount shown in Box 35 of the 2000 Form W-2 is the net result of the IRS computation for taxable insurance benefits less the amount an employee pays for optional insurance in the calendar year.

The IRS requires the Postal Service to report as income the cost of group term life insurance in excess of \$50,000 that is paid by the employer. The formula is based on an employee's age, salary, and life insurance coverage.

Thrift Savings Plan (TSP)

The following facts will clarify some of the common tax questions regarding TSP:

- Box 14, "Employee contributions (TSP)," will contain employee TSP contributions only.
- Box 1, "Wages, tips, other compensation," has been reduced by the amount of the employee's TSP contributions shown in Box 14.
- Box 17, "State wages, tips, etc.," has been reduced by the amount of employee TSP contributions in Box 14 for all states except New Jersey, Pennsylvania, and Puerto Rico.
- New York City; Kansas City, MO; Detroit; and St. Louis are the only localities that allow income deferral for TSP. Box 20, "Local wages, tips, etc.," will be reduced by the amount of employee TSP contributions only if New York City, Kansas City, Detroit, or St. Louis is indicated in Box 19, "Locality name."

**UNITED STATES
POSTAL SERVICE**
2000 W-2 and
Earnings Summary

Source of reported wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-2000 (or last period in pay status 2000) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your Form W-2. If any checks issued during 2000 were returned or canceled after the last Earnings Statement was printed, this reconciliation formula is not applicable.

Earnings Statement (YTD)

Gross
Social Security Tax
Medicare Tax
Fed Tax
HB Pretax
State Tax
Thrift
FSA

Reconciliation Formula

Gross Pay (YTD)
- FSA Contribution (W-2 Box 10)
- TSP Contribution (W-2 Box 14)
- Pre-tax Health Benefits (W-2 Box 37)
+ Taxable Carrier Drive-Out (W-2 Box 33)
+ Taxable Vehicle Hire (W-2 Box 33)
+ Taxable Special Delivery (W-2 Box 33)
+ Taxable Supervisor Vehicle Usage (W-2 Box 33)
+ Imputed Income-Life Insurance (W-2 Box 35)
+ Miscellaneous (W-2 Box 36)
+ Relocation Gross (W-2 Box 39)
= Wages, tips, other compensation (W-2 Box 1)

Box 36 - Miscellaneous

Includes one or more of the following:
Rent
Non-Cash Awards
Spousal Travel
Outstanding Travel Advances

Notice: If an employee has earnings for more than one state or locality, a separate W-2 is issued for each.

Finance No.

**FOR EMPLOYMENT
VERIFICATION CALL
1-800-276-9850**

Exemption from withholding: Employees claiming "exempt" from withholding during the year must complete a new Form W-4 each year to keep their "exempt" status. Please contact your local personnel office for details.

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages	6 Medicare tax withheld
9 Employer's FED ID number Dept. 41-0760000	8 Employee's SSA number
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611	
9 Advanced EIC payment	10 FSA total contributions
10a FSA dependant care	10b FSA health care
13 See instrs for box 13	14 Employee contrib (TSP)
15 Prior year TSP contrib	31 TCOL allowance
32 Employee business expense	33 Taxable employee business exp *
34 Pension plan coverage	35 Imputed income life ins *
36 Miscellaneous *	37 Pre-tax HB
38 Occupation tax withheld	39 Relocation Gross *
e/f Employee's name, address, and ZIP code	
16 State Employer's state ID no.	17 State wages, tips, etc.
18 State income tax	19 Locality name
20 Local wages, tips, etc.	21 Local income tax
Employee's Copy W-2 Wage and Tax Statement 2000	
<small>* Amount included in Box 1 OMB No. 1545-0088</small>	

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages	6 Medicare tax withheld
9 Employer's FED ID number Dept. 41-0760000	8 Employee's SSA number
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611	
9 Advanced EIC payment	10 FSA total contributions
10a FSA dependant care	10b FSA health care
13 See instrs for box 13	14 Employee contrib (TSP)
15 Prior year TSP contrib	31 TCOL allowance
32 Employee business expense	33 Taxable employee business exp *
34 Pension plan coverage	35 Imputed income life ins *
36 Miscellaneous *	37 Pre-tax HB
38 Occupation tax withheld	39 Relocation Gross *
e/f Employee's name, address, and ZIP code	
16 State Employer's state ID no.	17 State wages, tips, etc.
18 State income tax	19 Locality name
20 Local wages, tips, etc.	21 Local income tax
W-2 Federal Filing Copy Wage and Tax Statement 2000	
<small>Copy 8 to be filed with Employee's Federal Income Tax Return * Amount included in Box 1 OMB No. 1545-0088</small>	

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages	6 Medicare tax withheld
9 Employer's FED ID number Dept. 41-0760000	8 Employee's SSA number
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611	
9 Advanced EIC payment	10 FSA total contributions
10a FSA dependant care	10b FSA health care
13 See instrs for box 13	14 Employee contrib (TSP)
15 Prior year TSP contrib	31 TCOL allowance
32 Employee business expense	33 Taxable employee business exp *
34 Pension plan coverage	35 Imputed income life ins *
36 Miscellaneous *	37 Pre-tax HB
38 Occupation tax withheld	39 Relocation Gross *
e/f Employee's name, address, and ZIP code	
16 State Employer's state ID no.	17 State wages, tips, etc.
18 State income tax	19 Locality name
20 Local wages, tips, etc.	21 Local income tax
W-2 State Filing Copy Wage and Tax Statement 2000	
<small>Copy 2 to be filed with Employee's State Income Tax Return * Amount included in Box 1 OMB No. 1545-0088</small>	

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages	6 Medicare tax withheld
9 Employer's FED ID number Dept. 41-0760000	8 Employee's SSA number
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611	
9 Advanced EIC payment	10 FSA total contributions
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13 See instrs for box 13	14 Employee contrib (TSP)
15 Prior year TSP contrib	31 TCOL allowance
32 Employee business expense	33 Taxable employee business exp *
34 Pension plan coverage	35 Imputed income life ins *
36 Miscellaneous *	37 Pre-tax HB
38 Occupation tax withheld	39 Relocation Gross *
e/f Employee's name, address, and ZIP code	
16 State Employer's state ID no.	17 State wages, tips, etc.
18 State income tax	19 Locality name
20 Local wages, tips, etc.	21 Local income tax
W-2 City or Local Filing Copy Wage and Tax Statement 2000	
<small>Copy 2 to be filed with Employee's City or Local Income Tax Return * Amount included in Box 1 OMB No. 1545-0088</small>	

Employee Business Expense (EBE)

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, supervisor vehicle usage, and special delivery are all considered employee expenses. Box 32, "Employee business expense," will contain the non-taxable (not the total) EBE amount, while Box 33, "Taxable employee business expense," will contain the taxable EBE amount. The taxable amount shown in Box 33 will also be included in Box 1, "Wages, tips, other compensation."

Flexible Spending Account (FSA)

The amount contributed to an employee's FSA for both health care and dependent care is shown in Box 10, and has been deducted from Box 1, "Wages, tips, other compensation."

Health Benefit Pre-Tax

The amount contributed for health benefit premiums are considered pre-tax unless the employee declined the pre-tax benefit. The health benefit pre-tax amount is shown in Box 37 and has been deducted from Box 1, "Wages, tips, other compensation."

State/Territory Gross Wages

The amount in Box 17, "State wages, tips, etc.," will equal Box 1 with the following exceptions:

New Jersey, Pennsylvania, and Puerto Rico do not allow income deferral. Therefore, employee TSP, FSA, and health benefit pre-tax contributions are not deducted from state gross. (Pennsylvania law was changed in 1997 to allow income deferral for flexible spending account health care (FSAHC) and health benefits pre-tax. Therefore, only these two amounts are deducted from Pennsylvania state gross.)

Pennsylvania is the only state that does not require the imputed income life insurance to be added into the state gross.

Annuity Protection Program

Form W-2s are issued to former employees who receive payments from the Postal Service under the Annuity Protection Program. Any questions regarding these Form W-2s should be directed to:

Specialized Payroll and Benefits
 Eagan Accounting Service Center
 2825 Lone Oak Pkwy
 Eagan MN 55121-9620

4. Obtaining Duplicate Forms

All requests for duplicate W-2s must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Employee's signature.

If you are requesting a duplicate Form W-2 for wages, relocation, or annuity protection program ...	Then submit a written request to ...
1985 to the present	The finance office at your local DDE/DR site. *
1984 and prior years	General Service Administration National Personnel Records Center Civilian Personnel Records 111 Winnebago Street St. Louis MO 63118-4199

* If unsuccessful requesting duplicate W-2s from the DDE/DR site, duplicates can also be requested in writing from: Control Section (W-2s), Accounting Service Center, 2825 Lone Oak Pkwy, Eagan MN 55121-9611.

Form W-2C, Corrected Wage and Tax Statement

1. General W-2C Information

Form W-2C is used by the Postal Service to correct errors previously filed on a Form W-2. The Form W-2C will report only the corrections and should be used in conjunction with the original Form W-2 issued when filing taxes and/or other related information.

2. Requesting a W-2C

All requests for a corrected W-2 must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.
6. Reason for request.
7. Employee's signature.

If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for ...	Then submit a written request to ...
Wages (1985 to the present)	<p>For employees with Social Security numbers beginning with 000–328:</p> <p>Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9633</p> <p>For employees with Social Security numbers beginning with 329 and up:</p> <p>Attn: Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9634</p>
Relocation	San Mateo Accounting Service Center 2700 Campus Drive San Mateo CA 94097-9000
Annuity Protection Program	Specialized Payroll and Benefits Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9620

3. Obtaining Duplicate W-2C Forms

All requests for a duplicate W-2C must be submitted in writing. The request must include:

1. Employee's name.
2. Current mailing address.
3. Social Security number.
4. Name of office where employed (or where previously employed if not a current Postal Service employee).
5. Year(s) requested.

6. Employee's signature.

If you are requesting a duplicate ...	Then submit a written request to ...
W-2C	Control Section (W-2C) Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9611

IRS Form 1099MISC, *Miscellaneous Income*, and IRS Form 1099R, *Distributions From Pensions, Annuities, Retirement or Profit Sharing Plans, IRAs, Insurance Contracts, etc.*

Form 1099MISC

These forms originate from all three Accounting Service Centers (ASCs). Please determine the nature of the payments and contact the appropriate office/ASC.

Requests for duplicate copies and questions regarding ...	Should be directed to ...
Payments to the beneficiaries of deceased employees of the unpaid compensation due at the time of death. Please provide name, SSN, and date of death of the deceased.	Control Section Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9611
Lump sum payments with no deductions as the result of settlements. Please provide name, SSN, date of settlement, type of settlement, amount of settlement, period involved, and the date it was sent to the ASC for payment.	
Contract cleaners	Contract Cleaners Section St Louis Accounting Service Center 1720 Market Street St Louis MO 63180-9181
All others	Accounts Payable III San Mateo Accounting Service Center 2700 Campus Drive San Mateo CA 94497-9422

Form 1099R

This year, both the Office of Personnel Management (OPM) and the Eagan Accounting Service Center are sending out Form 1099-R: Eagan for Annuity Protection checks and OPM for monthly annuity checks. The originating agency should be listed on the Form 1099R. Try to determine which agency made the payments before making an inquiry.

Requests for duplicate copies and questions regarding ...	Should be directed to ...
Forms issued from the ASC	Specialized Payroll and Benefits Eagan Accounting Service Center 2925 Lone Oak Pkwy Eagan MN 55121-9620
Forms issued from the OPM	Annuitant Services Division Office of Personnel Management PO Box 989 Washington DC 20044-0989

— Payroll Accounting, Finance, 1-11-01

Fitness-for-Duty Examinations

Management Instruction, Fitness-for-Duty Examinations

The Management Instruction *Fitness-for-Duty Examinations*, EL-860-2000-7, is effective immediately and is now available on the Postal Service Intranet under *Policies & Procedures* and may be ordered from the Material Distribution Center. This instruction provides information about levels of fitness-for-duty examinations and their application by Postal Service and consultative medical personnel. This instruction replaces section 161.2 in Handbook EL-806, *Health and Medical Services*.

Employees may requisition copies of this publication as follows:

- Use Touch-Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send a F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service 2 TOKSOO1L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
500 GARY ORMSBY DRIVE
TOPEKA KS 66624-9702

Description: Fitness for Duty Examination
Management Instruction
PSN: 7610-05-000-4169
PSIN: MIEL86020007
Unit of Issue: EA
Price: \$0.3645
Bulk Pack Qty: 400
Edition Date: 9/00

PS Form 2492, Request for Fitness-for-Duty Examination

The PS Form 2492, *Request for Fitness-for-Duty Examination*, is now available and may be ordered from the Material Distribution Center.

Use PS Form 2492 when requesting a fitness-for-duty examination. Refer to Management Instruction EL-860-2000-7, Attachment 3 for additional information concerning the use of this form.

Employees may requisition copies of this publication as follows:

- Use Touch-Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send a F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service 2 TOKSOO1L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
500 GARY ORMSBY DRIVE
TOPEKA KS 66624-9702

Description: Request for Fitness for Duty Examination
Form
PSN: 7530-05-000-4159
PSIN: PS2492
Unit of Issue: SE
Price: \$0.1159
Bulk Pack Qty: 3,000
Edition Date: 8/00

— Health and Resource Management,
Employee Resource Management, 1-11-01

Purchasing and Materials

UPDATE

Interest Rate on Contract Claims

The Postal Service periodically publishes in the *Postal Bulletin* the interest rate payable on a claim decided in a contractor's favor, under the Contract Disputes Act of 1978. This rate also applies to late payments to contractors under the Prompt Payment Act, as amended.

The interest rate effective for the six-month period beginning January 1, 2001, and ending June 30, 2001, is 6.375 percent.

— *Purchasing Policies and Programs,
Purchasing and Materials, 1-11-01*

PRICE CHANGE

USPS Business Cards

Effective January 2, 2001, the price of all business cards from American Printing and Paper Products, BPA 102595-99-R-1816, will increase. New pricing is as follows:

Standard USPS Business Cards

You may pay by check, money order, or credit card.

Quantity	New Price
250	\$15.25
500	\$18.75
1000	\$22.50

Inspection Service Business Cards (Inspector Badge or Inspection Seal)

You may pay by check, money order, or credit card.

Quantity	New Price
250	\$14.50
500	\$16.65

All orders that do not reflect the new prices will be returned to the requester's office for additional funding. This applies to check, money order, and credit card transactions.

Orders for business cards must be submitted using PS Form 1868, *U.S. Postal Service Business Card Order Form*, January 2001, on page 75 of this *Postal Bulletin*. This form is *not* stocked at the Material Distribution Center and must be reproduced locally.

— *Printing Purchasing,
Purchasing and Materials, 1-11-01*

U. S. POSTAL SERVICE BUSINESS CARD ORDER FORM

PS Form 1868, January 2001

TO: **POSTAL ORDER PROCESSING**
AMERICAN PRINTING & PAPER PRODUCTS INC
 10150 PENNSYLVANIA AVE
 MANASSAS VA 20110-2029

TELEPHONE:
703-361-5007

FAX:
703-361-4740

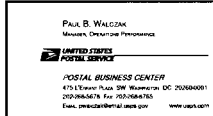
CONTRACT NO.	ORDER NO.
REQUESTING ORGANIZATION	7
DATE REQUESTED	DATE REQUIRED

SAMPLE FORMATS

TYPE LIMIT:
 3 LINES ABOVE AND
 4 LINES BELOW
 POSITION AS SHOWN



TYPE LIMIT:
 3 LINES ABOVE AND
 3 LINES BELOW
 POSITION AS SHOWN



TYPE LIMIT:
 10 LINE MAXIMUM
 INCLUDING:
 "Postal Inspection Svc"
 INSPECTORS ONLY



TYPE LIMIT:
 10 LINE MAXIMUM
 INCLUDING:
 "Postal Inspection Svc"
 INSPECTION SERVICE
 SUPPORT STAFF



Pay By Check, Money Order or VISA Card

- USPS:
- QUANTITY:
- 250 @ \$15.25
 - 500 @ \$18.75
 - 1000 @ \$22.50
- STYLE:
- Standard
 - Business Center

INSPECTION SERVICE:

- QUANTITY:
- 250 @ \$14.50
 - 500 @ \$16.65
- STYLE:
- Badge
 - Seal

U. S. POSTAL SERVICE BUSINESS CARD ORDER FORM

PAPER SPECIFICATIONS	3.5 X 2	INK	PMS 294 Blue PMS 485 Red Inspection Svc in Blue only
ACCOUNT No.		B/A FINANCE No.	
VISA CARD No.		EXPIRATION DATE	
FUNDING / CREDIT CARD OFFICIAL SIGNATURE		DATE APPROVED	
REQUESTOR SIGNATURE			
REQUESTOR TELEPHONE		FAX OR EMAIL	
MANAGER / SUPERVISOR SIGNATURE			

TYPE COPY IN THE POSITION THAT EACH LINE IS TO APPEAR. USE A SEPARATE FORM FOR EACH ORDER.

ORDERING FORMAT

PRINT OR TYPE
 CLEARLY AND NEATLY

PRINTER IS NOT
 RESPONSIBLE FOR ERRORS
 DUE TO ILLEGIBLE OR
 UNCLEAR COPY

WHEN FAXING YOU MUST
 CALL TO CONFIRM RECEIPT

TEL _____ FAX _____

EMAIL: _____

CUSTOMER:
 COMPLETE LABEL WITH
 EXACT ADDRESS FOR
 RETURN SHIPMENT.
THIS ACTUAL LABEL
WILL BE AFFIXED
TO YOUR BOX.

PS Form 1868, January 2001

**UNITED STATES
 POSTAL SERVICE**

475 L'Enfant Plaza SW
 Washington DC 20260-0001

THIS PACKAGE
 WILL SHIP
 USING PRIORITY
 MAIL SERVICE

PRINTER REFERENCE

YOUR REFERENCE (Optional)

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Retail

Letter for Customers Resetting Meters at the Window

Following this article (page 79) you will find a letter that can be reproduced as necessary. As published in *Postal Bulletin 22039 (12-14-00)*, manually set electronic postage meters are being removed from the market because of security concerns. Postal employees who set meters should give a copy of this letter to customers when meters are presented for resetting.

This letter is also being sent to all affected customers by their respective meter manufacturers. Customers may receive multiple copies of this letter, but it is imperative they get the message. Our customers need to be aware of this action in ample time to allow them to plan for the procurement of replacement equipment.

— *Postage Technology Management,
Retail, Consumers and Small Business, 1-11-01*

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POSTAGE TECHNOLOGY MANAGEMENT
OFFICE OF RETAIL, CONSUMERS AND SMALL BUSINESS



To: Manually Reset Electronic Postage Meter Users

January 2001

This letter is important to you if you bring your electronic meter into your local post office to add new postage. The Postal Service is retiring all manually reset electronic postage meters. The retirement of all manually reset electronic postage meters is the second phase of a plan that began in 1995 in cooperation with the authorized meter manufacturers. The first phase removed all mechanical postage meters. Future phases will retire all "letterpress" (electro-mechanical) postage meters that lack adequate security to protect postal revenue.

On May 1, 2000, a *Federal Register* notice was published announcing our plans and reasons. By now you may have received information from your meter manufacturer regarding this news. The purpose of this letter is to notify you of the timetable for the retirement of your manually reset electronic postage meter. After the retirement date, your meter will no longer be authorized for use as a postage-evidencing device. Electronic meters that are reset remotely (via telephone) are not being withdrawn from use at this time. However, we are currently working with the meter manufacturers to effect a migration plan to a total digital technology metering system for the future.

To ensure that all mailers using a manually reset meter have adequate time to convert to a remote reset meter, the Postal Service has established the following timetable for the transition:

- If your lease, contract, or rental agreement for a manually reset electronic meter expired during calendar year 2000 earlier correspondence to manufacturers authorized extending the use of the meter until December 31, 2001.
- If your lease, contract, or rental agreement for a manually reset electronic meter expires after December 31, 2000, you may use the meter until the end of the calendar quarter following the quarter in which the agreement expires. *For example, any meter with an agreement expiring during the first quarter (January, February, or March) of 2001 must be retired before the end of the second quarter of 2001, that is by June 30, 2001.*

This timetable gives you at least three months after your lease, contract, or rental agreement expires to replace the manually reset meter with a remote set meter. You must return an affected meter to the manufacturer within 30 business days after it is retired.

Given the rapid pace of new technological developments for secure postage meter technology, you should limit a lease, contract, or rental agreement for postage meter equipment to no more than five (5) years' duration, unless you are investing in new digital printing technology.

You are reminded that all postage meters are the property of the meter manufacturer. If you have a question as to when your lease, contract, or rental agreement expires, please contact your meter manufacturer. If you need specific information regarding this letter, please contact the USPS Postage Technology Management Communications Center at 703-292-3691.

Sincerely,

A handwritten signature in cursive script that reads "Wayne A. Wilkerson".

Wayne A. Wilkerson, Manager
Postage Technology Management

1735 NORTH LYNN STREET
ARLINGTON VA 22209-6050
703-292-3704
FAX: 703-292-4073
WWW.USPS.COM

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What's in Store

New promotion

*Jan. 8 through
Feb. 25*

The Postal Service and MasterCard® are conducting a promotion in all A and B kit offices during the Love Drive period. The purpose is to inform customers that the Postal Service accepts credit cards and to promote this cost-effective means of payment.

Customers who pay for their purchases with their MasterCard and spend a minimum of \$12 will receive a "Coloring Postcards" coloring book. It features images of Love stamps that have been issued by the Postal Service in a postcard format. The images can be colored and then mailed. The postcards are oversize so they will need a First-Class rate stamp. Each card commemorates a specific day such as Secret Pal Day and World Peace Day. This item is limited to one per customer while supplies last.

The coloring books will be distributed through the Retail Merchandise Center. This distribution will be separate from the Love Drive period POP kit. The books cannot be re-ordered once an office is out of stock. The list of offices receiving the coloring books and the quantity they will receive can be found on the Retail website. All offices should have received their allocation by January 3.

A counter mat and counter card will be used to promote this offer. Please refer to your POP planogram for correct placements of these elements.

Tour these results

Great!

It's over but not forgotten. The VISA®/USPS Tour de France Customer Sweepstakes and supporting Retail Employee Contest had impact. VISA transaction volume grew 27 percent compared to the same period last year, and 1.6 million more VISA transactions were handled during the promotion than during the same period last year.

Peggy Hoskins, sales and services associate, at the Shaker Heights Post Office in Cleveland, OH, was the grand prize winner in the VISA/USPS Retail Employee Contest. She was randomly selected from 544 eligible employees of the winning retail units. She won a trip for two to the Tour de France. All prizes were provided by co-sponsors of the USPS Pro Cycling Team at no cost to the Postal Service.

What's in Store

Phase two

Spreading the brand

Which offices are next in line for ReadyPost™? Glad you asked. The Phase II deployment begins January 15. The remaining offices in the Midwest, New York Metro, Northeast, and Western areas will get their share of the national USPS brand of shipping supplies. Also part of this deployment will be offices in the Pacific Area.

Feedback

Send comments and questions to:

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

What's in Store

Retail Coaches' Corner

Retail Coaches Corner is here!

This is our first column in our permanent location. This is for all retail employees, coaches, and managers.

Rate Change Information

When: Effective January 7, 2001

Domestic Change:

1. Can currently inventoried stamped paper stationery be sold after the rate increase? *Hint: Dec 14 PB 22039.*
2. Did any Express Mail rates decrease? *Hint: Half-pound rate.*
3. Will there be different nonmachinable surcharges for Parcel Post depending on the rate? *Hint: Intra.*
4. Is it true that if a customer's package weighs less than a pound, Parcel Post rates can be offered?
5. What is Media Mail? *Hint: Eligible items for mailing include books, film, printed music, test materials, sound recordings, and playscripts.*
6. Did the fees for Delivery Confirmation service change? *Hint: Consider electronic and retail options.*

Answers to the questions can be found in the following pages of the Field Implementation Kit contained in *R2000-1 Special Postal Bulletin, January 7, 2001 (22039A, 12-21-00)*:

1. Pg. 37
2. Pg. 41
3. Pg. 47
4. Pg. 47
5. Pg. 48
6. Pg. 50

International Change:

Where did you find all the information regarding the changes for your retail employees?

Service talks and a reference card were published in *Postal Bulletin 22038*, November 30, 2000. See pages 124 through 129. Also provided is a frequently asked questions page. This is also on the Retail Home Page at <http://retail.usps.gov>.

What are the only categories of international mail offered?

Global Express Guaranteed (GXG)
Global Express Mail
Global Priority Mail
Global Airmail
Global Economy Mail



Submit questions or comments to Hank Heren at hheren@email.usps.gov

What's in Store

your Retail Calendar '01 LOVE

January

	MON	TUE	WED	THU	FRI	SAT	
	1 Offices Closed <i>New Year's Day</i>	2	3 Vending Reminder: Make sure your vending machines are accepting the new \$5/\$10 bills — if not, contact SSPC or Maintenance Techs	4 Retail Reminder: Review the security and theft prevention information in section 35 of PO-208 and PUB 302	5 Vending Reminder: Use your cleaning cards for vending machine bill validators on a regular basis payday	6 Make sure you remove Extra Services poster and Mailing Options poster	
SUN	7 Did You Know? Global Express Guaranteed™ service (formerly PMGG) offers guaranteed delivery in 2 business days from the U.S. to most of Western Europe	8 Make sure you adhere new rate stickers on menuboards and backlights	9 Love Drive Period begins — remove Holiday POP and display Love POP Make sure Holiday Closing door sign is displayed	10	11	12 Retail Reminder: Last day for Districts to input VESS data for AP 4	13 Inform Your Customers that they can get a free postcard coloring book when they make a minimum \$12 MasterCard® purchase
14 Did You Know? Delivery Confirmation™ service status information remains available for 80 days	15 Offices Closed <i>Martin Luther King, Jr., Day</i>	16 Inform Your Customers that a FIRSTCLASS PHONECARD® with stamp-inspired sachet makes a great gift	17 Retail Reminder: Make sure to keep retail merchandise well-stocked	18 Inform Your Customers that the Love FIRSTCLASS PHONECARD and matching Love retail products make great gifts	19 Inform Your Customers that Money Orders are a safe, secure way to pay payday	20 Vending Reminder: Be sure to return your validator installation sheets immediately after installation	
21 Did You Know? <i>usps.com</i> averages 3 million visits per month	22 Display Love Product Retail Reminder: Make sure all POP display new rates	23 Inform Your Customers that Priority Mail® service is our best shipping value	24 Retail Reminder: POS One users can now check the POS One Message Center for important corporate and retail information	25 Retail Reminder: The key to selling retail products is making them visible to your customers	26 Inform Your Customers that the new Love stamp is here. It's perfect for Valentine's Day, weddings or wedding showers	27 AP-6 begins Retail Reminder: Be sure your EAS system is functioning and your cameras are set correctly	
28 Did You Know? A poll conducted by the Louis Harris organization gave the U.S. Mail the highest security rating above phones, faxes, e-mail and the internet	29	30 Retail Reminder: When servicing customers, don't forget the "GIST" (Greet, Inquire, Suggest, Thank)	31 Inform Your Customers that Delivery Confirmation service is a great way to verify package delivery dates and times	JANUARY STAMP RELEASES: • <i>Love</i> • <i>Lunar New Year</i> • <i>Roy Wilkins</i>			

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

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


What's in Store

your

Retail Calendar

'01
TAX

February BLACK HERITAGE MONTH

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

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

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

What's in Store

your Retail Calendar

'01
TAX

March

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

MARCH STAMP RELEASES:

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

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

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

Postal Bulletin Distribution

The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office. The *Postal Bulletin* is also available online at <http://www.usps.com> (click on *Info*, then *Postal Periodicals and Publications*).

If your postal facility has access to cc:Mail, you may send a request for a new subscription order, an address and/or quantity change, or a subscription query to the

cc:Mail address POSTAL BULLETIN. If you are using another email product, you can use the Internet email address pbulleti@email.usps.gov.

If you do not have access to email, you may complete the order form and mail it to:

ATTN POSTAL BULLETIN
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 2800
 WASHINGTON DC 20260-1540

Either way you send it, please include the "POO" subscription number from your address label.

Postal Service Orders for Postal Bulletin

- New Order Change of Address/Quantity
(Include *Postal Bulletin* mailing label.)

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 (_____)

Daytime Telephone _____

Current Quantity _____ New Quantity _____

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "POO" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 2800
 WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues (see Table of Contents for specific PSN), use MDC Touch Tone Order Entry by calling 800-332-0317 (option 1, then option 2) or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
 ATTN SUPPLY REQUISITIONS
 500 GARY ORMSBY DR
 TOPEKA KS 66624-9602

Public Orders for Postal Bulletin

- New Order Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____
 (_____)

Daytime Telephone _____

Subscription: Domestic - \$140.00 per year; International - \$175.00 per year

Subscription Orders: 202-512-1800

Subscription Inquiries: 202-512-1806 Fax: 202-512-2250

Single Copies (back to 16 issues): Domestic - \$10.00; International - \$12.50

Enter _____ Annual Subscription(s).
 Total Amount \$ _____

Send _____ additional copies of Bulletin # _____
 Total Amount \$ _____



GPO deposit account

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 -

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Check/money order payable to: Superintendent of Documents

VISA  MasterCard 

Credit Card Number _____

Expiration Date _____

Signature _____

Mail Completed Form and Payment To:

SUPERINTENDENT OF DOCUMENTS
 US GOVERNMENT PRINTING OFFICE
 PO BOX 371954
 PITTSBURGH PA 15250-7954



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

THE WHITE HOUSE'S 200TH BIRTHDAY: A UNIQUE STAMP AND CURRENCY ISSUE

Limited issue of the 200th Anniversary of The White House. First joint issue of the United States Postal Service and U.S. Treasury.



A newly constructed White House became home to its first president, John Adams, on November 1, 1800. To honor the occasion, the United States Postal Service and the U.S. Treasury offer collectors a one-time opportunity to own a unique portfolio honoring that historic event.

This portfolio, which celebrates the 200th anniversary of that historic day, contains a pane of 20 White House commemorative postage stamps and a \$20 currency note that includes special anniversary-note series numbering. Each is placed in a handsome gold-blocked package with archive-quality protection encasing the stamp and currency.

A certificate of authenticity with matching currency note serial number will add to the issue's distinctiveness. Worldwide distribution is limited to just 30,000 portfolios.

Don't miss the chance to own this historical tribute to America's home, at only \$198.00 plus \$1.00 shipping.

1-800-782-6724
www.stampsonline.com

Call to order or order on-line

Product code: 446305
Source code: 23054

