

DOG BITE PREVENTION WEEK PUBLICITY KIT, SEE PAGE 7

# POSTAL BULLETIN

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PB 22153, April 28, 2005

**Making a Difference:**

**May 14, 2005**

## NALC FOOD DRIVE



Help Postal Ambassador Alicia Tutt and soccer star Freddy Adu "Stamp Out Hunger" during the National Association of Letter Carriers' 13th National Food Drive on Saturday, May 14.



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## CONTENTS

The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

### USPSNEWS@WORK ..... 3

#### Customer Relations

Mail Alert .....	6
Publicity Kit: National Dog Bite Prevention Week, May 15–21, 2005 .....	7

#### Employees

ELM Revision: Reassignment Rules for Bargaining Unit Employees .....	36
ELM Revision: Policies for Salary Assignment in Nonbargaining Unit Positions .....	37
Notice: Healthy Banking .....	39
Notice: eIDEAS Conversion to Employee Identification Number .....	39
Sick Leave Poster .....	40
Diversity Achievement Poster .....	41

#### Facilities

Revised Handbook: Handbook RE-4, Standards for Facility Accessibility .....	42
--------------------------------------------------------------------------------	----

#### Finance

Handbook F-1 Revision: AIC 604, Vehicle Repair and Maintenance .....	43
Postmaster/Field Guide Revision: Revised Procedures for AIC 280, Disbursement Sent to ASC .....	44
Handbook F-1 and DMM Revisions: Cashing Postal Money Orders, Postal Service Commercial Checks, and Treasury Checks .....	45

#### Information Technology

Handbook AS-805-A Revision: Application Information Security Assurance Process .....	50
-----------------------------------------------------------------------------------------	----

### Pull-Out Section

#### Fraud Alert

All Personnel Processing Mail For Dispatch Abroad: Foreign Order No. 502 .....	53
Domestic Orders .....	53
Withholding of Mail Orders .....	53
Invalid Express Mail Corporate Account Numbers .....	54
Missing, Lost, or Stolen U.S. Money Order Forms .....	56
Missing, Lost, or Stolen Canadian Money Order Forms ...	61
Counterfeit Canadian Money Order Forms .....	63
Toll-Free Number Available to Verify Canadian Money Orders .....	63

#### Other Information

Overseas Military Mail .....	64
Memorial Day Poster .....	69
Missing Children Posters .....	71

### Information Technology (Continued) ..... 77

Handbook AS-805 Revision: Information Security .....	87
Notice: FAST to Replace DSAS — Technical Webinars and User Training Begin Soon .....	99

#### International Mail

IMM and Publication 51 Revisions: Addressing Standards for Canada .....	103
----------------------------------------------------------------------------	-----

#### Licensing

Promotions .....	104
------------------	-----

#### Philately

Update to Stamp Announcement 05-12: Masterworks of Modern American Architecture Stamps .....	107
Pictorial Postmarks Announcement .....	108
Special Cancellation Die Hubs .....	114

#### Post Offices

Notice: Undeliverable Mail Sent to Mail Recovery Centers .....	117
Post Office Changes .....	117
Mover's Guide News: May 2005 Mover's Guide Now Available .....	120

#### Retail

Handbook PO-102 Revision: Contingency and Emergency Servicing .....	121
Reminder: Stamps by Mail — Brochure Ordering Information .....	123

#### Supply Management

eBuy Functionality Enhancement for Off-Catalog Purchases .....	126
New National Stock Number Search Feature for Boise Cascade Office Products on eBuy .....	126

#### Postal Bulletin Index

Semiannual Index .....	PB 22146 (1-20-05)
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**Ordering Information:** Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDC:

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PB 22152: 7690-07-000-0136	PB 22144: 7690-07-000-0128	PB 22136: 7690-07-000-0120	PB 22129: 7690-07-000-0113
PB 22151: 7690-07-000-0135	PB 22143: 7690-07-000-0127	PB 22135: 7690-07-000-0119	PB 22128: 7690-07-000-0112
PB 22150: 7690-07-000-0134	PB 22142: 7690-07-000-0126	PB 22134: 7690-07-000-0118	PB 22127: 7690-07-000-0111
PB 22149: 7690-07-000-0133	PB 22141: 7690-07-000-0125	PB 22133: 7690-07-000-0117	PB 22126: 7690-07-000-0110
PB 22148: 7690-07-000-0132	PB 22140: 7690-07-000-0124	PB 22132: 7690-07-000-0116	PB 22125: 7690-07-000-0109
PB 22147: 7690-07-000-0131	PB 22139: 7690-07-000-0123	PB 22131: 7690-07-000-0115	PB 22124: 7690-07-000-0108
PB 22146: 7690-07-000-0130	PB 22138: 7690-07-000-0122		



## USPSNEWS@WORK

### PMG to managers: New Strategic Transformation Plan focuses on customers



"It's all about the customer," Postmaster General (PMG) Jack Potter told Headquarters officers and executives about the Postal Service's™ *Strategic Transformation Plan 2006–2010*.

The new plan combines key elements from the *Five-Year Strategic Plan*, *Annual Performance Plan*, the original *Transformation Plan* and the *Transformation Progress Report*, according to Strategic Planning Vice President Linda Kingsley.

"We challenged ourselves to do the right thing with the first *Transformation Plan*," Potter said, "and it's important that we go back and challenge ourselves again." The new *Strategic Transformation Plan*, he said, "is about a vision — the vision of where we want to be five years out."

The plan will emphasize the importance of the Postal Service becoming a customer-focused culture across all points of the Star. That focus includes service, costs and employee engagement to grow the business.

The PMG said the new plan will do what USPS® did in 2002 — narrow our focus to the basics. "That's what we did then, and the results have been phenomenal," he said. "We can't do everything, so we will focus on what matters to our customers, to our employees and to what will help us survive."

USPS will put its resources against the things "we have to get done." Potter said that as the details of the Plan are developed, "We want ideas to bubble up." He said many

employees have good strategic ideas and he encourages them to submit them, and to "think bold and think cross-functionally — beyond the next few years."

"If we have a vision," Potter said, "we make it happen."

Share your ideas via the Strategic Transformation Plan Web site at: [http://liteblue.usps.gov/news/link/stp2006\\_2010.htm](http://liteblue.usps.gov/news/link/stp2006_2010.htm).

### Changing of the guard: Pat Donahoe named USPS's new Deputy Postmaster General

Chief Operating Officer Pat Donahoe has been named the Postal Service's new deputy postmaster general. Donahoe will assume his new duties April 30.

He has served as chief operating officer and executive vice president since September 2001. As deputy PMG, Donahoe will serve as a member of the Board of Governors. He will retain responsibility for most of the activities he performed as chief operating officer. These include mail processing, transportation and delivery, field operations, engineering, delivery and retail, facilities and network operations.



### Access is everything: USPS continues to make our products and services quick, easy, convenient



What do 37,000 Post Offices™, 250,000 letter carriers, 2,500 Automated Postal Centers® (APC®), 92 million computers, 1,480 Kmart stores and 200 Wal-Mart stores have in common? They all are quick, easy and convenient ways to access our products, supplies and services.

USPS-branded shipping supplies are now available in Kmart stores nationwide and soon will be available in Wal-Mart stores.

Our Post Offices are in virtually every city and town in America and our carriers in every neighborhood. Our highly-regarded Web site, [usps.com](http://usps.com)®, is a virtual Post Office accessible from millions of computers with Internet access in homes across the country. Our new APCs are available in many Post Office locations 24 hours a day, 7 days a week. Our customers can have their packages picked up at their front door using Carrier Pickup™ Online Notification.

And about those Kmart and Wal-Mart stores. Postal Service-branded shipping supplies are now available for our customers while they are shopping, in addition to the ReadyPost® supplies they can pick up at our Post Offices.

USPS shipping supplies, named The Shipping Standard™, are already in Kmart stores and will be pilot tested in 200 Wal-Mart stores beginning the first week in May. You may see The Shipping Standard products on LiteBlue at <http://liteblue.usps.gov/news/link/2005apr14/gallery.htm>.

The Shipping Standard is the latest example of our transformation efforts to expand access to USPS products, supplies and services for our customers. Whether at one of our many Post Offices, at your fingertips on [usps.com](http://usps.com) or in a Kmart or Wal-Mart store, we're making it easier than ever to do business with the Postal Service — anywhere, anytime.

## Hey, Angie! Going to the Post Office? New [usps.com](http://usps.com) commercial hits the airwaves



for the Post Office.

In the newest [usps.com](http://usps.com) commercial, Angie struggles to make it to her desk after coworkers have piled on the packages.

But Angie has a secret — [usps.com](http://usps.com) and John Dock, her letter carrier. She uses [usps.com](http://usps.com) to purchase postage, print labels and — with Carrier Pickup Online Notification —

Poor Angie can't make it from one end of the office to the other without coworkers besieging her with packages headed

notify her letter carrier she has packages to be picked up during his regular mail delivery.

That's the gist of the newest commercial featuring real-life Mahwah, New Jersey, Letter Carrier and Postal Ambassador Dock, who shows up at the end of the commercial to collect all of the packages Angie's coworkers have heaped on her.

And what's Angie doing while Dock and USPS are making her life easier? See for yourself. Catch the commercial on television, or on USPS-TV On Demand, on the Postal Service Intranet.

- Go to <http://blue.usps.gov>.
- Under "Hot Topics" in the middle column, click on *USPS-TV On Demand*.

## Clean sweep: APC takes top honors



Call it the best darn kiosk, period. The Postal Service's Automated Postal Center (APC) received top honors at the 4th annual KioskCom.com interactive kiosk excellence awards for each category in which it was entered: best kiosk deployment in a retail environment — large deployment, best kiosk deployment for a government agency and best new kiosk deployment — large deployment.

USPS Retail Service Network and Access

Management Manager Janet Webster was named deployer leader of the year.

APCs came about as part of USPS efforts to make customer access quicker, easier and more convenient. It's nice to be recognized for being so good at it.

## Pay for performance update: Mid-year reviews ready to roll

Pay for Performance (PFP) program participants can enter their fiscal year 2005 mid-year accomplishments now through May 30.



Participating employees must create a mid-year accomplishments draft for positions held as of April 20. Evaluators must review the accomplishments, schedule a one-on-one mid-year review discussion with the employee and then record the date of the discussion afterwards.

The Performance Evaluation System (PES) at <https://performance.usps.gov> now accepts input from employees who have changed PFP positions or whose evaluators have changed since the beginning of the evaluation period. The new feature allows employees to change objectives when necessary and lets evaluators give interim reviews or ratings, as appropriate.

The PFP Web site has updated information — including detailed guidance about conducting mid-year reviews and how to manage employee changes.

- Go to the Employee Resource Management Web site at <http://blue.usps.gov/hrisp/>.
- Under Organizations, click on *Selection Evaluation and Recognition*.
- Under Featured Content, click on *Pay for Performance*.

Questions? Contact your PFP coordinator. A list of coordinators is available on the PFP Web site.

- Go to <http://blue.usps.gov/hrisp/ser/pfp/welcome.htm/>.
- Under Additional Information, click on *PFP Coordinators*.

## **The Vision 500: Postal Vision delivers the news**

More than 500 Postal Service facilities across the country are now connected to USPS-TV on Postal Vision, with 60 more to be added by the end of this month.

The new version of Postal Vision carries USPS-TV programs, giving employees four newscasts a week with breaking news; the latest on health, benefits and safety; plus information to help improve our workplace. Real-time news from the Associated Press is updated every hour in a crawl at the bottom of the screen.

## 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 Integration at 202-268-2225 at least 1 month preceding the requested delivery dates. The Postal Service™

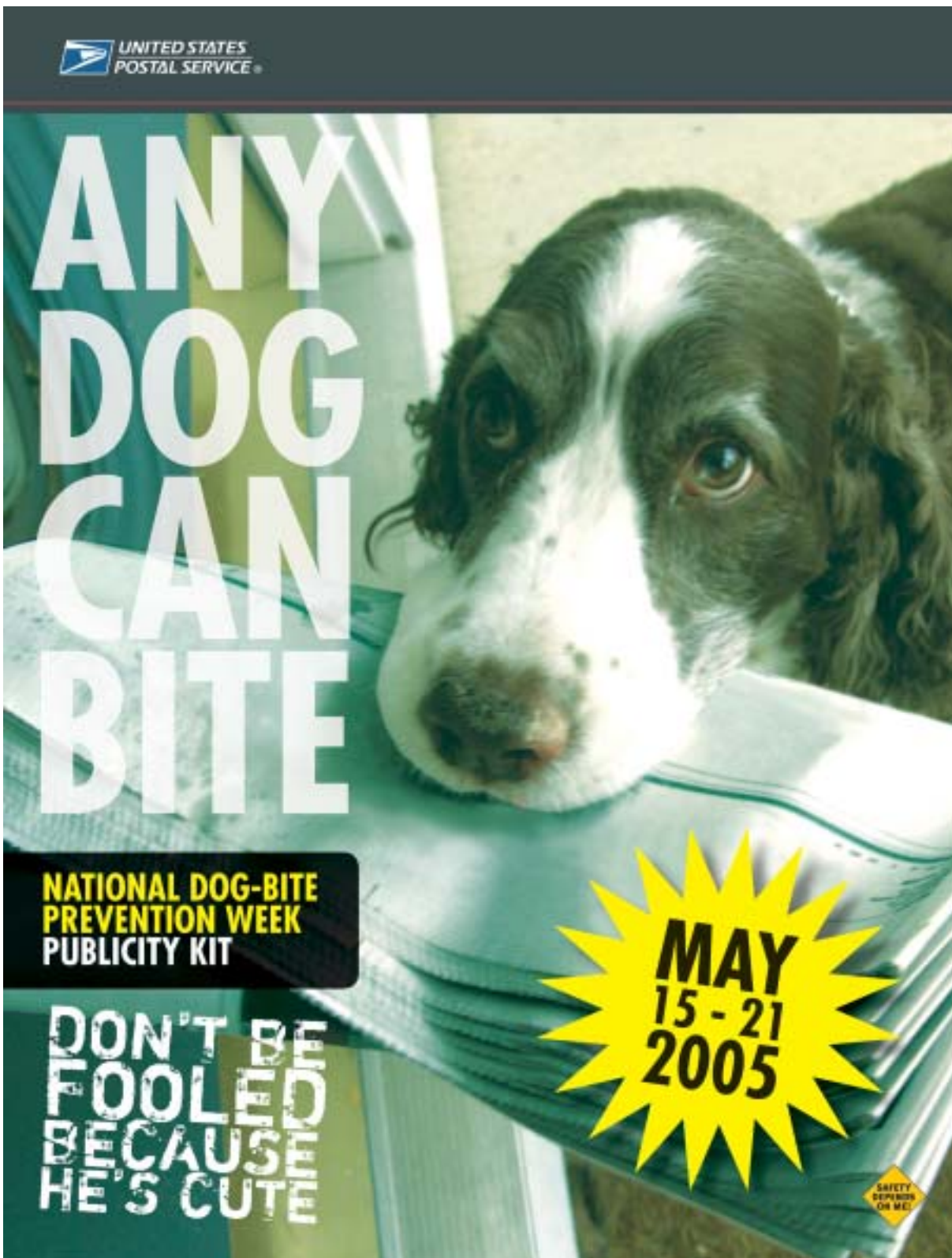
also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.


Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Week 14 Salon Color Treatment	Standard/Letter	4/28/05–4/30/05	1.6	Nationwide	Car-Rt	Harte-Hanks
Church Supper Cookbook	Standard/Flat	4/29/05–5/1/05	2.4	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
JCP Anniversary Cat PC	Standard/Postcard	4/29/05–5/1/05	6.8	Nationwide	Car-Rt	Harte-Hanks
JCP Activation Version	Standard/Catalog	4/29/05–5/2/05	3.0	Nationwide	Car-Rt	RR Donnelley
JCP Be Here and Now — Summer	Standard/Catalog	4/29/05–5/2/05	2.1	Nationwide	Car-Rt	Quebecor World
Catherine's Mothers' Day Reminder	First-Class/Letter	4/29/05–5/3/05	1.0	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
JCP Appliance and Home Sale	Standard/Catalog	4/29/05–5/4/05	7.3	Nationwide	Car-Rt	RR Donnelley
Catherine's May Booklet	Standard/Flat	5/6/05–5/10/05	1.2	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN
Catherine's May Booklet Reminder	First-Class/Letter	5/13/05–5/17/05	1.2	Nationwide	Barcoded, 3/5-Digit, Car-Rt	Cenveo, Memphis, TN

— Business Service Network Integration, Service and Market Development, 4-28-05

*National Dog Bite Prevention Week, May 15-21, 2005*

*Publicity Kit*



 **UNITED STATES  
POSTAL SERVICE®**

# ANY DOG CAN BITE

**NATIONAL DOG-BITE  
PREVENTION WEEK  
PUBLICITY KIT**

**DON'T BE  
FOOLED  
BECAUSE  
HE'S CUTE**

**MAY  
15 - 21  
2005**

SAFETY  
DEPENDS  
ON ME!



*PUBLICITY KIT***National Dog Bite Prevention Week, May 15–21, 2005****Contents**

Dogs Don't Wait for Dog Days to Bite .....	9
Here's the News — Any Dog Can Bite .....	9
Don't Be Fooled Because He's Cute .....	9
Protecting Your Children From Dog Bites .....	10
FY 2003 and FY 2004 Total OSHA Recordable Dog Bite Accidents .....	11
Build Community Awareness Through Media Attention (Television, Radio, and Print) .....	12
Employee Event the Media Will Love — a Chorus Line .....	12
Sample Press Release: A Different Kind of Chorus Line .....	14
Dog Bite Prevention Background .....	15
Sample Media Advisory: Letter Carriers at [CITY NAME] Post Office Set up a Very Special Chorus Line for a Very Special Reason .....	16
Employee Event the Media Will Love — a Picnic and a Parade .....	17
Sample Press Release: [CITY NAME] Post Office and [LOCAL ANIMAL SHELTER] Lead the Parade for Dog Bite Prevention .....	18
Sample Media Advisory: [CITY NAME] Post Office and [LOCAL ANIMAL SHELTER] Deliver a Very Special Message This [DAY] .....	19
Public Service Announcements: May 15–21 is National Dog Bite Prevention Week .....	20
Sample Postmaster Columns .....	22
Community Involvement .....	26
Postmaster Speech for Schoolchildren .....	26
Dog Bite Prevention Tips for Kids — How You Can Help Prevent Dog Bites .....	27
Poster Contest .....	27
Working With Community Leaders .....	28
Information for All Employees .....	28
Postmaster Stand-Up Talk .....	29
Basic Dog Bite Prevention Rules for Letter Carriers .....	30
Progressive Warning Letters and Thank You Letter for Postal Managers .....	31
Additional Resources .....	33
Area Public Affairs and Communications Managers .....	33
Government Relations Contacts .....	34
More Resources .....	35



## Dogs Don't Wait for Dog Days to Bite



The hot, sultry period between mid-July and September — known as Dog Days — are presumed by many to be the time of year dogs are most likely to be aggressive and bite someone. Statistics, however, prove otherwise.

In 2004 — as in previous years — the number of Occupational Safety and Health Administration (OSHA)—reported dog attacks and bites among Postal Service™ employees began to rise during the months of April, May, and June for a total of 926 during that period. The number of incidents then began to decline during July, August, and September, falling to 890.

Now is the time when we must be prepared and educate our fellow employees on the prevention of dog attacks and bites. The Dog Days of summer will be too late.

The following testimony is from a girl named Kelly, who tells of a horrific experience that occurred when she was 7 years old.

## Here's the News — Any Dog Can Bite

*"I was not a stranger to my neighborhood dog when he suddenly attacked me. It was April 1999, and I had just turned seven. While walking past my neighbor's house, I saw the dog lying on his driveway and went over to pet it. He jumped on me and bit me in the face and throat. I suffered severe lacerations and puncture wounds in my face and neck, which required*



*approximately 100 stitches. This brutal attack caused so much pain and suffering that a few months later I was treated by a psychologist for post-traumatic stress syndrome and depression."*

Today's headlines are filled with stories of children and adults who have been injured — or even killed — in vicious animal attacks. Kelly Voigt, the 13-year-old girl from Palatine, Illinois, quoted above is among those who survived dog attacks, and whose bodies and minds will forever be marked by the incident. However, Kelly is using her experience to educate other children and adults on how to avoid such brutal attacks. Part of her program called Prevent the Bite includes her acronym WAIT, which stands for:

- W – Wait to see if the dog looks friendly.
- A – Ask the owner for permission to pet the dog.
- I – Invite the dog to come to you to sniff you. Put your hand to your side with your fingers curled in.
- T – Touch the dog gently to pet.

The steps of WAIT are only to be used with a dog that is on a leash with his owner. Never approach a dog that is loose.

## Don't Be Fooled Because He's Cute

*Jim Wallace fails to see the humor when comedy writers portray letter carriers being chased by the family dog for delivering bills. For Wallace and fellow Lancaster, Pennsylvania, letter carrier John Jordan, it's not a laughing matter. Both carriers have been recent victims of dog attacks while on their mail route. Wallace, a carrier for 26 years, said he was hoping to make it through to his retirement without a dog incident. That dream faded on Jan. 6, 2005. "I had a parcel I was delivering to this older lady. I could see three big dogs through the door and felt they were contained. When she opened the door to get the parcel, she couldn't keep the dogs back," Wallace said, "I was scared half to death. They knocked me down, tore my pants and broke the skin on my leg. I got up and made it back to the truck. Because they broke skin, I had to report it."*

*For Jordan, a 7-year veteran of the Postal Service, it was the real-life adventure of letting a sleeping dog lie. "This dog is sneaky. The dog will lie on the porch quietly and wait until I get into the yard and then he'll come tearing after me," Jordan said. "He is still a problem because they still keep him on a chain outside. We stopped delivery to that house, and they have to come to the Post Office to receive mail."*

The Postal Service calls attention to — and continues its crusade against — one of the nation's most commonly reported public health problems: dog attacks and dog bites. This year's National Dog Bite Prevention Week program,

scheduled the week of May 15–21, provides an opportunity for all Postal Service leaders to remind employees, customers, and community representatives of our joint responsibility to do everything possible to prevent animal attacks. It also offers safety tips and emphasizes the need for increased pet-owner responsibility in preventing these troubling attacks.

Contrary to how cartoonists and comedians portray dogs and letter carriers, children in the United States are the most frequent victims of dog bites and attacks. According to the American Veterinary Medical Association (AVMA) and the Humane Society of the United States (HSUS), small children, the elderly, and Postal Service letter carriers — in that order — are the most frequent victims of dog bites and attacks. Nationally, children suffer more than 2 million incidents each year. In fiscal year 2003, the Postal Service averaged 11 dog bites per delivery day. Recent statistics show the annual number of dog attacks exceeds the reported instances of measles, whooping cough, and mumps combined. In addition, dog bite victims account for up to 5 percent of emergency room visits.

## Protecting Your Children From Dog Bites

According to the National Center for Injury Prevention and Control (NCIPC), half of the 800,000 Americans seeking medical attention each year for dog bites are children. Of those injured, about a dozen die. The rate of dog bite-related injuries is highest for children ages 5 to 9, although the rate decreases as children age. Almost two-thirds of injuries among children ages 4 years and younger are to the head or neck region. Injury rates in children are significantly higher for boys than for girls.

Dog bites are a largely preventable public health problem. The American Society of Plastic Surgeons (ASPS) offers useful information to prevent dog attacks before they happen:

- Teach children to: Ask permission from a dog's owner before petting it. Never approach an unfamiliar dog. If you are standing up, stand still like a tree. Never look a dog directly in the eyes. Drop to the ground, curl in a ball and cover the head and face if a dog

knocks you over. Never disturb a dog that is eating, sleeping, or caring for puppies. Never tease or play too rough with a dog. Never play with a dog before allowing it to see you and smell you first.

- Advice for owners: Never leave infants or children alone with a dog. Follow leash laws. Keep your dog healthy — an unnoticed injury can make your dog aggressive. Do not let dogs run loose. A dog is less likely to bite if its owners train it to interact with people and take it to obedience classes. Always supervise children when they play with dogs. Neuter your pet. Neutered dogs are less likely to bite.
- If a child is attacked: Try to loosen the dog's grip by pushing your arm against its throat. Place something between the child and the dog, like a jacket or a purse. Control the bleeding and wash the wound with soap and water. Then get medical help immediately to determine the risk of infection and/or rabies.

As we focus on the future of the Postal Service and on delivering value to the American public, we must do so with an ever-increasing resolve to promote the safety and well being of our employees and to take into account the costs associated with this problem. Medical expenses, workers' compensation, legal costs, delivery curtailment, carrier replacement, and other costs associated with dog bite accidents are estimated to exceed \$25 million annually for the Postal Service. The cost in employee pain and suffering cannot be measured.

In a move to continue the momentum of previously successful public safety campaigns, we're asking postmasters to work with employees, organizations, local humane societies, animal shelters, and professionals to focus attention on this important safety issue.

This publicity and prevention kit contains all the tools needed to promote awareness among employees, communities, and pet owners. The 3,300 Postal Service employees who sustained OSHA-recordable injuries in fiscal year 2004 due to dog bites carry the memory of the incident with them every day. It's our responsibility to use the tools in this kit to help prevent those costly and painful injuries by reminding our communities that dog bites are no laughing matter.

National Dog Bite Prevention Week, May 15–21, 2005

Publicity Kit

**FY 2003 and FY 2004 Total OSHA Recordable Dog Bite Accidents\***

<b>Clusters</b>	<b>2003</b>	<b>2004</b>	<b>Clusters</b>	<b>2003</b>	<b>2004</b>
Alabama	24	28	Long Island	46	53
Alaska	5	5	Los Angeles	83	60
Albany	36	33	Louisiana	69	67
Albuquerque	9	13	Maine	11	9
Appalachian	17	20	Mid-America	52	58
Arizona	50	51	Mid-Carolinas	35	36
Arkansas	17	26	Middlesex-Central	45	33
Atlanta	23	24	Mississippi	17	8
Baltimore	35	46	New Hampshire	15	12
Big Sky	9	8	New York	8	9
Boston	34	23	North Florida	33	35
Capital	20	30	Northern Illinois	67	60
Caribbean	14	20	Northern NJ	61	49
Central Florida	41	33	Northern VA	31	47
Central Illinois	74	74	Northland	49	68
Central NJ	35	31	Oakland	85	76
Central PA	24	27	Oklahoma	52	54
Central Plains	43	36	Philadelphia	69	33
Chicago	34	39	Pittsburgh	47	61
Cincinnati	75	63	Portland	41	34
Cleveland	96	94	Richmond	45	40
Colorado/Wyoming	84	53	Royal Oak	32	42
Columbus	29	57	Sacramento	72	59
Connecticut	60	36	Salt Lake City	28	13
Dakotas	8	11	San Antonio	81	70
Dallas	61	53	San Diego	74	61
Detroit	36	51	San Francisco	40	43
Erie	13	16	Santa Ana	140	95
Ft Worth	62	52	Seattle	47	27
Gateway	66	71	South Florida	62	70
Greater Indiana	75	90	South Georgia	15	16
Greater Michigan	34	31	South Jersey	37	36
Greater So. Carolina	5	13	Southeast New England	42	44
Greensboro	26	28	Spokane	35	23
Central PA	24	27	Suncoast	38	51
Hawkeye	39	40	Tennessee	36	54
Honolulu	6	3	Triboro	63	50
Houston	106	81	Van Nuys	71	49
Kentuckiana	39	39	Westchester	34	34
Lakeland	44	41	Western NY	36	44
Las Vegas	23	27	<b>Total OSHA-recordable dog bite accidents:</b>	<b>3475</b>	<b>3300</b>

\*Does not include dog incidents where there was no actual bite.

## Build Community Awareness Through Media Attention (Television, Radio, and Print)

The media has always been very interested in the Postal Service's National Dog Bite Prevention Week campaign. The media can be your best ally when it comes to communicating the problem of dog attacks and the need for responsible pet ownership. Here are several ways to approach television, radio, and print media to get them to help promote awareness of this important issue:

- Two ideas for effective employee events that will be of particular interest to television stations and newspaper photographers, each followed by a news release and media advisory to announce your event.
- An offer to be interviewed, combined with public service announcements (PSAs), to take or send to local radio stations.
- Sample postmaster columns that you can suggest to your local newspaper editor.

These simple strategies will help make your media campaign a success.

The bracket symbols “[ ]” indicate words for which you need to make a decision on or insert information. If you need help with a media-related issue, contact the Public Affairs and Communications manager in your area (see page 33).

## Employee Event the Media Will Love — a Chorus Line

Work with your employees to stage a 30-minute event in an area in the parking lot for camera crews just before carriers depart for their routes or in a public area inside in case it rains. Ask which employees would be willing to show their scars and tell their stories about encounters with dogs. It's their opportunity to help customers, friends, and neighbors protect themselves and their children from similar pain.

Consider inviting a pet trainer or someone from the local animal shelter, humane society, homeowners association, or neighborhood association to talk about animal safety and responsible pet ownership. Having a local animal shelter representative speak to the community about animal behavior and dog bites gives the “third-party endorsement” reporters use to validate news stories.

If you are in a smaller community, think about partnering with neighboring postmasters to hold a joint event. You'll have more examples, and you will be able to interest media from surrounding communities.

## Planning the Event

Complete and mail the news release along with the dog bite prevention background material 2 weeks before the event, and send the media advisory 2 days before as well as on the morning of your event. You can also use the facts in the release to share brief remarks about the impact of dog bites on the Postal Service.

Give newspaper editors and television assignment editors a call between 10 A.M. and 11 A.M. a couple of days before the event as a follow-up to your original news release. You can also send the media advisory as another reminder. Just one note about a typical news day: editors are usually making assignments in the morning and will be busy in the afternoon as their deadlines approach. Late-morning calls are usually better. Just in case the editor asks for more information, have the news release and media advisory available before you make your telephone calls.

Ask the editor if he or she would be interested in covering a photo opportunity of letter carriers lining up, chorus line-style, to display their dog bite scars. You can create more interest if you describe dog bites as a community issue and not a Postal Service problem. Tell the editor that small children represent the majority of victims and are estimated to be 900 times more likely than letter carriers to be victimized by dog attacks.

Be sure to add that this is a good opportunity for the public to learn how to avoid dog bites, and an opportunity for dog owners to learn how to reduce the risk of their dog attacking someone.

## On the Day of the Event

Give your remarks and then introduce the local animal shelter representative, who will speak about dog behavior and dog bites in the community. Just before your letter carriers are ready to leave for their routes, ask them to stand shoulder to shoulder and hold out their legs and/or arms to display dog bite scars. You can even add music. At this point you'll probably see camera crews and photographers move in for close-up shots.



***National Dog Bite Prevention Week, May 15–21, 2005******Publicity Kit***

After a couple of minutes, when the activity starts to die down, inform the media that the letter carriers are available to talk about dog bites and how to avoid them. But remind them they have only a few minutes, as the carriers must leave to deliver the mail. If reporters ask to follow a letter carrier on their route be sure to select someone who will represent your office well.

Publicity Kit

National Dog Bite Prevention Week, May 15–21, 2005

**POSTAL NEWS**

FOR IMMEDIATE RELEASE  
[INSERT DATE]

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

**SAMPLE PRESS RELEASE****A Different Kind of Chorus Line**

**[YOUR CITY]** — A different kind of chorus line will be staged in a rather unusual setting on **[DATE]** promptly at **[TIME]**. It's all part of the Postal Service's™ annual National Dog Bite Prevention Week program. To help their customers — especially the youngest ones — U.S. Postal Service® letter carriers at the **[NAME OF OFFICE]** at **[ADDRESS OF OFFICE]** are kicking up their heels and waving their arms to show the community the importance of preventing animal attacks.

While the country has become increasingly focused in the past year on the tragic injuries and deaths resulting from dog attacks, the Postal Service has been at the forefront of this issue for decades.

At one time experiencing as many as 7,000 dog bite injuries to its letter carriers in a single year, the Postal Service partnered with the Humane Society of the United States and other interested parties to teach people how to avoid dog attacks and how to protect themselves if an attack occurs. In recent years, a strong emphasis has also been placed on educating the public about responsible pet ownership.

Between October 2003 and September 2004, Postal Service employees experienced 3,300 dog bite-related injuries. While that number is disturbing, the most frequent victims of dog attacks are children. American children suffer an average of 2 million dog-bite injuries every year. "That's why our letter carriers have agreed to start 'dancing in the street' to show the community their scars, share their stories and help their customers avoid the kind of pain they have already suffered," says Postmaster **[POSTMASTER'S NAME]**.

In addition to the letter carrier chorus line **[List any other officials who will participate in the event and any relevant information; for example, a safety or animal expert can talk about how to avoid attacks and what to do if one occurs]**.

**[Attach dog bite prevention background on next page.]**

# # #

## **Dog Bite Prevention Background**

### **The Victims**

- The American Veterinary Medical Association (AVMA) reports that small children, the elderly, and letter carriers, in that order, are the most frequent victims. Dog attacks are the most commonly reported childhood public health problem in the United States.
- The AVMA also reports that the number of dog attacks exceeds the reported instances of measles, whooping cough, and mumps, combined. Dog bite victims account for up to 5 percent of emergency room visits.
- Many of the OSHA-recordable bites that were reported by 3,300 letter carriers in 2004 came from dogs whose owners said they would not bite.
- According to the AVMA, approximately 800,000 people are admitted to U.S. emergency departments annually with dog bite-associated injuries, and another 386,000 are seen in other medical settings.

### **How to Avoid Being Bitten**

- Don't run past a dog. The dog's natural instinct is to chase and catch prey.
- If a dog threatens you, don't scream. Avoid eye contact. Try to remain motionless until the dog leaves, then back away slowly until the dog is out of sight.
- Don't approach a strange dog, especially one that's tethered or confined.
- While letter carriers are discouraged from petting animals, if you choose to pet a dog, always let the dog see and sniff you before petting the animal.
- If you believe a dog is about to attack you, try to place something between yourself and the dog, such as a backpack or a bicycle.

### **How to Be a Responsible Dog Owner**

- Obedience training can teach dogs proper behavior and help you control your dog in any situation.
- When the letter carrier comes to your home, keep your dog inside, away from the door, in another room or on a leash.
- Don't let your child take mail from the letter carrier in the presence of your dog. Your dog's instinct is to protect the family.
- Spay or neuter your dog. Neutered dogs are less likely to bite. Humane Society of the United States statistics reflect that dogs that have not been spayed or neutered are up to three times more likely to be involved in a biting incident than neutered or spayed dogs.
- Dogs that haven't been properly socialized, receive little attention or handling, or are left tied up for long periods of time frequently turn into biters.

Publicity Kit

National Dog Bite Prevention Week, May 15–21, 2005

**POSTAL NEWS**

FOR IMMEDIATE RELEASE  
[INSERT DATE]

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

**SAMPLE MEDIA ADVISORY****Letter Carriers at [CITY NAME] Post Office Set up a Very Special Chorus Line for a Very Special Reason**

**ATTENTION:** News Editor

**WHAT:** Letter carriers of the [NAME] Post Office™ will line up chorus line-style and display their dog bite scars to promote dog bite prevention. Postmaster [NAME] and [NAME] of [ANY OTHER PARTICIPATING HEALTH OR ANIMAL PROTECTION AGENCY] will speak about the problem of dog bites to the Postal Service™ and the community.

Media can also obtain tips on how to avoid dog bites and learn what dog owners can do to reduce the chances their pet will injure someone.

**WHEN:** [DATE AND TIME. Preferably no earlier than 10 A.M., or just before letter carriers depart for their routes].

**WHERE:** [POST OFFICE LOCATION]

**BACKGROUND:** The 3,300 letter carriers bitten by dogs last year pales in comparison to the more than 2 million children who were needlessly victimized by dogs. The owners of many canines involved in those attacks believed their pet would never bite. This year, the U.S. Postal Service® and its letter carriers are working to prevent those painful, sometimes fatal, injuries by promoting community awareness and responsible pet ownership.

**CONTACT:** [NAME], postmaster at [TELEPHONE].

# # #



## **Employee Event the Media Will Love — a Picnic and a Parade**

This is an opportunity to achieve two objectives. You can organize a Postal Service employee family event and at the same time make the community aware of the serious issue of dog attacks. Ask which employees and respective union leaders would be willing to participate in a planning committee and then divide the tasks among them.

The event would start with a short parade, providing you have secured a permit, to the prearranged picnic site. Letter carriers and their families would parade through a residential neighborhood to bring attention to the issue of dog bite prevention. Signs with brief dog bite statistics and facts about prevention are a nice addition.

Invite letter carriers who have previously been injured by dogs to lead the parade. By walking with their families, they put a human face on the statistic of 3,300 letter carriers injured by Occupational Safety and Health Association (OSHA)—recordable dog bites last fiscal year. They can tell their stories, and perhaps show their scars, to help others avoid the kind of pain they have suffered.

Consider inviting someone from a local animal shelter to join you to talk about animal safety and responsible pet ownership. In smaller communities, consider partnering with neighboring postmasters to hold a joint event. You'll have more examples, and you will be able to interest media in surrounding communities.

Be mindful in selecting your parade route and picnic site. While it makes sense to use this opportunity to bring attention to problem areas of your community, do not create a parade route that you know is unsafe. Also check with city officials to obtain any necessary parade permits.

### **Planning the Event**

Complete and mail the news release 2 weeks before your event. You can also use the facts in the release to share brief remarks about the impact of dog bites on the Postal Service.

Give newspaper editors and television assignment editors a call between 10 A.M. and 11 A.M. a couple of days before the event as a follow-up to your original news release. You can also send the media advisory as another reminder. Just one note about a typical news day: editors are typically making assignments in the morning and will be busy in the afternoon as their deadlines approach. Late morning calls are usually better. Just in case the editor asks for more information, have the news release and media advisory available before you make your telephone calls. Timing your parade to begin on a Sunday around 10 A.M. will give you the best chance for media coverage.

Ask the editor if he or she would be interested in covering a parade of Postal Service employees and their families who are taking the message of dog bite prevention to the streets of their community. You can create more interest if you describe dog bites as a community issue and not a Postal Service problem. Tell the editor that small children represent the majority of victims and are estimated to be 900 times more likely to be victimized by dog attacks than letter carriers.

Be sure to add that this is a good opportunity for the public to learn how to avoid dog bites and an opportunity for dog owners to learn how to reduce the risk of their dog attacking someone. Make sure the news editor knows that they will be able to talk with letter carriers who have been bitten by dogs and learn how the event affected them and their families.

Publicity Kit

National Dog Bite Prevention Week, May 15–21, 2005

**POSTAL NEWS**

FOR IMMEDIATE RELEASE  
[INSERT DATE]

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

**SAMPLE PRESS RELEASE****[CITY NAME] Post Office and [LOCAL ANIMAL SHELTER] Lead the Parade for Dog Bite Prevention**

[CITY] — They walk the streets of [CITY] every day, but Sunday, [DATE] at [TIME], [YOUR CITY] letter carriers are bringing friends and family along with them to deliver a very special message. The message they will deliver has received a lot of media attention lately, but it is one that letter carriers have been concerned about for decades. It is the need for the entire community to work together to avoid the cost and pain of dog bites.

Last year more than 3,300 letter carriers in the nation suffered the pain of dog bites. But that number pales in comparison to the more than 2 million children who suffered dog bite injuries in a single year. "That's why we're coming out on a Sunday to deliver this important message," says Postmaster [POSTMASTER NAME]. "Several of our letter carriers know first-hand about both the prevention and the pain of dog attacks, and we want to do whatever we can to help educate the community — especially parents and pet owners."

Letter carriers who are on the job, having recovered from dog attacks, will lead the parade and are available to talk about their experience. [NAME OF HEALTH CARE OR ANIMAL PROTECTION OFFICIAL] will join letter carriers along their route to talk about dog bite prevention and responsible pet ownership. A sample of some important facts that officials can share is attached. [Attach dog bite prevention background.]

The parade route will be [Describe the parade's route so reporters can catch up with you if they miss the beginning of the parade].

# # #

*National Dog Bite Prevention Week, May 15–21, 2005*

*Publicity Kit*



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

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

## SAMPLE MEDIA ADVISORY

### [CITY NAME] Post Office and [LOCAL ANIMAL SHELTER] Deliver a Very Special Message This [DAY]

**ATTENTION:** News Editors

**WHAT:** Letter carriers of the [NAME] Post Office™ will be joined by their friends, family and even some of their pets as they deliver a very important message to the community. **[The appearance of a well-trained dog owned by one of your letter carriers will help dispel the myth that postal employees don't like dogs.]** Postmaster [NAME] and [NAME] of the [LOCAL HEALTH OR ANIMAL PROTECTION AGENCY] will speak about the problem of dog bites to the Postal Service™ and the community as they travel a parade route through the [NAME] community.

Letter carriers who will lead the parade have recovered from dog attacks and will share their stories in order to help others avoid the pain they have gone through.

Media can also obtain tips on how to avoid dog bites and learn what dog owners can do to reduce aggressive pet behavior.

**WHEN:** Sunday, [DATE AND TIME, preferably no earlier than 10:00 A.M.].

**WHERE:** The parade will begin at [DESCRIBE PARADE ROUTE] and end at [PICNIC LOCATION].

**BACKGROUND:** The 3,300 letter carriers bitten by dogs in 2004 pales in comparison to the more than 2 million children who were needlessly victimized by dogs during the same time frame. The owners of many canines claimed their pet “would never bite” or even “wouldn't hurt a fly.” This year, the U.S. Postal Service® and its letter carriers are working to prevent these painful, sometimes fatal, injuries by promoting community awareness and responsible pet ownership.

**CONTACT:** Postmaster [POSTMASTER NAME] at [TELEPHONE].

# # #

**POSTAL NEWS**

FOR IMMEDIATE RELEASE  
[INSERT DATE]

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

### **PUBLIC SERVICE ANNOUNCEMENTS**

#### **May 15–21 is National Dog Bite Prevention Week**

Below you will find three public service announcements (PSAs) for your consideration. Spring is here, more people and dogs will be outdoors, so this is the perfect time to participate in an education campaign aimed at reducing these painful, costly attacks.

For decades, the U.S. Postal Service® has taken a leadership role in preventing dog attacks even though letter carriers are members of the third most likely group to be bitten. Children rank first and the elderly second. More information is found on the Dog Bite Prevention Background sheet attached. **[Attach dog bite prevention background.]**

Please join the Postal Service™ in this important public education campaign by using these public service announcements and by interviewing Postal Service, animal protection and public health officials during National Dog Bite Prevention Week.

#### **PSA 1**

It's that time of year again, and the Postal Service™, health care providers and animal protection professionals need your help. Last year, nationwide, 3,300 letter carriers sustained dog bite injuries. But that pales in comparison to the more than 4.7 million people — most of them children and the elderly — who are bitten by dogs each year. You can help protect your letter carrier, meter reader, newspaper delivery person or your neighbors' children by making sure your pet is properly restrained. Be a responsible pet owner. Help prevent the injuries and death caused by animal attacks. This message is a public service of this station and your local Post Office™.

#### **PSA 2**

According to the American Veterinary Medical Association, 44 people died "between 1999 and 2003" after being bitten by a dog. Most of the victims — 24 of them — were children under the age of 12. That's why the nation's letter carriers, who suffered more than 3,300 dog bite injuries last year, are reminding pet owners to restrain their dogs to protect letter carriers, meter readers, children and others who may come near their dogs. This message is a public service of this station and your local Post Office™.



**PSA 3**

Pet owners, did you know that if your dog attacks a letter carrier, you could be held liable for all medical expenses and other costs, which can run into thousands of dollars?

Don't think your fence is the only protection you need — especially if a letter carrier or delivery person must enter your yard. The Postal Service™ is not anti-dog, but pro-responsibility. Responsible pet ownership includes making sure your pet is properly restrained. Last year, nationally, more than 3,300 letter carriers sustained OSHA-recordable dog bites while delivering the mail. Help your letter carrier deliver safely for you. This message is a public service of this station and your local Post Office™.

# # #

## **Sample Postmaster Columns**

Using these columns will help you spread the word about the Postal Service's efforts to protect letter carriers and children in the community. The message is that dog bites are a serious matter and, by helping protect letter carriers, the public is protecting everyone.

Retype these columns on your letterhead and take or send them to your local newspapers. It's a good idea to localize the articles with experiences from your own Post Office or community. Contact local newspaper editors to propose running the column weekly for 3 weeks. You should also post copies of these columns in your lobby and employee break room.

Although the material is designed specifically for use during the spring, you also can use it to build community awareness throughout the summer.

## Postmaster Column #1

### Children Suffer Most Dog Bites

by [NAME], Postmaster [CITY]

For every letter carrier bitten, hundreds of children needlessly suffer the pain and trauma of dog bites. Whatever the reasons for them, dog bites are a serious problem for the entire community, not just letter carriers trying to deliver your mail. Nationwide, U.S. Postal Service® carriers suffered 3,300 dog bites last year. That's an average of 11 dog attacks every delivery day, and that figure does not include the number of threatening incidents that did not result in injury.

These numbers pale in comparison with the more than 4.7 million people — mostly children and the elderly — who suffer injuries from dog attacks each year.

In [CITY] last year, dogs bit [NUMBER] letter carriers and there were [NUMBER or you can estimate a number if possible] instances where dogs interfered with mail delivery. Fortunately, most dog bites can be prevented through responsible pet ownership.

**[If you did have dog bites last year, use the previous paragraph and insert a paragraph or two here giving a few details, such as the seriousness of the incidents and the amount of lost time. If you had no dog bites or no cases of dogs interfering with mail delivery last year, omit the previous paragraph.]**

If a letter carrier needs to deliver a certified letter or a package to you, put your dog into a separate room before opening your front door. Dogs have been known to burst through screen doors or plate-glass windows to get at strangers.

Just ask Dover, Delaware, Postmaster Jack Bailey. A letter carrier at his Post Office™, who had survived eight attacks during his 20-year career, felt secure in his ability to avoid dog bites. He owns four dogs himself. But, in February 1993, that carrier would be scarred for life — both physically and emotionally.

While delivering to a mailbox at the entrance to a customer's home, the carrier watched in horror as a 100-pound dog charged the front door. Instinctively, he braced his foot against the door as the dog backed up to charge again. This time, the animal crashed through the Plexiglas-plated door and tore into the flesh of his arm.

"It happened so quickly that he didn't have time to react," explains Bailey. "The animal's bite so severely shredded his left arm that he has undergone several restorative surgeries and may never have full use of his arm," says Bailey. **[Feel free to substitute this example with a local one if it is appropriate.]**

Nationally, the number of carriers bitten by dogs has declined over the years. This is because of greater cooperation from dog owners, stricter leash laws, and stepped-up efforts to educate letter carriers and the public about dealing with the problem.

Our letter carriers are vigilant and dedicated, but we may be forced to stop mail delivery at an address if a letter carrier is threatened by a vicious dog. In some instances, Postal Service™ employees have sued and collected damages for dog bite injuries. We can't control people's dogs; only dog owners can do that.

While some attribute attacks on letter carriers to dogs' inbred aversion to uniforms, experts say the psychology actually runs much deeper. Every day that a letter carrier comes into a dog's territory, the dog barks and the letter carrier leaves. Day after day the dog sees this action repeated. After a week or two, the dog appears to feel invincible against intruders. Once the dog gets loose, there's a good chance it will attack.

Dog owners should remind their children about the need to keep the family dog secured. We also recommend parents ask their children not to take mail directly from letter carriers. A dog may see handing mail to a child as a threatening gesture.

These simple reminders and helpful tips can reduce the hazard of dog attacks. Help us to help you this spring and summer.

This is the first in a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service and in the community. Next week: "Why Do Some Dogs Bite?"

###

**Postmaster Column #2****Why Do Some Dogs Bite?**

by [NAME], Postmaster [CITY]

Would your dog bite? The American Veterinary Medical Association estimates that more than 4.7 million dog bites are reported to local authorities each year. Countless more go unreported.

Dog bites can range from a relatively painless nip to a fatal mauling. Dog bite victims account for up to 5 percent of all hospital emergency room visits. Children are most often the victims. Of the 44 people who died from dog attacks between 1999 and 2003, 24 of them were children under the age of 12. Dog attacks are the most commonly reported childhood public health problem in the United States.

You may feel confident that your dog won't add to these statistics, and it is probably true that your trusty companion will never seriously harm anyone. However, if your dog does attack or bite someone, you could be liable for the victim's pain, suffering, and medical expenses. Potential victims include your letter carrier and neighborhood children. There are several ways you can avoid liability. Reducing the likelihood your dog will ever bite someone helps protect you, your canine companion and everyone else in the community.

**Why Some Dogs Bite**

Although dogs may bite for a variety of reasons, spaying or neutering has been shown to reduce aggressiveness. Bite statistics show that dogs that have not been spayed or neutered are up to three times more likely to be involved in a biting incident. Lack of socialization, improper training, excitement, and fear can all contribute to a dog attack.

**Three Suggestions to Help Take the Bite Out of Your Dog:**

- Teach your dog appropriate behavior. Don't play aggressive games with your dog such as wrestling, tug of war or siccing your dog on another person. It's essential that your dog recognize members of your family as dominant figures not to be challenged.
- Be a responsible pet owner. For everyone's safety, don't allow your dog to roam. Make your pet a member of your family. Dogs that spend too much time tethered to a dog house or in the back yard have a much greater chance of developing aggressive behavioral problems.
- Stay on the safe side. Help your dog become accustomed to a variety of situations. If you don't know how your dog will react to a new situation, be cautious. If you think your dog could panic in a crowd, leave him or her at home. If your dog may overreact to visitors or delivery people, keep him or her in another room. Even a nip on the leg is unacceptable behavior for a family dog.

This is the second in a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service™ and in the community. Next week: "Protecting the Community."

# # #

**Postmaster Column #3****Protecting the Community***by [NAME], Postmaster [CITY]*

Last year, dog bites resulted in 3,300 injuries to letter carriers nationwide. The Centers for Disease Control and Prevention estimates that nearly 2 percent of the American population is bitten by a dog each year, and most of the victims are children.

Clearly, parents must never leave a defenseless infant with a dog and must make sure that older children know the potential danger of dog bites. It is also important to know that studies have shown that dogs are three times more likely to be involved in a biting incident if they have not been spayed or neutered.

To learn more about the importance of neutering or spaying your pets, visit the American Partnership for Pets (APP) Web page at [www.americanpartnershipforpets.org](http://www.americanpartnershipforpets.org). APP is an unprecedented coalition of more than 25 leading and influential animal health and welfare organizations, community animal care and control services and veterinarians.

The Humane Society of the United States (HSUS) has found that the breed of animal most commonly involved in dog attacks can change from year to year and from one part of the country to another, depending on the popularity of the breed. According to the HSUS, while some breeds are more likely to bite, other factors such as whether the animal has been spayed or neutered, and whether the animal has been properly socialized, safely confined, properly supervised and humanely trained play great roles in a dog's tendency to bite. Dog owners can prevent serious injuries to others by realizing their important role in dog bite prevention.

This concludes a series of three columns by [CITY] Postmaster [NAME] addressing the problem of dog attacks, both in the Postal Service™ and in the community.

# # #

## Community Involvement

Most people think children and dogs go together naturally, and they often do. But, it may shock you to learn that children are the most common victims of dog bites. You can use the following talk and the enclosed handout to alert schoolchildren to two important points in preventing dog bites: responsible pet ownership and safe behavior around dogs.

Sponsoring a poster contest gets children involved in spreading the word about preventing dog bites. And the colorful posters that result are a great way to get the word out to the public.

Get postmasters and station managers to hang posters or display in lobbies or local high-traffic grocery stores.

The postmaster is one of the key leaders in the community. Postmasters should use their influence to win support from other key leaders for our campaign to reduce dog attacks and dog bites. The suggestions in this section will get you started toward some cooperative campaigning for dog bite awareness.

## Postmaster Speech for Schoolchildren

**[Make the presentation light and fun. Even though this is a serious subject, children will respond to your being friendly and approachable. Be sure to tell the children what a postmaster is/does.]**

Good morning boys and girls.

My name is **[NAME]** and I'm your postmaster.

**[Tell the children what a postmaster is/does.]**

How many of you have dogs at home or have friends who own a dog? **[Listen to responses.]** Have you or any of your friends ever been bitten by a dog? **[Listen to responses.]** Well, I'll bet you didn't like it, did you?

At the Post Office where I work, the people who deliver your mail get bitten, too. Sometimes they have to go to the hospital and can't do their job for a long time. The dog's owner may have to pay a big hospital bill. And the mail may not be delivered to that house until the owners promise to keep the dog fenced in.

I don't want anybody at work to be bitten, and I don't want any of you to get bitten, either. That's why I'm here today, because I need your help.

There are several things you can do to help out. The most important thing is to stop your dog from getting outside and running loose. When you go outside, make sure to close the door tight, and when you are playing with your dog in the yard, make sure you close the gate so he does not get out.

When you see the letter carrier coming down your street, look around and make sure your dog is either inside or securely fenced away from the mailbox.

When the letter carrier gets to your house, let him or her put the mail in your mailbox. Never reach out to take the mail yourself, because your dog might think the letter carrier is a threat to you even though we know that isn't true.

After the letter carrier has delivered the mail and gone, you still need to watch out for loose dogs. Never step too close to a strange dog. Even if he looks friendly, he might still bite.

I am going to give each of you a list of things you can do to help keep dogs from biting your letter carrier, your friends, and yourself. I want you to take this list home and talk to your parents about it. See if they will help you keep your dog from getting outside.

If you do that, your letter carrier won't have to worry about going to the hospital because of a dog bite, and we can deliver everyone's mail safely and quickly.

## Dog Bite Prevention Tips for Kids — How You Can Help Prevent Dog Bites

To help make your neighborhood safe for the letter carrier, yourself, and other people, just remember these simple rules:

- Find out what time the letter carrier usually brings your mail.
- When the letter carrier is due to visit your house, check to be sure your dog is inside. Keep the dog inside until the letter carrier is gone.
- If someone needs to open the door to sign for a letter, first put the dog in another room and close the door.
- If you have a mail slot, keep your dog away from the slot so the carrier's fingers don't get bitten.
- If your mailbox is inside your fenced yard, and your dog is too, keep the dog on a leash away from the mailbox during the time your letter carrier delivers the mail.
- When your dog is outside, never walk up to the letter carrier and ask for your mail. Your dog may think you are being threatened.
- If you see a dog running loose in your neighborhood, tell your parents.
- Never, ever approach a strange dog.

## Poster Contest

If you plan to sponsor a poster contest for schoolchildren, you will need to furnish some slogans and a set of rules. It's also standard procedure to appoint judges and offer some kind of reward or prize for the winners.

Where young children are involved, it's a good idea to make everybody feel like a winner. In addition to the three main prizes (we recommend commemorative stamp sets), try to offer something for participation. Perhaps you could obtain a number of special pictorial postmarks of local interest.

Be sure to furnish the media with information about when the contest will start, what schools are participating, who will judge the contest, and where the entries will be displayed.

Suggested slogans:

- Good neighbors keep good control of their dogs.
- Good fences make good dogs better.
- Mail time is time to take your pooch inside.
- Letter carriers love dogs on a leash.
- A dog on the loose is bad news.

Have the posters judged on originality, clarity of the dog bite message, and quality of the artwork. A panel of judges might consist of an art teacher, a letter carrier, an animal control officer, and a member of the PTA. State that the decision of the judges will be final and list the prizes. If possible, have the grand prize-winning poster reproduced and sent to the schools. Try to display all the entries in the Post Office lobby or local grocery stores. Children and parents will be looking for them.

Suggested contest rules:

- The Dog Bite Awareness Poster Contest is open to students in grades 1 through 5 from now until **[MONTH, DAY, YEAR]**.
- The theme is **[CHOOSE THEME]**.
- Only one entry per student will be accepted.
- Students must design and complete posters without help.
- Entries must be **[Choose: e.g., 11" x 17", horizontal or vertical, black and white or color, in any two-dimensional medium (crayon, charcoal, water-color, marker, paint, etc.)]**.
- Posters will not be returned. By entering, a student agrees to give the Postal Service full ownership of the artwork and reproduction rights if it is selected as the grand prize winner.
- Each entry must have an entry form attached to the back. Posters with incomplete forms will not be considered.
- Entries must be submitted by **[DATE]** to be considered for judging.



- Winners will be notified by mail.

## Working With Community Leaders

- Seek ideas from other postmasters. When attending various management meetings, seminars, training sessions, or conventions, take time to discuss dog bite prevention and other safety programs with your peers. Many postmasters have come up with some innovative ideas and developed excellent dog bite awareness campaigns.
- Visit area schools to discuss dog bite prevention with students. Many local animal control officials and veterinarians will participate, particularly when they can stage a pet licensing and rabies vaccination effort at the same time.
- Holding a dog bite awareness poster contest for local elementary school students is another way to involve the schools. Arrange to display the entries at the Post Office for a day and invite parents and the media. Give a short talk or provide handout information on dog bite awareness.
- Locate a local dog obedience club and allow it to stage a 1-day free dog training session at your Post Office. (An excellent time is after the office closes on Saturday.) Publicize the event and invite the media. (Note: If employees are involved, be aware of Fair Labor Standards Act (FLSA) requirements.)
- Locate a scout troop or similar organization and encourage it to make a project of creating public awareness of dog bite dangers. This could be of interest to Boy Scouts who are earning their “Dog Care” and “Safety” merit badges. Help them publicize their efforts through the local media.
- Contact your local utility companies to participate in some of your events. They are attuned to public service, and they have their own dog bite problems.

## Information for All Employees

This section offers tools that postmasters can use to help educate employees to do their jobs as safely as possible.

Give the following stand-up talk to your letter carriers. The talk focuses on the seriousness of dog bites, what carriers should do about a problem dog on their route, and what to do if a dog attacks. Also, let letter carriers know that you are supporting them by mailing out progressive warning letters to owners whose dogs are unrestrained. Sample warning letters are included on pages 31–32.

The true-or-false quiz “Are You an Unwary Visitor?” can educate letter carriers on proper behavior around dogs and is an interesting way to share important information. A letter carrier who knows the answers to the quiz is less likely to be a dog bite victim. Post the quiz, print it in a newsletter, or distribute it as a handout to your letter carriers and supervisors.

The Postal Service also offers a dog repellent spray for letter carriers. Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent*, describes the spray and its use. Information from that publication is included in this section. Post the information, publish it in a newsletter, or reproduce it as a handout for supervisors and carriers. Tell carriers how to obtain repellent.

Use “Basic Dog Bite Prevention Rules for Letter Carriers to Follow” as a reinforcing stand-up talk or a posting.

## **Postmaster Stand-Up Talk**

### **Safety Talk for Letter Carriers**

It won't be long until school lets out for the summer and children begin to spend their days outside playing.

We all know that means taking extra care to watch out for children playing around our vehicles, but it also is the time of year to be on the lookout for loose dogs. Many of these pets have been in the house or confined to the backyard all winter and manage to get out when children leave a door or gate open.

Last year, approximately 4.7 million people suffered dog bites in the United States, including 3,300 letter carriers. That means an average of 10 letter carriers is injured by a dog bite each delivery day.

**[Share some examples of injured letter carriers that are found in this guide or examples from your own Post Office.]**

Loose dogs are a serious problem for everyone. As letter carriers, you are not only doing yourself a favor, you are helping everyone in the community by getting these animals off the street. Letter carriers are the third most frequent victims of dog attacks; children and the elderly rank first and second.

One tool we have in controlling the dog problem is a policy of withholding delivery where dogs are a threat. Report all incidents to the postmaster or the carrier supervisor, who will decide what action needs to be taken. If a phone call to the customer doesn't take care of the situation, we have a series of progressive warning letters that could ultimately lead to the suspension of mail service to the customer's home.

Besides making us all aware of potential dog bite problems that need to be addressed, there are several things you can do to avoid dog bite situations:

- Watch out for dogs along your route and be aware of places a dog can hide.
- Never hand mail to a child or adult while in view of a dog.
- Place one foot at the base of doors that open outward to prevent a dog from rushing out.
- Learn to recognize the warning signs that a dog is about to attack: tail high and stiff, ears up, hair on back standing up and teeth showing.
- Report all incidents regarding dogs to supervisors.
- Dogs are very territorial animals who react aggressively when someone invades their territory or "danger zone." When you find yourself in a dog's danger zone, you should stop immediately and remain still, allowing the dog's anger to subside.
- If confronted, face the dog without making direct eye contact and back away slowly. Be submissive, but don't run. If you run, the dog is going to try to knock you to the ground and you could be seriously hurt.
- Put something between you and the dog, such as a package or pouch. Don't try to make friends with the dog, pet it, or put your hands or face near it. And if the dog does bite, try not to pull away because that may cause further injury. Instead, try to make the dog release its hold.
- Quickly obtain medical attention and report all injuries.

We all watch the news and know that the potential for serious injury cannot be ignored. Be vigilant about the threat of dog attacks for your safety, for your family, and for the children and elderly in our community.

###

## **Basic Dog Bite Prevention Rules for Letter Carriers**

Dogs are self-elected and sometimes highly trained protectors of their masters and their property. To them, you are an intruder. You must prepare yourself for a new challenge each day from every dog you meet as you go about your daily work.

- Observe the area. Take a quick glance at all the places a dog might be located, such as under parked cars, under hedges, on the porch, etc.
- Size up the situation. Is the dog large or small? Is it asleep, barking, growling, nonchalant, etc.?
- Don't show fear. A dog is more apt to bite you if it knows you are afraid.
- Don't startle a dog. If it is asleep, make some kind of nonstartling noise, such as soft whistling. Do this before you are close to the dog, while you still have time and space for an "out."
- Never assume a dog won't bite. You may encounter a certain dog for days or weeks without incident; then one day, it might decide to bite you.
- Keep your eyes on the dog. A dog is basically a coward and a sneak and is more apt to bite you when you aren't looking.
- Stand your ground. If a dog comes toward you, turn and face it. If you have a satchel, hold it in front of you and back away slowly, making sure you don't stumble and fall.
- Never turn and run.

## **Progressive Warning Letters and Thank You Letter for Postal Managers**

This section offers materials for you to use to help your letter carriers do their jobs more safely. You can use the progressive warning letters in this section to alert dog owners to the possible loss of mail delivery if they do not restrain their pets. And don't forget to send a letter of thanks when they do!

Warning letters, like collection letters, need to be handled tactfully. The first and second sample letters below tell customers what we want them to do. The third tells them we have taken corrective steps. The fourth details the customers' options. In using these letters, keep in mind that our purpose is not to police the neighborhood but to obtain a safe environment in which carriers can do their work. Though most customers will respond to your first polite request, be meticulous in following up if they don't. Otherwise your efforts will not be taken seriously.

### **Sample Warning Letter #1**

Dear Postal Customer:

Your letter carrier takes pride in delivering your mail promptly and efficiently. That means being able to approach your mailbox without interference from your pet.

Although your dog may not be known to bite or otherwise be dangerous to people, your carrier has expressed concern about its behavior. I believe you will agree that this concern is understandable since each year thousands of letter carriers are bitten or physically harmed by dogs.

This letter is to inform you that we are concerned your dog may have a propensity to attack and to bite or otherwise injure your letter carrier.

To provide you uninterrupted mail delivery while protecting our letter carriers, the Postal Service is requesting your assistance. Please confine your dog, either in the house or tethered or fenced outdoors, away from the route your carrier uses to deliver your mail.

We appreciate your cooperation.

Sincerely,

### **Sample Letter Warning Letter #2 — Electronic Fences**

Dear Postal Customer:

We understand that you have installed an electronic fence on your property. We are writing to request that you keep your dog restrained or inside when the mail is delivered. Although the electronic fence may keep your dog from wandering, it does not protect your letter carrier, who must enter the property to deliver the mail.

Letter carriers may assume, when they see no physical fence around a property, that the property is animal-free. This can be a dangerous mistake.

Every year thousands of letter carriers are attacked and injured — many seriously — by dogs. Even the kindest of family pets can bite to protect its territory.

So we request that you keep your animal restrained or inside during times when your letter carrier will be delivering the mail. Please help us deliver your mail consistently and safely. Thank you for your help.

Sincerely,

### **Sample Warning Letter #3**

Dear Postal Customer:

We were unable to deliver your mail recently because your unrestrained dog threatened our letter carrier.

We previously notified you of our concern that your dog might have a propensity to attack and to bite or otherwise injure your letter carrier. That concern was based on prior observations.

We are sorry for any inconvenience the interruption of your mail delivery might have caused. However, I think you can understand that we must protect our employees from potential injury.

**Publicity Kit****National Dog Bite Prevention Week, May 15–21, 2005**

If your carrier is threatened by your unrestrained dog again, we must take further action. That action will require you to either arrange to obtain your mail at a Post Office box or install a mail receptacle at the curb in front of your residence for home delivery.

To restore delivery at this time, please pick up your mail at our Post Office, which is located at **[ADDRESS]**. You will be asked to sign a statement assuring us that you will keep your dog restrained during normal delivery hours.

Thank you for your cooperation.

Sincerely,

**Sample Warning Letter #4**

Dear Postal Customer:

We previously notified you that your dog is considered to be a danger to your letter carrier. Yet, on **[DATE]**, our letter carrier was again threatened by your dog. As a result of this incident, I must ask you to choose within the next **[NUMBER]** days one of the following options for receiving your mail:

Rent a Post Office box to receive your mail.

Install a mail receptacle at the curb of your home.

Until you have informed us of your decision, your mail will be held at **[POST OFFICE AND ADDRESS]**. It will be available for pickup during normal business hours, which are **[INSERT YOUR OFFICE'S MONDAY–FRIDAY AND SATURDAY HOURS]**. If you have not picked up your mail within **[NUMBER OF DAYS]**, we will return it to the senders.

If you have any questions concerning this policy, please call **[NAME]** at **[PHONE NUMBER]**.

Sincerely,

**Sample Thank You Letter for Customer Compliance**

Dear Postal Customer:

Thank you for keeping your dog safely away from the letter carrier's path. Because dog owners like you accept responsibility for their pets, letter carriers and other service people are better able to work in your neighborhood.

On behalf of both your regular letter carrier, **[NAME]**, and the substitute carriers who deliver your mail in **[HIS/HER]** absence I appreciate your cooperation.

Sincerely,

## Additional Resources

Now that you have read through this publicity kit and made some decisions about what would work best in your area, *it is time for action.*

In addition to this kit, a number of resources are available to assist you in your effort to educate employees, your customers, and the entire community about the importance of dog bite prevention. If you have media or public relations questions, Public Affairs and Communications managers in each area can put you in touch with your local communications person. The American Veterinary Medical Association is another resource to help us bring awareness to this very serious matter. Their Web site, [www.avma.org](http://www.avma.org) has a wealth of useful information. And, while the Humane Society of America is not an official partner, it is always willing to participate in planned events and help organizations that are promoting safety around animals. Its dog bite prevention Web site, [www.nodogbites.org](http://www.nodogbites.org), is an excellent resource for employees and your community.

Although dog bites are declining, we must keep in mind that last year we averaged 10 dog bites per delivery day. When you factor in dog attacks where there was no bite, we averaged 12 dog bites and attacks per delivery day. Dog bites are no laughing matter! Watch Out — and remember looks can be deceiving. We must take action now to reduce these costly and painful injuries.

## Area Public Affairs and Communications Managers

DEBORAH YACKLEY  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
CAPITAL METRO US POSTAL SERVICE  
16501 SHADY GROVE  
GAITHERSBURG MD 20898-9998  
301-548-1465

PAUL SMITH  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
EASTERN AREA US POSTAL SERVICE  
PO BOX 40593  
PHILADELPHIA PA 19197-0593  
215-931-5054

JIM MRUK  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
GREAT LAKES AREA US POSTAL SERVICE  
244 KNOLLWOOD DR 4TH FLOOR  
BLOOMINGDALE IL 60117-2208  
630-539-6565

MONICA HAND  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
NY METRO AREA US POSTAL SERVICE  
421 EIGHTH AVE RM 5114  
NEW YORK NY 10199-9681  
212-330-3167

DEBRA HAWKINS  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
NORTHEAST AREA US POSTAL SERVICE  
6 GRIFFIN RD N  
WINDSOR CT 06006-9876  
860-285-7265

EARL C ARTIS JR  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
SOUTHEAST AREA US POSTAL SERVICE  
225 NORTH HUMPHREY BLVD  
MEMPHIS TN 38166-0832  
901-747-7544

DARLA STAFFORD  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
SOUTHWEST AREA US POSTAL SERVICE  
7800 N STEMMONS FREEWAY STE 450  
DALLAS TX 75247-4220  
214-819-8748

DON SMERALDI  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
PACIFIC AREA US POSTAL SERVICE  
7001 S CENTRAL AVE RM 364A  
LOS ANGELES CA 90052-9641  
323-586-1212

SCOTT BUDNY  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
WESTERN AREA US POSTAL SERVICE  
1745 STOUT ST STE 400  
DENVER CO 80299-7500  
303-313-5125

For additional information contact the following for individuals who can help you obtain local Humane Society support and find animal behavior experts for local events.

**Publicity Kit****National Dog Bite Prevention Week, May 15–21, 2005****American Veterinary Medical Association (AVMA) Headquarters**

SHARON GRANSKOG  
 AVMA  
 1931 N MEACHAM RD STE 100  
 SCHAUMBURG IL 60173-4364  
 Telephone: 847-925-8070  
 Fax: 847-925-1329  
 e-mail: [sgranskog@avma.org](mailto:sgranskog@avma.org)

**Humane Society of the United States (HSUS) Headquarters**

PAT MCELROY  
 ISSUES SPECIALIST  
 HSUS  
 2100 L STREET NW  
 WASHINGTON DC 20037-1598  
 Telephone: 202-452-1100  
 e-mail: [pmcelroy@hsus.org](mailto:pmcelroy@hsus.org)

**Government Relations Contacts**

We can help! Your Government Relations representatives are here to serve you. We can assist you in contacting and inviting elected officials to participate in your event — please let us know.

Area code and prefix for all extensions is 202-268-XXXX

State	Representative	Extension
Alabama	Laurie Solnik	x 3743
Alaska	Linda Macasa	x 3750
American Samoa	Linda Macasa	x 3750
Arizona	Gerald Kreienkamp	x 3744
Arkansas	Jeanne Gray	x 7217
California	Bill Weagley	x 3745
Connecticut	Jo Waterman	x 6748
Colorado	Gerald Kreienkamp	x 3744
Delaware	Jo Waterman	x 6748
District of Columbia	Rebecca Sumner	x 3755
Florida	Laurie Solnik	x 3743
Georgia	Bill Weagley	x 3745
Guam	Linda Macasa	x 3750
Hawaii	Linda Macasa	x 3750
Idaho	Linda Macasa	x 3750
Illinois	Talaya Simpson	x 7839
Indiana	Annie Kennedy	x 7505
Iowa	Annie Kennedy	x 7505
Kansas	Gerald Kreienkamp	x 3744
Kentucky	Laurie Solnik	x 3743
Louisiana	Gerald Kreienkamp	x 3744
Maine	Kathy Sitterle	x 6027
Maryland	Rebecca Sumner	x 3755
Massachusetts	Jo Waterman	x 6748
Michigan	Talaya Simpson	x 7839
Minnesota	Annie Kennedy	x 7505
Mississippi	Laurie Solnik	x 3743
Missouri	Annie Kennedy	x 7505
Montana	Linda Macasa	x 3750
Nebraska	Gerald Kreienkamp	x 3744
Nevada	Linda Macasa	x 3750
New Hampshire	Jo Waterman	x 6748



**National Dog Bite Prevention Week, May 15–21, 2005****Publicity Kit**

State	Representative	Extension
New Jersey	Jo Waterman	x 6748
New Mexico	Gerald Kreienkamp	x 3744
New York	Kathy Sitterle	x 6027
North Carolina	Bill Weagley	x 3745
North Dakota	Annie Kennedy	x 7505
Ohio	Laurie Solnik	x 3743
Oklahoma	Jeanne Gray	x 7217
Oregon	Linda Macasa	x 3750
Pennsylvania	Rebecca Sumner	x 3755
Puerto Rico	Kathy Sitterle	x 6027
Rhode Island	Jo Waterman	x 6748
South Carolina	Linda Macasa	x 3750
South Dakota	Annie Kennedy	x 7505
Tennessee	Linda Macasa	x 3750
Texas	Jeanne Gray	x 7217
Utah	Gerald Kreienkamp	x 3744
Vermont	Kathy Sitterle	x 6027
Virgin Islands	Kathy Sitterle	x 6027
Virginia	Rebecca Sumner	x 3755
Washington	Linda Macasa	x 3750
West Virginia	Rebecca Sumner	x 3755
Wisconsin	Talaya Simpson	x 7839
Wyoming	Gerald Kreienkamp	x 3744

**More Resources**

- PS Form 1778, *Dog Warning Card*
- Publication 129, *Safety Talks*
- Safety Film: *Dogs, They Come in All Sizes*. Contact your Postal Employee Development Center (PEDC) for availability.
- Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent*
- Material Safety Data Sheet — “Halt” dog repellent
- Material Safety Data Sheet — “Back off” dog repellent
- Dog Training Video: *Understanding Canine Behavior*. Contact your PEDC for availability.

— Community Relations, Public Affairs and Communications, 4-28-05

# Employees

## ELM REVISION

### Reassignment Rules for Bargaining Unit Employees

Effective April 28, 2005, *Employee and Labor Relations Manual* (ELM) 422.124, Reassignment Rules, is revised to correct a minor inaccuracy published in the article "ELM Revision: Changes in Computing Promotional Increases for American Postal Workers Union Crafts and Recodification of ELM 420" in *Postal Bulletin* 22109 (8-21-03, pages 42–70 and 99–110). This correction properly describes how human resources specialists and associates should calculate the next step date during voluntary reassignments to equivalent grades in another bargaining unit. The revised language more accurately complies with Attachment F of the October 8, 1999, Memorandum of Understanding between the Postal Service™ and the American Postal Workers Union (APWU).

We will incorporate these revisions into the next printed version of the ELM and also into the next online update, available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, under "Policies," click on *PolicyNet*.
- Click on *Manuals*.

The revision soon will be available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

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

	*	*	*	*	*
<b>4</b>	<b>Pay Administration</b>				
	*	*	*	*	*
<b>420</b>	<b>Wage Administration Policy for Bargaining Unit Employees</b>				
	*	*	*	*	*

#### 422 Salary Schedules Covered by Specific Agreements

##### 422.1 Postal Service and Mail Equipment Shops/Material Distribution Center Salary Schedules

\* \* \* \* \*

##### 422.12 Change Action Pay Rules

\* \* \* \* \*

##### 422.124 Reassignment Rules

\* \* \* \* \*

- c. For reassignments to equivalent grades in another bargaining unit (see Exhibit 418.1), the following provisions apply:

\* \* \* \* \*

[Revise item (4) to read as follows:]

- (4) Creditable service in the former position is maintained toward a step increase, subject to two situations:
- (a) If the employee's salary is increased by the reassignment by at least one most prevalent step in the former grade, a new step waiting period commences on the effective date of the reassignment (see 421.45c).
  - (b) If the waiting period time already served equals or exceeds that required to advance to the next step following reassignment, the employee is advanced one additional step and a new step waiting period commences on the effective date of the reassignment.

- d. For PS and MESC employees, reassignments are handled as follows:

[Revise items (1), (2), (3), and (4) to read as follows:]

- (1) *Within the PS or MESC Schedules.* The employee is reassigned to the same grade and into PS (RSC PB) and MESC (RSC CB) Schedule 2.

The step and next step date are not changed following the reassignment.

- (2) *From Other Rate Schedules To a Grade in the PS (RSC PB) and MESC (RSC CB) Schedule 2 Not Formerly Held.* The employee is reassigned to the step in Schedule 2 that is equal to his or her current salary. If the salary falls between two steps, the employee is reassigned to the next higher step. Creditable service in the former position is maintained toward a step increase (see 422.124c(4)).
- (3) *From Other Rate Schedules To a Grade in the PS (RSC PB) and MESC (RSC CB) Schedule 2 Formerly Held.* The employee is reassigned to the appropriate step in Schedule 2, and to the next step date, as if service had been continuous in the grade.

**Note:** The reassignment to PS Schedule 2 must include service the employee would have had in PS Schedule 1 before conversion to PS Schedule 2.

- (4) *From the PS and MESC Schedules To a Grade in Another Rate Schedule Not Formerly Held.* The employee is assigned the step in that rate schedule that is equal to his or her current salary. If the salary falls between two steps, the employee is assigned to the next higher step. Creditable service in the former position is maintained toward a step increase (see 422.124c(4)).

\* \* \* \* \*

— Compensation,  
Employee Resource Management, 4-28-05

ELM REVISION

**Policies for Salary Assignment in Nonbargaining Unit Positions**

The *Employee and Labor Relations Manual* (ELM) 410, Pay Administration Policy for Nonbargaining Unit Employees, is revised in 412.1b as of April 28, 2005, to reflect a policy change that became effective on January 22, 2005. This policy change applies to how the supervisory differential adjustment (SDA) rate is calculated. Nonbargaining supervisory jobs eligible for SDA handling in the Executive and Administrative (EAS) pay schedule qualify for a higher minimum salary than non-SDA eligible jobs in the same grade levels. For a listing of all SDA-eligible job titles, and their current minimum and maximum salaries, see [http://hrishq.usps.gov/scripts/comp/sda\\_list.cfm](http://hrishq.usps.gov/scripts/comp/sda_list.cfm).

In the past, the salary minimums applicable to SDA-eligible jobs were set at flat dollar amounts after economic analysis and consultation with the management associations. On January 22, 2005, the method of determining the minimum salaries was changed. On this date, the Postal Service™ reestablished a historical practice, which was to set minimums at 5 percent above a targeted bargaining unit salary, depending upon position group. Exhibit 412.1b is reformulated to show this change.

We will incorporate this revision into the next printed version of the ELM and into the next online update, available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.

- Click on *Manuals*.
- (The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)
- It also will be available on the Postal Service Internet:
- Go to [www.usps.com](http://www.usps.com).
  - Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

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

\* \* \* \* \*

- 4 Pay Administration**
- 410 Pay Administration Policy for Nonbargaining Unit Employees**

\* \* \* \* \*

- 412 New Appointment**
- 412.1 Career Appointment**

A new employee hired into the EAS schedule is paid the minimum salary for the grade of the position to which hired, although the appointing official has the flexibility to set the *starting* salary up to the midpoint of the grade. Further variation may occur in the following circumstances:

\* \* \* \* \*

[Revise the text of item 412.1b to read as follows:]

- b. **Supervision of Bargaining Unit Employees.** When an appointment is to an exempt EAS-15 through EAS-19 grade position that involves directly supervising two or more full-time equivalent bargaining unit employees, the minimum salary must be equal to, or exceed, the supervisory differential adjustment (SDA) rate as described in Exhibit 412.1b.

[Revise the title and content of Exhibit 412.1b to read as follows:]

**Exhibit 412.1b**  
**Position Groups Eligible for Supervisory Differential Adjustment Rate**

(effective January 22, 2005)

Position Group	Minimum Salary Is 5 Percent Above
Plant Maintenance	PS-11, step P
Vehicle Maintenance, Transportation Operations	PS-7, step O
Postal Police Officer — Supervisor	PPO-6, step 20
All Other Eligible EAS-15 to EAS-19	PS-5, step O

\* \* \* \* \*

**413 Promotion to Nonbargaining Unit Positions**

\* \* \* \* \*

**413.2 Promotion Increase**

**413.21 Nonbargaining Unit Employees**

Nonbargaining unit employees may receive promotion increases of from 3 to 10 percent, although increases of up to 12 percent may be granted on an exception basis. Management should consider the full 3 to 10 percent range in determining the amount of a promotion increase, giving consideration to such factors as responsibility and complexity of the job, skill requirements, and the employee's experience, credentials, and salary history. Increases of as much as 12 percent should be reserved for employees with exceptional qualifications and can be granted only with the approval of the functional vice president. Promotional increases are subject to the conditions and exceptions described below:

\* \* \* \* \*

[Revise the text of item 413.21b to read as follows:]

- b. An increase of more than 10 percent is given if necessary to bring the salary to the minimum of the new grade or the minimum salary rate for certain supervisory positions as described in 412.1b.

\* \* \* \* \*

[Revise the text of item 413.21d to read as follows:]

- d. For promotions to positions at grades 15 through 19 that require supervising two or more full-time equivalent bargaining unit employees, the amount of the increase must result in a salary that is no less than the minimum salary rate for those employees promoted to positions as described in Exhibit 412.1b.

**413.22 Bargaining Unit Employees**

Bargaining unit employees permanently assigned to a higher equivalent grade in the nonbargaining unit schedule receive a salary adjustment of 5 percent of their basic salary subject to the following:

\* \* \* \* \*

[Revise the text of item 413.22b to read as follows:]

- b. An increase of more than 5 percent is given if necessary to bring the employee's salary to the minimum of the new grade or the minimum salary for certain supervisory positions as described in 412.1b.

**413.3 Position Upgrade**

[Revise the text of 413.3 to read as follows:]

When an employee's position is upgraded through the Workload Service Credit System (WSCS), the Station Manager Evaluation Process, the job evaluation process (JEP), or job-ranking standards and guidelines, a 2 percent basic salary increase is provided. The increase is adjusted higher if necessary to bring the salary to the minimum of the new grade or the minimum salary for certain supervisory positions as described in 412.1b. The increase is adjusted lower if necessary to keep the salary from exceeding the maximum of the higher grade.

\* \* \* \* \*

**414.2 Rate Adjustment**

**414.21 Nonbargaining Unit Employees**

[Revise the text of 414.21 to read as follows:]

An EAS employee's salary is not changed as a result of reassignment within the EAS schedule except when the employee is reassigned to an EAS-15 through EAS-19 position that involves directly supervising two or more full-time equivalent bargaining unit employees. In this case, the salary must be no less than the minimum salary rate for those employees reassigned to positions as described in Exhibit 412.1b.

\* \* \* \* \*

— Compensation,  
 Employee Resource Management, 4-28-05

*NOTICE***Healthy Banking**

Sick leave is an important employee benefit that should be “banked.” That’s the message of the “Protect Your Future — Bank Your Sick Leave” campaign (see the poster on page 40).

The campaign stresses the importance of accumulating sick leave every pay period to develop a “bank” of hours over time. Long-term absence due to serious illness or accident can be “paid” with accumulated leave. Because you can’t predict the future — when you will get sick or injured — sick leave can provide the safety net you need.

Few financial investments grow at the rate of saved sick leave. Use an hour of sick leave tomorrow that you earned 15 years ago, and it’s paid at your current, higher wage.

The campaign continues to roll out since its launch last June. This year, Headquarters employees have been added to the original field distribution. New videos or poster kits will be distributed in June and September.

— *Health and Resource Management,  
Employee Resource Management, 4-28-05*

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*NOTICE***eIDEAS Conversion to Employee Identification Number**

Effective May 15, 2005, eIDEAS will no longer accept employees’ Social Security numbers for access into eIDEAS. Instead, employees will use their employee

identification numbers and their Postal Service™ PINs to enter eIDEAS.

— *Compensation,  
Employee Resource Management, 4-28-05*

A photograph of a middle-aged Black man with a goatee, smiling and sitting. He has a light blue towel draped around his neck and is wearing a light blue t-shirt. His hands are clasped in his lap.

## **I'm glad I was smart.**

I didn't burn away my sick leave  
when I actually wasn't sick.

Instead, I banked my unused sick leave.

Every day and every hour  
of sick leave I didn't use  
rolled over from one year to the next,  
and accumulated into my account.

So that when I really needed it,  
I was protected.

Yes, when I had my operation,  
I didn't have to worry  
about my family's finances.

## **I protected my future. I banked my sick leave.**

# **Protect Your Future. Bank Your Sick Leave.**

# It's Time to Get Your Nominations In!

**Nominations for the 2005 National Awards  
Program for Diversity Achievement officially  
close on Thursday, May 5, 2005.**

**For more information, visit the 2005 Diversity Awards Web site at  
*<http://blue.usps.gov/diversitynet/awards/welcome.htm> or contact your  
local diversity development specialist.***



# Facilities

## REVISED HANDBOOK

### Handbook RE-4, Standards for Facility Accessibility

We have revised Handbook RE-4, *Standards for Facility Accessibility*, to be consistent with new federal regulations published by the U.S. Access Board in July 2004. The new standards will become effective for the Postal Service™ on October 1, 2005.

The accessibility guidelines issued by the Access Board include scoping chapters on enforcement of the Americans with Disabilities Act (ADA). However, as a matter of law, the Postal Service is subject to the Architectural Barriers Act (ABA), rather than the ADA. Accordingly, the ADA scoping chapters were not included in the revised Handbook RE-4. In addition, some sections in the guidelines published by the Access Board pertain to recreational and other facilities that normally are not included in Postal Service facilities. Accordingly, some of this material was not included in the revised handbook. If these standards are relevant for a particular Postal Service facility, reference should be made to the complete guidelines published by the Access Board on July 23, 2004 (36 CFR parts 1190 & 1191) and available on the Access Board's Web site at [www.access-board.gov](http://www.access-board.gov).

The revised RE-4 contains text, figures, and advisory information. Please note that while the advisory material often provides useful information, it should not be construed as mandatory. The accessibility guidelines, as formally adopted by the Postal Service and published in the *Federal Register*, specifically exclude these advisories.

**Terminology.** The new accessibility guidelines require that certain terms be defined by the participating federal agencies. Section F202.6.2 requires that "primary function areas" be defined and section F202.4 contains requirements for alterations affecting "primary function areas" stating, "...an *alteration* that affects or could affect the usability of or access to an area containing a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the *altered* area, including the rest rooms, telephones, and drinking fountains serving the *altered* area, are readily *accessible* to and usable by individuals with disabilities, unless such *alterations* are disproportionate to the overall *alterations* in terms of cost and scope as determined under criteria established by the Administrator of...the United States Postal Service."

**Primary Function Areas.** The primary function of the Postal Service is to provide mail service for our customers that includes accepting, distributing, transporting, and delivering the mail. Two essential facilities for fulfilling these

functions are (1) customer lobby areas where customers conduct their retail transactions, access mail depositories, and Post Office™ boxes and (2) workroom areas where Postal Service employees distribute the mail and perform other core postal operations. Therefore, for purposes of the accessibility guidelines applicable to the Postal Service under the Architectural Barriers Act, two "primary function areas" are identified: Customer Lobbies and Workroom Areas.

**Disproportionality.** According to section F202.4, "alteration" of elements in a primary function area can trigger a requirement to make accessibility improvements along the path of travel to the area and improvements to rest rooms, telephones, and drinking fountains that serve the altered area if the alteration "affects or could affect the usability of or access to an area containing a primary function." It is conceivable that almost any repair or alteration project in a "primary function area" could affect the usability of the area. Therefore, a literal interpretation of this provision could require an expansion of the scope of virtually any alteration in a primary function area, regardless of the size and scope of the original project. According to section F202.4, accessibility improvements must be made to the path of travel to the altered area and to rest rooms, telephones, and drinking fountains that serve the altered area "unless such *alterations* are disproportionate to the overall *alterations* in terms of cost and scope."

For purposes of the accessibility guidelines applicable to the Postal Service under the Architectural Barriers Act, two criteria must be considered in making a determination whether accessibility improvements are disproportionate to the cost and scope of the original alteration: a "magnitude threshold" for the original alteration and a "maximum percentage threshold" for the accessibility alteration.

**Magnitude Threshold.** It is anticipated that, in most cases, a significant additional effort would be required to assess physical conditions along the path of travel and for rest rooms, telephones, and drinking fountains that serve the altered area, and to determine the scope, budget, and appropriate design requirements for any corrective alterations. Unless the original alteration is of substantial magnitude, a disproportionate effort would be devoted to such investigation, design, and administration leaving few, if any, funds to accomplish corrective work. Accordingly, a "magnitude threshold" is established such that no accessibility

improvements to the path of travel, or to any associated facilities, will be required under F202.4 for alterations that have an estimated total cost less than 20 percent of the fair market value of the facility.

**Percentage Threshold.** For alterations subject to F202.4 that meet or exceed the “magnitude threshold,” the maximum cost for accessibility improvements to the path of travel, including all costs for accessibility improvements to rest rooms, telephones, and drinking fountains that serve the altered area, will not exceed 20 percent of the total cost of the original alteration. Costs for accessibility improvements in excess of the 20 percent threshold will be deemed “disproportionate.”

Handbook RE-4 is available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

Handbook RE-4 will be available from the Material Distribution Center (MDC) at a later date and we will release the ordering information at that time.

— *Real Estate,  
Facilities, 4-28-05*

## Finance

### HANDBOOK F-1 REVISION

#### AIC 604, Vehicle Repair and Maintenance

The article “Handbook F-1 Revision: Changes to Account Identifier Code” in *Postal Bulletin* 22144 (12-23-04, page 71) announced the deactivation of account identifier code (AIC) 604, Vehicle Repair and Maintenance, effective December 23, 2004. AIC 604 can no longer be used to purchase vehicle repair items. Vehicle maintenance facility (VMF) personnel will continue to purchase parts using the Vehicle Repair Parts IMPAC Visa credit card, national contracts, and consignment national ordering agreements.

AIC 604 is authorized only for use if vehicle services are provided by outsourced (non-Postal Service™) personnel, and payment is not made via a commercial fuel credit card or via the Vehicle Management Accounting System (VMAS) for vehicle maintenance repair agreement (VMRA) services. VMFs should make every effort to provide vehicle repair parts during servicing. If the servicing personnel provide parts and materials during the course of vehicle servicing, the parts must be listed on the invoice or the optional PS Form 4541, *Order-Invoice for Vehicle Repair (Commercial Work Order)*.

The use of AIC 604 (General Ledger Account (GLA) 54543) should decrease, due to the existence of national contracts, VMRAs, and commercial fuel cards. Expenses for service contracts and agreements paid for via the commercial fuel credit card are associated with GLA 54543.000. All cost data for GLA 54543.000 and GLA 54543.604 services must be forwarded to the VMF for VMAS input, regardless of method of payment.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next online update available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs*.

**Handbook F-1, Post Office Accounting Procedures**

\* \* \* \* \*

**Appendix A Account Identifier Code and  
General Ledger Account Crosswalk**

\* \* \* \* \*

[Revise AIC 604 to read as follows:]

AIC	Master Title	General Description	GLA	FPR
604	Vehicle Repair and Maintenance	Expense associated with payment for maintenance and repair work performed by commercial providers with no contracts and/or does not accept the commercial fuel credit card.	54543604	3H

\* \* \* \* \*

— Revenue and Field Accounting, Finance, 4-28-05

*POSTMASTER/FIELD GUIDE REVISION***Revised Procedures for AIC 280, Disbursement Sent to ASC**

Effective April 28, 2005, the procedures for using Account Identifier Code (AIC) 280, Disbursement Sent to ASC, in conjunction with the use of PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, are revised.

Any Post Office™, retail unit, or *PostalOne!* site that submits PS Form 3533 to the Scanning and Imaging Center (SIC) for a payment must provide supporting documentation that will validate an entry to AIC 280 as follows:

For this reporting technology...	The following supporting documentation is required...
POS ONE and integrated retail terminal (IRT)	A system-generated customer receipt or system-generated PS Form 3544, <i>USPS Receipt for Money or Services</i> .
Money Order Voucher Entry System (MOVES) and Small Post Office Reporting Tool (SPORT)	A copy of PS Form 1412, <i>Daily Financial Report</i> , showing entry to AIC 280.
<i>PostalOne!</i>	A copy of system-generated PS Form 3533-X, <i>Refund from Trust to Customer Confirmation</i> .

**Note:** If the required support documentation is not attached (use a paper clip) to the PS Form 3533, the refund request will not be processed and will be returned to the Post Office, retail unit, or *PostalOne!* office of origin.

All Post Offices, retail units, and *PostalOne!* sites will continue to submit PS Forms 3533 and support documentation to the Scanning and Imaging Center at the following address:

SCANNING AND IMAGING CENTER  
UNITED STATES POSTAL SERVICE  
PO BOX 9000  
SIOUX FALLS SD 57117-9000

More in-depth information and procedures regarding refunds, transfers of funds, and trust account withdrawals can be found in the *Postmaster/Field Guide* under "Refunds Quick Reference Guide," or under "Trust Account Customer Activities." You can access the *Postmaster/Field Guide* on the Postal Service™ Intranet:

- Go to <http://blue.usps.gov/finance>.
- Under "Other Links," click on *Accounting Center Support (ACS)*.
- Under "What's New with Accounting Services," click on the *Updated Postmaster/Field Guide* link.

The direct Web site address is <http://acs/pubs/pmfg.php>.

— Revenue and Field Accounting, Finance, 4-28-05

## HANDBOOK F-1 AND DMM REVISIONS

## Cashing Postal Money Orders, Postal Service Commercial Checks, and Treasury Checks

Postal money orders, Postal Service™ commercial checks, and Treasury checks may be cashed at Post Offices™ or postal retail units provided the offices conform to the Postal Service policy and minimum requirements outlined in Handbook F-1, *Post Office Accounting Procedures*, part 314, and *Mailing Standards of the United States Postal Service — Domestic Mail Manual* (DMM 300) section 503.14.3.

We will incorporate these revisions into the next printed editions of Handbook F-1 and the DMM and into the next update of the online versions accessible on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs* for the F-1 and *Manuals* for the DMM.

### Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
<b>3</b>					
	*	*	*	*	*
<b>31</b>					
	*	*	*	*	*
<b>314</b>					
<b>314.1</b>					

[Revise 314.1 to read as follows:]

Domestic postal money orders are cashed at Post Offices and postal retail units regardless of the issue date. The following nine items outline Postal Service policy and the minimum requirements for cashing postal money orders:

- 1> Verify that the customer's name and address is on the money order.
- 2> Verify that the money order is not on the Missing, Lost, or Stolen U.S. Money Order Forms list, provided in the most recent issue of the *Postal Bulletin*.
- 3> Ensure that the customer signs the money order in the presence of the Postal Service accepting employee.
- 4> Request to see photo-bearing identification that also contains the customer's signature (see section 312.3). The employee must record the identification number on the face of the money order.
- 5> Verify that the signature on the customer's identification matches the signature on the money order. Do not cash the check if the signatures do not match or if the money order appears altered.
- 6> The employee may accept the verified signature of the payee or purchaser shown on the money order with exceptions for the following conditions:
  - a. A customer who cannot write may sign by using a mark and a non-Postal Service employee witness will provide a photo-bearing identification (see section 312.3) and sign the money order.
  - b. For a money order payable to a minor, the father or mother as natural guardian, must provide photo-bearing identification and sign the money order.
  - c. For a money order payable to a person when declared incompetent by a court, the legal guardian or other duly authorized person may sign and cash the money order. A copy of an appropriate proof of authority must be submitted and filed at the local postal unit.
  - d. Use of a title (e.g., Mrs., M.D.) is not required in signing a money order for payment if such title is used on the face of the money order.

- e. A money order addressed to more than one payee is paid to either payee if the conjunction “or” is used to connect the payees. If no conjunction is used, then all listed payees must sign the money order in the presence of the accepting employee and provide photo-bearing identifications (see section 312.3).
  - f. A customer with a power of attorney may sign and cash the money order for a payee who gave the person that authority. A copy of power of attorney must be submitted and filed at the local postal unit.
  - g. An executor or court-appointed administrator of the estate may sign and cash a money order payable to a deceased person, provided that a copy of that appointment is submitted and filed at the local postal unit.
- 7> Money orders are cashed only in the exact amount imprinted up to the authorized maximum amount.
  - 8> A money order with more than one endorsement is invalid, except under 6.e.
  - 9> Postal money orders payable to a business firm, an organization, a society, an institution, a government agency, a corporation (LLC or other), or a partnership will not be cashed at the Post Offices or postal retail units. These money orders can be deposited or negotiated at their bank or financial institution.

### 314.2 Cashing Other Postal Money Orders

*[Revise 314.2 to read as follows:]*

Other postal money orders are cashed at Post Offices and postal retail units such as replacement money orders and international postal money orders issued by countries listed in the *International Mail Manual* (IMM) part 371, provided that Postal Service policy and minimum requirements outlined in section 314.1 are followed. Such money orders must be made payable in U.S. dollars.

**Note:** No international money order will be paid after the expiration date on the money order.

*[Revise the title and text of 314.3 to read as follows:]*

### 314.3 Cashing Postal Service Commercial Checks

Postal Service commercial checks, including Postal Service salary checks, not more than 1 year old may be cashed at Post Offices and postal retail units provided sufficient funds are available. The following is an outline of Postal Service policy and minimum requirements for cashing Postal Service commercial checks:

- 1> Verify that the customer's name and address is on the check.
- 2> Request to see photo-bearing identification that also contains the customer's signature (see section 312.3). The employee must record the identification number on the face of the commercial check.
- 3> Verify that the signature on the customer's identification matches the signature on the commercial check. Do not cash the check if the signatures do not match or if the check appears altered.
- 4> Do not allow commercial checks payable to a business firm, an organization, a society, an institution, a government agency, a corporation (LLC or other), or a partnership to be cashed at Post Offices or postal retail units. These checks may be deposited or negotiated at a bank or financial institution.
- 5> If a commercial check is addressed to more than one payee, pay either payee if the conjunction “or” is used to connect the payees. If no conjunction is used, then all listed payees must sign the check in the presence of the accepting employee and provide photo-bearing identifications (see section 312.3).

**Note:** Do not retain cash for the sole purpose of cashing Postal Service salary checks on payday.

### 314.4 Cashing Treasury Checks

*[Revise 314.4 to read as follows:]*

Treasury checks, not more than 1 year old, may be cashed at Post Offices and postal retail units provided that sufficient funds are available. The following is an outline of Postal Service policy and minimum requirements for cashing Treasury checks:

- 1> Verify that the customer's name and address is on the check.
- 2> Request to see photo-bearing identification that also contains the customer's signature (see section 312.3). The employee must record the identification number on the face of the Treasury check.
- 3> Verify that the signature on the customer's identification matches the signature on the Treasury check. Do not cash the check if the signatures do not match or if the check appears altered.
- 4> Do not cash Treasury checks payable to a business firm, an organization, a society, an institution, a government agency, a corporation (LLC or other), or a partnership at Post Offices or postal retail units. These checks can be deposited or negotiated at a bank or financial institution.

- 5> If a Treasury check is addressed to more than one payee, pay either payee if the conjunction “or” is used to connect the payees. If no conjunction is used, then all listed payees must sign the check in the presence of the accepting employee and provide photo-bearing identifications (see section 312.3).

**Note:** Do not cash Treasury checks for anyone other than the payee(s) named on the face of the check.

### 315 Endorsing Checks for Deposit

*[Revise 315 to read as follows:]*

The following is the Postal Service–required endorsement on the back of each check or money order accepted for deposit:

#### POS ONE

#### Manual Endorsement

FOR DEPOSIT ONLY
USPS FINANCE # XX-XXXX UNIT ID XXXX
CITY, STATE
CLERK #
ACCOUNT # XXX-XXXX
DATE: MM/DD/YYYY

FOR DEPOSIT ONLY
USPS
UNIT ID XXXXXXXXXXXX
ACCOUNT # XXX-XXXX
CLERK: _____ DATE: _____

**Note:** The Postal Service–required endorsement must fit within the 1.5-inch trailing edge on the back of the check or money order in location A as shown in Exhibit 315.

Offices that continue to use the round-dater must ensure the endorsement and round-dater fits within the 1.5-inch trailing edge on the back.

\* \* \* \* \*

## Mailing Standards of the United States Postal Service — Domestic Mail Manual (DMM 300)

\* \* \* \* \*

### 500 Additional Services

#### 503 Extra Services

\* \* \* \* \*

### 14.0 MONEY ORDERS

\* \* \* \* \*

*[Revise the title of 14.3 to read as follows:]*

#### 14.3 Cashing USPS Money Orders

##### 14.3.1 Validity and Value

*[Revise 14.3.1 to read as follows:]*

Domestic postal money orders are cashed at Post Offices and postal retail units regardless of the issue date. Money orders are cashed only in the exact amount imprinted up to the authorized maximum amount.

##### 14.3.2 Redemption

*[Revise 14.3.2 to read as follows:]*

Postal money orders may be cashed at Post Offices and postal retail units provided sufficient funds are available.

##### 14.3.3 Identification

*[Revise 14.3.3 to read as follows:]*

When presenting a postal money order to be cashed at a Post Office or postal retail unit, the customer seeking payment must sign in the presence of the Postal Service accepting employee. The Postal Service employee must request to see photo-bearing identification that also contains the customer’s signature. The employee must verify the signature on the customer’s identification with the signature on the money order and record the identification number on the face of the money order.

**14.3.4 Acceptable Signature**

*[Revise 14.3.4 to read as follows:]*

The verified signature of the payee or purchaser shown on the money order may be accepted with the exception of the following conditions:

- a. A customer who cannot write may sign by using a mark, and a non-Postal Service employee witness will provide a photo-bearing identification (see section 312.3) and sign the money order.
- b. If the money order is payable to a minor, the father or mother, as natural guardian, must provide a photo-bearing identification and sign the money order.
- c. If the money order is payable to a person when declared incompetent by a court, the legal guardian or other duly authorized person may sign and cash the money order. A copy of an appropriate proof of authority must be submitted and filed at the local postal unit.
- d. Use of a title (e.g., Mrs., M.D.) is not required when signing a money order for payment if such title is used on the face of the money order.
- e. A customer with a power of attorney may sign and cash a money order for the payee who gave the person that authority. A copy of the power of attorney must be submitted and filed at the local postal unit.
- f. An executor or court-appointed administrator of an estate may sign and cash a money order payable to a deceased person, provided that a copy of the appointment is submitted and filed at the local postal unit.
- g. Money orders payable to a business firm, an organization, a society, an institution, a government agency, a corporation (LLC or other), or a partnership may not be cashed at Post Offices or postal retail units. These money orders may be deposited or negotiated at a bank or financial institution.

**14.3.5 More Than One Payee**

*[Revise 14.3.5 to read as follows:]*

A money order addressed to more than one payee is paid to either payee if the conjunction “or” is used to connect the payees. If no conjunction is used, then all listed payees must sign the money order in the presence of the accepting employee and provide photo-bearing identifications (see section 312.3 of Handbook F-1, *Post Office Accounting Procedures*).

*[Delete 14.3.6 and 14.3.7 and renumber current 14.3.8 and 14.3.9 as new 14.3.6 and 14.3.7.]*

\* \* \* \* \*



**What is an endorsement?** When Postal Service employees provide favorable comments - in writing, on video, or as conference speakers - about the services or products of a company with whom they have postal business interactions, their comments can be used by the company in its promotional efforts.

# ENDORSEMENTS

**Why shouldn't you "endorse" companies?** Because it violates federal ethics regulations. Under the standards of ethical conduct, a postal employee may not use, or permit the use of, his/her position, title, or any authority associated with his position, to endorse non-postal products, services, or enterprises.



# Information Technology

## HANDBOOK AS-805-A REVISION

### Application Information Security Assurance Process

Handbook AS-805-A, *Application Information Security Assurance (ISA) Process*, is revised as follows to streamline the process.

We will incorporate these revisions into the next online update of Handbook AS-805-A available on the PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs*.

(The direct URL for the Postal Service™ PolicyNet Web site is <http://blue.usps.gov/cpim>.)

### Handbook AS-805-A, *Application Information Security Assurance (ISA) Process*

\* \* \* \*

#### 2 Roles and Responsibilities

\* \* \* \*

##### 2-2 Vice President, Chief Technology Officer

[Add a sentence to the end of the section to read as follows:]

\*\*\*The VP/CTO has delegated this responsibility to the applicable manager, business systems portfolio (portfolio manager).

##### 2-3 Manager, Corporate Information Security Office

The manager, Corporate Information Security Office (CISO), is responsible for the following:

\* \* \* \*

[Revise item e to read as follows:]

- e. Reviewing the ISA documentation package and accrediting the application.

##### 2-4 Vice Presidents of Functional Business Areas

Vice presidents of functional business areas are responsible for the following:

\* \* \* \*

[Add a sentence to the end of item b to read as follows:]

- b. \*\*\*The vice presidents of functional business areas have delegated this responsibility to the applicable executive sponsor.

\* \* \* \*

##### 2-5 Executive Sponsors

\*\*\*Executive sponsors are responsible for the following:

\* \* \* \*

[Revise item c to read as follows:]

- c. Appointing, if desired, an information systems security representative (ISSR) to serve as a development team point of contact to perform security-related activities.

\* \* \* \*

[Add new item f to read as follows:]

- f. Working jointly with the portfolio manager to review the ISA documentation package and accept the application for production or return the application to the applicable lifecycle phase for rework.

## 2-6 Portfolio Managers

Portfolio managers are responsible for the following:

\* \* \* \*

[Revise item c and add new items d and e to read as follows:]

- c. Appointing, if desired, an information systems security representative (ISSR) to serve as a development team point of contact to perform security-related activities.
- d. Reviewing the ISA documentation package and completing a risk mitigation plan for risks identified as High or Medium.
- e. Working jointly with the executive sponsor to review the ISA documentation package and accept the application for production or return the application to the applicable life cycle phase for rework.

\* \* \* \*

## 2-9 Certifier

[Revise text to read as follows:]

The manager, Information Security Assurance, who is appointed by the CISO, functions as the certifier and is responsible for the following:

- a. Reviewing the ISA evaluation report and the supporting ISA documentation package.
- b. Escalating security concerns or preparing and signing a certification letter.
- c. Forwarding the certification letter and ISA documentation package to the portfolio manager.

[Revise the title and text of 2-10 to read as follows:]

## 2-10 Accreditor

The manager, Corporate Information Security Office, functions as the accreditor and is responsible for the following:

- a. Reviewing the risk mitigation plan and supporting ISA documentation package together with business requirements and relevant Postal Service issues.
- b. Escalating security concerns or preparing and signing an accreditation letter that makes one of the following recommendations: accepting the application with its existing information security controls, requiring additional security controls with a timeline to implement, or deferring deployment until information security requirements can be met.
- c. Forwarding the accreditation letter and ISA documentation package to the portfolio manager and executive sponsor.

## 2-11 Information Systems Security Officers

Information systems security officers (ISSOs) are responsible for the following:

\* \* \* \*

[Revise items e and f to read as follows:]

- e. Preparing the ISA evaluation report.
- f. Forwarding the ISA evaluation report and supporting ISA documentation package to the certifier.

## 2-12 Information Systems Security Representatives

\*\*\*Responsibilities may include the following:

\* \* \* \*

[Revise item b to read as follows:]

- b. Notifying the executive sponsor, portfolio manager, and ISSO of any additional security risks or concerns that emerge during development, acquisition, or integration of the application.

\* \* \* \*

**2-15 Disaster Recovery Services**

Disaster Recovery Services (DRS) is responsible for the following:

\* \* \* \*

*[Add item d to read as follows:]*

d. Supporting the exercise of the ADRP.

\* \* \* \*

**3 Overview of ISA**

\* \* \* \*

**3-2 What ISA Applies To**

*[Revise the first sentence to read as follows:]*

The ISA applies to all applications (new, legacy, small, or field) sponsored by, developed for, or maintained or operated on behalf of the Postal Service, whether or not they are located at a Postal Service facility.\*\*

**3-2.1 For New Applications**

\* \* \* \*

*[Add new 3-2.1.3 to read as follows:]*

**3-2.1.3 Field Applications**

Field applications are not national applications and are hosted on a server located in the Field Information Systems Server Farm at Eagan. Field applications are classified as noncritical and can never be critical or business-controlled criticality. Field applications facilitate the completion of one or more specific tasks, establish a unique session with each user, and allow users to make permanent changes to stored data. A Field Application BIA Questionnaire is used to determine privacy, sensitivity, and information security requirements.

*[Revise title and text of 3-2.2 to read as follows:]*

**3-2.2 Legacy Applications**

Legacy applications are applications that have been in production prior to January 1, 2003. Most of these applications are processed on mainframes.

**3-3 Frequency of ISA**

*[Revise text to read every 5 years instead of every 3 years as follows:]*

The ISA is performed at least every 5 years on an application following its last certification and accreditation or sooner if the application undergoes significant change. See Chapter 6, Re-Initiating the ISA, for specific reasons.

\* \* \* \*

*(Article continued on page 77.)*

# Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

## Foreign Order No. 502

Keep all foreign order notices for use as reference.

### Final Orders

#### Australia

AUSTRALIAN INTERNATIONAL  
WINNERS GROUP  
RESERVATIONS DEPARTMENT  
GPO BOX 4808  
SYDNEY NSW 2001  
AUSTRALIA

AIWG  
RESERVATIONS DEPARTMENT  
GPO BOX 4808  
SYDNEY NSW 2001  
AUSTRALIA

#### The Netherlands

OVERSEAS SUBSCRIBERS AGENTS  
INTERNATIONAL PROCESSING CENTER  
NIEUWEJIDS VOORBURGWAL 86  
1012 SE AMSTERDAM  
THE NETHERLANDS

PACIFIC PLAYERS INTERNATIONAL  
NIEUWEJIDS VOORBURGWAL 86  
1012 SE AMSTERDAM  
THE NETHERLANDS

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.

— Judicial Officer, 4-28-05

## Domestic Orders

False Representation. Enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered	Product
NJ, Boonton 07005-9301	PLASTICSURGEONS.COM, 6 Mars Court, Suite F4	A consumer solicitation scheme
NJ, Boonton 07005-9301	DENTISTS.ORG, 6 Mars Court, Suite F4	A consumer solicitation scheme

— Judicial Officer, 4-28-05

## Withholding of Mail Orders

Withholding of mail orders are enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
Verona, PA 15147-3416	Any and All of Various Names Other Than the Names Shannon Conley, Jared Conley and Eric Sellick

— Judicial Officer, 4-28-05

## 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

number” 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.

<b>006022</b>	018099	025438	028992	069480	095161	108946	121168	146775	212667	<b>300095</b>	331035	411015
006144	018123	025448	029122	069635	095238	109024	121194	150251	212751	301245	331124	421028
006218	018251	025449	029352	069914	095878	109285	121227	151190	212784	301318	332750	423072
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009075	019997	026305	038208	075233	097318	111452	122406	165030	221380	305544	335235	450072
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009274	020035	026464	038519	075350	098053	111824	123098	165233	221619	309016	335267	452199
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<b>503122</b>	604103	741367	770865	785419	799162	809108	891420	901124	915662	925171	950262	973249
503145	604215	741431	772496	785437	<b>800158</b>	809226	891434	901200	917061	925214	950812	974113
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598552	685281	761363	784404	785750	802299	853628	900218	906024	920099	935170	968743	

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

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

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

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

<b>010 504 1932 to 1999</b>	043 205 5922 to 5999	375 851 9100 to 9199	399 070 0872 to 0899
011 582 1889 to 1899	044 087 3457 to 3499	376 196 0911 to 0999	399 156 7119 to 7199
011 588 2900 to 3099	044 087 4000 to 4099	378 085 3679 to 3699	399 203 5064 to 5099
012 579 5675 to 5699	045 524 4121 to 4298	378 351 1063 to 1099	399 296 9910 to 9999
013 289 6176 to 6199	046 800 9870 to 9899	379 843 5100 to 5199	399 396 8935 to 8999
013 610 0014 to 0099	047 352 4000 to 4099	<b>380 093 9600 to 9699</b>	399 792 7775 to 7799
014 932 1000 to 1099	048 383 7650 to 7659	380 165 1165 to 1199	399 792 8300 to 8399
014 972 0800 to 0899	048 396 3647 to 3699	381 325 4500 to 4599	<b>400 427 1051 to 1999</b>
015 363 0065 to 0099	<b>051 774 8857 to 8899</b>	381 604 2510 to 2699	401 045 1505 to 1549
017 028 3200 to 3299	051 781 2875 to 2885	381 645 9525 to 9599	401 045 1571 to 1599
018 569 5333 to 5399	057 670 0563 to 0599	383 314 3968 to 3999	401 294 2700 to 2799
018 986 5264 to 5299	058 187 3836 to 3899	383 892 1000 to 1344	401 310 9505 to 9599
019 518 2814 to 2899	058 591 1153 to 1299	383 892 1382 to 1399	401 382 5312 to 5399
<b>020 698 5159 to 5199</b>	058 895 3746 to 3799	384 925 3641 to 3654	402 578 7876 to 7899
020 844 7307 to 7399	059 986 0814 to 0899	385 568 2331 to 2399	403 125 6744 to 6799
020 972 8948 to 8999	<b>060 406 7650 to 7699</b>	385 599 7554 to 7575	403 260 7000 to 7499
022 021 9110 to 9181	064 091 4500 to 4599	385 774 2024 to 2099	403 280 6470 to 6499
022 037 1411 to 1499	065 392 6345 to 6399	386 624 1412 to 1599	403 685 8600 to 8699
022 527 9201 to 9210	066 099 2014 to 2099	386 883 8936 to 8999	404 003 0300 to 0399
023 637 7169 to 7199	066 648 2880 to 2899	387 314 5574 to 5599	404 041 8838 to 8899
024 380 4100 to 4199	066 787 3639 to 3699	387 837 6300 to 6399	404 071 4268 to 4299
024 496 6870 to 6896	066 845 7500 to 9999	388 828 0656 to 0699	404 347 5356 to 5399
025 092 0987 to 0999	067 093 3869 to 3899	389 696 2400 to 2799	404 347 5548 to 5599
025 369 5535 to 5599	067 324 9756 to 9799	389 846 3104 to 3135	404 726 4500 to 4599
025 729 1151 to 1199	068 895 0334 to 0399	389 846 3145 to 3195	404 961 5001 to 5199
025 729 1643 to 1799	<b>070 724 4488 to 4499</b>	389 887 9211 to 9230	405 325 0188 to 0198
026 492 3180 to 3199	070 841 9181 to 9199	389 887 9234 to 9299	406 009 4587 to 4599
027 361 0430 to 0499	070 844 2546 to 2599	<b>390 001 3182 to 3199</b>	406 260 6830 to 6899
027 369 4482 to 4495	071 179 9800 to 9899	390 001 3500 to 3699	406 459 6641 to 6999
027 671 8762 to 8776	071 386 3682 to 3699	390 545 5974 to 5999	406 733 3000 to 3999
027 787 9886 to 9899	072 045 9641 to 9699	391 104 6146 to 6199	407 545 1557 to 1599
027 965 9487 to 9499	072 675 8287 to 8299	391 574 1466 to 1499	407 594 0412 to 0599
028 191 1852 to 1999	077 617 5481 to 5499	391 783 3020 to 3599	407 692 9100 to 9299
028 850 3000 to 3199	077 999 4001 to 4090	391 792 6100 to 6199	407 959 2190 to 2199
029 510 1500 to 1599	078 250 4756 to 4799	392 668 2956 to 2999	408 265 2275 to 2288
<b>030 687 0903 to 0999</b>	<b>210 221 0548 to 0599</b>	392 854 8500 to 8899	408 499 7700 to 7799
030 701 3442 to 3499	<b>227 275 9400 to 9999</b>	393 584 7566 to 7699	408 499 7900 to 7999
031 077 4507 to 4799	<b>273 070 8059 to 8099</b>	393 650 0074 to 0099	408 682 8484 to 8599
032 295 7500 to 9999	273 775 7700 to 7899	393 838 8316 to 8499	408 698 7015 to 7099
034 394 1000 to 1099	<b>302 000 0000 to 9999</b>	393 893 6007 to 6099	409 072 3941 to 3999
034 943 0400 to 0799	<b>349 746 2056 to 2099</b>	394 126 6907 to 6999	<b>410 491 2311 to 2399</b>
035 035 4337 to 4399	<b>350 518 7350 to 7374</b>	394 189 0405 to 0599	410 694 8400 to 8599
037 706 9578 to 9599	<b>360 011 1690 to 1699</b>	394 822 3243 to 3278	410 775 1500 to 1599
037 805 3677 to 3699	360 168 6008 to 6099	394 990 1810 to 1899	410 795 7927 to 7999
037 909 5490 to 5499	360 173 8800 to 8899	395 343 3264 to 3299	410 867 0917 to 0966
<b>040 024 3901 to 3999</b>	360 324 2326 to 2399	395 373 3035 to 3099	410 867 0970 to 0999
040 674 7100 to 7199	362 861 3064 to 3099	395 396 9649 to 9799	411 868 1023 to 1199
040 688 8816 to 8899	<b>373 006 2176 to 2199</b>	395 970 3240 to 3299	411 922 2322 to 2399
041 299 6752 to 6799	374 768 2600 to 2699	397 622 4054 to 4099	412 193 0900 to 0999
041 623 8889 to 8899	375 169 4400 to 4599	397 819 8902 to 8999	412 395 8599 to 8699
041 803 6565 to 6599	375 829 3400 to 3499	398 149 7200 to 7699	412 485 6500 to 6599



412 485 6610	to	6699	433 003 5800	to	5899	455 543 0618	to	0699	472 987 0290	to	0299
412 885 5953	to	5999	433 757 3047	to	3099	456 410 9006	to	9099	473 151 2069	to	2199
414 193 3608	to	3674	433 765 4003	to	4099	456 470 4146	to	4299	473 666 9138	to	9199
414 193 3677	to	3699	434 482 7060	to	7199	456 619 4460	to	4499	473 952 3429	to	3499
414 411 7348	to	7399	434 513 2386	to	2399	457 333 2686	to	2699	474 108 5402	to	5499
414 640 0757	to	0799	434 968 3076	to	3092	457 729 1767	to	1777	474 356 5193	to	5299
414 965 1727	to	1799	435 303 1831	to	1842	457 937 8615	to	8699	474 949 3366	to	3399
417 302 8104	to	8199	435 303 1986	to	1999	458 028 9810	to	9899	475 134 9362	to	9399
417 387 6532	to	6599	435 666 6092	to	6399	458 057 2712	to	2999	475 167 9667	to	9699
417 496 6800	to	6999	436 082 6400	to	6899	458 069 9537	to	9599	475 319 3415	to	3499
417 871 9250	to	9299	436 160 6441	to	6499	458 069 9665	to	9699	475 319 3649	to	3799
417 930 9533	to	9599	437 316 7115	to	7199	458 337 5222	to	5299	475 340 6400	to	6599
418 164 6500	to	6799	437 427 0500	to	3499	458 354 7653	to	7999	475 424 8410	to	8499
418 423 9863	to	9899	439 179 2300	to	2399	458 671 8678	to	8699	475 629 9156	to	9199
418 633 5922	to	5999	439 310 0458	to	0499	458 671 8721	to	8798	475 850 6101	to	6199
418 719 8520	to	8599	<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	458 847 5044	to	5999	475 875 2500	to	2599
418 744 2235	to	2299	440 858 6300	to	6399	459 274 7624	to	7699	476 169 8264	to	8299
418 962 2848	to	2899	440 858 6420	to	7299	459 365 5432	to	5499	476 189 3000	to	3499
419 543 0286	to	0299	441 199 1655	to	1699	459 378 5764	to	5799	476 331 2480	to	2499
419 730 0300	to	0399	443 127 3648	to	3699	459 472 4816	to	4999	477 289 8601	to	8699
<b>420 277 0015</b>	<b>to</b>	<b>0049</b>	443 127 4000	to	4099	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>	477 681 5206	to	5299
420 599 0734	to	0798	443 673 7900	to	7999	460 550 1909	to	1999	478 010 4243	to	4268
420 661 4115	to	4199	443 800 9335	to	9399	460 997 5234	to	5299	478 010 4270	to	4291
420 758 9500	to	9699	444 382 8822	to	8899	461 973 6443	to	6499	478 450 5071	to	5099
420 969 3951	to	3971	444 390 1667	to	1699	462 152 0107	to	0299	478 469 7838	to	7858
420 969 3973	to	3999	444 457 3854	to	3899	462 274 1072	to	1099	478 469 7883	to	7899
421 116 3565	to	3599	<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	462 277 8373	to	8399	479 280 9800	to	9899
421 130 9300	to	9399	450 048 4442	to	4699	462 554 6051	to	6099	479 365 9116	to	9176
421 313 4500	to	4999	450 560 5173	to	5199	463 011 5529	to	5540	479 412 9900	to	9999
421 364 5537	to	5599	450 620 3077	to	3099	463 176 4115	to	4199	479 667 6190	to	6199
421 656 2609	to	2699	450 620 3135	to	3199	463 176 4229	to	4299	479 748 9680	to	9699
421 988 9700	to	9799	450 780 2716	to	2799	463 185 2600	to	2799	479 860 7000	to	7199
422 172 4667	to	4699	450 801 2700	to	2799	463 227 7711	to	7799	<b>480 526 2000</b>	<b>to</b>	<b>2099</b>
422 484 4212	to	4299	451 109 2967	to	2984	463 414 4869	to	4899	480 640 6330	to	6399
422 556 1270	to	1299	451 115 4110	to	4125	463 808 3484	to	3499	480 658 0568	to	0599
422 587 7024	to	7099	451 115 4127	to	4199	463 945 7400	to	7899	480 689 5100	to	5199
422 819 7533	to	7599	451 746 0700	to	0799	464 629 9000	to	9399	481 072 9463	to	9499
422 842 5073	to	5087	452 265 0074	to	0099	464 711 4332	to	4399	481 673 0074	to	0095
422 907 7563	to	7599	452 265 0246	to	0299	465 692 3963	to	3999	482 527 1500	to	1599
424 500 6050	to	6099	452 265 0335	to	0999	465 698 8300	to	8599	482 541 5255	to	5299
424 641 8500	to	8599	452 509 1169	to	1199	465 743 7745	to	7799	482 729 6800	to	6899
424 871 6600	to	6699	452 855 6471	to	6499	466 798 6056	to	6067	483 363 7207	to	7299
425 298 2352	to	2399	452 890 4679	to	4799	467 147 4300	to	4399	483 402 2356	to	2399
425 418 4269	to	4299	452 900 8215	to	8238	468 079 5782	to	5799	483 486 5100	to	5199
425 418 4405	to	4499	453 117 9146	to	9199	469 067 2817	to	2899	483 632 1521	to	1599
426 547 4566	to	4599	453 334 3631	to	3699	469 127 8000	to	8199	483 632 2600	to	2799
427 412 6337	to	6499	453 603 7841	to	7891	469 213 0359	to	0399	483 849 1615	to	1699
427 481 0900	to	0999	453 650 1140	to	1199	469 213 0500	to	0599	484 174 4803	to	5299
428 027 2742	to	2752	453 741 1300	to	1399	469 561 8011	to	8099	484 323 8900	to	9199
429 474 4172	to	4199	454 013 2919	to	2999	469 658 1961	to	1999	484 680 5000	to	5038
429 889 2900	to	2999	454 186 2411	to	2499	469 666 9900	to	9999	484 680 5040	to	5074
<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	454 268 4883	to	4899	469 678 1900	to	1999	484 680 5077	to	5099
430 172 9800	to	9899	454 302 5400	to	5499	469 781 4900	to	4999	485 029 4913	to	4999
430 177 1900	to	2099	454 490 8300	to	8399	469 947 6960	to	6999	486 176 0600	to	0699
430 444 9500	to	9699	454 547 7434	to	7499	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>	486 559 7555	to	7599
430 664 4070	to	4099	454 922 4867	to	4895	471 918 0300	to	0999	486 696 3023	to	3199
432 168 8419	to	8499	455 221 1348	to	1499	471 985 2408	to	2419	488 173 7900	to	7999
432 708 6800	to	6999	455 364 2147	to	2199	472 191 6700	to	6799	488 206 4100	to	4199
432 744 1544	to	1599	455 399 5400	to	5499	472 270 2555	to	2599	488 226 0200	to	0299
432 995 9775	to	9799	455 476 0676	to	0699	472 987 0213	to	0241	488 709 3906	to	3999

488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999	646 798 4000 to	4999
491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199	647 048 7035 to	7099
492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499	647 049 2900 to	2999
492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599	647 398 8300 to	8399
492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182	647 398 8481 to	8499
493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799	647 437 3000 to	4999
493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299	647 811 2188 to	2199
493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499	648 009 6057 to	6099
493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999	648 163 5300 to	5499
494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499	648 722 5283 to	5299
494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499	648 892 3164 to	3199
494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299	649 100 3989 to	3999
495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042	649 647 0370 to	0399
496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299	649 647 0522 to	0599
496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899	649 647 5237 to	5399
496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699	649 647 9100 to	9299
497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999	649 666 7800 to	8299
497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199	<b>650 114 7707 to</b>	<b>7719</b>
498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499	650 130 3400 to	3599
498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299	650 213 0406 to	0499
498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373	650 555 1749 to	1799
499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999	650 564 1900 to	1999
499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099	650 627 4212 to	4299
499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299	650 736 2043 to	2099
<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799	650 739 1540 to	1699
500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199	651 741 4415 to	4499
<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799	651 882 2800 to	2899
601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>	652 754 6317 to	6399
601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999	653 131 4945 to	4999
601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499	653 426 3300 to	3399
601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199	653 455 4874 to	4899
601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999	654 238 0000 to	0399
602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799	654 404 3065 to	3092
602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299	654 962 2900 to	3199
602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399	655 103 5081 to	5199
603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199	655 523 2600 to	2999
603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999	656 305 2448 to	2499
603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099	657 347 4438 to	4999
603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299	657 710 8100 to	8999
603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899	657 780 0985 to	0999
603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699	658 586 1400 to	1499
603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699	658 877 8000 to	8199
604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199	658 880 8000 to	8199
604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899	659 398 7300 to	7399
604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099	659 706 8113 to	8199
605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499	659 846 7837 to	7899

<b>660 510 4100 to 4199</b>	685 297 7645 to 7699	701 601 3457 to 3499	835 496 7303 to 7399
660 673 0400 to 0599	685 623 5264 to 5299	701 605 5913 to 5999	835 539 5200 to 5999
661 488 5000 to 5099	685 650 9487 to 9499	701 695 3982 to 3999	835 813 3015 to 3099
661 609 9100 to 9199	685 669 4200 to 4299	701 695 4148 to 4199	837 672 8967 to 8999
661 716 9420 to 9499	685 757 8452 to 8499	701 695 4227 to 4299	837 784 3282 to 3299
661 906 6522 to 6599	686 071 2694 to 2799	701 708 1741 to 1799	838 176 8377 to 8399
662 021 8332 to 8399	686 176 3333 to 3354	701 736 3966 to 3999	838 518 1257 to 1299
662 068 0700 to 0899	686 372 3200 to 3299	701 838 2800 to 2899	839 718 8257 to 8299
662 553 0774 to 0799	686 644 5879 to 5899	701 941 0600 to 0699	<b>840 323 0600 to 0699</b>
663 078 7034 to 7099	686 899 1371 to 1399	702 171 1603 to 1699	840 875 6235 to 6299
663 763 5300 to 5399	686 931 7636 to 7699	702 195 5109 to 5199	840 910 0900 to 0999
663 883 7039 to 7499	687 601 0973 to 0999	702 254 9300 to 9399	841 349 5000 to 5099
663 938 9200 to 9299	687 614 6774 to 6799	702 264 7569 to 7599	841 805 7747 to 7899
664 253 8000 to 8499	688 120 9000 to 9999	702 519 0513 to 0524	841 805 7944 to 8099
664 656 3055 to 3099	688 314 3107 to 3191	702 713 1800 to 1809	842 226 0685 to 0695
665 174 6400 to 6499	<b>690 291 1361 to 1371</b>	702 821 5730 to 5799	842 685 4600 to 4699
665 274 8208 to 8299	690 788 2877 to 2899	702 821 5805 to 5899	842 685 4742 to 4999
665 669 5400 to 5499	690 893 5344 to 5399	702 844 6975 to 6994	842 860 0300 to 0399
666 132 8226 to 8299	690 893 5512 to 5599	702 846 6331 to 6399	842 898 5582 to 5599
666 696 2209 to 2299	690 904 1300 to 1599	702 848 3900 to 3999	843 062 7100 to 7199
666 696 2309 to 2399	690 941 6000 to 6199	702 857 7302 to 7499	843 077 6288 to 6299
667 032 9300 to 9399	691 313 6383 to 6399	702 878 0114 to 0199	843 077 6378 to 6399
667 729 5529 to 5599	691 313 6600 to 6699	703 364 1707 to 1799	843 758 5769 to 5778
668 383 8400 to 8699	691 582 8003 to 8099	<b>740 002 7710 to 7719</b>	843 786 2554 to 2699
<b>670 368 3400 to 3499</b>	691 664 1800 to 1999	740 241 9049 to 9099	845 656 8165 to 8199
670 369 7336 to 7399	691 664 2400 to 2499	740 255 1718 to 1799	845 727 2100 to 2199
670 750 7169 to 7199	692 727 9362 to 9399	740 374 7416 to 7499	845 746 2618 to 2635
671 046 6200 to 6399	692 798 1800 to 1899	740 470 2420 to 2443	846 390 7531 to 7599
671 251 5448 to 5499	693 249 0779 to 0799	740 523 7432 to 7449	846 918 0572 to 0599
671 926 5600 to 5799	693 249 0877 to 1699	740 535 1555 to 1580	847 237 7690 to 7699
672 444 2000 to 2999	693 445 0566 to 0999	740 701 6105 to 6114	847 284 2481 to 2499
672 828 3410 to 3499	693 448 8500 to 8999	740 705 9790 to 9799	847 374 7055 to 7065
673 167 5776 to 5799	693 645 9583 to 9599	740 726 6400 to 6500	847 374 7055 to 7065
675 464 3700 to 3799	693 965 4200 to 4299	740 765 3306 to 3399	847 636 5304 to 5399
675 464 4000 to 4199	695 741 2906 to 2999	740 774 8434 to 8499	847 700 5447 to 5499
676 365 5958 to 5999	695 947 8518 to 8599	<b>805 885 8411 to 8499</b>	847 723 7500 to 7599
676 669 1024 to 1099	696 662 8247 to 8299	806 087 1100 to 1499	849 485 3427 to 3499
677 126 6734 to 6799	697 447 8285 to 8296	806 268 9275 to 9299	849 520 9850 to 9899
677 333 9979 to 9999	698 042 4816 to 4899	806 534 3400 to 3477	849 608 1357 to 1399
677 466 1088 to 1099	698 131 2138 to 2157	807 342 3283 to 3399	849 792 2600 to 2699
678 071 4500 to 4799	698 227 0000 to 0099	808 086 7100 to 7199	<b>850 546 1862 to 1899</b>
678 096 7531 to 7599	<b>700 065 2570 to 2599</b>	808 090 3440 to 3499	851 143 6826 to 6844
679 909 2578 to 2599	700 065 4800 to 4899	808 325 5161 to 5699	851 209 9880 to 9899
<b>680 112 9565 to 9599</b>	700 190 3350 to 3359	808 784 8000 to 8299	851 928 9221 to 9299
680 244 0903 to 0999	700 228 6048 to 6099	<b>830 125 0672 to 0699</b>	852 589 6560 to 6599
680 412 6046 to 6099	700 650 0452 to 0499	830 602 5800 to 5999	853 049 3646 to 3699
680 761 6800 to 6899	700 666 1323 to 1349	830 610 3700 to 3799	854 304 4089 to 4999
681 677 0540 to 0699	700 786 9106 to 9142	830 983 3500 to 3599	854 529 2200 to 2299
682 070 1029 to 1099	700 859 0744 to 0758	830 983 3635 to 3699	854 532 0000 to 2999
682 956 6280 to 6299	701 028 6780 to 6899	831 354 1387 to 1399	855 001 6204 to 6249
682 956 6490 to 6599	701 213 3900 to 3999	831 815 8240 to 8299	855 319 9364 to 9399
682 956 6700 to 6799	701 267 2000 to 3999	832 525 3810 to 3899	855 361 3390 to 3399
682 965 1178 to 1199	701 335 7312 to 7399	833 159 1884 to 1899	856 226 0490 to 0499
682 965 1201 to 1299	701 369 2005 to 2050	833 456 2567 to 2599	856 656 5800 to 5999
683 118 2389 to 2399	701 499 2260 to 2299	833 566 3015 to 3071	856 752 0200 to 0299
683 378 2000 to 2099	701 503 2247 to 2299	834 130 5200 to 5299	857 111 1352 to 1399
683 378 2117 to 2299	701 541 2271 to 2299	834 316 5444 to 5499	857 279 3450 to 3499
683 415 1200 to 1499	701 553 6557 to 6599	834 354 8747 to 8766	857 843 4000 to 4099
683 444 8159 to 8199	701 578 7460 to 7469	834 354 8824 to 8838	858 124 7644 to 7699
685 154 7780 to 7789	701 578 7475 to 7499	835 269 5700 to 5799	858 756 3111 to 3299

859 063 8200 to	8699	870 536 5820 to	5829	909 100 1787 to	1799	917 089 0709 to	0799
859 190 0600 to	0644	870 541 7167 to	7239	909 100 1900 to	2099	917 089 0842 to	0899
859 437 5538 to	5599	870 575 8155 to	8999	909 355 0422 to	0499	917 216 2928 to	2999
859 811 2888 to	2899	870 589 0485 to	0494	909 568 8900 to	9099	917 370 6300 to	6499
859 855 8873 to	8999	870 691 7060 to	7099	909 568 9300 to	9499	917 486 4900 to	4999
<b>860 240 8520 to</b>	<b>8599</b>	872 029 9306 to	9399	909 725 7307 to	7399	918 460 0602 to	0699
860 275 3900 to	3999	872 100 0445 to	0459	909 833 0947 to	0999	918 492 5200 to	5399
860 518 9629 to	9699	<b>900 556 4178 to</b>	<b>4199</b>	<b>910 219 8631 to</b>	<b>8699</b>	918 951 7231 to	7299
860 600 0021 to	0999	900 845 0044 to	0099	910 265 1100 to	1199	919 519 2786 to	2799
861 158 2350 to	2599	900 936 0217 to	0299	910 471 7273 to	7299	919 536 0770 to	0799
861 367 5400 to	5499	900 936 0435 to	0499	910 536 2505 to	2599	919 814 3095 to	3199
861 637 6010 to	6099	901 058 5255 to	5280	910 958 7499 to	7599	919 915 2774 to	2787
861 979 7292 to	7499	901 273 1082 to	1099	911 140 1000 to	2199	<b>920 155 4662 to</b>	<b>4687</b>
862 216 6100 to	6199	901 287 5143 to	5199	911 245 2545 to	2599	920 309 9039 to	9199
862 263 9213 to	9299	901 291 2789 to	2799	911 268 9077 to	9099	920 771 5321 to	5399
862 271 0800 to	0999	901 525 7122 to	7199	911 400 8948 to	8999	920 857 5500 to	5899
862 271 5000 to	5099	902 089 1253 to	1299	911 508 1620 to	1799	920 864 3480 to	3499
863 871 5138 to	5199	902 198 9769 to	9799	911 509 9310 to	9399	920 963 4567 to	4599
863 949 5300 to	5399	902 948 1269 to	1299	911 523 3000 to	3999	921 333 7400 to	7499
864 088 8200 to	8299	902 985 0833 to	0899	912 057 9922 to	9999	921 477 3762 to	3799
864 426 3972 to	3999	903 370 6934 to	6999	912 882 0563 to	0899	922 278 1048 to	1399
864 520 6117 to	6136	904 600 6523 to	6599	913 605 2218 to	2299	922 280 2019 to	2099
865 151 0526 to	0599	904 892 0378 to	0399	913 709 2429 to	2499	922 280 2233 to	2299
865 500 4034 to	4099	904 892 0648 to	1299	913 818 3501 to	3999	922 773 0459 to	0499
865 883 6082 to	6099	905 056 2216 to	2299	914 063 4300 to	4399	923 032 7000 to	7399
866 004 3000 to	3999	905 510 6647 to	6799	914 346 7621 to	7644	923 045 3630 to	3699
866 442 4100 to	4899	905 510 6900 to	7099	914 453 1366 to	1399	923 493 9403 to	9599
867 366 9108 to	9118	905 794 0000 to	0199	914 529 6185 to	6299	923 493 9681 to	9699
867 633 7403 to	7499	905 794 0288 to	0299	914 896 4658 to	4699	923 810 7800 to	8299
867 737 5623 to	5699	905 873 6900 to	6999	915 187 8774 to	8779	924 252 1200 to	1299
868 169 4529 to	4599	905 873 7100 to	7299	915 300 2783 to	2799	924 252 1400 to	1499
868 173 8400 to	8599	905 880 8900 to	8999	915 546 6822 to	6999	924 533 2343 to	2399
868 514 9000 to	9099	905 889 7100 to	7199	915 671 3963 to	3980	924 533 2428 to	2499
868 566 9200 to	9299	906 158 1508 to	1599	915 671 3982 to	3999	924 685 1957 to	1999
869 387 1150 to	1199	906 558 8812 to	8899	915 675 2217 to	2299	925 333 5900 to	6099
869 505 3500 to	3599	906 982 2214 to	2299	916 440 3377 to	3399	925 336 2300 to	2399
869 523 7033 to	7099	907 725 8500 to	8599	916 670 6352 to	6399	926 432 5907 to	5999
869 800 0000 to	999 9999	907 815 0216 to	0257	916 682 5300 to	5399	926 436 3600 to	3699
<b>870 054 4814 to</b>	<b>4899</b>	908 622 4225 to	4235	916 694 1414 to	1499		
870 491 4812 to	4849	908 936 9254 to	9299	916 703 0802 to	0821		

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,  
Postal Inspection Service, 4-28-05

# 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 9 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.

719 869 731 to 9 760	727 749 241 to 9 780	734 290 759 to 0 770	741 373 891 to 4 340
<b>720 227 871 to 7 930</b>	728 382 331 to 2 480	734 389 273 to 9 290	741 452 369 to 2 490
720 227 949 to 7 960	728 702 338 to 2 400	734 440 031 to 0 111	741 492 991 to 3 140
720 368 543 to 8 570	728 915 371 to 5 850	734 797 201 to 7 320	741 553 460 to 3 470
720 392 151 to 2 570	728 953 141 to 3 410	734 939 611 to 9 640	741 764 431 to 4 520
720 556 491 to 6 640	728 954 280 to 4 310	734 950 111 to 0 170	742 178 834 to 8 880
720 558 621 to 8 650	729 169 081 to 9 140	735 120 331 to 0 840	742 325 500 to 5 520
720 575 361 to 5 570	729 363 841 to 3 870	735 283 008 to 3 020	742 325 668 to 5 700
720 590 152 to 0 179	729 682 891 to 3 190	735 293 131 to 3 220	742 408 771 to 8 830
721 638 331 to 9 170	729 838 940 to 9 070	735 635 010 to 5 040	742 512 120 to 2 150
721 815 391 to 5 420	729 839 101 to 9 130	735 783 961 to 3 990	742 684 849 to 4 890
721 969 713 to 9 740	<b>730 077 683 to 7 840</b>	735 803 401 to 3 430	742 839 553 to 9 630
722 072 137 to 2 160	730 109 847 to 9 880	736 005 420 to 5 440	742 913 668 to 3 700
722 378 265 to 8 280	730 373 761 to 3 850	736 366 021 to 6 110	742 917 287 to 7 296
722 413 990 to 4 004	730 501 951 to 2 130	736 624 456 to 4 500	742 921 891 to 1 980
722 764 948 to 4 980	730 519 379 to 9 470	736 670 851 to 1 060	742 983 631 to 3 810
722 825 840 to 5 889	730 569 278 to 9 360	736 767 061 to 7 090	743 020 021 to 0 170
723 153 841 to 3 850	730 711 711 to 1 740	736 767 093 to 7 120	743 206 491 to 6 500
723 237 616 to 7 630	730 722 991 to 3 230	736 982 191 to 2 370	743 235 992 to 6 050
723 331 081 to 1 110	730 845 970 to 5 990	736 982 551 to 2 730	743 940 631 to 0 900
723 496 443 to 6 470	730 888 291 to 8 320	737 110 141 to 0 170	743 978 011 to 8 070
723 967 291 to 7 320	730 927 591 to 7 680	737 185 501 to 5 710	744 234 751 to 4 780
724 655 196 to 5 340	731 307 914 to 7 930	737 317 321 to 7 350	744 499 591 to 9 680
724 711 441 to 1 500	731 402 431 to 2 460	737 517 781 to 7 840	744 626 901 to 6 910
724 711 538 to 1 560	731 407 232 to 7 320	737 628 181 to 8 210	745 388 794 to 8 910
724 793 221 to 3 250	731 588 301 to 8 340	737 634 258 to 4 270	746 446 806 to 6 820
724 908 109 to 8 120	731 767 273 to 7 320	738 361 971 to 1 980	746 818 351 to 8 410
724 937 461 to 7 670	731 781 061 to 1 120	738 447 601 to 7 660	747 245 266 to 5 280
725 163 118 to 3 151	731 837 821 to 7 910	738 648 355 to 8 450	747 364 813 to 4 830
725 202 735 to 2 750	731 841 377 to 1 450	738 849 811 to 9 900	747 501 434 to 1 450
725 398 591 to 8 800	732 018 481 to 8 600	738 892 270 to 2 290	747 739 891 to 0 070
725 464 591 to 4 920	732 067 972 to 8 370	738 997 259 to 7 380	748 148 649 to 8 760
725 475 321 to 5 330	732 188 649 to 8 670	739 161 451 to 1 540	748 259 960 to 9 970
725 711 057 to 1 070	732 193 460 to 3 470	739 219 381 to 9 440	748 565 162 to 5 280
725 738 581 to 8 730	732 201 241 to 1 390	739 740 151 to 0 180	748 874 988 to 5 030
725 981 311 to 1 430	732 220 431 to 0 440	739 793 491 to 3 520	749 137 381 to 7 410
725 987 835 to 7 880	732 355 201 to 5 380	739 793 527 to 3 550	749 190 192 to 0 210
726 060 811 to 0 900	732 472 320 to 2 560	739 942 621 to 2 650	749 685 421 to 5 450
726 391 970 to 2 520	732 541 605 to 1 620	739 999 231 to 9 320	749 846 791 to 6 850
726 484 771 to 4 800	732 572 221 to 2 490	<b>740 011 517 to 1 530</b>	749 993 131 to 3 580
726 493 351 to 5 300	732 586 479 to 6 710	740 030 701 to 0 970	<b>750 071 587 to 1 610</b>
726 504 031 to 4 063	732 994 037 to 4 080	740 261 740 to 1 820	750 408 167 to 8 183
726 504 070 to 4 090	733 163 449 to 3 460	740 265 811 to 6 290	750 438 421 to 8 501
726 504 331 to 4 390	733 297 171 to 7 290	740 299 111 to 9 170	750 743 911 to 4 030
726 563 701 to 4 060	733 446 631 to 7 110	740 299 231 to 9 260	750 779 118 to 9 400
726 599 371 to 9 460	733 474 665 to 4 770	740 329 266 to 9 320	750 910 981 to 1 010
726 626 356 to 6 370	733 704 482 to 4 570	740 889 081 to 9 090	750 960 841 to 0 900
727 182 271 to 2 510	733 751 041 to 1 130	741 010 421 to 0 530	751 296 211 to 6 240
727 416 181 to 6 240	734 009 101 to 9 130	741 113 041 to 3 370	751 539 121 to 9 180
727 481 431 to 1 460			

751 541 311	to	1 790	759 152 851	to	2 880	766 158 824	to	8 840	792 004 293	to	4 320
751 757 641	to	7 700	759 740 941	to	1 090	766 388 433	to	8 460	792 018 379	to	8 420
751 936 951	to	7 010	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>	766 509 421	to	9 660	792 070 621	to	0 740
751 951 861	to	1 890	760 118 191	to	8 250	766 572 901	to	3 020	792 145 211	to	5 230
751 999 021	to	9 110	760 155 001	to	5 090	766 748 500	to	8 521	792 391 381	to	1 620
752 139 516	to	9 570	760 378 002	to	8 020	767 024 341	to	4 370	792 452 779	to	2 790
752 182 892	to	2 950	760 692 722	to	2 749	767 326 471	to	6 590	792 772 728	to	2 770
752 206 861	to	7 100	761 055 460	to	5 480	767 332 561	to	2 950	792 903 511	to	3 990
752 295 241	to	5 600	761 169 781	to	9 810	768 009 841	to	9 960	793 282 518	to	2 533
752 731 351	to	1 410	761 504 941	to	5 120	768 011 489	to	1 520	794 041 831	to	2 040
752 767 441	to	7 470	761 516 836	to	6 910	768 177 980	to	7 990	794 397 709	to	7 780
753 008 941	to	9 030	761 613 588	to	3 600	768 391 081	to	1 170	794 581 741	to	2 040
753 194 311	to	4 370	761 688 631	to	8 690	768 661 569	to	1 650	794 592 122	to	2 150
753 620 378	to	0 400	761 805 199	to	5 240	769 000 051	to	0 080	795 032 251	to	2 340
754 013 917	to	3 940	761 826 106	to	6 120	769 050 841	to	0 900	795 796 291	to	6 350
754 161 061	to	1 120	761 881 171	to	1 560	769 159 081	to	9 178	796 070 139	to	0 160
754 358 445	to	8 610	761 975 641	to	5 670	769 737 496	to	7 510	796 143 151	to	3 630
754 410 451	to	0 660	761 975 886	to	5 895	769 778 491	to	8 730	796 159 725	to	9 740
754 438 393	to	8 410	762 304 144	to	4 170	769 827 331	to	7 450	796 169 306	to	9 340
754 493 109	to	3 130	762 324 931	to	4 960	<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	796 373 406	to	3 430
754 664 182	to	4 220	762 439 261	to	9 290	770 723 281	to	3 400	796 602 961	to	3 050
754 816 377	to	6 470	762 524 158	to	4 220	770 790 451	to	0 480	796 708 441	to	8 500
755 487 421	to	7 600	762 584 872	to	4 970	770 915 150	to	5 490	796 886 281	to	6 430
755 592 901	to	3 140	762 593 431	to	3 460	771 455 551	to	5 610	796 901 701	to	2 000
755 790 020	to	0 030	763 155 160	to	5 180	771 609 661	to	9 690	796 975 466	to	5 590
755 791 730	to	1 800	763 178 631	to	8 660	771 932 551	to	2 580	797 272 917	to	2 950
755 926 951	to	7 070	763 506 001	to	6 060	772 057 224	to	7 440	797 519 441	to	9 460
755 934 332	to	4 510	763 522 141	to	2 470	772 162 660	to	3 070	797 519 731	to	0 240
755 957 701	to	8 000	763 717 694	to	7 800	772 718 615	to	8 640	797 535 181	to	5 330
755 962 981	to	3 280	763 826 461	to	6 520	772 940 140	to	0 160	798 040 053	to	0 080
756 035 371	to	5 490	763 900 460	to	0 471	772 970 886	to	0 940	798 055 813	to	5 830
756 301 257	to	1 290	763 900 479	to	0 530	773 009 419	to	9 430	798 055 891	to	5 950
756 371 565	to	1 580	763 917 271	to	7 750	773 112 031	to	2 060	798 326 371	to	6 520
756 876 031	to	6 120	764 125 801	to	5 860	773 125 387	to	5 410	798 339 167	to	9 210
756 876 151	to	6 240	764 284 525	to	4 560	773 179 320	to	9 410	798 562 411	to	2 440
756 970 129	to	0 140	764 526 241	to	6 330	773 202 989	to	3 140	798 632 461	to	2 490
757 059 613	to	9 630	764 601 421	to	1 600	773 208 991	to	9 290	798 807 151	to	7 510
757 078 540	to	8 560	764 650 231	to	0 470	773 231 311	to	1 340	798 944 761	to	5 030
757 086 209	to	6 240	764 984 371	to	4 850	773 348 739	to	8 940	799 133 191	to	3 220
757 240 591	to	0 650	765 003 667	to	3 680	773 348 739	to	8 940	799 177 626	to	7 650
757 277 371	to	7 700	765 042 517	to	2 540	773 575 891	to	5 950	799 854 751	to	5 200
757 291 591	to	2 730	765 194 728	to	4 970	773 852 971	to	3 030	<b>800 044 320</b>	to	4 410
757 964 251	to	4 280	765 387 365	to	7 450	<b>790 448 020</b>	<b>to</b>	<b>8 460</b>	800 211 901	to	2 440
758 067 001	to	7 090	765 541 801	to	2 100	790 597 485	to	7 530	800 427 530	to	7 540
758 105 221	to	5 250	765 638 461	to	8 970	790 911 883	to	1 900	800 872 741	to	2 830
758 324 941	to	5 000	765 647 101	to	7 190	791 057 441	to	7 550	801 349 801	to	9 830
758 593 628	to	3 650	765 813 781	to	4 029	791 239 081	to	9 290	801 676 681	to	7 100
758 709 038	to	9 060	765 879 314	to	9 390	791 374 483	to	4 500	802 967 821	to	7 940
758 744 101	to	4 160	765 954 001	to	4 030	791 387 971	to	8 030	803 217 601	to	7 780
758 850 883	to	0 900	766 120 286	to	0 320	791 447 521	to	7 850	803 729 731	to	9 850
758 860 951	to	1 550	766 125 716	to	5 750	791 451 151	to	1 240	804 138 181	to	8 420
						791 500 009	to	0 470	804 682 411	to	2 710
						791 771 431	to	1 490			

— Group2-Mail Theft, Violent Crimes, and Narcotics Investigations,  
Postal Inspection Service, 4-28-05

## Counterfeit Canadian Money Order Forms

### Do Not Cash

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

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

— *Group2—Mail Theft, Violent Crimes,  
and Narcotics Investigations,  
Postal Inspection Service, 4-28-05*

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

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

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

— *Group2—Mail Theft, Violent Crimes,  
and Narcotics Investigations,  
Postal Inspection Service, 4-28-05*

## Overseas Military Mail

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

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to

determine which APO/FPO ZIP Codes are active and which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

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

## Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09304	Close	Immediately	
APO AE 09391	Close	1 May 2005	

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

## APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09090	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09007	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09180	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09009	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09307	A1-B-B1-N-V-Z1
09012	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09013	A1-B-B1-C-D-U-Z1	09099	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09021	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09212	A1-B-B1-C-D-U-V	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09031	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09042	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09237	A1-B-B1-C-D-U-V	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09054	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09250	A1-B-B1-C-D-U		
09056	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09252	A1-B-B1-C-D-U		
09058	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U		
09059	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U		
09060	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09142	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U		
09067	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09069	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09076	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09080	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1		
09081	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1		
09086	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U				



APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09323	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09550	A1-B-V
09324	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09356	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09554	A1-B-B1-V
09325	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09556	A1-B-V
09326	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09358	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09557	A1-B-V
09327	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09564	A1-B-V
09328	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09360	A1-B-B1-V	09396	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09565	A1-B-V
09329	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09361	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09397	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09566	A1-B-V
09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09362	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09399	A-A1-B-B1-C-F-M-V- Z1	09567	A1-B-V
09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09568	A1-B-V
09332	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09364	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09569	A1-B-V
09333	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09421	A1-B-B1-C-C1-U	09570	A1-B-V
09334	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09573	A1-B-V
09336	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09367	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V	09574	A1-B-V
09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09575	A1-B-V
09338	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09371	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09459	A1-B-B1-C-C1-U	09576	A1-B-V
09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U	09577	A1-B-V
09340	A-A1-B-B1-C1-F-R-V	09373	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09578	A1-B-V
09342	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09579	A1-B-V
09343	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09468	A1-B-B1-C-C1-U	09581	A1-B-V
09344	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1	09378	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09469	A1-B-B1-C-C1-U	09582	A1-B-V
09345	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09494	A1-B-B1-C-C1-U	09586	A1-B-V
09346	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09380	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09496	A1-B-B1-C-C1-U-V	09587	A1-B-V
09347	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09498	A1-B-B1-C-C1-U	09588	A1-B-V
09348	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09383	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09499	A1-B-B1-C-C1-U	09589	A1-B-B1-V
09350	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09501	A1-B-V	09590	A1-B-V
09352	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09502	A1-B-V	09591	A1-B-V
09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09503	A1-B-V	09593	A1-B-V
09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	09504	A1-B-V	09594	A1-B-V
				09505	A1-B-V	09595	A1-B-V
				09506	A1-B-V	09596	A1-B-V
				09507	A1-B-V	09599	A1-B-V
				09508	A1-B-V	09601	A1-B-B1-C-F-F1-U
				09509	A1-B-V	09602	A1-B-B1-C-F-F1-N-U
				09510	A1-B-V	09603	A1-B-B1-C-F-F1-U
				09511	A1-B-V	09604	A1-B-B1-C-F-F1-U
				09517	A1-B-V	09609	A1-B-B1-C-F-U
				09521	A1-B-V	09610	A1-B-B1-C-F-U
				09524	A1-B-V	09612	A1-B-B1-C-F-U
				09532	A1-B-V	09613	A1-B-B1-C-F-U-V
				09534	A1-B-V	09617	A1-B-B1-C-F-U
				09542	A1-B-V	09618	A1-B-B1-C-F-U
				09543	A1-B-V	09619	A1-B-B1-C-F-U
				09545	A1-B-V	09620	A1-B-B1-C-F-U
				09549	A1-B-V	09621	A1-B-B1-C-F-U
						09622	A1-B-B1-C-F-U
						09623	A1-B-B1-C-F-U
						09624	A1-B-B1-C-F-U
						09625	A1-B-B1-C-F-U
						09626	A1-B-B1-C-F-U
						09627	A1-B-B1-C-F-U
						09628	A1-B-B1-C-F-F1-U-V
						09630	A1-B-B1-C-F-U-V
						09631	A1-B-B1-C-F-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09636	A1-B-B1-C-F-U	09737	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09836	A-A1-B-B1-C-F-M-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09642	A1-B-B1-N-U			09837	A1-B-B1-V-Z1	34038	A1-B-B1-M-N-V-Z1
09643	A1-B-B1-U	09738	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09838	A1-B-B1-V-Z1	34039	A1-B-N-V-Z1
09644	A1-B-B1-U			09839	A-A1-B-B1-U-V-Z1	34040	A1-B-V-Z1
09645	A1-B-U	09739	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09840	A-A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09647	A1-B-B1-N-U			09841	A-A1-B-B1-U-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09648	A1-B-B1-N-U-V-Z1	09777	A-A1-B-B1-C-E1-N	09842	A-A1-B-B1-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09649	A1-B-B1-U	09779	A-A1-B-B1-F-R-V	09843	A-A1-B-B1-U-V-Z1		
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09780	A-A1-B-B1-F-R-V	09844	A-A1-B-B1-U-V-Z1	34050	A1-B-V
		09788	A-A1-B-B1-F-R-V	09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34055	A1-B-N-V-Z1
09703	A1-B-B1-C-F1	09789	A-A1-B-B1-F-R-V	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34058	A1-B-B1-V-Z1
09704	A1-B-B1-C-D-V	09790	A-A1-B-B1-C1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z
09705	A1-B-B1-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09856	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09706	A1-B-B1-C-N-U-V	09793	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34078	A1-B-B1-F1-N-V-Z1
09707	A1-B-B1-C-N-U-V	09797	A1-B-B1-C-D-P-V	09865	A-A1-B-B1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09708	A1-B-B1	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09868	A-A1-B-B1-U-V-Z1	34090	A1-B-V
09709	A1-B-B1-F1	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34091	A1-B-V
09710	A1-B-B1-C-C1-F1-M-R-R1-U	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34092	A1-B-V
09711	A1-B-B1-F1-Z1	09804	A-A1-B-B1-F-Z1	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	34093	A1-B-V
09713	A1-B-B1-C-F1	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09892	A-A1-B-B1-F-N-R-R1-V-Z1	34095	A1-B-V
09714	A1-B-B1-C-C1-F1-M-R-R1-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V
		09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34002	A1-B-B1-N-U-Z1	34099	A1-B-V
09715	A1-B-B1-F1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34006	A-A1-B-B1-C1-F1-N-V-Z1	96201	A-A1-B
09716	A1-B-B1-C-D-N-U-V	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96202	A-A1-B1-U-V
09717	A1-B-B1-M-W	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96203	A-A1-B
09718	A1-B-B1-F-I-N-U-V	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34019	A-B-M-N-V-Z1	96204	A-A1-B-B1
09719	A1-B-B1-C-F1-V	09819	A-A1-B-F-P-V-Z1	34020	A1-B-B1-M-N-V-Z1	96205	A-A1-B-B1-U
09720	A1-B-B1-U-V	09821	A-A1-B-F-V-Z1	34021	A1-B-M-N-V-Z1	96206	A-A1-B-B1-U
09721	A1-B-B1-N-U-V-Z1	09822	A-A1-B-F-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96207	A-A1-B-B1-V
09722	A1-B-B1-N-U-V-Z1	09823	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1	96208	A-A1-B-B1-U
09723	A1-B-B1-N-U-V-Z1	09824	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U
09724	A1-B-B1-C-C1-F1-M-R-R1-U	09825	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	34025	A1-B-B1-F-N-U-V-Z1	96213	A-A1-B-B1-U
09725	A1-B-B1-C			34026	A1-B-B1-M-N-V-Z1	96214	A-A1-B-B1-U
09726	A1-B-B1-N-U	09827	A1-B-B1-F-Z1	34030	A1-B-B1-M-N-V-Z1	96215	A-A1-B-B1-U-V
09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09828	A1-B-N-V-Z1	34031	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V
09728	A1-B-B1-C-F1-U-V	09830	A1-B-B1-C-N-V-Z1	34032	A1-B-M-N-V-Z1	96218	A-A1-B-B1-U
09729	A1-B-B1-N-U-V	09831	A1-B-B1-F-N-U-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96219	A-A1-B-B1-U-V
09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09832	A-B-B1-U1-V-Z1	34034	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V
		09833	A1-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96221	A-A1-B-B1-U-V
09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09834	A1-B-B1-V-Z1	34036	A1-B-M-N-V-Z1	96224	A-A1-B-B1-U
		09835	A-A1-B-B1-V-Z1			96251	A-A1-B-B1-U
09732	A1-B-B1-N-V-Z1					96257	A-A1-B-B1-U
09733	A1-B-B1-V					96258	A-A1-B-B1-U
09734	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1					96259	A-A1-B-B1-U
						96260	A-A1-B-B1-U
09735	A1-B-B1-N-V-Z1					96262	A-A1-B-B1-U-V
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1					96264	A-A1-B-B1-U
						96266	A-A1-B-B1-U
						96267	A-A1-B-B1-U-V
						96269	A-A1-B-B1-U
						96271	A-A1-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96275	A-A1-B-B1-V	96370	A1-B-B1-F-F1-F2-M-W	96537	A1-B-B1-V	96617	A1-B-V
96276	A-A1-B-B1			96538	A1-B-B1-V	96619	A1-B-V
96278	A-A1-B-B1-U	96372	A1-B-B1-M-W	96540	A1-B-B1-V	96620	A1-B-V
96283	A-A1-B-B1-U	96373	A1-B-B1-M-W	96541	A1-B-B1-V	96621	A1-B-V
96284	A-A1-B-B1-U-V	96374	A1-B-B1-M-W	96542	A1-B-B1-V	96622	A1-B-V
96297	A-A1-B-B1-U	96375	A1-B-B1-M-W	96543	A1-B-B1-P-V	96623	A1-B-V
96306	A1-B-B1-F-F1-F2-M-W	96376	A1-B-B1-M-W	96544	A1-B-F-N-U3-V	96624	A1-B-V
		96377	A1-B-B1-M-W	96546	A1-B-F-U3	96628	A1-B-V
96309	A1-B-B1-M-V-W	96378	A1-B-B1-M-W	96548	A-A1-B-B1-H-M-U	96629	A1-B-V
96310	A1-B-B1-M-W	96379	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96634	A1-B-V
96311	A1-B-B1-M-W	96384	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U-V	96635	A1-B-V
96313	A1-B-B1-F-F1-F2-M-W	96386	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96643	A1-B-V
		96387	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V	96657	A1-B-V
96319	A1-B-B1-M-W	96388	A1-B-B1-M-W			96660	A1-B-V
96321	A1-B-B1-F-F1-F2-M-W	96401	A1-B-B1-F-N-V-Z1	96554	A-A1-B-B1-H-M-U	96661	A1-B-V
96322	A1-B-B1-F-F1-F2-M-W	96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96555	A1-B-B1-F-M-V	96662	A1-B-V
				96557	A1-B-B1-F-M-V	96663	A1-B-V
96323	A1-B-B1-M-V-W	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96595	A1-B-B1-V	96664	A1-B-V
96326	A1-B-B1-M-W			96598	A1-B-B1-V	96665	A1-B-V
96328	A1-B-B1-M-W			96599	A1-B-B1-V	96666	A1-B-V
96330	A1-B-B1-M-W	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96601	A1-B-V	96667	A1-B-V
96336	A1-B-B1-M-V-W			96602	A1-B-V	96668	A1-B-V
96337	A1-B-B1-M-W	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96603	A1-B-V	96669	A1-B-V
96338	A1-B-B1-M-W			96604	A1-B-V	96670	A1-B-V
96339	A1-B-B1-M-V-W			96605	A1-B-O-V	96671	A1-B-V
96343	A1-B-B1-M-W	96490	A1-B-B1-V	96606	A1-B-V	96672	A1-B-V
96347	A1-B-B1-F-F1-F2-M-W	96507	A-A1-B-F-V	96607	A1-B-V	96673	A1-B-V
		96511	A1-B-B1-I-N-V	96608	A1-B-V	96674	A1-B-V
96348	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F	96609	A1-B-V	96675	A1-B-V
		96517	A1-B-B1-F-U3-V	96610	A1-B-V	96677	A1-B-V
96349	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V	96611	A1-B-V	96678	A1-B-V
		96520	A1-B-F-U3-V	96612	A1-B-V	96679	A1-B-V
96350	A1-B-B1-F-F1-F2-M-W	96521	A1-B-F-N	96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96681	A1-B-V
		96522	A1-B-F-N-U			96682	A1-B-V
96351	A1-B-B1-F-F1-F2-M-W	96530	A-A1-B-B1-H-M-N-U-V	96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96683	A1-B-V
						96684	A1-B-V
96362	A1-B-B1-F-F1-F2-M-W	96531	A1-B-B1-H-M-U-V			96686	A1-B-V
		96534	A-A1-B-F	96615	A1-B-V	96687	A1-B-V
96365	A1-B-B1-M-V-W	96535	A-A1-B-B1-F-V	96616	A-A1-B-B1-V-Z1	96698	A1-B-V
96367	A1-B-B1-L-M-W						
96368	A1-B-B1-M-W	96536	A1-B-B1-V				

## RESTRICTIONS

### LEGEND

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

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

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

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

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

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

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

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

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

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

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

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

**D.** Coffee is prohibited.

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

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

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

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

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

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

**G.** Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

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

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

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

Length	
42"	72" length and girth combined
over 42" to 44"	24" girth
over 44" to 46"	20" girth
over 46" to 48"	16" girth
Maximum length	48"

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

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

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

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

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

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

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

**N.** Registered mail is prohibited.

**O.** Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

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

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

**R.** All alcoholic beverages, including those mailable under DMM C021, are prohibited.

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

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

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

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

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

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

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

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

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

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

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

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No 0817E or 0818A) is required on all pouches and sacks.

— *International Network Operations,  
Network Operations Management, 4-28-05*



This office will be  
**CLOSED**  
Monday  
**May 30, 2005**  
Memorial Day

Need Postal Service information? Visit our Web site,  
*[www.usps.com](http://www.usps.com)* — 24 hours a day, 365 days a year — for  
information, stamps, and so much more. Or call 800-ASK-USPS.



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information, stamps, and so much more. Or call 800-ASK-USPS.

April 2005

## Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



**Name:** Wayne Washington  
Born: 3-28-87  
Date Missing: 1-29-04  
Missing From: Chicago, IL



**Name:** Kevin Payne  
Born: 2-2-88  
Date Missing: 3-30-05  
Missing From: Rome, GA



**Name:** Alexander MacGregor  
Born: 8-13-87  
Date Missing: 7-4-03  
Missing From: Las Vegas, NV



**Name:** Audrey Leinoff  
Aged progressed to 20 years  
Born: 4-14-84  
Date Missing: 5-25-88  
Missing From: Staten Island, NY



**Name:** Tracy Kroh  
Aged progressed to 32 years  
Born: 4-16-72  
Date Missing: 8-5-89  
Missing From: Millersburg, PA



**Name:** Porchena Hird  
Born: 3-21-89  
Date Missing: 10-1-04  
Missing From: Saint Petersburg, FL

**Please call the National Center for Missing and Exploited Children  
Hot Line 1-800-843-5678  
TDD 1-800-826-7653**

### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main Post Offices™, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other Postal Service facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 800-843-5678.

If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).



April 2005

## Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



Only Photo Available

**Name:** DeCarlos Hawkins  
Born: 9-5-87  
Date Missing: 11-18-04  
Missing From: Chicago, IL



**Name:** Jennifer Fay  
Age progressed to 32 years  
Born: 12-25-72  
Date Missing: 11-14-89  
Missing From: Brockton, MA



**Name:** Katherine Faivre  
Born: 2-20-88  
Date Missing: 2-18-05  
Missing From: Port Orange, FL



**Name:** Patrick Davis  
Born: 1-14-88  
Date Missing: 3-8-05  
Missing From: Chicago, IL

**Please call the National Center for Missing and Exploited Children  
Hot Line 1-800-843-5678  
TDD 1-800-826-7653**

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April 2005

## Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



**Name:** Felicia Coleman  
Born: 11-27-87  
Date Missing: 2-26-05  
Missing From: Chicago, IL



**Name:** Mary Jo Burnette  
Age progressed to 37 years  
Born: 10-18-67  
Date Missing: 6-1-84  
Missing From: Rockford, AL



**Name:** Jessica Brymer  
Born: 6-19-87  
Date Missing: 4-22-04  
Missing From: Nashville, TN



**Name:** Danielle Bell  
Age progressed to 16 years  
Born: 7-28-87  
Date Missing: 9-30-01  
Missing From: Pensacola, FL

**Please call the National Center for Missing and Exploited Children  
Hot Line 1-800-843-5678  
TDD 1-800-826-7653**

### Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main Post Offices™, classified stations, and branches. Operators of contract postal units may display this poster at their option.

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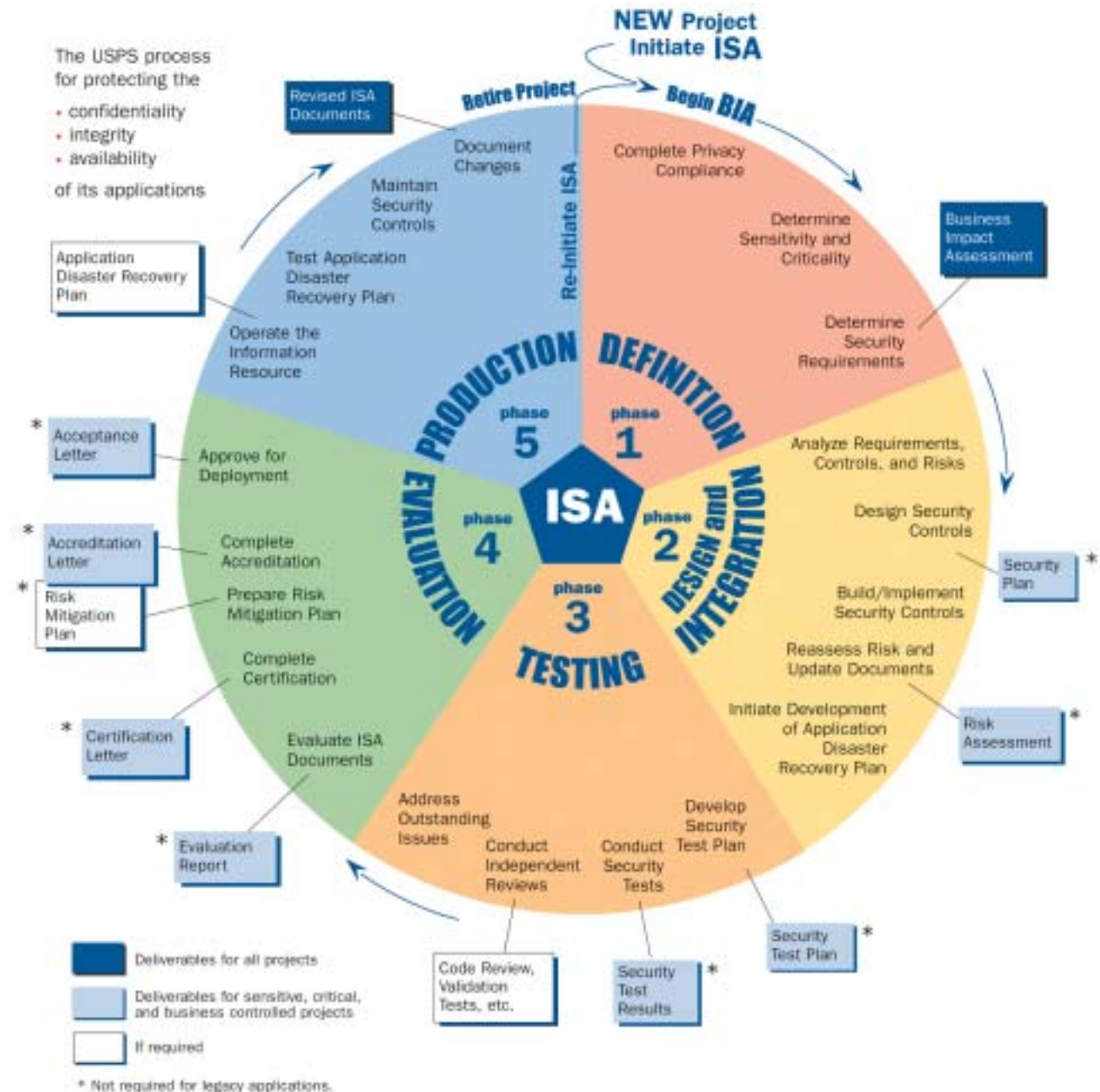
If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

# Information Technology (Continued)

Exhibit 3-1

## ISA Phases and Major Deliverables

[Revise Exhibit 3-1 as follows:]



**4 The ISA Process**

\* \* \* \*

**4-1 Phase 1 — Definition****4-1.1 Objectives**

Phase 1 objectives are as follows:

\* \* \* \*

*[Revise item b of this section to read as follows:]*

- b. Determining the sensitivity and criticality of the application.

\* \* \* \*

**4-1.3 Roles and Responsibilities**

*[Revise the third row of this table to read as follows:]*

<b>Roles</b>	<b>Responsibilities</b>
ISSR	Supports executive sponsor and portfolio manager as requested.

**4-1.4 Activities**

\* \* \* \*

**4-1.4.3 Complete Application Business Impact Assessment**

*[Revise text to read as follows:]*

The ISSO coordinates the completion of the application BIA, which includes the following steps:

- a. Completing the privacy section.
- b. Determining sensitivity and criticality.
- c. Determining security requirements.
- d. Signing Acceptance of Responsibility and Verification sections of BIA. (The portfolio manager as executive sponsor designee, privacy official, and ISSO sign.)

**Note:** Some applications are developed under the direction of one executive sponsor in one organization and transferred to an executive sponsor in another organization for Phase 5 of the ISA process (Production).

Template and instructions for completing the applications are available on the Information Technology Web site at <http://cto.usps.gov>; select *Corporate Information Security* from the Support drop-down menu, then *Information Security Assurance*, then *ISA Templates*.

\* \* \* \*

*[Add new 4-1.5.3 to read as follows:]*

**4-1.5.2 Applications Designated as Legacy**

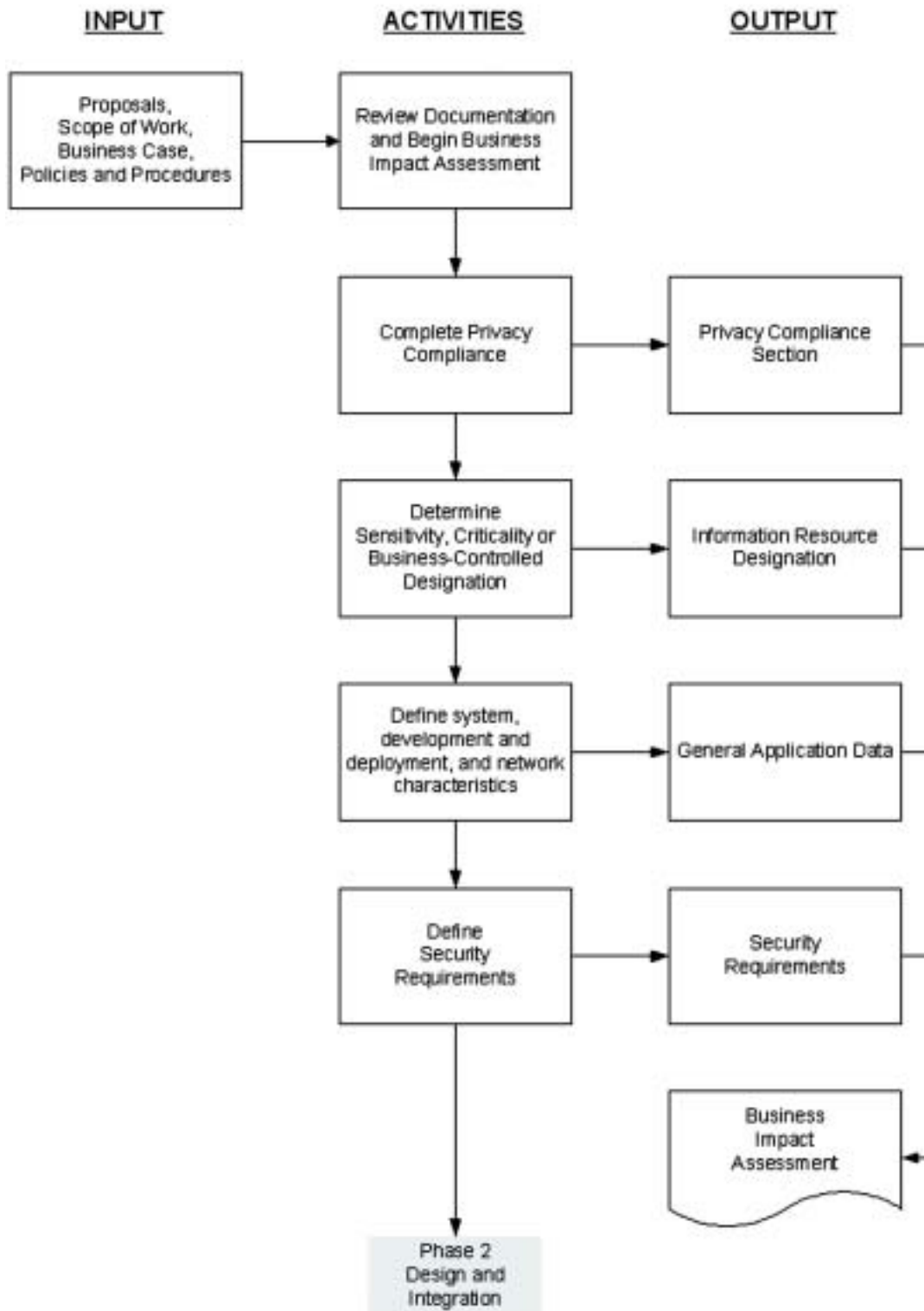
Legacy applications utilizing credit card transactions need to complete a full ISA.

For other legacy applications, perform a BIA, verify platform hardening, conduct a vulnerability scan, and complete an ADRP if the application was determined to be critical or business-controlled criticality.

Exhibit 4-1

**Phase 1, Definition**

*[Revise Exhibit 4-1 as follows:]*



**4-2 Phase 2 — Design and Integration**

\* \* \* \* \*

**4-2.3 Roles and Responsibilities***[Revise the fourth row of this table to read as follows:]*

<b>Roles</b>	<b>Responsibilities</b>
ISSR	Supports executive sponsor and portfolio manager as requested.

\* \* \* \* \*

**4-2.4 Activities**

\* \* \* \* \*

**4-2.4.2 Assess Risks**

\* \* \* \* \*

**4-2.4.2.1 Application Risk Assessment and Abbreviated Application Risk Assessment**

\* \* \* \* \*

*[Revise the third row of this table and add a fourth row to read as follows:]*

<b>If the application is...</b>	<b>The required activity is...</b>
Small and suitable for rapid security review.	Abbreviated application risk assessment.
Legacy or field	Not applicable.

\* \* \* \* \*

**4-2.4.2.1.2 Application Risk Assessment Roles and Responsibilities***[Revise the first and third rows of this table to read as follows:]*

<b>Roles</b>	<b>Responsibilities</b>
Executive sponsor	Ensures completion of application risk assessment for all <i>critical</i> and <i>sensitive</i> applications and abbreviated application risk assessment for all <i>business-controlled sensitivity</i> , <i>business-controlled criticality</i> , and small applications suitable for rapid security review process under their purview. Provides personnel and financial resources to support risk assessment activities.
ISSR	Supports executive sponsor and portfolio manager as requested.

\* \* \* \* \*

**4-2.4.6 Develop Application Security Plan****4-2.4.6.1 General**

\* \* \* \* \*

*[Revise the third row of the table to read as follows:]*

<b>If the application is...</b>	<b>The requirement is...</b>
Legacy, small, or field	Not applicable.

\* \* \* \* \*

**4-2.4.6.3 Application Security Plan Roles and Responsibilities***[Revise the third row of this table to read as follows:]*

<b>Roles</b>	<b>Responsibilities</b>
ISSR	Supports executive sponsor and portfolio manager as requested.

\* \* \* \* \*



**4-2.4.10 Initiate Application Contingency Planning**

*[Revise text to read as follows:]*

If Phase 1 determines that contingency planning is required based on the criticality determination, it should be initiated at this stage. Contingency planning continues throughout the life cycle of the application.

\* \* \* \* \*

*[Revise title of 4-2.4.10.1 to read as follows:]*

**4-2.4.10.1 Application Contingency Planning Roles and Responsibilities**

*[Revise the first and third rows of the table to read as follows:]*

<b>Roles</b>	<b>Responsibilities</b>
Executive sponsor	Consults with the DRS on the ADRP and the RTO. Coordinates with other managers in planning contingency planning activities. Develops and maintains the ADRP. Funds application contingency planning activities.
ISSR	Supports executive sponsor and portfolio manager as requested.

\* \* \* \* \*

**4-3 Phase 3 — Testing**

\* \* \* \* \*

**4-3.3 Roles and Responsibilities**

*[Revise the third row of this table to read as follows:]*

<b>Roles</b>	<b>Responsibilities</b>
ISSR	Supports executive sponsor and portfolio manager as requested.

\* \* \* \* \*

**4-3.4 Activities**

\* \* \* \* \*

**4-3.4.4 Conduct Security Code Review**

*[Add a new sentence as the first sentence of this section to read as follows:]*

Code reviews are generally not required for legacy applications.\*\*\*

\* \* \* \* \*

*[Renumber current 4-3.4.5 and 4-3.4.6 as new 4-3.4.7 and 4-3.4.8. Add new 4-3.4.5 and 4-3.4.6 to read as follows:]*

**4-3.4.5 Harden Platform**

All information resources (servers) must be hardened to Postal Service standards.

**4-3.4.6 Conduct Vulnerability Scans**

Vulnerability scans are recommended for all applications and are required for the following applications:

- a. Legacy applications.
- b. Externally facing applications.
- c. Applications utilizing credit card transactions.

**4-4 Phase 4 — Evaluation**

\* \* \* \* \*

### 4-4.3 Roles and Responsibilities

[Change the table to read as follows:]

Roles	Responsibilities
ISSO	Evaluates ISA documentation, prepares an ISA evaluation report that details the findings, makes the decision to escalate security concerns, or forwards the ISA evaluation report and the ISA documentation package to the certifier.
Certifier (manager, ISA process)	Reviews the ISA evaluation report and ISA documentation package, makes the decision to escalate security concerns or certifies the application by preparing and signing a certification letter, and forwards the certification letter and ISA documentation package to the portfolio manager.
Portfolio manager	Analyzes ISA and business documentation, makes the decision to escalate security concerns or prepares a risk mitigation plan which addresses High and Medium risks, and forwards the risk mitigation plan and ISA documentation package to the accreditor.
Accreditor (manager, CISO)	Analyzes ISA and business documentation, makes the decision to escalate security concerns or prepares an accreditation letter, and forwards the accreditation letter and ISA documentation package to the executive sponsor and portfolio manager.
Executive sponsor and portfolio manager as agents of the VP functional business area and VP/CTO	Jointly review ISA and business documentation and make the decision to return the application to the applicable ISA phase for rework or to deploy it into the production environment by preparing and signing an acceptance letter.
Executive sponsor	Ensures completion of ISA process and provides personnel and financial resources for correcting deficiencies.
ISSR	Supports executive sponsor and portfolio manager as requested to correct deficiencies.
Other stakeholders	Participate by responding on outstanding issues or providing advisory support.

### 4-4.4 Activities

\*       \*       \*       \*       \*

[Revise title and text of 4-4.4.3 to read as follows:]

#### 4-4.4.3 Escalate Security Concerns or Forward ISA Package

Upon completion of the ISA evaluation report, the ISSO escalates security concerns or forwards the ISA evaluation report and supporting documentation to the certifier (manager, ISA process) for review.

#### 4-4.4.4 Escalate Security Concerns or Certify Application

[Revise text to read as follows:]

The certifier (manager, ISA process) reviews the ISA evaluation report and the supporting ISA documentation package, escalates security concerns or prepares and signs a certification letter, and forwards the certification letter and ISA documentation package to the portfolio manager.

[Renumber current 4-4.4.5 and 4-4.4.6 as new 4-4.4.6 and 4-4.4.7. Add new 4-4.4.5 to read as follows:]

#### 4-4.4.5 Escalate Security Concerns or Prepare Risk Mitigation Plan

The portfolio manager reviews the certification letter and the supporting ISA and business documentation, escalates security concerns or prepares a risk mitigation plan for any residual risks rated as Medium or High, recommending whether the risks should be accepted, transferred, or further mitigated. The portfolio manager then forwards the risk mitigation plan and ISA documentation package to the accreditor.

#### 4-4.4.6 Escalate Security Concerns or Accreditation Application

[Revise text to read as follows:]

The accreditor (manager, CISO) reviews the risk mitigation plan and the supporting ISA documentation, escalates security concerns or prepares and signs an accreditation letter, and forwards the accreditation letter and final ISA documentation package to the executive sponsor and portfolio manager.

#### 4-4.4.7 Make Decision to Deploy (or Continue to Deploy) or Return for Rework

[Revise text to read as follows:]

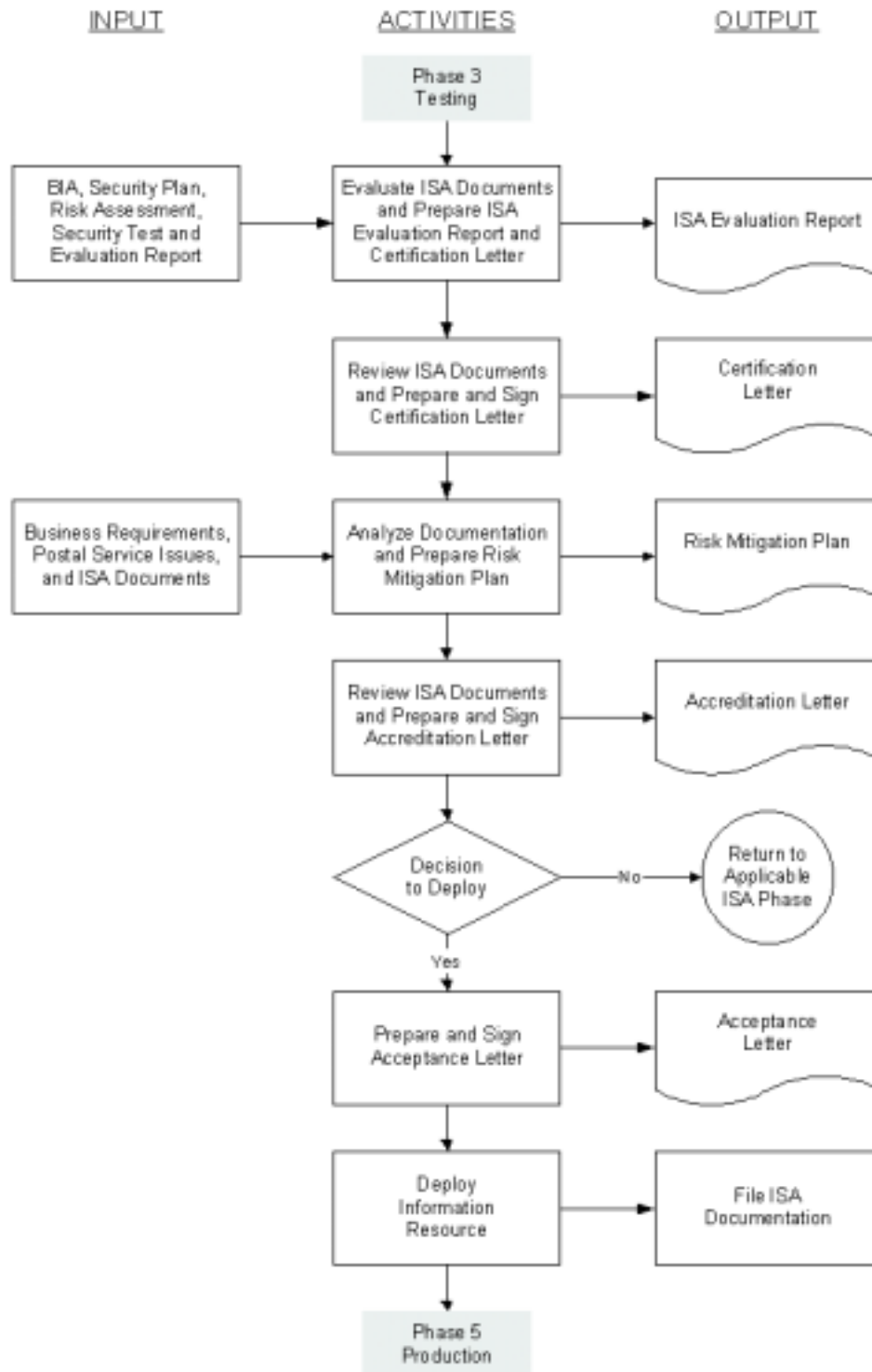
The executive sponsor and portfolio manager review the accreditation letter, risk mitigation plan, and supporting ISA documentation package. They will issue a joint decision on whether to accept the residual risk and deploy the application and with

what restrictions, if any. If they decide not to approve deployment, they will indicate the ISA Phase to return to for rework. If they decide to approve and deploy, they will prepare and sign an acceptance letter.

Exhibit 4-4

#### Phase 4, Evaluation

[Revise Exhibit 4-4 to read as follows:]



**4-5 Phase 5 — Production**

\* \* \* \*

**4-5.3 Roles and Responsibilities***[Revise the third row of the table to read as follows:]*

Roles	Responsibilities
ISSR	Supports executive sponsor and portfolio manager as requested.

**4-5.4 Activities**

\* \* \* \*

**4-5.4.2 Re-Initiate ISA as Required***[Revise the first sentence of this section to read every 5 years instead of every 3 years as follows:]*

Re-initiate the ISA every 5 years or if there is a significant change to the application.\*\*\*

\* \* \* \*

**4-5.4.3 Reassess Risks***[Revise the first sentence of this section to read every 5 years instead of every 3 years as follows:]*

Reassess risk every 5 years and whenever major changes are made to the application, a serious breach occurs, or audit findings regarding security are issued.\*\*\*

\* \* \* \*

**Exhibit 4a ISA Templates***[Revise Exhibit 4a as follows:]*

Exhibit 4a

**ISA Templates**

Template Name	Applicability	Purpose
ISA Status Tracking Sheet	Optional use.	To record responsible office and the schedule of completion for each ISA product.
Business Impact Assessment	For all applications.	To determine level of sensitivity and criticality and the information security requirements for an application.
Application Security Plan (Abbreviated Application Security Plan)	Full version is for sensitive and critical applications. Abbreviated version is for business-controlled applications. Neither plan is required for legacy, small, or field applications.	To create a blueprint for designing, building, and maintaining an application that can be defended against threats and intruders, both internal and external.
Application Risk Assessment (Abbreviated Application Risk Assessment)	Full version is for sensitive and critical applications. Abbreviated version is for business-controlled and small applications. Neither assessment is required for legacy or field applications	To identify assets at risk and their value and weaknesses and vulnerabilities, evaluate threats and vulnerabilities to determine risks, identify safeguards, analyze costs and benefits of safeguards, and complete the risk assessment report.
Application Disaster Recovery Plan (ADRP)	For critical and business-controlled criticality applications including legacy and small applications. Not required for field applications. (ADRP templates may be found at the IT Security Web site [ <a href="http://it/security">http://it/security</a> ]; click <i>Information Security Assurance</i> , then <i>ISA Templates</i> .)	To provide cost-effective recovery of an application and protection of assets in the event of a significant interruption of computing services.
Application Security Test and Evaluation Plan	For sensitive, critical, and business-controlled applications. Not required for legacy, small, or field applications.	To evaluate technical/nontechnical security controls/safeguards to establish extent to which an application meets security requirements.

Template Name	Applicability	Purpose
Independent Risk Assessment Report	May be recommended if system is publicly accessible; developed, hosted, managed primarily by non-Postal Service personnel; highly visible or has high impact. May be required at any time by VP/CTO; Mgr., CISO; or VP of the functional business area.	To provide a standard report format to document results of independent risk assessment, i.e., one conducted by an entity outside the development organization.
ISA Evaluation Report	For sensitive, critical, business-controlled, and small applications.	To document the ISSO's evaluation of technical and nontechnical security features and other safeguards to establish extent to which an application meets security requirements.
Certification Letter	For sensitive, critical, business-controlled, and small applications.	For certifier to recommend approval for an application to be deployed if the "High" and "Medium" residual risks are mitigated.
Risk Mitigation Plan	For sensitive, critical, business-controlled, and small applications where residual risk is "High" or "Medium".	For the portfolio manager to describe the plan to mitigate the "High" or "Medium" residual risks.
Accreditation Letter	For sensitive, critical, and business-controlled applications. Not required for legacy or field applications.	For accreditor to recommend approval for an application to operate in given operational concept and environment at a documented level of residual risk.
Acceptance Letter	For sensitive, critical, and business-controlled applications. Not required for legacy, small, or field applications.	For executive sponsor and portfolio manager as agents of the vice president of the functional business area and VP/CTO to jointly decide, in writing, whether to accept the residual risk and approve the application deployment.

## Exhibit 4b

**Information Security Assurance Requirements for Applications**

[Revise Exhibit 4b to read as follows:]

ISA Phase	ISA Deliverable	New Applications						Legacy*		Small Applications		Field Application	
		Nonsensitive & Noncritical		Business Controlled		Sensitive & Critical							
		Deliver-ables	Respon-sible	Deliver-ables	Respon-sible	Deliver-ables	Respon-sible	Deliver-ables	Respon-sible	Deliver-ables	Respon-sible	Deliver-ables	Respon-sible
1	BIA	YES	ISSO	YES	ISSO	YES	ISSO	YES	ISSO	YES	ISSO	YES	ISSO
2	Security Plan			Abbreviated	ISSO & Project Mgr	Full	ISSO & Project Mgr						
2	Risk Assessment			Abbreviated	ISSO	Full	ISSO			Abbreviated	ISSO		
3	Security Test & Evaluation			YES	ISSO & Project Mgr	YES	ISSO & Project Mgr						
2-5	ADRP (at Recovery Site not in ISA Package)			Only BC Criticality	Project Mgr	Only Critical	Project Mgr	Only Critical & BC Criticality	Project Mgr	Only Critical & BC Criticality	Project Mgr		
4	Harden Platform	YES	ISSO	YES	ISSO	YES	ISSO	YES	ISSO	YES	ISSO	YES	ISSO
4	Vulnerability Scan**							YES	ISSO				
4	Evaluation Report			YES	ISSO	YES	ISSO			YES	ISSO		
4	Certification Letter			YES	ISSO Mgr	YES	ISSO Mgr			YES	ISSO Mgr		
4	Risk Mitigation Plan			YES for High/Med Risk	Portfolio Mgr	YES for High/Med Risk	Portfolio Mgr			YES for High/Med Risk	Portfolio Mgr		
4	Accreditation Letter			YES	Mgr CISO	YES	Mgr CISO			YES	Mgr CISO		
4	Acceptance Letter			YES	Portfolio Mgr & Executive Sponsor	YES	Portfolio Mgr & Executive Sponsor						
5	Revised ISA Documents	As needed or every 5 years	ISSO & Project Mgr	As needed or every 5 years	ISSO & Project Mgr	As needed or every 5 years	ISSO & Project Mgr	As needed or every 5 years	ISSO & Project Mgr	As needed or every 5 years	ISSO & Project Mgr	As needed or every 5 years	ISSO & Project Mgr

\* Prior to 1/1/2003

\*\* Vulnerability scans are recommended for all applications and mandatory for legacy applications, externally facing applications, and applications utilizing credit card transactions.

\* \* \* \*

**Chapter 6 Re-Initiating the ISA**

\* \* \* \*

**6-2 When Re-ISA Is Required***[Revise introductory text to read every 5 years instead of every 3 years as follows:]*

Re-ISA is required a minimum of every 5 years following the initial ISA of the application or for the following reasons:

\* \* \* \*

**6-3 Process****6-3.1 Requesting a Re-ISA***[Revise the first sentence of this section to read every 5 years instead of every 3 years as follows:]*

Five years after an application's ISA or for one of the other reasons covered above, the executive sponsor addresses a letter to the manager, CISO, requesting a Re-ISA.\*\*\*

\* \* \* \*

— Corporate Information Security, Information Technology, 4-28-05

*HANDBOOK AS-805 REVISION***Information Security**Handbook AS-805, *Information Security*, is revised as follows to streamline the application information security assurance (ISA) process.

We will incorporate these revisions into the next online update of Handbook AS-805 available on the PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)**Handbook AS-805, Information Security**

\* \* \* \*

**8 System, Applications, and Product Development**

\* \* \* \*

**8-2 Roles and Responsibilities**

\* \* \* \*

*[Revise title and text of 8-2.2 to read as follows:]***8-2.2 Vice President, Chief Technology Officer**

The vice president, Chief Technology Officer (VP/CTO), is responsible for the following:

- a. Ensuring the technical security controls required for business functionality are implemented.
- b. Accepting residual risk to applications jointly with the vice president of the appropriate functional business area. The VP/CTO has delegated this responsibility to the applicable manager, business systems portfolio (portfolio manager).
- c. Approving an application for deployment jointly with the vice president of the functional business area. The VP/CTO has delegated this responsibility to the applicable portfolio manager.

**8-2.3 Vice Presidents, Functional Business Areas**

Vice presidents of functional business areas are responsible for the following:

\* \* \* \*

*[Revise items d and e to read as follows:]*

- d. Accepting residual risk to applications jointly with the VP/CTO. The vice presidents of functional business areas have delegated this responsibility to the applicable executive sponsor.
- e. Approving an application for deployment jointly with the VP/CTO. The vice presidents of functional business areas have delegated this responsibility to the applicable executive sponsor.

\* \* \* \*

**8-2.4 Manager, Corporate Information Security Office**

The manager, Corporate Information Security Office (CISO), is responsible for the following:

\* \* \* \*

*[Add a new item d to read as follows:]*

- d. Reviewing the ISA documentation package and accrediting the application.

**8-2.5 Executive Sponsors**

\*\*\* In particular, executive sponsors are responsible for the following for each information resource within their purview:

\* \* \* \*

*[Add a new item g to read as follows:]*

- g. Working jointly with the portfolio manager to review the ISA documentation package and make one of the following decisions: accept the residual risk to an application and approve the application for production or return the application to the applicable lifecycle phase for rework.

*[Revise title and text of 8-2.6 to read as follows:]*

**8-2.6 Portfolio Managers**

Portfolio managers are responsible for the following:

- a. Functioning as liaisons between executive sponsors and the information technology providers.
- b. Supporting the executive sponsor in the development of an application and the documentation required by the ISA process, including the business impact assessment, risk assessment, security plan, security test and evaluation plan, and application disaster recovery plan.
- c. Ensuring the application is entered into the Enterprise Information Repository (EIR) and updated as required.
- d. Appointing, if desired, an information systems security representative (ISSR) to perform security-related activities.
- e. Reviewing the ISA documentation package and completing a risk mitigation plan for risks identified as High or Medium.
- f. Working jointly with the executive sponsor to review the ISA documentation package and make one of following decisions: accept the residual risk to an application and approve the application for production, or return the application to the applicable lifecycle phase for rework.
- g. Ensuring that the application is registered in eAccess.

*[Delete 8-2.7 and renumber current 8-2.8 through 8-2.17 as new 8-2.7 through 8-2.16.]*

\* \* \* \*

*[Revise title and text of 8-2.8 to read as follows:]*

**8-2.8 Accreditor**

The manager, Corporate Information Security Office, functions as the accreditor and is responsible for the following:

- a. Reviewing the risk mitigation plan and supporting ISA documentation package together with business requirements and relevant Postal Service issues.



- b. Escalating security concerns or preparing and signing an accreditation letter that makes one of the following recommendations: accepting the application with its existing information security controls, requiring additional security controls with a timeline to implement, or deferring deployment until information security requirements can be met.
- c. Forwarding the accreditation letter and ISA documentation package to the portfolio manager and executive sponsor.

[Revise title and text of 8-2.9 to read as follows:]

#### 8.2-9 Certifier

The manager, Information Security Assurance, who is appointed by the CISO, functions as the certifier and is responsible for the following:

- a. Managing and providing guidance to the information systems security officers (ISSOs).
- b. Reviewing the ISA evaluation report and the supporting ISA documentation package.
- c. Escalating security concerns or preparing and signing a certification letter.
- d. Forwarding the certification letter and ISA documentation package to the portfolio manager.
- e. Maintaining an inventory of all information resources that have completed the ISA process.

#### 8.2.10 Information Systems Security Officers

[Revise the introductory text to read as follows:]

Information systems security officers (ISSOs) are assigned to portfolios by the manager, CISO. ISSOs are responsible for the following:

\* \* \* \* \*

[Revise item f to read as follows:]

- f. Preparing the evaluation report and forwarding the evaluation report and ISA documentation package to the certifier.

#### 8.2.11 Information Systems Security Representatives

[Revise the introductory text to read as follows:]

Information systems security representatives (ISSRs), who are appointed in writing by the executive sponsors or portfolio managers, are responsible for the following:

\* \* \* \* \*

[Revise items d and e to read as follows:]

- d. Notifying the executive sponsor, portfolio manager, and ISSO of any additional security risks or concerns that emerge during development or acquisition of the information resource.
- e. Developing or reviewing security-related documents required by the ISA process as assigned by the executive sponsor or portfolio manager.

\* \* \* \* \*

#### Exhibit 8.2

#### System, Application, and Product Development Responsibilities

[Revise Exhibit 8.2 as follows:]

Activity	Executive Sponsors	Portfolio Managers	Project Managers	ISSOs	ISSRs	Certifier <sup>1</sup>	Accreditor <sup>2</sup>
Initiate ISA & conduct BIA.	X/F	C	P	P	P		
Conduct risk assessment.	X/F	C	P	P	P		
Identify security controls.	X/F	C	P	C	P		
Develop security plan & develop/acquire security controls.	X/F	C	P	C	P		
Develop ADRP & FR plan, SOPs, service level & trading partner agreements.	X/F	C	P	C	P		
Develop security test plan.	X/F	C	P	C	P		
Conduct independent code review, if required.	X/F	C	P	C	P		

Activity	Executive Sponsors	Portfolio Managers	Project Managers	ISSOs	ISSRs	Certifier <sup>1</sup>	Accreditor <sup>2</sup>
Conduct security testing & document results.	X/F	C	X	C	P		
Conduct independent validation of security testing & address outstanding issues.	X/F	C	P	X	P		
Develop ISA package.	X/F	C	P	P	X		
Review ISA package & write evaluation report.				X			
Certify application.	F					X	
Accredit application.	F						X
Accept risk & approve for deployment.	X	X	C	C		C	C
Follow security-related plans, periodically review, test, and audit.	X/F	C	P	C	P		
Reassess risks & upgrade controls, update security-related documents.	X/F	C	P	C	P		
Re-initiate ISA.	X/F	C	P	X	P		X
Retire application.	X/F	C	P	C	P		

<sup>1</sup> Manager, ISA Process.

<sup>2</sup> Manager, Corporate Information Security Office (CISO)

X = Responsible for accomplishment

F = Responsible for funding

P = Participant

C = Consulting support as required

**Other organizations and managers with responsibilities for system, application, and product development include:** chief inspector; inspector general; chief privacy officer; contracting officers and general council; and business partners (see Appendix A, *Consolidated Roles and Responsibilities*, for details).

### 8-3 General Development Concepts

\* \* \* \*

#### 8-3.6 Test Environment Restrictions

\* \* \* \*

##### 8-3.6.2 Testing with Nonsensitive Production Data

[Revise the first sentence to read as follows:]

Prior approval in writing is required from the executive sponsor and VP/CTO, if nonsensitive production data is to be used in a test environment, regardless of where the testing is conducted.\*\*\*

##### 8-3.6.3 Testing with Sensitive and Business-Controlled Sensitivity Production Data

[Revise the first sentence to read as follows:]

Prior approval in writing is required from the CPO, executive sponsor, and VP/CTO if sensitive data, business-controlled sensitivity data, Privacy Act data, personally identifiable information (PII), or any information identified as "RESTRICTED INFORMATION" is to be used in a test environment, regardless of where the testing is conducted.\*\*\*

\* \* \* \*

### 8-5 Information Security Assurance Process

[Revise text to read as follows:]

The ISA process is a formal security analysis and management approval process to assess residual risk before the resource is put into production. The ISA process is required for each information resource (i.e., application or infrastructure component).

### 8-5.1 What the ISA Process Covers

*[Revise the first sentence to read as follows:]*

The ISA process consists of five interrelated phases that are conducted concurrently with the development and deployment of new information resources and every 5 years during the life cycle of the information resource.\*\*\*

\* \* \* \*

*[Revise title of 8-6 to read as follows:]*

### 8-6 Application Information Security Assurance Phases

\* \* \* \*

#### 8-6.1 Phase 1 — Definition

\* \* \* \*

Exhibit 8-6

#### Overview of ISA Phases for Applications

*[Revise Exhibit 8-6 as follows:]*

*[See page 77 for chart.]*

*[Revise title and text of 8-6.1.1 to read as follows:]*

##### 8-6.1.1 Initiate Application Information Security Assurance Process

The ISA process is initiated for all applications regardless of where they are located or whether they are controlled directly by the Postal Service or through a contractor or business partner.

##### 8-6.1.2 Assign Information Systems Security Representative

*[Revise text to read as follows:]*

The executive sponsor or portfolio manager may assign in writing an information systems security representative (ISSR) to perform security-related activities.

##### 8-6.1.3 Conduct Business Impact Assessment

*[Revise text to read as follows:]*

A BIA is completed (see Chapter 3) to determine the level of sensitivity and criticality, and the information security requirements for the application.

##### 8-6.1.4 Define Security Requirements

*[Revise text to read as follows:]*

Security requirements are defined for all applications to secure the applications commensurate with the associated risks. Security requirements include the baseline security requirements for all applications and additional mandatory security requirements based upon the sensitivity and criticality of the applications (as defined by the ISA process). In addition, the ISSO may recommend additional discretionary security requirements, which the executive sponsor may agree to implement.

#### 8-6.2 Phase 2 — Design and Integration

*[Revise text to read as follows:]*

Based on the baseline, mandatory, and selected approved discretionary security requirements from the BIA, the security controls and processes for the application are defined and implemented. The information security activities of Phase 2 are as follows:

##### 8-6.2.1 Document High-Level Architecture

*[Revise text to read as follows:]*

A high-level architectural diagram (e.g., hardware, communications, security devices, and interconnected resources) is developed for all applications. The architectural diagram is submitted to the manager, SIS, for review and determination of the impact on the infrastructure and the need for additional security controls for the application (e.g., enclave).

**8-6.2.2 Document Information Resources in the Enterprise Information Repository**

*[Revise text to read as follows:]*

All applications are documented in the Enterprise Information Repository (EIR).

**8-6.2.3 Conduct Risk Assessment**

*[Revise text to read as follows:]*

A risk assessment is conducted for sensitive, critical, and business-controlled applications to identify security concerns (threats, vulnerabilities, control weaknesses), risk ranking, additional countermeasures, and residual risk (see Chapter 4).

**8-6.2.4 Identify Security Controls**

*[Revise text to read as follows:]*

Security controls are identified for potential threats and vulnerabilities as a result of the risk assessment process (see Chapter 4). Security controls, when appropriately implemented, provide protection of applications from threats and vulnerabilities.

**8-6.2.5 Perform Controls Analysis**

*[Revise text to read as follows:]*

An analysis of identified controls (safeguards) is conducted to determine their potential effectiveness to remove, transfer, or otherwise mitigate risk to applications. The controls analysis identifies any residual risk to the application.

**8-6.2.6 Perform Cost Benefit Analysis**

*[Revise text to read as follows:]*

A cost benefit analysis is performed and documented to facilitate the implementation of cost-effective protection for applications and continuity of business operations.

\* \* \* \*

**8-6.2.8 Develop Security Plan**

*[Revise text to read as follows:]*

A security plan is developed for sensitive, critical, and business-controlled applications. A security plan is a blueprint for designing, building, and maintaining an application that can be defended against threats, including intruders, both internal and external. The security plan covers both the development and production environment and describes all information security controls that have been implemented or planned.

\* \* \* \*

**8-6.2.10 Harden Information Resources**

*[Revise text to read as follows:]*

Information resources hosting applications are hardened to meet or exceed the requirements documented in Postal Service hardening standards. Hardening refers to the process of implementing additional software, hardware, or physical security controls.

*[Renumber current 8-6.2.11 through 8-6.2.15 as new 8-6.2.12 through 8-6.2.16. Add new 8-6.11 to read as follows:]*

**8-6.2.11 Conduct Vulnerability Scan**

A vulnerability scan is recommended for all information resources and applications and is required for some information resources and applications (see Handbook AS-805-A, *Application Information Security Assurance (ISA) Process*).

*[Revise title and text of 8-6.2.12 to read as follows:]*

**8-6.2.12 Develop Application Disaster Recovery Plan**

An application disaster recovery plan (ADRP) is developed for critical applications and for business-controlled criticality applications (see Chapter 12, Business Continuity Management).

**8-6.2.13 Develop Facility Recovery Plan**

*[Revise text to read as follows:]*

A facility recovery plan is developed for facilities designated by the VP/CTO as major information technology sites (see Chapter 12, Business Continuity Management).

**8-6.2.14 Develop Standard Operating Procedures**

*[Revise text to read as follows:]*

Standard operating procedures (SOPs) for emergencies, normal operations, exception processing, manual processes, etc., are developed for sensitive, critical, and business-controlled applications.

**8-6.2.15 Incorporate Security Requirements in SLAs and Trading Partner Agreements**

*[Revise text to read as follows:]*

Service level agreements (SLAs) are developed for all applications. Trading partner agreements are developed for all externally managed and/or developed applications. Information security requirements are addressed in all SLAs and trading partner agreements.

*[Revise title and text of 8-6.2.16 to read as follows:]*

**8-6.2.16 Develop Operational Security Training**

Appropriate materials are developed for training users, system administrators, managers, and other personnel on the correct use of the application and its security controls.

**8-6.3 Phase 3 — Testing**

\* \* \* \* \*

**8-6.3.1 Develop Security Test Plan**

*[Revise text to read as follows:]*

A security test plan is developed for sensitive, critical, and business-controlled applications. The security test plan evaluates the technical and nontechnical security controls and other safeguards to establish the extent to which the application meets the security requirements for its mission and operational environment. The security test plan also addresses hardware, operating system, networking and telecommunications, physical security, personnel security, and computer operations and manual processes.

*[Revise title and text of 8-6.3.2 to read as follows:]*

**8-6.3.2 Conduct Operational Security Training**

Using the training materials developed in the prior phase, users, system administrators, managers, and other personnel are trained on the correct use of the application and its security safeguards.

**8-6.3.3 Conduct Security Code Review**

*[Revise the first two paragraphs of this section to read as follows:]*

To protect the infrastructure, a documented security code review is required for any externally facing, publicly available, or demilitarized zone (DMZ)-hosted application containing custom programming or scripting, regardless of the designation of sensitivity or criticality.

A code review is required for sensitive and critical applications that contain active content code or CGI scripts. A code review is recommended for business-controlled applications that contain active content code or CGI scripts.

\* \* \* \* \*

**8-6.3.5.2 Criteria for Conducting an Independent Security Code Review**

An independent security code review is recommended by the ISSO during the BIA process for the following resources:

\* \* \* \* \*

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

- b. COTS products or applications containing custom programming or scripts that support a sensitive or critical application.

\* \* \* \* \*

*[Revise the first note in item d to read as follows:]*

**Note:** An independent code review may be required at any time by the VP/CTO; manager, CISO; or vice president of the functional business area.\*\*\*

\* \* \* \* \*

### **8-6.3.6 Conduct Security Testing and Document Results**

*[Revise text to read as follows:]*

Security testing is performed for sensitive, critical, and business-controlled applications. The executive sponsor must ensure that security testing is conducted using the approved security test plan. The platform and application technical mechanisms and the surrounding administrative controls are evaluated to establish the extent to which the application meets the security requirements.

### **8-6.3.7 Conduct Independent Penetration Testing and Vulnerability Scans**

\* \* \* \* \*

#### **8-6.3.7.2 Criteria for Conducting Independent Penetration Testing and Vulnerability Scans**

*[Revise text to read as follows:]*

Independent penetration testing and vulnerability scans are recommended by the ISSO during the BIA process for information resources hosting the following types of applications:

- a. Sensitive, critical, and business-controlled applications.
- b. Publicly accessible (externally facing) applications.
- c. Applications that have access to or communicate through an untrusted network.
- d. Applications developed, hosted, or managed primarily by non-Postal Service personnel.

**Note:** Independent penetration testing and vulnerability scans may be required at any time by the VP/CTO; manager, CISO; or vice president of the functional business area.

### **8-6.3.8 Conduct Independent Validation of Security Testing**

#### **8-6.3.8.1 Independent Validation of Security Testing Description**

*[Revise text to read as follows:]*

The independent security test validation addresses the appropriateness and effectiveness of the security controls and corroborates the previously conducted security test results. The scope of the independent security test validation depends on the application, its hosting information resources, its environment, and the associated threats and vulnerabilities. The independent security test validation is usually carried out at the development or test site.

#### **8-6.3.8.2 Criteria for Conducting Independent Validation of Security Testing**

*[Revise text to read as follows:]*

An independent security test validation is recommended by the ISSO during the BIA process for the following applications:

- a. Publicly accessible (externally facing) applications.
- b. Applications that have access to, or communicate through, an untrusted network.
- c. Applications developed, hosted, or managed primarily by non-Postal Service personnel.

**Note:** An independent security test validation may be required at any time by the VP/CTO; manager, CISO; or vice president of the functional business area.

### **8-6.3.9 Address Outstanding Issues**

*[Revise text to read as follows:]*

Outstanding issues are addressed and the residual risk for applications is identified and documented. The residual risk is that portion of risk that remains after the security safeguards and countermeasures have been applied.

**8-6.4 Phase 4 — Evaluation**

*[Revise text to read as follows:]*

Phase 4 consists of activities described below that culminate in the certification, risk mitigation plan, accreditation, acceptance of residual risk, and approval to deploy an application:

a. ISA Evaluation Report

The ISSO evaluates the ISA documentation, prepares an ISA evaluation report that details the findings, and escalates security concerns or forwards the ISA evaluation report and the ISA documentation package to the certifier.

b. Certification

The certifier reviews the ISA evaluation report and ISA documentation package, escalates security concerns or certifies the application by preparing and signing a certification letter, and forwards the certification letter and ISA documentation package to the portfolio manager.

c. Risk Mitigation

The portfolio manager analyzes the ISA and business documentation, escalates security concerns or prepares a risk mitigation plan which addresses High and Medium risks, and forwards the risk mitigation plan and ISA documentation package to the accreditor.

d. Accreditation

The accreditor analyzes ISA and business documentation, escalates security concerns or prepares an accreditation letter, and forwards the accreditation letter and ISA documentation package to the executive sponsor and portfolio manager.

e. Acceptance of Residual Risk and Approval of Application for Deployment

The executive sponsor and portfolio manager jointly review the ISA and business documentation and return the application to the applicable ISA phase for rework or approve the application for deployment in the production environment by preparing and signing an acceptance letter.

The information security activities of Phase 4 are as follows:

**8-6.4.1 Develop ISA Documentation Package**

*[Revise text to read as follows:]*

Sensitive, critical, and business-controlled applications require an ISA documentation package. The package is a consolidation of the designation of sensitivity and criticality and associated protection requirements (BIA); threats, vulnerabilities, additional controls, and residual risks (risk assessment); protection mechanisms (security plan and ADRP); and the security test and evaluation results.

**8-6.4.2 Review ISA Documentation Package and Write Evaluation Report**

*[Revise text to read as follows:]*

The ISSO reviews the ISA documentation package and writes an ISA evaluation report highlighting the findings and recommendations. The ISSO escalates security concerns or forwards the ISA evaluation report and supporting documentation to the certifier for review.

*[Renumber current 8-6.4.3 through 8-6.4.5 as new 8-6.4.5 through 8-6.4.7. Add new 8-6.4.3 and 8-6.4.4 to read as follows:]*

**8-6.4.3 Escalate Security Concerns or Certify Application**

The certifier (manager, ISA process) reviews the ISA evaluation report and the supporting ISA documentation package, escalates security concerns or prepares and signs a certification letter, and forwards the certification letter and ISA documentation package to the portfolio manager.

**8-6.4.4 Escalate Security Concerns or Prepare Risk Mitigation Plan**

The portfolio manager reviews the certification letter and the supporting ISA and business documentation, and escalates security concerns or prepares a risk mitigation plan for any residual risks rated as Medium or High, recommending whether the risks should be accepted, transferred, or further mitigated. The accreditor then forwards the risk mitigation plan and ISA documentation package to the accreditor.

*[Revise title and text of 8-6.4.5 to read as follows:]*

#### **8-6.4.5 Escalate Security Concerns or Accreditation Application**

The accreditor (manager, CISO) reviews the risk mitigation plan and the supporting ISA documentation, escalates security concerns or prepares and signs an accreditation letter, and forwards the accreditation letter and final ISA documentation package to the executive sponsor and portfolio manager.

*[Revise title and text of 8-6.4.6 to read as follows:]*

#### **8-6.4.6 Make Decision to Deploy (or Continue to Deploy) or Return for Rework**

*[Change the title of this section as previously noted and revise this section to read as follows:]*

The executive sponsor and portfolio manager review the accreditation letter, risk mitigation plan, and supporting ISA documentation package. They will issue a joint decision on whether to accept the residual risk and approve the application for deployment with what restrictions, if any.

If they decide not to approve deployment, they will indicate the ISA Phase to return to for rework. If they decide to approve and deploy, they will prepare and sign an acceptance letter.

*[Revise title and text of 8-6.4.7 to read as follows:]*

#### **8-6.4.7 Deploy Application**

When the application is deployed, the security controls for the application are implemented as documented in the security plan and the acceptance letter.

### **8-6.5 Phase 5 — Production**

*[Revise text to read as follows:]*

Phase 5 is the operation and maintenance period of the application and includes activities to ensure that chosen security controls and procedures are functioning properly and that security controls are modified or added as needed to continue to protect the application. The information security activities for Phase 5 are as follows:

#### **8-6.5.1 Follow Security-Related Plans and Continually Monitor Operations**

*[Revise text to read as follows:]*

The security-related plans are executed as required during deployment, operation, and maintenance. The application is continually monitored for compliance with the security-related plans.

#### **8-6.5.2 Periodically Review, Test, and Audit**

*[Revise text to read as follows:]*

Applications are periodically reviewed and audited for compliance with Postal Service policies. Plans related to facility recovery or business continuity are tested to ensure that these plans meet business and security objectives (see Chapter 12, Business Continuity Management).

#### **8-6.5.3 Re-assess Risks and Upgrade Security Controls**

*[Revise text to read as follows:]*

Risks are re-assessed every 5 years, at any time major changes are made to the application, if a serious security breach occurs, or if audit findings regarding security are issued. Security controls are upgraded as necessary to protect the application and assure business continuity.

\* \* \* \*



### 8-6.5.5 Re-initiate ISA

*[Revise text to read as follows:]*

Re-initiating the ISA is required a minimum of every 5 years following the initial ISA of the application. Re-initiating the ISA may result in re-certification, re-accreditation, re-acceptance of risk, and re-approval for deployment. Re-initiating the ISA could also be required for the following reasons:

- a. Significant changes to the operating environment or the business requirements of the application. Significant changes may include, but are not limited to:
  - (1) Change in the primary functions of the application or data that alters the criticality or sensitivity designation of the application.
  - (2) Change from one major application to another, such as BroadVision to WebObjects.
  - (3) Change from one database application to another, such as Oracle to MS-SQL.
  - (4) Change in the hosting location, such as from a Postal Service facility to an out-sourced, non-Postal Service location.
  - (5) Change in the operating environment resulting from discovery of a new vulnerability or threat that significantly alters the risk to the application.
- b. A significant information security incident that violates an explicit or implied security policy, compromising the integrity, availability, or confidentiality of an application (e.g., a critical disruption or monetary loss, the unauthorized modification of sensitivity or criticality information, or the release of sensitive or business-controlled sensitivity information).
- c. Significant finding of an audit or other external assessment.
- d. A request by the VP/CTO; the manager, CISO; the vice president of the functional business area; or the executive sponsor.

\* \* \* \* \*

## Appendix A Consolidated Roles and Responsibilities

\* \* \* \* \*

### 2 Vice President, Chief Technology Officer

The vice president, Chief Technology Officer (VP/CTO), is responsible for the following:

\* \* \* \* \*

*[Revise item f to read as follows:]*

- f. Together with the vice president of the functional business area, accepting, in writing, residual risk of applications and approving deployment. The VP/CTO has delegated this responsibility to the applicable portfolio manager.

### 3 Manager, Corporate Information Security Office

\*\*\*The manager, CISO, is responsible for the following:

\* \* \* \* \*

*[Delete items e, f, and h. Reletter current items g through aj as new items e through ag and revise new item e to read as follows:]*

- e. Reviewing the ISA documentation package and accrediting the application.

\* \* \* \* \*

### 5 Vice Presidents, Functional Business Areas

The vice presidents of Postal Service functional business areas are responsible for the following:

\* \* \* \* \*

*[Revise item d to read as follows:]*

- d. Together with the VP/CTO, accepting, in writing, residual risks associated with information resources under their control and approving deployment. The vice presidents of functional business areas have delegated this responsibility to the applicable executive sponsor.

\* \* \* \* \*

**10 Executive Sponsors**

Executive sponsors, as representatives of the vice president of the functional business area, are the business managers with oversight (funding, development, production, and maintenance) of the information resource and are responsible for the following:

\* \* \* \* \*

*[Reletter current items aa through ab as new items ab through ac. Add new item aa to read as follows:]*

- aa. Working jointly with the portfolio manager to review the ISA documentation package, accept the residual risk to an application, and approve the application for production or return the application to the applicable lifecycle phase for rework.

**11 Portfolio Managers**

*[Revise text to read as follows:]*

Portfolio managers are responsible for the following:

- a. Functioning as the liaison between executive sponsors and IT providers.
- b. Supporting the executive sponsor in the development of information resources and the ISA process, including the BIA, risk assessment, and BCM.
- c. Appointing, if desired, an information systems security representative (ISSR) to perform security-related activities.
- d. Ensuring that the application is entered in the Enterprise Information Repository (EIR) and updated as required.
- e. Providing coordination and support to executive sponsors for all matters relating to disaster recovery (DR) processes, e.g., coordinating and supporting DR costing models.
- f. Functioning as the liaison between executive sponsors and DR service providers in the planning and execution of DR requirements.
- g. Reviewing the ISA documentation package and completing a risk mitigation plan for risks identified as High or Medium.
- h. Working jointly with the executive sponsor to review the ISA documentation package, accept the residual risk to an application, and approve the application for production or return the application to the applicable lifecycle phase for rework.
- i. Ensuring that the application is registered in eAccess.

\* \* \* \* \*

*[Revise title and text of Appendix 29 to read as follows:]*

**29 Accreditor**

The manager, Corporate Information Security Office, functions as the accreditor and is responsible for the following:

- a. Reviewing the risk mitigation plan and supporting ISA documentation package together with business requirements and relevant Postal Service issues.
- b. Escalating security concerns or preparing and signing an accreditation letter that makes one of the following recommendations: accepting the application with its existing information security controls, requiring additional security controls with a timeline to implement, or deferring deployment until information security requirements can be met.
- c. Forwarding the accreditation letter and ISA documentation package to the portfolio manager and executive sponsor.

*[Renumber current Appendices 30 through 35 as new 31 through 36. Add new Appendix 30 to read as follows:]*

**30 Certifier**

The manager, Information Security Assurance, who is appointed by the CISO, functions as the certifier and is responsible for the following:

- a. Managing and providing guidance to the information systems security officers (ISSOs).
- b. Reviewing the ISA evaluation report and the supporting ISA documentation package.
- c. Escalating security concerns or preparing and signing a certification letter.
- d. Forwarding the certification letter and ISA documentation package to the portfolio manager.

- e. Maintaining an inventory of all information resources that have completed the ISA process.

\* \* \* \*

### 33 Information Systems Security Representatives

\*\*\*ISSRs are responsible for the following:

\* \* \* \*

[Revise item d to read as follows:]

- d. Notifying the executive sponsor, portfolio manager, and ISSO of any additional security risks or concerns that emerge during development or acquisition of the information resource.\*\*\*

\* \* \* \*

— Corporate Information Security, Information Technology, 4-28-05

#### NOTICE

### FAST to Replace DSAS — Technical Webinars and User Training Begin Soon

National deployment of Facility Access and Shipment Tracking (FAST) begins in June, but there is still time to obtain a FAST ID, register for user training, and learn more about the technical aspects of using FAST via Web Services.

Customers will be required to use both FAST and Drop Shipment Appointment System (DSAS) during the 6-month phased deployment period, depending on which sites are scheduled to receive drop shipments. Once a Postal Service™ facility is activated for FAST, customers will no longer be able to make appointments for that facility through DSAS.

User training sessions are specifically for current DSAS Web users. The “webinar” sessions are targeted to customers who require knowledge of batch processing.

#### Customer Registration for a FAST ID Is in Progress

Current DSAS users must register for FAST through *PostalOne!* DSAS sign-on IDs will not work in FAST. Customers can log on to *PostalOne!* at [www.usps.com/post-alone](http://www.usps.com/post-alone) and follow the instructions to create a new account. For customers who already have a *PostalOne!* account, FAST registration begins with a call to the *PostalOne!* Customer Care Center at 800-522-9085.

#### FAST Customer Train-the-Trainer Sessions Begin on May 9

The Postal Service is offering FAST Train-the-Trainer classes in May and June at select Postal Service training facilities around the country. During these instructor-led sessions, customers will learn about FAST functionality and get hands-on practice in a simulated FAST training environ-

ment. These classes are designed for people who currently make appointments in DSAS.

Companies may select up to five people to participate in the Train-the-Trainer classes. The Customer Training Registration Form is included on page 101 of this *Postal Bulletin* and can also be downloaded from the Rapid Information Bulletin Board System (RIBBS) at <http://ribbs.usps.gov>.

#### FAST Train-the-Trainer Classes for Postal Service Employees

Train-the-Trainer classes for Postal Service employees are being coordinated through the area FAST coordinators (previously DSAS coordinators).

#### FAST Technical Webinars Begin on April 28

The Postal Service will also offer FAST Technical “Webinars”, beginning April 28. A webinar is a Web-based conference that provides participants an opportunity to see presentation materials, hear directly from the FAST team, and ask questions verbally or online. These webinars are intended for technical people who conduct analysis of technical and functional requirements for software design, implement software designs, and manage software implementations within their companies. Job titles may include systems analysts, software developers, and IT project managers.

The FAST Technical Webinar Series includes the following three sessions:

Session 1: April 29, 1 P.M. EST: FAST Technical Overview for Technical People in Customer Organizations

- Introduction to FAST

- *PostalOne!* Data Exchange, *PostalOne!* FAST Interface, *PostalOne!* FAST Web Services
- IDEAlliance
- Technical Development Startup Steps and Resources for Customers
- Questions and Answers

Session 2: May 6, 1 P.M. EST: FAST for Software Vendors Supporting Web Services Customers

- Introduction to FAST
- *PostalOne!* Data Exchange, *PostalOne!* FAST Interface, *PostalOne!* FAST Web Services
- IDEAlliance
- Technical Development Startup Steps and Resources for Vendors
- Questions and Answers

Session 3: May 13, 1 P.M. EST: Details To Be Announced

To attend, follow the webinar instructions posted on RIBBS. Each session will be recorded and available for

playback for those not able to participate on the original date.

### **Additional Information on RIBBS**

To learn more now, visit the RIBBS FAST/Surface Visibility Link at <http://ribbs.usps.gov>. Under "RIBBS Links," click *FAST/Surface Visibility* then *Click Here for Additional Information in the Document Repository*. There you will find the following:

- FAST Overview
- FAST Customer Train-the-Trainer Registration Information
- Webinar Instructions
- Technical Information for Web Services, and more.

Look for ongoing FAST updates in the *Postal Bulletin*.

— *Logistics Systems,  
Operations, 4-28-05*

## FAST Customer Train-the-Trainer Registration Form

## Training Participant Information

Name:

Company:

Address:

Telephone  
Number:E-mail  
Address:**REMINDER:** Companies may only register up to five train-the-trainer participants.

## Instructions

The Postal Service is offering FAST Customer Train-the-Trainer Sessions in May and June in selected cities around the country. During these instructor-led sessions, customers will learn about FAST functionality and receive hands-on practice in a simulated FAST training environment.

From the Training Schedule (pictured on the right), select your first, second, and third choices. Base your selection on the city closest to you. Write your selected training session numbers in the box below. All classes are scheduled from 9:00 A.M. through 5:00 P.M.

Selection 1

Selection 2

Selection 3

E-mail this completed form to [FAST\\_Training@usps.gov](mailto:FAST_Training@usps.gov) or send it via facsimile to: 240-465-1496.

You will receive confirmation and training facility address information within 1 week of your request.

## Training Schedule

Location

Date

Session Number

New York, NY

5/11

NY1

5/12

NY2

5/13

NY3

Madison, WI

5/10

MWI1

5/11

MWI2

5/12

MWI3

Springfield, MA

5/16

SMA1

Boston, MA

5/19

BOS1

5/20

BOS2

Orlando, FL

5/17

OFL1

5/18

OFL2

5/19

OFL3

Dallas, TX

5/23

DTX1

5/24

DTX2

Denver, CO

5/25

DCO1

5/26

DCO2

Bloomington, IL

6/1

CH1

6/2

CH2

6/3

CH3

6/16

CH4

6/17

CH5

St. Paul, MN

6/1

MN1

6/2

MN2

6/3

MN3

San Francisco, CA

6/6

SCA1

6/7

SCA2

Los Angeles, CA

6/8

LA1

6/9

LA2

6/10

LA3

Atlanta, GA

6/15

AGA1

6/16

AGA2

6/17

AGA3

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# International Mail

IMM AND PUBLICATION 51 REVISIONS

## Addressing Standards for Canada

Effective April 28, 2005, the *International Mail Manual* (IMM) and Publication 51, *International Postage Rates and Fees*, are revised to reflect a change in the addressing standards for mail destined for Canada. Canada Post has advised the Postal Service™ that there is now only one addressing standard for Canada (previously there had been two acceptable address formats).

We will incorporate these revisions into the printed version of IMM 32 and into the next printed version of Publication 51, and also into the online versions of IMM 31 and Publication 51, both of which can be accessed via Postal Explorer® at <http://pe.usps.gov>.

### International Mail Manual (IMM)

	*	*	*	*	*
1	International Mail Services				
	*	*	*	*	*
120	Preparation for Mailing				
	*	*	*	*	*
122	Addressing				
122.1	Destination Address				
	*	*	*	*	*

[Revise 122.1k to read as follows:]

- k. The last line of the address must show only the country name, written in full (no abbreviations) and in capital letters. For example:

\* \* \* \* \*

**Exception:** To Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between “ON” and “K1A 0B1”:

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA

\* \* \* \* \*

## Publication 51, *International Postage Rates and Fees*

\* \* \* \* \*

### Mail Preparation

#### Addressing

##### Destination Address

\* \* \* \* \*

The following are examples of properly formatted delivery addresses:

\* \* \* \* \*

[Revise the paragraph and example for Canada to read as follows:]

On mail to Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between “ON” and “K1A 0B1”:

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA

\* \* \* \* \*

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\*Larger sizes please add:

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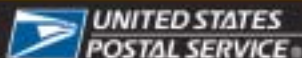
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UPDATE TO STAMP ANNOUNCEMENT 05-12

### Masterworks of Modern American Architecture Stamps

In the article “Stamp Announcement 05-12, Masterworks of Modern American Architecture Stamps” in *Postal Bulletin* 22152 (4-14-05, pages 70–72), the address for sending requests for first day of issue postmarks is incorrect.

The correct address is as follows:

MODERN ARCHITECTURE COMMEMORATIVE STAMPS  
GMF MANAGER, CUSTOMER SERVICES  
1001 E SUNSET RD  
LAS VEGAS NV 89199-9998

— Stamp Services,  
Government Relations, 4-28-05

## Pictorial Postmarks Announcement

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

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

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

postage issued after the date of the requested postmark. Such items will be returned unserved.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL POSTMARKS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, 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 postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following postmarks have been extended for 30 days.



April 8–10, 2005

COLOPEX  
80TH ANNIVERSARY STATION  
PHILATELIC UNIT  
6316 NICHOLAS DR.  
COLUMBUS OH 43235-9998



April 9, 2005

*Sopchoppy Worm Gruntin' Committee*  
SOPCHOPPY WORM GRUNTIN FESTIVAL STATION  
POSTMASTER  
2284 SOPCHOPPY HWY  
SOPCHOPPY FL 32358-9998

The following postmark has been extended for 60 days.



March 20, 2005

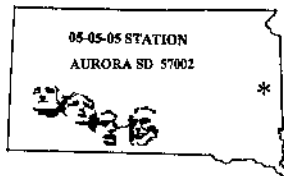
*Beta XI Omega Chapter of Alpha Kappa Alpha Sorority Inc.*  
MARIAN ANDERSON STATION  
POSTMASTER  
1702 W MONTGOMERY RD  
TUSKEGEE INSTITUTE AL 36087-9998

May 5, 2005

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
AURORA SD 57002-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
LETCHER SD 57359-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
SALEM SD 57058-9998



*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
CANOVA SD 57321-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
PARKSTON SD 57366-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
WOLSEY SD 57384-9998

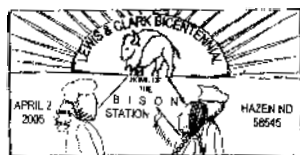
*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
CARTHAGE SD 57323-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
REDFIELD SD 57469-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
YALE SD 57386-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
HITCHCOCK SD 57348-9998

*U.S. Postal Service*  
05 05 05 STATION  
POSTMASTER  
PO BOX 9998  
REVILLO SD 57259-9998



April 2, 2005

*U.S. Postal Service*  
HOME OF THE BISON  
STATION  
POSTMASTER  
PO BOX 9998  
HAZEN ND 58545-9998



April 9, 2005

*Pike Family Nurseries*  
SPRING FLOWERS STATION  
POSTMASTER  
2886 SANDY PLAINS RD  
MARIETTA GA 30066-9998



April 3, 2005

*U.S. Postal Service*  
BASEBALL IS BACK STATION  
PHILATELIC UNIT  
PO BOX 92282  
WASHINGTON DC 20090-2282



April 9, 2005

*Sino American Philatelic Center*  
DR JOHN B TSU MEMORIAL  
STATION  
POSTMASTER  
PO BOX 880066  
SAN FRANCISCO CA  
94188-0066



April 6, 2005

*Leavenworth Rotary Club*  
ROTARY CENTENNIAL  
STATION  
POSTMASTER  
330 SHAWNEE ST  
LEAVENWORTH KS  
66048-9998



April 10, 2005

*National Cherry Blossom Festival*  
GIFT OF THE TREES STATION  
PHILATELIC UNIT  
PO BOX 92282  
WASHINGTON DC 20090-2282



April 9, 2005

*U.S. Postal Service*  
CALICO ROCK CENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
CALICO ROCK AR 72519-9998



April 11, 2005

*St Louis Public Library Staff*  
ST LOUIS PUBLIC LIBRARY  
STATION  
POSTMASTER  
1720 MARKET ST  
ST LOUIS MO 63155-9998



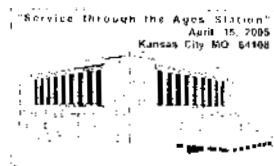
April 12, 2005

New York Orchid Society  
NEW YORK INTERNATIONAL  
ORCHID SHOW 25TH  
ANNIVERSARY STATION  
SPECIAL EVENTS UNIT  
421 EIGHTH AVE RM 2029B  
NEW YORK NY 10199-9998



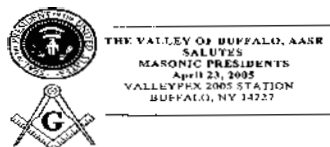
April 23, 2005

South Salem Antique Tractor  
Club  
SOUTH SALEM ANTIQUE  
TRACTOR STATION  
POSTMASTER  
3067 STEWART ST  
SOUTH SALEM OH  
45681-9998



April 15, 2005

U.S. Postal Service  
SERVICE THROUGH THE  
AGES STATION  
POSTMASTER  
30 W PERSHING RD STE 112  
KANSAS CITY MO 64108-9998



April 23-24, 2005

The Valley of Buffalo AASR  
VALLEYPEX 2005 STATION  
POSTMASTER  
1200 WILLIAM ST  
BUFFALO NY 14240-9998



April 16, 2005

U.S. Postal Service  
BEAVER COWCHIP STATION  
POSTMASTER  
16 E 2ND ST  
BEAVER OK 73932-9998



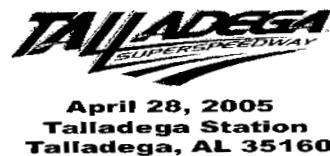
April 26, 2005

U.S. Postal Service  
AUDUBON CENTENNIAL 100  
YEARS OF CONSERVATION  
NEW YORK NY STATION  
SPECIAL EVENTS UNIT  
421 8TH AVE RM 2029B  
NEW YORK NY 10199-9998



April 16, 2005

Hanston High School  
Sophomore Class  
SLATON STATION  
POSTMASTER  
PO BOX 9998  
HANSTON KS 67849-9998



April 28, 2005

Talladega Superspeedway  
TALLADEGA STATION  
POSTMASTER  
127 EAST STREET NORTH  
TALLADEGA AL 35160-2088



April 21, 2005

New Orleans Jazz and Heritage  
Foundation Inc.  
THE DIXIE CUPS STATION  
POSTMASTER  
PO BOX 58980  
NEW ORLEANS LA  
70158-8980



April 28-May 1, 2005

Wilkes Community College  
MERLEFEST STATION  
POSTMASTER  
PO BOX 9998  
WILKESBORO NC 28697-9998



April 22-May 1, 2005

New Orleans Jazz and Heritage  
Foundation Inc.  
JAZZ FEST STATION  
POSTMASTER  
PO BOX 58980  
NEW ORLEANS LA  
70158-8980



April 29, 2005

U.S. Postal Service  
LEWIS AND CLARK STATION  
POSTMASTER  
PO BOX 9998  
FORT BENTON MT  
59442-9998



April 23, 2005

Old Iron Days Committee  
OLD IRON DAYS STATION  
POSTMASTER  
PO BOX 9998  
OTIS KS 67565-9998

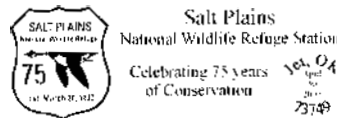


April 29, 2005

U.S. Postal Service  
DAWSON DRAGON STATION  
POSTMASTER  
218 JUNIPER ST  
WELCH TX 79377-9998



April 29, 2005  
VFW Post 6893  
LOYALTY DAY CELEBRATION  
STATION  
POSTMASTER  
PO BOX 9998  
PRESTON MN 55965-9998



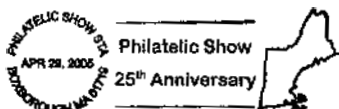
April 30, 2005  
Salt Plains National Wildlife  
Refuge  
SALT PLAINS NATIONAL  
WILDLIFE REFUGE STATION  
POSTMASTER  
PO BOX 9998  
JET OK 73749-9998



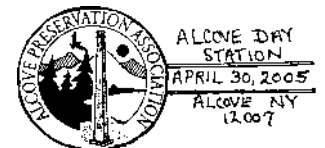
April 29, 2005  
Morristown Sesquicentennial  
Committee  
MORRISTOWN  
SESQUICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
MORRISTOWN MN  
55052-9998



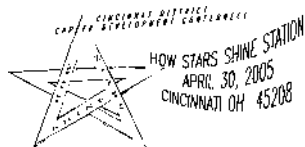
April 30, 2005  
U.S. Postal Service  
LEWIS AND CLARK  
CONFLUENCE STATION  
POSTMASTER  
PO BOX 9998  
WILLISTON ND 58801-9998



April 29, 2005  
Northeastern Federation of  
Stamp Clubs  
PHILATELIC SHOW 25TH  
ANNIVERSARY STATION  
POSTMASTER  
7 POST OFFICE SQ  
ACTON MA 01720-9998



April 30, 2005  
Alcove Preservation Association  
ALCOVE DAY STATION  
POSTMASTER  
PO BOX 9998  
ALCOVE NY 12007-9998



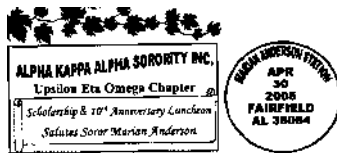
April 30, 2005  
Cincinnati District Career  
Development Conference  
HOW STARS SHINE STATION  
POSTMASTER  
1591 DALTON AVE  
CINCINNATI OH 45234-9611



April 30, 2005  
U.S. Postal Service  
NATCHEZ TRACE FESTIVAL  
STATION  
POSTMASTER  
65 VETERANS MEMORIAL DR  
KOSCIUSKO MS 39090-9998



April 30, 2005  
U.S. Postal Service  
DRUID STATION  
REDEDICATION  
STATION MANAGER  
1826 PENNSYLVANIA AVE  
BALTIMORE MD 21217-9998



April 30, 2005  
Upsilon Eta Omega Chapter of  
Alpha Kappa Alpha Sorority  
Inc.  
MARIAN ANDERSON STATION  
POSTMASTER  
420 45TH ST  
FAIRFIELD AL 35064-9998



April 30, 2005  
VFW Post 295  
LOYALTY DAY STATION  
POSTMASTER  
PO BOX 9998  
SOUTH ST PAUL MN  
55075-9998



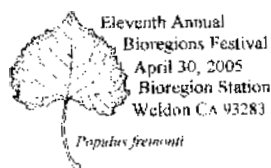
April 30, 2005  
Athens County Children  
Services Kidfest  
CONVO CENTER STATION  
POSTMASTER  
PO BOX 9998  
ATHENS OH 45701-9998



April 30, 2005  
Grahn Volunteer Fire Dept  
GRAHN VOLUNTEER FIRE  
DEPARTMENT STATION  
POSTMASTER  
PO BOX 9998  
GRAHN KY 41142-9998



April 30, 2005  
Glendale Merchant's  
Association  
SPRINGFEST STATION  
POSTMASTER  
PO BOX 9998  
GLENDALE KY 42740-9998



April 30, 2005

U.S. Postal Service  
BIOREGION STATION  
POSTMASTER  
PO BOX 9998  
WELDON CA 93283



May 2, 2005

Ladies Aux and Veterans of Foreign Wars  
LOYALTY DAY CELEBRATION STATION  
POSTMASTER  
200 W SPRUCE ST  
GILLESPIE IL 62033-9998



April 30, 2005

Bullock County Historical Society  
UNION SPRINGS  
TEMPORARY STATION  
POSTMASTER  
PO BOX 9998  
UNION SPRINGS AL  
36089-9998



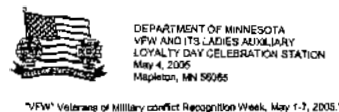
May 2, 2005

VFW and U.S. Postal Service  
LOYALTY DAY CELEBRATION STATION  
POSTMASTER  
PO BOX 9998  
SPRING PARK MN  
55384-9998



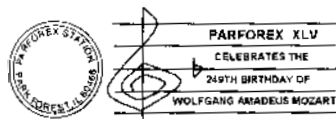
April 30-May 1, 2005

U.S. Postal Service  
TOWSONTOWN SPRING  
FESTIVAL STATION  
SUPERVISOR TOWSON  
FINANCE STATION  
100 W CHESAPEAKE AVE  
BALTIMORE MD 21204-9998



May 4, 2005

Mapleton VFW  
LOYALTY DAY CELEBRATION STATION  
POSTMASTER  
PO BOX 9998  
MAPLETON MN 56055-9998



April 30-May 1, 2005

Park Forest Stamp Club  
PARFOREX STATION  
POSTMASTER  
123 INDIANWOOD BLVD  
PARK FOREST IL 60466-9998



May 5, 2005

U.S. Postal Service  
CINCO DE MAYO STATION  
POSTMASTER  
129 W GRAY ST  
NORMAN OK 73069-9998



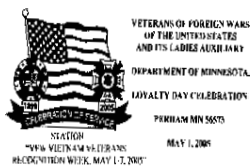
April 30-May 1, 2005

Nevada Stamp Study Society  
GREATER RENO STAMP AND  
COVER SHOW STATION  
POSTMASTER  
2000 VASSAR ST  
RENO NV 89510-9998



May 5, 2005

U.S. Postal Service  
MAYFLOWER STATION  
POSTMASTER  
129 W GRAY ST  
NORMAN OK 73069-9998



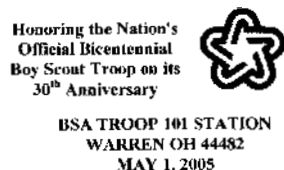
May 1, 2005

VFW Post 4020 Auxiliary  
CELEBRATION OF SERVICE  
STATION  
POSTMASTER  
PO BOX 9998  
PERHAM MN 56573-9998



May 6, 2005

City of Mullens  
MULLENS STATION  
POSTMASTER  
101 4TH ST  
MULLENS WV 25882-9998



May 1, 2005

Boy Scouts of America  
BSA TROOP 101 STATION  
POSTMASTER  
201 HIGH ST NE  
WARREN OH 44482-9998



May 6, 2005

Annual American Red Cross  
Salute to Hometown Heroes  
HOMETOWN HEROES  
STATION  
POSTMASTER  
5001 COLONIE CENTER MALL  
ALBANY NY 12205-9998





**SMOKEY'S 61st STATION**  
CAPITAN, NM 88316  
MAY 6, 2005

May 6-7, 2005

*Smokey Bear Association*  
SMOKEYS 61ST STATION  
POSTMASTER  
PO BOX 9998  
CAPITAN NM 88316-9998



**GATHERING OF THE ORANGE WEST**  
OKLAHOMA STEAM THRESHERS  
& GAS ENGINE ASSEN. ANNUAL SHOW  
STEAM ENGINE PARK STATION  
MAY 7, 2005  
PAWNEE, OK 74068

May 7, 2005

*U.S. Postal Service*  
STEAM ENGINE PARK  
STATION  
POSTMASTER  
PO BOX 9998  
PAWNEE OK 74058-9998

**World Dance Day Station**



May 7, 2005  
Norman, OK  
73069

May 7, 2005

*Beledi Magic Dance Company*  
WORLD DANCE DAY STATION  
POSTMASTER  
129 W GRAY ST  
NORMAN OK 73069-9998



May 7, 2005

*U.S. Postal Service*  
PUBLIC SAFETY AWARENESS  
STATION  
POSTMASTER  
106 S VARNELL RD  
TUNNEL HILL GA 30755-9998



The Sickle Cell Foundation



May 7, 2005

*Sickle Cell Disease Association  
of America Central Alabama  
Chapter*  
SICKLE CELL WALKATHON  
STATION  
POSTMASTER  
351 N 24TH ST  
BIRMINGHAM AL 35203-9998



May 7-8, 2005

*Sonnenberg Mansion and  
Gardens*  
SONNENBERG MANSION  
AND GARDENS NEW YORK  
STATE HISTORICAL PARK  
STATION  
POSTMASTER  
405 EASTERN BLVD  
CANANDAIGUA NY  
14424-9998



May 7, 2005

*Hillsborough Little League*  
50TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
HILLSBOROUGH NJ  
08844-9998



*Travel the Pecos Trail Station*  
May 2005  
Odessa, Texas 79761

May 7-15, 2005

*Texas Pecos Trails Committee*  
TRAVEL THE PECOS TRAILS  
STATION  
POSTMASTER  
200 N TEXAS  
ODESSA TX 79761-9998

"Spirit of the Jerseys"

May 7, 2005

NJ State Forests Centennial  
Station

Batsto NJ 08027

May 7, 2005

*Batsto Citizen's Committee*  
NJ STATE FORESTS  
CENTENNIAL STATION  
POSTMASTER  
114 S 3RD ST  
HAMMONTON NJ 08037-9998



May 11, 2005

*U.S. Postal Service*  
FEYNMAN STATION  
POSTMASTER  
1836 MOTT AVE  
FAR ROCKAWAY NY  
11691-9998

**Prague Kolache Festival**  
Seznam Czech:  
Zvyk • Kultura • Slavnost  
Czech List:  
Custom • Culture • Celebration



May 7, 2005

*U.S. Postal Service*  
KOLACHE FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
PRAGUE OK 74864-9998

— Stamp Services,  
Government Relations, 4-28-05

## 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
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, 4th 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 8–May 14
National Transportation Week	May 15–May 21
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

— Mailing Standards, Pricing and Classification, 4-28-05

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you apply at the  
Post Office™**



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# PRIORITY MAIL® BUNDLES

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Confirmation™**  
service



**\$4<sup>30</sup>**  
and up

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**Insurance™**



**\$5<sup>15</sup>**  
and up

**3** with  
**Insurance  
& Delivery  
Confirmation™**  
service



**\$5<sup>60</sup>**  
and up

**4** with  
**Signature  
Confirmation™**  
service\*\*



**\$5<sup>65</sup>**  
and up

usps.com

\*Prices shown reflect insurance for packages up to 1lb. and \$50 of coverage. \*\*Signature Confirmation service does not include insurance.

UP 4.15 DOWN 0.05

# Post Offices

## NOTICE

### Undeliverable Mail Sent to Mail Recovery Centers

Effective immediately, Post Offices™ must discontinue dispatching undeliverable letter mail to Mail Recovery Centers in Priority Mail® envelopes. Undeliverable letter mail should be bundled and trayed. If quantities are not sufficient for the mail to be bundled and trayed, place letters in Penalty envelopes addressed to the appropriate servicing Mail Recovery Center (see *Postal Operations Manual* 692.12) and include the return address of the dispatching office.

Post Offices are also reminded of the articles that are not to be sent to Mail Recovery Centers. The following information is reprinted from the Intranet and can be found at [http://blue.usps.gov/caweb/ccc/mro/not\\_processed.htm](http://blue.usps.gov/caweb/ccc/mro/not_processed.htm):

Reference	Item	Action
DMM 300 507.1 POM 691.2	Undeliverable Unendorsed Standard Mail Letters or Flats	Recycle or Waste
DMM 300 507.1 POM 691	Advertisement Circulars	Recycle or Waste
DMM 300 507.1 POM 691.532	Catalogs	Recycle or Waste

Reference	Item	Action
DMM 300 507.1 POM 691.532	Magazines	Recycle or Waste
DMM 300 507.1 POM 691.532	Newspapers	Recycle or Waste
DMM 300 507.1 POM 691.583	Postcards	Recycle or Waste
DMM 300 507.1 POM 691.532	Telephone Books	Recycle or Waste
IMM 772.31 POM 691.552	Foreign Mail	Refer to IMM
DMM 300 507.1 POM 691.531	Perishable Foods	Adhere to Local Handling
DMM 300 507.1 POM 691.533	Merchandise Samples	Adhere to Local Handling

— Corporate Customer Contact,  
Consumer Affairs, 4-28-05

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	01-6420	36062	AL	Petrey	Crenshaw	Main Office	Post Office	03/18/1994	Post Office™ discontinued. Retain ZIP Code™. Establish a Place Name. Continue to use Petrey AL 36062 as last line of address.
New	01-5090	36062	AL	Luverne	Crenshaw	Petrey	Place Name	02/19/2005	
Old	04-1728	72323	AR	Chatfield	Crittenden	Main Office	Post Office	06/08/1991	Post Office and ZIP Code discontinued. Use Hughes AR 72348 as last line of address. Update from PB 21791.
New	04-4329	72348	AR	Hughes	Saint Francis	Main Office	Post Office	03/24/2005	
Old	05-1530	91708	CA	Chino	San Bernardino	Main Office	Post Office	03/25/2005	This announcement expands the use of ZIP Code 91708 to include delivery.
New	05-1530	91708	CA	Chino	San Bernardino	Main Office	Post Office		
Old	18-5238	51545	IA	Little Sioux	Harrison	Main Office	Post Office	10/15/2002	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Little Sioux IA 51545 as last line of address.
New	18-6084	51545	IA	Mondamin	Harrison	Little Sioux	Place Name	02/05/2005	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	16-4548	60441	IL	Lockport	Will	Main Office	Post Office		This announcement changes the name of the Lockport IL Post Office to the Romeoville IL Post Office. Use Lockport IL 60441 as last line of address.
New	16-4548	60441	IL	Romeoville	Will	Lockport	Place Name	03/22/2005	
Old	16-3654	60521	IL	Hinsdale	Du Page	Main Office	Post Office		This announcement changes the name of the Hinsdale IL Post Office to the Oak Brook Post Office. Use Hinsdale IL 60521 as last line of address.
New	16-3654	60521	IL	Oak Brook	Du Page	Hinsdale	Classified Branch	03/22/2005	
Old	16-4410	60439	IL	Lemont	Cook	Main Office	Post Office		This announcement changes the name of the Lemont IL Post Office to the Bolingbrook IL Post Office. Use Lemont IL 60439 as last line of address.
New	16-4410	60439	IL	Bolingbrook	Cook	Lemont	Classified Branch	03/22/2005	
Old	16-4548	60446	IL	Lockport	Will	Main Office	Post Office		This announcement changes the name of the Lockport IL Post Office to the Romeoville IL Post Office. Use Romeoville IL 60446 as last line of address.
New	16-4548	60446	IL	Romeoville	Will	Main Office	Post Office	03/22/2005	
Old	16-4548	60491	IL	Lockport	Will	Main Office	Post Office		This announcement changes the name of the Lockport IL Post Office to the Romeoville IL Post Office. Use Homer Glen IL 60491 as last line of address.
New	16-4548	60491	IL	Romeoville	Will	Homer Glen	Place Name	03/22/2005	
Old	17-1067	46915	IN	Burlington	Carroll	Main Office	Post Office		This announcement expands the use of ZIP Code 46915 to include delivery.
New	17-1067	46915	IN	Burlington	Carroll	Main Office	Post Office	03/24/2005	
Old	23-9792	21675	MD	Wingate	Dorchester	Main Office	Post Office	04/06/1992	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Wingate MD 21675 as last line of address.
New	23-2232	21675	MD	Crapo	Dorchester	Wingate	Place Name	01/15/2005	
Old	22-0720	04615	ME	Blue Hill Falls	Hancock	Main Office	Post Office	09/05/2003	Post Office and ZIP Code discontinued. Use Blue Hill ME 04614 as last line of address.
New	22-0705	04614	ME	Blue Hill	Hancock	Main Office	Post Office	01/08/2005	
Old	28-5550	64073	MO	Mosby	Clay	Main Office	Post Office	08/15/1998	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Mosby MO 64073 as last line of address.
New	28-2580	64073	MO	Excelsior Springs	Clay	Mosby	Place Name	01/15/2005	
Old	29-9414	59084	MT	Winnett	Petroleum	Main Office	Post Office		This announcement expands the use of ZIP Code 59084 to include delivery.
New	29-9414	59084	MT	Winnett	Petroleum	Main Office	Post Office	03/25/2005	
Old	29-5724	59333	MT	Miles City	Rosebud	Main Office	Post Office		This announcement expands the use of ZIP Code 59333 to include delivery.
New	29-5724	59333	MT	Miles City	Rosebud	Main Office	Post Office	03/25/2005	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	30-6600	68861	NE	Odessa	Buffalo	Main Office	Post Office	08/15/2003	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Odessa NE 68861 as last line of address.
New	30-2940	68861	NE	Elm Creek	Buffalo	Odessa	Place Name	01/29/2005	
Old	31-2640	89314	NV	Ely	Nye	Duckwater	Community Post Office	03/24/2005	This announcement expands the use of ZIP Code 89314 to include delivery.
New	31-2640	89314	NV	Ely	Nye	Duckwater	Community Post Office		
Old	39-8162	73561	OK	Terral	Jefferson	Oscar	Community Post Office	01/30/1984	Community Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Oscar OK 73561 as last line of address.
New	39-8162	73561	OK	Terral	Jefferson	Oscar	Place Name	12/25/2004	
Old	40-1696	97016	OR	Clatskanie	Clatsop	Westport	Community Post Office	09/10/2003	Community Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Westport OR 97016 as last line of address.
New	40-1696	97016	OR	Clatskanie	Columbia	Westport	Place Name	12/11/2004	
Old	40-3104	97736	OR	Frenchglen	Harney	Main Office	Post Office	03/14/2003	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Frenchglen OR 97736 as last line of address.
New	40-1216	97736	OR	Burns	Harney	Frenchglen	Place Name	12/18/2004	
Old	41-3276	16839	PA	Grassflat	Clearfield	Main Office	Post Office	03/25/2005	This announcement expands the use of ZIP Code 16839 to include delivery.
New	41-3276	16839	PA	Grassflat	Clearfield	Main Office	Post Office		
Old	41-2932	16850	PA	Frenchville	Clearfield	Main Office	Post Office	03/25/2005	This announcement expands the use of ZIP Code 16850 to include delivery.
New	41-2932	16850	PA	Frenchville	Clearfield	Main Office	Post Office		
Old	41-6136	16430	PA	North Springfield	Erie	Main Office	Post Office	03/25/2005	This announcement expands the use of ZIP Code 16430 to include delivery.
New	41-6136	16430	PA	North Springfield	Erie	Main Office	Post Office		
Old	41-9152	15565	PA	West Salisbury	Somerset	Main Office	Post Office	03/24/2005	This announcement expands the use of ZIP Code 15565 to include delivery.
New	41-9152	15565	PA	West Salisbury	Somerset	Main Office	Post Office		
Old	41-2824	16228	PA	Ford Cliff	Armstrong	Main Office	Post Office	03/24/2005	This announcement expands the use of ZIP Code 16228 to include delivery.
New	41-2824	16228	PA	Ford Cliff	Armstrong	Main Office	Post Office		
Old	41-0316	16629	PA	Ashville	Cambria	Main Office	Post Office	03/24/2005	This announcement expands the use of ZIP Code 16629 to include delivery.
New	41-0316	16629	PA	Ashville	Cambria	Main Office	Post Office		
Old	41-3092	17934	PA	Gilberton	Schuylkill	Main Office	Post Office	03/24/2005	This announcement expands the use of ZIP Code 17934 to include delivery.
New	41-3092	17934	PA	Gilberton	Schuylkill	Main Office	Post Office		
Old	41-9236	16261	PA	Widnoon	Armstrong	Main Office	Post Office	03/24/2005	This announcement expands the use of ZIP Code 16261 to include delivery.
New	41-9236	16261	PA	Widnoon	Armstrong	Main Office	Post Office		

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	45-1480	29408	SC	Charleston	Charleston	Charleston Naval Base	Classified Branch	04/01/1996	Classified Branch and ZIP Code discontinued. Use Charleston SC 29405 as last line of address.
New	45-1480	29405	SC	Charleston	Charleston	Main Office	Post Office	12/25/2004	
Old	51-9336	22570	VA	Village	Richmond	Main Office	Post Office	10/01/1984	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Village VA 22570 as last line of address.
New	51-4122	22570	VA	Haynesville	Richmond	Village	Place Name	01/04/2005	
Old	51-1578	22716	VA	Castleton	Rappahannock	Main Office	Post Office	06/27/1992	Post Office discontinued. Retain ZIP Code. Establish a Place Name. Continue to use Castleton VA 22716 as last line of address.
New	51-0996	22716	VA	Boston	Culpeper	Castleton	Place Name	12/25/2004	

— Address Management, Intelligent Mail and Address Quality, 4-28-05

#### MOVER'S GUIDE NEWS

### May 2005 Mover's Guide Now Available

The May 2005 issue of Publication 75, *Mover's Guide*, will begin arriving at your facility in mid-April, packed in boxes of 100, 200, and 300.

We print and distribute *Mover's Guide* three times per year — in April, August, and December. To order up to 100 additional copies, please call the Material Distribution Center (MDC) and use touch tone order entry (TTOE); call 800-332-0317, option 2.

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

Use the following information to order the May 2005 issue of *Mover's Guide*:

**PSIN:** PUB 75  
**PSN:** 7610-03-000-4795  
**Unit of Measure:** EA  
**Minimum Order Quantity:** N/A  
**Bulk Pack Quantity:** 100

**Quick Pick Number:** 441  
**Price:** N/A  
**Edition Date:** 05/05

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— Address Management,  
Intelligent Mail and Address Quality, 4-28-05



# Retail

## HANDBOOK PO-102 REVISION

### Contingency and Emergency Servicing

Effective April 28, 2005, contingency servicing is a new procedure for vending machine servicing during the scheduled or unscheduled absence of servicing personnel. Properly trained replacement servicing employees must utilize a separate vending credit to service machines during an absence. Detailed procedures for contingency servicing must be followed.

Emergency servicing has been redefined to include natural disasters and man-made hazards. Vending equipment is serviced only when vending personnel are able to maintain current safety policies and procedures. Specific procedures for retrieving accountability and restoring vending service must be followed.

We will incorporate these revisions into the next printed edition of Handbook PO-102 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Then click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

### Handbook PO-102, Self Service Vending Operational and Marketing Program

\* \* \* \*

#### 4 Servicing Self Service Vending Equipment

\* \* \* \*

#### 43 Types of Servicing

#### 431 Emergency Servicing

[Revise 431 to read as follows:]

Emergency servicing is defined as servicing due to fire, theft, natural disaster, safety, or anything that compromises the security of vending equipment, including man-made hazards. Emergency servicing can be scheduled or unscheduled.

**Note:** Vending equipment is serviced when vending personnel are able to maintain current safety policies and

procedures. Emergency servicing should NOT be performed unless it is safe to do so.

[Add new 431.1 and 431.2 to read as follows:]

#### 431.1 Suspending Vending Service

When emergency servicing is scheduled to suspend vending service and retrieve accountability before a pending event (e.g., flood or hurricane), vending machine credits must be secured individually with a separate PS Form 3293, *Retail Vending Credit Examination*, certifying stock and cash removed from each machine. When the assigned servicing employee is unavailable, a properly trained replacement servicing employee will use the following procedures:

1. Retrieve spare keys or combinations from the envelope labeled PS Form 2018, *Duplicate Key, PIN & Combination Inventory*.
2. Access the stock and funds from the vending machine.
3. Count the stamp stock and funds using PS Form 3293 and annotate “Emergency Servicing” on the form.
4. Deposit the excess funds to the bank and secure the remaining funds and stamp stock in a safe separate from the assigned vending credit.

#### 431.2 Restoring Vending Service

When emergency servicing is performed to restore vending service, all efforts should be made to schedule the servicing employee. If the assigned servicing employee is scheduled to restore servicing and he or she performed the emergency servicing, no count is required of the stamp stock and funds retrieved. If a replacement employee performed the emergency servicing, the stamp stock and funds retrieved must be counted using PS Form 3293.

[Renumber current 432 and 433 as new 433 and 434. Add new 432 to read as follows:]

#### 432 Contingency Servicing

Contingency servicing is defined as machine servicing, during the absence of the servicing employee, when the servicing frequency is greater than the length of the absence. When the servicing employee is unavailable due to a scheduled or unscheduled absence, a properly trained

replacement servicing employee with a witness must follow these procedures:

1. Retrieve spare keys or combinations from PS Form 2018 envelope.
2. Access the stock and funds from the "contingency stock".
3. Count the contingency stock and funds using PS Form 3293. If discrepancies exist, notify the immediate supervisor.
4. Service the vending machines and collect funds to be deposited.
5. Annotate stock and coins placed in the machine using PS Form 25, *Trust Fund Account*.
6. Return residual stamp stock to security container.
7. Count funds to be deposited to the bank.
8. Secure keys or combinations in PS Form 2018 envelope.

If a replacement employee performs the contingency service, the returning employee must perform a physical count of the contingency servicing stock and the vending machine stock of the vending machines serviced during the absence.

#### **433 Full Servicing**

*[Revise 433 to read as follows:]*

Full servicing for a self service vending machine includes the following:

- a. Inspecting the machine.
- b. Fully restocking the machine with prepackaged items, including new product lines.
- c. Removing coins and bills.
- d. Filling coin hoppers and coin mechanisms.
- e. Performing accounting procedures.
- f. Checking for equipment malfunctions.
- g. Making simple repairs.
- h. Cleaning bill validator.
- i. Cleaning interior and exterior surfaces.
- j. Performing coin/bill acceptance procedures.
- k. Performing proper cleaning procedures as defined in the appropriate MS Handbook.

#### **434 Partial Servicing**

##### **434.1 Restocking**

*[Revise 434.1 to read as follows:]*

Partial servicing is limited to removing bills and fully restocking items. Items to be replaced include the following:

- a. Stamp coils.
- b. Stamp booklets.
- c. Prepackaged products, including new retail products.
- d. Coins in a coin hopper or coin mechanism.

\* \* \* \*

#### **5 Financial Control**

\* \* \* \*

#### **53 Self Service Products**

\* \* \* \*

*[Revise title and text of 533 to read as follows:]*

#### **533 Determination of Self Service Vending Credit**

The amount of stamp stock necessary in a self service vending credit depends on the models of the vending machines being serviced. To determine the amount, first identify the types of self service vending machines being serviced and the total number of each type. Then refer to section 532 to determine the amount of stamp stock required.

##### **533.1 Accountability**

The accountability of each vending machine model must equal the amount of stamp stock needed to fully load the machine and the cash required to operate the machine, plus 1 month's average sales.

*[Add new 533.2 to read as follows:]*

##### **533.2 Contingency Servicing Stock**

Once the vending credit has been established, the contingency servicing credit (minimum amount to keep machines operational during an absence) must be secured using the procedures in part 561. This contingency servicing credit is part of the total amount of the self service vending credit.

\* \* \* \*

**56 Security**

**561 Cash and Stamp Stock Security**

*[Revise 561 to read as follows:]*

Between servicing visits, the servicing person keeps all cash and stamp stock locked in a safe. Day lock is not considered locked for self service vending accountabilities. The self service vending credit must be maintained separately from any other credit consigned to the servicing person or any other employee.

Vending credit for contingency servicing must be secured separately from all other vending accountable credits in an approved security container along with a PS Form 3293, *Retail Vending Credit Examination*, listing the exact types and amounts of stamp stock.

**Note:** Cash or stamp stock not loaded in self service vending equipment must not be stored in the machine or at the location.

\* \* \* \* \*

**6 Examining Self Service Vending Credit**

**61 Procedure**

*[Revise introductory paragraph to read as follows:]*

Supervisory personnel must examine the entire self service vending credit at least once every 4 months. Examinations must include ALL vending machines, the contingency servicing stock, and the stamp stock credit assigned to the servicing person. To avoid setting a pattern, examinations are unannounced and staggered.

— *Retail Service Equipment,  
Delivery and Retail, 4-28-05*

**REMINDER**

**Stamps by Mail — Brochure Ordering Information**

The next deadline date for ordering Stamps at Your Door™ (Stamps by Mail®, Stamps Delivered to Your Door) brochures is **May 16, 2005**. This print run will be for the year-round brochure design.

To order brochures, submit PS Form 3227-0, *Stamps At Your Door Supply Order* (February 2005), to Cyril-Scott Company:

CYRIL SCOTT COMPANY  
PO BOX 627  
LANCASTER OH 43130-0627  
Telephone: 800-466-0455  
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click on *Forms*, then select the form by number. A copy of this form appears on page 124 in this *Postal Bulletin*.

The cost per unit of 500 is \$11.00. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBay procedures may also apply (refer to local procurement procedures).

Postal Service™ Headquarters has funded a national procurement from this print run for 2 million brochures for

the Stamps by Mail centralized computer processing sites. For the distribution amount for each site, see column H (2MM) of the centralized site address spreadsheet (previously distributed to each centralized site). These quantities are based on revenue generated by site. No local order placement is required to receive brochures from this distribution. However, centralized sites may order additional quantities from Cyril-Scott Company from local funds by following the ordering instructions in this article.

All other local Post Offices™ should follow the ordering instructions in this article and use local funds.

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

— *Retail Marketing,  
Service and Market Development, 4-28-05*

**Stamps At Your Door Supply Order**

(Stamps by Mail — Stamps Delivered to Your Door)

Required Entry ▶ Order No. (mm-dd-yy-ZP+ 4<sup>th</sup>) Example: 12-18-05-22209-6057**You MUST complete ALL fields on this form**

To: STAMPS AT YOUR DOOR CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (include area code)		
	Contact Fax No. (include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

**Quantity**

Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
Form 3227 (Year-Round Version)		@ \$11.00 ea. per pkg. =	
Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.		@ \$11.00 ea. per pkg. =	
<b>Total</b>			<b>\$</b>

**Ship to (Cannot ship to Post Office™ boxes):**

(No., street, apt./ste., city, state, ZIP + 4)

_____ _____ _____ _____	Contact Name  Contact Telephone No. (include area code)
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**Imprint Information**

(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)

**1.** Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4) **2 & 3.** Return Address (MUST include ZIP + 4)

_____ _____ _____	_____ _____ _____
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**Payment Information:** Orders will be shipped within 35 calendar days following print runs (see Postal Bulletin schedule.)

Actual delivery times will vary based upon the destination.

<input type="checkbox"/> VISA/ <input type="checkbox"/> IMPAC Card No.: _____ Requestor Signature _____ Funding/Credit Card Official Signature _____	<input type="checkbox"/> Check (include with order)  <input type="checkbox"/> USPS Money Order (include with order)  Exp. Date: _____ Manager/Supervisor Signature _____ Date Signed _____
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If shipment is over 20,000 forms (40 packs), enter finance no. to be charged for transportation costs:

# NOW YOU SEE THEM. NOW YOU DON'T.



Children are like that. One minute they're playing in the yard.  
The next minute they're chasing a ball into the street.  
Or playing hide-and-seek around your vehicle.  
Or trying to hitch a ride on your bumper.  
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watching for you.  
Be on the lookout for them.

## LOOK. LISTEN. LOOK AGAIN. DRIVE DEFENSIVELY.

**SAFETY  
DEPENDS  
ON ME!**

UNITED STATES  
POSTAL SERVICE

## Supply Management

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### eBuy Functionality Enhancement for Off-Catalog Purchases

eBuy has implemented new functionality for routing eBuy off-catalog requisitions to the Contract Authorization Management System (CAMS).

To ensure that your eBuy off-catalog requisition is routed to the appropriate Category Management Center (CMC) or Purchasing Service Center (PSC) for processing, requisitioners must do the following:

- From the Purchase Method drop down box of an eBuy off-catalog requisition, click *Route Req to Supply Mgt.* In the After Approval Route Requisition drop down box, click the appropriate CMC/PSC.
- If you do not know the appropriate CMC/PSC, select the last option, "Not Sure." However, by selecting this option, it will not be possible to complete and submit

the requisition until the appropriate CMC/PSC has been identified and selected. Call 800-USPS-HELP to obtain the necessary information. The Help Desk for eBuy is available Monday through Friday, from 7:00 A.M. to 5:00 P.M. Central Time.

If you do not have access to the Intranet, you should continue processing your requisitions as you have been, per your individual office procedures using PS Form 7381, *Requisition for Supplies, Services, or Equipment*.

For more information regarding the new feature, click on *What's New* at <http://ebuy/jsp/co/Login.jsp>.

— SCM Strategies,  
*Supply Management*, 4-28-05

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### New National Stock Number Search Feature for Boise Cascade Office Products on eBuy

eBuy has installed a new search feature to help people who create on-catalog eBuy requisitions for the purchase of Boise Cascade Office Products (BCOP). When completing eBuy requisitions for BCOP, you can now use the last four digits of a national stock number (NSN) to search for office supplies.

Once a BCOP requisition is created:

- Use the Quick Search button on the BCOP catalog page to perform a search by NSN.
- Enter the last four digits of the NSN in the field to the left of the Quick Search button, and then click on *Quick Search*.
- Using the Advanced Search tab on the BCOP catalog page to perform a search by NSN, enter the last

four digits of the NSN in the Item Description Contains field, and then click *Search* at the bottom of the page.

- If you enter more than the last four digits or if you enter the entire NSN, be sure to include dashes separating each set of numbers.

You can find NSNs for National Industries for the Blind (NIB) or National Industries for the Severely Handicapped (NISH) in sections J and G of the printed edition of the *BCOP 2005 USPS Office Supply Catalog*.

— SCM Strategies,  
*Supply Management*, 4-28-05



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